

SPECIAL NOTICE

Public Participation Accessibility for the City Council and Successor Agency for the Paramount Redevelopment Agency meetings scheduled for December 15, 2020.

Pursuant to Executive Order N-29-20, executed by the Governor of California on March 17, 2020, and as a response to mitigating the spread of Coronavirus known as COVID-19, the meeting of the City Council scheduled for Tuesday, December 15, 2020 at 5:00 p.m. will allow members of the public to participate and address the City Council during the open session of the meeting via live stream and/or teleconference only. Below are the ways to participate:

View the City Council meeting live stream:

- YouTube Channel <https://www.youtube.com/user/cityofparamount>
- Spectrum Cable TV Channel 36

Listen to the City Council meeting (audio only):

- Call (503) 300-6827 Conference Code: 986492

Members of the public wanting to address the City Council, either during public comments or for a specific agenda item, or both, may do so by the following methods:

- E-mail: crequest@paramountcity.com
- Teleconference: (562) 220-2225

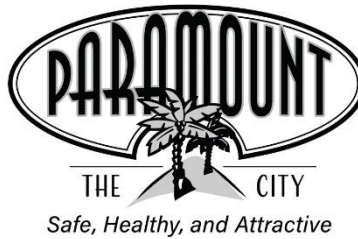
In order to effectively accommodate public participation, participants are encouraged to provide their public comments via e-mail before 5:00 p.m. on Tuesday, December 15, 2020. The e-mail must specify the following information: 1) Full Name; 2) City of Residence; 3) Phone Number; 4) Public Comment or Agenda Item No; 5) Subject; 6) Written Comments. Comments related to a specific agenda item must be received before the item is considered and will be provided to the City Council accordingly as they are received.

Participants wishing to address the City Council by teleconference should call City Hall at **(562) 220-2225** and provide the following information: 1) Full Name; 2) City of Residence; 3) Phone Number; 4) Public Comment or Agenda Item No; 5) Subject.

Teleconference participants will be logged in, placed in a queue and called back during the City Council meeting on speaker phone to provide their comments. Persons speaking and written comments are limited to a maximum of three minutes unless an extension is granted. Please be mindful that the teleconference will be recorded as any other person is recorded when appearing before the City Council, and all other rules of procedure and decorum will apply when addressing the City Council by teleconference.

AGENDA

Paramount City Council
December 15, 2020



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

Public Comments: See Special Notice. 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) 220-2220 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 Peggy Lemons
PLEDGE OF ALLEGIANCE:	Councilmember Vilma Cuellar Stallings
INVOCATION:	Deacon Oscar Corcios Our Lady of the Rosary
ROLL CALL OF COUNCILMEMBERS:	Councilmember Isabel Aguayo Councilmember Laurie Guillen Councilmember Vilma Cuellar Stallings Vice Mayor Brenda Olmos Mayor Peggy Lemons

PRESENTATIONS

1. [CERTIFICATES OF RECOGNITION](#) 2020 Paramount Education Partnership (PEP) Donors
2. [PRESENTATION](#) Government Finance Officers Association Comprehensive Annual Financial Report Award for Fiscal Year 2019

CITY COUNCIL PUBLIC COMMENT UPDATES

PUBLIC COMMENTS

CONSENT CALENDAR

All items under the Consent Calendar may be enacted by one motion. Any item may be removed from the Consent Calendar and acted upon separately by the City Council.

3. [APPROVAL OF MINUTES](#) November 3 and November 17, 2020
4. [APPROVAL](#) Register of Demands
5. [ORDINANCE NO. 1140 \(Adoption\)](#) Approving Zoning Ordinance Text Amendment No. 18, Allowing Digital Pricing on Service Station Monument Signs Citywide and Revising Regulations for Window Signs in Commercial and Manufacturing Zones Citywide

OLD BUSINESS

6. [RECEIVE AND FILE](#) Withdrawal of Appeal of Denial by the Planning Commission of Conditional Use Permit No. 887 [Request by Jose Ponce/Ponce Recycling to operate a small recycling collection facility at 16259 Paramount Boulevard in the PD-PS (Planned Development with Performance Standards) Zone]

NEW BUSINESS

7. [PUBLIC HEARING
ORDINANCE NO.
1145 \(Introduction\)](#) Approving Zoning Ordinance Text
Amendment No. 19, Establishing
Regulations for Indoor Recreation and
Warehouse and Distribution Centers in the
Clearwater East Specific Plan Area
8. [RECEIVE AND FILE](#) One-year Review of Regulations Adopted
by the City Council for Home Gardens and
Consideration of Additional Options
9. [APPROVAL](#) Youth Sports League Scholarship
Program
10. [APPROVAL](#) Authorization for Professional Services for
Continued Work on a Water Rate Study
11. [RECEIVE AND FILE](#) Fiscal Year 2020 Comprehensive Annual
Financial Report (CAFR)
12. [APPROVAL](#) Draft 2021 Legislative Platform
13. [RESOLUTION NO.
20:032](#) Rescinding Resolution No. 19:027 and
Adopting the Updated City Personnel
Manual
14. [RESOLUTION NO.
20:033](#) Amending Resolution No. 19:044 to
Comply with State Minimum Wage Law by
Updating the Authorized Position Listing
and Salary Table for Part-Time City
Employees
15. REPORT Pipeline Franchise Agreements
 - a) [APPROVAL](#) Notice of Intent to Hold Public Hearing –
Ordinance No. 1143 Pipeline Franchise
Agreement with Pacific Pipeline System,
LLC
 - b) [APPROVAL](#) Notice of Intent to Hold Public Hearing –
Ordinance No. 1144 Pipeline Franchise
Agreement, Tesoro SoCal Pipeline
Company, LLC

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- | | | |
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| 16. | <u>APPROVAL</u> | Measure R Funding Agreement with the Los Angeles County Metropolitan Transportation Authority (LACMTA) for the Alondra Blvd. Improvements Project from Hunsaker Ave. to Lakewood Blvd. |
| 17. | <u>AWARD OF CONTRACT</u> | Landscape Maintenance Services |
| 18. | <u>RESOLUTION NO. 20:034</u> | Approving the Application for Grant Funds for the California Drought, Water, Park, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Proposition 68), for the West Santa Ana Branch Bikeway Phase 3 Project |

COMMENTS/COMMITTEE REPORTS

- Councilmembers
- Staff

CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code Section 54956.8
Property: APN No. 6270-025-026 and APN No. 6270-025-027
Agency negotiator: John Moreno, City Manager
Under negotiation: Terms of payment

ADJOURNMENT

To a meeting on January 12, 2021 at 6:00 p.m.

DECEMBER 15, 2020

PARAMOUNT EDUCATION PARTNERSHIP

❖ RECOGNITION OF PEP DONORS

DECEMBER 15, 2020

PRESENTATION

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)
COMPREHENSIVE ANNUAL FINANCIAL REPORT AWARD FOR FISCAL
YEAR 2019

MS. KINNALLY SOUKHASEUM, PARTNER, EIDE BAILLY, LLP, WILL
PRESENT THE GFOA AWARD TO THE CITY COUNCIL.



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Paramount
California**

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2019

Christopher P. Morill

Executive Director/CEO

City Council Public Comment Updates

December 15, 2020

From the November 17, 2020 City Council Meeting:

Resident	Request/Issue/Concern	Action/Comment
Gerald Cerda	The progress of the neighborhood parking lot concept at Hayter Ave. and Alondra Blvd.	After some residents of Passage Ave. and Perilla Ave. neighborhood complained to the City about a lack of on-street parking, staff began looking into potential short-term and long-term solutions. One idea was to work with Los Angeles Department of Water and Power (LADWP) to access their land located on Hayter Ave. and Alondra Blvd. Staff was recently informed by the LADWP that they have instilled a moratorium on new leases due to the pandemic, as their limited resources won't allow them to accept any new lease applications until further notice, possibly for at least two years. Adriana Figueroa has contacted Mr. Cerda to provide him an update.
	Despite the City allowing dogs in parks, some outdated signage remains posted which indicates that dogs are not allowed.	Staff is in the process of replacing park signs that contain the old regulations with new signs reflecting the updated Ordinance. As this is an on-going process that just started, some old signs are still up, but will be replaced soon.
Jaime Lopez	Requested specific information about the Unity in the Community program, as well its efforts from 2016.	In regards to the 2020 Unity in the Community effort, the City Manager provided an update on the committee's efforts at the November 17 City Council meeting. In regards to the 2016 Unity in the Community Effort, on December 7, 2020, staff sent an email to Mr. Lopez notifying him that his questions about specific information from 2016 were forwarded to the Unity in the Community committee. Once answers are received, they will be forwarded to Mr. Lopez.

Resident	Request/Issue/Concern	Action/Comment
Alfredo Banuelos	Requested that the City bring back the Parking Sub-Committee or suspend all parking fines in the City.	<p>As reported at the November 17 City Council Meeting, shifting to a virtual Parking Sub-Committee meeting would not be as effective as in-person meetings for a number of reasons. Staff will continue to monitor COVID-19 Health Orders for non-essential in-person meetings and revisit the possibility of in-person meetings when social distancing orders are scaled back. Regarding the suspension of parking fines, the effects of the State's Stay at Home Order issued in March 2020 presented unique challenges for Paramount residents to move their vehicles and locate available on-street public parking during the posted street sweeping hours. At that time, the City temporarily suspended parking enforcement to accommodate residents' increased need for street parking. In the weeks immediately following the suspension of parking enforcement, the Public Works Department observed an increase of trash, debris, and sediment collected along streets and in storm drains from vehicles ignoring street sweeping notices. Most notably, there was an alarming amount of used masks and gloves along the street gutters and in storm drains, jeopardizing the health and safety of our residents and impacting the City's ability to comply with basic public health requirements and environmental codes. As a result, the City resumed parking enforcement over a two-phase approach starting May 11, 2020 to ensure vehicles are moved for street sweeping. Due to the environmental health and safety risks associated with vehicles not moving for street sweeping, suspending parking enforcement is not recommended.</p>

DECEMBER 15, 2020

APPROVAL OF MINUTES

PARAMOUNT CITY COUNCIL

MOTION IN ORDER:

APPROVE THE PARAMOUNT CITY COUNCIL MINUTES OF NOVEMBER 3,
2020 AND NOVEMBER 17, 2020.

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

**PARAMOUNT CITY COUNCIL
MINUTES OF A REGULAR MEETING
NOVEMBER 3, 2020**

City of Paramount, 16400 Colorado Avenue, Paramount, CA 90723

CALL TO ORDER: The regular meeting of the Paramount City Council was called to order by Mayor Peggy Lemons at 6:00 p.m. at City Hall, Council Chambers, 16400 Colorado Avenue, Paramount, California.

PLEDGE OF ALLEGIANCE: Councilmember Laurie Guillen, led the pledge of allegiance.

INVOCATION: Pastor Deborah Jameson, Lifegate Foursquare Church delivered the invocation.

ROLL CALL OF COUNCILMEMBERS: Present: Councilmember Isabel Aguayo
Councilmember Laurie Guillen
Councilmember Vilma Cuellar Stallings
Vice Mayor Brenda Olmos
Mayor Peggy Lemons

STAFF PRESENT: John Moreno, City Manager
John E. Cavanaugh, City Attorney
Andrew Vialpando, Assistant City Manager
John Carver, Planning Director
Adriana Figueroa, Public Works Director
David Johnson, Com. Serv. & Recreation Director
Karina Liu, Finance Director
Steve Coumparoules, Management Analyst
Danny Elizarraras, Management Analyst
John King, Assistant Planning Director
Heidi Luce, City Clerk
Wendy Macias, Public Works Manager
Anthony Martinez, Management Analyst II
Daniel Martinez, Information Technology Analyst I
Margarita Matson, Assistant Public Safety Director

CITY COUNCIL PUBLIC COMMENT UPDATES

CF 10.4 There were no City Council public comment updates.

PUBLIC COMMENTS

CF 10.3 The following individuals addressed the City Council and provided public comments via teleconference: Alejandro Yanez, Jaime Lopez, and Gerald Cerda.

Additionally, the following individuals provided written comments via e-mail: Andrea Crow on behalf of Paramount Library and Alfredo Banuelos.

Mayor Lemons stated that one additional written public comment was received from Luis Bautista but in consultation with the City Attorney, a determination has been made that the content is a violation of Section F(3)(e) and F(3)(f) of the City's Rules of Decorum and as a result the email will not be read into the record; however, a copy of Mr. Bautista's e-mail will be provided to each Councilmember.

CONSENT CALENDAR

It was moved by Councilmember Cuellar Stallings and seconded by Councilmember Aguayo to approve Consent Calendar Items 1-6 as shown below. The motion passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons
NOES: None
ABSENT: None
ABSTAIN: None

- | | | |
|----|---|--------------------|
| 1. | APPROVAL OF
MINUTES
October 6 and
October 20, 2020 | Approved |
| 2. | APPROVAL
Register of Demands
CF 47.2 | Approved |
| 3. | RECEIVE AND FILE
Treasurer's Report for
the Quarter Ending
September 30, 2020
CF 47.3 | Received and filed |

4. ORDINANCE NO. 1137 Waived further reading and adopted
(Adoption)
Adopting Citywide
Regulations for Mobile
Food and Ice Cream
Vending Vehicles
5. PUBLIC HEARING Waived further reading and adopted
ORDINANCE NO. 1139
(Adoption)
Amending Ordinance
No. 178, the
Comprehensive Zoning
Ordinance, Approving
Zone Change No. 237,
Changing the Official
Zoning Map of the City of
Paramount from M-1
(Light Manufacturing) to
R-M (Multiple-Family
Residential) at 6424,
6432, and 6530 Alondra
Boulevard in the City of
Paramount
CF 70.2, 109 ZC 237
6. ORDINANCE NO. 1141 Waived further reading and adopted
(Adoption)
Revising Urban Storm
Water Management
Regulations Regarding
Parking Lot Sweeping
and Cleaning Citywide
CF 70.2, 90.1

OLD BUSINESS

7. PUBLIC HEARING Assistant Planning Director King gave the report and
ORDINANCE NO. 1140 presented a PowerPoint presentation.
(Introduction)
Approving Zoning
Ordinance Text
Amendment No. 18,
Allowing Digital Pricing
on Service Station
Monument Signs

Discussion ensued concerning enforcement of these
regulations. Assistant Public Safety Director Matson
commented that most enforcement will be on a
complaint basis.

Citywide and Revising
Regulations for Window
Signs in Commercial and
Manufacturing Zones
Citywide
CF 70.2, ZOTA 18

City Manager Moreno commented that there are some digital signs that will need to be addressed likely after the first of the year once the regulations become effective.

Councilmember Guillen commented that it is also important to keep windows clear of sign clutter so that law enforcement can see in the businesses.

In response to Mayor Lemons regarding scrolling digital signs, Assistant Director King stated that driver distraction is the primary reason those types of signs are not allowed.

Discussion ensued concerning the broader issue of signs in general. Planning Director Carver stated that staff suggests working with consultant to provide a comprehensive review of signs citywide and will likely come back in the coming months for an award of contract for such services. City Manager Moreno stated that staff will also provide an overview of the current regulations at an upcoming meeting so that that the City Council can provide input as to what they would like to see in the future.

Mayor Lemons opened the public hearing.

Mayor Lemons asked if there was anyone wishing to testify. There being no one wishing to testify, it was moved by Vice Mayor Olmos and seconded by Councilmember Cuellar Stallings to close the public hearing. The motion was passed by the following roll call vote:

AYES:	Councilmembers Aguayo, Guillen, Cuellar Stallings; Vice Mayor Olmos; and Mayor Lemons
NOES:	None
ABSENT:	None
ABSTAIN:	None

It was moved by Councilmember Aguayo and seconded by Councilmember Cuellar Stallings to read by title only, waive further reading of Ordinance No. 1140 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT SETTING FORTH ITS FINDING OF FACT, AND APPROVING ZONING ORDINANCE TEXT AMENDMENT NO. 18, AMENDING CHAPTER 44, ARTICLE I, SECTION 44-1 (DEFINITIONS); ARTICLE VI, SECTION 44-67 (d)(2); ARTICLE VII, SECTION 44-69 (27.1)(b); ARTICLE VIII, SECTION 44- 75 (45.1)(k); ARTICLE IX, SECTION 44-81 (21)(j); ARTICLE XI, DIVISION 2, SECTION 44-104.2 (q)(8); AND ARTICLE XIX, SECTION 44-241 (b) OF THE PARAMOUNT MUNICIPAL CODE, ALLOWING DIGITAL PRICING ON SERVICE STATION MONUMENT SIGNS CITYWIDE AND REVISING REGULATIONS FOR WINDOW SIGNS IN COMMERCIAL AND MANUFACTURING ZONES CITYWIDE" and place it on the December 15, 2020 agenda for adoption. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons

NOES: None

ABSENT: None

ABSTAIN: None

NEW BUSINESS

8. PUBLIC HEARING
RESOLUTION NO.
20:031 -
Approving a First
Amendment to that
Commercial Disposition
and Development
Agreement with
Paramount Place, LLC
CF 43.1022

City Manager Moreno gave the report.

Mayor Lemons opened the public hearing.

Mayor Lemons asked if there was anyone wishing to testify. There being no one wishing to testify, it was moved by Vice Mayor Olmos and seconded by Councilmember Guillen to close the public hearing. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons

NOES: None

ABSENT: None

ABSTAIN: None

It was moved by Vice Mayor Olmos and seconded by Councilmember Aguayo to read by title only, and adopt Resolution No. 20:031, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT APPROVING A FIRST AMENDMENT TO THAT COMMERCIAL DISPOSITION AND DEVELOPMENT AGREEMENT WITH PARAMOUNT PLACE, LLC." The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons
NOES: None
ABSENT: None
ABSTAIN: None

9. PUBLIC HEARING
ORDINANCE NO. 1142
(Introduction)
Adopting a Recodified
Paramount Municipal
Code
CF 70

City Clerk Luce gave the report

Mayor Lemons opened the public hearing.

Mayor Lemons asked if there was anyone wishing to testify. There being no one wishing to testify, it was moved by Councilmember Cuellar Stallings and seconded by Councilmember Guillen to close the public hearing. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons
NOES: None
ABSENT: None
ABSTAIN: None

It was moved by Councilmember Cuellar Stallings and seconded by Councilmember Aguayo to read by title only, waive further reading of Ordinance No. 1142 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT ADOPTING A RECODIFIED PARAMOUNT MUNICIPAL CODE" and place it on the November 17, 2020 agenda for adoption. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons

NOES: None

ABSENT: None

ABSTAIN: None

10. AWARD OF
CONTRACT
Construction of the
Ralph C. Dills Park Mini-
Pitch Soccer Court
Concrete Slab (City
Project No. 9150)
CF 43.1127, 74.4

Public Works Director Figueroa gave the report

It was moved by Councilmember Guillen and seconded by Councilmember Cuellar Stallings to authorize the award of contract for construction of the Ralph C. Dills Park Mini-Pitch soccer court concrete slab to C.S. Legacy Construction, Inc., Chino, California in the amount of \$105,726 authorize the Mayor or her designee to execute the agreement. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons

NOES: None

ABSENT: None

ABSTAIN: None

11. MAYOR'S
APPOINTMENT
Member of the Board of
Trustees of the Greater
Los Angeles County
Vector Control District
CF 11.4

Mayor Lemons appointed Councilmember Isabel Aguayo to serve as the City's representative to the Board of Trustees of the Greater Los Angeles County Vector Control District for a two-year term expiring January 2, 2023.

COMMENTS/COMMITTEE REPORTS

Councilmembers

Councilmember Guillen expressed continued concern regarding the traffic impacts of the drive-through serving Tam's Burgers at Alondra Blvd. and Downey Ave. She encouraged everyone to work together for calm and unity as the election results come in.

Vice Mayor Olmos noted that she attended the Virtual Neighborhood Watch meeting along with several residents. She thanked the Community Services &

Recreation Department for an outstanding Halloween event and reminded residents that there will be a free drive-through flu shot clinic at Paramount Park on Saturday from 9:00 a.m. – 12:00 p.m.

Councilmember Cuellar Stallings noted that she attended the Halloween event and the recent fire extinguisher training. She thanked the Community Services & Recreation Department for the great Halloween event and wished everyone a Happy Veteran's Day. She also wished her granddaughter a very happy upcoming birthday on Veteran's Day.

Councilmember Aguayo recognized the Community Services & Recreation department for all of the amazing events they put on for the City's residents. She encouraged residents to take advantage of events offered by the City and to share information with each other.

Mayor Lemons commented that several residents from neighboring cities attended the City's holiday events and were thoroughly impressed by what Paramount does for its residents. She thanked the Community Services & Recreation staff for all the effort they put into making these events so successful.

Staff

City Manager Moreno provided an explanation about the misinformation that was inadvertently distributed regarding the recent Neighborhood Watch meeting and noted the video of the meeting is available for the public to view on the City's YouTube channel.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to
paragraph (2) of subdivision (d) of Section 54956.9
One potential case

There was no closed session held.

ADJOURNMENT

There being no further business to come before the City Council, Mayor Lemons adjourned the meeting at 7:15 p.m. to a meeting on November 17, 2020 at 5:00 p.m.

Peggy Lemons, Mayor

ATTEST:

Heidi Luce, City Clerk

**PARAMOUNT CITY COUNCIL
MINUTES OF AN ADJOURNED MEETING
NOVEMBER 17, 2020**

City of Paramount, 16400 Colorado Avenue, Paramount, CA 90723

CALL TO ORDER: The adjourned meeting of the Paramount City Council was called to order by Mayor Peggy Lemons at 5:00 p.m. at City Hall, Council Chambers, 16400 Colorado Avenue, Paramount, California.

ROLL CALL OF COUNCILMEMBERS Present: Councilmember Isabel Aguayo
Councilmember Laurie Guillen
Councilmember Vilma Cuellar Stallings
Vice Mayor Brenda Olmos
Mayor Peggy Lemons

STAFF PRESENT: John Moreno, City Manager
John E. Cavanaugh, City Attorney
Andrew Vialpando, Assistant City Manager
John Carver, Planning Director
Adriana Figueroa, Public Works Director
David Johnson, Com. Serv. & Recreation Director
Karina Liu, Finance Director
Adriana Lopez, Public Safety Director
Rebecca Bojorquez, Management Analyst
Heidi Luce, City Clerk
Steve Coumparoules, Management Analyst
Anthony Martinez, Management Analyst II
Daniel Martinez, Information Technology Analyst I

PRESENTATIONS

1. **CERTIFICATE OF RECOGNITION**
U.S. Census Engagement – Mujeres Unidas Sirviendo Activamente (MUSA)
CF 39.6
- The Mayor, on behalf of the City Council, recognized Mujeres Unidas Sirviendo Activamente (MUSA) for their efforts to improve U. S. Census Engagement in the City of Paramount and for the many ways they serve the community including helping with the drive through Halloween event and distributing the free masks donated by JayOne Foods, a local business.
- MUSA President Erika Eras and Boardmember Georgina Arceo thanked the City Council for this recognition through pre-recorded remarks.

CITY COUNCIL PUBLIC COMMENT UPDATES

CF 10.4 City Manager Moreno responded to comments made by Gerald Cerda and Alfredo Banuelos at the November 3, 2020 City Council meeting.

PUBLIC COMMENTS

CF 10.3 The following individuals addressed the City Council and provided public comments via teleconference: Leeor Alpern on behalf of World Energy and Gerald Cerda. Additionally, the following individuals provided written comments via e-mail: Jaime Lopez, April Villanueva, and Alfredo Banuelos.

Mayor Lemons and City Manager Moreno provided a brief update on the Unity in the Community discussions.

Mayor Lemons commented that the Neighborhood Parking Committee meetings will resume once the COVID-19 related restrictions on gathering are relaxed. Discussion ensued concerning holding the meetings virtually.

City Manager Moreno announced that the following subsequent need item, which addresses a public need and has a public benefit, came up after the agenda was posted and requested that the City Council entertain a motion to place it on the agenda.

Thanksgiving Food Assistance for Paramount Needy Families

It was moved by Councilmember Cuellar Stallings and seconded by Councilmember Aguayo to place the item above on the agenda as item 11 The motion was passed by the following roll call vote:

AYES:	Councilmembers Aguayo, Guillen, Cuellar Stallings; Vice Mayor Olmos; and Mayor Lemons
NOES:	None
ABSENT:	None
ABSTAIN:	None

CONSENT CALENDAR

It was moved by Councilmember Cuellar Stallings and seconded by Vice Mayor Olmos to approve Consent Calendar Items 2 and 3 as shown below. The motion passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons
NOES: None
ABSENT: None
ABSTAIN: None

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| 2. | ORDINANCE NO. 1142
(Adoption)
Adopting a Recodified
Paramount Municipal
Code
CF 70 | Waived full reading and adopted |
| 3. | ACCEPTANCE OF
WORK
Neighborhood Street
Resurfacing
Improvements Project for
Fiscal Year 2020 (City
Project No. 9031)
CIP 9031 FY 20 | Accepted the work performed by All American Asphalt, Corona, California for the Neighborhood Street Resurfacing Improvements Project for Fiscal Year 2020 and authorized payment of the retention. |

NEW BUSINESS

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| 4. | AWARD OF CONTRACT
Civic Center Art Piece
and Cleaning of Art
Pieces Citywide
CF 43.1128, 39.20 | Planning Director Carver gave the report and presented a PowerPoint presentation.

Discussion ensued concerning the design of the proposed art piece. City Manager Moreno explained that the art piece was intended to be a surprise in celebration of the 100 th anniversary of the passage of the 19 th Amendment to the US Constitution and to commemorate the historic all-female Paramount City Council. The City Council expressed its preference to approve the proposed design before voting to approve the expenditure of funds for the art piece. |
|----|--|---|

It was moved by Vice Mayor Olmos and seconded by Councilmember Cuellar Stallings to award the contract for Professional Services to J.K. Designs, Inc. for cleaning of art pieces citywide in the amount of \$13,200 and authorize the Mayor or her designee to execute the agreement pending final review by the City Attorney; and to continue consideration of the portion of the contract related to the proposed art piece at the Civic Center to a future meeting and direct staff to provide the City Council with a draft rendering of the proposed art piece. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons
NOES: None
ABSENT: None
ABSTAIN: None

5. APPROVAL
Amendment No. 1 to the
Agreement with
Bucknam & Associates
for Continued Program
Management for Water
Well 16 (City Project No.
9116)
CIP 9116 FY 20

Public Works Director Figueroa gave the report.

It was moved by Vice Mayor Olmos and seconded by Councilmember Aguayo to approve an amendment to the agreement with Bucknam & Associates for continued program management for Water Well 16 and authorize the Mayor or her designee to execute the agreement. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons
NOES: None
ABSENT: None
ABSTAIN: None

6. APPROVAL
Payment Authorization for
the Installation of Fire and
Water Services at 7317
Somerset Boulevard
CF 113.15

Public Works Director Figueroa gave the report and presented a PowerPoint presentation.

It was moved by Councilmember Aguayo and seconded by Councilmember Cuellar Stallings to authorize the payment for the installation of fire service at 7317 Somerset Boulevard, in the amount of \$46,050. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons

NOES: None

ABSENT: None

ABSTAIN: None

7. AWARD OF CONTRACT
Merchant Credit Card
Services
CF 43.1129

Finance Director Liu gave the report and presented a PowerPoint presentation.

It was moved by Vice Mayor Olmos and seconded by Councilmember Cuellar Stallings to authorize the City Manager to enter into a contract with Bank of the West to provide merchant card services for credit card payments by members of the public to the City for fees and services. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons

NOES: None

ABSENT: None

ABSTAIN: None

8. APPROVAL
Authorize the Purchase of
a License Plate Reader XL
Premium Speed Trailer
from Vigilant Solutions,
LCC using JAG Grant
Funds and General Funds
CF 54.50

Public Safety Director Lopez gave the report and presented a PowerPoint presentation.

In response to Councilmember Guillen, Public Safety Director Lopez explained that 3% of the grant funds are required to be set aside for the Sheriff's Department database.

In response to Vice Mayor Olmos regarding insurance and maintenance on the speed trailer, Public Safety Director commented that these types of purchased typically come with a warranty and the City will include this items on its insurance.

City Clerk Luce read a public comment from Alfredo Banuelos expressing opposition to this item.

Discussion ensued concerning the benefits of this technology in addressing public safety issues including street takeovers.

It was moved by Councilmember Cuellar Stallings and seconded by Councilmember Guillen to authorize the purchase of a License Plate Reader XL Premium Speed Trailer from Vigilant Solutions, LLC using JAG Grant Funds and General Funds. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons
NOES: None
ABSENT: None
ABSTAIN: None

9. APPROVAL
Citizens' Option for Public
Safety (COPS) Grant
Funding for Fiscal Year
2020-2021
CF54.49

Public Safety Director Lopez gave the report.

It was moved by Councilmember Aguayo and seconded by Councilmember Cuellar Stallings to authorize staff to use State COPS grant funds to provide additional law enforcement patrols throughout the week, purchase equipment, and produce Neighborhood Watch materials. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons
NOES: None
ABSENT: None
ABSTAIN: None

10. ORAL REPORT
Achieving Change
Through Information,
Outreach, & Networking
(ACTION)
CF 79.17

Management Analyst Coumparoules gave the report and presented a PowerPoint presentation providing a review of the Neighborhood Preservation Program ACTION projects completed in fiscal year 2019-2020

11. APPROVAL
Thanksgiving Food
Assistance for Paramount
Needy Families

SUBSEQUENT NEED ITEM ADDED:

Community Services & Recreation Director Johnson gave the report conveying staff's recommendation that an allocation of \$10,000 be added to the FY 20-21 budget to provide Thanksgiving meals or gift certificates to 100 needy families in Paramount that are experiencing food insecurity issues because of the pandemic.

It was moved by Vice Mayor Olmos and seconded by Councilmember Aguayo to approve an emergency allocation of \$10,000 in the FY 20-21 Budget to financially assist needy families in Paramount for the Thanksgiving holiday. The motion was passed by the following roll call vote:

AYES: Councilmembers Aguayo, Guillen,
Cuellar Stallings; Vice Mayor Olmos;
and Mayor Lemons

NOES: None

ABSENT: None

ABSTAIN: None

COMMENTS/COMMITTEE REPORTS

Councilmembers

Vice Mayor Olmos requested an update on the recently adopted street racing ordinances. Public Safety Director Lopez and LASD Sargent Fitzgerald provided a brief update on the ways the ordinance has been implemented since it was adopted

Vice Mayor Olmos suggested that the City implement an outreach campaign to encourage residents to sign up for the City newsletter and e-mail notifications.

In response to Vice Mayor Olmos' inquiry regarding the timeline for the General Plan and Housing Element updates, Planning Director Carver noted that the City is in the fifth or sixth week of the year long process. Planning Director Carver also provided an update on the sale of the pocket park property and the City's work thus far with the development consultant.

Vice Mayor Olmos also suggested that the City implement a community garden program. Brief discussion ensued concerning community gardens.

Lastly, she wished everyone a very happy Thanksgiving.

Councilmember Aguayo commented that she is overwhelmed by the support she's seeing from Paramount residents helping others in need during these difficult times. She encouraged everyone to remain diligent in the fight against COVID-19

Councilmember Guillen commented that she too supports the community garden idea and provided additional suggestions for implementation of a community garden program and expansion of the gardening box regulations. She also commented that the Veteran's Day recognition was appreciated.

Councilmember Guillen also commented that the City Council appreciates the comments from the public and takes them seriously. She wished everyone a happy Thanksgiving and encouraged everyone to reflect on what's important.

Councilmember Cuellar Stallings commented that she enjoyed her experience filming her "Cooking with Kat" video. She also commented that the veterans appreciated the Veteran's Day recognition.

Lastly, she wished everyone a happy Thanksgiving and reminded everyone to stay safe and stay healthy.

Mayor Lemons thanked Steve Coumparoules for his continued outreach to Paramount's homeless neighbors. She also expressed appreciation to Community Services & Recreation, specifically Director Johnson and Assistant Directory Guillen for their efforts to coordinate programs and services for families with special needs children. She also expressed appreciation to City Manager Moreno for his open-mindedness and willingness to create innovative ways to help the residents of Paramount.

Lastly, she wished everyone a happy Thanksgiving and encouraged everyone to do what is necessary to stay safe this holiday season.

Staff

City Manager Moreno noted that staff will provide an update and status report on the City's gardening box regulations at an upcoming City Council meeting.

He also thanked Mayor Lemons for the kudos and expressed his appreciation for an excellent staff that works hard to create innovative ways to help the City's residents.

CLOSED SESSION

Mayor Lemons recessed the meeting at 6:40 p.m. to discuss the following item in closed session:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code Section 54956.8

Property: APN No. 6270-025-026 and APN No. 6270-025-027

Agency negotiator: John Moreno, City Manager

Under negotiation: Terms of payment

CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9
One potential case

Mayor Lemons called the meeting back to order in open session at 7:47 p.m.

City Attorney Cavanaugh reported that the first matter related to CONFERENCE WITH REAL PROPERTY NEGOTIATORS was taken off calendar and was not discussed by the City Council in closed session.

He further reported that the City Council met in closed session to discuss the second matter related to CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION and no reportable action was taken.

ADJOURNMENT

There being no further business to come before the City Council, Mayor Lemons adjourned the meeting at 7:48 p.m. to a meeting on December 15, 2020 at 5:00 p.m.

Peggy Lemons, Mayor

ATTEST:

Heidi Luce, City Clerk

DECEMBER 15, 2020

REGISTER OF DEMANDS

PARAMOUNT CITY COUNCIL

MOTION IN ORDER:

APPROVE THE PARAMOUNT CITY COUNCIL REGISTER OF DEMANDS.

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

**CITY OF PARAMOUNT
FINAL CHECK REGISTER
November 30, 2020
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
317721	2RUE BEAUTY SALON	10,000.00	PL - SBA RELIEF (2RUE BEAUTY SALON)
	Vendor Tota	10,000.00	
317905	A & G FENCE AND SUPPLY SALES	4,342.00	CIP - NEIGHBORHOOD IMP (8800 CENTURY)
	Vendor Tota	4,342.00	
317753	ACE BUSINESS MACHINES, INC	120.00	FIN - EQUIPMENT MNTC SVCS
	Vendor Tota	120.00	
317929	ACM+ ENVIRONMENTAL SERVICES	10,000.00	PL - SBA RELIEF (ACM+ ENVIRONMENTAL)
	Vendor Tota	10,000.00	
318017	ADECCO EMPLOYMENT SERVICES	1,634.37	PW - LANDSCAPE MNTC SVCS (11/8)
	Vendor Tota	1,634.37	
317968	ADMINISTRATIVE SERVICES CO-OP	2,282.30	CSR - TAXI TRANSIT SVCS (10/20)
		2,255.38	CSR - TAXI TRANSIT SVCS (9/20)
		459.45	CSR - TAXI TRANSIT SVCS (10/20)
	Vendor Tota	4,997.13	
317690	ADVANCE ELEVATOR, INC	300.00	PW - ELEVATOR MNTC (11/20)
318022		300.00	PW - ELEVATOR MNTC (12/20)
	Vendor Tota	600.00	
317783	ADVANCED AQUATIC TECHNOLOGY	975.00	PW - CIVIC CENTER FOUNTAIN MNTC (11/20)
318023		975.00	PW - CIVIC CENTER FOUNTAIN MNTC (12/20)
	Vendor Tota	1,950.00	
317930	AFLAC	2,874.06	AFLAC VOLUNTARY INSURANCE (10/20)
		1,916.04	AFLAC VOLUNTARY INSURANCE (11/20)
	Vendor Tota	4,790.10	
317784	AIRGAS	89.13	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	89.13	
317764	ALIN PARTY SUPPLY CO.	48.19	CSR - STAR SUPPLIES
317987		49.56	CSR - STAR SUPPLIES
		14.30	CSR - BREAKFAST W/ SANTA
		-14.30	CSR - BREAKFAST W/ SANTA (CREDIT)
	Vendor Tota	97.75	
318024	ALL AMERICAN ASPHALT	71,107.84	CIP - NEIGHBORHOOD STREET RESURF
	Vendor Tota	71,107.84	
317722	ALS GROUP USA, CORP	225.50	PW - WATER CHEMICAL TESTING
		126.00	PW - WATER CHEMICAL TESTING
		126.00	PW - WATER CHEMICAL TESTING
		126.00	PW - WATER CHEMICAL TESTING
		126.00	PW - WATER CHEMICAL TESTING
		126.00	PW - WATER CHEMICAL TESTING
		72.00	PW - WATER CHEMICAL TESTING
		72.00	PW - WATER CHEMICAL TESTING
		72.00	PW - WATER CHEMICAL TESTING
		36.00	PW - WATER CHEMICAL TESTING
	Vendor Tota	1,107.50	
317785	AMERICAN CITY PEST CONTROL, INC	230.00	PW - PEST CONTROL SVCS (BEES)
318025		250.00	PW - PEST CONTROL SVCS (BEES)
	Vendor Tota	480.00	
317906	AMERICAN RENTALS	317.40	PS - EQUIPMENT MNTC SUPPLIES
318026		28.48	PS - EQUIPMENT MNTC SUPPLIES
	Vendor Tota	345.88	

**CITY OF PARAMOUNT
FINAL CHECK REGISTER
November 30, 2020
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
317931	ANDERSEN CONSTRUCTION	4,112.00	CIP - NEIGHBORHOOD IMP (7350 ALONDRA)
	Vendor Total	4,112.00	
318027	ANGELS LANDSCAPE	1,100.00	CP - CHRISTMAS DECORATIONS
	Vendor Total	1,100.00	
317726	ANTOJITOS MEXICANOS	115.64	CM - UNITY IN THE COMMUNITY (10/1)
	Vendor Total	115.64	
317988	APPLE INC	1,047.38	CSR - STAR SUPPLIES
		605.55	CSR - STAR SUPPLIES
		142.22	CSR - STAR SUPPLIES
	Vendor Total	1,795.15	
317640	AT & T	112.35	GEN - CLRWTR INTERNET (10/20)
317665		53.50	GEN - SPLASH PAD INTERNET (10/20)
317765		96.30	GEN - COM CTR INTERNET (11/20)
317887		42.80	GEN - PARAMOUNT POOL INTERNET (11/20)
317969		112.35	GEN - CLRWTR INTERNET (11/20)
318028		53.50	GEN - SPLASH PAD INTERNET (11/20)
317888		5,326.94	GEN - TELEPHONE SERVICE (10/20)
		1,082.29	PW - WATER SYSTEM SERVICE (10/20)
	Vendor Total	6,880.03	
317641	AT&T MOBILITY	1,153.87	CSR - STAR CELLULAR SERVICE (10/20)
		33.90	CSR - CELLULAR SERVICE (10/20)
	Vendor Total	1,187.77	
317989	ATKINSON, ANDELSON, LOYA	23.10	HR - LEGAL SVCS (10/20)
		272.00	HR - COLLECTIVE BARGAINING SVCS (10/20)
		6,988.00	HR - PERSONNEL RELATIONS SVCS (10/20)
	Vendor Total	7,283.10	
318003	AUTO NATION OF BUENA PARK	48.00	PARKING CITATION REFUND (AUTONATION)
	Vendor Total	48.00	
317691	BANK OF AMERICA HOME LOANS	1,000.00	PL - RES MORTGAGE (7217 JACKSON)
	Vendor Total	1,000.00	
317692	BARR COMMERCIAL DOOR REPAIR	268.00	PW - FACILITY MNTC SVCS
317932		583.32	PW - FACILITY MNTC SVCS
	Vendor Total	851.32	
317786	BARTEL ASSOCIATES, LLC	6,034.00	FIN - OPEB VALUATION (6/30/19) - 9/20
	Vendor Total	6,034.00	
317642	BEIGHTON, DAVE	1,800.00	PS - DETECTIVE SPECIALIST (10/10-10/23)
317816		1,300.00	PS - DETECTIVE SPECIALIST (10/24-11/6)
317933		1,800.00	PS - DETECTIVE SPECIALIST (11/7-11/20)
	Vendor Total	4,900.00	
317666	BIOMETRICS4ALL, INC	1,230.08	GEN - LIVESCAN LAPTOP
	Vendor Total	1,230.08	
317829	BRAME	29.56	WTR DEP REF - 16226 MINNESOTA
	Vendor Total	29.56	

**CITY OF PARAMOUNT
FINAL CHECK REGISTER
November 30, 2020
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
317787	BRIGHTVIEW LANDSCAPE	21,532.44	PW - LANDSCAPE MNTC SVCS (11/20)
		150.00	PW - LANDSCAPE MNTC (SOMERSET) - 11/20
		300.00	PW - LANDSCAPE MNTC (STATION) - 11/20
		2,000.00	PW - LANDSCAPE MNTC (DOWNTOWN) - 11/20
		7,637.00	PW - MEDIAN MNTC SVCS (11/20)
		3,248.45	PW - PARAMOUNT PARK MNTC SVCS (11/20)
		1,667.50	PW - DILLS PARK MNTC SVCS (11/20)
	Vendor Tota	36,535.39	
317830	BRINK PROP MGMT	35.00	WTR DEP REF - 8424 HARRISON
	Vendor Tota	35.00	
317693	CALIF PARK & RECREATION (CPRS)	555.00	CSR - CPRS MEMBERSHIP (CITY)
		150.00	CSR - CPRS MEMBERSHIP (RB)
		150.00	CSR - CPRS MEMBERSHIP (YG)
	Vendor Tota	855.00	
317875	CALIFORNIA ASSOCIATION OF CODE	95.00	PS - CACEO MEMBERSHIP (JD)
		95.00	PS - CACEO MEMBERSHIP (NH)
		95.00	PS - CACEO MEMBERSHIP (ER)
		95.00	PS - CACEO MEMBERSHIP (BC)
		95.00	PS - CACEO MEMBERSHIP (MM)
		25.00	PS - CACEO TRAINING (NH)
		25.00	PS - CACEO TRAINING (JD)
		25.00	PS - CACEO TRAINING (BC)
		25.00	PS - CACEO TRAINING (ER)
	Vendor Tota	575.00	
14215	CALIFORNIA PUBLIC EMPLOYEES'	39,506.95	PERS RETIREMENT - PPE 10/23
14216		9,939.09	PERS RETIREMENT - PPE 10/23
14234		39,553.65	PERS RETIREMENT - PPE 11/6
14235		9,935.00	PERS RETIREMENT - PPE 11/6
14250		39,820.52	PERS RETIREMENT - PPE 11/20
14251		2,864.42	PERS RETIREMENT - CC 11/20
14252		10,295.10	PERS RETIREMENT - PPE 11/20
14253		497.46	PERS RETIREMENT - CC 11/20
	Vendor Tota	152,412.19	
317788	CALIFORNIA STEEPLEJACK	1,812.22	PW - FACILITY MNTC SVCS
	Vendor Tota	1,812.22	
317667	CALPERS LONG-TERM CARE PROGRAM	31.27	CALPERS LTC - PPE 10/23 (AF)
317817		31.27	CALPERS LTC - PPE 11/6 (AF)
317970		31.27	CALPERS LTC - PPE 11/20 (AF)
	Vendor Tota	93.81	
317934	CALWEST LIGHTING SERVICES, INC	479.50	PW - FACILITY MNTC SVCS
	Vendor Tota	479.50	
317902	CASA ADELITA	500.00	CP - THANKSGIVING DINNER SUPPLIES
	Vendor Tota	500.00	
317935	CASA DE LAS FLORES	10,000.00	PL - SBA RELIEF (CASA DE LAS FLORES)
	Vendor Tota	10,000.00	
317668	CDW GOVERNMENT, INC.	2,053.23	AS - CITY HALL PUBLIC WIFI (COVID-19)
		412.79	AS - CITY HALL PUBLIC WIFI (COVID-19)
		165.36	AS - CITY HALL PUBLIC WIFI (COVID-19)
317727		851.25	GEN - PS RECEIPT PRINTER
317971		259.12	GEN - COMPUTER MNTC SUPPLIES
		36.37	GEN - COMPUTER MNTC SUPPLIES
	Vendor Tota	3,778.12	

**CITY OF PARAMOUNT
FINAL CHECK REGISTER
November 30, 2020
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
317789	CELEDON, MIGUEL	320.00	PW - GYM EQUIPMENT MNTC
	Vendor Tota	320.00	
317831	CENLAR	1,000.00	PL - RES MORTGAGE (15338 GUNDRY #108)
	Vendor Tota	1,000.00	
317990	CENTRAL BASIN MUNI WATER DIST	146,869.97	PW - PURCHASED WATER (10/20)
	Vendor Tota	146,869.97	
317818	CERTIFIED INSPECTIONS & CODE	7,880.00	PL - PLAN CHECK SVCS (10/20)
	Vendor Tota	7,880.00	
317694	CHASE	1,000.00	PL - RES MORTGAGE (14712 TEXACO)
	Vendor Tota	1,000.00	
317695	CHILDRENS DENTAL HEALTH CLINIC	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	5,000.00	
317669	CINDY'S JUMPERS, LLC	454.00	CSR - HALLOWEEN EVENT SUPPLIES
317972		727.20	CSR - BREAKFAST W/ SANTA
318018		326.20	CSR - RECREATION SUPPLIES
	Vendor Tota	1,507.40	
317754	CINTAS #053	78.37	PW - UNIFORM SVC (FACILITIES)
		94.42	PW - UNIFORM SVC (LANDSCAPE)
		25.42	PW - UNIFORM SVC (ROADS)
		23.42	PW - UNIFORM SVC (WTR PROD)
		37.58	PW - UNIFORM SVC (WTR DIST)
		24.21	PW - UNIFORM SVC (WTR CUST SVC)
		78.07	PW - UNIFORM SVC (FACILITIES)
		36.19	PW - UNIFORM SVC (LANDSCAPE)
		25.42	PW - UNIFORM SVC (ROADS)
		23.42	PW - UNIFORM SVC (WTR PROD)
		37.58	PW - UNIFORM SVC (WTR DIST)
		21.99	PW - UNIFORM SVC (WTR CUST SVC)
		41.59	PW - UNIFORM SVC (FACILITIES)
		36.19	PW - UNIFORM SVC (LANDSCAPE)
		25.42	PW - UNIFORM SVC (ROADS)
		23.42	PW - UNIFORM SVC (WTR PROD)
		37.58	PW - UNIFORM SVC (WTR DIST)
		17.29	PW - UNIFORM SVC (WTR CUST SVC)
		41.59	PW - UNIFORM SVC (FACILITIES)
		36.19	PW - UNIFORM SVC (LANDSCAPE)
		25.42	PW - UNIFORM SVC (ROADS)
		23.42	PW - UNIFORM SVC (WTR PROD)
		37.58	PW - UNIFORM SVC (WTR DIST)
		17.29	PW - UNIFORM SVC (WTR CUST SVC)
	Vendor Tota	869.07	
14202	CITY OF PARAMOUNT PAYROLL	287,503.01	NET PAYROLL - PPE 10/23
14212		24.13	NET PAYROLL - SPEC 10/23
14219		290,786.53	NET PAYROLL - PPE 11/06
14231		3,509.70	NET PAYROLL - SPEC 11/16
14236		241.28	NET PAYROLL - SPEC 11/19
14239		298,137.47	NET PAYROLL - PPE 11/20
	Vendor Tota	880,202.12	

**CITY OF PARAMOUNT
FINAL CHECK REGISTER
November 30, 2020
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
318019	CITY OF PARAMOUNT WATER DEPT	20,481.73	GEN - PARKS & FACILITIES (9/20 - 10/20)
		46,332.70	PW - MEDIAN IRRIGATION (9/20 - 10/20)
		3,540.04	PW - PARAMOUNT PARK (9/20 - 10/20)
		240.04	GEN - PARAMOUNT PARK (9/20 - 10/20)
		37.08	GEN - CLRWTR BLDG (9/20 - 10/20)
		1,102.88	GEN - ASSESSMENT DISTRICT(9/20 - 10/20)
	Vendor Tota	71,734.47	
317907	CITY OF SANTA FE SPRINGS	18,554.49	PW - TRAFFIC SIGNAL MNTC (9/20)
		6,151.51	PW - TRAFFIC SIGNAL MNTC (7/20)
317991		33,846.79	PW - TRAFFIC SIGNAL MNTC (8/20)
	Vendor Tota	58,552.79	
317790	CLEANSTREET	17,384.90	PW - STREET SWEEPING (10/20)
	Vendor Tota	17,384.90	
317889	COCA COLA ENTERPRISES	693.40	GEN - VENDING MACHINE (REIMB)
	Vendor Tota	693.40	
317832	COCO'S FANTASY STUDIO	49.63	WTR DEP REF - 8807 ALONDRA
	Vendor Tota	49.63	
317670	COLANTUONO, HIGHSMITH &	196.57	CA - LEGAL SVCS (SCE COALITION) - 9/20
	Vendor Tota	196.57	
317696	COMMUNITY FAMILY GUIDANCE CTR	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	5,000.00	
317766	CONTINENTAL INTERPRETING	350.00	CC - COMMUNITY INTERPRETER (10/6)
		350.00	CP - UNITY IN THE COMMUNITY
		350.00	CC - COMMUNITY INTERPRETER (10/20)
		350.00	CP - UNITY IN THE COMMUNITY
		75.00	CP - UNITY IN THE COMMUNITY
	Vendor Tota	1,475.00	
317833	CONTRERAS	19.34	WTR DEP REF - 15354 PERILLA
	Vendor Tota	19.34	
317643	COPY R OFFICE SOLUTIONS	61.81	CSR - COM CTR COPIER (10/20)
317834		61.81	CSR - COM CTR COPIER (11/20)
	Vendor Tota	123.62	
317697	CORE & MAIN LP	2,264.77	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	2,264.77	
317936	CORELOGIC SOLUTIONS, LLC	170.50	PS - PROPERTY DATA SVCS (11/20)
	Vendor Tota	170.50	
317791	CUMMINS-ALLISON CORP.	316.58	GEN - COIN COUNTER MNTC (11/20 - 11/21)
		366.46	GEN-CURRENCY COUNTER MNTC (11/20-11/21)
		156.79	GEN-CURRENCY PRINTER MNTC (11/20-11/21)
	Vendor Tota	839.83	
317698	DATA TICKET, INC	1,468.00	PS - ADMIN CITATION SVCS (7/20)
317908		4,588.48	PS - PARKING CITATION SVCS (9/20)
318029		4,917.46	PS - PARKING CITATION SVCS (10/20)
	Vendor Tota	10,973.94	
317671	DAVIS, MICHAEL	300.00	CSR - HALLOWEEN EVENT SVCS
317835		100.00	CSR - HALLOWEEN EVENT SUPPLIES
317973		500.00	CSR - BREAKFAST W/ SANTA
	Vendor Tota	900.00	

**CITY OF PARAMOUNT
FINAL CHECK REGISTER
November 30, 2020
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
317836	DE LAGE LANDEN	205.07	CSR - COM CTR COPIER (11/20)
	Vendor Tota	205.07	
317937	DEPT OF INDUSTRIAL RELATIONS	225.00	PW - ELEVATOR INPSECTION (CITY YARD)
	Vendor Tota	225.00	
317876	DEPT OF JUSTICE	256.00	HR - FINGERPRINTING SVCS (10/20)
	Vendor Tota	256.00	
317728	DEPT OF TRANSPORTATION	1,186.48	PW - TRAFFIC SIGNAL MNTC (7/20 - 10/20)
	Vendor Tota	1,186.48	
317877	DIAMOND ENVIRONMENTAL SERVICES	319.48	PW - SALUD PARK RESTROOM (10/20)
	Vendor Tota	319.48	
317861	DIAZ, PATRICIA	200.00	PS - HOME SECURITY REBATE PROGRAM
	Vendor Tota	200.00	
318016	DIRECTV	76.99	PS - EOC SATELLITE SVCS (10/20)
		81.24	PS - EOC SATELLITE SVCS (11/20)
		120.00	PS - EOC SATELLITE MNTC (10/20)
	Vendor Tota	278.23	
317938	DUSK TO DAWN URGENT CARE	10,000.00	PL - SBA RELIEF (DUSK TO DAWN)
	Vendor Tota	10,000.00	
317909	DUTHIE ELECTRIC SERVICE CORP	1,531.91	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	1,531.91	
317837	EARHART	16.20	WTR DEP REF - 6736 MARCELLE
	Vendor Tota	16.20	
14203	EMPLOYMENT DEVELOPMENT DEPT	10,442.53	STATE PAYROLL TAX - PPE 10/23
14218		65,874.00	UNEMPLOYMENT INSURANCE (7/20-9/20)
		-33,011.50	UI CARES ACT CREDIT (7/20-9/20)
14220		10,723.38	STATE PAYROLL TAX - PPE 11/6
14232		118.04	STATE PAYROLL TAX - SPEC 11/16
14240		10,757.41	STATE PAYROLL TAX - PPE 11/20
	Vendor Tota	64,903.86	
318030	ENVIRONMENTAL SCIENCE	5,031.00	PW - CLIMATE ACTION PLAN(9-10/20) LEAP
	Vendor Tota	5,031.00	
318031	EUROFINS CALSCIENCE LLC	305.00	PW - WATER CHEMICAL TESTING
	Vendor Tota	305.00	
318032	EWING IRRIGATION PRODUCTS, INC	578.41	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	578.41	
317939	EXCEL PAVING	265,317.90	CIP - ARTERIAL STREET RESURF(9/20-STPL)
	Vendor Tota	265,317.90	
317672	EXOTIC ISLE APARTMENTS	1,575.00	PL - RES RENT (8600 ROSECRANS #5)
	Vendor Tota	1,575.00	
317673	FACILITY WERX, INC	129.76	CSR - STAR SUPPLIES
317792		303.19	PW - HOUSEHOLD SUPPLIES
	Vendor Tota	432.95	
317878	FAIR HOUSING FOUNDATION	1,250.78	FIN - FAIR HOUSING SVCS (10/20)
	Vendor Tota	1,250.78	

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Check Number	Vendor Name	Amount	Description
317910	FEDEX	53.37	GEN - POSTAGE EXPENSE
318004		75.70	GEN - POSTAGE EXPENSE
318033		61.43	GEN - POSTAGE EXPENSE
		28.12	GEN - POSTAGE EXPENSE
	Vendor Tota	218.62	
317699	FERGUSON ENTERPRISES, INC	9.85	PW - FACILITY MNTC SUPPLIES
318034		179.43	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	189.28	
318035	FILARSKY & WATT LLP	2,015.00	HR - LEGAL SVCS (10/20)
	Vendor Tota	2,015.00	
317819	FILE KEEPERS, LLC	93.19	PS - SHREDDING SVCS (10/16)
	Vendor Tota	93.19	
317838	FIRE HALL, LLC	56.64	WTR DEP REF - 8222 ELBURG
	Vendor Tota	56.64	
317767	FIRST VEHICLE SERVICES	27,044.58	PW - VEHICLE MNTC SVCS (9/20)
		27,044.58	PW - VEHICLE MNTC SVCS (11/20)
		4,953.58	PW - VEHICLE NON-CONTRACT MNTC (10/20)
		749.88	PW - VEHICLE NON-CONTRACT MNTC (8/20)
	Vendor Tota	59,792.62	
317839	FLOREN, NEVA JENN	24.71	WTR DEP REF - 16418 PARKSHIRE
	Vendor Tota	24.71	
317911	FOAM 'N FABRICS, INC.	109.12	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	109.12	
317730	FORD MOTOR CREDIT COMPANY LLC	12,978.73	PW - TRUCK LEASE (8526713)
	Vendor Tota	12,978.73	
317731	FRESH PRINTS & DESIGN, INC	65.24	PW - PLAN COPIES (PROGRESS PARK)
	Vendor Tota	65.24	
317890	FRONTIER COMMUNICATIONS OF CA	69.87	GEN - PS CIRCUIT LINE (11/20)
	Vendor Tota	69.87	
317732	FULLER ENGINEERING INC	427.22	PW - FACILITY MNTC SUPPLIES
317912		840.84	PW - FACILITY MNTC SUPPLIES
318036		523.69	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	1,791.75	
317940	FUN EXPRESS	67.40	CSR - STAR SUPPLIES
	Vendor Tota	67.40	
317644	FUSION	209.08	GEN - STATION INTERNET (11/20)
		189.71	GEN - PROGRESS PLAZA INTERNET (11/20)
		162.61	GEN - PARAMOUNT PARK INTERNET (11/20)
317974		209.08	GEN - STATION INTERNET (12/20)
		189.71	GEN - PROGRESS PLAZA INTERNET (12/20)
		162.61	GEN - PARAMOUNT PARK INTERNET (12/20)
	Vendor Tota	1,122.80	
317862	GARCIA, ALEXIS	200.00	PS - HOME SECURITY REBATE PROGRAM
	Vendor Tota	200.00	
317674	GAS COMPANY	71.93	PL - RES GAS (8600 ROSECRANS #5)
317863		2,283.97	GEN - FACILITIES NATURAL GAS (10/20)
		6,600.06	PW - WELLS#13 & #14 NATURAL GAS (10/20)
		32.05	GEN - CLRWTR NATURAL GAS (10/20)
	Vendor Tota	8,988.01	

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Check Number	Vendor Name	Amount	Description
317675	GBS LINENS	745.56	CSR - LAUNDRY SVCS (10/22)
	Vendor Tota	745.56	
318037	GOLDEN BOWL	308.26	CP - CHRISTMAS TRAIN SUPPLIES
	Vendor Tota	308.26	
317864	GOLDEN STATE WATER COMPANY	678.51	PW - MEDIAN IRRIGATION (10/20)
		3,938.33	GEN - ALL AMERICAN PARK WATER (10/20)
	Vendor Tota	4,616.84	
317733	GOLDEN TOUCH CLEANING, INC	9,454.50	PW - JANITORIAL SVCS (10/20)
	Vendor Tota	9,454.50	
317676	GOVCONNECTION, INC	1,100.30	GEN - COMPUTER MNTC SUPPLIES
	Vendor Tota	1,100.30	
317793	GRAINGER	576.98	PW - GENERAL SMALL TOOLS
		233.04	PW - GENERAL SMALL TOOLS
	Vendor Tota	810.02	
318038	GUS'S DELI BBQ & GRILL	603.73	CP - CHRISTMAS TRAIN SUPPLIES
	Vendor Tota	603.73	
317734	H & H NURSERY INC.	140.62	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	140.62	
14249	HASLER MAILING SYSTEMS	2,500.00	GEN - POSTAGE METER (11/25)
	Vendor Tota	2,500.00	
317941	HD SUPPLY WHITE CAP CONST	183.84	PW - STREET MNTC SUPPLIES
		69.29	PW - STREET MNTC SUPPLIES
		-124.10	PW - STREET MNTC SUPPLIES (CREDIT)
	Vendor Tota	129.03	
317700	HELPLINE YOUTH COUNSELING	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	5,000.00	
317840	HERNANDEZ	8.74	WTR DEP REF - 15937 GEORGIA
	Vendor Tota	8.74	
317645	HI-WAY SAFETY INC	501.64	PW - STREET MNTC SUPPLIES
317735		4,400.00	PW - MESSAGE BOARD RENTAL (COVID-19)
317794		2,194.53	PW - STREET MNTC SUPPLIES
317942		2,275.56	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	9,371.73	
317755	HOME DEPOT CRC/GECF	30.87	CSR - STAR SUPPLIES
		125.66	CSR - RECREATION SUPPLIES
		178.83	CSR - STAR SUPPLIES
		99.18	CSR - HALLOWEEN EVENT SUPPLIES
		33.05	CSR - HAUNTED HOUSE
		55.01	CSR - STAR SUPPLIES
		17.56	CSR - HALLOWEEN EVENT SUPPLIES
		-17.56	CSR - HALLOWEEN EVENT SUPPLIES (CREDIT)
		229.13	CSR - HALLOWEEN EVENT SUPPLIES
		165.04	CSR - HALLOWEEN EVENT SUPPLIES
	Vendor Tota	916.77	

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Check Number	Vendor Name	Amount	Description
317677	HOME DEPOT/GECE	82.17	PW - FACILITY MNTC SUPPLIES
		30.45	PW - STREET MNTC SUPPLIES
		7.06	PW - FACILITY MNTC SUPPLIES
		66.88	PW - FACILITY MNTC SUPPLIES
		5.48	PW - FACILITY MNTC SUPPLIES
		76.73	PW - GRAFFITI REMOVAL SUPPLIES
		68.72	PW - FACILITY MNTC SUPPLIES
		439.90	PW - GENERAL SMALL TOOLS
		67.22	PW - FACILITY MNTC SUPPLIES
		712.30	PW - FACILITY MNTC SUPPLIES
		80.44	PW - FACILITY MNTC SUPPLIES
		164.74	PW - LANDSCAPE MNTC SUPPLIES
		19.35	PW - FACILITY MNTC SUPPLIES
		190.85	PW - GRAFFITI REMOVAL SUPPLIES
		62.74	PW - FACILITY MNTC SUPPLIES
		66.05	PW - FACILITY MNTC SUPPLIES
		609.79	PW - GRAFFITI REMOVAL SUPPLIES
		34.63	PW - FACILITY MNTC SUPPLIES
		26.03	PW - FACILITY MNTC SUPPLIES
		270.67	PW - GRAFFITI REMOVAL SUPPLIES
		54.24	PW - STREET MNTC SUPPLIES
		72.61	PW - FACILITY MNTC SUPPLIES
		34.38	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	3,243.43	
317795	HOTSY	126.87	CSR - STAR SUPPLIES
317860		236.94	CSR - DISINFECTANT SOLUTION (COVID-19)
317943		59.52	CSR - STAR SUPPLIES
	Vendor Tota	423.33	
317944	HUMAN SERVICES ASSOCIATION	9,219.10	CSR - ENP MEALS (10/20)
		8,726.10	CSR - ENP MEALS (9/20)
	Vendor Tota	17,945.20	
317903	IHOP #3582	500.00	CP - THANKSGIVING DINNER SUPPLIES
	Vendor Tota	500.00	
317891	IMAGE 2000, INC	33.92	FIN - COPIER MNTC (11/20)
		33.92	CSR - COPIER MNTC (11/20)
	Vendor Tota	67.84	
317945	INDUSTRIAL MAINTENANCE SERVICE	1,328.00	PW - WATER OPER MNTC SVCS
		480.00	PW - EMISSION TESTING (WELL #13)
	Vendor Tota	1,808.00	
317678	INK HEAD DESIGN & PRINTS	1,213.45	CP - COMMISSIONER'S BBQ SUPPLIES
		779.82	CP - COMMISSIONER'S BBQ SUPPLIES
	Vendor Tota	1,993.27	
14204	INTERNAL REVENUE SERVICE	30,338.44	FED PAYROLL TAX - PPE 10/23
		10,474.46	MEDICARE PAYMENT - PPE 10/23
14213		.76	MEDICARE PAYMENT - SPEC 10/23
14221		30,757.09	FED PAYROLL TAX - PPE 11/6
		10,663.77	MEDICARE PAYMENT - PPE 11/6
14233		434.11	FED PAYROLL TAX - SPEC 11/16
		158.06	MEDICARE PAYMENT - SPEC 11/16
14237		7.68	MEDICARE PAYMENT - SPEC 11/19
14241		31,160.24	FED PAYROLL TAX - PPE 11/20
		10,942.57	MEDICARE PAYMENT - PPE 11/20
	Vendor Tota	124,937.18	

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Check Number	Vendor Name	Amount	Description
317946	INTERWEST CONSULTING GROUP	5,087.50	GEN - PHONE SYSTEM ASSESSMENT (50%)
	Vendor Total	5,087.50	
317892	IRON MOUNTAIN, INC	515.13	GEN - OFFSITE TAPE VAULTING SVC (10/20)
	Vendor Total	515.13	
317796	J & B MATERIALS	170.05	PW - FACILITY MNTC SUPPLIES
317913		296.97	PW - FACILITY MNTC SUPPLIES
317947		20.37	PW - FACILITY MNTC SUPPLIES
318039		131.04	PW - FACILITY MNTC SUPPLIES
	Vendor Total	618.43	

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Check Number	Vendor Name	Amount	Description
317646	JANKOVICH COMPANY	57.87	PL - FLEET FUEL (10/15 - 10/21)
317701		277.50	PS - FLEET FUEL (10/15 - 10/21)
		29.68	PS - FLEET FUEL (10/15 - 10/21)
317756		65.88	PL - FLEET FUEL (10/22 - 10/31)
317768		1,291.47	PS - FLEET FUEL (10/22 - 10/31)
		877.58	PW - FLEET FUEL (10/1 - 10/7)
		800.98	PW - FLEET FUEL (10/15 - 10/21)
		760.91	PW - FLEET FUEL (10/15 - 10/21)
		686.00	PW - FLEET FUEL (10/22 - 10/31)
		685.97	PW - FLEET FUEL (10/22 - 10/31)
		631.61	PW - FLEET FUEL (10/1 - 10/7)
		453.62	PW - FLEET FUEL (10/8 - 10/14)
		428.95	PW - FLEET FUEL (10/22 - 10/31)
		424.69	PW - FLEET FUEL (10/15 - 10/21)
		414.21	PW - FLEET FUEL (10/22 - 10/31)
		369.27	PW - FLEET FUEL (10/1 - 10/7)
		282.46	PW - FLEET FUEL (10/8 - 10/14)
		258.06	PW - FLEET FUEL (10/1 - 10/7)
		234.38	PW - FLEET FUEL (10/8 - 10/14)
		203.69	PW - FLEET FUEL (10/8 - 10/14)
		201.15	PS - FLEET FUEL (10/22 - 10/31)
		167.41	PW - FLEET FUEL (10/15 - 10/21)
		140.67	PW - FLEET FUEL (10/15 - 10/21)
		83.10	PW - FLEET FUEL (10/15 - 10/21)
		75.89	PW - FLEET FUEL (10/1 - 10/7)
		45.67	PS - FLEET FUEL (10/22 - 10/31)
		35.13	PW - FLEET FUEL (10/8 - 10/14)
		8.49	PW - FLEET FUEL (10/22 - 10/31)
317841		959.05	PS - FLEET FUEL (11/1 - 11/7)
		325.51	CSR - FLEET FUEL (8/1 - 8/7)
		202.01	PS - FLEET FUEL (11/1 - 11/7)
		137.48	CSR - FLEET FUEL (8/8 - 8/14)
		134.73	CSR - FLEET FUEL (10/8 - 10/14)
		69.61	CSR - FLEET FUEL (9/15 - 9/21)
		37.35	AS - FLEET FUEL (9/15 - 9/21)
		100.17	CSR - FLEET FUEL (9/1 - 9/7)
		95.95	CSR - FLEET FUEL (9/8 - 9/14)
		59.76	CSR - FLEET FUEL (10/1 - 10/7)
		56.39	CSR - FLEET FUEL (9/22 - 9/30)
		27.83	CSR - FLEET FUEL (8/15 - 8/21)
317975		874.61	PS - FLEET FUEL (11/8 - 11/14)
		173.92	PS - FLEET FUEL (11/8 - 11/14)
		96.45	CSR - FLEET FUEL (11/8 - 11/14)
		35.02	PS - FLEET FUEL (11/8 - 11/14)
318005		124.65	CSR - FLEET FUEL (10/15 - 10/21)
		84.26	CSR - FLEET FUEL (11/1 - 11/7)
		31.62	CSR - FLEET FUEL (10/22 - 10/31)
318020		82.83	PL - FLEET FUEL (11/15 - 11/21)
318040		947.14	PS - FLEET FUEL (11/15 - 11/21)
		248.79	PS - FLEET FUEL (11/15 - 11/21)
		29.48	PS - FLEET FUEL (11/15 - 11/21)
	Vendor Tota	14,926.90	
317769	JMD NET	2,500.00	GEN - COMPUTER NETWORK SUPPORT (10/20)
	Vendor Tota	2,500.00	
317702	JMG SECURITY SYSTEMS, INC	1,009.80	PW - SECURITY SYSTEM MNTC (CITY HALL)
	Vendor Tota	1,009.80	

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317879	JOE GONSALVES & SON INC	3,000.00	CC - LEGISLATIVE LOBBYIST (12/20)
	Vendor Tota	3,000.00	
317797	JOHN'S WHOLESALE ELECTRIC, INC	308.48	PW - FACILITY MNTC SUPPLIES
317820		2,928.79	PW - FACILITY MNTC SUPPLIES
317914		1,689.80	PW - FACILITY MNTC SUPPLIES
		973.73	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	5,900.80	
317798	JONES & MADHAVAN	18,250.00	CIP - PARAMOUNT POOL REPLASTER (CNRA)
	Vendor Tota	18,250.00	
318006	KEENE MUSIC SERVICES, LLC	650.00	CSR - BREAKFAST W/ SANTA
	Vendor Tota	650.00	
317647	KELTERITE CORPORATION	468.29	PW - STREET MNTC SUPPLIES
		336.40	PW - STREET MNTC SUPPLIES
		277.20	PW - STREET MNTC SUPPLIES
317948		200.50	PW - STREET MNTC SUPPLIES
	Vendor Tota	1,282.39	
317736	KEN'S WELDING	2,473.00	PW - FACILITY MNTC SVCS
		975.00	PW - FACILITY MNTC SVCS
		755.00	PW - FACILITY MNTC SVCS
		190.00	PW - WATER OPER MNTC SVCS
318041		1,007.00	PW - FACILITY MNTC SVCS
		743.00	PW - FACILITY MNTC SVCS
		110.00	PW - FACILITY MNTC SVCS
	Vendor Tota	6,253.00	
317648	KLM, INC.	681.53	PW - A/C SYSTEM SVCS (WOOD SHOP)
317703		1,134.74	PW - FACILITY MNTC SVCS
317770		585.69	PW - A/C SYSTEM SVCS (STATION)
		514.41	PW - A/C SYSTEM SVCS (GYM)
		310.00	PW - A/C SYSTEM SVCS (COM CTR)
		190.00	PW - KITCHEN REF MNTC (CITY HALL)
		150.00	PW - A/C SYSTEM SVCS (STATION)
		150.00	PW - A/C SYSTEM SVCS (WELL #15)
		150.00	PW - A/C SYSTEM SVCS (WELL #13)
	Vendor Tota	3,866.37	
317679	KTS NETWORKS, INC.	200.00	GEN - TELEPHONE MNTC (9/25)
		47.28	GEN - TELEPHONE MNTC (10/22)
317893		625.00	GEN - TELEPHONE MNTC (10/6, 10/8)
	Vendor Tota	872.28	
317828	L A COUNTY DEPT OF HEALTH SVCS	1,959.00	CIP - PARAMOUNT POOL REPLASTER PLAN CK
	Vendor Tota	1,959.00	
317649	L A COUNTY DEPT OF PUBLIC WORK	9,579.86	PW - INDUSTRIAL WASTE SVCS (8/20)
317949		8,409.68	PW - INDUSTRIAL WASTE SVCS (10/20)
	Vendor Tota	17,989.54	
317737	L A COUNTY DISTRICT ATTORNEY	11,382.29	PS - D.A. LEGAL SVCS (9/20)
318007		11,006.32	PS - D. A. LEGAL SVCS (10/20)
	Vendor Tota	22,388.61	

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Check Number	Vendor Name	Amount	Description
317704	L A COUNTY SHERIFF	476,650.80	PS - GENERAL LAW ENFORCEMENT (8/20)
		135,412.12	PS - SPECIAL ASSIGNMENT OFFICER (8/20)
		44,260.50	PS - SERGEANT SERVICES (8/20)
		421.26	PS - VEHICLE MDC UNIT (8/20)
317723		476,650.80	PS - GENERAL LAW ENFORCEMENT (9/20)
		135,412.12	PS - SPECIAL ASSIGNMENT OFFICER (9/20)
		44,260.50	PS - SERGEANT SERVICES (9/20)
		421.26	PS - VEHICLE MDC UNIT (9/20)
317738		12,421.56	PS - CRIME SUPPRESSION (SCOPS) - 7/20
		12,421.56	PS - CRIME SUPPRESSION (7/20)
		7,907.21	PS - CRIME SUPPRESSION (SCOPS) - 9/20
		7,907.21	PS - CRIME SUPPRESSION (9/20)
		1,608.70	PS - PARTY PATROL (SCOPS) - 9/20
		804.35	PS - CRIME SUPPRESSION (SCOPS) - 9/20
		1,107.03	PS - TRANSIT ENFORCEMENT (PROP A) -9/20
		553.51	PS - SPECIAL OPERATION (9/20)
		436.82	PS - HELICOPTER SVC (9/20)
		164.76	PS - PRISONER MNTC (9/20)
317842		11,664.13	PS - TRAFFIC ENFORCEMENT (9/20)
317915		476,650.80	PS - GENERAL LAW ENFORCEMENT (10/20)
		135,412.12	PS - SPECIAL ASSIGNMENT OFFICER(10/20)
		44,260.50	PS - SERGEANT SERVICES (10/20)
		421.26	PS - VEHICLE MDC UNIT (10/20)
318008		844.52	PS - HELICOPTER SVCS (10/20)
	Vendor Tota	2,028,075.40	
317843	L A SIGNS & BANNERS	152.15	CP - MILITARY BANNER PROGRAM
318009		152.15	CP - MILITARY BANNER PROGRAM
	Vendor Tota	304.30	
317799	LA FAVORITA BAKERY	10,000.00	PL - SBA RELIEF (LA FAVORITA BAKERY)
	Vendor Tota	10,000.00	
317844	LANAIR GROUP, LLC	400.00	GEN - VIRTUAL SERVER SUPPORT RENEWAL
	Vendor Tota	400.00	
317950	LDI COLOR TOOLBOX	41.34	PW - COPIER OVERAGE (11/20)
	Vendor Tota	41.34	
317916	LINCOLN AQUATICS	686.41	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	686.41	
317821	LINCOLN NATIONAL LIFE INS CO	599.14	DENTAL INSURANCE (HMO) - 11/20
		8,927.40	DENTAL INSURANCE (PPO) - 11/20
		86.54	DENTAL INSURANCE (HMO) - 9/20 ADJ
		141.22	DENTAL INSURANCE (PPO) - 10/20 ADJ
		1,312.21	LIFE INSURANCE (11/20)
		3,236.53	DISABILITY INSURANCE (11/20)
		-117.39	LIFE INSURANCE (RH) - 8/20-10/20 ADJ
		266.21	VOLUNTARY LIFE INSURANCE (11/20)
317845		1,305.81	LIFE INSURANCE (10/20)
		3,220.88	DISABILITY INSURANCE (10/20)
	Vendor Tota	18,978.55	

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Check Number	Vendor Name	Amount	Description
317650	LINDSAY LUMBER CO., INC	9.26	PW - FACILITY MNTC SUPPLIES
317772		582.42	PW - FACILITY MNTC SUPPLIES
		469.26	PW - GRAFFITI REMOVAL SUPPLIES
		349.69	PW - FACILITY MNTC SUPPLIES
		281.15	PW - GRAFFITI REMOVAL SUPPLIES
		260.15	PW - FACILITY MNTC SUPPLIES
		244.95	PW - GRAFFITI REMOVAL SUPPLIES
		226.50	PW - FACILITY MNTC SUPPLIES
		213.81	PW - GRAFFITI REMOVAL SUPPLIES
		178.70	PW - GRAFFITI REMOVAL SUPPLIES
		158.29	PW - FACILITY MNTC SUPPLIES
		154.13	PW - FACILITY MNTC SUPPLIES
		143.23	PW - STREET MNTC SUPPLIES
		59.38	PW - FACILITY MNTC SUPPLIES
		55.49	PW - GRAFFITI REMOVAL SUPPLIES
		52.65	PW - FACILITY MNTC SUPPLIES
		47.98	PW - FACILITY MNTC SUPPLIES
		46.24	PW - WATER OPER MNTC SUPPLIES
		38.89	PW - FACILITY MNTC SUPPLIES
		33.89	PW - FACILITY MNTC SUPPLIES
		31.40	PW - FACILITY MNTC SUPPLIES
		31.27	PW - FACILITY MNTC SUPPLIES
		30.86	PW - STREET MNTC SUPPLIES
		30.36	PW - FACILITY MNTC SUPPLIES
		26.44	PW - WATER OPER MNTC SUPPLIES
		23.37	PW - FACILITY MNTC SUPPLIES
		21.83	PW - FACILITY MNTC SUPPLIES
		19.83	PW - STREET MNTC SUPPLIES
		16.97	PW - LANDSCAPE MNTC SUPPLIES
		16.68	PW - FACILITY MNTC SUPPLIES
		14.96	PW - LANDSCAPE MNTC SUPPLIES
		14.30	PW - WATER OPER MNTC SUPPLIES
		13.22	PW - FACILITY MNTC SUPPLIES
		11.87	PW - FACILITY MNTC SUPPLIES
		10.22	PW - FACILITY MNTC SUPPLIES
		6.60	PW - FACILITY MNTC SUPPLIES
		6.16	PW - WATER OPER MNTC SUPPLIES
		6.16	PW - WATER OPER MNTC SUPPLIES
		5.51	PW - FACILITY MNTC SUPPLIES
		4.40	PW - FACILITY MNTC SUPPLIES
		2.76	PW - WATER OPER MNTC SUPPLIES
		1.98	PW - WATER OPER MNTC SUPPLIES
		1.52	PW - FACILITY MNTC SUPPLIES
317917		355.46	PW - GRAFFITI REMOVAL SUPPLIES
		225.65	PW - GRAFFITI REMOVAL SUPPLIES
	Vendor Tota	4,535.84	
317680	LITTLE HOUSE, INC.	3,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	3,000.00	
317705	LOBBY TRAFFIC SYSTEM, INC	785.56	PW - WATER OPER MNTC SVCS
		715.00	PW - WATER OPER MNTC SVCS
317800		1,371.57	PW - WATER OPER MNTC SVCS
	Vendor Tota	2,872.13	
318021	MAGIC JUMP RENTALS, INC	135.00	CSR - BREAKFAST W/ SANTA
	Vendor Tota	135.00	
317773	MAGLIN CORPORATION	22,475.04	CIP - BUS STOP TRASH CANS (PROP A)
	Vendor Tota	22,475.04	

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Check Number	Vendor Name	Amount	Description
317724	MDG ASSOCIATES, INC	5,900.00	FIN - CDBG PROGRAM ADMIN (9/20)
		4,565.00	CIP - PROGRESS PLAZA IMP (9/20-CNRA)
		90.00	PL - RES ADMIN (15937 GEORGIA) - 9/20
		450.00	PL - RES ADMIN (8519 CHESTER) - 9/20
		90.00	PL - RES ADMIN (7403 WALNUT) - 9/20
		450.00	PL - RES ADMIN (15360 PERILLA) - 9/20
		675.00	FIN - HOME PROGRAM ADMIN (9/20)
		90.00	PL - COM ADMIN (13913 PARAMOUNT) - 9/20
		67.50	FIN-LOAN PAYOFF SVCS (15534 PARAMOUNT)
		45.00	FIN-SUBORDINATION SVCS(13919 PARAMOUNT)
317739		8,340.00	PL - CDBG-CV TA ADMIN SVCS (9/20)
		4,597.50	PL - ERAG SVCS (9/20)
		4,520.00	PL - EMAG SVCS (9/20)
		3,300.00	PL - SBA RELIEF ADMIN SVCS (9/20)
317880		13,865.00	PL - CDBG-CV TA ADMIN SVCS (10/20)
		4,100.00	PL - SBA RELIEF ADMIN SVCS (10/20)
		2,520.00	PL - EMAG SVCS (10/20)
317894		2,900.00	FIN - CDBG PROGRAM ADMIN (10/20)
		720.00	PL - RES ADMIN (15354 PERILLA) -10/20
		1,170.00	PL - RES ADMIN (15360 PERILLA) -10/20
		630.00	PL - COM ADMIN (13913 PARAMOUNT)-10/20
		245.30	FIN-SUBORDINATION SVCS(13919 PARAMOUNT)
		245.30	FIN-SUBORDINATION SVCS(15534 PARAMOUNT)
		157.50	FIN - HOME PROGRAM ADMIN (10/20)
317992		385.00	CIP - PROGRESS PLAZA IMP (10/20-CNRA)
	Vendor Tota	60,118.10	
317951	MEDINA, CHARLOTTE	680.00	CIP - UTILITY BOX MURAL (LAKEWOOD)
	Vendor Tota	680.00	
317952	MICHAEL BAKER INTERNATIONAL	8,343.75	PL - PLANNING SVCS (9/28 - 10/31)
	Vendor Tota	8,343.75	
317740	MOBILE RELAY ASSOCIATES	725.00	GEN - WIRELESS SITE RENT (11/20)
317976		725.00	GEN - WIRELESS SITE RENT (12/20)
	Vendor Tota	1,450.00	
317846	MOREIRA	18.93	WTR DEP REF - 14715 ORANGE
	Vendor Tota	18.93	
317774	MRC SMART TECHNOLOGY SOLUTIONS	1,271.52	GEN - PRINTER TONER (11/20)
318042		1,271.52	GEN - PRINTER TONER (12/20)
	Vendor Tota	2,543.04	
317847	MRS ENVIRONMENTAL INC	7,605.00	PL - ENV ANALYSIS (WORLD ENERGY) 10/20
	Vendor Tota	7,605.00	
317848	MUNIZ	13.34	WTR DEP REF - 15302 EL CAMINO
	Vendor Tota	13.34	
317953	NATIONAL READY MIXED CONCRETE	729.59	PW - STREET MNTC SUPPLIES
	Vendor Tota	729.59	
317651	NOVELTY LIGHTS, INC	2,224.51	PW - FACILITY MNTC SUPPLIES
		1,837.54	PW - FACILITY MNTC SUPPLIES
		1,571.06	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	5,633.11	

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Check Number	Vendor Name	Amount	Description
317706	OFFICE DEPOT, INC.	145.20	CSR - OFFICE SUPPLIES
		78.46	FIN - OFFICE SUPPLIES
		12.12	CSR - OFFICE SUPPLIES
		11.22	CSR - OFFICE SUPPLIES
317775		674.51	CSR - STAR SUPPLIES
		101.54	CSR - STAR SUPPLIES
317849		121.10	FIN - OFFICE SUPPLIES
		30.86	FIN - OFFICE SUPPLIES
		24.24	FIN - OFFICE SUPPLIES
		-18.53	FIN - OFFICE SUPPLIES (CREDIT)
		-21.70	CSR - OFFICE SUPPLIES (CREDIT)
317865		14.39	PS - OFFICE SUPPLIES
317954		134.87	CSR - STAR SUPPLIES
317993		675.70	GEN - OFFICE SUPPLIES
	Vendor Tota	1,983.98	
317652	OFFICE SOLUTIONS	571.39	CSR - LOBBY LOGO MATS (2)
		210.35	CSR - LOBBY TRASH CAN (1)
		12.57	PL - OFFICE SUPPLIES
317707		45.05	PW - FACILITY MNTC SUPPLIES
		12.57	PW - FACILITY MNTC SUPPLIES
317741		27.83	AS - OFFICE SUPPLIES
317801		107.42	PW - OFFICE SUPPLIES
		70.84	PL - OFFICE SUPPLIES
		19.44	CM - OFFICE SUPPLIES
		9.70	AS - OFFICE SUPPLIES
		-70.84	PL - OFFICE SUPPLIES
317881		284.27	PW - OFFICE SUPPLIES
		143.03	PW - OFFICE SUPPLIES
		152.95	PW - OFFICE SUPPLIES
		32.60	PW - OFFICE SUPPLIES
		162.88	PW - OFFICE SUPPLIES
		235.37	PW - OFFICE SUPPLIES
		46.77	PW - OFFICE SUPPLIES
		39.68	GEN - PRINTER TONER
		24.49	PW - OFFICE SUPPLIES
		-24.49	PW - OFFICE SUPPLIES (CREDIT)
317918		263.11	GEN - OFFICE SUPPLIES
317955		414.19	CSR - STAR SUPPLIES
317977		144.38	AS - OFFICE SUPPLIES
		71.25	PL - OFFICE SUPPLIES
		30.75	PL - OFFICE SUPPLIES
		6.28	PL - OFFICE SUPPLIES
318010		31.24	AS - OFFICE SUPPLIES
318043		475.31	PW - HOUSEHOLD SUPPLIES
		51.21	PW - WATER OPER MNTC SUPPLIES
		35.59	PW - HOUSEHOLD SUPPLIES
		32.94	PW - HOUSEHOLD SUPPLIES
	Vendor Tota	3,670.12	
14217	OPENEDGE	2,129.42	GEN - UB WEB BANK CHARGES (10/20)
14254		1,842.65	GEN - UB WEB BANK CHARGES (11/20)
	Vendor Tota	3,972.07	
317850	ORTIZ	1.86	WTR DEP REF - 7200 RICHFIELD
	Vendor Tota	1.86	
317956	OVERLAND PACIFIC & CUTLER INC	263.75	PL - PROPERTY MGMT SVCS (10/20)
	Vendor Tota	263.75	

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Check Number	Vendor Name	Amount	Description
317802	PACIFIC DOOR & FRAME, INC.	743.69	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	743.69	
317653	PACIFIC EH & S SVCS, INC	585.00	HR - IIPP QTRLY MEETING (PW) - 10/20
		585.00	HR - IIPP QTRLY MEETING (PS) - 10/20
	Vendor Tota	1,170.00	
317957	PACIFIC RIM AUTOMATION, INC.	1,050.00	PW - SCADA SYSTEM MNTC (11/20)
	Vendor Tota	1,050.00	
317895	PARAMOUNT CHAMBER OF COMMERCE	350.00	CP - PULSE BEAT CITY SCAPE (11/20)
	Vendor Tota	350.00	
317757	PARAMOUNT JOURNAL	308.00	CM - PUBLISHED NOTICE (10/15 - 10/22)
		140.25	CM - PUBLISHED NOTICE (10/22)
		137.50	CM - PUBLISHED NOTICE (9/10)
		129.25	CM - PUBLISHED NOTICE (9/10)
		126.50	CM - PUBLISHED NOTICE (8/6)
		126.50	CM - PUBLISHED NOTICE (9/10)
		126.50	CM - PUBLISHED NOTICE (10/22)
		118.25	CM - PUBLISHED NOTICE (8/13)
		110.00	CM - PUBLISHED NOTICE (8/6)
		110.00	CM - PUBLISHED NOTICE (10/22)
		104.50	CM - PUBLISHED NOTICE (8/6)
		104.50	CM - PUBLISHED NOTICE (10/22)
317776		396.00	PL - PUBLISHED NOTICE (10/29)
		374.00	PL - PUBLISHED NOTICE (10/29)
		363.00	PL - PUBLISHED NOTICE (10/29)
		253.00	PL - PUBLISHED NOTICE (10/29)
		132.00	CM - PUBLISHED NOTICE (10/15)
		112.75	CM - PUBLISHED NOTICE (10/15)
		93.50	PL - PUBLISHED NOTICE (10/15)
317882		154.00	CM - PUBLISHED NOTICE (11/12)
		137.50	CM - PUBLISHED NOTICE (11/5)
		133.00	CM - PUBLISHED NOTICE (11/12)
		126.00	CM - PUBLISHED NOTICE (11/12)
		99.00	CM - PUBLISHED NOTICE (11/5)
	Vendor Tota	4,015.50	
317742	PARKINS & ASSOCIATES	1,250.00	PW - PARK MNTC CONSULTANT (10/20)
	Vendor Tota	1,250.00	
317994	PEREZ-LEON, DANALY	259.00	CSR - FOLKLORICO CLASS (10/20)
		28.00	CSR - SALSA CLASS (10/20)
	Vendor Tota	287.00	
317681	PET WASTE ELIMINATOR	287.59	CSR - RECREATION SUPPLIES
	Vendor Tota	287.59	
317654	PETTY CASH	423.83	PETTY CASH REPLENISHMENT
317743		220.00	PC - PLANNING COMMISSION MEETING
317896		499.04	PETTY CASH REPLENISHMENT
318011		220.00	PC - PLANNING COMMISSION MEETING
	Vendor Tota	1,362.87	
317758	PI ORANGE AVENUE LLC	2,000.00	PL - RES RENT (15328 ORANGE #129)
	Vendor Tota	2,000.00	
317919	POLYDOT	3,362.50	CP - AROUND TOWN (11/20)
	Vendor Tota	3,362.50	

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Check Number	Vendor Name	Amount	Description
317803	POOL & ELECTRICAL PRODUCTS, INC	142.93	PW - FACILITY MNTC SUPPLIES
		33.61	PW - FACILITY MNTC SUPPLIES
318044		68.95	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	245.49	
317655	PORT53 TECHNOLOGIES	1,200.00	AS - CITY HALL PUBLIC WIFI (COVID-19)
	Vendor Tota	1,200.00	
317958	PSMP	965.74	PW - FACILITY MNTC SVCS
	Vendor Tota	965.74	
317682	Q DOXS	653.78	CSR - COPIER USAGE (10/20)
		229.34	CSR - COPIER USAGE OVERAGE (9/20)
317851		78.28	PL - COPIER USAGE (11/20)
317897		378.16	GEN - COLOR COPIER USAGE (11/20)
		157.62	GEN - COLOR COPIER OVERAGE (10/20)
		121.28	GEN - COPIER USAGE (11/20)
317978		653.78	CSR - COPIER USAGE (11/20)
		197.79	CSR - COPIER USAGE OVERAGE (10/20)
	Vendor Tota	2,470.03	
317759	QUALITY CODE PUBLISHING	2,503.80	CM - MUNICIPAL CODE CODIFICATION
	Vendor Tota	2,503.80	
317760	R & R FIRE PROTECTION	115.00	PS - FIRE EXTINGUISHER TRAINING
	Vendor Tota	115.00	
317656	RAYVERN LIGHTING SUPPLY CO INC	1,123.03	PW - FACILITY MNTC SUPPLIES
317708		190.51	PW - FACILITY MNTC SUPPLIES
317804		21.99	PW - FACILITY MNTC SUPPLIES
317920		1,972.50	PW - FACILITY MNTC SUPPLIES
317959		423.67	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	3,731.70	
317761	RCI IMAGE SYSTEMS	2,394.35	PL - DOCUMENT IMAGING SVCS
	Vendor Tota	2,394.35	
317866	RED WING SHOE STORE	100.00	PW - WORK BOOTS (FACILITIES)
		200.00	PW - WORK BOOTS (LANDSCAPE)
	Vendor Tota	300.00	
317744	REGISTRAR-RECORDER/L.A. COUNTY	75.00	PL - PUBLISHED NOTICE (11/4)
		75.00	PL - PUBLISHED NOTICE (11/4)
317745		75.00	PL - PUBLISHED NOTICE (11/11)
		75.00	PL - PUBLISHED NOTICE (11/11)
317762		20.00	PS - TERMINATION OF LIEN
318012		75.00	PL - PUBLISHED NOTICE (12/9)
		75.00	PL - PUBLISHED NOTICE (12/9)
		75.00	PL - PUBLISHED NOTICE (12/9)
		75.00	PL - PUBLISHED NOTICE (12/9)
	Vendor Tota	620.00	

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Check Number	Vendor Name	Amount	Description
14205	RELIANCE TRUST COMPANY	12,870.99	FT DEF COMP 457 - PPE 10/23
14206		9,501.29	PT DEF COMP 457 - PPE 10/23
14207		1,940.62	DEF COMP 457 ROTH - PPE 10/23
14214		1.99	PT DEF COMP 457 - SPEC 10/23
14222		12,939.41	FT DEF COMP 457 - PPE 11/6
14223		9,919.84	PT DEF COMP 457 - PPE 11/6
14224		1,956.87	DEF COMP 457 ROTH - PPE 11/6
14238		19.88	PT DEF COMP 457 - SPEC 11/19
14242		13,050.17	FT DEF COMP 457 - PPE 11/20
14243		9,975.76	PT DEF COMP 457 - PPE 11/20
14244		1,956.87	DEF COMP 457 ROTH - PPE 11/20
14208		157.66	401A EXEC LOAN PAYMENT - PPE 10/23
14209		1,039.26	401A LOAN PAYMENT - PPE 10/23
14210		1,393.41	457 LOAN PAYMENT - PPE 10/23
14225		157.66	401A EXEC LOAN PAYMENT - PPE 11/6
14226		1,039.26	401A LOAN PAYMENT - PPE 11/6
14227		1,393.41	457 LOAN PAYMENT - PPE 11/6
14245		157.66	401A EXEC LOAN PAYMENT - PPE 11/20
14246		1,039.26	401A LOAN PAYMENT - PPE 11/20
14247		1,393.41	457 LOAN PAYMENT - PPE 11/20
14211		665.54	FT 401 QUAL COMP - PPE 10/23
14228		665.54	FT 401 QUAL COMP - PPE 11/6
14248		665.54	FT 401 QUAL COMP - PPE 11/20
	Vendor Tota	83,901.30	
317657	RETAIL MARKETING SERVICES	2,005.00	PW - CART SERVICES (9/20)
317960		2,105.00	PW - CART SERVICES (10/20)
	Vendor Tota	4,110.00	
318045	ROADLINE PRODUCTS INC	1,554.72	PW - TRAFFIC SAFETY SUPPLIES
		1,179.87	PW - TRAFFIC SAFETY SUPPLIES
	Vendor Tota	2,734.59	
317805	ROBERT SKEELS & CO.	83.74	PW - FACILITY MNTC SUPPLIES
317961		92.80	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	176.54	
317962	RODRIGUEZ, JOSE	57.00	PARKING CITATION REFUND (RODRIGUEZ)
	Vendor Tota	57.00	
318013	RODRIGUEZ, ROSA ISELA	100.00	FACILITY RENTAL REFUND (RODRIGUEZ)
	Vendor Tota	100.00	
317963	RON'S MAINTENANCE	7,241.00	PW - CATCH BASIN MNTC (10/20)
	Vendor Tota	7,241.00	
317709	ROYAL PAPER CORPORATION	43.46	PW - HOUSEHOLD SUPPLIES
317746		246.47	PW - HOUSEHOLD SUPPLIES
	Vendor Tota	289.93	

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Check Number	Vendor Name	Amount	Description
317921	RPW SERVICES, INC.	190.00	PW - PEST CONTROL SVCS (COM CTR)
		190.00	PW - PEST CONTROL SVCS (COM CTR)
		120.00	PW - PEST CONTROL SVCS (SIDEWALKS)
		95.00	PW - PEST CONTROL SVCS (STATION)
		95.00	PW - PEST CONTROL SVCS (POND)
		90.00	PW - PEST CONTROL SVCS (CIVIC CENTER)
		88.00	PW - PEST CONTROL SVCS (GYM)
		88.00	PW - PEST CONTROL SVCS (PARAMOUNT PARK)
		88.00	PW - PEST CONTROL SVCS (PROGRESS PARK)
		88.00	PW - PEST CONTROL SVCS (DILLS PARK)
		88.00	PW - PEST CONTROL SVCS (SALUD PARK)
		88.00	PW - PEST CONTROL SVCS (SPANER PARK)
		80.00	PW - PEST CONTROL SVCS (CITY YARD)
		80.00	PW - PEST CONTROL SVCS (ALL AMERICAN)
		70.00	PW - PEST CONTROL SVCS (CITY HALL)
		65.00	PW - PEST CONTROL SVCS (FIREHOUSE)
		45.00	PW - PEST CONTROL SVCS (SNACK SHACK)
	Vendor Total	1,648.00	
317979	RWB PARTY PROPS, INC.	521.51	CSR - BREAKFAST W/ SANTA
	Vendor Total	521.51	
317777	S & S WORLDWIDE	998.46	CSR - STAR SUPPLIES
	Vendor Total	998.46	
317683	SALAZAR, GONZALO	900.00	CIP - MURAL ART PROGRAM
	Vendor Total	900.00	
317806	SALCO GROWERS, INC.	81.86	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Total	81.86	
317778	SCHOOL NEWS ROLL CALL	462.00	CP -SCHOOL NEWS ROLL CALL ADVERTISEMENT
	Vendor Total	462.00	
317710	SCHOOLS FIRST FCU	1,000.00	PL - RES MORTGAGE (6502 SAN MARCUS)
	Vendor Total	1,000.00	
317883	SECTRAN SECURITY INC	497.48	GEN - ARMORED CAR SVC (11/20)
	Vendor Total	497.48	
317711	SELECT PORTFOLIO SERVICING, IN	1,000.00	PL - RES MORTGAGE (16413 GEORGIA)
	Vendor Total	1,000.00	
317867	SERRANO, OSCAR	200.00	PS - HOME SECURITY REBATE PROGRAM
	Vendor Total	200.00	
317852	SHEPPARD	16.11	WTR DEP REF - 14815 ORANGE
	Vendor Total	16.11	
317868	SHOETERIA	198.43	PW - WORK BOOTS (FACILITIES)
		183.56	PW - WORK BOOTS (LANDSCAPE)
		182.31	PW - WORK BOOTS (LANDSCAPE)
		122.79	PW - WORK BOOTS (LANDSCAPE)
		100.00	PW - WORK BOOTS (LANDSCAPE)
		100.00	PW - WORK BOOTS (FACILITIES)
		99.21	PW - WORK BOOTS (LANDSCAPE)
	Vendor Total	986.30	

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317658	SMART & FINAL IRIS CO	212.65	CSR - FACILITY SUPPLIES
		113.35	CSR - FACILITY SUPPLIES
		96.66	GEN - CC MEETING (10/20)
317712		118.80	CSR - MEETING SUPPLIES
		15.30	CSR - HALLOWEEN EVENT SUPPLIES
317763		130.02	GEN - KITCHEN SUPPLIES
317853		30.69	CSR - MEETING SUPPLIES
		17.22	CSR - MEETING SUPPLIES
317854		26.98	PS - DUI CHECKPOINT (11/13)
317980		74.84	GEN - CC MEETING SUPPLIES (11/17)
317995		320.46	GEN - KITCHEN SUPPLIES
317996		270.39	CSR - STAR SUPPLIES
	Vendor Tota	1,427.36	
317807	SMITH PAINT	44.04	PW - GRAFFITI REMOVAL SUPPLIES
318046		492.54	PW - GRAFFITI REMOVAL SUPPLIES
	Vendor Tota	536.58	
317964	SO CALIF SECURITY CENTERS, INC	115.00	PW - FACILITY MNTC SVCS
	Vendor Tota	115.00	
317898	SOCIETY FOR HUMAN RESOURCE	219.00	HR - SHRM MEMBERSHIP (JM)
	Vendor Tota	219.00	
317747	SOMMERS, RICHARD	8,905.00	PW - OPERATIONS MGR SVCS (9/20 - 10/20)
	Vendor Tota	8,905.00	
317748	SOURCE GRAPHICS	312.01	GEN - BUSINESS CARDS (PS, PB)
317899		59.54	GEN - BUSINESS CARDS (MF)
	Vendor Tota	371.55	
317749	SOUTHERN CALIF NEWSPAPER GROUP	277.27	GEN - PUBLICATIONS (11/20 - 4/21)
318014		1,275.62	CM - PUBLISHED NOTICE (10/24)
	Vendor Tota	1,552.89	
317779	SOUTHERN CALIFORNIA EDISON CO.	310.49	PL - RES SCE (8600 ROSECRANS #5)
317869		32,698.43	GEN - FACILITIES & PARKS (10/20)
		2,282.96	GEN - CLRWTR BLDG (10/20)
		858.06	GEN - PARAMOUNT PARK (10/20)
		20,916.80	PW - WATER PRODUCTION WELLS (10/20)
		6,007.39	PW - STREET LIGHTS & MEDIANS (10/20)
	Vendor Tota	63,074.13	
317659	SOUTHWEST BOULDER & STONE, INC	6,054.93	PW - FACILITY MNTC SUPPLIES (ROCKS)
	Vendor Tota	6,054.93	
317713	SPECIALIZED LOAN SERVICING,LLC	1,000.00	PL - RES MORTGAGE (6817 SAN MARCUS)
	Vendor Tota	1,000.00	
317997	SPINITAR/PRESENTATION PRODUCTS	1,005.12	CSR - STAR SUPPLIES
	Vendor Tota	1,005.12	
317822	STATE DISBURSEMENT UNIT	250.00	PAYROLL DEDUCTION - PPE 11/6
317981		250.00	PAYROLL DEDUCTION - PPE 11/20
317684		398.30	PAYROLL DEDUCTION - PPE 10/23
317823		398.30	PAYROLL DEDUCTION - PPE 11/6
317982		398.30	PAYROLL DEDUCTION - PPE 11/20
317983		49.28	PAYROLL DEDUCTION - PPE 11/20
	Vendor Tota	1,744.18	

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Check Number	Vendor Name	Amount	Description
317874	STATER BROTHERS	418.20	CSR - THANKSGIVING SUPPLIES (HAHN)
317904		4,500.00	CP - THANKSGIVING DINNER SUPPLIES
317922		4,500.00	CP - THANKSGIVING GIFT CARDS
	Vendor Tota	9,418.20	
317808	STATEWIDE TRAFFIC SAFETY &	2,400.00	PW - MESSAGE BOARD RENTAL (COVID-19)
318047		2,400.00	PW - MESSAGE BOARD RENTAL (COVID-19)
	Vendor Tota	4,800.00	
317660	STEAMX - SIGNAL HILL	330.71	PW - GRAFFITI REMOVAL SUPPLIES
		37.78	PW - GRAFFITI REMOVAL SUPPLIES
318048		181.75	PW- GRAFFITI REMOVAL SUPPLIES
	Vendor Tota	550.24	
317714	STEPHEN DORECK	9,615.00	PW - WTR SVC INSTALL (8424 HARRISON)
317900		46,050.00	CIP - FIRE SVC INSTALL (7317 SOMERSET)
	Vendor Tota	55,665.00	
317998	STUDIO ONE ELEVEN	7,465.00	CIP - BUS SHELTER DESIGN (PROP A)
	Vendor Tota	7,465.00	
317827	SUBWAY	129.98	PS - DUI CHECKPOINT (11/13)
318049		295.60	CP - CHRISTMAS TRAIN SUPPLIES
	Vendor Tota	425.58	
317923	SUPERCO SPECIALTY PRODUCTS	1,891.73	PW - GRAFFITI REMOVAL SUPPLIES
	Vendor Tota	1,891.73	
317924	SUPERIOR COURT OF CALIFORNIA	12,867.00	PS - PARKING VIOLATIONS (9/20)
318050		14,343.50	PS - PARKING VIOLATIONS (10/20)
	Vendor Tota	27,210.50	
318051	TACOS GIYOS	306.00	CP - CHRISTMAS TRAIN SUPPLIES
	Vendor Tota	306.00	
317809	TAYLOR'S LOCK & KEY SVCS	208.05	PW - FACILITY MNTC SUPPLIES
		26.06	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	234.11	
317780	TETRA TECH, INC	14,627.50	CIP - WELL #16 CONSTRUCTION MGMT (8/20)
	Vendor Tota	14,627.50	
317725	THE CAVANAUGH LAW GROUP, APLC	25,398.50	CA - CITY ATTORNEY SVCS (10/20)
		6,685.80	PS - CITY PROSECUTOR (10/20)
	Vendor Tota	32,084.30	
317685	THE CHILDREN'S CLINIC	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	5,000.00	

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Check Number	Vendor Name	Amount	Description
317686	THE SAUCE CREATIVE SERVICES	1,450.21	CSR - UNIFORMS
		606.90	CSR - STAR SUPPLIES
317715		2,338.85	CP - VETERANS CELEBRATION
		1,005.23	CP - COMMUNITY PROMO SUPPLIES
		930.23	CSR - UNIFORMS
		437.55	CSR - SPECIAL EVENT SUPPLIES
		341.23	CSR - HALLOWEEN EVENT SUPPLIES
		200.38	CSR - HALLOWEEN EVENT SUPPLIES
		150.00	CSR - HALLOWEEN EVENT SUPPLIES
317855		430.89	CSR - RECREATION SUPPLIES
		50.00	CSR - SENIOR THANKSGIVING DESIGN
		50.00	CSR - SOCIAL MEDIA EVENT UPDATE
317999		2,244.75	CSR - STAR UNIFORMS
		767.48	CSR - UNIFORMS
		225.00	CP -CHRISTMAS TRAIN SUPPLIES
		50.00	CP - VETERANS CELEBRATION
		50.00	CP - TREE LIGHTING EVENT
		50.00	CP - CHRISTMAS TRAIN SUPPLIES
		50.00	CSR - BREAKFAST W/ SANTA
	Vendor Tota	11,428.70	
318015	THOMPSON, DANIEL J	150.00	CP - TREE LIGHTING EVENT
	Vendor Tota	150.00	
317661	TIME WARNER CABLE	123.98	GEN - CITY YARD CABLE (10/20)
317687		323.94	GEN - CITY HALL INTERNET (9/20)
		323.94	GEN - CITY HALL INTERNET (10/20)
317688		388.32	GEN - PEG CHANNEL END (10/20)
317781		154.98	GEN - CITY YARD INTERNET (10/20)
317901		885.00	GEN - CITY HALL FIBER INTERNET (10/20)
		885.00	GEN - CITY HALL FIBER INTERNET (11/20)
317984		378.15	GEN - PEG CHANNEL START (11/20)
317985		104.69	GEN - CITY HALL CABLE (11/20)
318052		388.32	GEN - PEG CHANNEL END (11/20)
		123.98	GEN - CITY YARD CABLE (11/20)
318053		323.94	GEN - CITY HALL INTERNET (11/20)
	Vendor Tota	4,404.24	
317689	TRIPEPI SMITH & ASSOCIATES	4,030.50	PW - ENVIRONMENTAL SVCS (9/20)
		327.17	AS - AL FRESCO PROJECT (COVID-19)
317884		1,320.76	PW - ENVIRONMENTAL SVCS (10/20)
	Vendor Tota	5,678.43	
317986	TWIN TOWERS GROUP LLC	2,000.00	PL - RES RENT (15909 VERMONT #130)
	Vendor Tota	2,000.00	
317925	U S POSTAL SVC/ U S POSTMASTER	3,000.00	FIN - BULK MAIL PERMIT
317926		2,668.15	CP - AROUND TOWN POSTAGE (11/20)
	Vendor Tota	5,668.15	
317810	UNDERGROUND SERVICE ALERT	160.15	PW - WATER OPER MNTC SVCS (10/20)
		47.56	PW - WATER OPER MNTC SVCS (10/20)
	Vendor Tota	207.71	
317825	UNITED STATES TREASURY	636.00	PAYROLL DEDUCTION - PPE 11/6
	Vendor Tota	636.00	

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Check Number	Vendor Name	Amount	Description
317662	UNIVAR USA	1,928.00	PW - WATER OPER MNTC SUPPLIES
		1,118.35	PW - WATER OPER MNTC SUPPLIES
		884.54	PW - WATER OPER MNTC SUPPLIES
317716		3,518.27	PW - WATER OPER MNTC SUPPLIES
		1,131.80	PW - WATER OPER MNTC SUPPLIES
		569.00	PW - WATER OPER MNTC SUPPLIES
317811		1,901.58	PW - WATER OPER MNTC SUPPLIES
		1,048.35	PW - WATER OPER MNTC SUPPLIES
317965		913.34	PW - WATER OPER MNTC SUPPLIES
		802.70	PW - WATER OPER MNTC SUPPLIES
318054		1,853.39	PW - WATER OPER MNTC SUPPLIES
		1,768.93	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	17,438.25	
317717	US BANK VOYAGER FLEET	189.35	PW - CNG FUEL (10/20)
		163.28	PW - CNG FUEL (10/20)
318055		257.57	PW - CNG FUEL (11/20)
		251.55	PW - CNG FUEL (11/20)
	Vendor Tota	861.75	
317812	USA BLUEBOOK	305.15	PW - WATER OPER MNTC SUPPLIES
317885		109.39	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	414.54	
317718	USI, INC.	250.91	CSR - OFFICE SUPPLIES
	Vendor Tota	250.91	
318000	UTILITY COST MANAGEMENT LLC	944.94	GEN - UTILITY AUDIT (7/20 - 9/20) PARKS
		92.14	GEN - UTILITY AUDIT(7/20-9/20) PKG LOTS
		322.75	PW - UTILITY AUDIT(7/20-9/20) ST LIGHTS
	Vendor Tota	1,359.83	
317886	VALVERDE CONSTRUCTION	8,844.00	CIP - WTR SVC INSTALL (13952 ARTHUR)
	Vendor Tota	8,844.00	

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Check Number	Vendor Name	Amount	Description
317750	VERIZON WIRELESS - LA	90.15	AS - CELLULAR SERVICE (10/20)
		25.22	PL - CELLULAR SERVICE (10/20)
		91.93	CM - CELLULAR SERVICE (10/20)
		15.15	GEN - EOC CELLULAR & P/R DEVICE (10/20)
		51.37	FIN - CELLULAR SERVICE (10/20)
		152.04	HR - CELLULAR SERVICE (10/20)
		219.32	PS - CELLULAR SERVICE (10/20)
		434.44	PS - CELLULAR SERVICE (10/20)
		492.80	PW - CELLULAR SERVICE (10/20)
		38.01	PW - USB AIRCARD WELL #13 & #14 (10/20)
		40.56	AS - SOCIAL MEDIA CELLULAR SVC (10/20)
		41.00	PW - CELLULAR EQUIPMENT (RM)
318001		90.09	AS - CELLULAR SERVICE (11/20)
		25.22	PL - CELLULAR SERVICE (11/20)
		91.93	CM - CELLULAR SERVICE (11/20)
		51.37	FIN - CELLULAR SERVICE (11/20)
		152.04	HR - CELLULAR SERVICE (11/20)
		219.32	PS - CELLULAR SERVICE (11/20)
		413.97	PS - CELLULAR SERVICE (11/20)
		449.55	PW - CELLULAR SERVICE (11/20)
		40.56	AS - SOCIAL MEDIA CELLULAR SVC (11/20)
		38.01	PW - USB AIRCARD WELLS #13 & #14 (11/20)
		15.08	GEN - EOC CELL & P/R DEVICE (11/20)
		212.69	PW - CELLULAR EQUIPMENT (TABLET)
		41.99	PW - CELLULAR EQUIPMENT (ON-CALL)
		20.50	PW - USB AIRCARD EQUIPMENT
	Vendor Tota	3,554.31	
317826	VISION SERVICE PLAN	1,730.55	VISION INSURANCE (11/20)
	Vendor Tota	1,730.55	
317813	WALMART COMMUNITY	37.90	CSR - FACILITY SUPPLIES
		197.11	CSR - HALLOWEEN EVENT SUPPLIES
	Vendor Tota	235.01	
318002	WATER REPLENISHMENT DISTRICT	146,611.60	PW - GROUNDWATER PRODUCTION (9/20)
	Vendor Tota	146,611.60	

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Check Number	Vendor Name	Amount	Description
317870	WELLS FARGO	23.88	CSR - OFFICE SUPPLIES
		17.83	CSR - MEETING SUPPLIES
		45.81	CSR - HALLOWEEN EVENT SUPPLIES
		184.76	CSR - SENIOR HOT MEALS (COVID-19)-10/22
		33.01	CSR - HALLOWEEN EVENT SUPPLIES
		54.57	CSR - HALLOWEEN EVENT SUPPLIES
		52.10	CSR - MEETING SUPPLIES (10/29)
317856		28.71	PS - MEETING SUPPLIES (10/2)
		363.49	PS - MEETING SUPPLIES (10/14)
		72.56	PS - MEETING SUPPLIES (10/6)
		14.00	PS - MEETING SUPPLIES (10/6)
		136.21	PS - MEETING SUPPLIES (10/12)
		60.58	PS - MEETING SUPPLIES (10/14)
		87.62	PS - OFFICE SUPPLIES
		72.70	PS - MEETING SUPPLIES (10/14)
		115.71	PS - OFFICE SUPPLIES
		99.13	PS - FIRE EXTINGUISHER TRAINING
		96.98	PS - OFFICE SUPPLIES
		131.20	PS - AMAZON PRIME MEMBERSHIP - ANNUAL
		422.79	PS - EQUIPMENT MNTC SUPPLIES
		54.25	PS - OFFICE SUPPLIES
317966		2.99	CP - GOOGLE SUBSCRIPTION (10/20)
		125.00	HR - RAPID TEST (COVID-19)
		17.92	GEN - POSTAGE EXPENSE
		2.99	AS - ICLOUD STORAGE (11/20)
		232.51	GEN - PRINTER TONER
		50.35	CM - MEETING SUPPLIES (10/19)
		663.00	CP - E-NEWSLETTER
317814		217.95	FIN - OFFICE SUPPLIES
317967		-17.86	PW - FACILITY MNTC SUPPLIES (CREDIT)
		30.19	PW - FACILITY MNTC SUPPLIES
		-1.87	MC - CARROLL PARTS
		1.87	PW - FACILITY MNTC SUPPLIES (TAX)
		303.07	PW - UNIFORMS
		27.55	PW - UNIFORMS
		29.61	PW - FACILITY MNTC SUPPLIES
		75.00	PW - APWA SEMINAR (AF, WM)
		14.28	PW - OFFICE SUPPLIES
		275.51	PW - UNIFORMS
		-303.07	PW - UNIFORMS (CREDIT)
		290.94	PW - UNIFORMS
		37.57	PW - MEETING SUPPLIES (10/29)
		39.00	GEN - BANK CHARGES (WF - PW)
317872		46.29	GEN - BANK CHARGES (WF - PW)
		136.70	CSR - HAUNTED HOUSE
		24.22	CSR - HAUNTED HOUSE
		152.78	CSR - HAUNTED HOUSE
		198.03	CSR - HAUNTED HOUSE
		40.00	CSR - STAR SUPPLIES
		165.36	CSR - HALLOWEEN EVENT SUPPLIES
		58.44	CSR - HAUNTED HOUSE
		7.41	CSR - HAUNTED HOUSE
		111.10	CSR - HAUNTED HOUSE
		24.14	CSR - ENP EVENT SUPPLIES
		24.23	CSR - ENP EVENT SUPPLIES
		136.71	CSR - STAR SUPPLIES
		138.86	CSR - STAR SUPPLIES
		259.02	GEN - CC MEETING SUPPLIES (10/6)
		42.96	CSR - HALLOWEEN EVENT SUPPLIES
		54.11	CSR - HALLOWEEN EVENT SUPPLIES

**CITY OF PARAMOUNT
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Check Number	Vendor Name	Amount	Description
317872	WELLS FARGO	-25.36	CSR - HALLOWEEN EVENT SUPPLIES (CREDIT)
		223.45	CSR - HAUNTED HOUSE
		30.00	CSR - HALLOWEEN EVENT SUPPLIES
		31.19	CSR - HALLOWEEN EVENT SUPPLIES
		16.73	CSR - HALLOWEEN EVENT SUPPLIES
		25.43	CSR - ENP EVENT SUPPLIES
		41.01	CSR - STAR SUPPLIES
		43.99	CSR - HALLOWEEN EVENT SUPPLIES
		76.05	CSR - HAUNTED HOUSE
		55.11	CSR - HALLOWEEN EVENT SUPPLIES
		57.02	CSR - HAUNTED HOUSE
		32.99	CSR - HAUNTED HOUSE
		-17.60	CSR - HAUNTED HOUSE (CREDIT)
		91.38	CSR - HAUNTED HOUSE
		231.00	CSR - SENIOR HOT MEALS (COVID-19) -10/8
		27.84	CSR - RECREATION SUPPLIES
		26.28	CSR - HAUNTED HOUSE
		-15.39	CSR - HAUNTED HOUSE (CREDIT)
		126.13	CSR - HAUNTED HOUSE
		65.03	CSR - ENP EVENT SUPPLIES
		165.38	CSR - OFFICE SUPPLIES
		5.61	CSR - HALLOWEEN EVENT SUPPLIES
		48.22	CSR - ENP EVENT SUPPLIES
		24.53	CSR - ENP EVENT SUPPLIES
		438.37	CSR - STAR SUPPLIES
		42.55	CSR - FACILITY SUPPLIES
		198.45	CSR - SENIOR HOT MEALS (COVID-19)-10/15
		54.56	CSR - FACILITY SUPPLIES
		79.36	CSR - RECREATION SUPPLIES
		66.14	CSR - STAR SUPPLIES
		234.68	CSR - STAR SUPPLIES
		36.38	CSR - RECREATION SUPPLIES
		109.38	CSR - STAR SUPPLIES
		67.10	CSR - HAUNTED HOUSE
		40.00	CSR - STAR SUPPLIES
		34.44	CSR - HALLOWEEN EVENT SUPPLIES
		308.28	CSR - STAR SUPPLIES
		38.49	CSR - ENP EVENT SUPPLIES
		150.14	CSR - HAUNTED HOUSE
		32.84	CSR - HAUNTED HOUSE
		55.11	CSR - HALLOWEEN EVENT SUPPLIES
		13.22	CSR - HALLOWEEN EVENT SUPPLIES
		10.91	CSR - HALLOWEEN EVENT SUPPLIES
		40.00	CSR - STAR SUPPLIES
		37.46	CSR - ENP EVENT SUPPLIES
		209.70	CSR - SENIOR HOT MEALS (COVID-19)-10/29
		560.89	CP - ECO-FRIENDLY EVENT
		30.72	CSR - MEETING SUPPLIES (10/30)
		69.46	CSR - MEETING SUPPLIES (10/30)
		21.05	CSR - STAR SUPPLIES
		483.77	CSR - HALLOWEEN EVENT SUPPLIES
		39.00	GEN - BANK CHARGES (WF - CSR)
		142.44	GEN - BANK CHARGES (WF - CSR)
317873		25.03	PL - OFFICE SUPPLIES
		1,000.00	PL - PUBLIC NOTICE (ZOTA 19)
317928		125.00	HR - RAPID TEST (COVID-19)
		250.00	HR - RAPID TEST (COVID-19)
		125.00	HR - RAPID TEST (COVID-19)
		47.30	AS - MEETING SUPPLIES
		125.00	HR - RAPID TEST (COVID-19)

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Check Number	Vendor Name	Amount	Description
317928	WELLS FARGO	125.00	HR - RAPID TEST (COVID-19)
		125.00	HR - RAPID TEST (COVID-19)
		90.00	AS - MMASC MEMBERSHIP (AV)
		25.00	HR - LIVESCAN (10/15)
		125.00	HR - RAPID TEST (COVID-19)
		125.00	HR - RAPID TEST (COVID-19)
		125.00	HR - RAPID TEST (COVID-19)
		375.00	HR - RAPID TEST (COVID-19)
		959.88	GEN - ADOBE CREATIVE CLOUD RENEWAL
		125.00	HR - RAPID TEST (COVID-19)
		125.00	HR - RAPID TEST (COVID-19)
		13.22	GEN - OFFICE SUPPLIES
		125.00	HR - RAPID TEST (COVID-19)
		53.85	AS - MEETING SUPPLIES (10/20)
		100.00	HR - LIVESCAN (10/21)
		125.00	HR - RAPID TEST (COVID-19)
		75.00	HR - LIVESCAN (10/22)
		2,000.00	GEN - PUBLIC WIFI FILTER (8/20 - 8/21)
		19.99	CP - SOCIAL MEDIA SUPPLIES
		240.00	CP - SOCIAL MEDIA SUBSCRIPTION
		9.00	CSR - STAR VIRTUAL TESTING SOFTWARE
		69.30	CP - SOCIAL MEDIA SUBSCRIPTION
		125.00	HR - RAPID TEST (COVID-19)
		125.00	HR - RAPID TEST (COVID-19)
		125.00	HR - RAPID TEST (COVID-19)
		51.94	GEN - COMPUTER MNTC SUPPLIES
		219.39	CP - SOCIAL MEDIA SUPPLIES
		125.00	HR - RAPID TEST (COVID-19)
		28.74	CP - SOCIAL MEDIA SUPPLIES
		125.00	HR - RAPID TEST (COVID-19)
		627.02	CP - SOCIAL MEDIA SUPPLIES
		175.30	CP - SOCIAL MEDIA SUPPLIES
		125.00	HR - RAPID TEST (COVID-19)
		61.68	CP - SOCIAL MEDIA SUPPLIES
		4.95	CP - SOCIAL MEDIA SUPPLIES
		69.99	CP - SOCIAL MEDIA SUPPLIES
		77.12	CP - SOCIAL MEDIA SUPPLIES
	Vendor Tota	19,852.36	
14229	WELLS FARGO BANK	1,620.52	GEN - CITY BANK ANALYSIS (10/20)
14230		91.13	GEN - HA BANK ANALYSIS (10/20)
	Vendor Tota	1,711.65	
317663	WELLS FARGO FINANCIAL LEASING	184.97	FIN - COPIER (11/20)
		76.40	FIN - COPIER PROP TAX
318056		184.97	FIN - COPIER (12/20)
	Vendor Tota	446.34	
317719	WELLS FARGO HOME MORTGAGE	1,000.00	PL - RES MORTGAGE (8514 CENTURY #A)
317720		1,000.00	PL - RES MORTGAGE (6657 SAN JUAN)
	Vendor Tota	2,000.00	
317815	WEST COAST ARBORISTS, INC	3,339.60	PW - TREE MNTC SVCS (10/1 - 10/15)
	Vendor Tota	3,339.60	

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Check Number	Vendor Name	Amount	Description
317751	WILLDAN ASSOCIATES, INC	20,922.75	PW - GENERAL ENGINEERING SVCS (9/20)
		16,800.00	CIP - NEIGHBORHOOD STREET RESURF (9/20)
		11,271.50	PW - TRAFFIC ENGINEERING SVCS (9/20)
		9,057.50	PW - GENERAL ENG SVCS (HSIP) - 9/20
		8,045.00	PW - LANDSCAPE ENG SVCS (9/20)
		7,271.75	CIP - WSAB BIKEWAY PHASE 2 (9/20)
		5,765.50	CIP-TRAFFIC SIGNAL DES (GARFIELD/70TH)
		4,420.00	CIP-ARTERIAL STREET RESURF (STPL)- 9/20
		3,224.00	CIP-TRAFFIC SIGNAL DES(ALONDRA/PASSAGE)
		2,346.60	CIP - NEIGHBORHOOD STREET RESURF (9/20)
		2,000.00	PW - GENERAL ENG SVCS (DILLS PARK)
		995.00	CIP - ROSECRANS BRIDGE REPAIR (9/20)
		180.00	PW - GENERAL ENG SVCS (CROSSWALK)
317782		199.00	PL - TAX DEFAULTED PROP SVCS (9/20)
	Vendor Tota	92,498.60	
317857	WINWOOD	20.06	WTR DEP REF - 15529 GEORGIA
	Vendor Tota	20.06	
317858	XEROX CORP.	148.46	PS - COPIER INTEGRATOR (10/20)
	Vendor Tota	148.46	
317752	XEROX FINANCIAL SERVICES, LLC	415.96	GEN - CITY HALL COPIER/PRINTER (10/20)
		162.26	GEN - CITY HALL COLOR PRINTER (10/20)
		169.24	PL - COPIER (10/20)
		370.76	CSR - COPIER (10/20)
318057		415.96	GEN - CITY HALL COPIER/PRINTER (11/20)
		162.26	GEN - CITY HALL COLOR PRINTER (11/20)
		169.24	PL - COPIER (11/20)
		370.76	CSR - COPIER (11/20)
	Vendor Tota	2,236.44	
317664	YMCA OF GREATER LONG BEACH	48,000.00	CSR - YMCA FUNDING (REC SWIM)
		15,000.00	CSR - YMCA FUNDING (SWIM LESSONS)
		10,000.00	CSR - YMCA FUNDING (YOUTH SPORTS)
	Vendor Tota	73,000.00	
317859	ZUMAR INDUSTRIES, INC.	1,115.17	CSR - SIGNAGE (COVID-19)
	Vendor Tota	1,115.17	
A total of 466 checks were issued for		\$5,284,826.80	

DECEMBER 15, 2020

ORDINANCE NO. 1140

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT SETTING FORTH ITS FINDING OF FACT, AND APPROVING ZONING ORDINANCE TEXT AMENDMENT NO. 18, AMENDING CHAPTER 44, ARTICLE I, SECTION 44-1 (DEFINITIONS); ARTICLE VI, SECTION 44-67 (d)(2); ARTICLE VII, SECTION 44-69 (27.1)(b); ARTICLE VIII, SECTION 44-75 (45.1)(k); ARTICLE IX, SECTION 44-81 (21)(j); ARTICLE XI, DIVISION 2, SECTION 44-104.2 (q)(8); AND ARTICLE XIX, SECTION 44-241 (b) OF THE PARAMOUNT MUNICIPAL CODE, ALLOWING DIGITAL PRICING ON SERVICE STATION MONUMENT SIGNS CITYWIDE AND REVISING REGULATIONS FOR WINDOW SIGNS IN COMMERCIAL AND MANUFACTURING ZONES CITYWIDE”

MOTION IN ORDER:

READ BY TITLE ONLY, WAIVE FURTHER READING, AND ADOPT ORDINANCE NO. 1140.

MOTION:

MOVED BY: _____

SECONDED BY: _____

☐ APPROVED

☐ DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
By: Heidi Luce, City Clerk
Date: December 15, 2020

Subject: ORDINANCE NO. 1140

The City Council, at its regularly scheduled meeting on November 3, 2020, introduced Ordinance No. 1140 and placed it on the December 15, 2020 agenda for adoption.

ORDINANCE NO. 1140

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT SETTING FORTH ITS FINDING OF FACT, AND APPROVING ZONING ORDINANCE TEXT AMENDMENT NO. 18, AMENDING CHAPTER 44, ARTICLE I, SECTION 44-1 (DEFINITIONS); ARTICLE VI, SECTION 44-67 (d)(2); ARTICLE VII, SECTION 44-69 (27.1)(b); ARTICLE VIII, SECTION 44-75 (45.1)(k); ARTICLE IX, SECTION 44-81 (21)(j); ARTICLE XI, DIVISION 2, SECTION 44-104.2 (q)(8); AND ARTICLE XIX, SECTION 44-241 (b) OF THE PARAMOUNT MUNICIPAL CODE, ALLOWING DIGITAL PRICING ON SERVICE STATION MONUMENT SIGNS CITYWIDE AND REVISING REGULATIONS FOR WINDOW SIGNS IN COMMERCIAL AND MANUFACTURING ZONES CITYWIDE”

Attached is the agenda report from the November 3, 2020 meeting.

RECOMMENDED ACTION

It is recommended that the City Council read by title only, waive further reading, and adopt Ordinance No. 1140.



To: Honorable City Council

From: John Moreno, City Manager

By: John Carver, Planning Director
John King, AICP, Assistant Planning Director

Date: November 3, 2020

**Subject: ORDINANCE NO. 1140/ZONING ORDINANCE TEXT AMENDMENT NO. 18
DIGITAL PRICING ON SERVICE STATION MONUMENT SIGNS;
WINDOW SIGNS**

Request

This item is a request for the City Council to approve Zoning Ordinance Text Amendment (ZOTA) No. 18 to allow digital pricing on service station monument signs citywide and revise regulations for window signs in commercial and manufacturing zones citywide. The City Council continued the item at the October 6, 2020 meeting, and the agenda report is attached for reference. The Planning Commission conducted a public hearing on September 8, 2020 and unanimously recommended approval of ZOTA No. 18.

Service Station Monument Signs

Monument signs are freestanding signs located at the front of a property. The proposed ordinance will permit gas stations to convert traditional pricing displayed on monument signs to digital pricing provided the pricing remains static for at least four hours. The City Council had no concerns about the digital pricing on the service station monument sign portion of the proposed ordinance.

Below are examples of monument signs:



Window Signs

The City Council directed staff to reconsider proposed window digital sign regulations and broadened the discussion to other elements of window signs. One intent of the proposed ordinance has been to formally establish digital window signs as a permitted sign type with protective performance standards. The City Council requested a change to the proposed standards for window digital sign placement. Such a change would increase the opportunity for a business to feasibly install a window digital sign from smaller windows at a height more appropriate for viewing by passersby.

The proposed ordinance has been revised in the following areas:

- A provision restricting the area of a digital sign to 25% of a window has been deleted.
- An exemption for “incidental” window signs has been included. Incidental window signs are defined as *“signs displayed in the window displaying information such as business hours of operation, credit institutions accepted, commercial and civic affiliations, and similar information. These signs shall be informational only and shall not contain a commercial message.”*
- For windows signs in general, the present limit of window signs to 40% of the area of individual window panes has been deleted. Window sign area is now proposed to be limited to 40% of the area of each grouping of adjacent windows, including a glass door. This change provides more flexibility to businesses for the placement of window signs.
- A provision has been added to address issues of window sign transparency in commercial zones. This new section reads – *With the exception of window signs described herein, windows and clear doors shall be maintained in a transparent condition during normal business hours, except that any blinds, curtains, and other non-transparent window coverings will only be closed during times when sun or glare presents an observable problem for the users.*

Below is an example of a storefront that would meet the proposed criteria in terms of window sign placement. The total area of all of the windows, including the glass doors, is used to determine the 40% restriction. [Note: the digital sign in the photo would need to be reprogrammed to meet the restrictions for scrolling and message duration.]



Analysis

Signs advertising businesses and organizations are dynamic and ever-changing. Cities develop regulations to balance the important purposes of signs to identify tenants, owners, services, and properties with the need to reduce unsightliness, hazards, and confusion. Paramount has worked hard through the years to strike that balance between information, expressiveness, and creativity of signs while maintaining safety, aesthetics, and sustainability.

The proposed ordinance meets the above criteria. Following the direction of the City Council, the ordinance takes a broader assessment of window signs. The result is a framework for business promotion with more opportunity for digital sign placement while still maintaining an attractive, uncluttered streetscape.

Environmental Assessment

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305 – minor alterations in land use limitations in areas with an average slope of less than 20% that do not result in any changes in land use or density; and Section 15061(b)(3) – the general rule that CEQA applies only to projects

which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

RECOMMENDED ACTION

It is recommended that the City Council read by title only, waive further reading, introduce Ordinance No. 1140, and place it on the December 15, 2020 agenda for adoption.



To: Honorable City Council

From: John Moreno, City Manager

By: John Carver, Planning Director
John King, AICP, Assistant Planning Director

Date: October 6, 2020

**Subject: ORDINANCE NO. 1140/ZONING ORDINANCE TEXT AMENDMENT NO. 18
DIGITAL PRICING ON SERVICE STATION MONUMENT SIGNS;
DIGITAL WINDOW SIGNS**

Request

This item is a request for the City Council to approve Zoning Ordinance Text Amendment (ZOTA) No. 18 to allow digital pricing on service station monument signs citywide and regulate digital window signs in commercial and manufacturing zones citywide. The Planning Commission conducted a public hearing on September 8, 2020 and unanimously recommended approval of ZOTA No. 18.

Background

On November 19, 2013, the City Council considered updating the Paramount Municipal Code/Zoning Ordinance to allow digital signs in commercial zones, including the Central Business District. Upon discussion, the City Council determined digital signs to be inconsistent with City standards and concluded that potential negative impacts of digital signs outweighed the benefits. Concerns included the possible nuisance from sign illumination, driver distraction, and garish aesthetics.

With almost seven years since the previous discussion, and given the recent City Council approval of a freeway-oriented digital billboard indicating somewhat of a shift in direction, a more focused approach has been developed for consideration. While the 2013 proposal provided a broader opportunity for business owners to apply for elaborate electronic signs with multiple realistic images, this new proposal is limited to pricing on service station monument signs and relatively minimal window sign displays.

Service Station Monument Signs

“Automobile service station” is the Municipal Code term for a gas station or fueling station. The City Council adopted Ordinance No. 592 in 1985 to revise gas station regulations, including requirements for monument signs. According to Section 44-104.2 (q)(8) of the Municipal Code, “pricing information may be displayed on monument or wall signs and may be permitted on identification signs or pump island canopies...” The proposed ordinance will clearly incorporate the option to convert traditional pricing to

digital pricing provided the pricing remains static for at least four hours. The change would only apply to monument signs, and would not be applicable to wall signs or signs on fuel canopies.

There are 12 gas stations in Paramount. The owner of the gas station at the southeast corner of Alondra Boulevard and Hunsaker Avenue recently converted the monument sign to a digital pricing format without permits. If the City Council approves the subject ordinance, a sign contractor will need to promptly submit plans, obtain permits, and pass Building and Safety inspection in order to legalize the unpermitted sign.

Digital Window Signs

Portable digital message boards have seen a rise in popularity over the last ten years as they have become more affordable and accessible with improved technology. They typically are installed inside a building and are directed for public view through a window. As window signs up to 40% of the area of a window are permitted in commercial zones, to date the City has only requested the removal of digital signs if they exceed the 40% allowable window area or if they are installed on the exterior of a building. However, these types of signs have proliferated, and the messages have assumed more display features such as scrolling, flashing, rotating, or blinking that lead to driver distraction and compromise pedestrian safety. The proposed ordinance formally establishes digital window signs as a permitted sign type while assuring a safer streetscape with the following performance standards:

- Digital signs must be installed on the interior of a building with visibility through a window.
- The size of a digital sign is restricted to 25% of a window area. Combined with other window signs, the 40% maximum window area would remain.
- A sign message or display can change no more frequently than every 10 seconds.
- Scrolling, flashing, rotating, pulsating, moving, or blinking is prohibited.
- Intensity of illumination must be static between messages.
- One digital sign is permitted per street frontage.

Upon adoption by the City Council of proposed regulations, the existing digital window signs will need to be addressed. Staff will provide a 30-day timeframe for business owners to modify, replace, or remove digital signs in order to comply with the adopted ordinance. A preliminary survey of their locations indicates 15 such signs have been installed by various businesses.

Environmental Assessment

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305 – minor alterations in land use limitations in areas with an average slope of less than 20% that do not result in any changes in land use or density; and Section 15061(b)(3) – the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA

does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

RECOMMENDED ACTION

It is recommended that the City Council read by title only, waive further reading, introduce Ordinance No. 1140, and place it on the next regular agenda for adoption.

CITY OF PARAMOUNT
LOS ANGELES COUNTY, CALIFORNIA

ORDINANCE NO. 1140

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT SETTING FORTH ITS FINDING OF FACT, AND APPROVING ZONING ORDINANCE TEXT AMENDMENT NO. 18, AMENDING CHAPTER 44, ARTICLE I, SECTION 44-1 (DEFINITIONS); ARTICLE VI, SECTION 44-67 (d)(2); ARTICLE VII, SECTION 44-69 (27.1)(b); ARTICLE VIII, SECTION 44-75 (45.1)(k); ARTICLE IX, SECTION 44-81 (21)(j); ARTICLE XI, DIVISION 2, SECTION 44-104.2 (q)(8); AND ARTICLE XIX, SECTION 44-241 (b) OF THE PARAMOUNT MUNICIPAL CODE, ALLOWING DIGITAL PRICING ON SERVICE STATION MONUMENT SIGNS CITYWIDE AND REVISING REGULATIONS FOR WINDOW SIGNS IN COMMERCIAL AND MANUFACTURING ZONES CITYWIDE

THE CITY COUNCIL OF THE CITY OF PARAMOUNT DOES HEREBY ORDAIN
AS FOLLOWS:

SECTION 1. Purpose and Findings. The City Council finds and declares as follows:

- A. California Constitution Article XI, Section 7, enables the City of Paramount ("the City") to enact local planning and land use regulations; and
- B. The City has broad authority, under its general police power, to regulate the development and use of real property and to promote the public welfare; and
- C. The authority to adopt and enforce zoning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and
- D. The City desires to ensure that development occurs in a prudently effective manner, consistent with the goals and objectives of the General Plan as updated and adopted by the City Council on August 7, 2007 and reasonable land use planning principles; and
- E. The Planning Commission held a duly noticed public hearing on September 8, 2020 at which time it considered all evidence presented, both written and oral, and at the end of the hearing voted to adopt Resolution No. PC 20:024, recommending that the City Council adopt this Ordinance; and
- F. The City Council held a duly noticed public hearing on this Ordinance on November 3, 2020, at which time it considered all evidence presented, both written and oral.

SECTION 2. Section 44-1 (Definitions) to Chapter 44, Article I of the Paramount Municipal Code is hereby amended to add the following definitions:

Building frontage. The maximum linear width of a building measured in a single straight line parallel, or essentially parallel, with the abutting public street or vehicular parking lot.

Digital display sign. A type of illuminated, changeable copy sign that consists of electronically changing alphanumeric text often used for gas price display signs and athletic scoreboards.

Window sign. Any sign that is applied, painted, or affixed to a window, or placed inside a window, within three (3) feet of the glass, facing the outside of the building and easily seen from the outside. Customary displays of merchandise or objects and material without lettering behind a store window are not considered signs.

Window sign, incidental. Signs displayed in the window displaying information such as business hours of operation, credit institutions accepted, commercial and civic affiliations, and similar information. These signs shall be informational only and shall not contain a commercial message.

SECTION 3. Chapter 44, Article VI, Section 44-67 (d)(2) of the Paramount Municipal Code is hereby amended in its entirety to read as follows:

(2) Window signs. Specific design criteria for window signs shall be as follows:

- a. Location. Window signs shall be allowed on windows facing streets and windows facing interior areas of a shopping center. Window signs are permitted on ground floor and second floor windows. Window signs are prohibited on windows above the second floor of a building.
- b. Size. Sign area shall be limited to forty (40) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass. Sign area shall be limited to forty (40) percent of each glass door that is not adjacent to a window. No more than thirty-three (33) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass of an establishment that sells alcohol for off-site consumption shall bear advertising or signs of any sort, and all advertising and signage shall be placed and maintained in a manner that ensures that law enforcement personnel have a clear and unobstructed view of the interior of the premises, including the area in which the cash registers are maintained, from the exterior public sidewalk or entrance to the premises. Window signs advertising alcohol and/or tobacco shall be placed a minimum of forty-two (42) inches above the interior floor.

- c. Digital display signs. Digital display signs may be installed on the interior side of a window. The exterior installation of a digital window sign is prohibited. Digital sign area shall be included in the calculation of the allowable sign area as set out in subsection (b) above. The maximum height of a digital sign when installed is thirty (30) inches. A digital sign message or display can change no more frequently than every ten (10) seconds. Scrolling, flashing, rotating, pulsating, moving, or blinking is prohibited. The intensity of illumination shall be static between messages. One digital sign is permitted per building or suite street frontage.
- d. Incidental window signs. Incidental window signs displaying pertinent business information such as the business hours of operation, credit cards accepted, and commercial and civic affiliations shall be excluded from area calculations for window signs provided such incidental window signs are maintained in a clean, orderly condition.
- e. Transparency. With the exception of window signs described herein, windows and clear doors shall be maintained in a transparent condition during normal business hours, except that any blinds, curtains, and other non-transparent window coverings will only be closed during times when sun or glare presents an observable problem for the users.

SECTION 4. Chapter 44, Article VII, Section 44-69 (27.1)(b) of the Paramount Municipal Code is hereby amended in its entirety to read as follows:

(b) Window signs. Specific design criteria for window signs shall be as follows:

- 1. Location. Window signs shall be allowed on windows facing streets and windows facing interior areas of a shopping center. Window signs are permitted on ground floor and second floor windows. Window signs are prohibited on windows above the second floor of a building.
- 2. Size. Sign area shall be limited to forty (40) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass. Sign area shall be limited to forty (40) percent of each glass door that is not adjacent to a window. No more than thirty-three (33) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass of an establishment that sells alcohol for off-site consumption shall bear advertising or signs of any sort, and all advertising and signage shall be placed and maintained in a manner that ensures that law enforcement personnel have a clear

and unobstructed view of the interior of the premises, including the area in which the cash registers are maintained, from the exterior public sidewalk or entrance to the premises. Window signs advertising alcohol and/or tobacco shall be placed a minimum of forty-two (42) inches above the interior floor.

3. Digital display signs. Digital display signs may be installed on the interior side of a window. The exterior installation of a digital window sign is prohibited. Digital sign area shall be included in the calculation of the allowable sign area as set out in subsection (b) above. The maximum height of a digital sign when installed is thirty (30) inches. A digital sign message or display can change no more frequently than every ten (10) seconds. Scrolling, flashing, rotating, pulsating, moving, or blinking is prohibited. The intensity of illumination shall be static between messages. One digital sign is permitted per building or suite street frontage.
4. Incidental window signs. Incidental window signs displaying pertinent business information such as the business hours of operation, credit cards accepted, and commercial and civic affiliations shall be excluded from area calculations for window signs provided such incidental window signs are maintained in a clean, orderly condition.
5. Transparency. With the exception of window signs described herein, windows and clear doors shall be maintained in a transparent condition during normal business hours, except that any blinds, curtains, and other non-transparent window coverings will only be closed during times when sun or glare presents an observable problem for the users.

SECTION 5. Chapter 44, Article VIII, Section 44-75 (45.1)(k) of the Paramount Municipal Code is hereby amended in its entirety to read as follows:

(k) Window signs. Specific design criteria for window signs shall be as follows:

1. Location. Window signs shall be allowed on windows facing streets and windows facing interior areas of a shopping center. Window signs are permitted on ground floor and second floor windows. Window signs are prohibited on windows above the second floor of a building.
2. Size. Sign area shall be limited to forty (40) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass. Sign area shall be limited to forty (40) percent of each glass door that is not adjacent to a window. No more than thirty-three (33) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass of an establishment that sells alcohol

for off-site consumption shall bear advertising or signs of any sort, and all advertising and signage shall be placed and maintained in a manner that ensures that law enforcement personnel have a clear and unobstructed view of the interior of the premises, including the area in which the cash registers are maintained, from the exterior public sidewalk or entrance to the premises. Window signs advertising alcohol and/or tobacco shall be placed a minimum of forty-two (42) inches above the interior floor.

3. Digital display signs. Digital display signs may be installed on the interior side of a window. The exterior installation of a digital window sign is prohibited. Digital sign area shall be included in the calculation of the allowable sign area as set out in subsection (b) above. The maximum height of a digital sign when installed is thirty (30) inches. A digital sign message or display can change no more frequently than every ten (10) seconds. Scrolling, flashing, rotating, pulsating, moving, or blinking is prohibited. The intensity of illumination shall be static between messages. One digital sign is permitted per building or suite street frontage.
4. Incidental window signs. Incidental window signs displaying pertinent business information such as the business hours of operation, credit cards accepted, and commercial and civic affiliations shall be excluded from area calculations for window signs provided such incidental window signs are maintained in a clean, orderly condition.

SECTION 6. Chapter 44, Article IX, Section 44-81 (21)(j) of the Paramount Municipal Code is hereby amended in its entirety to read as follows:

- (j) Window signs. Specific design criteria for window signs shall be as follows:
 1. Location. Window signs shall be allowed on windows facing streets and windows facing interior areas of a shopping center. Window signs are permitted on ground floor and second floor windows. Window signs are prohibited on windows above the second floor of a building.
 2. Size. Sign area shall be limited to forty (40) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass. Sign area shall be limited to forty (40) percent of each glass door that is not adjacent to a window. No more than thirty-three (33) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass of an establishment that sells alcohol for off-site consumption shall bear advertising or signs of any sort, and all advertising and signage shall be placed and maintained in a manner that ensures that law enforcement personnel have a clear and unobstructed view of the interior of the premises, including the

area in which the cash registers are maintained, from the exterior public sidewalk or entrance to the premises. Window signs advertising alcohol and/or tobacco shall be placed a minimum of forty-two (42) inches above the interior floor.

3. Digital display signs. Digital display signs may be installed on the interior side of a window. The exterior installation of a digital window sign is prohibited. Digital sign area shall be included in the calculation of the allowable sign area as set out in subsection (b) above. The maximum height of a digital sign when installed is thirty (30) inches. A digital sign message or display can change no more frequently than every ten (10) seconds. Scrolling, flashing, rotating, pulsating, moving, or blinking is prohibited. The intensity of illumination shall be static between messages. One digital sign is permitted per building or suite street frontage.
4. Incidental window signs. Incidental window signs displaying pertinent business information such as the business hours of operation, credit cards accepted, and commercial and civic affiliations shall be excluded from area calculations for window signs provided such incidental window signs are maintained in a clean, orderly condition.

SECTION 7. Chapter 44, Article XI, Division 2, Section 44-104.2 (q)(8) of the Paramount Municipal Code is hereby amended to read as follows:

- (8) Pricing information may be displayed on monument or wall signs and may be permitted on identification signs or pump island canopies provided that the distance from the top to the bottoms of the sign face be no greater than three feet. Pricing information may be displayed as a digital sign on a monument sign only. Only pricing numbers and common symbols for currency may be displayed in digital form on a monument sign. Digital display pricing shall remain static for a minimum of four hours. Scrolling, flashing, rotating, pulsating, moving, or blinking of pricing information is prohibited. The intensity of digital illumination shall be static between messages.

SECTION 8. Chapter 44, Article XIX, Section 44-241 (b) of the Paramount Municipal Code is hereby amended in its entirety to read as follows:

- (b) Window signs. Specific design criteria for window signs shall be as follows:
 - (1) Location. Window signs shall be allowed on windows facing streets and windows facing interior areas of a shopping center. Window signs are permitted on ground floor and second floor windows. Window signs are prohibited on windows above the second floor of a building.

- (2) Size. Sign area shall be limited to forty (40) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass. Sign area shall be limited to forty (40) percent of each glass door that is not adjacent to a window. No more than thirty-three (33) percent of the square footage of each grouping of adjacent windows, including a glass door, within an outer framed pane of glass of an establishment that sells alcohol for off-site consumption shall bear advertising or signs of any sort, and all advertising and signage shall be placed and maintained in a manner that ensures that law enforcement personnel have a clear and unobstructed view of the interior of the premises, including the area in which the cash registers are maintained, from the exterior public sidewalk or entrance to the premises. Window signs advertising alcohol and/or tobacco shall be placed a minimum of forty-two (42) inches above the interior floor.
- (3) Digital display signs. Digital display signs may be installed on the interior side of a window. The exterior installation of a digital window sign is prohibited. Digital sign area shall be included in the calculation of the allowable sign area as set out in subsection (b) above. The maximum height of a digital sign when installed is thirty (30) inches. A digital sign message or display can change no more frequently than every ten (10) seconds. Scrolling, flashing, rotating, pulsating, moving, or blinking is prohibited. The intensity of illumination shall be static between messages. One digital sign is permitted per building or suite street frontage.
- (4) Incidental window signs. Incidental window signs displaying pertinent business information such as the business hours of operation, credit cards accepted, and commercial and civic affiliations shall be excluded from area calculations for window signs provided such incidental window signs are maintained in a clean, orderly condition.
- (5) Transparency. With the exception of window signs described herein, windows and clear doors shall be maintained in a transparent condition during normal business hours, except that any blinds, curtains, and other non-transparent window coverings will only be closed during times when sun or glare presents an observable problem for the users.

SECTION 9. California Environmental Quality Act (CEQA). This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15305, minor alterations in land use limitations in areas with an average slope of less than 20% that do not result in any changes in land use or density and Section 15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

SECTION 10. Severability. If any section, subsection, sentence, clause, or phrase in this ordinance or the application thereof to any person or circumstance is for any reason held invalid, the validity of the remainder of the ordinance or the application of such provision to other persons or circumstances shall be adopted thereby. The City Council hereby declares it would have passed this ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 11. Effective Date. This Ordinance shall take effect thirty days after its adoption, shall be certified as to its adoption by the City Clerk, and shall be published once in the Paramount Journal within 15 days after its adoption together with the names and members of the City Council voting for and against the Ordinance.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Paramount this 15th day of December 2020.

Peggy Lemons, Mayor

ATTEST

Heidi Luce, City Clerk

DECEMBER 15, 2020

REPORT

CONDITIONAL USE PERMIT NO. 887 – WITHDRAWAL OF APPEAL OF
DENIAL BY PLANNING COMMISSION

MOTION IN ORDER:
RECEIVE AND FILE THE REPORT.

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 Carver, Planning Director
Date: December 15, 2020

**Subject: CONDITIONAL USE PERMIT NO. 887
WITHDRAWAL OF APPEAL OF DENIAL BY PLANNING COMMISSION**

This item is an appeal of the Planning Commission's denial of Conditional Use Permit No. 887, which is a request to operate a recycling collection facility at the rear of Northgate Market at 16259 Paramount Boulevard. This item was denied by the Planning Commission at its July 2020 meeting.

At its September 1, 2020 meeting, the City Council continued consideration of this item to a later date at the applicant's request. The applicant has now submitted a written request (attached) withdrawing the appeal of the denial by the Planning Commission.

RECOMMENDED ACTION

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

From: jose ponce [<mailto:poncerecycling@gmail.com>]
Sent: Monday, November 30, 2020 3:11 PM
To: John Carver <JCarver@paramountcity.com>
Subject: RE: City Council Appeal application Withdrawn

Good evening John,

Please withdrawn the City Council appeal application for the Proposed Recycling for the Property 16259 Paramount Blvd Paramount, CA

If you have any questions or need additional information please contact me 323-533-4862 or email me.

Thank you,
Jose Ponce

--

Jose Ponce
Ponce Recycling
323-533-4862

DECEMBER 15, 2020

PUBLIC HEARING

ORDINANCE NO. 1145

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT, APPROVING ZONING ORDINANCE TEXT AMENDMENT NO. 19, AMENDING CHAPTER 44, ARTICLE XXII, SECTION 44-259 OF THE PARAMOUNT MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR INDOOR RECREATION AND WAREHOUSE AND DISTRIBUTION CENTERS IN THE CLEARWATER EAST SPECIFIC PLAN AREA OF THE CITY OF PARAMOUNT”

- A. HEAR STAFF REPORT.
- B. OPEN THE PUBLIC HEARING.
- C. HEAR TESTIMONY IN THE FOLLOWING ORDER:
 - (1) THOSE IN FAVOR
 - (2) THOSE OPPOSED
- D. MOTION TO CLOSE THE PUBLIC HEARING.

<u>MOTION:</u>	<u>ROLL CALL VOTE:</u>
MOVED BY: _____	AYES: _____
SECONDED BY: _____	NOES: _____
[] APPROVED	ABSENT: _____
[] DENIED	ABSTAIN: _____

E. MOTION IN ORDER:

READ BY TITLE ONLY, WAIVE FURTHER READING, INTRODUCE
ORDINANCE NO. 1145, AND PLACE IT ON THE JANUARY 12, 2021
AGENDA FOR ADOPTION.

<u>MOTION:</u>	<u>ROLL CALL VOTE:</u>
MOVED BY: _____	AYES: _____
SECONDED BY: _____	NOES: _____
[] APPROVED	ABSENT: _____
[] DENIED	ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
By: John Carver, Planning Director
John King, AICP, Assistant Planning Director
Date: December 15, 2020

**Subject: ORDINANCE NO. 1145/ZONING ORDINANCE TEXT AMENDMENT NO. 19
CLEARWATER EAST SPECIFIC PLAN AREA**

Request

This item is a request for the City Council to approve Zoning Ordinance Text Amendment (ZOTA) No. 19 to establish regulations for indoor recreation and warehouse and distribution centers in the Clearwater East Specific Plan area. The Planning Commission conducted a public hearing on November 10, 2020 and unanimously recommended approval of ZOTA No. 19.

Background

A specific plan is a regulatory tool in California for furthering a vision for a “sense of place” and implementing a jurisdiction’s general plan. The Paramount General Plan – made up of topic sections called “elements” – was most recently comprehensively revised in 2007. Updates to the Housing Element and Health and Safety Element and a new Environmental Justice Element of the General Plan are currently underway.

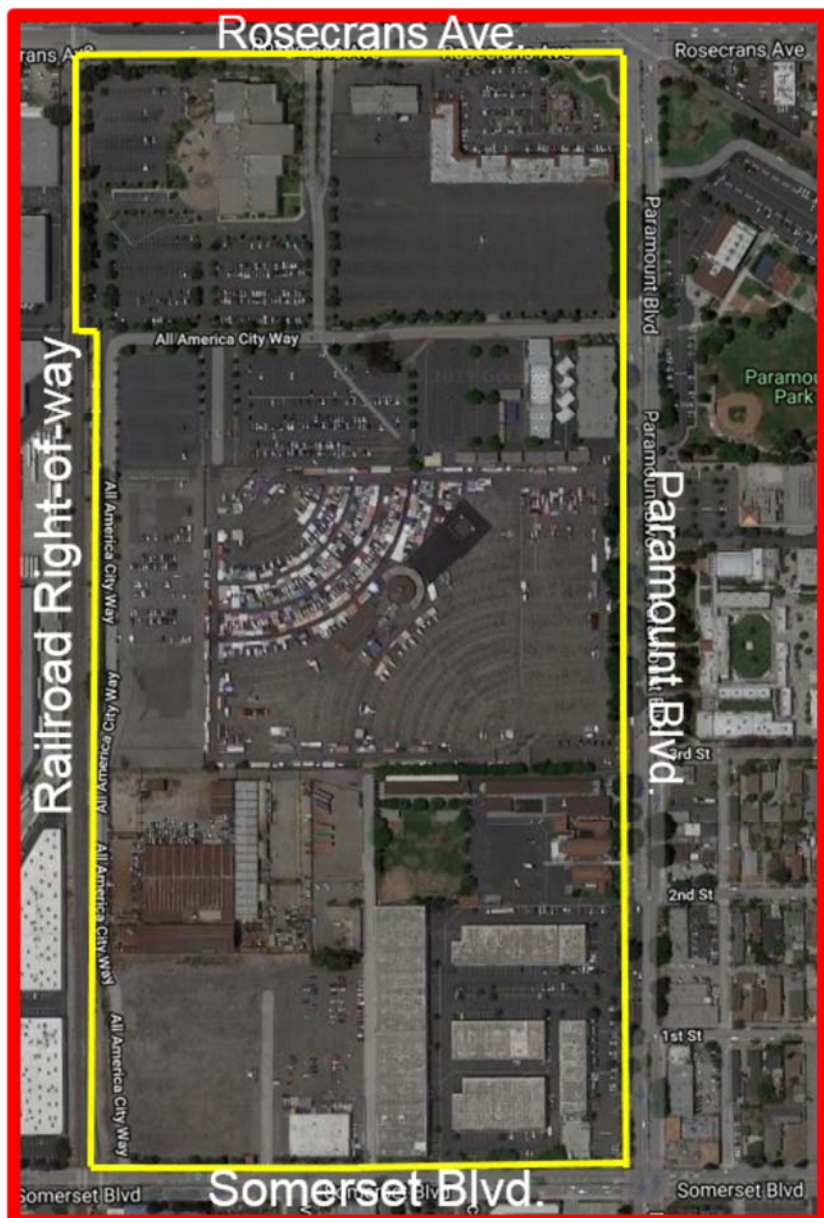
The Clearwater East Specific Plan is the zoning document that encompasses the 68-acre area south of Rosecrans Avenue, west of Paramount Boulevard, north of Somerset Boulevard, and east of the Union Pacific Railroad. The chronology of the Clearwater East Specific Plan is as follows:

- 1985 – The City Council adopted a comprehensive update to the General Plan that included a broad “policy level” specific plan for the Clearwater East area.
- 1987 – The City Council adopted Ordinance No. 708 for a complete Clearwater East Specific Plan (Article XXII of Chapter 44 of the Paramount Municipal Code) to serve a planning and regulatory function. The Plan implemented the General Plan and contained applicable land use regulations constituting zoning for the Clearwater East area.
- 1993 – The City Council adopted Ordinance No. 828, amending the Clearwater East Specific Plan to allow the expansion of swap meets and the sale of alcoholic beverages for onsite consumption with an approved conditional use permit (CUP).
- 1996 – The City Council adopted Ordinance No. 869, amending the Clearwater East Specific Plan to allow movie theaters with an approved CUP.

- 2008 – The City Council adopted Ordinance No. 1005, amending the Clearwater East Specific Plan to include the storage of recreational vehicles and boats with an approved CUP.
- 2019 – The City Council adopted Ordinance No. 1114, amending the Clearwater East Specific Plan to allow housing uses and incorporate regulations for housing and mixed-use developments to implement the 5th Cycle Paramount Housing Element and comply with State law.

Clearwater East Area

Below is a map of the Clearwater East Specific Plan area:



Proposed Amendment

The proposed changes to the Clearwater East Specific Plan bring consistency to recent changes to the M-1 (Light Manufacturing) and M-2 (Heavy Manufacturing) zones. In 2018, the City Council adopted Ordinance No. 1106, which introduced a new CUP requirement for warehouse businesses in the M-1 and M-2 zones. The intent of the change is to provide an additional level of review to ensure that any negative impacts to Paramount residents and others are fully studied and are minimized. Currently, a CUP process does not exist for this area of town. As a result, a warehouse business could locate on one of these properties with little to no regulation by the City.

In early 2020, the City Council adopted Ordinance No. 1124, which allows for indoor recreation businesses in the M-1 and M-2 zones. Examples include indoor soccer, open children's play, indoor gymnasiums, and badminton courts. The definition of indoor recreation is as follows:

Indoor recreation facility. The use of an enclosed warehouse building designed and equipped for the conduct of sports, leisure time activities, and other customary and usual recreation activities (excluding fitness gyms) and which is operated within a building as a business and open to the general public for a fee.

Environmental Assessment

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305 – minor alterations in land use limitations in areas with an average slope of less than 20% that do not result in any changes in land use or density; and Section 15061(b)(3) – the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

RECOMMENDED ACTION

It is recommended that the City Council read by title only, waive further reading, introduce Ordinance No. 1145, and place it on the January 12, 2021 agenda for adoption.

CITY OF PARAMOUNT
LOS ANGELES COUNTY, CALIFORNIA

ORDINANCE NO. 1145

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT, APPROVING ZONING ORDINANCE TEXT AMENDMENT NO. 19, AMENDING CHAPTER 44, ARTICLE XXII, SECTION 44-259 OF THE PARAMOUNT MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR INDOOR RECREATION AND WAREHOUSE AND DISTRIBUTION CENTERS IN THE CLEARWATER EAST SPECIFIC PLAN AREA OF THE CITY OF PARAMOUNT

THE CITY COUNCIL OF THE CITY OF PARAMOUNT DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Purpose and Findings. The City Council finds and declares as follows:

- A. California Constitution Article XI, Section 7, enables the City of Paramount ("the City") to enact local planning and land use regulations; and
- B. The City has broad authority, under its general police power, to regulate the development and use of real property and to promote the public welfare; and
- C. The authority to adopt and enforce zoning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and
- D. The City desires to ensure that development occurs in a prudently effective manner, consistent with the goals and objectives of the General Plan as updated and adopted by the City Council on August 7, 2007 and reasonable land use planning principles; and
- E. The Planning Commission held a duly noticed public hearing on November 10, 2020 at which time it considered all evidence presented, both written and oral, and at the end of the hearing voted to adopt Resolution No. PC 20:036, recommending that the City Council adopt this Ordinance; and
- F. The City Council held a duly noticed public hearing on this Ordinance on December 15, 2020, at which time it considered all evidence presented, both written and oral.

SECTION 2. Section 44-259 of the Paramount Municipal Code is hereby amended to read as follows:

Section 44-259. Adoption by Reference.

There is hereby adopted by reference that document known as the Clearwater East Specific Plan, which shall contain all applicable land use regulations constituting zoning for the Clearwater East area. Said document shall be that document contained in Exhibit A of Ordinance No. 1145.

SECTION 3. California Environmental Quality Act (CEQA). This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15305, minor alterations in land use limitations in areas with an average slope of less than 20% that do not result in any changes in land use or density and Section 15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

SECTION 4. Severability. If any section, subsection, sentence, clause, or phrase in this ordinance or the application thereof to any person or circumstance is for any reason held invalid, the validity of the remainder of the ordinance or the application of such provision to other persons or circumstances shall be adopted thereby. The City Council hereby declares it would have passed this ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 5. Effective Date. This Ordinance shall take effect thirty days after its adoption, shall be certified as to its adoption by the City Clerk, and shall be published once in the Paramount Journal within 15 days after its adoption together with the names and members of the City Council voting for and against the Ordinance.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Paramount this 12th day of January 2020.

Peggy Lemons, Mayor

ATTEST

Heidi Luce, City Clerk

EXHIBIT "A"

CLEARWATER EAST SPECIFIC PLAN

CLEARWATER EAST SPECIFIC PLAN

(DRAFT AMENDMENT BY ORDINANCE NO. 1145 – JANUARY 12, 2020)

CLEARWATER EAST SPECIFIC PLAN

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CLEARWATER EAST SPECIFIC PLAN

I. EXECUTIVE SUMMARY

- The Clearwater East Specific Plan area encompasses approximately 68 acres within North-Central Paramount.
- The Specific Plan is written under the authorization of California Government Code Title 7, Division 1, Chapter 3, Article 8, Sections 65450 through 65457.
- The plan is consistent with the Paramount General Plan.
- The plan implements the Paramount General Plan and serves a regulatory function which constitutes the zoning for the Clearwater area.
- The plan may be amended in the same manner and process by which it was originally adopted.
- The plan concept provides flexible land use options that allows maximum development potential. This land use mix may include “housing,” “industrial,” “business park,” “public/quasi-public,” “urban space” and “commercial” uses.
- Development regulations and design guidelines are included for each land use type in order to ensure quality products within the development and compatibility with adjacent land uses.

II. INTRODUCTION

A. PROJECT DESCRIPTION AND LOCATION

The Clearwater project area is approximately 68 acres located in the north-central area of Paramount. Existing development includes church, office, commercial, and industrial buildings that vary both in size and quality of structure, as well as a Swap Meet/Drive-in theater complex.

The site has access to three major streets that act as boundaries of the project area. The streets are Rosecrans Avenue to the north, Paramount Boulevard to the east and Somerset Boulevard to the south. A Union Pacific rail line right-of-way is the western boundary of the property. Access to the proposed West Santa Ana Branch light rail station at the intersection of Paramount Boulevard and Rosecrans Avenue makes the area a prime location for redevelopment.

Adjacent uses to the site include the Clearwater North and Howe/Orizaba Specific Plan areas to the north; Paramount Park and Paramount Park Community Center, the Paramount Park Middle School, Paramount High School – West Campus, and residential neighborhoods to the east; the Central Industrial and Central Business Districts to the south; and the Clearwater West Specific Plan area to the west.

B. SCOPE AND AUTHORITY

The California Government Code authorizes cities to adopt Specific Plans under Title 7, Division 1, Chapter 3, Article 8, Sections 65450 through 65457. Specific Plans may be adopted by resolution, becoming policy, or by ordinance, becoming regulation. Public hearings before the Planning Commission and City Council are required before adoption.

The Clearwater East Specific Plan is a regulatory plan. Development plans or agreements, tract or parcel maps, or any development of land use approval requiring ministerial or discretionary actions must be consistent with the Specific Plan which itself is consistent with the General Plan.

C. STATEMENT OF PURPOSE

When adopted by City ordinance, the Specific Plan serves a Planning and regulatory function. It implements the Paramount General Plan, contains applicable land use regulations, and constitutes zoning for the Clearwater East area.

D. AMENDING THE PLAN

Requirement and Procedures: This plan may be amended at any time in the same manner and process by which the plan was originally adopted. An amendment or amendments shall not require a concurrent General Plan amendment unless by determination of the Planning Director, the General Plan goals, objectives, policies, or programs would be substantially affected by the proposed change.

Ministerial Action: The addition of new information to the Specific Plan that does not change the effect of any concepts or regulations may be made administratively by the Planning Director, subject to appeal to the Planning Commission.

E. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANCE

This Specific Plan Amendment is accompanied by a Negative Declaration which addresses potential impacts of the proposed amendment in conformance with the guidelines of the State of California.

III. DEVELOPMENT PLAN CONCEPT

A. INTRODUCTION

The Clearwater East Specific Plan area has been designed as a project of various land use types that have been carefully integrated into a multi-purpose redevelopment district. It is the intention of the plan to provide quality development, employment, and service opportunities for residents in and around the City, and to create a land use pattern that is compatible with the surrounding neighborhoods.

Specific land use recommendations include housing, light industrial, office/business park, commercial, and public/quasi-public uses. This concept was developed and based upon the objectives set forth by the Paramount General Plan and analysis of market conditions.

The development plan is the foundation by which the accompanying regulations and design guidelines have been developed. These will be used in the discretionary review and approval process for projects that are proposed for this area.

The development plan recognizes the need for land use flexibility in conjunction with reviewing usability potential and optimum market choices for specific sites within the project area.

B. OBJECTIVES AND POLICIES

The following list of objectives and policies for the Clearwater East Specific Plan was adopted from the Clearwater East Policy Level Specific Plan within the Paramount General Plan. These objectives were instrumental in formulating policy guidance, designing the development plan, and drafting supporting regulations.

Objectives;

1. Construct and maintain buildings and associated sites to support and improve community health and well-being.
2. Advocate for and require sustainable design to the maximum extent feasible.

3. Encourage and provide support for mixed-income developments.
4. Strive for pedestrian-oriented design with walkability-enhancing features.
5. Increase access to active transportation options to promote health living, provide mobility alternatives, and decrease dependency upon automobiles.
6. Create a pattern of development that allows the most efficient possible use of the land and establishes and develops a true sense of place.
7. Promote the highest quality of development that can be sustained by the market.
8. Eliminate vehicle congestion on Paramount Boulevard and at intersecting arterials.
9. Improve the appearance of existing development along major street corridors within the plan area.
10. Provide improved public street access to development parcels.
11. Resolve land use conflicts.
12. Encourage an appropriate mix of uses that are responsive to market opportunities and that yield strong revenue flow to the City.
13. Preserve and upgrade existing commercial and industrial land use.
14. Provide optimum development choices to property owners where such choices make sense from a land use compatibility standpoint.
15. Assist in maintaining and improving long-term community educational and empowerment opportunities.

Policies:

1. Development of office use is acceptable in-lieu of commercial land use with a Conditional Use Permit.
2. Development or expansion of “commercial” and “commercial/industrial” uses are allowed with a Conditional Use Permit.
3. Restricted and/or limited access will be observed for purposes of safety and circulation.

4. Appropriate design buffers will be established to ensure compatibility of land uses.

C. LAND USE PLAN

The Clearwater East Land Use Plan is designed to produce a quality multiple use district and provide a positive interaction between land use types.

Land Use	Acres	Percent of Total Acres
Industrial/Housing	45.00	60%
Business Park/Housing	15.00	22%
General Commercial/Housing	4.50	6.50%
Public/Quasi-Public	3.50	5.50%
TOTAL	68.00	100%

SPECIFIC PLAN AREA



IV. DEVELOPMENT REGULATIONS

A. INTRODUCTION

These Development Regulations implement the Clearwater East Specific Plan. The regulations are adopted by ordinance pursuant to Article 8, Authority for Scope of Specific Plans of the Government Code in compliance with Sections 65450 and 65453 thereof. The regulations are divided into sections as follows:

1. General Development Provisions: Statements of use regulation and management practices common to all land use types.
2. Commercial Provisions: Statements of use and development regulations for commercial land use development.

3. Office/Professional Provisions: Statements of permitted and unpermitted uses and development criteria for office development.
4. Industrial Provisions: Statements of permitted and unpermitted uses and project development criteria within industrial areas.
5. Housing Provisions: Statements of permitted and unpermitted uses and development criteria for housing development.

B. GENERAL DEVELOPMENT PROVISIONS

1. Conflict in Regulations: Whenever the regulations contained in this text conflict with the regulations of Chapter 44 of the Paramount Municipal Code, the regulations of the Clearwater East Specific Plan shall take precedence.
2. Property Owners' Association By-Laws: All Property Owners' by-laws and conditions, covenants, and restrictions (CC&Rs) shall be approved by the City Engineer and recorded concurrent with final map recordation where property is subdivided and prior to issuance of certificates of occupancy where property is not subdivided.
3. Property Maintenance: The Property Owners' Association shall be responsible for the maintenance, repair, replacement, restoration, operation, and management of all the common area and all facilities, improvements, equipment, and landscaping thereon, and all property that may be acquired by the Association. Maintenance shall include, without limitation, painting, maintaining and repairing and replacing all common areas, exterior building surfaces, landscaping, and parking areas. The Association shall also be responsible for maintaining and repairing all fences, walks, sewers, drains, curbs, sidewalks, roadways, and parking areas which are built or maintained within the Specific Plan area.

A financing and management mechanism for the community-wide property maintenance program shall be established prior to the recordation of the first tentative tract map approved under this Specific Plan.

Incremental phases of property improvements and the property maintenance program including, but not limited, to landscaping, hardscape, irrigation, equipment, lighting, signage, management, organization, financing, mechanism, and operation rules shall be in place and operational prior to any Certificate of Occupancy.

4. Landscape Plans: A master landscape and irrigation plan shall be submitted and approved by the Planning Director. The plan shall comply with the Model Water Efficient Landscape Ordinance (MWELO) of the State of California and Article XXIV (Water-Efficient Landscape Provisions) of Chapter 44 of the Paramount Municipal Code. The plan shall contain designs for the following components: Primary and secondary entrances, roadways, intersections, open space/pedestrian paths, and parking areas. The design of these components shall contain architecturally consistent wall materials, plant materials, and adequate lighting. Landscape plans shall place heavy emphasis on the use of mature trees and dense planting materials throughout the entire Specific Plan area, including streetscapes. All landscape improvement plans, including the Master Plan, developed pursuant to this requirement, will be prepared by a licensed landscape architect. Any changes to the approved master landscape plan must be approved by the Development Review Board.
5. Utilities: All utility lines shall be underground. No pipe, conduit, cable, line for water, gas, sewage, drainage, electricity or any other energy or service component shall be installed or maintained upon any lot (outside of any building) above the surface of the ground, except for hoses, movable pipes used for irrigation, or other purposes during construction or transformers.
6. Vehicular Access: Each building or lot shall have permanent access to a street or alley on which the building or lot abuts. Whenever possible, access to each lot or building shall be provided from the internal circulation system.
7. Outdoor Screening Materials: The use of exterior sun screens and awnings which are not approved as part of the initial building development review process shall be prohibited, unless prior approval is obtained from the Paramount Development Review Board.
8. Exterior Security Bars and Screens Prohibited: The use of exterior security bars, screens, and other security devices which are visible from the public right-of-way shall not be permitted within the Specific Plan area unless prior approval is obtained from the Paramount Development Review Board.

9. Alterations: No owner or tenant shall, whether at his or her own expense or otherwise, do, make, or suffer any alteration, addition, or modification to any portion of the Common Area nor shall he install, attach, paste, hinge, screw, nail, build, or construct any lighting, decoration, or other articles or thing thereto until plans and specifications showing the nature, kind, shape, height, materials, and locations of the same shall have been submitted to and approved in writing by the Paramount Development Review Board.
10. Storage: No storage shall be permitted outside of any building, unit, or lease space.
11. Parking: All required parking spaces are to be maintained by the owner and/or tenant within the respective development solely for the temporary parking of vehicles owned by tenants, building owners, or their guests.
12. Signs: The City of Paramount will review all proposed signage for individual projects. Review shall include, but not be limited to: size, uniformity, number, type-face style and uniformity, lighting conditions, installation conditions, and directional signage. Additional criteria is specified under individual land use types.
13. Art in Public Places: A mandatory one percent (1%) of construction cost assessment is to be contributed to the general "Art in Public Places" fund of the City of Paramount by the developer of projects within the Specific Plan area.
14. Color and Materials: Use of all color and material selected for projects is subject to the City review and approval prior to construction.

C. COMMERCIAL DEVELOPMENT PROVISIONS

1. Permitted Uses:
 - Appliance stores
 - Bakeries
 - Banks and saving and loan institutions
 - Barber and beauty shops
 - Blueprinting and printing establishments
 - Book and stationery stores
 - Dairy products, retails sales of
 - Dress shops
 - Drug stores
 - Dry cleaners
 - Dry goods, notion stores, and boutiques

- Florist shops
- Furniture stores
- Grocery stores and delicatessen shops
- Hardware stores
- Insurance agencies
- Jewelry stores
- Locksmiths
- Meat markets
- Photographic supply stores
- Real estate brokers and sales offices
- Shoe repair/stores
- Wearing apparel
- Other similar retail or service establishments, or businesses when interpreted by the Planning Commission as to performance standards set forth in this zone

2. Uses Subject to a Conditional Use Permit: The following uses may be permitted; provided that a conditional use permit is first obtained.

- Any new or expanded swap meet uses
- Any establishment offering alcoholic beverages for sale for consumption on the premises
- Drive-through establishments of any type
- Restaurants, coffee shops, fast food, take-out service or other such retail food establishment
- Stores with sale of liquor for off-site consumption that exceeds 50 percent of their gross sales
- Any exterior placement of public telephones, antennae, satellite antennae, or radio, microwave, or other such transmission device which is not in a fully-enclosed building
- All office and professional uses, including medical/dental clinics

3. Prohibited Uses: The following uses are prohibited in this zone.

- Bars or cocktail lounges, where no food is served
- Automotive repair or service
- Coin-operated or other laundries
- Exterior display of merchandise other than as part of an approved Special Event Sale or Grand Opening
- Game arcades
- Tire shops, sales or service
- Billiard parlors

- Churches
- Fraternal or social organizations
- Vocational schools
- Fabrications or manufacturing uses of any kind
- The use or handling of radioactive materials
- No exterior storage of vehicles, materials, supplies, equipment, or machinery shall be permitted whether open or in tanks, bins or other container devices.
- Retail or service establishments or business enterprises when interpreted by the Planning Commission to be in conflict with the development standards as set forth in this plan
- All other uses not specifically permitted or conditionally permitted by this ordinance

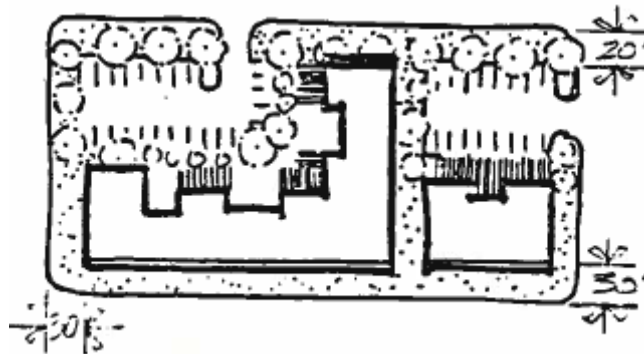
Any use which creates any of the following adverse effects shall be specifically prohibited:

- Any noise or vibration other than related to temporary construction work which is discernible without instruments at any lot line of the site
- Any electrical disturbance adversely affecting the operation of any equipment other than that of the creator of such disturbance
- Any direct or reflected glare or heat which is perceptible at any point outside of any building
- Hours of loading and unloading shall be prohibited between the hours of 10:00 p.m. and 7:00 a.m.

4. Development Standards:

a. Setbacks:

- Front setbacks are not to be less than 20 feet from the right-of-way.
- Side and rear setbacks are not to be less than 30-feet from the project property lines.



b. Parking:

- One parking space is required for each 250 square feet of building area. Up to 25 percent of the required parking spaces may be designed for compact automobiles, with each compact space measuring at least 8 feet in width by 16 feet in length.

c. Sign Standards:

- Specific dimensions and specifications for development of particular sign types as listed in City of Paramount Central Business District Signage Guidelines should be followed.

- General Guidelines:

- 1) “Net Sign Area”: The “net sign area” is defined as the overall height and width of the sign (including all trim or molding). Other definitions as listed in the City ordinance shall be used in conjunction with this guideline.

No more than two rows of letters are permitted, provided their maximum total height does not exceed the height of the “net sign area.”

All lettering shall be restricted to the “net sign area”. (See design criteria for specific signage type.)

No projections above or below the “net sign area” will be permitted.

Individual logos may be located anywhere within the “net sign area”, provided their height does not exceed the height of the “net sign area”.

- 2) Sign Area Limitations: Suspended signs, individual letters, and individual letter plaques shall be limited to 1 ½ square feet per lineal foot of building façade frontage and a maximum of 60 percent of the premises width. See City ordinance for additional limitations. See specific criteria for signs not mentioned above.

- 3) Awning signs shall be permitted subject to individual letter sign criteria. An awning sign shall be defined as a sign which displays type-face and/or logo on canvas/other “fabric” material. Material is assumed attached to a structural framework.
- 4) The owner/occupant/tenant shall submit a sign drawing to the appropriate City authority or approval prior to the start of any sign construction or fabrications. Owners/occupants/tenants are encouraged to review adjacent signing conditions prior to establishing their sign to develop signing that is compatible and consistent.
- 5) The letter type, logos, and their respective colors shall be submitted to the City for written approval prior to fabrication.
- 6) Non-typical signs not mentioned in this guideline or the City ordinance shall be subject to review and approval by the Planning Department.
- 7) One “sign space” shall be allowed for each building façade. The tenant shall verify the sign location and permitted sign with the City prior to fabrication.
- 8) Address numbers should be applied to each store by the owner/occupant/tenant’s sign company during the regular course of construction. For purposes of store identification, owner/occupant/tenant will be permitted to place upon each entrance to its demised premises not more than 14 square inches of gold leaf or decal application lettering not to exceed 2 inches in height, indicating hours of business, emergency telephone, etc. The number and letter type-face shall be subject to City approval.
- 9) The owner/occupant/tenant shall display only their established trade name of their basic product name or combination thereof.

- Prohibited Signs:
 - 1) Signs Constituting a Traffic Hazard: No person shall install or cause to be installed or maintained any sign which simulates or imitates in size, color, lettering, or design any traffic sign or signal, or which makes use of the words “STOP”, “LOOK”, “DANGER” or any other words, phrases, symbols, or characters in such a manner to interfere with, mislead, or confuse traffic.
 - 2) Signs on Doors, Windows, or Fire Escapes: No window signs affixed to the glass will be permitted; however, “temporary” signs will be permissible if set a minimum 30-inch distance from the glass on an easel. No signs shall be installed, relocated, or maintained so as to prevent free ingress to or egress from any door. No sign of any kind shall be attached to a stand pipe except those signs as required by code or ordinance. All “temporary” signs require approval by the City.
 - 3) Animated, Audible, or Moving Signs: Signs consisting of any moving, swinging, rotating, flashing, blinking, scintillating, fluctuating or otherwise animated light are prohibited.
 - 4) Off-Premise Signs: Any signs installed for the purpose of advertising a project, event, person, or subject not related to the premises upon which said signs are located are prohibited.
 - 5) Vehicle Signs: Signs on or affixed to trucks, automobiles, trailers, or other vehicles which advertise, identify, or provide direction to a use or activity not related to its lawful making of deliveries of sales or merchandise or rendering of services from such vehicles are prohibited.
 - 6) Signs on Public Property or Public Rights-of-Way: Signs are not to be erected, placed, or relocated such that any public properties or public areas are encroached upon. Signs shall not be built upon, over, or across such public facilities or areas. Pylon and monument signs

where allowed may be built within landscape setbacks.

- 7) Temporary Signs: Signs painted on building elevations, canopies, overhangs, parapets, etc., are not permitted.

d. Special Event Sales and Grand Openings

Special event sales and grand openings shall be as per Paramount Municipal Code Section 44-104.7.

e. Development Review Board Approval and Guidelines

Development must be approved by the Development Review Board prior to the issuance of a building permit for any building or structure. Modifications to any structure within this area shall comply with architectural guidelines as listed in this section.

D. OFFICE/PROFESSIONAL DEVELOPMENT PROVISIONS

The intention of these provisions is to provide business and professional office structures of superior design and quality. All improvements and operations shall conform to the following provisions:

1. Permitted Uses: The following uses are permitted in this zone:

- Advertising Agencies
- Arts and Craft studios subject to the condition that:
 - The major character be that of providing a service
 - All equipment or apparatus used be of a scale and construction that facilitate easy handling and operation by nonprofessionals
 - Operations not be noxious or objectionable to surrounding property or endanger those people coming in close contact to the subject operation
- Banks and Savings and Loan Institutions
- Barber Shops and Beauty Salons
- Coin Shops
- Dental Laboratories
- Employment Agencies
- Escrow Offices
- Insurance Agencies
- Laboratories (biochemical and X-ray)
- Libraries
- Medical – Dental Buildings

- Pharmacies
 - Professional Offices, including:
 - Accountants
 - Attorneys
 - Doctors, Dentists, Optometrists, Ophthalmologists, Chiropractors, and others licensed by the State to practice healing arts
 - Planners, Engineers, and Architects
 - Realtors
 - Studios, including:
 - Interior Decorating, Photography, Couturier, Artist, and Music
 - Travel Agencies
 - Other business and professional offices consistent with the purpose and intent of this zone as determined by the Planning Commission
2. Uses Subject to a Conditional Use Permit: The following uses may be permitted provided a conditional use permit is first obtained:
- Day Care Centers
 - Day Treatment Hospitals
 - Gymnasiums
 - Health Clubs
 - Hospitals
 - Private Clubs, Fraternities, Sororities, Lodges, and Nonprofit Organizations for Young People
 - Convalescent Homes
3. Limitations and Conditions: All permitted uses shall be subject to the following conditions and limitations:
- All uses shall be conducted within an enclosed building (excluding parking lots)
 - Storage shall be limited to the accessory storage of supplies utilized in the business on the premises and shall be within an enclosed building
 - All products made incidental to a permitted use which are manufactured, processed, or treated on the premises shall be sold on the premise and at retail only

4. Sign Standards:

- a. The sign shall display only the established trade or business name or basic product name, or a combination thereof
- b. Permitted sign types shall include wall, plaque, undercanopy, suspended, address, projecting, or monument
- c. The following sign types shall be prohibited:

Signs constituting a pedestrian or vehicular traffic hazard; unlawful advertising; off-premise signs; mobile billboards; vehicle signs attached to motor vehicles that are parked on or adjacent to property for more than 24 consecutive hours, the principal purpose of which is to attract attention to a product sold, service offered, or business located on the property; pole signs; light bulb strings and exposed tubing; banners, pennants, flags, and balloons used as permanent signs; signs in proximity to utility lines; signs on public property or public rights-of-way; can (cabinet) style wall signs; painted wall signs; flat, unframed metal/wood/acrylic "panel" signs; roof mounted signs; vinyl awnings; obscene or offensive signs containing statements, words, or pictures of an obscene or indecent character which appeal to the prurient interest in sex, or which are patently offensive and do not have serious literary, artistic, political, or scientific value; signs advertising home occupations; signs erected in a manner that a portion of their surface or supports will interfere with the free use of a fire escape, exit or standpipe, or obstruct a required ventilator, door, stairway, or window above the first floor, or create other hazards; signs not in compliance with the provisions of this chapter.

- d. Lettering shall be individual letters, and all lettering shall have trim caps
- e. Specific design criteria for wall, plaque, undercanopy and suspended signs shall be as follows:

One sign space shall be allowed for each occupant. The occupants shall verify the sign location and size with the City prior to installation or fabrication

- f. No more than two rows of letters are permitted, provided their maximum total height does not exceed the height of the net sign area (overall height and width of the sign, including all trim or molding).

- g. Maximum sign area shall be one and one-half (1-1/2) square feet of sign area per one lineal foot of building frontage.
- h. Maximum sign width shall not exceed sixty percent (60%) of the building width.

5. Specific design criteria for address signs shall be as follows:

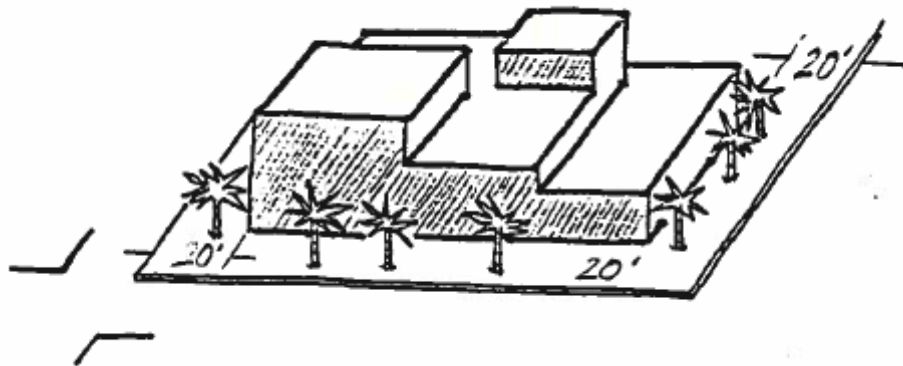
- a) Each occupant shall be allowed to place upon each primary entrance not more than one hundred forty-four square inches of gold leaf or decal application lettering not to exceed two inches in height indicating hours of business, emergency telephone, etc. Type face shall be subject to approval by the Planning Director.
- b) Premise numbers shall be placed on a wall facing the street on which the number is assigned, and shall be permanent in character and of contrasting color so as to be easily readable.

6. Specific design criteria for monument signs shall be as follows:

- a) Monument signs shall be allowed where the site area equals one-half acre or more, or on sites which have a minimum ten-foot landscaped setback.
- b) Monument signs shall be placed in a landscaped planter area which shall include a minimum of two hundred square feet
- c) One monument sign shall be allowed per one hundred fifty lineal feet of street frontage
- d) No more than two rows of letters are permitted, provided their maximum total height does not exceed the height of the net sign area (overall height times width of the signs, including all trim and molding)
- e) Monument signs shall display only the project title or name of the same of the major tenant
- f) Maximum sign area shall be one-half foot of sign area per lineal foot of street frontage, not to exceed 100 square feet of sign area

7. Development Standards

- a) Height. The height of buildings shall not exceed forty-five (45) feet
- b) Floor Area. The maximum permitted floor area contained in all buildings shall not exceed one and one-half (1-1/2) times the area of the lot
- c) Setbacks:
 - 1) Front Yard. Commercial buildings, walls or structures shall not be located closer than twenty (20) feet from the property line. Said setback shall be totally landscaped and shall not permit any off-street parking
 - 2) Side Yard. On corner lots and reverse corner lots, a minimum setback of ten (10) feet shall be provided. This area shall be totally landscaped. On interior lots, no side yard need be provided except as may be required by a variance, conditional use permit or unclassified use permit
 - 3) Rear Yard. There is no requirement for buildings in the rear of commercial parcels, except when such parcel borders a public street, in which case the setback shall be the same as front yard requirements



- d) Parking: Parking requirements shall be determined by use as follows:
 - 1) General and professional, medical, dental, and clinical: One space for every 300 square feet of gross floor area

- 2) Banks: One space for every 200 square feet of gross floor area
- 3) Hospitals: Two spaces for each bed
- e) Maximum sign area shall be one-half foot of sign area per lineal foot of street frontage, not to exceed one hundred square feet
- f) Landscaping
 1. Exclusive of driveways and walkways, all required setback areas shall be landscaped and improved in accordance with the provisions specified herein. Landscaping plans specifying the size, type, quantity, and location of all plant materials shall be submitted to the Director of Planning for approval. All required landscaping areas shall be subject to, but not limited to, the following minimum standards:
 - Irrigation: All landscaped areas shall be provided with a fixed and permanent watering system, consisting of piped water lines with sufficient sprinklers to insure complete coverage
 - Planters: All landscaping shall be planted in permanent planters surrounded by six-inch tall concrete curbing, except where a planter abuts a building or concrete block wall
 - Trees:
 - One 36-inch-box shade/canopy tree and three 24-inch-box shade/canopy trees shall be required for every fifty lineal feet of landscaping, adjacent to any public right-of-way.
 - All trees shall be a minimum twenty-four inch box size.
 - Turf: All setback areas shall be fully landscaped as a minimum requirement. Additional plant material, such as shrubs and groundcover, may be used to supplement turf areas.

- Approval criteria for landscaping plans will consider, but not be limited to, the following items:
 - The adequacy of plant material in achieving a buffer along public streets.
 - The use of landscaping to enhance the aesthetic quality of property and buildings.
 - The general suitability, relative to the placement and type, of plant material selected for screening purposes.

g) Refuse Storage Areas

All uses permitted in this category shall be provided with refuse storage facilities in the following manner.

- 1) There shall be provided and maintained within one hundred feet of each building an enclosure for the purpose of storing containers for garbage, waste, refuse and trash of all persons utilizing said parcel. Said enclosure shall have one each side thereof a solid reinforced masonry wall of not less than five feet in height. All openings shall be equipped with gates or doors which meet the height requirement of this subsection and the fence requirements for durability. Such gates or doors shall be equipped at all times with a fully operating, self-closing device. At least one opening, gate, or door shall be of sufficient width to provide reasonable and necessary access to the storage area and said opening door or gate shall at all times be located and maintained at such a place and in such fashion that access to the storage area for the deposit and removal of waste, trash, refuse and garbage is reasonably afforded. The City may approve substitution of a solid fence or other material when, in its opinion, such fence or other material will adequately comply with the provisions of this subsection.
- 2) All garbage stored within such enclosures shall be placed and maintained in a metal or plastic container which has an overlapping fly-tight lid. The lid shall be secured in-place at all times when the container is not being filled or emptied.

- 3) Waste, refuse, and trash (other than garage) shall be placed, maintained, and stored in a container of substantial design and construction that will retain trash, refuse, and waste and may be readily emptied by trash collectors; which will not readily disintegrate, fall apart, blow, or scatter about the premises.
- 4) Garbage, waste, refuse, and trash may also be stored in metal bins equipped with wheels approved by the Planning Director. All garbage, waste, refuse, and trash contained in such bins shall be maintained within the interior of the metal bins and shall be equipped with a lid which shall be completely closed at all times except when being filled or emptied.
- 5) All of said aforementioned containers shall be kept and maintained within the walls of said enclosure except when being emptied by a collector.

E. INDUSTRIAL DEVELOPMENT PROVISIONS

All improvements and operations shall conform to the industrial development provisions set forth herein.

1. Permitted Uses: The broad intent of the uses listed are to include light manufacturing, processing, packaging, treatment, fabrication of goods, and merchandise, as well as the creation of products or their distribution, research and technical processes. The following uses shall be permitted in this zone:
 - Medical-dental laboratories
 - Blueprinting and photostating
 - Glass edging, beveling and silvering in connection with the sale of mirrors and glass decorated furniture
 - Glass studios – stained, etc.
 - Laboratories
 - Printing establishments
 - Photo engraving
 - Bookbinding
 - Manufacturing of cosmetics
 - Garment manufacturing
 - Pharmaceutical – manufacturing, processing, packaging and storage
 - Research and electronic industries
 - Shoe manufacture

- Other similar service establishments and industrial enterprises or businesses when interpreted by the Planning Commission as to the regulations and guidelines set forth in this section
2. Uses Subject to a Conditional Use Permit: The following uses may be permitted provided a Conditional Use Permit is obtained:
- Electric or neon sign manufacturing, service, and repairing
 - Upholstery shops
 - Cabinet or carpenter shops
 - Manufacturing and assembly of electrical appliances
 - Machine shop
 - Manufacture, processing, or treatment of articles from previously prepared materials
 - Rubber – fabrication of products made from finished rubber
 - Textile manufacture, processing, or treatment
 - New or expanded swap meet uses
 - Restaurants
 - Retail/Commercial
 - Theaters
 - Any establishment offering alcoholic beverages for sale for consumption on the premises
 - Storage facility for recreational vehicles (RVs), boats, and commercial vehicles
 - Warehouse and distribution centers
 - Indoor recreation, subject to the following conditions:
 - a. All activities shall be conducted entirely within the interior of the building. Outdoor activities shall be prohibited unless otherwise permitted by the Planning Department.
 - b. All doors shall remain closed during business hours unless secured or mitigated by design and permitted to be modified by the Planning Department.
 - c. Ancillary uses including meeting rooms, snack bars, and equipment rental or sales are permitted within an indoor sport facility provided that the total gross floor area of all ancillary uses does not exceed a combined total of twenty (20) percent of the total building area.
 - d. Ancillary uses shall operate in conjunction with the primary indoor recreation use. Ancillary uses shall maintain the same or fewer hours of operation of the primary indoor recreation use.

- e. The property shall meet all parking requirements for the zone in which it is located. Should extra parking facilities be necessary, the parking facilities shall be subject to the requirements as set forth in Section 44-131 or the equivalent section.
3. Prohibited Uses: Any use which creates any of the following adverse effects shall be specifically prohibited:
 - Any noise or vibrations other than that related to temporary construction work which is discernible without instruments at any lot line of the site
 - Any electrical disturbance adversely affecting the operation of any equipment other than that of the creator of such disturbance
 - The use or handling of radioactive materials shall not be permitted
 - Any direct or reflected glare or heat which is perceptible at any point outside of any building
 - The emission of odorous gases or matter in quantities such as to be perceptible at any lot line of the site
 - No exterior storage of vehicles, materials, supplies, equipment, or machinery shall be permitted whether upon or in tanks, bins, or other container devices
 - Automobile, truck, or tractor engine repair
 - Automobile, truck, or tractor body and fender works, repair and painting
 - Such retail or service establishments and industrial or business enterprises when interpreted by the Planning Commission to be in conflict with the performance standards as set forth in this section
 - All uses shall be conducted within an entirely enclosed building except accessory parking
4. Development Standards:
 - a. Minimum Lot Size – The minimum lot size for parcels in this zone shall be five acres with a minimum lot width of 200 feet.
 - b. Building Coverage – Permissible building lot coverage shall be within the following limitations:
 - 1) Where the net area of the lot exceeds one acre, the allowable coverage may be increased by 1 percent for each acre in excess of the one acre. Said allowable coverage may be apportioned for fractional acres.

- 2) When permanent landscaping is installed within the public parkway adjacent to streets, the area of such permanent landscaping may be added to the net area of the lot for the purpose of determining maximum building coverage.
- 3) Where permanent landscaping in excess of that required by these standards is installed within the building site, the area of such permanent landscaping may be added to the net area of the lot for the purpose of determining maximum building coverage.
- 4) In no case shall the building coverage exceed 60 percent of the net area of the property.

c. Setbacks:

- 1) Front Yard: Industrial building shall not be located any closer than 20 feet from the front property line of any lot. Said front yard shall be totally landscaped and shall not permit any off-street parking.
- 2) Side Yard: Side yards adjacent to internal roadways shall be a minimum of 20 feet. Industrial buildings shall not be located closer than 10 feet from any side property line adjacent to a public right-of-way.
- 3) Rear Yard: There is no setback requirement for buildings in the rear of industrial parcels except when such parcels border a public street, in which case the requirements shall be the same as front yard requirements, or where they abut areas of deed restrictions or easements.

d. Parking: Parking requirements shall be determined by use as required by Paramount Municipal Code Section 44-130.

e. Sign Standards:

- 1) No freestanding signs shall be permitted. Industry identifications where desired shall be by attached signs consistent with the building architecture or with signs in planters or planter mounds not to exceed 3 feet in height measured from curb level.

2) A hierarchy of signs shall be established as follows:

- Special Entry/Corner Signs: Identifying overall developments
- Site/Major Tenant signs: Installed at key vehicular entrances to identify the tenants within the development
- Other signs: Directional, individual, tenant signs



f. Industrial Development Guidelines – The following industrial guidelines are tailored specifically to this land use type. The intent and purpose of the district is to provide medium density industrial uses.

1) Architecture: Architectural consideration shall include, but not be limited to, the following provisions:

- Exterior walls shall be of concrete or masonry construction. Metal, plastic, and wood may be used for exterior finish only if used in a decorative manner as approved by the Planning Department.
- All exterior walls shall be surfaced with decorative materials.
- Colors, materials, finishes, and build forms are to be coordinated in a consistent manner on all elevations.
- All overhead doors visible from public rights-of-way shall be recessed a minimum of 3 feet.
- Height of structures will not exceed 50 feet.

2) Lighting: Lighting shall be designed not only to afford safety and security, but shall serve to enhance the general appearance of the proposed development. Parking lot lighting fixtures are to have a minimum 16 feet height and a maximum 25 feet height and shall

be shielded from the public right-of-way. Walkway lighting fixtures are to have a height no greater than 12 feet. Security lighting fixtures are to project above the parapet or roof line of the building and are to be shielded from streets and other properties. The shields shall be painted to match the surface to which attached. Security lighting fixtures are not to be substituted for parking lot or walkway lighting fixtures and are restricted to lighting of entrances, loading and storage areas, and similar service areas. Variances from these lighting standards may be approved by the Planning Director.



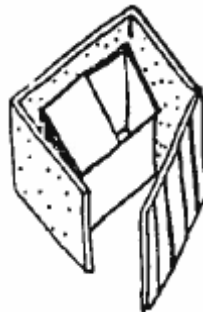
3) Mechanical Equipment and Ductwork:

- All roof mounted mechanical equipment and/or ductwork which projects above the roof parapet and is visible from any existing or proposed one or two-story structure in the vicinity shall be screened by an enclosure which is view-obscuring and consistent with the architecture of the building.
- Cyclone blowers shall be screened by walls or fences, and shall be located below the parapet of the building. They shall not be located on the front of a building and shall be painted to match the surface to which attached. Mechanical equipment shall not be exposed on any exterior wall surface of a building.
- Incinerators are prohibited.
- Gutters and downspouts are to be painted to match the surface to which attached unless used as a major design element, in which case the color is to be consistent with the color scheme of the building.

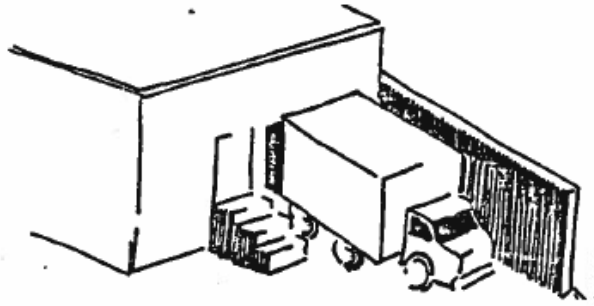
- Vents, louvers, exposed flashing, tanks, stacks, overhead doors, and service doors are to be painted consistent with the color scheme of the building.
- Metal enclosures, open craneways, and similar structures shall be limited to those portions of sites which will not be visible from adjoining streets.

4) Storage and Screening:

- Storage: The outdoor storage of wares, merchandise, materials, equipment, crates, bottles, or similar items shall not be permitted within the Specific Plan area.
- Screening-Trash Receptacles: All outdoor trash and refuse storage areas located within public view shall be enclosed from view on all sides not adjacent to a building by a concrete block or masonry wall with solid wood or metal gate at least 6 feet high.



- Screening-Loading Areas: Loading areas or docks shall be located in a manner that prohibits a truck from backing into such an area from any street other than an industrial collector street. All loading doors facing any local industrial collector street shall be a minimum of 70 feet from any property line adjacent to said street, unless otherwise approved by the Development Review Board.



- 5) Landscaping: A minimum of 7 percent of the total square footage of the site shall be landscaped. Exclusive of driveways and walkways, all required setback areas shall be totally landscaped and improved in accordance with the provisions specified herein. Landscaping plans specifying the size, type, quantity, and location of all plant material shall be submitted to the Planning Director or designated agent for approval prior to the issuance of a building permit. All required landscaping areas shall be subject to but not limited to the following minimum standards:
- Irrigation: All landscaped areas shall be provided with a fixed and permanent watering system, consisting of piped water lines with sufficient sprinklers to ensure complete coverage.
 - Planters: All landscaping shall be planted in permanent planters surrounding by 6" X 6" tall concrete curbing except where a planer abuts a building or concrete block wall.
 - Trees: One 36-inch-box tree and three 24-inch-box trees shall be required for every 50 lineal feet of landscaping, adjacent to any public right-of-way. All trees shall be a minimum 24-inch-box size.
 - Turf: All setback areas shall be fully landscaped as a minimum requirement. Additional plant material such as shrubs and groundcover shall be used as supplements.
 - Approval Criteria: Landscaping plans will consider, but not be limited to the following items: 1) The adequacy of plant material in achieving a buffer along public streets: 2) The use of landscaping to enhance the aesthetic quality of property and buildings: 3) The general suitability relative to the placement and type of plant material selected for screening purposes.

F. HOUSING DEVELOPMENT PROVISIONS

The intention of these provisions is to provide housing of superior design and quality with objective development standards. All improvements and operations shall conform to the following provisions:

1. Permitted Uses: The following uses are permitted in this zone:

- Multiple family dwellings (rental and owner-occupied) at a minimum density of 20 units per acre and a maximum density of 22 units per acre
- Mixed-use buildings with multiple family dwellings above a maximum of one floor of uses identified in the Commercial Development Provisions, Office/Professional Development, and Industrial Provisions sections of the Clearwater East Development Plan
- Live/work units (rental and owner-occupied) at a minimum density of 20 units per acre and a maximum density of 22 units per acre with direct interior access between living and work spaces in which work spaces shall be limited to the first/ground floor with a direct pedestrian entrance to the work space separate from the residential entrance
- Senior housing for senior citizens as defined in Section 51.3 of the California Civil Code, developed, substantially rehabilitated, or substantially renovated for habitation at a minimum density of 20 units per acre and a maximum density of 22 units per acre
- Parking structures

2. Limitations and Conditions: All permitted uses shall be subject to the following conditions and limitations:

- All non-housing uses that require a conditional use permit in the Commercial Development, Office/Professional Development, and Industrial Development provisions shall obtain a conditional use permit before operating in a mixed-use building
- All uses shall be conducted within an enclosed building (excluding parking lots or parking garages)
- Storage shall be limited to the accessory storage on the premises and shall be within an enclosed building
- All products made incidental to a permitted use which are manufactured, processed, or treated on the premises shall be sold on the premise and at retail only
- Residential uses shall occupy 50 percent or more of the total floor area of a mixed-use project

- Housing shall comply with the most recently adopted Paramount Housing Element, including the accommodation of the mixed-income allocation of the Regional Housing Needs Assessment (RHNA)
3. Specific design criteria for address signs shall be as follows:
- Each occupant shall be allowed to place upon each primary entrance not more than one hundred forty-four square inches of gold leaf of decal application lettering not to exceed two inches in height indicating hours of business, emergency telephone, etc. Type face shall be subject to approval by the Planning Director.
 - Premise numbers shall be placed on a wall facing the street on which the number is assigned, and shall be permanent in character and of contrasting color so as to be easily readable.
4. Specific design criteria for monument signs shall be as follows:
- Monument signs shall be allowed where the site area equals one-half acre or more, *or* on sites which have a minimum ten-foot landscaped setback.
 - Monument signs shall be placed in a landscaped planter area which shall include a minimum of two hundred square feet
 - One monument sign shall be allowed per one hundred fifty lineal feet of street frontage
 - No more than two rows of letters are permitted, provided their maximum total height does not exceed the height of the net sign area (overall height times width of the signs, including all trim and molding)
 - Monument signs shall display only the project title or name of the same of the major tenant
 - Maximum sign area shall be one-half foot of sign area per lineal foot of street frontage, not to exceed 100 square feet of sign area
5. Development Standards
- Height. The height of buildings shall not exceed forty-five (45) feet
 - Floor Area. The maximum permitted floor area contained in all buildings shall not exceed four (4) times the area of the lot

- Setbacks:
 - 1) Front Yard. Residential or mixed-use buildings, walls or structures shall not be located closer than ten (10) feet from the property line. Said setback shall be totally landscaped and shall not permit any off-street parking.
 - 2) Side Yard. On corner lots and reverse corner lots, a minimum setback of ten (10) feet shall be provided. This area shall be totally landscaped. On interior lots, no side yard need be provided except as may be required by a variance, conditional use permit or unclassified use permit.
 - 3) Rear Yard. There is no requirement for buildings in the rear of housing parcels, except when such parcel borders a public street, in which case the setback shall be the same as front yard requirements.
- Architectural, site, and design elements:
 - 1) Private, covered entries for each housing unit.
 - 2) Varying building setbacks of at least three feet.
 - 3) The maximum height of walls, fences, or gates between a building with housing and a public street is 42 inches. Walls, fences, and gates finish materials shall be reviewed and approved by the Planning Director.
 - 4) Ground floor (non-residential) tenant spaces located on the public street or sidewalk shall have their primary entrance located adjacent to the public street or sidewalk.
 - 5) Ground floor (non-residential) tenant spaces not located on the street or sidewalk shall have their primary entrance located adjacent to a pedestrian paseo, courtyard or plaza that is connected to a public street.
 - 6) Stucco material shall be smooth texture.
 - 7) Exterior trim, including but not limited to wood siding, brick, stone, slumpstone, or other decorative treatments.

- 8) Varied exterior building materials and textures, including details such as doors, windows, palladium windows, balconies, porches, arches, columns, hand rails, metal louvers, and other decorative treatments and architectural details.
- 9) Tarps made from materials including, but not limited to, canvas, fabric, plastic, rubber, nylon or acetate are prohibited from use as carports, patio covers, and shade covers in required front, rear, and side setback areas, and over driveways. Tarps are prohibited from use as covers for outside storage in front setbacks and side setbacks that abut a street or alley, and over driveways. Tarps may be used to drape common household items (e.g. bicycles, lawn maintenance equipment, firewood) in a required rear yard area or side yard area that does not abut a street or alley, provided that the tarp does not exceed the height of the rear or side yard fence, or exceed a height of six feet. Tarps shall be maintained in good condition. The criteria utilized in evaluating the condition of a tarp shall include, but not be limited to, torn, stained, dirty, and/or faded material. The provisions of this section do not apply to free standing fabric shade structures that are professionally manufactured, mechanically folding, “pop up” style shade structures located on residential uses. These structures may be placed within the required rear yard area, but are prohibited in front and side yards, and over driveways. Permitted fabric shade structures shall be maintained in good condition. The criteria utilized in evaluating the condition of a fabric shade structure shall include, but not be limited to, torn, stained, dirty, and/or faded material, and damaged support structures.
- 10) The installation of exterior window security bars is prohibited.
- 11) Along public streets, transparent wall openings, such as storefront windows and doors, shall comprise at least 50% of a building’s street level façade(s). Such openings shall be located between two feet and eight feet from the finished floor level of the ground floor.
- 12) Each building with a residential component shall provide information concerning local transit services at a primary entry point to the site or building. The information shall be prominently displayed, updated

quarterly, and shall include phone numbers, internet information, and brochures and maps for local bus and rail service.

- 13) To avoid blank walls that would detract from the experience and appearance of an active streetscape there shall be no blank walls (without doors or windows) longer than 50 feet along sidewalks on public streets. Walls with public art installations approved by the Planning Director shall be exempt.
- 14) No individual building shall have more than 200 feet of frontage along a public street.
- 15) A minimum of 40 square feet of private open space (decks, balconies, patio) shall be provided per housing unit. A minimum of 40 square feet of common open space (courtyards) shall be provided per housing unit.
- 16) All surface or ground mounted mechanical equipment, including transformers, terminal boxes, pull boxes, air conditioner condensers, gas meters and electric meter cabinets shall be screened from public view and treated to match the materials and colors of the building which they serve.
- 17) Paved areas, excluding parking and driveway areas, shall consist of enhanced paving materials such as stamped concrete, permeable paved surfaces, tile, and/or brick pavers.
 - Parking: Vehicular parking requirements shall be determined by use as follows:
 - 1) Efficiency/studio – 1.5 per unit for resident parking and 0.15 per unit for guest parking.
 - 2) One, two, or three bedroom units – 2 per unit for resident parking and 0.2 per unit for guest parking.
 - 3) Senior housing – 0.8 per unit for resident parking and 0.3 per unit for guest parking.
 - 4) Live/work units – 2 per unit for resident parking and 0.15 per unit for guest parking.

- 5) Commercial/Office/Professional/Industrial uses require parking at the rate specified in the respective sections of the Clearwater East Development Plan.
- Parking structures:
 - 1) No parking or loading areas shall be visible on the ground floor of any building facade that faces a public street, except the minimum ground-level frontage required for walkways and driveways required for access to parking and loading areas.
 - 2) All parking, loading, or circulation located above the ground floor shall be integrated into the design of the building facade so that it is not visible from the street. The parking levels may be screened with other materials, or lined with habitable floor area.
 - 3) Exhaust vents shall be located and directed away from residential uses.
 - 4) Surfaces of floors and ramps of parking structures within 200 feet of housing shall be textured to reduce tire squeal.
 - Electric vehicle infrastructure – the Planning Director shall review and approve an electric vehicle charging station plan. A minimum of eight percent of automobile parking spaces provided in a project shall be capable of supporting electric vehicle (EV) supply equipment.
 - Bicycle facilities – the Planning Director shall review and approve a bicycle parking plan.
 - Landscaping
 - 1) Exclusive of driveways and walkways, all required setback areas shall be landscaped and improved in accordance with the provisions specified herein. Landscaping plans specifying the size, type, quantity, and location of all plant materials shall be

submitted to the Planning Director for approval. All required landscaping areas shall be subject to, but not limited to, the following minimum standards:

- Irrigation: All landscaped areas shall be provided with a fixed and permanent watering system, consisting of piped water lines with sufficient sprinklers to ensure complete coverage
- Planters: All landscaping shall be planted in permanent planters surrounded by six-inch tall concrete curbing, except where a planter abuts a building or concrete block wall
- Trees:
 - One 36-inch-box shade/canopy tree and three 24-inch-box shade/canopy trees shall be required for every fifty lineal feet of landscaping, adjacent to any public right-of-way.
 - All trees shall be a minimum twenty-four-inch box size.
- Accents: All setback areas shall be fully landscaped as a minimum requirement. Additional plant material, such as shrubs and groundcover, may be used to supplement landscaped areas.
- Approval criteria for landscaping plans will consider, but not be limited to, the following items:
 - The adequacy of plant material in achieving a buffer along public streets.
 - The use of landscaping to enhance the aesthetic quality of property and buildings.
 - The general suitability, relative to the placement and type, of plant material selected for screening purposes.
- Refuse Storage Areas

All uses permitted in this category shall be provided with refuse storage facilities in the following manner.

- 1) There shall be provided and maintained within one hundred feet of each building an enclosure for the purpose of storing containers for garbage, waste, refuse and trash of all persons utilizing said parcel. Said enclosure shall have on each side thereof a solid reinforced masonry wall of not less than five feet in height. All openings shall be equipped with gates or doors which meet the height requirement of this subsection and the fence requirements for durability. Such gates or doors shall be equipped at all times with a fully operating, self-closing device. At least one opening, gate, or door shall be of sufficient width to provide reasonable and necessary access to the storage area and said opening door or gate shall at all times be located and maintained at such a place and in such fashion that access to the storage area for the deposit and removal of waste, trash, refuse and garbage is reasonably afforded. The City may approve substitution of a solid fence or other material when, in its opinion, such fence or other material will adequately comply with the provisions of this subsection.
- 2) All garbage stored within such enclosures shall be placed and maintained in a metal or plastic container which has an overlapping fly-tight lid. The lid shall be secured in-place at all times when the container is not being filled or emptied.
- 3) Waste, refuse, and trash shall be placed, maintained, and stored in a container of substantial design and construction that will retain trash, refuse, and waste and may be readily emptied by trash collectors; which will not readily disintegrate, fall apart, blow, or scatter about the premises.

- 4) Garbage, waste, refuse, and trash may also be stored in metal bins equipped with wheels approved by the Planning Director. All garbage, waste, refuse, and trash contained in such bins shall be maintained within the interior of the metal bins and shall be equipped with a lid which shall be completely closed at all times except when being filled or emptied.
- 5) All of said aforementioned containers shall be kept and maintained within the walls of said enclosure except when being emptied by a collector.

V. PLAN ADMINISTRATION

A. INTRODUCTION

This plan will be implemented through review by the Planning Commission and the Development Review Board to insure conformity with Specific Plan regulations and responsiveness to applicable guidelines. This section of the plan contains the rules for review of development projects.

B. GENERAL ADMINISTRATION

Three basic procedures are specified for the review of projects: 1) Development Review Board/Planning Commission approval; 2) Tract Map approval by the Planning Commission and City Council for any project requiring the creation of lots, including condominium projects; 3) Nondiscretionary approval for housing projects in compliance with the adopted and certified Paramount Housing Element.

1. Development Review Board approval shall be obtained in accordance with the provisions of Sections 44-210 et. seq. of the Paramount Municipal Code. The Board may approve, modify, conditionally approve, or deny said application.

The Development Review Board may require additional studies or development provisions at the time of site plan review for individual projects. Recommendations may include detailed noise, vibration and/or odor studies and incorporation of specific design features to ensure compatibility between different land use types. These may include, but not be limited to:

- Building orientation
 - Façade articulation
 - Bioswales/landscaping
 - Type of building materials used
 - Use of double paned windows
 - Additional buffering or setback standards
2. Prior to the creation of any lots, a tentative tract map shall be processed in accordance with the provisions of Chapter 39 of the Paramount Municipal Code. The Planning Commission may approve, modify, conditionally approve or deny said application.
 3. Nondiscretionary approval of housing projects is permitted for projects in compliance with the adopted and certified Paramount Housing Element. Such projects are subject to review by the Planning Director for compliance with City of Paramount development standards as provided by the Clearwater East Specific Plan.
 4. Certificate of Occupancy for housing. No certificate of occupancy may be issued for a project required to provide affordable housing in accordance with the most recently adopted Paramount Housing Element unless a certificate of occupancy is concurrently, or has already been, issued for all restricted affordable units.
 5. Affordability Covenant. A covenant guaranteeing affordability criteria for 55 years from the issuance of a Certificate of Occupancy and acceptable to the City Attorney shall be recorded with the Los Angeles County Recorder.

C. AMENDMENTS

1. Requirement and Procedures

This plan may be amended at any time in the same manner and by the same process by which the plan was originally adopted. Said amendments(s) shall not require a concurrent General Plan Amendment unless, by determination of the Planning Director, the General Plan goals, objectives, policies, or programs would be substantially affected by the proposed change.

2. Administrative Actions

The addition of new information to the Specific Plan that does not change the effect of any concepts or regulations may be made administratively by the Planning Director, subject to appeal to the Planning Commission.

VI. APPENDICES

A. GENERAL PLAN CONSISTENCY

As described in the Objective and Policies section (II-b), this regulatory Specific Plan is consistent with the Paramount General Plan through implementation of the General Plan goals, objectives, policies and programs, as well as the Clearwater East Policy Level Specific Plan. The following policies are taken directly from the Polity Level Plan.

1. Development of office use and commercial use, in-lieu of industrial use, if market feasibility is demonstrated.
2. Site plan review in accordance with City design guide-lines will include, but not be limited to, architectural facades, material, color, texture, massing, bulk, scale, landscaping, signage, and street furniture.

Method of Implementation: Site plan review will be reviewed by any or all of the following: a) Development Review Board; and/or b) Planning Commission and City Council. These committees will ensure project conformity with regulations and applicable guidelines contained with the regulatory plan. Housing projects in compliance with the adopted and certified Paramount Housing Element are eligible for nondiscretionary review by the Planning Director.

3. The City and/or Parking Authority may share in property acquisition and/or development costs of improvements, if cost effective.

B. GENERAL FINDINGS

1. The Clearwater East Specific Plan is consistent with the Paramount General Plan and other relevant City goals.
2. Reasonable alternatives to the plan and their implications have been considered.
3. The amount and arrangement of uses are appropriate to the project site and are compatible with existing and planned adjacent uses.
4. The plan contributes to a balance of land uses so that local residents may work and shop in the community in which they live.
5. The scope and depth of environmental, policy and fiscal analysis are commensurate with the level of detail contained in the plan and the specific land use entitlement its adoption authorizes.

6. The various components of the plan, as well as the plan in its entirety, are sensitive to environmental and public policy impacts.
7. Appropriate mitigation measures are incorporated in the plan to ensure that concerns identified at this level of planning are resolved as part of the more detailed development planning which must be completed before private development may proceed.
8. Administration of the plan is thoroughly integrated into the City's development processing system.
9. All subjects required in a Specific Plan by the California Government Code and applicable City ordinances are appropriately and adequately covered.
10. Adequate time and opportunities have been afforded interested organizations and members of the public to comment on or propose changes to the plan if they so desired.

C. DETAILED FINDINGS

1. Existing ownership parcelization that could potentially create piecemeal development can be reviewed, coordinated or controlled through Development Review Board review or acquisition by the Paramount City Council.
2. City water facilities can adequately supply proposed developments. Improvements that might be needed to the system will be incurred at the expense of developers.
3. In coordination with the Public Works Department, a project must identify and implement specific on- and off-site improvements needed to ensure that impacts related to water conveyance and demand/pressure requirements are addressed prior to issuance of a certificate of occupancy.
4. Extension/improvements to sewer lines will be handled by establishment of an Assessment District or be the responsibility of the developer.

DECEMBER 15, 2020

REPORT

HOME GARDENS – ONE-YEAR REVIEW

MOTION IN ORDER:

RECEIVE AND FILE THE REPORT AND DIRECT STAFF REGARDING
POSSIBLE CHANGES TO HOME GARDEN REGULATIONS FOR FUTURE
PLANNING COMMISSION AND CITY COUNCIL REVIEW.

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 Carver, Planning Director
John King, AICP, Assistant Planning Director

Date: December 15, 2020

Subject: HOME GARDENS – ONE-YEAR REVIEW

On November 5, 2019, the City Council approved Ordinance No. 1116, which updated and expanded home garden opportunities in residential zones as well as in legal nonconforming residential properties that are within commercial and manufacturing zones. The City Council requested a follow-up report in one year to assess the possibility of extending home gardening opportunities. The intent of the ordinance adopted last year was to offer more home gardening options to serve the needs of Paramount residents. As the regulations took effect in December 2019, Planning Department staff is pleased to offer a number of additional options at this one-year mark.

Background

The City of Paramount has a long history of supporting urban agriculture such as home gardens, community gardens, and urban farms. Paramount has supported community gardens since they first opened in 1979 at Orange Avenue and Cortland Avenue, and last year the Jefferson STAR Garden became the latest addition. Small farms and nurseries such as Plantasia and Rolling Hills Nursery continue to operate in utility rights-of-way and private property.

As described last year, the benefits of gardening in an urbanized city are numerous, and each takes on even more importance during the current public health and interconnected economic crises. The following gardening benefits positively serve people, the natural ecosystem, and the community as a whole:

- Residents have access to fresh, healthy food;
- Open space is improved;
- Gardening is a practice that reduces stress and improves mental and physical health;
- Locally produced food contributes to community resilience;
- Children who see or help with gardening are more likely to favor vegetables in their diets;
- Soil quality is enhanced;

- Locally sourced food is less likely to be contaminated from chemicals and microorganisms;
- Increasing the availability of nutritious food combats food insecurity;
- Gardening is a fun social activity that positively engages a community.

Home Gardening Ordinance

The following is a summary of regulations in the home gardening ordinance adopted one year ago:

- Greenhouses. Regulations for greenhouses in the R-1, R-2, and R-M zones were clarified. Previously there were no location limitations; the adopted ordinance explicitly restricted greenhouses to the rear of a residence only and introduced a five-foot minimum distance from property lines and other structures. Last year the Planning Commission discussed the possibility of allowing greenhouses nearer to the side property lines than the five-foot setback. The Commissioners agreed to maintain the proposed greenhouse setback regulations as-is upon confirmation from the Building and Safety Manager that the California Building Code requires five feet for safety reasons.
- Side yards in R-1 zone. The previous R-1 zone regulations prohibited edible landscaping in side yards. The amendment approved last year permits food to be grown in side yards if screened from the public right-of-way and the first story of adjacent properties.
- No home sales. Keeping with the spirit of current home occupation regulations, no onsite sales of food grown on the premises are permitted. Food produced from home gardens is intended for personal consumption or possible donation to outside community organizations or food banks.
- Raised garden beds. The City Council approved regulations last year allowing edible gardens in front yards in the R-2 (Medium Density Residential) and R-M (Multiple-Family Residential) zones. Residential properties in the R-1 (Single-Family Residential) and PD-PS (Planned Development with Performance Standards) zones were excluded. As a means of distinguishing vegetable gardens from strictly ornamental landscaping, edible gardens in front yards are now required to be located in a raised planter. The adopted ordinance limits a raised planter to 24 square feet, imposes a five-foot setback from the front property line, and notes acceptable materials. In 2019, the Planning Commission considered alternatives to the proposed raised garden bed area limit of 24 square feet in front yards. One suggestion was to determine a front yard area by percentage rather than a fixed maximum area, but drawbacks mentioned for a percentage-basis included greater measurement difficulties and inequities for smaller properties. The Commissioners eventually came to a consensus to approve the proposed ordinance language without modification but recommend to the City Council that the regulations be reviewed in one year.

- Front yard plant height. With the exception of fruit trees, edible landscaping in front yards in the R-2 and R-M zones cannot exceed a maximum height of three feet measured from the highest point of the frame of a raised garden bed to the highest point of an edible plant. As with raised garden beds, this rule does not apply to residential properties in the R-1 or PD-PS zones.
- Maintenance. Property owners and residents are required to promptly harvest and remove garden vegetables when mature or ripe. Planting areas fallowed between growing seasons need to be covered with mulch or similar material or otherwise maintained in clean condition until the next planting period. Weeds need to be promptly removed. Residents must take appropriate actions to prevent and eliminate pests.
- Permitted nonconforming homes. The home garden regulations also apply to legal nonconforming residentially developed properties in commercial and manufacturing areas.

New Options

- No change option. The City Council could opt to keep the existing regulations as-is.
- Hoophouse. As a “cousin” to a greenhouse, a hoophouse is a structure typically made of piping covered with translucent plastic, constructed in a “half-round” or “hoop” shape. Hoophouses to the rear of a house could be included as a possibility for Paramount residents.
- More home locations. Especially in an urbanized city like Paramount, residents grow plants in a number of creative locations. To make a statement about the validity of various home locations, home gardening regulations can be expanded to explicitly include courtyards, windowsills, rooftops, and walls. As one example on a project-basis, rooftop gardens will be permitted in the upcoming senior housing project on Paramount Boulevard.
- More residential zones. Last year the City Council opted to only allow raised planters in the R-2, R-M, and legal nonconforming residential properties in commercial and manufacturing zones. As noted above, raised garden beds were not permitted in the R-1 (Single-Family Residential) or PD-PS (Planned Development with Performance Standards) zones. The City Council could choose to expand front yard edible gardens to front yards in R-1 zones and/or PD-PS zones through the use of a no-fee permit process. As comparison, properties in PD-PS zones are often smaller than properties in other residential zones.
- Expand raised garden bed area. The allowable raised garden bed area could be expanded beyond the approved 24 square feet by various means – larger defined area; by percentage; or with no limits.

- Remove raised garden requirement for front yards. A more permissible option would be to allow edible gardens in front yard areas not necessarily in raised planters. This change would correspond at minimum to the R-2 and R-M zones as they are two residential zones where edible gardening is now permitted. At the discretion of the City Council, the deletion of the raised garden requirement could also be extended to the R-1 and PD-PS-zoned properties.
- Front yard plant height. Plant height restrictions could be amended to allow plants that grow more than three feet in raised planters.
- Composting. Garden compost could be encouraged through an update to the home garden regulations. Staff could propose storage requirements to control potential odor, visibility, and infestation issues.
- Other recommendations. As always, additional changes or new choices can be included.

Summary

Especially when considering growing issues of food insecurity, staff does not recommend keeping home garden regulations static. Food insecurity is usually at a rate of approximately 30% of the Los Angeles County population, but it has grown to 40% as a result of the COVID-19 pandemic. The various alternatives noted above for discussion provide an opportunity to directly assist Paramount residents now and into the future. A more “edible garden friendly” approach will better promote environmental and dietary sustainability and will complement efforts to secure community garden funding and locations. Furthermore, the Code Enforcement Division of the Public Safety Department has not received any complaints in the last year regarding gardening activities in Paramount.

Next Steps

If there are any ambiguities, Planning Department staff can conduct outreach to determine community support of various proposals. With input from the City Council regarding changes to home garden regulations, Planning Department staff will prepare a draft ordinance for Planning Commission and City Council consideration in early 2021 following City Attorney review.

RECOMMENDED ACTION

It is recommended that the City Council receive and file the report and direct staff regarding possible changes to home garden regulations for future Planning Commission and City Council review.

DECEMBER 15, 2020

YOUTH SPORTS LEAGUE SCHOLARSHIP PROGRAM

MOTION IN ORDER:

APPROVE OR MODIFY THE "EVERY CHILD PLAYS" YOUTH SPORTS
LEAGUE SCHOLARSHIP PROGRAM.

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
By: David Johnson, Community Services & Recreation Director
Date: December 15, 2020

Subject: YOUTH SPORTS LEAGUE SCHOLARSHIP PROGRAM

Background

On October 6, 2020 the City Council approved the Program Partner Agreement. In the Program Partner Agreement (the PPA), the "Every Child Plays" Youth Sports League Scholarship Program is identified as the replacement to the direct funding the independent youth sports leagues currently receive. The PPA also identified that the youth sports scholarship program will be partially funded in Fiscal Year 2021 and fully funded in Fiscal Year 2022. These funds are specifically to provide financial scholarships to City of Paramount youth residents or Paramount Unified School District students that have a financial need and participate in the recreation seasons for all the independent youth leagues recognized by the City that provide youth sports programming.

Scholarship Program

The "Every Child Plays" Youth Sports League Scholarship Program will be administered by the Community Services & Recreation Department. All scholarships issued will supplement what a family is able to pay the league and, thereby, represents funds paid indirectly to the league through the scholarship process. The issuance of scholarships allows the funds to directly support families that are in financial need.

Beginning in Fiscal Year 2021, the maximum direct funding subsidy a youth league can receive reduces to \$5,000, should they meet the full resident requirement. The \$5,000 not included in their maximum funding for each youth league was allocated to the Every Child Plays Scholarship Program (\$15,000 in FY 2021) that any family in financial need could apply for to assist them in paying for league fees. This new funding arrangement was approved by the City Council as part of the Fiscal Year 2021 Budget adoption and in the Program Partner Agreement. In Fiscal Year 2022, all direct funding to the youth leagues ceases and the previously allocated \$10,000 per league would all shift to the Every Child Plays Scholarship Program (\$30,000 in FY 2022).

To assist the City in providing the scholarships, we will require that each youth sports league identify the full cost of operating their recreation sports programs and develop a per participant cost, to include all relevant fees and costs to be paid by each participating player's family. The youth sports leagues will assist the City by providing information

about the City scholarship program to those families that identify that they are unable to afford the league's fees.

Residents and PUSD families will be able to apply for a scholarship for each of their children under the age of 18 years old interested in joining one of our Paramount independent youth sports leagues: Paramount Youth Soccer Organization (PYSO), Paramount Junior Athletic Association (PJAA), Paramount Girls Softball (PGS), Friday Night Lights (FNL), and West Coast Rebels (WCR).

Scholarships will be awarded to residents based on a sliding scale formula. All personal and financial information submitted as part of the application will be confidential and will be used only to determine the level of scholarship awarded. Qualifying low-income families can receive anywhere between 30-50% off the total cost to participate in a youth league sport for each leagues' recreation seasons only (spring or fall depending on the sport). This scholarship program will only cover expenses associated with the recreation season. It does not cover All-Stars or Club program.

No single youth sports league will be allowed to exceed a total scholarship subsidy in excess of \$10,000 for their recreation season in any given year. This will incentivize youth leagues to prepare early, plan ahead and begin registration quickly to recruit, register and enroll participants. This will also ensure that funds are available for all youth leagues to participate in.

Program Eligibility

To qualify for this program participants must provide proof that they are a City of Paramount resident and/or that their child/children attend a Paramount Unified School District school. The following are the program's eligibility guidelines:

1. Two of the following documents are required for establishing residency:
 - Utility bill
 - Child's current school report card
 - Current Tenant/Rental Agreement
 - California Driver's License and/or Identification Card
2. Applicants will be asked to submit a copy of the child/children's birth certificate and/or Legal Guardianship Verification/Foster Care Verification.
3. The participant must be 17 years old or younger.
4. Applicants must provide two of the following documents as income verification:
 - Most recent year's tax return and/or W-2
 - Most recent month's pay stubs
 - Social security/disability, unemployment checks
 - Documentation on any additional income, federal assistance, recent subsidy, or aid to dependent children.

5. Individuals/families must be within the following established threshold for income:

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 + Persons
Extremely Low Income Limits	\$17,950	\$20,500	\$23,050	\$25,600	\$27,650	\$29,700	\$31,750	\$33,800
Very Low Income Limits	\$29,900	\$34,200	\$38,450	\$42,700	\$46,150	\$49,550	\$52,950	\$56,400
Low Income Limits	\$47,850	\$54,650	\$61,500	\$68,300	\$73,800	\$79,250	\$84,700	\$90,200

Scholarship Amounts

Each qualifying individual can receive up to 30-50% of the total cost to participate in a recreation youth sports league. The amount of the scholarship will be determined and based on the family income reported and/or proof of additional assistance programs. Families that fall within the Extremely Low Income threshold will be eligible up to a maximum 50% scholarship for league fees, Very Low Income families will be eligible up to a maximum of 40% scholarship, and Low Income families will be eligible up to a maximum of 30% scholarship. This sliding scale formula will be applied universally except for extreme cases of financial hardship which will be evaluated on a case-by-case basis and approved by the Community Services & Recreation Director.

Program Application Procedures

The process to apply for and obtain a youth sports league scholarship are:

1. Complete a Youth Sports Scholarship Application on a first-come, first-served basis until annual funds are depleted. In FY 2021, the maximum any league can obtain for scholarships is \$5,000 and beginning in FY 2022 the maximum any league can obtain for scholarships is \$10,000.
2. Submit a copy of the Youth League's Application and Fees.
3. Submit all required program eligibility requirements:
 - Proof of City of Paramount/PUSD Residency
 - Birth Certificate or Legal Guardian/Foster Care Verification
 - Proof of Income
4. Applicant information will be kept on file and reviewed by a designated staff member in the Community Services & Recreation Department.
5. Applicants will receive notification of approval or rejection by phone within 1-2 weeks.

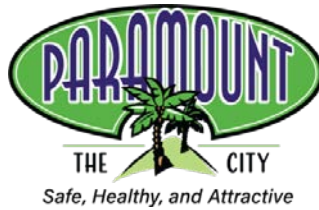
6. Once scholarship funds are approved, a check will be made out to the youth league and provided to the scholarship family for them to register for the desired recreation youth league. Approval letters and scholarship checks must be picked up in person at the Community Services & Recreation Office. Photo ID will be required at the time of pickup.

Parks and Recreation Commission

The Parks and Recreation Commission reviewed the “Every Child Plays” Youth Sports League Scholarship Program at its November 18, 2020 meeting. The Parks and Recreation Commission approved and recommended the item for review and adoption by the City Council.

Recommended Action

It is recommended that the City Council approve or modify the “Every Child Plays” Youth Sports League Scholarship Program.



“EVERY CHILD PLAYS” YOUTH SPORTS LEAGUE SCHOLARSHIP PROGRAM

The City of Paramount is committed to providing recreation opportunities to all residents interested to have their child/children participate in youth sports.

The “Every Child Plays” Youth Sports League Scholarship Program is designed to provide supplemental financial assistance to families that may not otherwise be able to participate in recreational youth sports because of a financial hardship. Eligible residents will be able to apply for a scholarship for each of their children under the age of 18 years old interested in participating in the recreation season with one of the independent youth sports leagues authorized to operate in the City of Paramount: Paramount Youth Soccer Organization (PYSO), Paramount Junior Athletic Association (PJAA), Paramount Girls Softball (PGS), Friday Night Lights (FNL), and West Coast Rebels (WCR).

Scholarships will be awarded based on a sliding scale. All information submitted as part of the application will be confidential and will be used only to determine the level of scholarship awarded. Qualifying low-income families can receive 30-50 percent off of the total cost to participate in a youth sport during the league’s primary recreation season ONLY (spring/ fall depending on the sport).

PROGRAM ELIGIBILITY

To qualify for this program you must provide the proof that you are a City of Paramount Resident and/or that your child/children attend a Paramount Unified School District School.

- The following are acceptable documents (i.e. utility bill, tenant agreement, California Driver’s License, California Identification Card, child’s school transcript)
- You will also be asked to submit a copy of the child/children’s birth certificate and/or Legal Guardianship Verification/ Foster Care Verification.
- Your child/children must be 17 years old or younger.
- Provide proof of income and/or additional assistance.
 - Last year’s tax return and/or W-2
 - Most recent months’ pay stubs
 - Social security/ disability, unemployment checks
 - Documentation on any additional income, federal assistance, recent subsidy, or aid to dependent children.

PROGRAM/ APPLICATION PROCEDURES

- Complete a scholarship application. First-come first-served basis until annual funds are available.
- Submit a copy of the Youth League’s Application and Fees
- Submit all required forms under Eligibility Requirements
- Information will be kept on file at the Community Services & Recreation Office
- Once approved, you can register for the desired recreation season youth league sport
- Applicants will receive notification of approval by phone within 1-2 weeks. Approval letters must be picked up in person at the Community Services & Recreation Department. Photo ID will be required at this time.



“EVERY CHILD PLAYS” YOUTH SPORTS LEAGUE SCHOLARSHIP PROGRAM APPLICATION

Complete and return this application along with **ALL REQUIRED DOCUMENTS** to the Community Services and Recreation Department at 15300 Downey Avenue, Paramount, CA 90723. Your application will not be processed without proof of income.

Parent/Guardian:	DOB:	Age:
Mailing Address:		
E-mail Address:	Primary Phone:	
Place of Employment:	Work Phone:	

Person(s) in Household Seeking a Youth Scholarship:

Child #1 Name:	Age:	DOB:	Gender:
School of Attendance:			Grade Level:
List Sport Organization/League Your Child Will be Registering for:			Season:
Child #2 Name:	Age:	DOB:	Gender:
School of Attendance:			Grade Level:
List Sport Organization/League Your Child Will be Registering for:			Season:
Child #3 Name:	Age:	DOB:	Gender:
School of Attendance:			Grade Level:
List Sport Organization/League Your Child Will be Registering for:			Season:
Child #4 Name:	Age:	DOB:	Gender:
School of Attendance:			Grade Level:
List Sport Organization/League Your Child Will be Registering for:			Season:

Income Source (Check all that apply):		
<input type="checkbox"/> Work/Employment	<input type="checkbox"/> Sales/Work Commission	<input type="checkbox"/> Unemployment Benefits
<input type="checkbox"/> Child/Spousal Support	<input type="checkbox"/> Cash Aid	<input type="checkbox"/> Social Security
<input type="checkbox"/> State Disability	<input type="checkbox"/> Workers Comp.	<input type="checkbox"/> Other _____
Total Income Combined \$ _____		
I am able to pay \$ _____ towards the cost of the program.		

I affirm that the information provided is complete, true and accurate to the best of my knowledge.

Parent/Guardian Signature: _____ Today's Date: _____

Office Use Only:

Application Type (Circle One):	New/ Renewal	Date:
Annual Income:	Household Qualifies for %:	Approved By:

DECEMBER 15, 2020

AUTHORIZATION FOR PROFESSIONAL SERVICES TO CONTINUE
WORK ON A WATER RATE STUDY IN AN AMOUNT NOT TO EXCEED
\$14,990.00 – BARTLE WELLS ASSOCIATES

MOTION IN ORDER:

AUTHORIZE EXPENSES FOR PROFESSIONAL SERVICES IN AN
AMOUNT NOT TO EXCEED \$14,990.00 WITH BARTLE WELLS
ASSOCIATES.

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
By: Karina Liu, Finance Director
Date: December 15, 2020

Subject: AUTHORIZATION FOR PROFESSIONAL SERVICES FOR CONTINUED WORK ON A WATER RATE STUDY IN AN AMOUNT NOT TO EXCEED \$14,990.00 – BARTLE WELLS ASSOCIATES

The City of Paramount Water Utility is committed to providing safe, reliable, and affordable drinking water to more than 55,000 residents and the businesses we serve. The City operates the water operations through the Water Enterprise Fund, which is a fund that is entirely separate from the City's General Fund. A couple of years ago, the City retained the services of the firm Bartle Wells Associates to conduct a comprehensive Water Rate Study to develop updated water rates. While City water rates have always been one of the lowest in the region, the Water Enterprise Fund has been operating in deficits for many years. In addition, our existing water rate structure is outdated, complicated, and difficult to maintain. The purpose of the water rate study is to streamline the water rates, in addition to providing recommendations to address the fund's structural deficit and capital improvement needs.

The following has been identified so far through the study:

- Simplified rate structure that is fair and equitable and in compliance with Proposition 218
- Comprehensive financial plan for the Water Enterprise Fund that will project both operating and capital revenues and expenses over a 5-year horizon
- Fund balance review to achieve and maintain an adequate level of fund reserves

In order to implement the new water rate structure, more analysis will need to be performed primarily on the impact to rate payers of proposed water rates on a variety of water accounts. Additional work is also necessary to develop a phase-in rate adjustment approach to minimize the potential financial impact new water rates could have on customers. This will ensure that not only our rates are fair and equitable to all customers, but also that rates are based on the cost of providing service and in compliance with Proposition 218. The remaining analysis is expected to be completed within six months. Once the study is complete, a comprehensive presentation will be given to the City Council.

Under the City's purchasing policy, professional services may not exceed \$40,000 in expenses without authorization by the City Council. To date, \$39,800 has been expended. Based on the above-mentioned work performed by Bartle Wells Associates, the additional

analysis will cost approximately \$15,000, which will exceed the \$40,000 limit. Therefore, we are asking for authorization to continue to work with Bartle Wells Associates for professional services in an amount not to exceed \$14,990.00. This year's budget includes \$20,000 to complete this portion of the study. Attached is a letter proposal from Bartle Wells Associates detailing the additional work to be performed and the cost.

RECOMMENDED ACTION

It is recommended that the City Council authorize expenses for professional services with Bartle Wells Associates in an amount not to exceed \$14,990.00



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue
Berkeley, CA 94703
T: 510-653-3399
www.bartlewells.com

December 9, 2020

Karina Lam
Finance Director
City of Paramount
16400 Colorado Avenue
Paramount, CA 90723

Subject: Proposal to Update and Complete the City of Paramount's Water Rate Study

Dear Karina,

Bartle Wells Associates (BWA) is pleased to submit this proposal to update and complete water rate study for the City of Paramount, including an updated 5-year financial plan with the latest water capital improvement, debt service, and operations and maintenance costs available. Our updated rate study will include the following elements:

- Update comprehensive financial plan for the City's water enterprise that will project both operating and capital revenues and expenses over a 5-year horizon.
- Update cash flow projections for the City to determine annual revenue requirements for funding long-term operating and capital needs.
- Update funding/project scenarios identified by the City, such as various levels of capital improvement funding or varied project timing.
- Review fund balances and fund reserve targets and develop a plan for achieving and maintaining an adequate level of fund reserves.
- Evaluate the existing water rate structure and consider rate structure alternatives; make recommendations that best meet the City's objectives.
- Update revenue increases needed over the next 5 years to fund operating and capital needs.
- Recommend a schedule of water rates and charges to the City Council and assist the City in preparing the Proposition 218 notice for mailing to property owners.
- Evaluate the bill impact of proposed water rates on a variety of water users
- Phase in water rate adjustments over time, to the extent possible, to minimize the impact on customers.

- Ensure rates a) are based on the cost of providing service, b) are fair and equitable to all customers, c) are compatible with the City's billing system, and d) comply with the requirements of Proposition 218.

We specialize in water rate setting and project financing and have developed over 2,500 utility rate studies and long-range financing plans for more than 550 California water and wastewater agencies. Our experience with all manner of rate structures is without peer and we have provided expert, independent rate analysis throughout California for over 50 years. We have a well-earned reputation for providing our clients with straightforward, practical advice and have a strong track record of building consensus for our final recommendations.

We appreciate the opportunity to assist the City and hope this proposal provides a sound basis for our selection. Please do not hesitate to contact us if you have any questions or would like any additional information.

Sincerely,

BARTLE WELLS ASSOCIATES

A handwritten signature in black ink, appearing to read "Doug R. Dove", written in a cursive style.

Douglas R. Dove, PE, CIPFA
Principal



BARTLE WELLS ASSOCIATES

INDEPENDENT PUBLIC FINANCE ADVISORS

WHO WE ARE Bartle Wells Associates (BWA) is an independent public finance advisory firm with expertise in the areas of utility rates and project financing. BWA was established in 1964 and has over 50 years of experience advising public agencies on the complexities and challenges in public finance. We have advised over 500 agencies from all areas of California and the western United States. We have a diversity of



abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best and most-practical solutions.

Bartle Wells Associates has a highly-qualified professional team. Our education and backgrounds include finance, civil engineering, business, public administration, public policy, and economics.

BWA KEY SERVICES BWA specializes in three professional services: utility rate and fee studies, strategic financial plans, and project financing. We are the only independent financial advisor providing *all three* of these interrelated services to public agencies.

STRATEGIC FINANCIAL PLANS Our financial plans provide agencies with a flexible roadmap for funding long-term operating and capital needs and meeting debt service requirements. We evaluate the wide range of financing options available and develop a plan that recommends the best financing approach. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 financial plans to help public agencies fund their operating and capital programs, meet debt service requirements, and maintain their long-term financial health.



UTILITY RATE & FEE STUDIES Our rate studies employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We develop practical recommendations that are easy to implement and often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development.

BWA has completed over 2,000 utility rate and fee studies. We have helped agencies implement a wide range of utility rate and fee structures and are knowledgeable about the legal requirements governing rates and development impact fees. We develop clear, effective presentations and have represented agencies at hundreds of public hearings to build consensus for our recommendations. We support our clients every step of the way, from project initiation through final adoption and implementation.



PROJECT FINANCING BWA has served as an independent municipal advisor to public agencies on over 300 financings. To date, we have helped California agencies obtain over \$5 billion of financing via bonds, bank loans, private placements, lines of credit, low-rate State Revolving Fund Loans, and other funding programs. We work only for public agencies. We are independent financial advisors and do not, trade, or resell bonds. BWA is a registered municipal advisory firm with the SEC and MSRB. All of our lead consultants are MSRB Registered Municipal Advisors. Our work is concentrated on providing independent and objective advice that enables our clients to finance projects on the most favorable terms: lowest interest rates, smallest issue size, and greatest flexibility.



Bartle Wells Associates is a charter member of the *National Association of Municipal Advisors*

and its predecessor, the *National Association of Independent Public Finance Advisors*. NAMA promotes high ethical and professional standards in the industry.

COLLABORATIVE APPROACH BWA has a strong track record building consensus and public acceptance for final recommendations. BWA uses a collaborative approach to ensure recommendations reflect the input and objectives of the agencies we serve. Our general approach is to work closely with our clients to clarify objectives, evaluate alternatives, gain ongoing input, and remain flexible to resolve unanticipated issues

COMMUNITY OUTREACH

Rate and fee increases can be controversial. BWA has assisted many agencies with community outreach efforts to help foster understanding and acceptance for final recommendations. BWA has substantial experience working with governing boards and city councils, citizen advisory committees, community groups, and other stakeholders. We help agencies develop effective public outreach strategies and also work in partnership with our client's public relations staff and independent public relations firms. We have a long track record of helping our clients successfully adopt rate increases in challenging political environments.



ADVANTAGES OF BWA

Utility Rate & Finance Expertise

- Successfully served over 500 public agencies
- Developed over 2,000 utility rate and fee studies
- Secured over \$5 billion of financing for public agencies; MSRB-Registered Municipal Advisor
- Highly qualified and experienced staff

Technical Expertise

- Expertise in cost-of-service and rate-setting methodologies and strategic financial planning
- Knowledgeable about legal requirements governing utility rates and capacity charges
- Creative ability to tailor rate and finance recommendations to achieve client objectives

Effective Communication

- Extensive work with councils, boards, community groups and citizen advisory committees
- Clear and informative reports and presentations
- Effective Proposition 218 rate notices and community outreach strategies

Outstanding Service & Results




- Proven ability to build consensus for final recommendations
- Long track record of completing projects on time and on budget
- Helped many agencies successfully adopt rate increases in challenging political environments

Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is quality—the quality of advice, service, and work we do for all our clients.

CONTACT US



Bartle Wells Associates
2625 Alcatraz Ave #602
Berkeley, CA 94705

 (510) 653-3399
 bwa@bartlewells.com
 www.bartlewells.com

Bartle Wells Associates was established in 1964 and is a California Corporation and certified State of California Small Business. Our Federal Tax ID number is 94-1664409.

PROJET TEAM AND CONTACT INFORMATION

Bartle Wells Associates' (BWA) general project approach is to work closely with staff and other members of the project team, identify objectives, set milestones, have frequent communication, and remain flexible to resolve unanticipated issues. BWA has a long track record of completing assignments on-schedule and on-budget.

BWA uses a team approach for all projects, typically assigning two or three consultants to each assignment, including at least one principal consultant. All project staff, from the most senior partners to financial analysts are always available to assist clients, whether for a phone call or meeting.

BWA proposes to assign Doug Dove, president of the firm, as project manager and principal-in-charge for this engagement. Doug will be assisted by Abigail Seaman, financial consultant. Both Doug and Abigail have experience in Paramount and are familiar with the City's unique needs and resources. Other BWA staff are available to assist the project team if ever needed.

Business Contact Information

Bartle Wells Associates
1889 Alcatraz Ave., Berkeley, CA 94703
Telephone: 510.653.3399
Fax: 510.653.3769
Website: www.bartlewells.com

Staff to be Assigned to Project

Principal

Doug Dove, PE
Tel: 510.653.3399, ext. 110
E-mail: ddove@bartlewells.com

Consultant

Abigail Seaman
Tel: 510.653.3399, ext. 111
E-mail: abigail@bartlewells.com

SCOPE OF SERVICES

BWA will update and complete the 5-year water financial plan and rate study. The general project approach is to work closely with staff and other members of the project team, identify objectives, communicate frequently, and remain flexible to resolve new issues.

1. Project Team Orientation/Kickoff Meeting

To initiate our work, hold a meeting with City staff and others as appropriate, to accomplish the following:

- Identify members of City staff and any other consultants and advisors who will participate in the project.
- Determine the roles and responsibilities of all project participants.
- Discuss key issues related to the study.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the project team.

2. Investigation and Data Collection

Assemble the information necessary to understand the City's water enterprise finances and long-term operating and capital funding needs. Investigation will include, but is not limited to, the following areas:

- Current water enterprise budget
- Most recent audited financial statement
- Water enterprise operating and capital fund balances
- Historical financial information in budget format
- Most recent Water Capital Improvement Program (CIP) and Master Plan
- Current water rates
- Projections of any changes to future operating costs
- Other relevant information identified by City staff.

3. Develop Forecasts & Projections

Based on the data assembled from the City and other sources, prepare forecasts and projections to serve as the basis for the financing plan. Review projections with City staff for agreements on assumptions, interpretation of data, and completeness of approach. We recommend using assumptions that are reasonable and slightly conservative for financial planning purposes. Key assumptions may include:

- Operating and maintenance costs escalation
- Capital improvement costs and timing, including estimated construction cost inflation
- Growth rates and impacts of projected development, if applicable
- Revenues from future rates, connection fees, interest earnings, and other sources
- Anticipated changes in operating costs
- Infrastructure replacement needs and/or an annual placeholder estimate to account for future repairs & replacements
- Debt service and debt service coverage projections

4. Evaluate Financing Alternatives for Capital Projects

Identify and evaluate financing alternatives for funding the City's long-term capital improvement needs, including future repairs and replacements. Recommend the most appropriate and lowest-cost financing options. If debt is required, discuss options with City and develop debt service projections to incorporate in the cash flow projections. Basic financing alternatives may include, but are not limited to:

- Pay-as-you-go cash financing
- Revenue Bonds or Certificates of Participation (COPs)
- Bank Loans and Lines of Credit
- State Revolving Fund (SRF) Loans
- Other potential state & federal funding programs
- Other funding sources

5. Develop Cash Flow Projections

Develop water enterprise cash flow projections detailing projected fund balances, revenues, expenditures, debt service and debt service coverage. Key assumptions will be clearly identified. The cash flow projections will identify the annual revenue requirements from the City's water rates. After developing a base-case financial model, the projections can be used to evaluate various "what-if" scenarios such as alternative capital program costs or timing, alternative growth scenarios, and other financial alternatives.

6. Recommend Minimum Fund Reserve Target

Review the City's water enterprise fund balances. Based on evaluation of water enterprise finances and input from the City's project team, recommend a minimum fund reserve targets for the various water enterprise funds. Discuss options with the City's project team. Incorporate the fund reserve target into the cash flow projections and develop a plan for the City to achieve and maintain the target.

7. Conduct Regional Rate Survey

Conduct a survey of regional water rates for single family residential customers and/or other customer classes. Present findings in a graph. Rate surveys should be used for informational purposes only; every agency needs to fund its own costs of service, which can vary widely from agency to agency based on many factors.

8. Develop Preliminary & Final Rate Recommendations

Based on the cash flow projections and evaluation of the rate increase options, develop draft recommendations for future water rates. Our analysis may develop a few rate adjustment alternatives based on input from the City's project team. We will evaluate the potential of phasing in necessary rate adjustments as gradually as possible, to minimize the annual impact on ratepayers.

In addition to the basic water financing plan and rate study tasks outlined above, BWA will also provide the following tasks:

- **Evaluate a Low-Income/Senior Rate Option**

Under Prop 218 one customer class may not subsidize the rates of another customer class. However, there are still several ways in which low-income rates can be established that do not impact the rates of other ratepayers. BWA will work with the City to determine the best options and evaluate the feasibility of establishing a low-income or senior rate option.

9. Meetings and Presentations

Meet with the City's project team to present findings, discuss options, and most importantly to receive input as the project proceeds. Develop a PowerPoint presentation summarizing our key findings and recommendations. Present recommendations and key alternatives to the appropriate City staff, and the City Council. BWA will remain available to meet with key customer groups if requested and will plan on holding a workshop with City Council to review and explain the final draft report in detail.

10. Prepare Draft & Final Reports

Submit a draft report to the City that summarizes and clearly explains key findings and rate recommendations, as well as key alternatives evaluated. Based on input received from the City's project team and/or the City Council, develop final recommendations. Work with City staff to develop a plan for implementing the recommendations. The final report will incorporate feedback received from the project team and/or the City Council. We will present the City with final printed reports as well as an electronic version of the report in pdf format.

11. Public Education and Consensus-Building

Rate and fee adjustments are often controversial. BWA has extensive experience developing clear presentations that facilitate public understanding of the rationale for rate adjustments. We understand the importance of building consensus and public acceptance for our recommendations and can assist the City in any outreach efforts, as requested

SCHEDULE

This section presents a preliminary draft schedule for completing the project with a target of completing the Proposition 218 process by the spring of 2021 and for rates to be effective July 1, 2021. BWA will work with the project team to develop key milestones and a final schedule.

PROJECT TASK	JAN				FEB				MAR				APR				MAY				JUN			
Project Initiation & Data Collection																								
Water Financial Plan																								
Water Rate Cost of Service Study																								
Draft & Final Reports/Model																								
Project Team Meetings (TBD)																								
City Council Meetings (TBD)																								
Proposition 218 Process & Hearing (TBD)																								

Note: Individual project milestones will be established based on consultation with the project team.

Meetings will be conducted or attended remotely via the City's preferred webconferencing service in accordance with COVID-19 recommendations by the Center for Disease Control

BUDGET

This section shows a breakdown of projected hours and the estimated budget for each task. The budget can be refined with the project team to meet the City's study objectives.

PROJECT TASK	Estimated Hours	D. Dove @ \$165/hr	A. Seaman @ \$265/hr	Total Cost
TASK A. PROJECT INITIATION & DATA COLLECTION	9	4	5	\$1,885
1. Project Team Orientation				
2. Investigation & Data Collection				
TASK B. WATER FINANCIAL PLANS	14	4	10	\$2,710
1. Develop Forecasts & Projections				
2. Evaluating Financing Alternatives for Capital Improvements				
3. Review Minimum Fund Reserve Targets				
4. Develop 10-Year Financial Projections				
5. Evaluate Rate Increase Options				
6. Develop Financial & Rate Models				
TASK C. WATER RATE STUDY	18	8	10	\$3,770
7. Conduct Regional Rate Survey				
8. Develop Rate Recommendations				
TASK D. RATE IMPLEMENTATION (MEETINGS/PRESENTATIONS, REPORTS, & PROP. 218)	25	10	15	\$5,125
9. Meetings And Presentations				
10. Prepare And Draft Final Reports				
11. Prop 218 And Public Education				
TOTAL ESTIMATED HOURS	66	26	40	\$13,490
ESTIMATED DIRECT EXPENSES				
Travel/copies/binding/phone/fax/mail/miscellaneous				\$1,500
TOTAL PROJECT COSTS				\$14,990

AVAILABILITY & FEES

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.
2. Bartle Wells Associates will perform all work. Douglas R. Dove, principal consultant, and firm's president will be placed in charge of the study and will devote the time and effort to the project as needed.
3. BWA will be compensated for the proposed services on a time and expenses basis as shown on our Billing Rate Schedule 2020. The not-to-exceed fee for this proposal is:
 - Complete Water Rate Study \$14,990
4. The fee is based on the following assumptions:
 - a. Availability of all necessary information, in a timely manner, from the City, its staff, attorneys, engineers, and other consultants.
 - b. One draft submittal of the water rate study. Time and expenses in revising tables and assumptions due to changes in data from the City, or in preparing additional draft reports, constitute additional services.
 - c. Conduct Zoom/MS Teams/teleconference meetings with the City including progress meetings with City staff, outreach meetings with City Council (one-on-one or two-on-two with Council members), and a public rate hearing with City Council.
 - d. Completion of the work within six months of notice to proceed with rates to be effective beginning on July 1, 2021.
5. BWA will bill the City as the work proceeds on a time-and-materials basis in accordance with our Billing Rate Schedule 2020.
6. In addition to the services provided under this proposal, the City may authorize BWA to perform additional services for which the City will compensate BWA based on consultants' hourly rates (Billing Rate Schedule 2020) at the time the work is performed, plus direct expenses. Additional services may include, but are not limited to:
 - Changes in project scope
 - Any other services not specified
7. BWA will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in the attached Insurance Schedule.
8. If the project is terminated for any reason, BWA is to be reimbursed for professional services and direct expenses incurred up to the time BWA receives notification of such termination.
9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.
10. We would very much like to work for the City on this assignment and hope that this proposal will constitute a suitable basis for our serving you.



BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2020
Rates Effective 1/1/2020

Professional Services

Financial Analyst I	\$110 per hour
Financial Analyst II	\$135 per hour
Consultant	\$165 per hour
Senior Consultant.....	\$195 per hour
Senior Project Manager	\$225 per hour
Principal Consultant	\$265 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant's hourly rate.

The above rates will be in effect through December 31, 2020 at which time they will be subject to change.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at \$75 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees are typically billed monthly for the preceding month and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

SCHEDULE OF INSURANCE

Insured: BARTLE WELLS ASSOCIATES

Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.

TYPE OF INSURANCE	COMPANY POLICY NUMBER	COVERAGES AND LIMITS	EXP. DATE
Commercial General Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> ■ \$2,000,000 General Aggregate ■ \$2,000,000 Products Comp/Op Aggregate ■ \$2,000,000 Personal & Advertising Injury ■ \$1,000,000 Each Occurrence 	6/1/21
Excess/Umbrella Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> ■ \$1,000,000 Aggregate ■ \$1,000,000 Each Occurrence 	6/1/21
Automobile Liability	Hartford Insurance Company Policy #35-UEC VU2842	<ul style="list-style-type: none"> ■ \$1,000,000 Combined Single Limit 	6/1/21
Workers Compensation & Employers' Liability	Hartford Underwriters Insurance Company Policy #35-WEC FG7858	<p>Workers' Compensation: Statutory Limits for the State of California. Employers' Liability:</p> <ul style="list-style-type: none"> ■ Bodily Injury by Accident - \$1,000,000 each accident ■ Bodily Injury by Disease - \$1,000,000 each employee ■ Bodily Injury by Disease - \$1,000,000 policy limit 	6/1/21
Professional Liability	Chubb & Son, Inc. BINDO94045	<p>Solely in the performance of services as municipal financing consultants for others for a fee.</p> <p>Limit: \$2,000,000 Per Occurrence & Aggregate (including defense costs, charges, and expenses)</p>	6/1/21

DECEMBER 15, 2020

FISCAL YEAR 2020 COMPREHENSIVE ANNUAL FINANCIAL REPORT
(CAFR)

MOTION IN ORDER:

RECEIVE AND FILE THE FISCAL YEAR 2020 COMPREHENSIVE ANNUAL
FINANCIAL REPORT.

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
By: Karina Liu, Finance Director
Clyde Alexander, Assistant Finance Director
Date: December 15, 2020

Subject: FISCAL YEAR 2020 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Accompanying this report is the Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR) which summarizes the financial activity of the City, other component units such as the Paramount Housing Authority, the Paramount Parking Authority, and the Successor Agency for the Paramount Redevelopment Agency as required by the Governmental Accounting Standards Board (GASB).

The report contains an unqualified opinion by the City's independent auditors, Eide Bailly, LLP, which means that the report fairly represents the financial activities of the City, its component units, and the Successor Agency for the Paramount Redevelopment Agency, according to generally accepted accounting principles (GAAP) for government.

An oral presentation, given at the December 15th City Council meeting, will incorporate a thorough review of the City's financial performance during the last fiscal year.

RECOMMENDED ACTION

It is recommended that the City Council receive and file the Fiscal Year 2020 Comprehensive Annual Financial Report.

THE CITY OF
Paramount
CALIFORNIA

COMPREHENSIVE ANNUAL
FINANCIAL REPORT



PARAMOUNT
AL FRESCO

FISCAL YEAR 2020
JULY 1, 2019 - JUNE 30, 2020

Comprehensive Annual Financial Report

CITY OF PARAMOUNT, CA
FISCAL YEAR ENDED
JUNE 30, 2020

PARAMOUNT CITY COUNCIL

PEGGY LEMONS, MAYOR
BRENDA OLMOS, VICE MAYOR
ISABEL AGUAYO, COUNCILMEMBER
LAURIE GUILLEN, COUNCILMEMBER
VILMA CUELLAR STALLINGS, COUNCILMEMBER

JOHN MORENO, CITY MANAGER

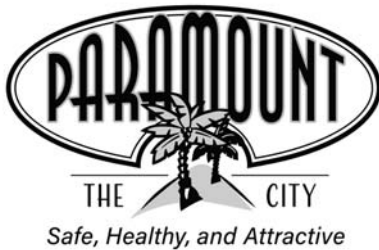
Prepared by the Finance Department

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PEGGY LEMONS

Mayor

BRENDA OLMOS

Vice Mayor

ISABEL AGUAYO

Councilmember

LAURIE GUILLEN

Councilmember

VILMA CUELLAR STALLINGS

Councilmember

December 15, 2020

Honorable City Council and Residents of the City of Paramount

INTRODUCTION

It is our pleasure to submit the Comprehensive Annual Financial Report (CAFR) of the City of Paramount for the fiscal year ended June 30, 2020. The responsibility for the accuracy of the presented data and the completeness and fairness of the presentation rests with the City's management. The report includes the combined transactions and financial position of all funds of the City of Paramount, including its blended component units for which the City Council is also the governing body:

- ◆ Paramount Housing Authority
- ◆ Paramount Parking Authority
- ◆ Paramount Industrial Development Authority
- ◆ Paramount Public Financing Authority

The enclosed financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP) as recommended by the Governmental Accounting Standards Board (GASB). The complete report is divided into three sections:

- | | |
|----------------|---|
| Introduction - | Letter of Transmittal, a Roster of Officials, an Organizational Chart, and prior year Award for Financial Reporting. |
| Financial - | Independent Auditor's Report, Management's Discussion and Analysis (MD&A), Basic Financial Statements, accompanying Notes to Basic Financial Statements, Required Supplementary Information, and Supplementary Information. |
| Statistical - | Pertinent financial and non-financial data that present historical trends and other information about the City. |

INTRODUCTION
(cont.)

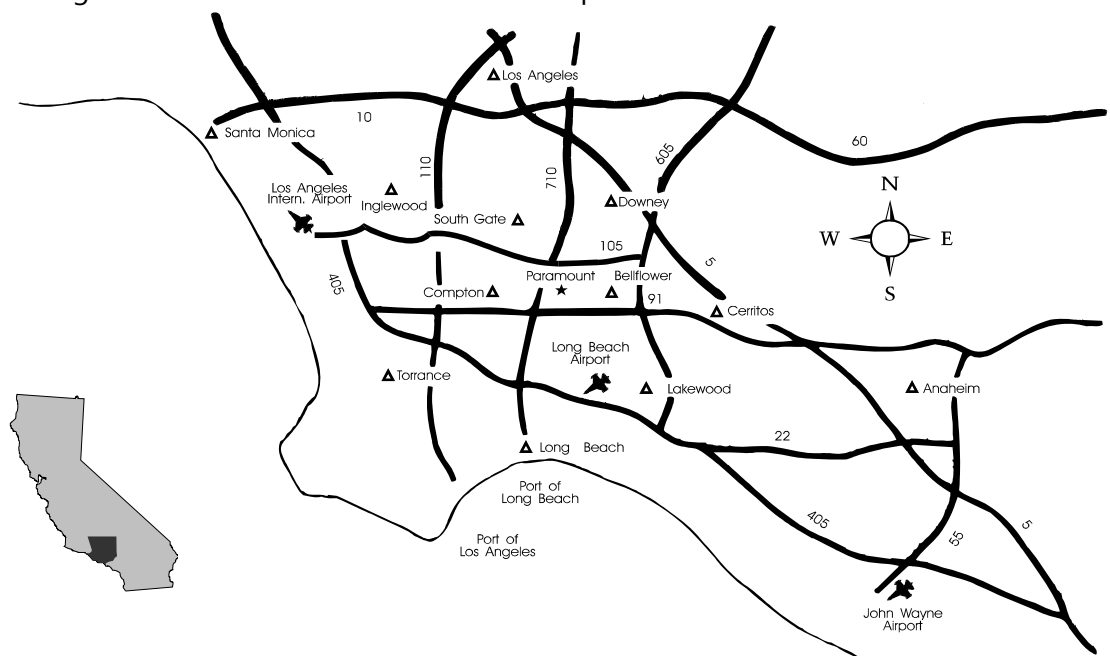
To the best of our knowledge and belief, the enclosed data is accurate in all material respects, and fairly presents the financial position and results of operations of the City of Paramount and its related organizations. We have an established internal control structure designed to ensure accurate financial reporting and to safeguard our assets, and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable, rather than absolute, assurance that the financial statements will be free from material misstatement. Included are the Management's Discussion and Analysis (MD&A) and all disclosures necessary to enable the reader to gain an understanding of the City's financial activities as well as the Independent Auditor's Report from the City's certified public accountant, Eide Bailly LLP.

**PROFILE OF THE
CITY OF
PARAMOUNT**

In a location first settled in the early 1800s as part of a Spanish land grant, the City of Paramount is fifteen miles southeast of downtown Los Angeles. Known in the 1930s as the communities of Hynes and Clearwater, the area was a nationally prominent center of the dairy and hay industries. Hynes-Clearwater joined together under the common name of Paramount in 1948, grew steadily, and in 1957 was incorporated as a City.

Today a modern city, Paramount provides a broad range of municipal services. Approximately five square miles in size, Paramount has over 55,000 residents and over 3,000 businesses.

The City offers attractive residential neighborhoods, easy access to major shopping centers, and many cultural and recreational activities in its 60 acres of parkland. The City's business community has helped in the growth and development of the Southeast Los Angeles area, and today it is an important contributor to the greater Los Angeles commercial and industrial marketplace.



**ADOPTION OF
GASB STATE-
MENTS**

GASB requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of the MD&A. This letter of transmittal you are currently reading is designed to complement the MD&A and should be read in conjunction with it. The MD&A can be found immediately following the Independent Auditor's Report in the financial section of the statements.

**BUDGETARY
POLICY &
CONTROL**

The City Council reviews and adopts an annual budget in July of each fiscal year to provide guidance for the general operation of the City. The City Manager is authorized to transfer appropriations within an activity and fund. Revisions that change the total appropriation at the activity and fund level are usually made by the City Council at midyear and year-end budget reviews. In addition, the City Manager is authorized to make necessary changes and adjustments to the approved appropriations of \$10,000 in order to assure adequate and proper standards of service and to achieve the intent of the City Council in providing municipal services.

**CASH
MANAGEMENT
POLICIES &
PRACTICES**

Under the direction of the City's Finance Department, cash temporarily idle during the year was invested in the Local Agency Investment Fund (LAIF). The average yield on investments for the fiscal year was 2.325% for the entire portfolio.

The City Council annually adopts, by resolution, a statement of investment policy for the City's funds. The policy defines the objectives and priorities of the investment program, stressing safety, liquidity, and yield of funds as the highest priorities. The third priority, yield, is the achievement of the maximum yield possible within the constraints of the first two objectives.

The Finance Director is charged with the responsibility of custody and investment of surplus City funds. She submits a quarterly investment report to the City Council that provides a summary of the status of the current investment portfolio and material transactions entered into during the quarter.

**RISK
MANAGEMENT**

The City participates in the California Joint Powers Insurance Authority (CJPIA). The purpose of this organization is to reduce the cost of liability insurance coverage by having the member cities act as self-insurers among themselves. Note 12 of the Notes to Basic Financial Statements (Pages 47-49) describes in depth the premium and liability coverage of the members.

**ACCOMPLISH-
MENTS &
OUTLOOK**

There is no doubt we are in unprecedented times due to the COVID-19 pandemic. As the economic shutdown began in March 2020, we anticipated a significant deficit in the General Fund as a result of decreases in various revenue sources such as sales tax, business license tax, fees, etc. We are very happy to report that while there was a significant decrease in revenues, fortunately our conservative and fiscally responsible spending habits have allowed us to once again weather a financial crisis.

**ACCOMPLISH-
MENTS &
OUTLOOK**
(cont.)

The City ended the Fiscal Year (FY) 2020 with no increase in the unrestricted fund balance. However, we were able to add to the assigned fund balances including \$323,657 in Capital Reserve and \$323,657 in COVID Reserve. These funds will help stabilize further uncertainties in revenues and better prepare the City should this pandemic last much longer.

The City prides itself on providing high-quality local services for its residents. Additionally, the City is committed to transparent, responsible budgetary and financial practices. This strategy has allowed for the continued provision of critical services. Unfortunately, the effort to maintain the high level of services for our residents remains challenging due to the increase in costs for providing such services coupled with the slow pace of economic recovery and on-going loss of property tax revenue that we previously received from the former Paramount Redevelopment Agency for capital projects and other critical infrastructure needs. To address this situation, which was fast approaching a structural deficit, a Public Safety and Essential City Services Measure was put before Paramount voters in March 2020 providing a three-quarter-cent sales tax increase. The measure was approved overwhelmingly by Paramount voters.

This local funding measure requires strict accountability and will be subject to independent financial audits. By law, no money can be taken away by the State or the County. Previously, Paramount received one tenth of the revenues collected from the 9.5% sales tax – the rest went to the State and County. Since the extra three-quarter-cent increase was approved by voters in March, 100% of that will stay in Paramount, ensuring that taxpayer dollars are used effectively for City programs and services. The City also works intensely and steadily to attract new retail establishments to increase its tax base and improve quality of life, with a recent string of successes including a number of eatery openings.

In 2019 and 2020, the City of Paramount achieved Tree City USA status by meeting four core standards of sound urban forestry management established by the Arbor Day Foundation and the National Association of State Foresters. These standards were established to ensure that every qualifying community would have a viable tree management program and that no community would be excluded because of size.

In addition, we are proud to have received the Beacon Spotlight Award for Sustainability Best Practices given by the Institute for Local Government. We gained our first in 2018 at the Silver level, in 2019 at the Gold level, and 2020 for Platinum. This year we also received a Gold Spotlight Award for an 18% Community Greenhouse Gas Reduction.

Capital Improvements

During FY 2020, as we do every year, we completed the construction of numerous street improvement projects, including street and sidewalk repairs or installations and continued resurfacing of neighborhood streets. We also continued our drought-tolerant traffic median conversion projects. At Paramount Park, we completed picnic shelter replacements and various facility improvements.

Complementing our public improvements, in FY 2020 we continued our successful private property assistance programs that have helped transform the look of the City and promote neighborhood pride.

New Developments/Continuing Programs

Looking forward, for FY 2021, we have budgeted \$9,064,500 in street and sidewalk improvements to complete more miles of arterial and neighborhood street resurfacing; \$7,122,350 in water improvements, which includes plans to complete the construction of a new water well; \$1,109,000 in park improvements including the Paramount Pool re-plaster and deck repairs; and \$492,000 on a variety of special projects including the Civic Center fountain design and City facility phone upgrades. In terms of private property assistance, we have budgeted \$532,500 toward rehabilitation programs.

In FY 2021, we will also continue the Success through Academics and Recreation (STAR) Program that began in January 2007. The program is funded by an After School Education and Safety Grant from the State of California. It provides academic assistance and recreational activities for students in grades kindergarten through eighth. Not only does it help students with homework and physical fitness, but it also works in concert with the Paramount Education Partnership to strengthen the overall educational resources available to Paramount residents. STAR has become one of the single largest operating programs for the City.

Water Operations

As mentioned above, the City of Paramount prides itself on providing a high level of service at a reasonable cost. The City's water operations are no exception. We are constantly initiating efforts to keep our water production facilities and distribution lines in sound condition. Just as importantly, we are able to provide this without placing a financial burden on our customers. In FY 2016, we started the design and drilling of a new water well located at Garfield and Jackson. We were able to secure a \$6.7M loan from California Infrastructure and Economic Development Bank (IBank) to complete the rest of the well construction in FY 2021. This project is especially vital in California where the reliance on imported water is becoming more and more expensive. Once built, the new well will help us come closer to being self-sufficient in this important area.

**CERTIFICATES
OF
ACHIEVEMENT**

We proactively maintain and improve our water system while keeping our water rates among the lowest in the area. In FY 2020, for single-family residential service with an average bi-monthly usage of 20 units, our typical bimonthly bill of \$51.71 was the lowest among all 14 neighboring water agencies.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Paramount for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019. The City has received 37 Certificate of Achievement Awards from the GFOA since 1982. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized CAFR. This report must satisfy both generally accepted accounting principals and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current CAFR continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

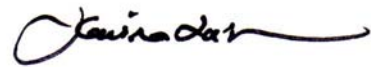
**ACKNOWLEDGE-
MENTS**

The continued maintenance and improvement of the Comprehensive Annual Financial Report reflects the professional quality of the accounting system and the City's financial management staff. The preparation of this report is made possible by the efforts of the Finance staff.

CITY OF PARAMOUNT

A handwritten signature in black ink, appearing to read "John Moreno".

John Moreno, City Manager

A handwritten signature in black ink, appearing to read "Karina Lam Liu".

Karina Lam Liu, Finance Director

Roster of Officials

City of Paramount, CA
on June 30, 2020

CITY COUNCIL

Peggy Lemons, Mayor
Brenda Olmos, Vice Mayor
Isabel Aguayo, Councilmember
Laurie Guillen, Councilmember
Vilma Cuellar Stallings, Councilmember

Parks & Recreation Commission

Charlene Landry, Chairman
Alicia Anderson, Vice Chairman
Ardavan Davari, Commissioner
Elizabeth Madrigal, Commissioner
Alejandro Maldonado, Commissioner

Planning Commission

Jaime Abrego, Chairman
Ernie Esparza, Vice Chairman
Luis Bautista, Commissioner
George Gutierrez, Commissioner
Gordon Weisenburger, Commissioner

Public Safety Commission

Marcelina Bridges, Chairman
Rosemary Mendez, Vice Chairman
Annette Delgadillo, Commissioner
Russ Hanson, Commissioner
Dora Sanchez, Commissioner

Public Works Commission

Alfredo Banuelos, Chairman
Tony Warfield, Vice Chairman
Gina Garcia, Commissioner
Alvin Parks, Commissioner
Rosemary Vasquez, Commissioner

Senior Services Commission

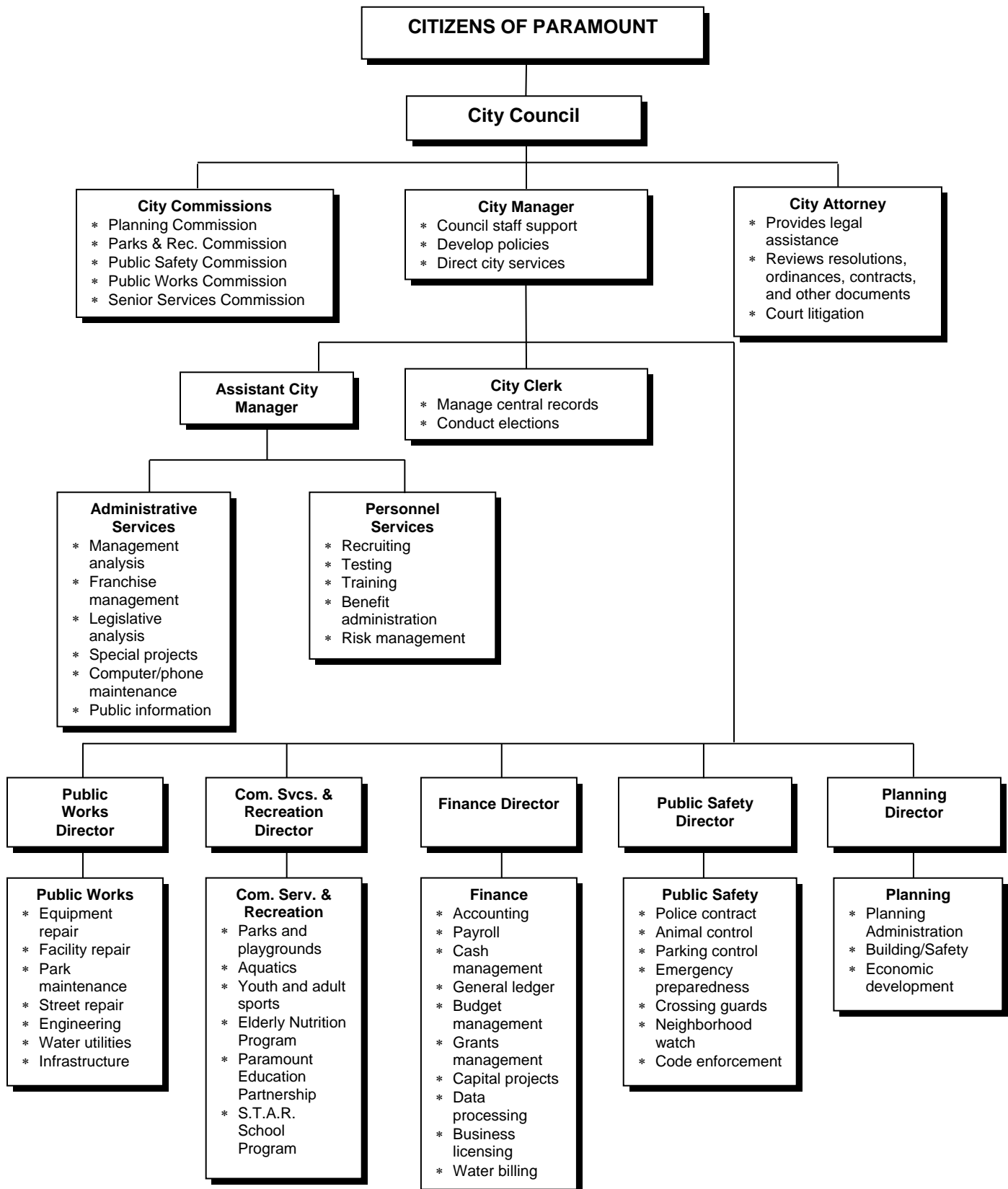
Claudia Quinones, Chairman
Virginia Chavez, Vice Chairman
Margarita Osuna, Commissioner
Elsa Padilla, Commissioner
Patricia Winiecki, Commissioner

City Officials

John Moreno, City Manager
John E. Cavanaugh, City Attorney
Andrew Vialpando, Assistant City Manager
John Carver, Planning Director
Adriana Figueroa, Public Works Director
David Johnson, Com. Serv. & Recreation Director
Karina Lam Liu, Finance Director
Adriana Lopez, Public Safety Director

Organizational Chart

City of Paramount, CA
on June 30, 2020

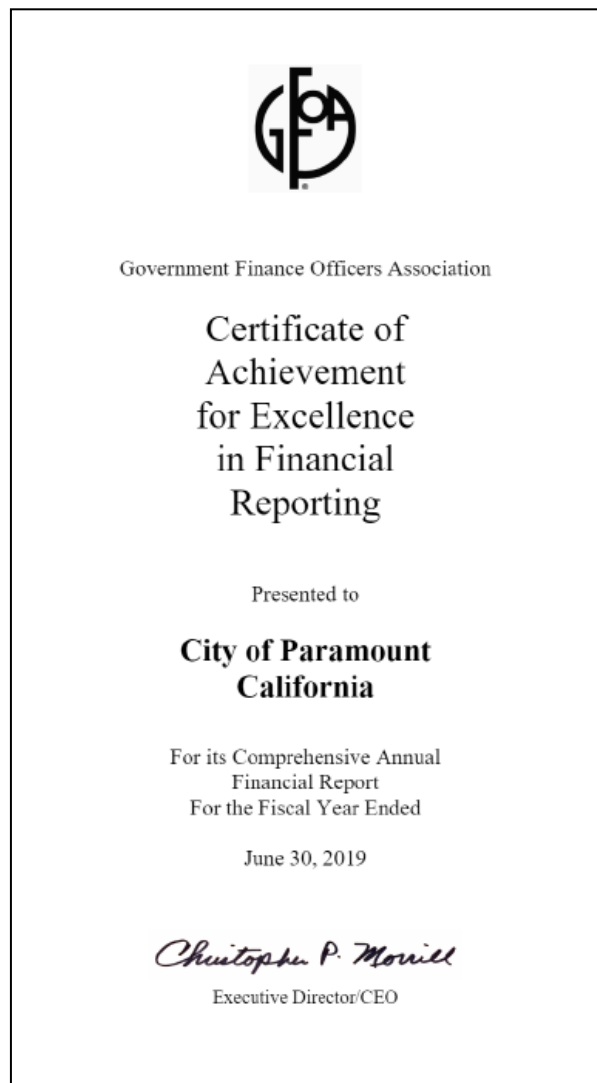


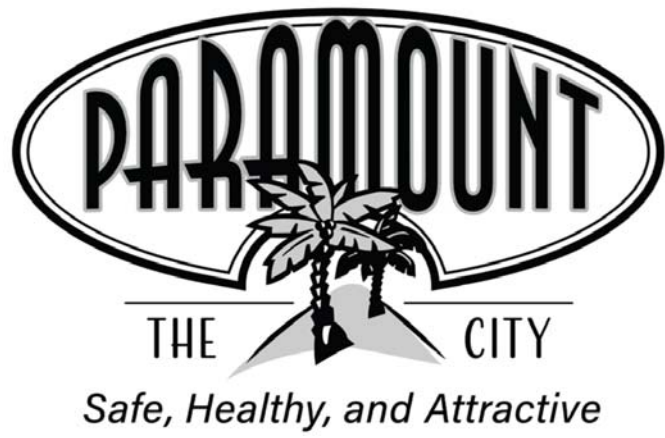
Award for Financial Reporting

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Paramount for our Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019.

In order to be awarded a Certificate of Achievement for Excellence, a governmental unit must publish an easily readable and efficiently organized Comprehensive Annual Financial Report, whose contents conform to industry standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement for Excellence is valid for a period of one year only. We believe our current report continues to conform to Certificate of Conformance Program requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.







Independent Auditor's Report

To the City Council
Paramount, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Paramount, California (City), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparisons for the general fund and the other grants special revenue fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of proportionate share of the net pension liability and the schedule of pension plan contributions, the schedule of changes in net OPEB liability and related ratios, and the schedule of OPEB contributions as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods or preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2020 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Rancho Cucamonga, California
November 30, 2020

City of Paramount
Management's Discussion and Analysis
June 30, 2020

As management of the City of Paramount, California (City), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2020. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found on pages iii through viii of this report.

Financial Highlights

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of FY 2020 by \$90,615,560 (net position). This amount decreased by \$2,836,311 from last year.
- As of June 30, 2020, the City's governmental funds reported combined fund balances of \$27,148,419. Of this amount, \$299,648 or approximately 1% of the total fund balances is non-spendable, \$7,237,049 or approximately 27% is restricted, \$1,394,450 or approximately 5% is committed, \$5,419,180 or approximately 20% is assigned and \$12,798,092 or approximately 47% is unassigned and available for spending at the City's discretion.
- At the end of the current fiscal year, the unassigned fund balance for the General Fund was \$12,798,092, or about 47% of the total General Fund expenditures.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements, which are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to basic financial statements. This report also contains required supplementary information and other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the City's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include General Government, Community Development, Public Safety, Community Services and Recreation, and Public Works. The business-type activity of the City includes the City's Water Utility operations.

The government-wide financial statements include not only the City itself (known as the primary government), but also the legally separate Paramount Housing Authority and Paramount Parking Authority for which the City is financially accountable. Financial information for these component units has been included as an integral part of the primary government.

The government-wide financial statements can be found on pages 12 and 13 of this report.

The City implements Governmental Accounting Standards Board (GASB) pronouncements as mandated. New accounting pronouncements can be found on pages 25 through 27 of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains 25 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General fund and Other Grants fund, which are considered to be major funds. Data from the other 23 governmental funds are combined into a single, aggregate presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining and individual fund financial statements and schedules.

The City adopts an annual appropriated budget for each of its governmental funds, except the Paramount Parking Authority fund. A budgetary comparison statement has been provided for each governmental fund to demonstrate compliance with the budget.

The governmental fund financial statements and budgetary statements can be found on pages 14 through 19 of this report.

Proprietary funds. The City maintains two different types of proprietary funds, enterprise and internal service funds. Enterprise funds are used to report the same functions presented as business type activities in the government-wide financial statements. The City uses an enterprise fund to account for its water utility. Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses an internal service fund to account for its equipment replacement and maintenance. Because this service predominantly benefits governmental rather than business type functions, it has been included within governmental activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements (business type activities), only in more detail. Information is presented separately in the proprietary fund statement of net position and in the proprietary fund statement of revenues, expenses, and changes in fund net position for the Water fund, which is considered to be a major fund. The Equipment Replacement internal service fund is also presented in the proprietary fund financial statements.

The proprietary fund financial statements can be found on pages 20 through 22 of this report.

Fiduciary fund. The City maintains three fiduciary funds, which are the Redevelopment Obligation Retirement Private-Purpose Trust Fund and the Community Redevelopment Property Trust Fund, which are combined and reported as the Successor Agency for the Paramount Redevelopment Agency, and the Agency Fund. These funds are used to account for situations where the City's role is purely custodial. They are not reflected in the government-wide financial statements because the resources of these funds are not available to support the City's own programs.

The fiduciary fund financial statements can be found on pages 23 through 24.

Notes to basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 25 through 52 of this report.

Required Supplementary Information. This section provides schedules on the City's net pension liability and related contributions for the City's pension program – Miscellaneous Plan of the California Public Employees Retirement System and schedule of changes in the net other post-employment liability and related ratios and schedule of contributions for the other post-employment benefit plan which can be found on pages 54 through 55.

Supplementary information. The combining financial statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information. Individual fund financial schedules for non-major governmental funds and statements of changes in assets and liabilities for agency funds are located in this section as well. Combining and individual fund statements and schedules can be found on pages 60 through 90 of this report.

Government-wide Financial Analysis

The following table presents a summarization of the City's assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position for its governmental and business type activities. As noted earlier, a government's net position may serve over time as a useful indicator of its financial position.

City of Paramount - Summary of Net Position
June 30, 2020 and 2019

	Governmental Activities		Business-Type Activities		Total	
	2020	2019	2020	2019	2020	2019
Current and other assets	\$ 32,233,011	\$ 30,302,044	\$ 12,886,867	\$ 12,706,136	\$ 45,119,878	\$ 43,008,180
Capital assets, net	72,912,431	75,698,896	20,386,350	20,795,517	93,298,781	96,494,413
Total assets	105,145,442	106,000,940	33,273,217	33,501,653	138,418,659	139,502,593
Deferred outflows of resources	6,361,206	5,157,754	848,764	692,139	7,209,970	5,849,893
Current liabilities	4,006,087	3,636,025	1,171,645	849,420	5,177,732	4,485,445
Long-term liabilities	31,342,025	30,526,917	15,167,226	15,331,698	46,509,251	45,858,615
Total liabilities	35,348,112	34,162,942	16,338,871	16,181,118	51,686,983	50,344,060
Deferred inflows of resources	2,932,713	1,375,799	393,373	180,756	3,326,086	1,556,555
Net position						
Net investment in capital assets	72,665,264	75,437,457	16,132,664	16,275,296	88,797,928	91,712,753
Restricted	6,161,908	5,553,952	-	-	6,161,908	5,553,952
Unrestricted	(5,601,349)	(5,371,456)	1,257,073	1,556,622	(4,344,276)	(3,814,834)
Total net position	\$ 73,225,823	\$ 75,619,953	\$ 17,389,737	\$ 17,831,918	\$ 90,615,560	\$ 93,451,871

The City's total assets decreased from \$139,502,593 to \$138,418,659 in the fiscal year and the City's total liabilities increased from \$50,344,060 to \$51,686,983. Pension and Other Post-Employment Benefits (OPEB) related deferred outflows of resources increased from \$5,849,893 to \$7,209,970 and deferred inflows of resources increased from \$1,556,555 to \$3,326,086. For further information, please refer to Footnote # 4. As a whole, the City's assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$90,615,560 at June 30, 2020, a decrease of \$2,836,311 from the prior year, primarily due to increase in liabilities and offset by the increase in deferred outflows of resources related to pension and OPEB obligations.

Governmental activities. The following condensed summary of activities of the City's governmental activities for the year ended June 30, 2020 shows total net position equal to \$73,225,823 or \$2,394,130 less than the prior year. The decrease is primarily the result of revenue not keeping up with expenses.

Business-type activities. Business-type activities' net position decreased from \$17,831,918 to \$17,389,737. Total revenues and transfers in decreased \$336,563 and there was an increase in expenses totaling \$384,278.

City of Paramount - Summary of Changes in Net Position
Year Ended June 30, 2020 and 2019

	Governmental Activities		Business-Type Activities		Total	
	2020	2019	2020	2019	2020	2019
Program revenues						
Charges for services	\$ 1,270,761	\$ 1,700,282	\$ 7,589,241	\$ 7,750,500	\$ 8,860,002	\$ 9,450,782
Operating contributions and grants	8,100,026	7,971,987	-	-	8,100,026	7,971,987
Capital contributions and grants	3,524,293	3,252,151	-	166,689	3,524,293	3,418,840
General revenues						
Sales tax	8,265,394	8,449,883	-	-	8,265,394	8,449,883
Utility user's tax	3,484,876	3,735,391	-	-	3,484,876	3,735,391
Property tax	2,563,106	2,341,486	-	-	2,563,106	2,341,486
Other taxes	2,779,117	2,806,432	-	-	2,779,117	2,806,432
Investment earnings	320,851	362,253	90,318	100,630	411,169	462,883
Motor vehicle license fee	6,915,240	6,355,849	-	-	6,915,240	6,355,849
Other revenue	505,206	555,587	50,883	54,798	556,089	610,385
Total revenues	37,728,870	37,531,301	7,730,442	8,072,617	45,459,312	45,603,918
Program Expenses						
General government	7,357,400	7,088,630	-	-	7,357,400	7,088,630
Community development	2,405,848	1,926,054	-	-	2,405,848	1,926,054
Public safety	12,179,427	11,862,334	-	-	12,179,427	11,862,334
Community services & recreation	6,121,450	6,413,969	-	-	6,121,450	6,413,969
Public works	12,053,263	10,440,155	-	-	12,053,263	10,440,155
Water	-	-	8,178,235	7,793,957	8,178,235	7,793,957
Total expenses	40,117,388	37,731,142	8,178,235	7,793,957	48,295,623	45,525,099
Excess (deficiency) before contributions, special and extraordinary items & transfers	(2,388,518)	(199,841)	(447,793)	278,660	(2,836,311)	78,819
Transfers	(5,612)	-	5,612	-	-	-
Change in net position	(2,394,130)	(199,841)	(442,181)	278,660	(2,836,311)	78,819
Net position, beginning of year	75,619,953	75,819,794	17,831,918	17,553,258	93,451,871	93,373,052
Net position, end of year	\$ 73,225,823	\$ 75,619,953	\$ 17,389,737	\$ 17,831,918	\$ 90,615,560	\$ 93,451,871

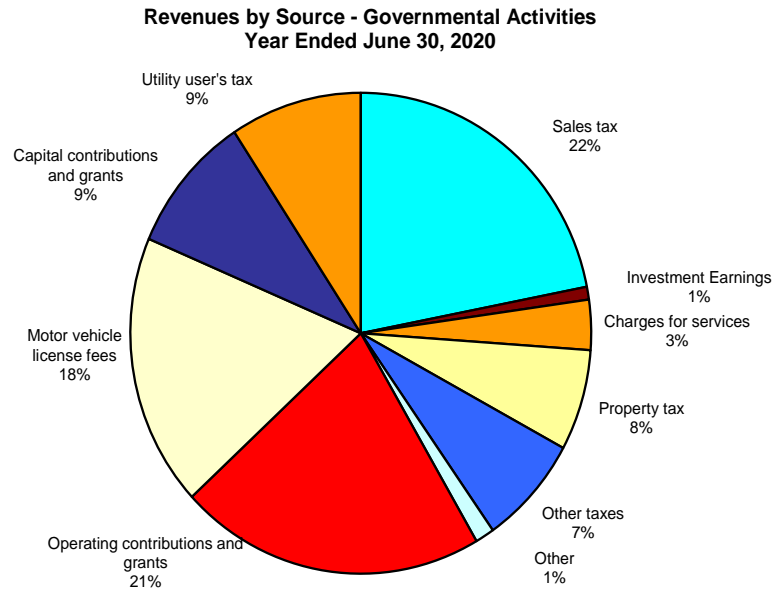
Revenues

- The decrease in charges for services in the amount of \$590,780 is mainly due to a decrease in new development activities in the City as a result of the COVID-19 pandemic.
- The increase in operating contributions and grants of \$128,039 is primarily due additional grants received during the fiscal year.
- Sales tax revenues decreased a total of \$184,489 in FY 2020 mainly related to a decrease in sales tax generated in the City as a result of COVID-19 pandemic.

Expenses

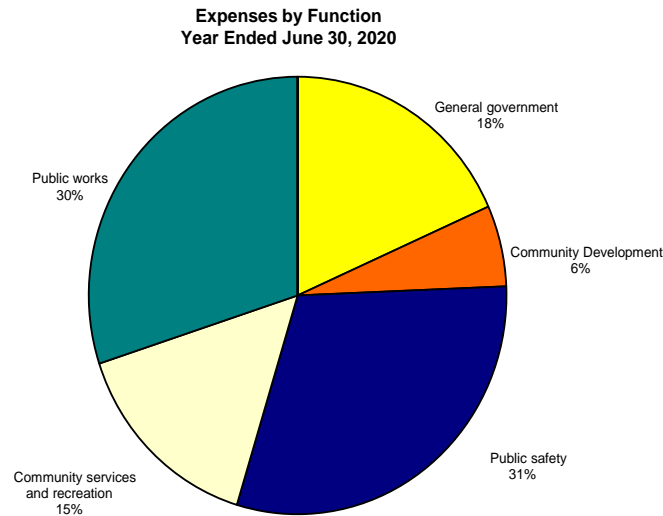
- The increase in general government of \$268,770 is mainly the result of election costs and mitigation efforts related to COVID-19 pandemic.
- The increase in community development of \$479,794 is mainly related to general plan amendment project costs.
- The increase in public safety of \$317,093 is mainly related to Sheriff's services.
- The decrease in community services and recreation of \$292,519 is mainly related to personnel savings related to COVID-19 pandemic and lower expenditures in the afterschool program funded by After School Education and Safety (ASES).
- The increase in public works of \$1,613,108 is mainly related to increase in capital projects done during the fiscal year.

- The increase in water expenses of \$384,278 is mainly related to increases in water administration and production costs and other operational costs.



Key elements of this year's summary of activities are as follows:

- The major revenue sources were sales tax, motor vehicle license fees, and various operating contributions and grants.
- In the operating contributions and grants category, the City received a few significant grant sources including:
 - \$2,066,589 After School Education and Safety Grant for the Success Through Academics and Recreation (S.T.A.R.) Program
 - \$1,107,663 Proposition A Transit Tax
 - \$1,263,165 State Gas Tax
 - \$970,793 SB1 Road Maintenance & Rehabilitation Account
 - \$911,396 Proposition C Transit Tax
 - \$764,187 Measure M
 - \$759,557 Community Development Block Grant
 - \$688,196 Measure R Transit Tax



- The top three expense activities were Public Safety 31%, Public Works 30% and General Government at 18%.

Financial Analysis of the City's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$27,148,419, an increase of \$1,542,074 in comparison with the prior year. The increase was primarily related to the surplus in the general fund and accumulation of various grant funds that will be expended in future years. Approximately 47% of the ending balance, \$12,798,092, is unassigned fund balance, which is available for spending at the government's discretion. The remainder of the fund balance is classified as follows to indicate the level of constraint. Approximately 1% or \$299,648 consists of non-spendable fund balances for land held for resale (\$236,544) and prepaids/deposits (\$63,104); approximately 27% or \$7,237,049 consists of the restricted fund balances of various grants and fees (\$5,971,783) and the Paramount Housing Authority (\$1,265,266); approximately 5% or \$1,394,450 consists of committed fund balances for Public Art (\$335,632), Storm Drain (\$411,912) and General Plan (\$646,906); and approximately 20% or \$5,419,180 consists of assigned fund balances for Capital Projects (\$2,054,444), PERS reserve (\$2,014,500), Bond Proceeds & Settlements (\$746,580), COVID reserve (\$323,657), Paramount Education Partnership reserve (\$250,000) and self-insurance (\$30,000).

The General Fund is the chief operating fund of the City of Paramount. At the end of the current fiscal year, the unassigned fund balance of the General Fund was \$12,798,092, while total fund balance reached \$18,516,920. As a measure of the General Fund's liquidity, it may be useful to compare both the unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents about 47% of total General Fund expenditures, while total fund balance represents 68% of that same amount.

An unexpected surplus in the City's General Fund led to an increase in total fund balance of \$568,800 during the current year. This increased assigned fund balances including COVID Reserve of \$323,657, Capital Improvement Project Reserve of \$323,657 and Settlement Reserve of \$158,346, which was offset by a decrease in the nonspendable fund balance in prepaids/deposits of \$236,800.

The Other Grants Fund has a fund balance of \$276,567 or \$102,950 less than prior year. During FY 2020, we used the accumulated grants allocation from previous years for the current fiscal year projects.

Proprietary funds. The City's proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the City's Water Utility operations at the end of the year amounted to \$1,257,073 or \$299,549 less than the prior year. The decrease is mainly due to the higher cost of water production and distribution.

General Fund Budgetary Highlights

Following is a summary of budgetary changes and actual results for General Fund, revenues, expenditures, and other financing sources (uses):

**City of Paramount - General Fund Budgetary Summary
Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2020**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Revenues				
Taxes	\$ 16,586,650	\$ 15,479,100	\$ 17,092,493	\$ 1,613,393
Intergovernmental revenues	6,345,900	6,915,200	6,915,240	40
Other revenues	3,924,850	3,136,850	3,690,737	553,887
Total revenues	26,857,400	25,531,150	27,698,470	2,167,320
Expenditures				
Operations	27,184,650	27,712,400	26,614,445	1,097,955
Capital outlay	680,500	679,650	612,772	66,878
Total expenditures	27,865,150	28,392,050	27,227,217	1,164,833
Excess (deficiency) of revenues over (under) expenditures	(1,007,750)	(2,860,900)	471,253	3,332,153
Other Financing Sources (Uses)				
Capital lease	97,550	97,550	97,547	(3)
Total other financing sources (uses)	97,550	97,550	97,547	(3)
Net change in fund balances	(910,200)	(2,763,350)	568,800	3,332,150
Fund balance - July 1	17,948,150	17,948,150	17,948,120	(30)
Fund balance - June 30	\$ 17,037,950	\$ 15,184,800	\$ 18,516,920	\$ 3,332,120

Changes between the Original Budget and the Final Budget

On the revenue side, there was a decrease of \$1,326,250 between the original budget and the final amended budget. The main portion of the decrease was related to lower revenue projection for sales tax (\$635,000), utility user tax (\$295,500), licenses and permits (\$220,700) and other revenue (\$391,400) offset by an increase in grants. On the other hand, there was an increase of \$527,750 in appropriations for operations and \$850 in capital improvement. In both cases, the change represents adjustments made across all operating departments and capital improvement projects during the midyear and final budget reviews.

Variance with the Final Budget

Overall, actual revenues came in \$2,167,320 higher than the final amended amounts. On the expenditure side, there was an overall decrease totaling \$1,164,833 which mainly represents cost savings across all of the operating departments.

Capital Asset and Debt Administration

Capital assets. The City's investment in capital assets for its governmental and business-type activities as of June 30, 2020 amounted to \$93,298,781 (net of accumulated depreciation). This investment includes land, buildings and improvements, machinery and equipment, park facilities, construction in progress, water mains, water distribution equipment, and infrastructure.

Significant capital improvements events during the year included the construction of various street and sidewalk improvements and various parks and facilities improvements.

City of Paramount - Capital Assets (Net of Accumulated Depreciation) June 30, 2019 and 2020

	Governmental Activities		Business-Type Activities		Total	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Land	\$ 14,849,080	\$ 14,849,080	\$ 2,270,763	\$ 2,270,763	\$ 17,119,843	\$ 17,119,843
Construction in progress	4,299,183	4,708,569	2,443,940	2,212,107	6,743,123	6,920,676
Land improvements	7,779,342	8,644,785	-	-	7,779,342	8,644,785
Building and improvements	7,200,841	7,483,055	6,207,601	6,513,004	13,408,442	13,996,059
Machinery and equipment	1,275,294	1,520,368	1,508,375	1,489,300	2,783,669	3,009,668
Infrastructure	37,508,691	38,493,039	7,955,671	8,310,343	45,464,362	46,803,382
Total	\$ 72,912,431	\$ 75,698,896	\$ 20,386,350	\$ 20,795,517	\$ 93,298,781	\$ 96,494,413

Additional information on the City's capital assets can be found in Note 8 of the Notes to Basic Financial Statements.

Long-term liabilities. At the end of the current fiscal year, the City of Paramount had total liabilities outstanding of \$45,858,615. Of this amount, \$15,331,698 is a liability of the Business-Type Activity.

City of Paramount - Outstanding Liabilities June 30, 2020 and 2019

	Governmental Activities		Business-Type Activities		Total	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Notes payable from direct borrowing and direct placements	\$ -	\$ -	\$ 10,860,410	\$ 11,158,240	\$ 10,860,410	\$ 11,158,240
Capital leases	247,167	261,439	93,274	61,981	340,441	323,420
Net OPEB liability	9,321,929	10,806,246	1,262,954	1,470,427	10,584,883	12,276,673
Net pension liability	21,051,749	18,788,122	2,874,885	2,573,025	23,926,634	21,361,147
Employee leave payable	721,180	671,110	75,703	68,025	796,883	739,135
Total	\$ 31,342,025	\$ 30,526,917	\$ 15,167,226	\$ 15,331,698	\$ 46,509,251	\$ 45,858,615

The City's total liabilities had a net increase of \$650,636 during the current fiscal year, largely due to the increase in net pension liability and net OPEB liability.

State statutes limit the amount of general obligation debt a governmental entity may issue to 15 percent of its total assessed valuation. The current debt limitation for the City is \$149,971,689 based on the assessed value

of all real and personal property of the City, all of which is excess because the City has no outstanding general obligation debt.

Additional information on the City's long-term debt can be found in Note 6 of the Notes to Basic Financial Statements.

Economic Factors and Next Year's Budget

On March 11, 2020, the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of businesses and shelter in place orders for all but those individuals who provide essential services. While the business disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings, shelter in place orders, and the long term economic impact to our society. In preparation for this, we budgeted for a significant deficit in the General Fund as a result of potential and expected decreases in various revenue sources such as sales tax, business license tax, fees, etc. We are very happy to report that, while there was a decrease in revenues, fortunately, our conservative and fiscally responsible spending habits have allowed us to once again weather a financial crisis for this budget year.

The City prides itself on providing high-quality local services for its residents. Additionally, the City is committed to transparent, responsible budgetary and financial practices. This strategy has allowed for the continued provision of critical services. Unfortunately, the effort to maintain the high level of services for our residents remains challenging due to the increase in costs for providing such services coupled with the slow pace of economic recovery and on-going loss of property tax revenue that we previously received from the former Paramount Redevelopment Agency for capital projects and other critical infrastructure needs. To address this situation, which was fast approaching a structural deficit, a Public Safety and Essential City Services Measure was put before Paramount voters in March 2020 providing a three-quarter-cent sales tax increase. The measure was approved overwhelmingly by Paramount voters.

This local funding measure requires strict accountability and will be subject to independent financial audits. By law, no money can be taken away by the State or the County. Previously, Paramount received one tenth of the revenues collected from the 9.5% sales tax – the rest went to the State and County. Since the extra three-quarter-cent increase was approved by voters in March, 100% of that will stay in Paramount, ensuring that taxpayer dollars are used effectively for City programs and services. The City also works intensely and steadily to attract new retail establishments to increase its tax base and improve quality of life, with a recent string of successes including a number of eatery openings.

In 2019 and 2020, the City of Paramount achieved Tree City USA status by meeting four core standards of sound urban forestry management established by the Arbor Day Foundation and the National Association of State Foresters. These standards were established to ensure that every qualifying community would have a viable tree management program and that no community would be excluded because of size.

In addition, we are proud to have received the Beacon Spotlight Award for Sustainability Best Practices given by the Institute for Local Government. We gained our first in 2018 at the Silver level, in 2019 at the Gold level, and in 2020 at Platinum. This year we also received a Gold Spotlight Award for an 18% Community Greenhouse Gas Reduction.

Request for Information

This financial report is designed to provide a general overview of the financial position of the City of Paramount for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Finance Department, 16400 Colorado Avenue, Paramount, CA 90723.

City of Paramount
Statement of Net Position
June 30, 2020

	Governmental	Business-Type	
	Activities	Activities	Total
ASSETS			
Cash and investments	\$ 26,707,313	\$ 11,902,916	\$ 38,610,229
Receivables:			
Accounts	3,623,730	722,024	4,345,754
Interest	71,100	15,271	86,371
Notes (net)	583,722	-	583,722
Prepaid expenses and deposits	63,104	19,492	82,596
Inventories	-	227,164	227,164
Land held for resale	1,184,042	-	1,184,042
Capital assets			
Not being depreciated:			
Land and water rights	14,849,080	2,270,763	17,119,843
Construction in progress	4,299,183	2,443,940	6,743,123
Being depreciated, net of accumulated depreciation:			
Property and equipment	793,483	139,038	932,521
Buildings and land improvements	14,980,183	6,207,601	21,187,784
Water mains	-	7,955,671	7,955,671
Water distribution equipment	-	1,187,630	1,187,630
Vehicles	481,811	181,707	663,518
Infrastructure	37,508,691	-	37,508,691
Total assets	<u>105,145,442</u>	<u>33,273,217</u>	<u>138,418,659</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows-pensions	5,289,217	701,753	5,990,970
Deferred outflows-OPEB	1,071,989	147,011	1,219,000
Total deferred outflows of resources	<u>6,361,206</u>	<u>848,764</u>	<u>7,209,970</u>
LIABILITIES			
Accounts payable	3,882,658	759,616	4,642,274
Due to other governmental agencies	20,632	-	20,632
Accrued interest payable	-	142,138	142,138
Deposits payable	102,797	269,891	372,688
Long term liabilities:			
Due within one year	164,916	339,984	504,900
Due in more than one year	803,431	10,689,403	11,492,834
Net OPEB liability	9,321,929	1,262,954	10,584,883
Net pension liability	21,051,749	2,874,885	23,926,634
Total liabilities	<u>35,348,112</u>	<u>16,338,871</u>	<u>51,686,983</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows-pensions	1,442,709	189,035	1,631,744
Deferred inflows-OPEB	1,490,004	204,338	1,694,342
Total deferred inflows of resources	<u>2,932,713</u>	<u>393,373</u>	<u>3,326,086</u>
NET POSITION			
Net investment in capital assets	72,665,264	16,132,664	88,797,928
Restricted for:			
Community development	3,178,348	-	3,178,348
Community services & recreation	462,514	-	462,514
Public works	2,521,046	-	2,521,046
Unrestricted	(5,601,349)	1,257,073	(4,344,276)
Total net position	<u>\$ 73,225,823</u>	<u>\$ 17,389,737</u>	<u>\$ 90,615,560</u>

See accompanying notes to basic financial statements.

City of Paramount
Statement of Activities
For the Year Ended June 30, 2020

Functions/Programs	Expenses	Program Revenues			Net Revenue (Expense) and Change in Net Position		
		Charges for Services	Operating Contributions and Grants	Capital Contributions and Grants	Governmental Activities	Business-Type Activities	Total
GOVERNMENTAL ACTIVITIES:							
General government	\$ 7,357,400	\$ 222,426	\$ 1,357,964	\$ -	\$ (5,777,010)	\$ -	\$ (5,777,010)
Community development	2,405,848	229,201	229,153	-	(1,947,494)	-	(1,947,494)
Public safety	12,179,427	107,691	1,685,831	-	(10,385,905)	-	(10,385,905)
Community services and recreation	6,121,450	96,963	2,952,707	21,355	(3,050,425)	-	(3,050,425)
Public works	12,053,263	614,480	1,874,371	3,502,938	(6,061,474)	-	(6,061,474)
Total governmental activities	40,117,388	1,270,761	8,100,026	3,524,293	(27,222,308)	-	(27,222,308)
BUSINESS-TYPE ACTIVITIES:							
Water	8,178,235	7,589,241	-	-	-	(588,994)	(588,994)
Total primary government	\$ 48,295,623	\$ 8,860,002	\$ 8,100,026	\$ 3,524,293	(27,222,308)	(588,994)	(27,811,302)
GENERAL REVENUES:							
Taxes:							
					8,265,394	-	8,265,394
					3,484,876	-	3,484,876
					1,885,967	-	1,885,967
					2,563,106	-	2,563,106
					893,150	-	893,150
					320,851	90,318	411,169
					6,915,240	-	6,915,240
					505,206	50,883	556,089
					(5,612)	5,612	-
					24,828,178	146,813	24,974,991
					(2,394,130)	(442,181)	(2,836,311)
					75,619,953	17,831,918	93,451,871
					\$ 73,225,823	\$ 17,389,737	\$ 90,615,560

See accompanying notes to basic financial statements.

City of Paramount
Balance Sheet
Governmental Funds
June 30, 2020

		<u>Special Revenue</u>		
	<u>General</u>	<u>Other Grants</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and investments	\$ 17,814,087	\$ -	\$ 7,817,762	\$ 25,631,849
Accounts receivable	2,073,852	961,023	588,855	3,623,730
Interest receivable	46,283	644	21,132	68,059
Due from other funds	604,153	-	-	604,153
Prepaid expenditures and deposits	63,104	-	-	63,104
Notes receivable (net)	-	-	583,722	583,722
Land held for resale	236,544	-	947,498	1,184,042
Total assets	<u>\$ 20,838,023</u>	<u>\$ 961,667</u>	<u>\$ 9,958,969</u>	<u>\$ 31,758,659</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 2,197,674	\$ 292,655	\$ 1,392,329	\$ 3,882,658
Deposits payable	102,797	-	-	102,797
Due to other governmental agencies	20,632	-	-	20,632
Due to other funds	-	392,445	211,708	604,153
Total liabilities	<u>2,321,103</u>	<u>685,100</u>	<u>1,604,037</u>	<u>4,610,240</u>
Fund balances:				
Nonspendable	299,648	-	-	299,648
Restricted	-	276,567	6,960,482	7,237,049
Committed	-	-	1,394,450	1,394,450
Assigned	5,419,180	-	-	5,419,180
Unassigned	12,798,092	-	-	12,798,092
Total fund balances	<u>18,516,920</u>	<u>276,567</u>	<u>8,354,932</u>	<u>27,148,419</u>
Total liabilities and fund balances	<u>\$ 20,838,023</u>	<u>\$ 961,667</u>	<u>\$ 9,958,969</u>	<u>\$ 31,758,659</u>

See accompanying notes to basic financial statements.

City of Paramount
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2020

Fund Balances of Governmental Funds (page 14)	\$	27,148,419
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets of governmental activities are not current financial resources and, therefore, are not reported in the governmental funds.		71,549,277
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Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Capital leases		(247,167)
Compensated absences		(721,180)
Net OPEB liability		(9,321,929)
Net pension liability		(21,051,749)

Deferred outflows related to pensions		5,289,217
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Deferred outflows related to OPEB		1,071,989
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Deferred inflows related to pensions		(1,442,709)
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Deferred inflows related to OPEB		(1,490,004)
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Internal service funds are used by management to charge the costs of certain activities to individual funds. The assets and liabilities of the internal service funds are included in the Statement of Net Position.		2,441,659
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Net Position of Governmental Activities	\$	73,225,823
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See accompanying notes to basic financial statements.

City of Paramount
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2020

		<u>Special Revenue</u>		
	<u>General</u>	<u>Other Grants</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES				
Taxes	\$ 17,092,493	\$ -	\$ -	\$ 17,092,493
Licenses and permits	620,630	-	-	620,630
Fines and penalties	820,853	-	-	820,853
Interest and use of property	323,931	4,098	109,824	437,853
Intergovernmental revenues	6,915,240	839,912	8,798,636	16,553,788
Charges for services	344,028	-	246,572	590,600
Other revenues	1,581,295	-	12,527	1,593,822
Total revenues	<u>27,698,470</u>	<u>844,010</u>	<u>9,167,559</u>	<u>37,710,039</u>
EXPENDITURES				
Current:				
General government	6,264,392	-	415,210	6,679,602
Community development	1,609,230	-	346,220	1,955,450
Public safety	11,011,654	242,521	622,457	11,876,632
Community services and recreation	2,371,707	-	2,660,637	5,032,344
Public works	5,357,462	174,989	1,784,009	7,316,460
Capital outlay:				
Water	5,612	-	-	5,612
Streets, sidewalks and signals	237,361	493,095	2,141,889	2,872,345
Parks	195,301	21,355	14,000	230,656
Other	174,498	15,000	106,913	296,411
Total expenditures	<u>27,227,217</u>	<u>946,960</u>	<u>8,091,335</u>	<u>36,265,512</u>
Excess (deficiency) of revenues over (under) expenditures	<u>471,253</u>	<u>(102,950)</u>	<u>1,076,224</u>	<u>1,444,527</u>
OTHER FINANCING SOURCES (USES)				
Capital lease	97,547	-	-	97,547
Total other financing sources and uses	<u>97,547</u>	<u>-</u>	<u>-</u>	<u>97,547</u>
Net change in fund balances	568,800	(102,950)	1,076,224	1,542,074
Fund balances - July 1	17,948,120	379,517	7,278,708	25,606,345
Fund balances - June 30	<u>\$ 18,516,920</u>	<u>\$ 276,567</u>	<u>\$ 8,354,932</u>	<u>\$ 27,148,419</u>

See accompanying notes to basic financial statements.

City of Paramount
Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended June 30, 2020

Net Change in Fund Balances - Total Governmental Funds \$ 1,542,074

Amounts reported for governmental activities in the Statement of Activities differs from the amounts reported in the Statement of Revenues, Expenditures, and Changes in Fund Balances because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense or are allocated to the appropriate functional expense when the cost is below the capitalization threshold. This activity is reconciled as follows:

Cost of assets capitalized, net of disposals	3,110,964
Depreciation expense	(5,793,134)

The issuance of long-term debt (e.g., bonds, leases) provides current financial resources of governmental funds but has no effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Capital lease issued	(97,547)
Capital lease principal payment	111,819

Compensated absences expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. (50,070)

The net OPEB liability reported in the statement of activities does not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. This activity is reconciled as follows:

Net change in OPEB liability	1,484,317
Net change in deferred outflows of resources related to OPEB	106,637
Net change in deferred inflows of resources related to OPEB	(1,411,732)

The net pension liability reported in the statement of activities does not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. This activity is reconciled as follows:

Net change in pension liability	(2,263,627)
Net change in deferred outflows of resources related to pensions	1,096,815
Net change in deferred inflows of resources related to pensions	(145,182)

Internal service funds are used by management to charge the costs of certain activities to individual funds. The net revenue/(expense) of the internal service fund is reported as governmental activities.

(85,464)

Change in Net Position of Governmental Activities	\$ (2,394,130)
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See accompanying notes to basic financial statements.

City of Paramount
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
General Fund
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Taxes	\$ 16,586,650	\$ 15,479,100	\$ 17,092,493	\$ 1,613,393
Licenses and permits	761,000	540,300	620,630	80,330
Fines and penalties	852,600	733,800	820,853	87,053
Interest and use of property	227,350	298,750	323,931	25,181
Intergovernmental revenues	6,345,900	6,915,200	6,915,240	40
Charges for services	399,000	270,500	344,028	73,528
Other revenues	1,684,900	1,293,500	1,581,295	287,795
Total revenues	26,857,400	25,531,150	27,698,470	2,167,320
EXPENDITURES				
Current:				
General government	6,235,300	6,634,600	6,264,392	370,208
Planning	2,087,100	1,671,400	1,609,230	62,170
Public safety	11,483,000	11,237,350	11,011,654	225,696
Community services and recreation	2,420,550	2,521,950	2,371,707	150,243
Public works	4,958,700	5,647,100	5,357,462	289,638
Capital Outlay:				
Water	-	5,600	5,612	(12)
Streets, sidewalks and signals	297,500	238,000	237,361	639
Parks	180,000	195,350	195,301	49
Other	203,000	240,700	174,498	66,202
Total expenditures	27,865,150	28,392,050	27,227,217	1,164,833
Excess (deficiency) of revenues over (under) expenditures	(1,007,750)	(2,860,900)	471,253	3,332,153
OTHER FINANCING SOURCES (USES)				
Capital lease	97,550	97,550	97,547	(3)
Total other financing sources (uses)	97,550	97,550	97,547	(3)
Net change in fund balance	(910,200)	(2,763,350)	568,800	3,332,150
Fund balance - July 1	17,948,150	17,948,150	17,948,120	(30)
Fund balance - June 30	\$ 17,037,950	\$ 15,184,800	\$ 18,516,920	\$ 3,332,120

See accompanying notes to the basic financial statements.

City of Paramount
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Other Grants
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 1,000	\$ 1,000	\$ 4,098	\$ 3,098
Intergovernmental revenues	3,047,750	1,037,250	839,912	(197,338)
Total revenues	3,048,750	1,038,250	844,010	(194,240)
EXPENDITURES				
Current:				
Planning	390,000	-	-	-
Public safety	158,800	247,050	242,521	4,529
Public works	195,700	195,750	174,989	20,761
Capital Outlay:				
Streets, sidewalks and signals	2,219,700	521,450	493,095	28,355
Parks	250,000	165,000	21,355	143,645
Other	15,000	15,000	15,000	-
Total expenditures	3,229,200	1,144,250	946,960	197,290
Excess (deficiency) of revenues over (under) expenditures	(180,450)	(106,000)	(102,950)	3,050
Net change in fund balance	(180,450)	(106,000)	(102,950)	3,050
Fund balance - July 1	379,550	379,550	379,517	(33)
Fund balance - June 30	<u>\$ 199,100</u>	<u>\$ 273,550</u>	<u>\$ 276,567</u>	<u>\$ 3,017</u>

See accompanying notes to the basic financial statements.

City of Paramount
Statement of Net Position
Proprietary Funds
June 30, 2020

	Business-type Activities- Water Enterprise Fund	Governmental Activities- Internal Service Fund
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 11,902,916	\$ 1,075,464
Accounts receivable	722,024	-
Interest receivable	15,271	3,041
Prepaid items	19,492	-
Inventories	227,164	-
Total current assets	<u>12,886,867</u>	<u>1,078,505</u>
Noncurrent assets:		
Capital assets:		
Construction in progress	2,443,940	-
Land and water rights	2,270,763	-
Buildings and well improvements	10,863,475	2,243,969
Water mains	21,614,830	-
Water distribution equipment	6,953,290	-
Other water equipment	1,810,004	-
Furniture, machinery and equipment	466,224	669,763
Vehicles	634,206	546,216
Less accumulated depreciation	<u>(26,670,382)</u>	<u>(2,096,794)</u>
Total noncurrent assets	<u>20,386,350</u>	<u>1,363,154</u>
Total assets	<u>33,273,217</u>	<u>2,441,659</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows-OPEB	147,011	-
Deferred outflows-pensions	701,753	-
Total deferred outflows of resources	<u>848,764</u>	<u>-</u>
LIABILITIES		
Current liabilities:		
Accounts payable	759,616	-
Deposits payable	269,891	-
Interest payable	142,138	-
Current portion of employee leave payable	6,159	-
Current portion of lease payable	26,550	-
Current portion of notes payable	307,275	-
Total current liabilities	<u>1,511,629</u>	<u>-</u>
Noncurrent liabilities:		
Employee leave payable-long term portion	69,543	-
Capital lease-long term portion	66,724	-
Net OPEB obligation	1,262,954	-
Net pension liability	2,874,885	-
Notes payable-long term portion	10,553,136	-
Total noncurrent liabilities	<u>14,827,242</u>	<u>-</u>
Total liabilities	<u>16,338,871</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows-OPEB	204,338	-
Deferred inflows-pensions	189,035	-
Total deferred inflows of resources	<u>393,373</u>	<u>-</u>
NET POSITION		
Net investment in capital assets	16,132,664	1,363,154
Unrestricted	1,257,073	1,078,505
Total net position	<u>\$ 17,389,737</u>	<u>\$ 2,441,659</u>

See accompanying notes to the basic financial statements.

City of Paramount
Statement of Revenues, Expenses, and Changes in Fund Net Position
Proprietary Funds
For the Year Ended June 30, 2020

	Business-type Activities- Water Enterprise Fund	Governmental Activities- Internal Service Fund
OPERATING REVENUES		
Charges for services	\$ 7,589,241	\$ -
Other revenues	50,883	-
Total operating revenues	<u>7,640,124</u>	<u>-</u>
OPERATING EXPENSES		
Water commission	2,124	-
Water system administration	1,292,136	-
Water production	3,742,750	-
Water distribution	1,330,014	-
Water customer service	253,608	-
Water billing	428,819	-
Other operating expenses	81,107	-
Depreciation	812,120	104,295
Total operating expenses	<u>7,942,678</u>	<u>104,295</u>
Operating income/(loss)	<u>(302,554)</u>	<u>(104,295)</u>
NONOPERATING REVENUES (EXPENSES)		
Interest revenue	90,318	18,831
Interest expense	(235,557)	-
Total nonoperating revenue (expense)	<u>(145,239)</u>	<u>18,831</u>
Income/(loss) before capital contributions	<u>(447,793)</u>	<u>(85,464)</u>
Capital contribution from General Fund	<u>5,612</u>	<u>-</u>
Change in net position	(442,181)	(85,464)
Total net position - July 1	17,831,918	2,527,123
Total net position - June 30	<u>\$ 17,389,737</u>	<u>\$ 2,441,659</u>

See accompanying notes to the basic financial statements.

City of Paramount
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2020

	Business-type Activities- Water Enterprise Fund	Governmental Activities- Internal Service Fund
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers and users	\$ 7,575,970	\$ -
Payments to suppliers	(5,707,463)	-
Payments to employees	(949,358)	-
Other receipts	50,883	-
Net cash provided by operating activities	<u>970,032</u>	<u>-</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition/issuance of capital assets	(397,341)	-
Principal paid on capital debt	(266,535)	-
Interest paid on capital debt	(239,493)	-
Net cash (used) in capital and related financing activities	<u>(903,369)</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income	<u>103,137</u>	<u>20,402</u>
Increase in cash and cash equivalents	169,800	20,402
Cash and cash equivalents, July 1	11,733,116	1,055,062
Cash and cash equivalents, June 30	<u><u>\$ 11,902,916</u></u>	<u><u>\$ 1,075,464</u></u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) IN OPERATING ACTIVITIES		
Operating income (loss)	\$ (302,554)	\$ (104,295)
Adjustments to reconcile operating income (loss) to net cash provided (used) in operating activities:		
Depreciation expense	812,120	104,295
(Increase)/decrease in prepaid expense and deposits	(171)	-
(Increase)/decrease in inventory	(10,308)	-
(Increase)/decrease in accounts receivable	(13,271)	-
Increase/(decrease) in accounts payable and accrued liabilities	324,968	-
Increase/(decrease) in deposits payable	1,193	-
Increase/(decrease) in employee leave payable	7,676	-
Increase in pension liability and expense, deferred outflows, deferred inflows	174,957	-
Increase in OPEB liability and expense, deferred outflows, deferred inflows	(24,578)	-
Net cash provided by operating activities	<u><u>\$ 970,032</u></u>	<u><u>\$ -</u></u>
NONCASH CAPITAL ACTIVITIES:		
Contributions of capital assets from government	<u><u>\$ 5,612</u></u>	<u><u>\$ -</u></u>

See accompanying notes to the basic financial statements.

City of Paramount
Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2020

	Successor Agency for the Paramount Redevelopment Agency	City Agency Fund
ASSETS		
Current assets:		
Cash and investments	\$ 772,034	\$ 7,641
Restricted cash and investments	6,384,338	-
Interest receivable	18	-
Notes receivable	75	-
Prepaid insurance	27,500	-
Total current assets	<u>7,183,965</u>	<u>7,641</u>
Noncurrent assets:		
Capital assets:		
Buildings and building improvements	358,067	-
Infrastructure	4,277,466	-
Less accumulated depreciation	<u>(2,992,880)</u>	<u>-</u>
Total noncurrent assets	<u>1,642,653</u>	<u>-</u>
Total assets	<u>8,826,618</u>	<u>\$ 7,641</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred loss on refunding	<u>57,290</u>	<u>-</u>
LIABILITIES		
Current liabilities		
Deposits payable	-	\$ 7,641
Interest payable	455,229	-
Bond debt-current portion	<u>4,477,204</u>	<u>-</u>
Total current liabilities	<u>4,932,433</u>	<u>7,641</u>
Noncurrent liabilities:		
Bond debt-long term portion	28,463,835	-
Deferred pass through payments	<u>930,740</u>	<u>-</u>
Total noncurrent liabilities	<u>29,394,575</u>	<u>-</u>
Total liabilities	<u>34,327,008</u>	<u>\$ 7,641</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred gain on refunding	<u>316,235</u>	
NET POSITION (DEFICIT)		
Held in trust for other governments	<u>\$ (25,759,335)</u>	

See accompanying notes to the basic financial statements.

City of Paramount
Statement of Changes in Fiduciary Net Position
Fiduciary Fund
For the Year Ended June 30, 2020

	Successor Agency for the Paramount Redevelopment Agency
Additions:	
Taxes	\$ 5,967,048
Interest and use of property	39,899
Total additions	<u>6,006,947</u>
Deductions:	
Program expenses	500,000
Administrative expenses	250,000
Depreciation	203,013
Interest and fiscal agent expenses	1,239,324
Total deductions	<u>2,192,337</u>
Change in net position	3,814,610
Net position - July 1	<u>(29,573,945)</u>
Net position - June 30	<u><u>\$ (25,759,335)</u></u>

See accompanying notes to the basic financial statements.

City of Paramount, CA
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2020

(1) Summary of Significant Accounting Policies and Reporting Entity**A. Reporting Entity**

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

The accounting policies of the City conform to accounting principles generally accepted in the United States of America as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for governmental accounting and financial reporting principles.

The City serves as the primary government for several entities which are included in the accompanying basic financial statements as blended component units as the City is financially accountable for them and they are governed by a board composed of City Council members. The component units are included because of a significant financial relationship with the City. Additionally, the component units provide services entirely, or almost entirely, to the City or for the benefit of the City. Lastly, the City has responsibility for repayment of debt of the component units. A brief description of these related entities and the method of incorporating their financial information in the accompanying basic financial statements are summarized as follows:

- The Paramount Housing Authority (Housing Authority) was established in December of 1984 pursuant to Section 34200 et seq., of the Health and Safety Code of the State of California. The Housing Authority is governed by a board composed of City Council members. The City's management has the operational responsibility for the component unit. The primary purpose of the Housing Authority is to help provide affordable housing assistance to low and moderate income persons. Financial activity for this entity is included in a Special Revenue Fund of the accompanying basic financial statements. There is no separate financial report issued with respect to the Housing Authority.
- The Paramount Parking Authority (Parking Authority) was established in June of 1982 in accordance with the Parking Law of 1949 commencing with Section 32500 of the State of California Streets and Highway Code. The Parking Authority is governed by a board composed of City Council members. Additionally, the Parking Authority provides services entirely to the City. The primary purpose of the Parking Authority is to fund and develop parking facilities in the Central Business District and throughout the City. Financial activity for this entity is included in a Capital Projects Fund of the accompanying basic financial statements. There is no separate financial report issued with respect to the Parking Authority.
- The Paramount Industrial Development Authority (Development Authority) was established in February of 1982 in accordance with the California Industrial Development Financing Act, Title 10, commencing with Section 91500 of the State of California Government Code. The Development Authority is governed by a board composed of City Council members. The City's management has the operational responsibility for the component unit. The primary purpose of the Industrial Development Authority is to increase opportunities for useful employment and contribute to the economic growth of the community by providing an alternative method to finance industrial development. During the 2020 fiscal year, there was no financial activity for this entity.
- The Paramount Public Financing Authority (Financing Authority) was established in July of 1991 pursuant to Article 4 of Chapter 5 of Division 7 of Title 1 of the State of California Government Code. The Financing Authority is governed by a board composed of City Council members. Additionally, the Financing Authority provides services entirely to the City. The primary purpose of the Financing Authority is to purchase bonds issued by the Redevelopment Agency for financing and refinancing public capital improvements, working capital, liability and other insurance needs, or projects whenever there are significant public benefits, as determined by the Redevelopment Agency. On February 1, 2012 all redevelopment agencies in the State of California were dissolved and ceased to operate as legal entities.

B. New Accounting Pronouncements**Implemented during 2019-20****GASB Statement No. 95**

In May 2020, GASB issued Statement No. 95 - *Postponement of the Effective Dates of Certain Authority Guidance*. The objective of this Statement is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. The requirements of this Statement are effective immediately as they delayed the effective dates of several GASB Statements. The effective

dates listed in the Future Governmental Accounting Standards Board (GASB) Pronouncement section have been updated to reflect the postponed effective dates.

Effective in Future Accounting Periods

GASB Statement No. 84

In January 2017, GASB issued Statement No. 84 - *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement is effective for reporting periods beginning after December 15, 2019. The City has not determined the effect of this Statement.

GASB Statement No. 87

In June 2017, GASB issued Statement No. 87 – *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases; enhancing the comparability of financial statements between governments; and also enhancing the relevance, reliability (representational faithfulness), and consistency of information about the leasing activities of governments. This Statement is effective for reporting periods beginning after June 15, 2021. The City has not determined the effect of this Statement.

GASB Statement No. 89

In June 2018, GASB issued Statement No. 89 – *Accounting for Interest Cost Incurred before the End of a Construction Period*. The objectives of this Statement are (a) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (b) to simplify accounting for certain interest costs. This Statement is effective for reporting periods beginning after December 15, 2020. The City has not determined the effect of this Statement.

GASB Statement No. 90

In September 2018, GASB issued Statement No. 90 – *Majority Equity Interests, An Amendment of GASB Statements No. 14 and No. 61*. The objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The Statement is effective for reporting periods beginning after December 15, 2019. The City has not determined the effect of this Statement.

GASB Statement No. 91

In May 2019, GASB issued Statement No. 91 – *Conduit Debt Obligations*. The objective of this Statement is to provide a single method of reporting conduit debt obligations by issues and eliminate diversity in practice. The Statement is effective for reporting periods beginning after December 15, 2021. The City has not determined the effect of this Statement.

GASB Statement No. 92

In January 2020, the GASB issued Statement No. 92 - *Omnibus 2020*. The objectives of this Statement are to enhance comparability in accounting and financial reporting to improve the consistency of authoritative literature by addressing practices issues that have been identified during implementation and application of certain GASB Statements. The Statement is effective for reporting periods beginning after June 15, 2021. The City has not determined the effect of this Statement.

GASB Statement No. 93

In March 2020, the GASB issued Statement No. 93 - *Replacement of Interbank Offered Rates*. The objective of this Statement is to address the accounting and financial reporting implications that result from the replacement of an IBOR. The Statement is effective for reporting periods beginning after June 15, 2021. The City has not determined the effect of this Statement.

GASB Statement No. 94

In March 2020, the GASB issued Statement No. 94 - *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The objective of this Statement is improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). The Statement is effective for reporting periods beginning after June 15, 2022. The City has not determined the effect of this Statement.

GASB Statement No. 96

In May 2020, the GASB issued Statement No. 96 - *Subscription-based Information Technology Arrangements*. The objective of this Statement is to provide guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). The Statement is effective for reporting periods beginning after June 15, 2022. The City has not determined the effect of this Statement.

GASB Statement No.97

In June 2020, the GASB issued Statement No. 97 - *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – An Amendment of GASB Statement No.14 and No.84 and A Supersession of GASB Statement No.32*. The objective of this Statement is (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans. The Statement is effective for reporting periods beginning after June 15, 2021. The City has not determined the effect of this Statement.

C. Basis of Accounting

The term basis of accounting refers to the timing of when revenues and expenditures or expenses are recognized in the accounts and reported in the basic financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Government-Wide Financial Statements

The City's Government-Wide Financial Statements include a Statement of Net Position and a Statement of Activities. These statements include separate columns for the governmental and business-type activities for the City.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the City's assets, deferred outflows of resources, liabilities and deferred inflows of resources, including capital assets and infrastructure as well as long-term debt, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Additionally, the City allocates a portion of its indirect costs to individual functions. These indirect costs have been included as part of the program expenses reported for the various functional activities. The types of transactions reported as program revenues for the City are reported in three categories: 1) charges for services, 2) operating grants and contributions, and 3) capital contributions and grants. Charges for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Operating grants and contributions include revenues restricted to meeting the requirements of a particular operating function and may include state shared revenues and grants. Capital contributions and grants include revenues restricted to meeting the requirements of a particular capital function and may include grants and developer fees. Taxes and other items not properly included among program revenues are reported instead as general revenues.

In the Government-Wide financial statements net position is classified in the following categories:

Net Investment in Capital Assets

This category groups all capital assets, net of related debt, including infrastructure, into one component of net position. Accumulated depreciation on these assets also reduces this category.

Restricted Net Position

This category presents net position with external restrictions imposed by creditors, grantors, contributions or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position

This category represents the net position of the City that are not externally restricted for any project or other purpose.

Fiduciary activities are excluded from the government-wide financial statements as those resources are not available for the City's programs.

Certain eliminations have been made as prescribed by GASB Statement No. 34 and its related pronouncements with regards to inter-fund activities, payables, and receivables. Balances between the funds included in governmental activities (i.e., the governmental and internal service funds) are eliminated so that only the net amount is included as internal balances in the governmental activities column. Inter-fund services provided and used are not eliminated in the process of consolidation.

Governmental Fund Financial Statements

Governmental fund financial statements include a Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balances for all major governmental funds and aggregated non-major funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances as presented in these statements to the net position and changes in net position presented in the Government-Wide Financial Statements. The General Fund is the only governmental fund that met qualifications of GASB Statement No. 34 and is presented as a major fund. In addition, the City has chosen to present one additional fund, the Other Grants Fund, as part of the GASB Statement No. 34.

All governmental funds are accounted for on a "current financial resources" measurement focus and the modified accrual basis of accounting. The Statement of Revenues, Expenditures and Changes in Fund Balances present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balances. Revenues are recognized in the accounting period in which they become susceptible to accrual, that is, when they become both measurable and available to finance expenditures of the current period. "Measurable" means that the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. In general, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. On the other hand, for granting/reimbursable programs, the City considers revenues to be available if they are collected within 12 months of the end of the current fiscal year due to the extended nature of the reimbursement process. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, sales taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period to the extent they are measurable and available. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items, with the exception of grants, are considered to be measurable and available only when cash is received by the government.

The City reports the following major governmental funds:

General Fund

The General Fund is the government's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund.

Other Grants Fund

The Other Grants Fund is used to account for various operational and capital improvement grants that are either small in size or available for a limited time. The revenues are comprised of federal, state, county and private grants that are restricted as to their purpose.

Proprietary Funds

Proprietary funds follow the economic resources measurement of focus and the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred. Accordingly, all assets, deferred outflows of resources, all liabilities (whether current or non-current) and deferred inflows of resources associated with their activity are included on their statement of net position. Their reported fund equity is presented as total net position. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations, such as charges for water services. The principal operating revenues of the City's internal service fund are charges to other funds for services rendered. Operating expenses for the internal service fund include the cost of materials and supplies, maintenance of capital assets and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The Water Enterprise Fund, which is the City's only major proprietary fund, is used to account for the activities of the City-owned water utility which provides service to approximately 7,700 accounts.

The City's internal service fund is presented in the proprietary funds financial statements and is used to finance and account for goods and services provided by one City department to other City departments including the purchase and maintenance of vehicles and equipment. Because the principal users of the internal services are the City's governmental activities, the financial statements of the internal service funds are included in the governmental activities column when presented in the government-wide financial statements. To the extent possible, the cost of these services is reported in the appropriate functional activity (general government, community development, public safety, etc.).

D. Description of Funds

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for in a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The various funds are grouped into three broad fund categories with sub-account groups as follows:

GOVERNMENTAL FUND TYPES:

General Fund

The General Fund is used to account for all revenues and activities financed by the City except those required to be accounted for in another fund.

Special Revenue Funds

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed for specified purposes other than debt service or capital projects.

Capital Projects Funds

The Capital Projects Funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition, or construction of capital facilities and other capital assets.

PROPRIETARY FUND TYPES:

Enterprise Fund

The Enterprise Fund is used to account for operations that are financed in a manner similar to a private business enterprise where the intent of the City is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Internal Service Fund

The Internal Service Fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies. The Equipment Replacement Fund is included under this category to account for the timely replacement of the vehicles and major equipment used by general government departments on a regular basis.

FIDUCIARY FUND TYPE:

City Agency Fund

The City Agency Fund is used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations and other governments. The City Agency Fund is custodial in nature (assets equal liabilities) and does not have a spending or financial flow measurement focus. The majority of this fund relates to the delinquent trash assessments collected from the County on behalf of CalMet Services Incorporated. The Agency Fund is not included in the government wide financial statements.

Private-Purpose Trust Funds

The Private-Purpose Trust Funds are used to account for assets held by the City in a trustee capacity to pay enforceable obligations of the former Paramount Redevelopment Agency and to account for property held by the Successor Agency for the Paramount Redevelopment Agency until its disposal through sale or transfer [Note 14]. The Private-Purpose Trust Funds are not included in the government-wide statements.

E. Fund Balance

Fund balance is classified in accordance with GASB issued Statement No. 54, which classifies fund balance into five different components. The components are nonspendable, restricted, committed, assigned and unassigned.

- Nonspendable resources are not in spendable form or required to be maintained intact such as an endowment.

- Restricted resources are subject to externally enforceable legal restrictions or imposed by law through constitutional provisions or enabling legislation.
- Committed resources are constrained to specific purposes by a formal action of the City Council, the highest level of decision-making authority for the City, such as a resolution. The constraint remains binding unless removed in the same formal manner by the City Council. Council action to commit fund balance must occur within the fiscal reporting period while the amount committed may be determined subsequently.
- Assigned resources are constrained, by the City's intent, to be used for specific purposes but are neither restricted nor committed. The City's Fund Balance Policy delegates to the Finance Director the authority to assign unrestricted fund balance amounts where the City's intent is for those amounts to be used for specific purposes. This delegation of authority is for the sole purpose of reporting these amounts in the annual financial statements.
- Unassigned within the General Fund are the residual resources, either positive or negative, in excess of what can be properly classified in one of the other four fund balance categories. This also includes the negative residual resources in excess of what can be properly classified as nonspendable, restricted, or committed within all other governmental funds.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) fund balances are available, the City's policy is to first apply restricted fund balance. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, the City's policy is to first apply committed fund balance. It is at the discretion of the Council's designee to then apply the remaining expenditures to assigned or unassigned fund balance.

F. Land Held for Resale

Land Held for Resale primarily represents assets acquired in the redevelopment process and recorded at the lower of historical cost or estimated net realizable value. The major portion represents land and improvements owned by the City to further the redevelopment plan. When these properties are resold, any gain or loss on sale will be recognized as transactions are completed.

G. Capital Assets

Capital assets, which include land, land improvements, buildings and improvements, fine art, computer equipment, vehicles and other equipment, are reported in the Government-Wide Financial Statements. In accordance with the provisions of GAAP, infrastructure assets related to governmental activities are reflected in the basic financial statements. Capital assets are defined by the City as fine art, computer equipment, vehicles, other equipment and intangible assets (i.e. software) with an initial individual cost of more than \$5,000; and land, land improvements, buildings and improvements, and infrastructure with costs of more than \$50,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated or annexed capital assets are recorded at estimated acquisition value at the date of donation or annexation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Depreciation is recorded in the Government-Wide Financial Statements on a straight-line basis over the useful life of the assets as follows:

Land Improvements	20 years
Buildings and Improvements	10 – 50 years
Fine Art	20 years
Computer Equipment	5 years
Vehicles	6 – 7 years
Other Equipment	3 – 20 years
Infrastructure	15 – 100 years

H. Budgets and Budgetary Accounting

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. An annual budget for all governmental and proprietary funds is adopted by the City Council to provide guidance for the general operation of the City. Such budgets include estimated revenues and authorized appropriations for all governmental and proprietary funds, except for the Paramount Parking Authority fund. The annual budget is generally adopted in summary form by City Council resolution in July of each year. The resolution sets a combined appropriation of all funds for the operation of the component units.
2. The level of budgetary control over appropriations is at the activity level (i.e. General Government, Public Safety and Public Works). The City Manager may transfer appropriations within an activity, and he may transfer appropriations within a fund without City Council approval, provided the total appropriation at the activity level and the fund level does not change. Budgetary changes, including supplemental appropriations or appropriation reductions, are made by the City Council at a midyear budget review and at a year-end budget review. Expenditures may not exceed budgeted appropriations at the activity level.
3. The budget is formally integrated into the accounting system and employed as a management control device during the year for all funds.

4. Budgets for the governmental fund types are adopted on a basis consistent with generally accepted accounting principles (GAAP). The modified accrual basis of accounting is employed in the preparation of the budget. Unencumbered budget appropriations lapse at the end of the fiscal year.
5. Under the California Constitution Article XIII B (commonly referred to as the Gann Appropriations Limitation), the City is restricted as to the amount of its annual appropriations. If proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or refunded to the taxpayers through revised tax rates or revised fee schedules. For the fiscal year ending June 30, 2020, appropriations subject to this limit were below the maximum allowed.
6. In the fund level of the Special Revenue Funds, expenditures in the Traffic Safety and Public Access Fee funds exceeded budget estimates by \$1,751 and \$4,243 respectively. In the activity level of the Traffic Safety fund, expenditure exceeded budget estimates in public safety by \$1,751; in the Public Access Fee fund, expenditure exceeded budget estimates in other capital outlay by \$4,812. The actual expenditures were higher than expected.

I. Compensated Absences

Compensated absences (unpaid vacation, sick leave and compensatory time) are recorded as expenditures in the fiscal year due and payable. For governmental activities, compensated absences are generally liquidated by the General Fund and for business-type activities, compensated absences are liquidated by the Water Enterprise fund. The liability associated with these benefits is reported in the government-wide statements.

J. Cash and Cash Equivalents

The City considers all cash and investments as being highly liquid as cash is pooled for investment purposes with other funds of the City.

K. Restricted Cash and Investments

Provisions of the City's trust agreements related to the Successor Agency's tax allocation bonds require that certain restricted investment accounts be established. These accounts are held by the fiscal agent and include funds for payment of principal and interest.

L. Cash and Investments

Cash and investments at year-end are stated at fair value. Cash and investments consisted of cash in demand deposit accounts, investments in the State Treasurer's Local Agency Investment Fund and U.S. Treasury Notes.

Governmental Accounting Standards Board (GASB) Statement No. 72, Fair Value Measurements and Applications, provides framework for measuring fair value. The framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value with Level 1 given the highest priority and Level 3 the lowest priority. The three levels of the fair value hierarchy are as follows:

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the organization has the ability to access at the measurement date.

Level 2 inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. Level 2 inputs include the following:

- A. Quoted prices for similar assets or liabilities inactive markets.
- B. Quoted prices for identical or similar assets or liabilities in markets that is not active.
- C. Inputs other than quoted prices that are observable for the asset or liability (for example, interest rates and yield curves observable at commonly quoted intervals, volatilities, prepayment speeds, loss severities, credit risks, and default rates).
- D. Inputs that are derived principally from or corroborated by observable market data by correlation or other means (market-corroborated inputs).

Level 3 inputs are unobservable inputs for the asset or liability.

M. Inventories

Inventory in the Water Enterprise Fund consists principally of maintenance parts and miscellaneous supplies. The inventory is valued at cost on a first-in, first-out basis and is accounted for using the consumption method.

N. Property Tax Revenues

The County of Los Angeles levies property taxes on behalf of the City.

Property tax revenues are calculated annually in accordance with the Tax Equity Allocation (TEA) formula specified in Revenue and Taxation Code Section 97.35. Secured property taxes are levied against real property and are due and payable in two equal installments. The first installment is due on November 1 and becomes delinquent if not paid by December 10. The second installment is due on February 1 and becomes delinquent if not paid by April 10. Unsecured personal property taxes are due on July 1 each year. These taxes become delinquent if not paid by August 31. For the year ended June 30, 2020, property tax revenue to the City totaled \$2,563,106.

O. Prepays/Deposits

Prepays represent payments to vendors that reflect costs applicable to future accounting periods. Prepaid items are reported using the consumption method. Deposits are advance payments to vendors when orders are placed. Prepays and deposits are recorded in both government wide and fund financial statements.

P. Estimates

The City's management has made a number of estimates and assumptions relating to the amounts and disclosures in preparing these financial statements in conformity with generally accepted accounting principles. Actual results could differ from their estimates.

Q. Amortization of Premiums/Discounts

Original issue premium on the issuance of long term debt is amortized on a straight-line basis over the life of the debt. Unamortized premium related to the Tax Allocation Bonds of the former Paramount Redevelopment Agency has been included in the Successor Agency Trust.

R. Arbitrage

In accordance with Section 148 (f)(2) in the Internal Revenue Code of 1986, as amended, arbitrage on tax exempt debt offerings is reviewed every five years and the corresponding liability is accrued accordingly. There was no liability as of June 30, 2020.

S. Other Postemployment Benefits (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the City's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Generally accepted accounting principles require that the reported results must pertain to liability and asset information with certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2019
Measurement Date	June 30, 2019
Measurement Period	July 1, 2018 – June 30, 2019

T. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's participation in the California Public Employees Retirement System (CalPERS) plan, and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

U. Deferred Outflows/Inflows of Resources

The City reports deferred outflows and inflows of resources. A deferred outflow of resources is a consumption of net position or fund balance by the government that is applicable to a future reporting period. A deferred inflow of resources represents an acquisition of net position or fund balance by the government that is applicable to a future period.

(2) Cash and Investments

Cash and investments as of June 30, 2020 are classified in the accompanying financial statements as follows:

Statement of net position:

Cash and investments	\$ 38,610,229
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Fiduciary funds:

Cash and investments	779,675
Cash and investments - restricted	6,384,338
Total cash and investments	<u>\$ 45,774,242</u>

Cash and investments as of June 30, 2020 consist of the following:

Cash on hand	\$ 8,025
Deposits with financial institutions	11,361,146
Investments	34,405,071
Total cash and investments	<u>\$ 45,774,242</u>

Investments Authorized by the California Government Code and the City's Investment Policy

The table below identifies the investment types that are authorized for the City by the California Government Code and the City's investment policy. The table also identifies certain provisions of the City's investment policy that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City's investment policy.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	5 years	None	None
Certificates of Deposit	1 year	None	None
Negotiable Certificates of Deposit	1 year	30%	None
U.S. Treasury Obligations	5 years	None	None
Demand Deposits	None	None	\$15 million
Government/Federal Agency Instruments	5 years	None	None
Bankers Acceptances	180 days	40%	30%
Prime Commercial Paper	270 days	25%	10%
Repurchase Agreements	30 days	20%	None
Medium-term Notes of Domestic Corporation	5 years	30%	None
State of California – LAIF	N/A	None	\$75 million/account
California County Investment Pools	N/A	None	None

Investments Authorized by Debt Agreements

Investment of debt proceeds held by the bond trustee is governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the City's investment policy. The table below identifies the investment types that are authorized for investments held by the bond trustee.

Authorized Investment Type	Maximum Maturity
Federal Securities	None
Certificates of Deposit	None
Bank Repurchase Agreement	None
Money Market Fund	None
Investment Agreement	None
Local Agency Investment Fund	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, the weighted average maturity of the investments contained in the LAIF investment pool is approximately 6 months.

Information about the sensitivity of the fair values of the City's investments to market interest rate fluctuations is provided by the following table that shows the maturity date of each investment:

Investment	Amount	Maturity of 12 Months of Less
Local Agency Investment Fund	\$ 28,020,733	\$ 28,020,733
Money Market Fund	6,384,338	6,384,338
	<u>\$ 34,405,071</u>	<u>\$ 34,405,071</u>

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The City does not have a formal policy relating to a specific deposit or investment risk other than what has been defined by Government Code.

LAIF currently does not have a rating provided by a nationally recognized statistical rating organization. The City's money market accounts invested with the Bond Trustee, the Bank of New York Mellon Trust Company, N.A. have been rated as AAA- by Standard & Poor's.

Concentration of Credit Risk

The City's investment policy contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. As of June 30, 2020, \$4,478,815 of the deposits with financial institutions was held in excess of FDIC limits in accounts collateralized by the pledging institutions as described above.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

Investment in State Investment Pool

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. LAIF is not registered with the Securities and Exchange Commission. The fair value of the City's investment in this pool is reported in the accompanying financial statements based on the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio. Deposits and withdrawals are made on the basis of \$1 and not fair value, and, therefore, the inputs used to determine fair value are uncategorized, not defined as Level 1, Level 2, or Level 3 inputs.

The management of the State of California Pooled Money Investment Account (generally referred to as LAIF) has indicated to the City that as of June 30, 2020, the carrying amount (at amortized cost) of the pool was \$101,110,343,833 and the estimated fair value of the pool was \$101,607,078,218. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-back securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations. The City relied upon information provided by the State Treasurer in estimating the City's fair value position of its LAIF holding, which totaled \$28,020,733 at June 30, 2020.

(3) Fair Value Classifications

Fair value measurements are categorized based on the valuation inputs used to measure fair value. The inputs used to measure fair value for the LAIF and money market investments are uncategorized, not defined as Level 1, Level 2, or Level 3.

Fair value of assets measured on a recurring basis at June 30, 2020, are as follows:

June 30, 2020	Fair Value	Uncategorized
Money Market Account	\$ 6,384,338	\$ 6,384,338
Local Agency Investment Fund	28,020,733	28,020,733
Totals	<u>\$ 34,405,071</u>	<u>\$ 34,405,071</u>

(4) Retirement Plan and Other Post Retirement Benefits**Defined Benefit Pension Plan**Plan Description

All qualified permanent and probationary employees are eligible to participate in the City's separate Miscellaneous Employee Pension Plan (Plan), a cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan is established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

On September 12, 2012, the California Governor signed the California Public Employees' Pension Reform Act of 2013 (PEPRA) into law. PEPRA took effect January 1, 2013. The new legislation closed the City's CalPERS 2.5% at 55 Risk Pool Retirement Plan to new employee entrants effective December 31, 2013. All employees hired on or after January 1, 2013 are eligible for the City's CalPERS 2.0% at 62 Retirement Plan under PEPRA.

The Plans' provision and benefits in effect at June 30, 2020, are summarized as follows:

	Miscellaneous Plan	
	Tier 1	Tier 2
	Prior to	On or after
Hire date	January 1, 2013	January 1, 2013
Benefit formula	2.5% @ 55	2.0% @ 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	52 - 62
Monthly benefits, as a % of eligible compensation	2.0% to 2.5%	2.0% to 2.0%
Required employee contribution rates	8.000%	7.000%
Required employer contribution rates	11.745%	7.863%

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates, for all public employers, be determined on an annual basis by the actuary and shall be effective on July 1 following notice of the change in rate. Funding contributions

for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. In fiscal year 2020, the City paid both the employer's and the employee's contributions for Classic Plan members and the employer's contributions for PEPRA Plan members. The general fund, in the governmental activities and the water enterprise funds are the primary funds used to liquidate the pension liabilities.

During the fiscal year ended June 30, 2020, employer contributions to the Plan were \$2,886,867.

As of the fiscal year ended June 30, 2020, the City reported a net pension liability of \$23,926,634 for its proportionate share of the collective net pension liability.

The net pension liability of the Plan was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018, rolled forward to June 30, 2019, using actuarial roll forward procedures. The City's proportion of the collective net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the pension liability for the Plan as of June 30, 2018 and 2019 was as follows:

	Miscellaneous Plan
Proportion - June 30, 2018	0.22167%
Proportion - June 30, 2019	0.23350%
Change - Increase (Decrease)	0.01183%

During the year ended June 30, 2020, the City recognized pension expense of \$4,373,818.

As of the fiscal year ended June 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 2,886,867	\$ -
Difference between expected and actual experience	1,533,049	-
Change in assumptions	736,480	-
Difference between employee's contributions and proportionate share of contributions	88,724	(608,138)
Change in Employer's proportion	745,850	(605,295)
Net differences between projected and actual earnings on plan investments	-	(418,311)
Total	\$ 5,990,970	\$ (1,631,744)

The amount of \$2,886,867 reported as deferred outflows of resources resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as pension expense as follows:

Fiscal Year Ending June 30	Deferred Outflows/(Inflows) of Resources
2021	\$ 1,391,842
2022	(286,499)
2023	282,489
2024	84,527
	\$ 1,472,359

Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation report was determined using the following actuarial assumptions:

Actuarial cost method	Entry Age Normal
Actuarial assumptions:	
Discount rate	7.15%
Inflation	2.50%
Salary increases	Varies by entry age and service
Investment rate of return (1)	7.15%
Mortality rate table (2)	Derived using CalPERS' Membership Data for all funds
Post Retirement Benefit Increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.50% thereafter

(1) Net of pension plan investment expense, including inflation.

(2) The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB.

Discount Rate

The Discount rate used to measure the total pension liability was 7.15% for the Plan for the June 30, 2019 measurement date. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15% will be applied to all plans in the Public Employees' Retirement Fund (PERF). The stress test results are presented in a detailed report which can be obtained from the CalPERS website.

The long-term expected rate of return on pension plan investments was determine using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation.

Asset Class	New Strategic Allocation	Real Return Years 1-10*	Real Return Years 11+**
Global Equity	50.00%	4.80%	5.98%
Global Fixed Income	28.00%	1.00%	2.62%
Inflation Sensitive	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Asset	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%
Total	100.00%		

* An expected inflation of 2.0% used for this period

** An expected inflation of 2.92% used for this period

Sensitivity of the Proportionate Share of Net Pension Liability to Changes in the Discount Rate

The following table presents the City's proportionate share of the net position liability for the Plan, calculated using the discount rate, as well as what the City's proportional share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

		Current	
	Discount Rate - 1%	Discount Rate	Discount Rate + 1%
	6.15%	7.15%	8.15%
Plan's Net Pension Liability/(Asset)	\$ 35,928,147	\$ 23,926,634	\$ 14,020,234

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Other Post Retirement Benefits Other than Pensions

At June 30, 2020 net OPEB liability and related deferred outflows of resources and deferred inflows of resources are as follows:

	Governmental Activities	Business-Type Activities	Total
Deferred outflows of resources:			
Employer contributions made subsequent to the measurement date	\$ 1,071,989	\$ 147,011	\$ 1,219,000
Net OPEB liabilities:	\$ 9,321,929	\$ 1,262,954	\$ 10,584,883
Deferred inflows of resources:			
Actual earnings on plan investments	\$ 1,490,004	\$ 204,338	\$ 1,694,342

Plan Description

The City provides an agent multiple-employer defined benefit healthcare plan and pays certain post-retirement health insurance premium payments on behalf of qualifying retired employees and their eligible dependents or survivors. The CalPERS Board of Administration has sole and exclusive control and power over the administration and investment of the plan (sometimes also referred to as CERBT). The City pays 100% of the cost of retiree health benefits for those employees who retired prior to January 1, 2011 and 85% for those who retired subsequent to December 31, 2010. CalPERS is responsible for administering the benefits for the retirees. Copies of the CalPERS' annual financial report may be obtained from the CalPERS Executive Office - 400 P Street - Sacramento, California 95814.

Employees with a minimum service of five years in a PERS agency who are at least 50 years of age at retirement qualify to receive the post-retirement benefits. Currently, 48 retirees meet these requirements and are covered under the eligibility requirements but only 43 are currently participating in the program. Membership in the plan consisted of the following at June 30, 2019, the date of the latest actuarial valuation:

Active plan members	94
Inactive employees or beneficiaries currently receiving benefit payments	43
Inactive employees entitled to but not yet receiving benefit payments	5
	<u>142</u>

Contributions

The annual contribution is based on the actuarially determined contribution. For the fiscal year ended June 30, 2020, the City's cash contributions to the plan including the implied subsidy were \$1,219,000. The general fund, in the governmental activities and the water enterprise funds are the primary funds used to liquidate the OPEB liabilities.

Funding Policy and Actuarial Assumptions

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period July, 1, 2017 through June 30, 2018, based on the following actuarial methods and assumptions:

Measurement Date	June 30, 2019
Valuation Date	June 30, 2019
Contribution Policy	Phase-in of full pre-funding: full ADC in 2027/28, approximately 75% paid in prior 2 fiscal years
Discount Rate	6.75% at June 30, 2019 6.75% at June 30, 2018 Same as projected long term rate of return. Expected City contributions projected to keep sufficient plan assets to pay all benefits from trust.
General Inflation	2.75%
Mortality, Retirement, Disability, Termination	CalPERS 1997-2015 Experience Study
Mortality Improvement	Post-retirement mortality projected fully generational with Society of Actuaries Scale MP-17
Salary Increases	Aggregate - 3% Merit - CalPERS 1997-2015 Experience Study
Medical Trend	Non-Medicare - 7.25% for 2021, decreasing to an ultimate rate of 4.0% in 2076 and later years. Medicare - 6.3% for 2021, decreasing to an ultimate rate of 4.0% in 2076 and later years.
Healthcare participation	90% if currently waived 100% if currently covered

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate rates of expected future real rates of return (expected returns, net of OPEB plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global Equity	59%	4.82%
Fixed Income	25%	1.47%
TIPS	5%	1.29%
Commodities	3%	0.84%
REITs	8%	3.76%
Total	100%	
Assumed Long-Term Rate Inflation		2.75%
Assumed Long-Term Investment Expense		n/a
Expected Long-Term Rate of Return		6.75%
Discount Rate		6.75%

The Expected Long-Term Rate of Return is provided by CalPERS' Strategic Asset Allocation Overview in August 2011 – Strategy 1.

Discount Rate

The discount rate used to measure the total OPEB liability was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that expected City contributions will be made to keep sufficient plan assets to pay all benefits from the trust.

Change in Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability/(Asset) (c) = (a) - (b)
Balance at June 30, 2018 (Measurement Date)	\$ 16,308,687	\$ 4,032,014	\$ 12,276,673
Changes Recognized for the Measurement Period:			
Service cost	463,518	-	463,518
Interest on the total OPEB liability	1,116,530	-	1,116,530
Difference between expected and actual experience	(1,821,464)	-	(1,821,464)
Changes of assumptions	(97,284)	-	(97,284)
Contributions from the employer	-	1,102,000	(1,102,000)
Net investment income	-	251,956	(251,956)
Administrative expenses	-	(866)	866
Benefit payments and refunds	(462,020)	(462,020)	-
Net changes during July 1, 2018 to June 30, 2019	(800,720)	891,070	(1,691,790)
Balance at June 30, 2019	\$ 15,507,967	\$ 4,923,084	\$ 10,584,883

The contributions from employer include implied subsidy benefit payments in the amount of \$106,000.

Sensitivity of the net OPEB liability to changes in the discount rate

The following presents the net OPEB liability of the City if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2019:

Plan's Net OPEB Liability/(Asset)		
Discount Rate - 1% 5.75%	Current Discount Rate 6.75%	Discount Rate + 1% 7.75%
\$ 12,778,986	\$ 10,584,883	\$ 8,785,478

Sensitivity of the net OPEB liability to changes in the health care cost trend rates

The following presents the net OPEB liability of the City if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2019:

Plan's Net OPEB Liability/(Asset)		
Healthcare Cost Trend Rates 6.5% decreasing to 3.0%	Healthcare Cost Trend Rates 7.5% decreasing to 4.0%	Healthcare Cost Trend Rates 8.5% decreasing to 5.0%
\$ 8,580,856	\$ 10,584,883	\$ 13,067,071

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued plan financial report.

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources related to OPEB

For the fiscal year ended June 30, 2020, the City recognized OPEB expense of \$1,015,200.

Components of deferred outflows of resources and deferred inflows of resources related to OPEB at June 30, 2020 were as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ 1,564,920
Changes in assumptions		83,582
Net difference between projected and actual earnings on OPEB plan investments	-	45,840
Employer contributions made subsequent to the measurement date	1,219,000	-
Total	\$ 1,219,000	\$ 1,694,342

The difference between projected OPEB plan investment earnings and actual earnings is amortized over a five year period. The remaining gains and losses are amortized over the expected average remaining service life. The expected average remaining service life for the 2018-2019 measurement period is 5.0 years.

The \$1,219,000 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2021. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as future OPEB expense as follows:

Period Ended June 30	Deferred Outflows of Resources	Deferred Inflows of Resources
2021	\$ -	\$ 293,150
2022	-	293,150
2023	-	274,398
2024	-	266,126
2025	-	270,246
Thereafter	-	297,272
	<u>\$ -</u>	<u>\$ 1,694,342</u>

(5) Deferred Compensation Plan

The City offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan is administered by the International City Managers' Association (ICMA) Retirement Corporation Trust. It is available to all full-time employees and all part-time employees and permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or an unforeseeable emergency.

Beginning in fiscal year 1998, existing assets in the Plan have been deemed to be in a qualified custodial account. The Custodian holds the Plan's assets for the exclusive benefit of participants and beneficiaries. The Plan's assets are not the legal property of the City and are not subject to the claims of the City's general creditors nor can they be used by the City for any purpose other than the payment of benefits to employees participating in the Plan or their designated beneficiaries. Therefore, deferred compensation funds are not shown on the City's basic financial statements.

(6) Long-Term Liabilities

A. Summary of Long-Term Liabilities

The following is a summary of changes in long-term liabilities for the year ended June 30, 2020:

Governmental activities:

	Balance July 1, 2019	Additions	Reductions	Balance June 30, 2020	Due Within One Year
Employee leave payable	\$ 671,110	\$ 95,137	\$ 45,067	\$ 721,180	\$ 63,952
Capital leases	261,439	97,547	111,819	247,167	100,964
Total governmental activity	<u>\$ 932,549</u>	<u>\$ 192,684</u>	<u>\$ 156,886</u>	<u>\$ 968,347</u>	<u>\$ 164,916</u>

Business-type activities:

	Balance July 1, 2019	Additions	Reductions	Balance June 30, 2020	Due Within One Year
Direct placement					
Note payable - I Bank	\$ 11,158,240	\$ -	\$ 297,829	\$ 10,860,411	\$ 307,275
Employee leave payable	68,025	12,388	4,710	75,703	6,159
Capital leases	61,981	93,682	62,389	93,274	26,550
Total business-type activities	<u>\$ 11,288,246</u>	<u>\$ 106,070</u>	<u>\$ 364,928</u>	<u>\$ 11,029,388</u>	<u>\$ 339,984</u>

B. Note Payable – California Infrastructure and Economic Development Bank (IBANK)

In May 2010, an agreement was made between the California Infrastructure and Economic Development Bank (IBANK) and the City of Paramount for a loan of \$5,500,000 under the Bergeson-Peace Infrastructure and Economic Development Bank Act. The purpose of the loan is to construct a water well and other water treatment facilities. The loan is to be repaid by August 2039, over 30 years at 3.31%

annual interest. The City has pledged net system revenues of the Water Fund to the repayment of the note. Net system revenues of \$509,566 were recognized in the current year. During the year, interest of \$145,079 and principal of \$150,352 was paid leaving an outstanding balance of \$4,307,887.

For the 2010 loan, the City may at any time request IBANK to prepay all or a portion of the principal component of the purchase price. The City must provide IBANK with its prepayment request in writing and at least sixty (60) days prior to the requested prepayment or reduction date.

In May 2018, an agreement was made between the California Infrastructure and Economic Development Bank (IBANK) and the City of Paramount for a loan of \$6,700,000 under the Infrastructure State Revolving Fund Program. The purpose of the loan is to construct a water well and other water treatment facilities. The loan is to be repaid by August 2047, over 30 years at 3.03% annual interest. The City has pledged net system revenues of the Water Fund to the repayment of the note. Net system revenues of \$509,566 were recognized in the current year. During the year, interest of \$200,786 and principal of \$147,477 was paid leaving an outstanding balance of \$6,552,523.

For the 2018 loan, the City is not permitted to prepay all or a portion of the outstanding principal component of the purchase price during the prohibited prepayment period which commences with the effective date and ends with the date that is ten (10) years after the effective date. After the prohibited prepayment period, the City must provide IBANK with its prepayment request in writing and at least ninety (90) days prior to the requested prepayment or reduction date.

Debt service requirements on long-term debt at June 30, 2020, are as follows:

Fiscal Year Ending June 30	Business-Type Activities		Total
	Principal	Interest	
2021	\$ 307,275	\$ 336,260	\$ 643,535
2022	317,020	326,360	643,380
2023	327,075	316,144	643,219
2024	337,449	305,605	643,054
2025	348,154	294,731	642,885
2026 - 2030	1,913,626	1,298,049	3,211,675
2031 - 2035	2,237,142	969,394	3,206,536
2036 - 2040	2,615,467	585,053	3,200,520
2041 - 2045	1,466,381	263,840	1,730,221
2046 - 2047	990,821	45,629	1,036,450
	<u>\$ 10,860,410</u>	<u>\$ 4,741,065</u>	<u>\$ 15,601,475</u>

(7) Leases

Capital Leases

The City has entered in to capital lease obligations for certain vehicles purchased under financing leases. Such leases require annual payments of principal and interest, with an interest rate of 3.25% to 6.90%, and will be fully amortized by the year 2024.

Vehicles leased under capital leases as of June 30, 2020 are included in capital assets as follows:

	Governmental Activities	Business-type Activities
Acquisitions	\$ 554,494	\$ 267,685
Less accumulated depreciation	(107,876)	(40,325)
Net book value	<u>\$ 446,618</u>	<u>\$ 227,360</u>

Future minimum lease payments under capital leases and the present value of the net minimum lease payments at June 30, 2020 are:

Year ending June 30:	Governmental Activities	Business-type Activities
2021	\$ 113,402	\$ 32,462
2022	82,462	32,462
2023	54,569	21,283
2024	22,043	21,283
Total minimum lease payments	\$ 272,476	\$ 107,491
Less amount representing interest	(25,309)	(14,218)
Present value of future minimum lease payments	<u>\$ 247,167</u>	<u>\$ 93,273</u>

(8) Capital Assets and Depreciation

The following table presents the capital assets activity for the year ended June 30, 2020.

	Beginning Balance July 1, 2019	Increases	Decreases	Ending Balance June 30, 2020
Governmental Activities:				
Capital assets not being depreciated:				
Land	\$ 14,849,080	\$ -	\$ -	\$ 14,849,080
Construction in progress	4,708,569	1,739,575	2,148,961	4,299,183
Total capital asset not being depreciated	19,557,649	1,739,575	2,148,961	19,148,263
Capital assets, being depreciated:				
Land Improvements	25,132,199	-	-	25,132,199
Buildings and improvements	19,214,822	195,301	71,929	19,338,194
Fine Arts	1,213,202	-	-	1,213,202
Computer equipment	273,759	12,754	8,281	278,232
Vehicles	2,640,836	23,363	37,707	2,626,492
Other equipment	2,359,903	102,811	55,127	2,407,587
Infrastructure	111,001,684	3,190,550	-	114,192,234
Total capital asset being depreciated	161,836,405	3,524,779	173,044	165,188,140
Less accumulated depreciation for:				
Land Improvements	16,487,414	865,443	-	17,352,857
Buildings and improvements	11,731,767	477,515	71,929	12,137,353
Fine Arts	869,960	32,605	-	902,565
Computer equipment	169,115	31,075	8,281	191,909
Vehicles	2,045,674	136,714	37,707	2,144,681
Other equipment	1,882,583	179,179	50,698	2,011,064
Infrastructure	72,508,645	4,174,898	-	76,683,543
Total accumulated depreciation	105,695,158	5,897,429	168,615	111,423,972
Total capital assets, being depreciated, net	56,141,247	(2,372,650)	4,429	53,764,168
Governmental activities capital assets, net	\$ 75,698,896	\$ (633,075)	\$ 2,153,390	\$ 72,912,431

	Beginning Balance July 1, 2019	Increases	Decreases	Ending Balance June 30, 2020
Business-Type Activities:				
Capital assets not being depreciated:				
Land	\$ 2,270,763	\$ -	\$ -	\$ 2,270,763
Construction in progress	2,212,107	231,833	-	2,443,940
Total capital asset not being depreciated	4,482,870	231,833	-	4,714,703
Capital assets, being depreciated:				
Buildings and wells	10,863,475	-	-	10,863,475
Mains	21,614,830	-	-	21,614,830
Distribution equipment	6,953,290	-	-	6,953,290
Other equipment	1,805,497	77,438	72,931	1,810,004
Tools	23,089	-	-	23,089
Vehicles	540,524	93,682	-	634,206
Computer equipment	443,135	-	-	443,135
Total capital asset being depreciated	42,243,840	171,120	72,931	42,342,029
Less accumulated depreciation for:				
Buildings and wells	4,350,471	305,403	-	4,655,874
Mains	13,304,487	354,672	-	13,659,159
Distribution equipment	5,695,961	69,699	-	5,765,660
Other equipment	1,760,637	18,205	72,931	1,705,911
Tools	23,089	-	-	23,089
Vehicles	417,710	34,789	-	452,499
Computer equipment	378,838	29,352	-	408,190
Total accumulated depreciation	25,931,193	812,120	72,931	26,670,382
Total capital assets, being depreciated, net	16,312,647	(641,000)	-	15,671,647
Business type activities capital assets, net	\$ 20,795,517	\$ (409,167)	\$ -	\$ 20,386,350

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
General government	\$ 312,145
Community development	1,784
Public safety	34,502
Community services and recreation	925,163
Public works	4,623,835
Total depreciation expense – governmental activities	<u>\$ 5,897,429</u>
Business-Type Activities:	
Water	<u>\$ 812,120</u>

(9) Interfund Transactions**Interfund Balances**

The following summarizes interfund receivables and payables at June 30, 2020:

Due to the General Fund from:	
<u>Major Fund</u>	
Other Grants	\$ 392,445
<u>Non-major Funds</u>	
Community Development Block Grant	\$ 130,333
HOME Partnership Act	66,651
Traffic Safety	14,471
Service Assessments	253
Total Non-major Funds	211,708
Total Due to the General Fund	\$ 604,153

Due To/From

The amounts due to the General Fund from the Other Grants, Community Development Block Grant, HOME Partnership Act, Traffic Safety, and Service Assessments funds are short-term loans to provide cash flow.

(10) Notes Receivable**A. Summary of Notes Receivable**

The following is a summary of notes receivable by fund at June 30, 2020:

<u>HOME Partnership Act</u>	
Home Improvement Loan Program	\$ 116,429
Senior Housing Note Receivable	948,500
Allowance for Deferred Note Receivable	(948,500)
HOME Partnership Act Total	116,429
<u>Paramount Housing Authority</u>	
Affordable Home Ownership Program-Clearwater Court	424,186
Home Improvement Loan Program	35,690
Microburst Loan Program	7,417
Paramount Housing Authority Total	467,293
TOTAL NOTES RECEIVABLE	\$ 583,722

The corresponding fund balance has been classified as restricted in the accompanying financial statements.

B. HOME Improvement Loan Program

The HOME Improvement Loan Program is designed to assist homeowners with their required contribution to the cost of a home improvement project. The program provides interest free loans up to \$8,000 to cover up to 100% of the homeowner's contribution. The loans are secured by a Deed of Trust and become due upon the sale, refinancing, or transfer of the property. The total amount outstanding is \$116,429 at June 30, 2020.

C. HOME Senior Housing Loan

On June 27, 2012, the City entered into a 20-year-forgivable loan agreement with the Gold Key Development to develop a senior housing at 8421 Adams. The loan had an outstanding balance of \$948,500 as of June 30, 2020. The entire loan amount is recorded as a note receivable with an allowance to deferred note receivable as the City does not anticipate to receiving any cash payments from the borrower.

D. Affordable Home Ownership Program – Clearwater Court

During Fiscal Year 1994, the Paramount Redevelopment Agency implemented an Affordable Home Ownership Program designed to assist first-time homebuyers with the purchase of a home. The Agency assisted six homebuyers by providing secured second trust deeds totaling \$510,816, which would significantly reduce their monthly mortgage payments. The notes plus accrued interest are due upon sale of the property. However, if the homeowner resides in the property for thirty years, the note plus accrued interest is forgiven. The total amount outstanding is \$424,186 at June 30, 2020. On June 27, 2012 the Affordable Home Ownership Loans were transferred from the Successor Agency to the Paramount Housing Authority.

E. Microburst Loan Program

In September 2000, the Paramount Redevelopment Agency entered into loan agreements with six residential property owners for amounts ranging from \$2,000 to \$9,990, for a total of \$32,890. The Agency provided the loans to assist with the rehabilitation of the owner's homes resulting from a microburst (severe wind) storm on April 18, 2000. The loans bear a 3.812% interest rate and have amortization periods from three to thirty years beginning in September 2000. The total amount outstanding is \$7,417 at June 30, 2020.

F. Home Improvement Loan Program

During Fiscal Year 2008, the Paramount Redevelopment Agency implemented a Home Improvement Loan Program designed to assist homeowners with their required contribution to the cost of a home improvement project. The program provides interest free loans up to \$8,000 to cover up to 100% of the homeowner's contribution. The loans are secured by a Deed of Trust and become due upon the sale, refinancing, or transfer of the property. The total amount outstanding is \$35,690 at June 30, 2020.

(11) Fund Balance

The City's governmental fund balances at June 30, 2020 are presented below:

	General	Other Grants	Governmental Funds	Governmental Funds
Nonspendable:				
Prepaid Items	\$ 63,104	\$ -	\$ -	\$ 63,104
Land Held for Resale	236,544	-	-	236,544
	299,648	-	-	299,648
Restricted for:				
Environmental Concerns	-	99,073	717,857	816,930
Housing Programs	-	-	797,973	797,973
Housing Programs-Notes Receivable	-	-	583,722	583,722
Special Event Services	-	17,950	-	17,950
Public Safety	-	159,544	-	159,544
After School Program	-	-	114,241	114,241
Disability Access and Education	-	-	30,714	30,714
Public Access	-	-	167,765	167,765
Public Transit	-	-	974,240	974,240
Parking Authority	-	-	535,000	535,000
Road Maintenance	-	-	2,808,459	2,808,459
Sewer Maintenance	-	-	230,511	230,511
	-	276,567	6,960,482	7,237,049
Committed to:				
Community Cultural Services	-	-	335,632	335,632
Storm Drain	-	-	411,912	411,912
General Plan	-	-	646,906	646,906
	-	-	1,394,450	1,394,450
Assigned to:				
Capital Improvement Projects	2,054,443	-	-	2,054,443
Paramount Education Partnership	250,000	-	-	250,000
Public Employee Retirement	2,014,500	-	-	2,014,500
Insurance	30,000	-	-	30,000
COVID	323,657	-	-	323,657
Public Works	471,646	-	-	471,646
Debt Service	274,934	-	-	274,934
	5,419,180	-	-	5,419,180
Unassigned	12,798,092	-	-	12,798,092
Total fund balance	\$ 18,516,920	\$ 276,567	\$ 8,354,932	\$ 27,148,419

(12) Insurance

The City is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and natural disasters.

A. California Joint Powers Insurance Authority (CJPIA)

The City of Paramount is a member of the CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (Authority). The Authority is composed of 118 California public entities and is organized under a joint powers agreement pursuant to California Government Code

§6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group purchased insurance for property and other lines of coverage. The California JPIA began covering claims of its members in 1978. Each member government has an elected official as its representative on the Board of Directors. The Board operates through a nine-member Executive Committee.

Each member pays an annual contribution at the beginning of the coverage period. A retrospective adjustment is then conducted annually thereafter, for coverage years 2012-13 and prior. Coverage years 2013-14 and forward are not subject to routine annual retrospective adjustment. The total funding requirement for primary self-insurance programs is based on an actuarial analysis. Costs are allocated to individual agencies based on payroll and claims history, relative to other members of the risk-sharing pool.

- Liability Coverage

Since 1981, the City has been covered by the CJPIA for comprehensive general liability coverage. Coverage includes damages for personal liability, property damage, and public official's errors and omissions.

In the liability program claims are pooled separately between police and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to \$30,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from \$30,000 to \$750,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from \$750,000 to \$50 million, are distributed based on the outcome of cost allocation within the first and second loss layers.

The overall coverage limit for each member, including all layers of coverage, is \$50 million per occurrence. Subsidence losses have a sub-limit of \$40 million per occurrence. The coverage structure includes retained risk that is pooled among members, reinsurance, and excess insurance. More detailed information about the various layers of coverage is available on the following website:

<https://cjpia.org/coverage/risk-sharing-pools/>.

- Workers' Compensation

In the workers' compensation program claims are pooled separately between public safety (police and fire) and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to \$50,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from \$50,000 to \$100,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from \$100,000 to statutory limits are distributed based on the outcome of cost allocation within the first and second loss layers.

For 2019-20 the Authority's pooled retention is \$1 million per occurrence, with reinsurance to statutory limits under California Workers' Compensation Law. Employer's Liability losses are pooled among members to \$1 million. Coverage from \$1 million to \$5 million is purchased through reinsurance policies, and Employer's Liability losses from \$5 million to \$10 million are pooled among members.

- Purchased Insurance

- Pollution Legal Coverage

The City of Paramount participates in the pollution legal liability insurance program which is available through the Authority. The policy covers sudden and gradual pollution of scheduled property, streets, and storm drains owned by the City of Paramount. Coverage is on a claims-made basis. There is a \$50,000 deductible. The Authority has an aggregate limit of \$50 million for the 3-year period from July 1, 2017 through July 1, 2020. Each member of the Authority has a \$10 million sub-limit during the 3-year policy term.

- Property Coverage

The City of Paramount participates in the all-risk property protection program of the Authority. This insurance protection is underwritten by several insurance companies. City of Paramount property is currently insured according to a schedule of covered property submitted by the City of Paramount to the Authority. City of Paramount property currently has all-risk property insurance protection in the amount of \$54,496,116. There is a \$10,000 deductible per occurrence except for non-emergency vehicle insurance which has a \$2,500 deductible.

- Earthquake and Flood Coverage

The City of Paramount purchases earthquake and flood insurance on a portion of its property. The earthquake insurance is part of the property protection insurance program of the Authority. City of Paramount property currently has earthquake protection in the amount of \$5,222,109. There is a deductible of 5% per unit of value with a minimum deductible of \$100,000.

- Crime Coverage

The City of Paramount purchases crime insurance coverage in the amount of \$1,000,000 with a \$2,500 deductible. The fidelity coverage is provided through the Authority.

- Special Event Tenant User Coverage

The City of Paramount further protects against liability damages by requiring tenant users of certain property to purchase low-cost tenant user liability insurance for certain activities on agency property. The insurance premium is paid by the tenant user and is paid to the City of Paramount according to a schedule. The City of Paramount then pays for the insurance. The insurance is facilitated by the Authority.

- Adequacy of Protection

During the past three fiscal years, none of the above programs of protection experienced settlements or judgments that exceeded pooled or insured coverage. There were also no significant reductions in pooled or insured liability coverage in 2019-20.

- Claims Activity

For the fiscal year ended 2020, there was \$0 deductible claims paid by the City.

B. Automobile Comprehensive and Collision Insurance

The City is self-insured for comprehensive and collision coverage on its vehicle fleet. On-premise property insurance coverage for the fleet is provided through Lexington Insurance Company.

C. Health Insurance

Health insurance is provided for all qualified full-time employees. Medical insurance coverage is provided by the California Public Employees' Retirement System (PERS). PERS offers several medical insurance plans, including preferred provider organizations and health maintenance organizations. Dental insurance is provided through private insurance companies. A standard indemnity plan and a network dental plan are offered. Vision insurance is provided through a private insurance company.

(13) Litigation

Claims for damages alleged against the City are generally referred to a claims adjuster through CJPIA. Management believes that there is minimal exposure to the City on these matters and that no case so reported exceeds existing liability coverage. There are other civil suits filed against the City. In the opinion of the City's legal counsel, the plaintiff's chances of prevailing in these claims are remote, and the potential liability of the City for such claims in the event of adverse judgment will be minimal and should not have a material adverse effect on the financial position of the various funds and account groups of the City.

(14) Successor Agency Trust for Assets of Former Redevelopment Agency

A. General Discussion

On December 29, 2011, the California Supreme Court upheld Assembly Bill 1X 26 ("the Bill") that provides for the dissolution of all redevelopment agencies in the State of California. This action impacted the reporting entity of the City of Paramount that previously had reported a redevelopment agency within the reporting entity of the City as a blended component unit.

The Bill provides that upon dissolution of a redevelopment agency, either the city or another unit of local government will agree to serve as the "successor agency" to hold the assets until they are distributed to other units of state and local government. On January 31, 2012, the City Council elected to become the Successor Agency for the former redevelopment agency in accordance with the Bill as part of City resolution number 12:002.

After enactment of the law, which occurred on June 28, 2011, redevelopment agencies in the State of California cannot enter into new projects, obligations or commitments. Subject to the control of a newly established oversight board, remaining assets can only be used to pay enforceable obligations in existence at the date of dissolution (including the completion of any unfinished projects that were subject to legally enforceable contractual commitments).

In future fiscal years, successor agencies will only be allocated revenue in the amount that is necessary to pay the estimated annual installment payments on enforceable obligations of the former redevelopment agency until all enforceable obligations of the prior redevelopment agency have been paid in full and all assets have been liquidated.

The Bill directs the State Controller of the State of California to review the propriety of any transfers of assets between redevelopment agencies and other public bodies that occurred after January 1, 2011. If the public body that received such transfers is not contractually

committed to a third party for the expenditure or encumbrance of those assets, the State Controller is required to order the available assets to be transferred to the public body designated as the successor agency by the Bill.

In accordance with the timeline set forth in the Bill (as modified by the California Supreme Court on December 29, 2011) all redevelopment agencies in the State of California were dissolved and ceased to operate as a legal entity as of February 1, 2012.

B. Redevelopment Obligation Retirement Private-Purpose Trust Fund Cash and Investments

Cash and investments as of June 30, 2020 are classified in the accompanying fiduciary financial statements as follows:

Redevelopment Obligation Retirement Private-Purpose Trust Fund	
Cash and investments	\$ 772,034
Cash and investments - restricted	6,384,338
Total cash and investments	<u>\$ 7,156,372</u>

Cash and investments as of June 30, 2020 consist of the following:

Deposits with financial institutions	\$ 767,065
Investments	6,389,307
Total cash and investments	<u>\$ 7,156,372</u>

C. Successor Agency Long-Term Debt

	Balance July 1, 2019	Compounded Interest	Debt Retired	Balance June 30, 2020	Due Within One Year
1998 Tax Allocation Bonds	\$ 9,666,696	\$ 524,085	\$ -	\$ 10,190,781	\$ -
2015 Refunding Bonds	15,830,000	-	2,860,000	12,970,000	3,010,000
Unamortized premium-2015	1,412,091	-	345,816	1,066,275	345,816
2010 Tax Allocation Bonds	9,840,000	-	1,065,000	8,775,000	1,130,000
Unamortized discount	(69,631)	-	(8,614)	(61,017)	(8,614)
Deferred Pass Through	930,740	-	-	930,740	-
Total long-term debt	<u>\$ 37,609,896</u>	<u>\$ 524,085</u>	<u>\$ 4,262,202</u>	<u>\$ 33,871,779</u>	<u>\$ 4,477,204</u>

1. 1998 Tax Allocation Refunding Bonds

In February 1998, the Agency issued \$3,122,050 of Tax Allocation Refunding Bonds to refund the 1993B Compound Interest Tax Allocation Bonds and provide additional funds in furtherance of the Redevelopment Plan. The 1998 Bonds have a maturity value of \$14,050,000 with all interest and principal payable at maturity. The bonds mature August 1, 2026 and are compounded annually at 5.35%. Accordingly, as of June 30, 2020, interest of \$524,085 was added to the outstanding debt. At maturity, the bonds will have a value as follows:

Due Date	Principal	Interest	Total
2026	<u>\$ 7,423,881</u>	<u>\$ 6,626,119</u>	<u>\$ 14,050,000</u>

2. 2010 Tax Allocation Bonds

In June 2010, the Paramount Redevelopment Agency issued \$12,290,000 of 2010 Tax Allocation Bonds. The 2010 Tax Allocation Bonds consist of \$8,430,000 of Series A Bonds with coupon rates ranging from 5.0% to 5.5% and \$3,860,000 of Series B Taxable Bonds with coupon rates of 5.193% and 6.235%. The aggregate combined True Interest Cost (TIC) of the 2010 Bonds is 5.573%. Net Interest Cost (NIC) of the 2010 bonds is 5.498%. Interest is paid semi-annually on February 1 and August 1 of each year.

Below is a schedule of the remaining debt service:

Fiscal Year Ending June 30	Principal	Interest	Total
2021	\$ 1,130,000	\$ 426,718	\$ 1,556,718
2022	1,195,000	366,463	1,561,463
2023	1,250,000	305,338	1,555,338
2024	1,315,000	240,391	1,555,391
2025	1,075,000	178,475	1,253,475
2026 - 2028	2,810,000	193,822	3,003,822
	<u>\$ 8,775,000</u>	<u>\$ 1,711,207</u>	<u>\$ 10,486,207</u>

3. 2015 Tax Allocation Refunding Bonds

In June 2015, the Successor Agency issued \$23,665,000 of 2015 Tax allocation Refunding Bonds to current refund the 2003 Tax Allocation Refunding Bonds. The 2015 Tax Allocation Refunding Bonds consist of \$23,665,000 of Serial Bonds with coupon rates ranging from 2% to 5%. Interest is paid semi-annually on February 1 and August 1 of each year and the annual debt service payments are kept at approximately \$3,650,000. As of June 30, 2020, the outstanding balance was \$12,970,000, the unamortized bond premium was \$1,066,275 and the outstanding balance of the deferred amount on refunding was \$316,235.

Below is a schedule of the remaining debt service:

Fiscal Year Ending June 30	Principal	Interest	Total
2021	\$ 3,010,000	\$ 563,250	3,573,250
2022	3,160,000	409,000	3,569,000
2023	3,315,000	247,125	3,562,125
2024	3,485,000	82,125	3,567,125
	<u>\$ 12,970,000</u>	<u>\$ 1,301,500</u>	<u>\$ 14,271,500</u>

4. Deferred Pass-Through-Los Angeles County

On June 4, 1991 the Paramount Redevelopment Agency entered into a tax sharing agreement with the County of Los Angeles. As part of that agreement, the County deferred receipt of its share of the annual tax increment revenue generated by Project Area #2 until July 1, 2031. As of June 30, 2020 the balance due is \$930,740.

D. Capital Assets and Depreciation

	Beginning Balance July 1, 2019	Increases	Decreases	Transfer to City	Ending Balance June 30, 2020
Capital assets, being depreciated:					
Buildings and improvements	\$ 358,067	\$ -	\$ -	\$ -	\$ 358,067
Infrastructure	4,277,466	-	-	-	4,277,466
Total capital asset being depreciated	<u>4,635,533</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,635,533</u>
Less accumulated depreciation for:					
Buildings and improvements	322,977	9,096	-	-	332,073
Infrastructure	2,466,890	193,917	-	-	2,660,807
Total accumulated depreciation	<u>2,789,867</u>	<u>203,013</u>	<u>-</u>	<u>-</u>	<u>2,992,880</u>
Total capital assets, being depreciated, net	<u>\$ 1,845,666</u>	<u>\$ (203,013)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,642,653</u>

E. Notes ReceivableCommercial Rehabilitation Loan Program

During FY 2008, the Paramount Redevelopment Agency implemented a Commercial Rehabilitation Loan Program designed to assist business property owners with their required contribution to the cost of a commercial rehabilitation project. The program provides interest free loans up to \$50,000 to cover up to one half of the business property owner's contribution. The loans have a term of 5 years, are secured by a Deed of Trust and become due upon the sale, refinancing or transfer of the property. The total amount outstanding is \$75 at June 30, 2020.

(15) COVID-19

On March 11, 2020, the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of businesses and shelter in place orders for all but those individuals provide essential services. While the business disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings and shelter in place orders. As a result, the outbreak has caused uncertainty in the financial markets. Although many of the City of Paramount's services are considered essential, City Hall was closed to the public temporarily, certain other services transitioned to online-only, and because the City's major revenue sources, including businesses that collect sales taxes, are directly impacted by these events, it is probable that this matter will negatively impact the City. However, the ultimate financial impact and duration cannot be estimated at this time.

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of the City's Proportionate Share of the Net Pension Liability
As of June 30, 2020
Last Ten Fiscal Years*

	Measurement Date 06/30/2014	Measurement Date 06/30/2015	Measurement Date 06/30/2016	Measurement Date 06/30/2017	Measurement Date 06/30/2018	Measurement Date 06/30/2019
Plan's proportion of the net pension liability/(asset)	0.19059%	0.23388%	0.23126%	0.23087%	0.22167%	0.23350%
Plan's proportionate share of the net pension liability/(asset)	\$ 11,859,567	\$ 16,053,473	\$ 20,010,860	\$ 22,896,454	\$ 21,361,148	\$ 23,926,634
Plan's covered payroll	\$ 6,334,225	\$ 6,029,967	\$ 6,206,549	\$ 6,190,935	\$ 6,387,917	\$ 6,657,324
Plan's proportionate share of the net pension liability/(asset) as a percentage of its covered payroll	187.23%	266.23%	322.42%	369.84%	334.40%	359.40%
Plan's fiduciary net position as a percentage of the plan's total pension liability	79.82%	78.40%	74.06%	73.31%	75.26%	77.73%

*Fiscal Year 2015 was the first year of implementation, therefore, only six years are shown.

Schedule of the City's Pension Plan Contributions
As of June 30, 2020
Last Ten Fiscal Years*

	2015	2016	2017	2018	2019	2020
Actuarially determined contribution	\$ 1,225,048	\$ 1,402,641	\$ 1,552,328	\$ 1,764,757	\$ 2,094,439	\$ 2,886,867
Contributions in relation to the actuarially determined contribution	(1,225,048)	(1,402,641)	(1,552,328)	(2,644,757)	(2,094,439)	(2,886,867)
Contribution deficiency (excess)	-	-	-	(880,000)	-	-
Covered payroll	\$ 6,029,967	\$ 6,206,549	\$ 6,190,935	\$ 6,387,917	\$ 6,657,324	\$ 6,727,793
Contributions as a percentage of covered payroll	20.316%	22.599%	25.074%	41.402%	31.461%	42.910%

*Fiscal Year 2015 was the first year of implementation, therefore, only six years are shown.

Schedule of Changes in Net OPEB Liability and Related Ratios
As of June 30, 2020
Last Ten Fiscal Years*

Measurement period	2016-17	2017-18	2018-19
Total OPEB liability			
Service cost	\$ 437,000	\$ 450,017	\$ 463,518
Interest	978,000	1,045,580	1,116,530
Differences between expected and actual experience	-	-	(1,821,464)
Assumption changes	-	-	(97,284)
Benefit payments, including refunds of employee contributions	(432,000)	(453,910)	(462,020)
Net change in total OPEB liability	983,000	1,041,687	(800,720)
Total OPEB liability - beginning	14,284,000	15,267,000	16,308,687
Total OPEB liability - ending (a)	<u>\$ 15,267,000</u>	<u>\$ 16,308,687</u>	<u>\$ 15,507,967</u>
OPEB fiduciary net position			
Contributions - employer	\$ 903,000	\$ 1,013,000	\$ 1,102,000
Net investment income	262,000	258,903	251,956
Benefit payments, including refunds of employee contributions	(432,000)	(453,910)	(462,020)
Administrative expense	(2,000)	(5,979)	(866)
Net change in plan fiduciary net position	731,000	812,014	891,070
Plan fiduciary net position - beginning	2,489,000	3,220,000	4,032,014
Plan fiduciary net position - ending (b)	<u>\$ 3,220,000</u>	<u>\$ 4,032,014</u>	<u>\$ 4,923,084</u>
Plan net OPEB liability - ending (a) - (b)	<u>\$ 12,047,000</u>	<u>\$ 12,276,673</u>	<u>\$ 10,584,883</u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>21.09%</u>	<u>24.72%</u>	<u>31.75%</u>
Covered-employee payroll	<u>\$ 6,473,000</u>	<u>\$ 6,679,479</u>	<u>\$ 7,069,939</u>
Plan net OPEB liability as a percentage of covered-employee payroll	<u>186.11%</u>	<u>183.80%</u>	<u>149.72%</u>

*Historical information is required only for the measurement periods for which GASB 75 is applicable. Fiscal Year 2018 was the first year of implementation, therefore, only three years are shown.

Schedule of Contributions
For the Year Ended June 30, 2020
Last Ten Fiscal Years*

	2017-18	2018-19	2019-20
Actuarially determined contribution	\$ 1,462,000	\$ 1,565,000	\$ 1,613,000
Contributions in relation to the actuarially determined contribution	(1,013,000)	(1,102,000)	(1,219,000)
Contribution deficiency (excess)	<u>\$ 449,000</u>	<u>\$ 463,000</u>	<u>\$ 394,000</u>
Covered-employee payroll	\$ 6,679,479	\$ 7,069,939	\$ 6,727,793
Contributions as a percentage of covered-employee payroll	15.17%	15.59%	18.12%

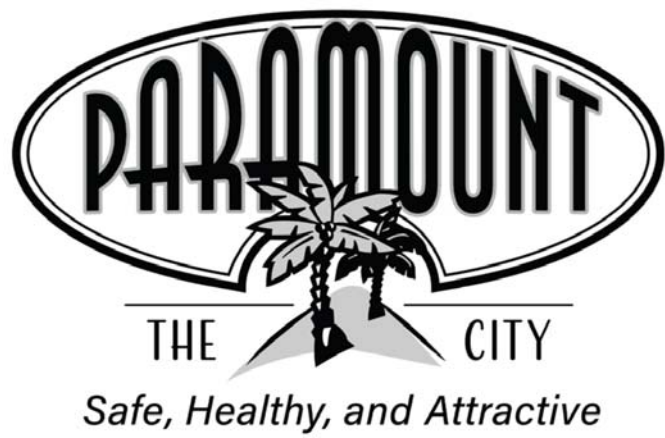
Notes to Schedule:

The actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2020 were from the June 30, 2019 actuarial valuation date.

Methods and assumptions used to determine contribution rates:

Valuation Date	June 30, 2019
Actuarial Cost Method	Entry Age Normal, Level Percentage of Payroll
Amortization Method	Level percent of pay
Asset Valuation Method	Investment gains and losses spread over 5-year rolling period
Discount Rate	6.75%
General Inflation	2.75%
Mortality, Retirement, Disability, Termination	CalPERS 1997-2015 Experience Study
Salary Increases	Aggregate - 3%
	Merit-CalPERS 1997-2015 Experience Study
Medical Trend	Non-Medicare - 7.25% for 2021, decreasing to an ultimate rate of 4.0% in 2076 and later years
	Medicare - 6.3% for 2021, decreasing to an ultimate rate of 4.0% for 2076 and later years
Healthcare participation for future retirees	90% if currently waived
	100% if currently covered

*Historical information is required only for the measurement periods for which GASB 75 is applicable. Fiscal Year 2018 was the first year of implementation, therefore, only three years are shown.



**INDIVIDUAL FUND FINANCIAL
STATEMENTS & SCHEDULES
(SUPPLEMENTARY INFORMATION)**

NONMAJOR SPECIAL REVENUE FUNDS

The Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes, other than debt service or capital projects.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

To account for restricted revenues received under the Housing and Community Development Act through the Department of Housing and Urban Development.

HOME PARTNERSHIP ACT FUND

To account for restricted revenues received under the HOME Investments Partnership Act through the Department of Housing and Urban Development.

PARAMOUNT HOUSING AUTHORITY

To account for restricted assets received from the former Paramount Redevelopment Agency as its affordable housing successor.

COMMUNITY DEVELOPMENT BLOCK GRANT COVID FUND

To account for restricted revenues received through the Coronavirus Aid, Relief, and Economic Security Act" (CARES Act) of 2020 to be used to respond to COVID-19 pandemic. (No activity in this fund.)

AFTER SCHOOL EDUCATION AND SAFETY FUND

To account for restricted revenues received to be used in the establishment of local after school education enrichment programs.

STATE GASOLINE TAX FUND

To account for restricted revenues received from the State of California to be used for street maintenance, right-of-way acquisition and street construction.

TRAFFIC SAFETY FUND

To account for restricted revenues received from traffic fines to be used for traffic safety purposes.

WASTE REDUCTION FEES FUND

To account for restricted revenue received through charges collected on refuse bills for the implementation of programs to reduce the flow of refuse going to landfills.

AB2766 SUBVENTION FUNDS

To account for restricted revenues received through the South Coast Air Quality Management District to be used to reduce air pollution from motor vehicles and for costs associated with the implementation of the California Clean Air Act of 1988.

DISABILITY ACCESS AND EDUCATION FUND

To account for restricted revenues received by requiring a \$1 tax for any application for a local business license or equivalent license or permit. This revenue will be used to fund the expanded Certified Access Specialist Program required by this bill. There is no accompanying schedule for this fund as there was no adopted budget.

SB1 ROAD MAINTENANCE & REHABILITATION ACCOUNT

To account for restricted revenues received through the State of California to be used for road and street maintenance and rehabilitation.

**NONMAJOR
SPECIAL REVENUE FUNDS
(cont.)**

PROPOSITION A TRANSIT TAX FUND

To account for restricted revenues received through the Los Angeles County Metropolitan Transportation Authority to be used to provide transportation services.

PROPOSITION C TRANSIT TAX FUND

To account for restricted revenues received through the Los Angeles County Metropolitan Transportation Authority to be used to provide transportation services and street repairs.

MEASURE R TRANSIT TAX FUND

To account for funds received through the Los Angeles County Metropolitan Transportation Authority restricted for transportation services and street construction, improvement, and maintenance.

MEASURE M TRANSIT TAX FUND

To account for funds received through the Los Angeles County Metropolitan Transportation Authority restricted for transportation services and street construction, improvement, and maintenance.

MEASURE W SAFE CLEAN WATER FUND

To account for funds received through the Los Angeles County special parcel tax restricted for modernizing the water system to better protect the public health and the environment, and maximize a cleaner, locally controlled water supply. (No activity in this fund.)

STORM DRAIN FEES FUND

To account for fees committed to be used for a storm drain master plan.

SEWER RECONSTRUCTION FUND

To account for restricted revenues from charges collected on construction permits to be used for the reconstruction of sewers.

PUBLIC ART FEES FUND

To account for fees committed for the acquisition and maintenance of public art.

PUBLIC ACCESS FEES FUND

To account for fees restricted for the construction of public access facilities.

GENERAL PLAN FEES FUND

To account for fees committed to be used for a general plan update master plan.

SERVICE ASSESSMENTS FUND

To account for committed revenues received from services provided to private properties through service assessments.

**NONMAJOR
CAPITAL PROJECTS FUNDS**

PARAMOUNT PARKING AUTHORITY FUND

To account for acquisition and development of parking facilities in the City. There is no accompanying schedule for this fund as there was no adopted budget.

City of Paramount
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2020

	Special Revenue					
	Community Development Block Grant	HOME Partnership Act	Paramount Housing Authority	After School Education & Safety	State Gas Tax	Traffic Safety
ASSETS						
Cash and investments	\$ -	\$ -	\$ 380,849	\$ 19,791	\$ 203,484	\$ -
Accounts receivable	154,840	80,631	4,786	150,601	-	14,471
Interest receivable	-	-	-	677	666	-
Notes receivable (net)	-	116,429	467,293	-	-	-
Land held for resale	-	-	412,498	-	-	-
Total assets	<u>\$ 154,840</u>	<u>\$ 197,060</u>	<u>\$ 1,265,426</u>	<u>\$ 171,069</u>	<u>\$ 204,150</u>	<u>\$ 14,471</u>
LIABILITIES AND FUND BALANCES						
LIABILITIES						
Accounts payable	\$ 24,507	\$ 13,980	\$ 160	\$ 56,828	\$ 134,577	\$ -
Deposit payable	-	-	-	-	-	-
Due to other funds	130,333	66,651	-	-	-	14,471
Total liabilities	<u>154,840</u>	<u>80,631</u>	<u>160</u>	<u>56,828</u>	<u>134,577</u>	<u>14,471</u>
FUND BALANCES						
Restricted	-	116,429	1,265,266	114,241	69,573	-
Committed	-	-	-	-	-	-
Total fund balances	<u>-</u>	<u>116,429</u>	<u>1,265,266</u>	<u>114,241</u>	<u>69,573</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 154,840</u>	<u>\$ 197,060</u>	<u>\$ 1,265,426</u>	<u>\$ 171,069</u>	<u>\$ 204,150</u>	<u>\$ 14,471</u>

**Special
Revenue**

Waste Reduction Fees	AB2766 Subvention	Disability Access and Education	SB1 Road Maint & Rehab (RMRA)	Proposition A Transit Tax	Proposition C Transit Tax	Measure R Transit Tax
\$ 372,361	\$ 330,004	\$ 28,994	\$ 966,559	\$ 1,147,071	\$ 844,708	\$ 1,042,831
6,182	17,368	1,638	146,781	-	-	-
1,041	901	82	2,551	3,269	2,299	2,807
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<u>\$ 379,584</u>	<u>\$ 348,273</u>	<u>\$ 30,714</u>	<u>\$ 1,115,891</u>	<u>\$ 1,150,340</u>	<u>\$ 847,007</u>	<u>\$ 1,045,638</u>
\$ 10,000	\$ -	\$ -	\$ 700,000	\$ 176,100	\$ 24,594	\$ 247,411
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<u>10,000</u>	<u>-</u>	<u>-</u>	<u>700,000</u>	<u>176,100</u>	<u>24,594</u>	<u>247,411</u>
369,584	348,273	30,714	415,891	974,240	822,413	798,227
-	-	-	-	-	-	-
<u>369,584</u>	<u>348,273</u>	<u>30,714</u>	<u>415,891</u>	<u>974,240</u>	<u>822,413</u>	<u>798,227</u>
<u>\$ 379,584</u>	<u>\$ 348,273</u>	<u>\$ 30,714</u>	<u>\$ 1,115,891</u>	<u>\$ 1,150,340</u>	<u>\$ 847,007</u>	<u>\$ 1,045,638</u>

Continued on the following page.

City of Paramount
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2020

	Special Revenue					
	Measure M Transit Tax	Sewer Reconstruction Fees	Public Art Fees	Public Access Fees	Storm Drain Fees	General Plan Fees
ASSETS						
Cash and investments	\$ 704,702	\$ 229,861	\$ 334,685	\$ 156,026	\$ 410,752	\$ 645,084
Accounts receivable	-	-	-	11,304	-	-
Interest receivable	1,825	650	947	435	1,160	1,822
Notes receivable	-	-	-	-	-	-
Land held for resale	-	-	-	-	-	-
Total assets	<u>\$ 706,527</u>	<u>\$ 230,511</u>	<u>\$ 335,632</u>	<u>\$ 167,765</u>	<u>\$ 411,912</u>	<u>\$ 646,906</u>
LIABILITIES AND FUND BALANCES						
LIABILITIES						
Accounts payable	\$ 4,172	\$ -	\$ -	\$ -	\$ -	\$ -
Deposits payable	-	-	-	-	-	-
Due to other funds	-	-	-	-	-	-
Total liabilities	<u>4,172</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES						
Restricted	702,355	230,511	-	167,765	-	-
Committed	-	-	335,632	-	411,912	646,906
Total fund balances	<u>702,355</u>	<u>230,511</u>	<u>335,632</u>	<u>167,765</u>	<u>411,912</u>	<u>646,906</u>
Total liabilities and fund balances	<u>\$ 706,527</u>	<u>\$ 230,511</u>	<u>\$ 335,632</u>	<u>\$ 167,765</u>	<u>\$ 411,912</u>	<u>\$ 646,906</u>

Special Revenue		Capital Projects	
Service Assessments	Total	Paramount Parking Authority	Total Nonmajor Governmental Funds
\$ -	\$ 7,817,762	\$ -	\$ 7,817,762
253	588,855	-	588,855
-	21,132	-	21,132
-	583,722	-	583,722
-	412,498	535,000	947,498
<u>\$ 253</u>	<u>\$ 9,423,969</u>	<u>\$ 535,000</u>	<u>\$ 9,958,969</u>
\$ -	\$ 1,392,329	\$ -	\$ 1,392,329
-	-	-	-
253	211,708	-	211,708
<u>253</u>	<u>1,604,037</u>	<u>-</u>	<u>1,604,037</u>
-	6,425,482	535,000	6,960,482
-	1,394,450	-	1,394,450
-	7,819,932	535,000	8,354,932
<u>\$ 253</u>	<u>\$ 9,423,969</u>	<u>\$ 535,000</u>	<u>\$ 9,958,969</u>

City of Paramount
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2019

	Special Revenue				
	Community Development Block Grant	HOME Partnership Act	Paramount Housing Authority	After School Education & Safety	Traffic Safety
REVENUES					
Interest and use of property	\$ -	\$ -	\$ -	\$ 4,424	\$ -
Intergovernmental revenues	759,557	157,516	-	2,055,585	116,751
Charges for services	-	-	-	-	-
Other revenues	-	-	5,947	6,580	-
Total revenues	759,557	157,516	5,947	2,066,589	116,751
EXPENDITURES					
Current:					
General government	108,289	33,751	-	-	-
Community development	104,221	114,028	27,906	-	-
Public safety	393,249	-	-	-	116,751
Community services and recreation	-	-	-	2,055,585	-
Public works	153,798	-	-	-	-
Capital outlay:					
Streets, sidewalks and signals	-	-	-	-	-
Parks	-	-	-	-	-
Other	-	-	-	-	-
Total expenditures	759,557	147,779	27,906	2,055,585	116,751
Net change in fund balances	-	9,737	(21,959)	11,004	-
Fund balances - July 1	-	106,692	1,287,225	103,237	-
Fund balances - June 30	\$ -	\$ 116,429	\$ 1,265,266	\$ 114,241	\$ -

**Special
Revenue**

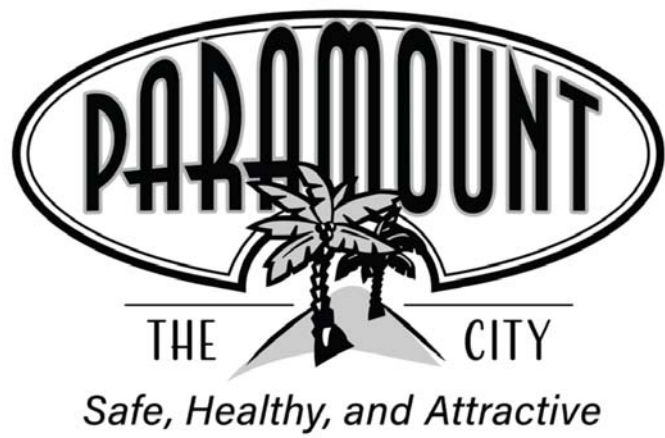
Waste Reduction Fees	AB2766 Subvention	Disability Access and Education	SB1 Road Maint & Rehab (RMRA)	Proposition A Transit Tax	Proposition C Transit Tax	Measure R Transit Tax
\$ 5,774	\$ 5,281	\$ 440	\$ 9,592	\$ 18,264	\$ 10,762	\$ 13,687
-	69,973	-	961,201	1,085,752	900,634	674,509
109,280	-	8,442	-	3,647	-	-
-	-	-	-	-	-	-
<u>115,054</u>	<u>75,254</u>	<u>8,882</u>	<u>970,793</u>	<u>1,107,663</u>	<u>911,396</u>	<u>688,196</u>
35,904	3,498	-	-	60,671	72,447	52,952
-	1,167	-	-	18,898	-	-
-	-	-	-	112,457	-	-
-	11,969	-	-	593,083	-	-
4,722	11,394	-	-	62,686	138,851	22,262
-	-	-	800,000	-	562,124	400,116
-	-	-	-	-	-	-
-	17,587	-	-	52,064	-	-
<u>40,626</u>	<u>45,615</u>	<u>-</u>	<u>800,000</u>	<u>899,859</u>	<u>773,422</u>	<u>475,330</u>
74,428	29,639	8,882	170,793	207,804	137,974	212,866
295,156	318,634	21,832	245,098	766,436	684,439	585,361
<u>\$ 369,584</u>	<u>\$ 348,273</u>	<u>\$ 30,714</u>	<u>\$ 415,891</u>	<u>\$ 974,240</u>	<u>\$ 822,413</u>	<u>\$ 798,227</u>

Continued on the following page.

City of Paramount
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

	Special Revenue				
	Measure M Transit Tax	Sewer Reconstruction Fees	Public Art Fees	Public Access Fees	Storm Drain Fees
REVENUES					
Interest and use of property	\$ 5,502	\$ 4,017	\$ 5,890	\$ 2,523	\$ 7,122
Intergovernmental revenues	758,685	-	-	-	-
Charges for services	-	723	35,630	47,509	9,072
Other revenues	-	-	-	-	-
Total revenues	764,187	4,740	41,520	50,032	16,194
EXPENDITURES					
Current:					
General government	38,217	-	1,350	4,431	-
Community development	-	-	-	-	-
Public safety	-	-	-	-	-
Community services and recreation	-	-	-	-	-
Public works	-	-	-	-	-
Capital outlay:					
Streets, sidewalks and signals	379,649	-	-	-	-
Parks	-	-	14,000	-	-
Other	-	-	10,800	26,462	-
Total expenditures	417,866	-	26,150	30,893	-
Net change in fund balances	346,321	4,740	15,370	19,139	16,194
Fund balances - July 1	356,034	225,771	320,262	148,626	395,718
Fund balances - June 30	<u>\$ 702,355</u>	<u>\$ 230,511</u>	<u>\$ 335,632</u>	<u>\$ 167,765</u>	<u>\$ 411,912</u>

			Capital Project		
General Plan Fees	Service Assessments	Total	Paramount Parking Authority	Total Nonmajor Governmental Funds	
\$ 11,854	\$ -	\$ 109,824	\$ -	\$ 109,824	
-	-	8,798,636	-	8,798,636	
18,144	14,125	246,572	-	246,572	
-	-	12,527	-	12,527	
29,998	14,125	9,167,559	-	9,167,559	
-	3,700	415,210	-	415,210	
80,000	-	346,220	-	346,220	
-	-	622,457	-	622,457	
-	-	2,660,637	-	2,660,637	
-	10,425	1,784,009	-	1,784,009	
-	-	2,141,889	-	2,141,889	
-	-	14,000	-	14,000	
-	-	106,913	-	106,913	
80,000	14,125	8,091,335	-	8,091,335	
(50,002)	-	1,076,224	-	1,076,224	
696,908	-	6,743,708	535,000	7,278,708	
\$ 646,906	\$ -	\$ 7,819,932	\$ 535,000	\$ 8,354,932	



City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Community Development Block Grant
For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
REVENUES				
Intergovernmental revenues	\$ 1,025,600	\$ 1,027,050	\$ 759,557	\$ (267,493)
EXPENDITURES				
Current:				
General government	154,600	154,600	108,289	46,311
Planning	346,000	347,450	104,221	243,229
Public safety	404,650	404,650	393,249	11,401
Public works	120,350	120,350	153,798	(33,448)
Total expenditures	<u>1,025,600</u>	<u>1,027,050</u>	<u>759,557</u>	<u>267,493</u>
Net change in fund balance	-	-	-	-
Fund balance - July 1	-	-	-	-
Fund balance - June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
HOME Partnership Act
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Intergovernmental revenues	\$ 217,350	\$ 217,350	\$ 157,516	\$ (59,834)
EXPENDITURES				
Current:				
General government	29,850	29,850	33,751	(3,901)
Community development	187,500	187,500	114,028	73,472
Total expenditures	217,350	217,350	147,779	69,571
Excess (deficiency) of revenues over (under) expenditures	-	-	9,737	9,737
Net change in fund balance	-	-	9,737	9,737
Fund balance - July 1	106,700	106,700	106,692	(8)
Fund balance - June 30	<u>\$ 106,700</u>	<u>\$ 106,700</u>	<u>\$ 116,429</u>	<u>\$ 9,729</u>

City of Paramount
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Paramount Housing Authority
For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
REVENUES				
Other revenues	\$ -	\$ 4,350	\$ 5,947	\$ 1,597
Total revenues	-	4,350	5,947	1,597
EXPENDITURES				
Current:				
Community development	500,000	493,000	27,906	465,094
Total expenditures	500,000	493,000	27,906	465,094
Excess (deficiency) of revenues over (under) expenditures	(500,000)	(488,650)	(21,959)	466,691
Net change in fund balance	(500,000)	(488,650)	(21,959)	466,691
Fund balance - July 1	1,287,250	1,287,250	1,287,225	(25)
Fund balance - June 30	<u>\$ 787,250</u>	<u>\$ 798,600</u>	<u>\$ 1,265,266</u>	<u>\$ 466,666</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
After School Education and Safety
For the Year Ended June 30, 2020

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual Amounts	
REVENUES				
Interest and use of property	\$ 3,500	\$ 4,000	\$ 4,424	\$ 424
Intergovernmental revenues	1,952,700	2,116,700	2,055,585	(61,115)
Other revenues	10,000	10,000	6,580	(3,420)
Total revenues	<u>1,966,200</u>	<u>2,130,700</u>	<u>2,066,589</u>	<u>(64,111)</u>
EXPENDITURES				
Current:				
Community services and recreation	<u>1,952,700</u>	<u>2,116,700</u>	<u>2,055,585</u>	<u>61,115</u>
Excess (deficiency) of revenues over (under) expenditures	<u>13,500</u>	<u>14,000</u>	<u>11,004</u>	<u>(2,996)</u>
Net change in fund balance	13,500	14,000	11,004	(2,996)
Fund balance - July 1	103,250	103,250	103,237	(13)
Fund balance - June 30	<u>\$ 116,750</u>	<u>\$ 117,250</u>	<u>\$ 114,241</u>	<u>\$ (3,009)</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
State Gas Tax
For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
REVENUES				
Interest and use of property	\$ 2,000	\$ 4,200	\$ 4,692	\$ 492
Intergovernmental revenues	1,458,600	1,286,750	1,258,473	(28,277)
Total revenues	<u>1,460,600</u>	<u>1,290,950</u>	<u>1,263,165</u>	<u>(27,785)</u>
EXPENDITURES				
Current:				
Public works	1,463,500	1,441,550	1,379,871	61,679
Total expenditures	<u>1,463,500</u>	<u>1,441,550</u>	<u>1,379,871</u>	<u>61,679</u>
Excess (deficiency) of revenues				
over (under) expenditures	<u>(2,900)</u>	<u>(150,600)</u>	<u>(116,706)</u>	<u>33,894</u>
Net change in fund balance	(2,900)	(150,600)	(116,706)	33,894
Fund balance - July 1	186,300	186,300	186,279	(21)
Fund balance - June 30	<u>\$ 183,400</u>	<u>\$ 35,700</u>	<u>\$ 69,573</u>	<u>\$ 33,873</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Traffic Safety
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Intergovernmental revenues	\$ 70,000	\$ 115,000	\$ 116,751	\$ 1,751
EXPENDITURES				
Current:				
Public safety	70,000	115,000	116,751	(1,751)
Net change in fund balance	-	-	-	-
Fund balance - July 1	-	-	-	-
Fund balance - June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Waste Reduction Fees
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 2,500	\$ 4,500	\$ 5,774	\$ 1,274
Charges for services	68,000	98,000	109,280	11,280
Total revenues	<u>70,500</u>	<u>102,500</u>	<u>115,054</u>	<u>12,554</u>
EXPENDITURES				
Current:				
General government	26,850	20,300	35,904	(15,604)
Public works	-	46,000	4,722	41,278
Total expenditures	<u>26,850</u>	<u>66,300</u>	<u>40,626</u>	<u>25,674</u>
Excess (deficiency) of revenues over (under) expenditures	<u>43,650</u>	<u>36,200</u>	<u>74,428</u>	<u>38,228</u>
Net change in fund balance	43,650	36,200	74,428	38,228
Fund balance - July 1	295,200	295,200	295,156	(44)
Fund balance - June 30	<u><u>\$ 338,850</u></u>	<u><u>\$ 331,400</u></u>	<u><u>\$ 369,584</u></u>	<u><u>\$ 38,184</u></u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
AB2766 Subvention Funds
For the Year Ended June 30, 2020

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual Amounts	
REVENUES				
Interest and use of property	\$ 2,000	\$ 4,300	\$ 5,281	\$ 981
Intergovernmental revenues	68,000	68,000	69,973	1,973
Total revenues	<u>70,000</u>	<u>72,300</u>	<u>75,254</u>	<u>2,954</u>
EXPENDITURES				
Current:				
General government	3,650	3,650	3,498	152
Community development	1,800	1,800	1,167	633
Community services and recreation	12,000	12,000	11,969	31
Public works	12,000	12,000	11,394	606
Capital outlay:				
Water				
Other	23,800	17,600	17,587	13
Total expenditures	<u>53,250</u>	<u>47,050</u>	<u>45,615</u>	<u>1,435</u>
Excess (deficiency) of revenues over (under) expenditures	<u>16,750</u>	<u>25,250</u>	<u>29,639</u>	<u>4,389</u>
Net change in fund balance	16,750	25,250	29,639	4,389
Fund balance - July 1	318,650	318,650	318,634	(16)
Fund balance - June 30	<u>\$ 335,400</u>	<u>\$ 343,900</u>	<u>\$ 348,273</u>	<u>\$ 4,373</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Disability Access and Education
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 100	\$ 300	\$ 440	\$ 140
Charges for services	5,000	5,000	8,442	3,442
Total revenues	5,100	5,300	8,882	3,582
Excess (deficiency) of revenues over (under) expenditures	5,100	5,300	8,882	3,582
Net change in fund balance	5,100	5,300	8,882	3,582
Fund balance - July 1	21,850	21,850	21,832	(18)
Fund balance - June 30	<u>\$ 26,950</u>	<u>\$ 27,150</u>	<u>\$ 30,714</u>	<u>\$ 3,564</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
SB1 Road Maintenance & Rehabilitation Account (RMRA)
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 500	\$ 5,000	\$ 9,592	\$ 4,592
Intergovernmental revenues	920,350	924,350	961,201	36,851
Total revenues	920,850	929,350	970,793	41,443
EXPENDITURES				
Capital outlay:				
Streets, sidewalks and signals	800,000	800,000	800,000	-
Total expenditures	800,000	800,000	800,000	-
Excess (deficiency) of revenues over (under) expenditures	120,850	129,350	170,793	41,443
Net change in fund balance	120,850	129,350	170,793	41,443
Fund balance - July 1	245,100	245,100	245,098	(2)
Fund balance - June 30	\$ 365,950	\$ 374,450	\$ 415,891	\$ 41,441

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Storm Drain
For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
REVENUES				
Interest and use of property	\$ 4,000	\$ 5,900	\$ 7,122	\$ 1,222
Charges for services	15,000	15,000	9,072	(5,928)
Total revenues	<u>19,000</u>	<u>20,900</u>	<u>16,194</u>	<u>(4,706)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>19,000</u>	<u>20,900</u>	<u>16,194</u>	<u>(4,706)</u>
Net change in fund balance	19,000	20,900	16,194	(4,706)
Fund balance - July 1	395,750	395,750	395,718	(32)
Fund balance - June 30	<u>\$ 414,750</u>	<u>\$ 416,650</u>	<u>\$ 411,912</u>	<u>\$ (4,738)</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Proposition A Transit Tax
For the Year Ended June 30, 2020

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual Amounts	
REVENUES				
Interest and use of property	\$ 7,500	\$ 15,000	\$ 18,264	\$ 3,264
Intergovernmental revenues	1,133,000	1,133,000	1,085,752	(47,248)
Charges for services	34,000	4,000	3,647	(353)
Total revenues	<u>1,174,500</u>	<u>1,152,000</u>	<u>1,107,663</u>	<u>(44,337)</u>
EXPENDITURES				
Current:				
General government	64,600	64,600	60,671	3,929
Community development	18,900	18,900	18,898	2
Public safety	114,650	114,650	112,457	2,193
Community services and recreation	577,650	614,500	593,083	21,417
Public works	48,000	48,000	62,686	(14,686)
Capital outlay:				
Other	10,000	52,500	52,064	436
Total expenditures	<u>833,800</u>	<u>913,150</u>	<u>899,859</u>	<u>13,291</u>
Excess (deficiency) of revenues over (under) expenditures	<u>340,700</u>	<u>238,850</u>	<u>207,804</u>	<u>(31,046)</u>
Net change in fund balance	340,700	238,850	207,804	(31,046)
Fund balance - July 1	766,450	766,450	766,436	(14)
Fund balance - June 30	<u>\$ 1,107,150</u>	<u>\$ 1,005,300</u>	<u>\$ 974,240</u>	<u>\$ (31,060)</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Proposition C Transit Tax
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 10,000	\$ 8,000	\$ 10,762	\$ 2,762
Intergovernmental revenues	939,800	939,800	900,634	(39,166)
Other revenues	3,200	3,200	-	(3,200)
Total revenues	<u>953,000</u>	<u>951,000</u>	<u>911,396</u>	<u>(39,604)</u>
EXPENDITURES				
Current:				
General government	67,750	67,750	72,447	(4,697)
Public works	135,000	135,000	138,851	(3,851)
Capital outlay:				
Streets, sidewalks and signals	<u>1,426,350</u>	<u>626,150</u>	<u>562,124</u>	<u>64,026</u>
Total expenditures	<u>1,629,100</u>	<u>828,900</u>	<u>773,422</u>	<u>55,478</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(676,100)</u>	<u>122,100</u>	<u>137,974</u>	<u>15,874</u>
Net change in fund balance	(676,100)	122,100	137,974	15,874
Fund balance - July 1	<u>684,450</u>	<u>684,450</u>	<u>684,439</u>	<u>(11)</u>
Fund balance - June 30	<u>\$ 8,350</u>	<u>\$ 806,550</u>	<u>\$ 822,413</u>	<u>\$ 15,863</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Measure R Transit Tax
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 8,500	\$ 10,500	\$ 13,687	\$ 3,187
Intergovernmental revenues	704,900	704,900	674,509	(30,391)
Total revenues	<u>713,400</u>	<u>715,400</u>	<u>688,196</u>	<u>(27,204)</u>
EXPENDITURES				
Current:				
General government	47,400	47,400	52,952	(5,552)
Public works	10,750	10,750	22,262	(11,512)
Capital outlay:				
Streets, sidewalks and signals	655,000	424,850	400,116	24,734
Total expenditures	<u>713,150</u>	<u>483,000</u>	<u>475,330</u>	<u>7,670</u>
Excess (deficiency) of revenues over (under) expenditures	<u>250</u>	<u>232,400</u>	<u>212,866</u>	<u>(19,534)</u>
Net change in fund balance	250	232,400	212,866	(19,534)
Fund balance - July 1	585,400	585,400	585,361	(39)
Fund balance - June 30	<u>\$ 585,650</u>	<u>\$ 817,800</u>	<u>\$ 798,227</u>	<u>\$ (19,573)</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Measure M Transit Tax
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 4,000	\$ 3,500	\$ 5,502	\$ 2,002
Intergovernmental revenues	798,800	798,800	758,685	(40,115)
Total revenues	<u>802,800</u>	<u>802,300</u>	<u>764,187</u>	<u>(38,113)</u>
EXPENDITURES				
Current:				
General government	47,400	47,400	38,217	9,183
Public works	17,200	17,200	-	17,200
Capital outlay:				
Streets, sidewalks and signals	904,000	379,000	379,649	(649)
Total expenditures	<u>968,600</u>	<u>443,600</u>	<u>417,866</u>	<u>25,734</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(165,800)</u>	<u>358,700</u>	<u>346,321</u>	<u>(12,379)</u>
Net change in fund balance	(165,800)	358,700	346,321	(12,379)
Fund balance - July 1	356,050	356,050	356,034	(16)
Fund balance - June 30	<u>\$ 190,250</u>	<u>\$ 714,750</u>	<u>\$ 702,355</u>	<u>\$ (12,395)</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Sewer Reconstruction Fees
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 2,500	\$ 3,000	\$ 4,017	\$ 1,017
Charges for services	1,500	1,500	723	(777)
Total revenues	<u>4,000</u>	<u>4,500</u>	<u>4,740</u>	<u>240</u>
Excess (deficiency) of revenues over (under) expenditures	<u>4,000</u>	<u>4,500</u>	<u>4,740</u>	<u>240</u>
Net change in fund balance	4,000	4,500	4,740	240
Fund balance - July 1	225,800	225,800	225,771	(29)
Fund balance - June 30	<u>\$ 229,800</u>	<u>\$ 230,300</u>	<u>\$ 230,511</u>	<u>\$ 211</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Public Art Fees
For the Year Ended June 30, 2020

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual Amounts	
REVENUES				
Interest and use of property	\$ 1,500	\$ 3,000	\$ 5,890	\$ 2,890
Charges for services	85,000	85,000	35,630	(49,370)
Total revenues	<u>86,500</u>	<u>88,000</u>	<u>41,520</u>	<u>(46,480)</u>
EXPENDITURES				
Current:				
General government	-	1,350	1,350	-
Capital outlay:				
Parks	-	14,000	14,000	-
Other	6,000	11,000	10,800	200
Total expenditures	<u>6,000</u>	<u>26,350</u>	<u>26,150</u>	<u>200</u>
Excess (deficiency) of revenues over (under) expenditures	<u>80,500</u>	<u>61,650</u>	<u>15,370</u>	<u>(46,280)</u>
Net change in fund balance	80,500	61,650	15,370	(46,280)
Fund balance - July 1	320,300	320,300	320,262	(38)
Fund balance - June 30	<u>\$ 400,800</u>	<u>\$ 381,950</u>	<u>\$ 335,632</u>	<u>\$ (46,318)</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Public Access Fees
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 1,000	\$ 2,000	\$ 2,523	\$ 523
Charges for services	35,000	35,000	47,509	12,509
Total revenues	<u>36,000</u>	<u>37,000</u>	<u>50,032</u>	<u>13,032</u>
EXPENDITURES				
Current:				
General government	5,000	5,000	4,431	569
Capital outlay:				
Other	-	21,650	26,462	(4,812)
Total expenditures	<u>5,000</u>	<u>26,650</u>	<u>30,893</u>	<u>(4,243)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>31,000</u>	<u>10,350</u>	<u>19,139</u>	<u>8,789</u>
Net change in fund balance	31,000	10,350	19,139	8,789
Fund balance - July 1	148,650	148,650	148,626	(24)
Fund balance - June 30	<u>\$ 179,650</u>	<u>\$ 159,000</u>	<u>\$ 167,765</u>	<u>\$ 8,765</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
General Plan
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES				
Interest and use of property	\$ 5,000	\$ 10,000	\$ 11,854	\$ 1,854
Charges for services	30,000	30,000	18,144	(11,856)
Total revenues	35,000	40,000	29,998	(10,002)
EXPENDITURES				
Current:				
Community development	-	80,000	80,000	-
Total expenditures	-	80,000	80,000	-
Excess (deficiency) of revenues over (under) expenditures	35,000	(40,000)	(50,002)	(10,002)
Net change in fund balance	35,000	(40,000)	(50,002)	(10,002)
Fund balance - July 1	696,950	696,950	696,908	(42)
Fund balance - June 30	<u>\$ 731,950</u>	<u>\$ 656,950</u>	<u>\$ 646,906</u>	<u>\$ (10,044)</u>

City of Paramount
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Service Assessments
For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
REVENUES				
Charges for services	\$ 14,150	\$ 14,150	\$ 14,125	\$ (25)
EXPENDITURES				
Current:				
General government	3,700	3,700	3,700	-
Public works	10,450	10,450	10,425	25
Total expenditures	14,150	14,150	14,125	25
Net change in fund balance	-	-	-	-
Fund balance - July 1	-	-	-	-
Fund balance - June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FIDUCIARY FUND

The Fiduciary Fund is used to account for assets held by the government as an agent for individuals, other governments, and/or other funds.

CITY AGENCY FUND

To account for monies held by the City for refuse special assessments and development deposits.

City of Paramount
Statement of Changes in Assets and Liabilities
Agency Funds
For the Year Ended June 30, 2020

	City Agency Fund Balance July 1, 2019	Additions	Deductions	City Agency Fund Balance June 30, 2020
ASSETS				
Cash and investments	\$ 89,131	\$ 80,196	\$ 161,686	\$ 7,641
LIABILITIES				
Deposits payable	\$ 89,131	\$ 158,495	\$ 239,985	\$ 7,641

STATISTICAL SECTION

This part of the City of Paramount's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall financial health.

CONTENTS	PAGE
Financial Trends These schedules contain trend information to help the reader understand how the government's financial performance and well-being have changed over time.	93
Revenue Capacity These schedules contain information to help the reader assess the government's most significant local revenue source, sales tax.	98
Debt Capacity These schedules present information to help the reader assess the affordability of the government's current levels of outstanding debt and the government's ability to issue additional debt in the future.	101
Demographic and Economic Information These schedules offer demographic and economic indicators to help the reader understand the environment within which the government's financial activities take place.	106
Operating Information These schedules contain service and infrastructure data to help the reader understand how the information in the government's financial report relates to the services the government provides and the activities it performs.	109

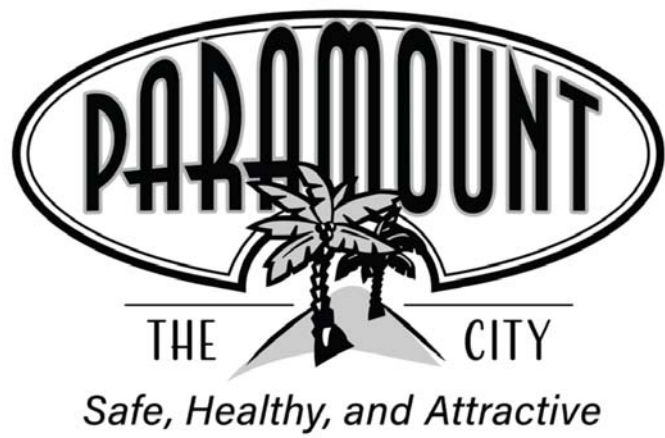


Table 1
City of Paramount
Net Position by Component
 Last Ten Fiscal Years
 (accrual basis of accounting)

	Fiscal Year									
	2011	2012	2013	2014	2015*	2016	2017	2018	2019	2020
Governmental activities:										
Net investment in capital assets	\$ 50,945,270	\$ 86,007,798	\$ 84,587,747	\$ 82,967,732	\$ 79,511,962	\$ 79,690,688	\$ 79,225,417	\$ 76,381,563	\$ 75,437,457	\$ 72,665,264
Restricted	17,403,559	6,772,029	5,656,443	6,373,039	6,647,656	4,309,004	4,181,878	5,874,235	5,553,952	6,161,908
Unrestricted	<u>5,114,392</u>	<u>17,915,349</u>	<u>11,481,563</u>	<u>15,872,421</u>	<u>2,027,521</u>	<u>8,844</u>	<u>(2,208,468)</u>	<u>(6,436,004)</u>	<u>(5,371,456)</u>	<u>(5,601,349)</u>
Total governmental activities net position	<u>73,463,221</u>	<u>110,695,176</u>	<u>101,725,753</u>	<u>105,213,192</u>	<u>88,187,139</u>	<u>84,008,536</u>	<u>81,198,827</u>	<u>75,819,794</u>	<u>75,619,953</u>	<u>73,225,823</u>
Business-type activities:										
Net investment in capital assets	17,688,156	17,403,891	16,723,703	16,918,341	16,981,731	17,905,387	17,328,598	9,979,726	16,275,296	16,132,664
Restricted	-	-	-	-	-	-	-	-	-	-
Unrestricted	<u>2,161,319</u>	<u>2,056,849</u>	<u>2,257,666</u>	<u>2,489,718</u>	<u>894,214</u>	<u>709,203</u>	<u>1,517,233</u>	<u>7,573,532</u>	<u>1,556,622</u>	<u>1,257,073</u>
Total business-type activities net position	<u>19,849,475</u>	<u>19,460,740</u>	<u>18,981,369</u>	<u>19,408,059</u>	<u>17,875,945</u>	<u>18,614,590</u>	<u>18,845,831</u>	<u>17,553,258</u>	<u>17,831,918</u>	<u>17,389,737</u>
Primary government:										
Net investment in capital assets	68,633,426	103,411,689	101,311,450	99,886,073	96,493,693	97,596,075	96,554,015	86,361,289	91,712,753	88,797,928
Restricted	17,403,559	6,772,029	5,656,443	6,373,039	6,647,656	4,309,004	4,181,878	5,874,235	5,553,952	6,161,908
Unrestricted	<u>7,275,711</u>	<u>19,972,198</u>	<u>13,739,229</u>	<u>18,362,139</u>	<u>2,921,735</u>	<u>718,047</u>	<u>(691,235)</u>	<u>1,137,528</u>	<u>(3,814,834)</u>	<u>(4,344,276)</u>
Total primary government net position	<u>\$ 93,312,696</u>	<u>\$ 130,155,916</u>	<u>\$ 120,707,122</u>	<u>\$ 124,621,251</u>	<u>\$ 106,063,084</u>	<u>\$ 102,623,126</u>	<u>\$ 100,044,658</u>	<u>\$ 93,373,052</u>	<u>\$ 93,451,871</u>	<u>\$ 90,615,560</u>

* Numbers reflect the implementation of GASB Statement No. 68.

Source:
 City of Paramount audited financial statements

Table 2
City of Paramount
Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Expenses:										
Governmental activities:										
General government	\$ 5,469,257	\$ 6,280,451	\$ 6,012,729	\$ 6,202,608	\$ 6,409,474	\$ 6,846,940	\$ 7,308,976	\$ 7,184,690	\$ 7,088,630	\$ 7,357,400
Community development	3,678,782	3,009,795	6,180,794	2,148,884	2,172,414	5,007,589	2,039,989	2,461,135	1,926,054	2,405,848
Public safety	10,582,669	10,753,840	10,336,307	10,284,334	10,662,749	11,218,541	11,139,959	11,888,055	11,862,334	12,179,427
Community services and recreation	8,088,802	6,346,691	5,970,063	5,804,838	6,074,382	5,830,850	6,330,295	6,368,824	6,413,969	6,121,450
Public works	10,084,805	9,693,782	10,362,260	9,994,449	10,015,353	10,571,784	10,620,526	10,611,799	10,440,155	12,053,263
Community redevelopment	8,645,684	1,141,067	-	-	-	-	-	-	-	-
Interest on long-term debt	3,039,106	1,783,849	-	-	-	-	-	-	-	-
Total governmental activities expenses	49,589,105	39,009,475	38,862,153	34,435,113	35,334,372	39,475,704	37,439,745	38,514,503	37,731,142	40,117,388
Business-type activities:										
Water	7,237,610	7,817,399	8,407,375	7,481,502	7,392,150	7,685,532	7,677,359	8,581,886	7,793,957	8,178,235
Total business-type activities expenses	7,237,610	7,817,399	8,407,375	7,481,502	7,392,150	7,685,532	7,677,359	8,581,886	7,793,957	8,178,235
Total primary government expenses	56,826,715	46,826,874	47,269,528	41,916,615	42,726,522	47,161,236	45,117,104	47,096,389	45,525,099	48,295,623
Program revenues:										
Governmental activities:										
Charges for services:										
General government	151,009	238,127	247,460	168,882	291,859	199,877	167,554	185,444	191,359	222,426
Community development	325,171	266,767	294,847	404,963	347,387	508,124	381,084	486,252	381,846	229,201
Public safety	99,339	85,670	113,786	134,285	125,707	119,425	130,937	108,650	138,403	107,691
Community services and recreation	289,723	376,772	277,548	266,170	257,191	264,633	282,814	213,050	215,788	96,963
Public works	621,214	564,201	575,323	595,654	528,391	759,040	675,278	826,430	772,886	614,480
Operating grants and contributions	10,873,994	8,587,267	8,696,248	8,240,015	8,035,786	7,541,476	7,409,586	8,574,899	7,971,987	8,100,026
Capital grants and contributions	1,543,737	1,713,695	5,814,106	2,508,509	1,564,891	2,419,414	2,840,656	3,226,132	3,252,151	3,524,293
Total governmental activities										
program revenues	13,904,187	11,832,499	16,019,318	12,318,478	11,151,212	11,811,989	11,887,909	13,620,857	12,924,420	12,895,080
Business-type activities:										
Charges for services:										
Water	6,927,216	7,370,900	7,839,725	7,815,043	7,040,916	6,972,036	7,812,294	7,946,567	7,750,500	7,589,241
Operating grants and contributions	-	-	-	-	-	-	-	-	-	-
Capital grants and contributions	-	-	-	-	-	-	-	106,368	166,689	-
Total business-type activities										
program revenues	6,927,216	7,370,900	7,839,725	7,815,043	7,040,916	6,972,036	7,812,294	8,052,935	7,917,189	7,589,241
Total primary government										
program revenues	20,831,403	19,203,399	23,859,043	20,133,521	18,192,128	18,784,025	19,700,203	21,673,792	20,841,609	20,484,321

Table 2
City of Paramount
Changes in Net Position
 Last Ten Fiscal Years
 (accrual basis of accounting)

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Net revenues (expenses):										
Governmental activities	(35,684,918)	(27,176,976)	(22,842,835)	(22,116,635)	(24,183,160)	(27,663,715)	(25,551,836)	(24,893,646)	(24,806,722)	(27,222,308)
Business-type activities	(310,394)	(446,499)	(567,650)	333,541	(351,234)	(713,496)	134,935	(528,951)	123,232	(588,994)
Total net revenues (expenses)	(35,995,312)	(27,623,475)	(23,410,485)	(21,783,094)	(24,534,394)	(28,377,211)	(25,416,901)	(25,422,597)	(24,683,490)	(27,811,302)
General revenues and other changes in net position:										
Governmental activities:										
Taxes:										
Sales tax	5,047,746	5,886,981	5,721,757	5,770,919	5,568,430	6,129,480	7,278,424	7,712,771	8,449,883	8,265,394
In-Lieu Sales Tax	1,563,529	1,710,472	2,164,088	1,951,154	1,916,619	1,293,617	-	-	-	-
Utility Users tax	2,302,120	2,426,819	2,361,447	2,185,548	2,289,871	3,981,658	3,679,314	3,757,405	3,735,391	3,484,876
Franchise Tax	1,591,111	1,616,412	1,607,796	1,650,478	1,706,318	1,635,366	1,637,474	1,784,998	1,818,389	1,885,967
Property Tax	12,503,501	6,837,573	2,288,559	1,882,437	2,041,764	2,052,016	2,099,550	2,306,211	2,341,486	2,563,106
Business License	1,059,526	1,039,603	1,000,305	1,015,413	990,573	977,307	962,675	947,111	988,043	893,150
Investment earnings	224,101	165,976	43,815	37,375	40,885	64,064	97,769	202,802	362,253	320,851
Motor Vehicle license fees, unrestricted	4,967,795	4,811,668	5,007,600	5,179,714	5,346,425	5,468,904	5,779,305	6,068,259	6,355,849	6,915,240
Other revenues	365,529	459,967	1,188,517	264,751	518,840	386,535	303,949	647,385	555,587	505,206
Special item-Housing Authority	-	(689,800)	-	-	-	-	-	-	-	-
Special items-housing assets	-	776,760	-	-	-	-	-	-	-	-
Extraordinary item-Redevelopment Agency	-	39,366,500	(7,510,472)	5,666,285	-	1,496,165	903,667	484,475	-	-
Transfers	(175,151)	-	-	-	-	-	-	-	-	(5,612)
Total governmental activities	29,449,807	64,408,931	13,873,412	25,604,074	20,419,725	23,485,112	22,742,127	23,911,417	24,606,881	24,828,178
Business-type activities:										
Investment income	12,322	6,188	4,342	4,461	9,144	13,483	24,536	56,884	100,630	90,318
Other revenues	61,246	51,576	83,937	88,688	117,285	54,673	48,722	56,697	54,798	50,883
Extraordinary item-Redevelopment Agency	-	-	-	-	528,516	1,383,986	23,048	-	-	-
Transfers	175,151	-	-	-	-	-	-	-	-	5,612
Total business-type activities	248,719	57,764	88,279	93,149	654,945	1,452,142	96,306	113,581	155,428	146,813
Total primary government	29,698,526	64,466,695	13,961,691	25,697,223	21,074,670	24,937,254	22,838,433	24,024,998	24,762,309	24,974,991
Changes in net position										
Governmental activities	(6,235,111)	37,231,955	(8,969,423)	3,487,439	(3,763,435)	(4,178,603)	(2,809,709)	(982,229)	(199,841)	(2,394,130)
Business-type activities	(61,675)	(388,735)	(479,371)	426,690	303,711	738,646	231,241	(415,370)	278,660	(442,181)
Total primary government	\$ (6,296,786)	\$ 36,843,220	\$ (9,448,794)	\$ 3,914,129	\$ (3,459,724)	\$ (3,439,957)	\$ (2,578,468)	\$ (1,397,599)	\$ 78,819	\$ (2,836,311)

Source:
 City of Paramount audited financial statements

Table 3
City of Paramount
Fund Balances of Governmental Funds
 Last Ten Fiscal Years
 (modified accrual basis of accounting)

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General fund:										
Nonspendable	\$ 6,043,142	\$ 6,147,210	\$ 60,472	\$ 3,510,869	\$ 3,605,980	\$ 355,213	\$ 273,028	\$ 276,969	\$ 558,425	\$ 299,648
Assigned	3,053,827	3,053,827	3,053,827	3,213,827	3,563,827	3,563,827	2,620,286	3,675,028	4,613,579	5,419,180
Unassigned	<u>11,120,183</u>	<u>11,335,035</u>	<u>11,464,951</u>	<u>11,618,168</u>	<u>11,809,618</u>	<u>12,121,484</u>	<u>12,557,530</u>	<u>12,647,525</u>	<u>12,776,116</u>	<u>12,798,092</u>
Total general fund	<u>20,217,152</u>	<u>20,536,072</u>	<u>14,579,250</u>	<u>18,342,864</u>	<u>18,979,425</u>	<u>16,040,524</u>	<u>15,450,844</u>	<u>16,599,522</u>	<u>17,948,120</u>	<u>18,516,920</u>
All other governmental funds:										
Nonspendable	2,339,413	806,732	535,000	535,000	535,000	535,000	-	-	-	-
Restricted	14,976,708	5,192,466	4,147,477	4,764,186	4,974,082	4,309,004	4,909,124	6,448,479	6,245,337	7,237,049
Committed	1,257,482	928,290	973,966	1,073,853	1,138,574	1,130,117	1,130,425	1,406,939	1,412,888	1,394,450
Assigned	13,076,247	-	-	-	-	-	-	-	-	-
Unassigned	<u>(1,500,983)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total all other governmental funds	<u>\$ 30,148,867</u>	<u>\$ 6,927,488</u>	<u>\$ 5,656,443</u>	<u>\$ 6,373,039</u>	<u>\$ 6,647,656</u>	<u>\$ 5,974,121</u>	<u>\$ 6,039,549</u>	<u>\$ 7,855,418</u>	<u>\$ 7,658,225</u>	<u>\$ 8,631,499</u>

Note:

In 2011, the City of Paramount adopted new fund balance classifications in compliance with GASB 54.

Source:

City of Paramount audited financial statements

Table 4
City of Paramount
Changes in Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues:										
Taxes	\$ 24,067,533	\$ 19,517,860	\$ 15,143,952	\$ 14,455,949	\$ 14,513,575	\$ 16,069,444	\$ 15,657,437	\$ 16,508,496	\$ 17,333,192	\$ 17,092,493
Licenses and permits	624,664	620,042	606,991	658,584	640,375	788,472	717,919	814,146	802,010	620,630
Fines & Penalties	556,008	697,242	686,297	702,539	680,755	727,000	738,338	921,744	835,477	820,853
Interest & use of property	435,759	337,192	185,157	97,981	149,617	152,768	161,069	293,406	493,133	437,853
Intergovernmental revenues	15,807,584	13,518,656	17,521,505	12,854,869	13,162,209	13,628,376	14,146,748	15,780,459	15,546,234	16,553,788
Charges for services	817,150	780,270	786,309	867,591	820,285	985,224	866,124	949,527	840,076	590,600
Other	2,754,980	2,315,994	2,471,296	1,328,269	2,898,830	1,461,768	1,438,161	1,771,286	1,663,979	1,593,822
Total revenues	<u>45,063,678</u>	<u>37,787,256</u>	<u>37,401,507</u>	<u>30,965,782</u>	<u>32,865,646</u>	<u>33,813,052</u>	<u>33,725,796</u>	<u>37,039,064</u>	<u>37,514,101</u>	<u>37,710,039</u>
Expenditures										
Current:										
General government	5,183,944	5,209,576	4,975,287	5,108,701	5,621,050	5,533,812	5,737,211	6,117,349	5,910,580	6,679,602
Community development	2,368,309	2,288,451	6,112,305	2,040,185	2,155,118	4,908,494	1,640,630	1,962,771	1,613,310	1,955,450
Public safety	10,427,873	10,648,671	10,255,992	10,238,432	10,672,716	11,080,181	10,744,979	11,629,250	11,677,073	11,876,632
Community services & recreation	7,326,727	5,133,584	4,666,373	4,635,635	4,667,924	4,861,967	4,950,485	5,219,398	5,162,728	5,032,344
Public works	5,421,821	6,064,354	5,857,785	5,751,998	5,807,592	6,173,761	6,892,265	6,674,196	6,872,059	7,316,460
Pass through and other fees	1,178,733	619,608	-	-	-	-	-	-	-	-
Community redevelopment	10,179,894	2,142,400	-	-	-	-	-	-	-	-
Debt service:										
Principal retirement	2,560,000	2,628,019	-	-	-	-	-	-	-	-
Interest and fiscal charges	2,618,909	1,475,925	-	-	-	-	-	-	-	-
Capital Outlay										
Water	175,151	851,396	-	-	-	-	-	106,368	166,689	5,612
Streets, sidewalks and signals	1,999,609	1,071,402	1,675,407	1,369,624	1,921,144	3,758,222	3,093,146	2,223,530	4,077,088	2,872,345
Parks	235,637	284,389	4,695,650	468,524	788,748	566,101	1,165,442	245,589	285,050	230,656
Civic Center improvements	-	-	-	-	-	-	-	-	-	-
Downtown Parking Lot	-	-	-	-	-	-	-	-	-	-
Other	2,974,885	1,145,428	1,189,175	156,017	320,176	542,950	205,254	408,034	517,709	296,411
Total expenditures	<u>52,651,492</u>	<u>39,563,203</u>	<u>39,427,974</u>	<u>29,769,116</u>	<u>31,954,468</u>	<u>37,425,488</u>	<u>34,429,412</u>	<u>34,586,485</u>	<u>36,282,286</u>	<u>36,265,512</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(7,587,814)</u>	<u>(1,775,947)</u>	<u>(2,026,467)</u>	<u>1,196,666</u>	<u>911,178</u>	<u>(3,612,436)</u>	<u>(703,616)</u>	<u>2,452,579</u>	<u>1,231,815</u>	<u>1,444,527</u>
Other financing sources (uses):										
Transfers in	12,544,932	4,071,946	-	-	-	-	-	35,249	312,985	-
Transfers out	(12,544,932)	(4,071,946)	-	(170,000)	-	-	-	(135,249)	(543,485)	-
Capital Lease	-	-	-	-	-	-	-	127,493	150,090	97,547
Payment to bond escrow agent	-	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>(170,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,493</u>	<u>(80,410)</u>	<u>97,547</u>
Extraordinary and special items:										
Special item-Housing Authority	-	(689,800)	-	-	-	-	-	-	-	-
Special item-housing assets	-	776,760	-	-	-	-	-	-	-	-
Extraordinary item-RDA	-	(21,213,472)	(5,201,400)	3,453,544	-	-	-	484,475	-	-
Total extraordinary and special items	<u>-</u>	<u>(21,126,512)</u>	<u>(5,201,400)</u>	<u>3,453,544</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>484,475</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>\$ (7,587,814)</u>	<u>\$ (22,902,459)</u>	<u>\$ (7,227,867)</u>	<u>\$ 4,480,210</u>	<u>\$ 911,178</u>	<u>\$ (3,612,436)</u>	<u>\$ (703,616)</u>	<u>\$ 2,964,547</u>	<u>\$ 1,151,405</u>	<u>\$ 1,542,074</u>
Debt service as a percentage of noncapital expenditures										
	11.2%	12.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Source:										
City of Paramount audited financial statements										

Table 5
City of Paramount
Taxable Sales by Category
 Last Ten Calendar Years
 (in thousands of dollars)

	Calendar Year									
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Apparel Stores	\$ 12,742	\$ 19,369	\$ 21,505	\$ 23,100	\$ 22,999	\$ 22,718	\$ 22,954	\$ 19,971	\$ 20,746	\$ 20,803
Food Stores	22,530	23,844	25,460	25,097	24,989	25,551	22,141	20,589	21,936	22,665
Eating and Drinking Places	37,361	41,717	45,700	47,485	51,696	57,716	62,348	69,583	75,944	79,620
Building Materials	55,789	59,313	60,174	63,384	64,578	85,481	99,688	108,049	103,876	114,502
Auto Dealers and Supplies	13,851	13,840	14,271	14,941	13,531	15,294	16,959	17,004	16,212	12,373
Service Stations	89,818	107,582	107,611	100,545	98,520	81,019	67,146	72,252	83,100	88,083
Other Retail Stores	107,307	102,001	101,673	101,401	101,268	101,743	107,051	97,628	102,865	101,220
All Other Outlets	291,824	374,435	389,616	387,318	391,536	331,778	325,153	352,689	380,354	412,964
Total	\$ 631,222	\$ 742,101	\$ 766,010	\$ 763,271	\$ 769,117	\$ 721,300	\$ 723,440	\$ 757,765	\$ 805,033	\$ 852,230
Sales and Use Tax rate	8.25%	9.75%	9.75%	8.75%	8.75%	9.00%	9.00%	9.50%	9.50%	9.50%

Note:

The categories presented are intended to provide alternative information regarding the sources of the City's revenue.

Sources:

State of California Board of Equalization
 The HdL Companies

Table 6
City of Paramount
Direct and Overlapping Sales Tax Rates
Last Ten Calendar Years

Calendar Year Ended December 31	City Direct Rate	L.A. County Transportation Authority	L.A. County Transportation Commission	<u>Local Rate Levied by State</u>		State of California	Total Sales Tax Rate
				County Transportation	City Operations		
2010	0.00%	0.50%	1.00%	0.25%	0.75%	7.25%	9.75%
2011	0.00%	0.50%	1.00%	0.25%	0.75%	6.25%	8.75%
2012	0.00%	0.50%	1.00%	0.25%	0.75%	6.25%	8.75%
2013	0.00%	0.50%	1.00%	0.25%	0.75%	6.50%	9.00%
2014	0.00%	0.50%	1.00%	0.25%	0.75%	6.50%	9.00%
2015	0.00%	0.50%	1.00%	0.25%	0.75%	6.50%	9.00%
2016	0.00%	0.50%	1.00%	0.25%	0.75%	6.50%	9.00%
2017	0.00%	0.50%	1.00%	0.50%	0.25%	7.25%	9.50%
2018	0.00%	0.50%	1.00%	0.50%	0.25%	7.25%	9.50%
2019	0.00%	0.50%	1.00%	0.50%	0.25%	7.25%	9.50%

Notes:

Effective July 1, 2004, 1/4% of the local rate levied by the State for the City's operations was shifted to the State to create a dedicated revenue source to repay bonds issued under the California Economic Recovery Bond Act. Revenue lost through the shift is backfilled to the City with property tax revenue from the County Education Revenue Augmentation Fund (ERAF).

Sources:

California State Board of Equalization
The HdL Companies

Table 7
City of Paramount
Principal Sales Tax Producers
Current Year and Nine Years Ago

2020		2011	
76	Service Stations	Airgas West	Drugs/Chemicals
Aramark Uniform Career Apparel	Business Services	Arco	Service Stations
Arco AM PM	Service Stations	Arco AM PM	Service Stations
Arco AM PM	Service Stations	Arco AM PM	Service Stations
Arco AM PM	Service Stations	Arco AM PM	Service Stations
Chemco	Drugs/Chemicals	Chao Petroleum	Service Stations
Chevron	Service Stations	Chemco	Drugs/Chemicals
Circle K	Service Stations	Chevron	Service Stations
Drees Wood Products	Contractors	Cort Furniture Rental	Home Furnishings
Falcon Fuels	Petroleum Product/Equipment	Drees Wood Products	Contractors
HD Supply	Building Materials	Falcon Fuels	Petroleum Product/Equipment
Home Depot	Building Materials	GCR Tire Center	Automotive Supply Stores
Hub Construction Specialties	Building Materials	Hardy Roofing Materials	Contractors
Jankovich	Petroleum Product/Equipment	HD Supply	Building Materials
Northgate Market	Grocery Stores	Home Depot	Building Materials
Pacific Gypsum Supply	Contractors	Jankovich	Petroleum Product/Equipment
Paramount Metal & Supply	Contractors	Lindsay Lumber	Building Materials
Petro Bras	Service Stations	McDonalds	Quick-Service Restaurants
Premium Windows	Contractors	Northgate Market	Grocery Stores
Ross	Family Apparel	Press Forge	Heavy Industrial
Sams Roofing Material	Building Materials	Rapid Gas	Service Stations
Stater Bros	Grocery Stores	Sams Roofing Material	Building Materials
United Oil	Service Stations	Sherwin Williams	Paint/Glass/Wallpaper
Walmart Supercenter	Discount Department Stores	Walmart Supercenter	Discount Department Stores
Weber Metals	Heavy Industrial	Weber Metals	Heavy Industrial

Percent of Fiscal Year Total 62.82%

65.93%

Period: July 2019 thru March 2020

July 2010 thru March 2011

Notes:

Firms listed alphabetically

Sources:

State of California Board of Equalization
The HdL Companies

Table 8
City of Paramount
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

Fiscal Year Ended June 30	<u>Governmental Activities</u>				<u>Business-type Activities</u>			Total Primary Government	Percentage of Personal Income	Debt Per Capita
	Loan Payable	Tax Allocation Bonds	Capital Leases	Total Governmental Activities	Loan and Notes Payable	Capital Leases	Total Business-type Activities			
2011	\$ 1,730,000	\$ 63,421,402	\$ 7,208	\$ 65,158,610	\$ 6,625,447	\$ -	\$ 6,625,447	\$ 71,784,057	9.51%	\$ 1,320.34
2012	-	-	-	-	6,298,478	-	6,298,478	6,298,478	0.81%	115.31
2013	-	-	-	-	5,966,563	-	5,966,563	5,966,563	0.77%	108.38
2014	-	-	-	-	5,629,520	-	5,629,520	5,629,520	0.71%	102.21
2015	-	-	-	-	5,287,159	-	5,287,159	5,287,159	0.68%	93.74
2016	-	-	-	-	4,939,285	-	4,939,285	4,939,285	0.59%	88.32
2017	-	-	138,482	138,482	4,774,580	90,145	4,864,725	5,003,207	0.59%	89.34
2018	-	-	203,363	203,363	11,303,775	101,313	11,405,088	11,608,451	1.27%	209.17
2019	-	-	261,439	261,439	11,158,240	61,981	11,220,221	11,481,660	1.21%	207.02
2020	-	-	247,167	247,167	10,860,410	93,274	10,953,684	11,200,851	NA	NA

Notes:

Details regarding the City's outstanding debt can be found in the notes to the financial statements.

NA denote information that is unavailable.

Percentage of Personal Income and Debt Per Capita are calculated using personal income and population as shown on Table 13.

The debt included in the governmental activities columns (with the exception of capital leases) prior to FY2012 was debt of the Paramount Redevelopment Agency. With the elimination of redevelopment in the State of California effective February 1, 2012, that debt was transferred to a private-purpose trust fund. The governmental activities have no other long-term debt.

Table 9
City of Paramount
Ratios of General Bonded Debt Outstanding
 Last Ten Fiscal Years

Fiscal Year Ended June 30	<u>Outstanding General Bonded Debt</u>			Percent of Assessed Value	Per Capita
	Tax Allocation Bonds	Total			
2011	\$ 63,421,402	\$ 63,421,402		2.11%	\$ 1,161
2012	-	-		0.00%	-
2013	-	-		0.00%	-
2014	-	-		0.00%	-
2015	-	-		0.00%	-
2016	-	-		0.00%	-
2017	-	-		0.00%	-
2018	-	-		0.00%	-
2019	-	-		0.00%	-
2020	-	-		0.00%	-

Notes:

Assessed value has been used because the actual value of taxable property is not readily available in the State of California.

Details regarding the City's outstanding debt can be found in the notes to the financial statements.

The outstanding general bonded debt listed prior to FY2012 was debt of the Paramount Redevelopment Agency. With the elimination of redevelopment in the State of California on February 1, 2012, that debt was transferred to a private-purpose trust fund.

Table 10
City of Paramount
Direct and Overlapping Governmental Activities Debt
As of June 30, 2020

City Assessed Valuation	\$ 2,595,081,565
Redevelopment Agency Incremental Valuation	<u>1,746,871,069</u>
Total Assessed Valuation	<u>\$ 4,341,952,634</u>

	Percentage Applicable (2)	Outstanding Debt 6/30/20	Estimated Share of Overlapping Debt
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District (1)	0.201%	\$ 18,151,752	\$ 36,564
Cerritos Community College District Debt Service	0.005%	406,967,548	21,016
Compton Community College District Debt Service	19.172%	130,864,650	25,089,890
Compton Unified School District Debt Service	0.656%	253,235,358	1,662,049
Downey Unified School District Debt Service	0.020%	204,978,240	40,061
Paramount Unified School District 2005/2006 Debt Service	65.907%	<u>150,822,975</u>	<u>99,402,287</u>
Total overlapping debt repaid with property taxes		<u>1,165,020,523</u>	<u>126,251,867</u>
Total overlapping debt		<u>\$ 1,165,020,523</u>	126,251,867
City direct debt			<u>247,167</u>
Total direct and overlapping debt			<u>\$ 126,499,034</u>

Notes:

This report reflects debt which is being repaid through voter-approved property tax indebtedness. It excludes mortgage revenue, tax allocation bonds, interim financing obligations, non-bonded capital lease obligations and certificates of participation, unless provided by the City.

Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City.

(1) This fund is a portion of a larger agency, and is responsible for debt in areas outside the city.

(2) The percentage applicable was estimated by determining the portion of another governmental unit's taxable assessed value that is within the City's boundaries and dividing it by each unit's taxable assessed value.

Sources:

LA County Assessor and Auditor Combined 2019/2020 Lien Date Tax Rolls

HdL Coren & Cone

Table 11
City of Paramount
Legal Debt Margin Information
Last Ten Fiscal Years

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Assessed valuation	\$ 2,954,689,203	\$ 3,040,467,902	\$ 3,145,453,787	\$ 3,257,456,687	\$ 3,363,331,783	\$ 3,441,673,952	\$ 3,635,948,857	\$ 3,815,902,453	\$ 3,999,245,043	\$ 4,341,952,634
Conversion percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%
Adjusted assessed valuation	738,672,301	760,116,976	786,363,447	814,364,172	840,832,946	860,418,488	908,987,214	953,975,613	999,811,261	1,085,488,159
Debt limit percentage	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Debt limit	110,800,845	114,017,546	117,954,517	122,154,626	126,124,942	129,062,773	136,348,082	143,096,342	149,971,689	162,823,224
Total net debt applicable to limit:										
General obligation bonds	-	-	-	-	-	-	-	-	-	-
Legal debt margin	<u>\$ 110,800,845</u>	<u>\$ 114,017,546</u>	<u>\$ 117,954,517</u>	<u>\$ 122,154,626</u>	<u>\$ 126,124,942</u>	<u>\$ 129,062,773</u>	<u>\$ 136,348,082</u>	<u>\$ 143,096,342</u>	<u>\$ 149,971,689</u>	<u>\$ 162,823,224</u>
Total debt applicable to the limit										
as a percentage of debt limit	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Notes:

The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation. However, this provision was enacted when assessed valuation was based upon 25% of market value.

Effective with the 1981-1982 fiscal year, each parcel is now assessed at 100% of market value (as of the most recent change in ownership for that parcel). The computations shown above reflect a conversion of assessed valuation data for each fiscal year from the current full valuation perspective to the 25% level that was in effect at the time that the legal debt margin was enacted by the State of California for local governments located within the state.

The City of Paramount has no bonded indebtedness

Source:

Los Angeles County Assessor 2018/2019 Combined Tax Rolls

HdL Coren & Cone

Table 12
City of Paramount
Pledged-Revenue Coverage
 Last Ten Fiscal Years

Fiscal Year Ended June 30	Loan Payable					Tax Allocation Bonds			
	Water Revenue	Less Operating Expenses	Net Available Revenue	Annual Debt Service	Coverage	Tax Increment	Debt Service		Coverage
							Principal	Interest	
2011	\$ 6,988,462	\$ 6,364,644	\$ 623,818	\$ 166,781	3.74	\$ 10,618,837	\$ 2,485,000	\$ 2,592,364	2.09
2012	7,422,476	7,032,056	390,420	327,257	1.19	3,484,375	2,590,000	1,407,585	0.87
2013	7,923,662	7,432,887	490,775	327,193	1.50	-	-	-	-
2014	7,903,731	6,352,232	1,551,499	327,133	4.74	-	-	-	-
2015	7,158,201	6,345,799	812,402	327,066	2.48	-	-	-	-
2016	7,026,709	6,629,599	397,110	326,996	1.21	-	-	-	-
2017	7,861,016	6,599,223	1,261,793	326,923	3.86	-	-	-	-
2018	8,003,264	7,453,498	549,766	327,018	1.68	-	-	-	-
2019	7,805,298	6,783,159	1,022,139	431,415	2.37	-	-	-	-
2020	7,640,124	7,130,558	509,566	643,685	0.79	-	-	-	-

Notes:

Details regarding the City's outstanding debt can be found in the notes to the financial statements.

Water revenue does not include interest.

Operating expenses do not include interest or depreciation expenses.

On February 1, 2012, redevelopment agencies in the State of California were eliminated and the assets and liabilities of the Paramount Redevelopment Agency were transferred to a private-purpose trust fund. The FY2012 data for the tax allocation bonds represents the final 7 months of activity for the redevelopment agency. Though the coverage is less than the debt service payment was made using available fund balance.

Source:

City of Paramount

Table 13
City of Paramount
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year Ended December 31	Population (1)	Personal Income (in thousands) (2)	Per Capita Personal Income (2)	Unemployment Rate (3)
2010	57,989	\$779,314	\$13,439	18.3%
2011	54,368	\$755,117	\$13,889	17.8%
2012	54,624	\$774,568	\$14,180	13.6%
2013	55,051	\$774,898	\$14,076	11.3%
2014	55,076	\$788,468	\$14,316	9.6%
2015	56,400	\$776,609	\$13,769	7.9%
2016	55,923	\$830,147	\$14,844	6.2%
2017	56,000	\$849,607	\$15,171	4.8%
2018	55,497	\$913,372	\$16,458	5.1%
2019	55,461	\$952,036	\$17,165	4.8%

Sources:

(1) California State Department of Finance

(2) 2004-2009: estimates of income based on the last available census; 2010 and later: most recent American Community Survey

(3) California Employment Development Department

Table 14
City of Paramount
Principal Employers
Current Year and Nine Years Ago

Employer	2020		2011	
	Number of Employees	Percent of Total Employment	Number of Employees	Percent of Total Employment
Paramount Unified School District	2,011	13.0%	2,071	17.5%
Weber Metals	667	4.0%	360	3.0%
Wal-Mart Store # 2110	402	3.0%	326	2.8%
Carlton Forge Works	359	2.0%	293	2.5%
Ralphs Grocery #403	353	2.0%		
City of Paramount	302	2.0%	204	1.7%
Kindred Hospital / Promise Hospital	291	2.0%	492	4.2%
M V Public Transportation	209	1.0%	120	1.0%
The Home Depot #1037	204	1.0%	164	1.4%
Golden State Engineering, Inc.	200	1.0%	187	1.6%
Affinity Healthcare Center	198	1.0%		
Geropsychiatric Contract Services	164	1.0%	140	1.2%
Northgate Supermarket #17	153	1.0%	167	1.4%
Bodega Latina Corp.	117	1.0%	110	0.9%
Braun & Linen Service Co.	112	1.0%	125	1.1%
Paramount Petroleum		0.0%	202	1.7%
MD2 Industries		0.0%	110	0.9%
Total	5,742	36.0%	5,071	42.9%

Note:

Blank areas denote information that is unavailable.

Sources:

City of Paramount business license database
Paramount Unified School District Human Resources Department
City of Paramount Human Resources Department

Table 15
Full-Time Equivalent City Employees
by Function
 Last Ten Fiscal Years

Function	Full-time and Part-time Employees as of June 30									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General Government	25.6	23.4	26.0	25.0	26.7	25.7	25.8	26.2	27.7	28.7
Community Development	11.0	9.0	8.0	8.5	8.6	8.8	9.0	9.7	9.9	9.9
Public Safety	27.2	26.2	25.8	24.9	24.1	27.7	25.2	26.4	23.6	24.6
Community Services and Recreation	79.6	85.3	85.7	81.1	81.1	84.8	88.0	78.0	72.1	69.5
Public Works	45.2	43.4	47.2	44.4	45.6	47.9	44.5	42.8	43.3	43.3
Total	188.6	187.3	192.7	183.9	186.1	194.9	192.5	183.1	176.6	176.0

Note:

The City of Paramount Water Department is included in other functions.

Source:

City of Paramount

Table 16
City of Paramount
Operating Indicators
by Function
Last Ten Fiscal Years

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Community Development										
Permits	1,264	1,005	1,017	1,292	1,260	1,438	1,245	1,315	1,207	907
Inspections	7,567	6,384	5,030	8,059	8,336	9,408	11,617	13,460	13,051	9,308
Public Safety:										
Arrests	1,601	1,545	1,549	1,689	1,670	1,523	1,389	1,264	1,286	1,318
Parking Citations Issued	11,452	11,524	10,806	12,239	11,187	14,348	13,524	17,723	15,541	13,238
Community Services and Recreation:										
Number of Recreation Classes	31	33	41	20	24	29	38	47	33	25
Number of Facility Rentals	527	543	601	591	621	683	722	724	580	453
Public Works:										
Street Resurfacing (miles)	1.30	1.50	1.10	0.77	1.18	1.25	0.14	0.61	5.98	0.53
Water:										
Average Daily Consumption (thousands of gallons)	6,053	6,131	6,074	5,923	5,710	5,250	5,704	5,872	4,846	4,530

Notes:

Indicators are not available for the general government function.
Community Development data is based on a calendar year.
Blanks indicate that information is not available.

Sources:

Los Angeles Sheriff's Department Management Information System.
Various City departments.

Table 17
City of Paramount
Capital Asset Statistics
by Function
 Last Ten Fiscal Years

	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Community Services and Recreation:										
Parks	9	9	10	10	10	11	11	11	11	11
Community Centers	5	5	5	5	5	5	5	5	5	5
Public Works:										
Streets (miles)	73	73	73	73	73	73	73	73	73	73
Streetlights	3,082	3,087	3,087	3,087	3,087	3,087	3,099	3,099	3,099	3,099
Traffic Signals	55	55	55	55	55	55	56	56	56	56
Water:										
Water Mains (miles)	127	127	127	127	127	127	127	127	127	127
Number of Service Connections	7,543	7,538	7,542	7,351	7,356	7,378	7,398	7,414	7,429	7,374
Average Daily Consumption (gallons)	6,053,015	6,131,505	6,074,084	5,922,666	5,709,551	5,249,976	5,703,739	5,871,834	4,845,868	4,929,535
Plant Capacity (gallons per minute)	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000

Note:
 Indicators are not available for the community development, public safety or general government functions.

Source:
 Various City departments.

DECEMBER 15, 2020

DRAFT 2021 LEGISLATIVE PLATFORM

MOTION IN ORDER:

REVIEW THE DRAFT 2021 LEGISLATIVE PLATFORM AND APPROVE FOR
IMPLEMENTATION ON JANUARY 1, 2021

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
By: Andrew Vialpando, Assistant City Manager
Date: December 15, 2020

SUBJECT: DRAFT 2021 LEGISLATIVE PLATFORM

At its meeting on August 4, 2020, the City Council received a report on implementing an annual Legislative Platform to establish guidelines for staff when the City receives requests from partner agencies and organizations to either support or oppose legislation. At a subsequent meeting on September 1, the City Council approved the implementation of a Legislative Platform on effective January 1, 2021.

Staff has prepared a draft 2021 Legislative Platform for your review and input based on the Vision, Mission, Values, and Strategic Outcomes established by the City Council, recommendations by City staff, and legislative priorities of the agencies and organizations which the City belongs to (Attachment A). The final Legislative Platform will incorporate your feedback and input provided this evening and take effect on January 1, 2021. At the direction of the City Council, the Legislative Platform will be reviewed again in June 2021.

RECOMMENDED ACTION

It is recommended that the City Council review the draft 2021 Legislative Platform and approve for implementation on January 1, 2021.

Attachment: A – Draft 2021 Legislative Platform



Legislative Platform for Calendar Year 2021



Peggy Lemons
Mayor

Brenda Olmos
Vice Mayor

Isabel Aguayo
Councilmember

Laurie Guillen
Councilmember

Vilma Cuellar Stallings
Councilmember

January 2021

Mission Statement

The City of Paramount's Legislative Platform establishes a framework for the City's collective principles on matters of legislation and other platforms similar in nature.

The Paramount City Council recognizes the need for an active legislative program to protect the City's interests in the region, Sacramento, and Washington, D.C. This document outlines the City's position on legislative matters.



Purpose

On September 1, 2020, the City Council approved implementation of a Legislative Platform program that captures streamlines a process for staff to follow when the City receives a request to take a position on legislative matters. Adopted annually by Resolution of the City Council, the Legislative Platform is the foundation of a focused advocacy strategy and serves as a reference guide for legislative positions and objectives that provide direction for the City Council and staff throughout the year. The purpose of the Legislative Platform is to give clear direction to staff when determining the City's position on legislation. The Legislative Platform is developed and maintained by using the goals and objectives of the City Council, and incorporates the City's Vision, Mission, Values, and Strategic Outcomes. It is based on input from the City Council and staff, as well as local legislative staff and the City's legislative advocates; and includes our partner

The Legislative Platform... [uses] the goals and objectives of the City Council, and incorporates the City's Vision, Mission, Values, and Strategic Outcomes.

Implementation

The City Council will review and adopt the Legislative platform at the start of each legislative session and revisit it mid-year. Federal and State legislation that is consistent with the Legislative Platform may be supported by the City. Federal and State legislation that is inconsistent with the Legislative Platform may be opposed by the City. When legislation is supported or opposed by the Legislative Platform, City staff will prepare position letters to be approved by the Mayor. Legislation that is not addressed in the Legislative Platform may require further direction from the City Council. Legislative priorities may only address issues directly related to or impacting the provision of municipal services. In general, the City will not address matters that are not pertinent to the City's local government



Partner Organizations

Generally, the City supports the legislative positions of the City's partner organizations. However, there may be some instances where the City does not support a certain legislative position by a partner organization. When this occurs, City staff will use the principles and values in this Legislative Platform to guide legislative position. The following are partner organizations the City generally supports:

Federal:

American Planning Association
American Public Works Association
American Water Works Association
National Recreation and Parks Association
National League of Cities
U.S. Conference of Mayors

State:

Association of California Water Agencies
California Association of Local Economic Development
California Building Officials
California Contract Cities Association
California Joint Powers Insurance Authority
California Municipal Revenue and Tax Association
California Municipal Utilities Association
California Society of Municipal Finance Officers
California Stormwater Quality Association
California Park & Recreation Society
City Clerks Association of California
League of California Cities

Regional:

Gateway Cities Council of Governments
Gateway Water Management Authority
Los Angeles County Sheriff's and Fire Departments
Metropolitan Transportation Authority
Southern California Chapter of National Association of Telecommunications Officers and Advisors
Southeast Los Angeles County Workforce Development Board
Southeast Water Coalition
Southern California Association of Governments
Greater Los Angeles County Vector Control District



Guiding Principles

The City of Paramount will take positions and advocate based on the following principles:

1. Preserve Local Control

- Support measures that preserve and protect the City's powers and duties to enact legislation and policy direction concerning local affairs, and oppose legislation that preempts local authority.
- Support measures that preserve and enhance authority and accountability for revenues raised and services provided.



2. Promote Fiscal Stability

- Support measures that promote fiscal stability, predictability, and financial independence.
- Support measures that preserve the City's revenue base and local control over local government budgeting, recognizing that economic cost is a determinate in considering the merits and/or impacts of any proposed legislation or regulation.
- Support measures that make cities more independent on the County, State, and Federal Governments for financial stability, such as mandated costs with no guarantee of local reimbursement or offsetting benefits. Oppose measures that shift local funds to the County, State or Federal Governments, without offsetting benefits.

3. Promote Economic Development

- Support legislation and regulation reforms that provide the City with the necessary tools to continue to grow its economy and enhance economic development efforts.
- Support measures that provide the City with the capability to attract and retain businesses, as well as encourage current businesses to expand and retain jobs locally.

4. Funding Opportunities

- Support opportunities that allow the City to compete for its fair share of regional, State, and Federal funding.
- Support funding for programs including, but not limited to, economic development, transportation projects, utility undergrounding, public works, water infrastructure, parks and recreation, and public safety.

2021 Legislative Platform

GOALS

- Advocate for the City's best interest at the Federal, State and local level.
- Be analytical and transparent with Legislators, City Council, staff, and the community on legislative issues that can have potential impact on the City.
- Serve as an active participant with other local governments, the partner organizations listed, and other local professional organizations on legislative/regulatory issues that serve and protect the health and welfare of the City and our region.
- Seek grant and funding assistance for City projects, services and programs to enhance services for the community.

AREAS OF FOCUS

Finance

- Oppose Federal or State efforts that raid local revenues and encourage the State to find other methods of balancing its budget.
- Support legislation that includes Federal, State, and regional funding formulas that ensure equitable distribution of funds at the local level.
- Oppose any initiatives that threaten local control of City budgets.
- Oppose unfunded mandates.

Human Resources

- Oppose measures that reduce local control over employee relations issues.
- Oppose legislation mandating new or enhanced local government employee benefits that are proven to be costly or unaffordable.
- Support efforts to further reform pension benefits administered by California Public Employees' Retirement System (CalPERS) that would help protect the long-term solvency of local entities and CalPERS.
- Support changes in State law or judicial precedent to allow employers to negotiate plan changes with classic CalPERS members.

2021 Legislative Platform

AREAS OF FOCUS (CONT'D)

Economic Development

- Support efforts that are designed to provide local governments with the tools necessary to bolster economic development.
- Support legislation and regulatory initiatives that would enhance the City's ability to attract and retain businesses as well as encourage business expansion and job retention.

Housing and Land Use

- Oppose regional growth, development, and land use legislation that overlooks the City's unique geographical and density challenges in a strategic manner taking each neighborhood into account.
- Oppose legislation that penalizes local governments for noncompliance with their housing element, or Regional Housing Needs Assessment (RHNA).
- Support efforts to strengthen the legal and fiscal capability of local agencies to prepare, adopt, and implement plans for orderly growth, development, and conservation of local planning areas.
- Support Federal and State legislation that would provide resources for the City to meet its housing needs as described in the Housing Element of the General Plan.
- Support measures that provides municipalities with increased input in the development of the RHNA.

Regional Governance

- Support proposals encouraging regional, sub-regional, or countywide cooperation in planning urban development strategies, especially those that provide funding for effective implementation of agreed-upon goals.
- Support measures to achieve fair and proportionate representation on countywide regional boards.

2021 Legislative Platform

AREAS OF FOCUS (CONT'D)

Parks and Recreation

- Support legislation and funding for youth-related prevention and intervention programs, including after-school educational and recreational programs.
- Support efforts to provide an expedited process for the fair distribution of State bond funds and other grant opportunities.
- Support legislation that provides opportunities, either by grants or other means, that repurpose or renovate existing recreation facilities to maximize the City's limited open space.

Public Works

- Support legislation that would increase funding for local transportation projects.
- Support legislation that affords local agencies greater discretionary authority to expend available transportation funds and affords local jurisdictions greater flexibility over transportation-related issues.
- Support legislation that would require public utilities to underground power lines and support funding for undergrounding of utilities.

Solid Waste

- Support measures that maintain and enhance local authority and economic flexibility to regulate solid waste and recyclables.



2021 Legislative Platform

AREAS OF FOCUS (CONT'D)

Water Supply

- Support legislation that encourages strong water efficiency standards and increased water conservation strategies.
- Support legislation that would increase the availability of, and funding for, water reuse technologies, water recycling, local water storage, and other water supply technologies.
- Support measures to increase water supply and improve water quality in the region, including drought relief legislation.

Public Safety

- Support measures that encourage community safety and wellbeing.
- Support legislation and implementation of State programs and policies that promote pedestrian and bicycle safety.
- Support legislation to provide a greater share of asset forfeiture funds and increased latitude for spending local funds.
- Support legislation efforts to increase the amount of grant funding for local law enforcement operations, including school resource officers and disaster preparedness initiatives.
- Support legislation that discourages drivers from operating motor vehicles while under the influence of drugs and maintain state funding to conduct sobriety checkpoints.
- Support initiatives involving Federal, State and County governments to reduce and prevent homelessness.
- Support legislation that aligns with our values in keeping our neighborhoods safe, improves our community as a whole, enables voices in our community from all backgrounds, and promotes reasonable, long-term solutions designed to work harmoniously with our partners in law enforcement.



DECEMBER 15, 2020

RESOLUTION NO. 20:032

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT
RESCINDING RESOLUTION NO. 19:027 AND ADOPTING THE UPDATED
CITY PERSONNEL MANUAL”

MOTION IN ORDER:

READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 20:032

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
By: Andrew Vialpando, Assistant City Manager
Date: December 15, 2020

**Subject: RESOLUTION NO. 20:032
RESCINDING RESOLUTION NO. 19:027 AND ADOPTING THE UPDATED
CITY PERSONNEL MANUAL**

Background

Pursuant to Chapter 2, Section 64 of the Paramount Municipal Code, the City of Paramount adopted its primary administrative policies by Resolution of the City Council in the 1970s (Personnel Resolution). For decades, the Personnel Resolution has served as a formal description of the policies, procedures, and conduct expected of an employee of the City. Over the years, only basic ministerial or regulatory adjustments have been made to the Resolution, such as updates to harassment complaint procedures or updates to the annual holiday calendar. Needless to say, federal, State, and regional personnel laws and regulations have significantly evolved over the last 50 years. Despite the significant changes to personnel laws, a comprehensive overhaul has not been conducted to modernize the current policy or its approval process. Changes to administrative policy approval procedures are also needed to reflect the Paramount Municipal Code. An extensive update to implement modern best practices is long overdue.

Furthermore, the City had established the unconventional practice of sending all personnel regulatory changes to the City Council for approval by Resolution each year during the Annual Budget presentation. This is unusual because organizations typically approve personnel regulatory matters administratively through the office of the City Manager, whereas items that impact the budget (i.e. salary, benefits, etc.) are approved by the City Council.

As a result, staff has updated the City's personnel policies and procedures.

Updated Personnel Manual

To provide our City employees with a more organized and comprehensive set of guiding principles, values, and procedures that reflect long-established practices, we have updated the City's policies. The updated Personnel Manual is organized by sections and provides clarity on procedures. This Personnel Manual will replace the Personnel Resolution and allow for changes to be made by the City Manager without requiring the

changes to be brought to the City Council, except for the items relating to the budget (i.e. compensation, benefits, etc.). This procedural change aligns with Section 2-60 of the Paramount Municipal Code, which provides that the City Manager is the Personnel Officer for the City, as well as enables efficient updates of personnel regulations.

The updated Personnel Manual was developed entirely based on current City policies in place, and adds and expands sections. The updates to the Personnel Manual were crafted in cooperation with the City Attorney, the City's outside personnel legal counsel, department directors and assistant directors, general employees, and City management. Below is an overview of the updates that were made:

- There are **no changes** to the material/substantial elements like employee benefits, disciplinary process, appeals, or time off;
- Some areas were strengthened by **adding** sections that pertain to State and federal laws (i.e. Equal Opportunity Employment and ethics), describing our recruitment and selection process, as well as other changes that bring us into the 21st century (e.g., Technology and Equipment);
- Some sections were **cleaned up** by removing or putting into compliance procedures that are clearer for employees, like grouping all time-off policies into an easy-to-find section. Staff also includes a Position Classification Plan, pursuant to the Paramount Municipal Code; and,
- Some sections were **enhanced** by adding benefits like Catastrophic Leave and Teleworking (work from home).

Below is a detailed explanation of each section of the Personnel Manual.

Section I: Introduction

This section describes the Personnel Manual as an administrative document that is implemented, and may be revised, by the City Manager pursuant to the Paramount Municipal Code. Changes to sections that impact the City Budget (i.e. compensation or benefits) will continue to go to the City Council for approval. Any changes will be reviewed by the City Attorney. Human Resources will communicate any changes to all employees. Section 1 also describes the laws on Equal Opportunity and harassment. In short, this section outlines basic procedures and describes existing state and federal laws.

Section II: Employment and Legal Administration

This section contains the bulk of content as it relates to benefits, leaves, discipline, and conduct. Most of this content was derived directly from the current Personnel Resolution. To be clear, there were no changes to benefits and the causes for discipline sections. Below is an exhaustive list of the changes:

- Provides current language on State and federal laws.
- Adds probation for promotions and new roles.
- Clarifies limits on Nepotism (hiring family members).
- Adds required trainings and practices that are industry standard (e.g., Injury Illness and Prevention training, etc.).
- Defines which employees are at-will per the Municipal Code (no changes).
- Provides clear direction on the performance evaluation process.
- Adds policy on access and maintenance of personnel files added.
- Updates language pertaining to part-time sick leave, executive leave, and sick leave payout upon retirement.
- Adds Catastrophic leave.
- Adds Telecommuting policy .

Another notable change was cleaning up language in the Section on Grievance Procedures:

- Language that pertains to Matters subject to Grievance Procedures was slightly modified to reduce redundancy and clarify specific instances for Grievances.
- Clarified language regarding pre-existing disputes eligible for grievance procedures.
- Clarified the number of days to notify a supervisor about a complaint for informal grievances.

Section III: Employee Conduct

This section describes appropriate business conduct in a number of areas, including ethics, substance use at work, vehicle and devices usage, dress code and more, in order to maintain a safe and professional workplace. Some of these subsections mirror our current policy and practices. New content was added to clarify and document best practices.

Employee Outreach and Input

A memorandum was sent to all employees on November 12, 2020 announcing the draft changes to the Personnel Manual and to solicit their input and feedback. The memo described the changes and the need for such changes. It also informed them of two ways to share their input and provide feedback with Human Resources. Employees were given until December 8, 2020 to provide feedback through two methods: an internal online form and in-person meetings to provide open office hours hosted by Human Resources staff. The office hours were held at the three major worksites: the City Yard, Public Safety Substation, and City Hall. Human Resources received valuable input from some employees, most of which was incorporated into the Personnel Manual. Overall, updated changes are well-received.

A draft of the updated Personnel Manual was also sent to the City's only labor union, Teamsters Local 911, on November 12, 2020, which represents about 20 Public Works maintenance employees. No feedback was received by the Teamsters representation. The updated Personnel Manual will be presented to the City's represented employees during on-going negotiations to be referenced in an eventual Memorandum of Understanding (MOU) between the City and represented employees.

Next Steps

Upon adoption of Resolution 20:032, the Personnel Resolution will be rescinded and replaced with the updated Employee Personnel Manual. Moving forward, the Personnel Manual will be the primary administrative document for all personnel matters. Ministerial changes may be approved by the City Manager, and all personnel matters impacting the City budget (i.e. compensation, benefits, etc.) will continue to be presented to the City Council for approval.

RECOMMENDED ACTION

It is recommended the City Council adopt Resolution 20:032 rescinding Personnel Resolution 19:027 and adopting the City of Paramount's Personnel Manual.

CITY OF PARAMOUNT
LOS ANGELES COUNTY, CALIFORNIA

RESOLUTION NO. 20:032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT
RESCINDING RESOLUTION NO. 19:027 AND ADOPTING THE
UPDATED CITY PERSONNEL MANUAL

WHEREAS, Resolution No. 19:027 was adopted by the City Council, which is the most recent rules and regulations establishing the policies, procedures, and conduct relating to employment with the City; and

WHEREAS, Resolution No. 19:027 does not reflect the latest employment laws, best practices, and business needs that have changed over the last decades; and

WHEREAS, pursuant to Chapter 2, Section 64 of the Paramount Municipal Code, the City Council is required to review and adopt any changes to the Personnel Rules and Regulations; and

WHEREAS, an updated Personnel Manual was created to modernize and update the policies, procedures, and conduct relating to employment with the City in accordance with the Paramount Municipal Code; and

WHEREAS, the updated Personnel Manual contains updates and changes to State and federal laws, non-monetary benefits, and other necessary personnel-related sections; and

WHEREAS, the updated Personnel Manual does not contain any modifications to employee provisions that impact the budget, such as compensation or benefits.

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.

SECTION 2. Resolution No. 19:027 is hereby rescinded in its entirety.

SECTION 3. The Personnel Manual of the City of Paramount, attached hereto as Exhibit A, is hereby adopted and incorporated herein by reference as if fully set forth herein.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Paramount this 15th day of December 2020.

Peggy Lemons, Mayor

ATTEST:

Heidi Luce, City Clerk

EXHIBIT A

CITY OF PARAMOUNT

PERSONNEL MANUAL

DECEMBER 2020

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SECTION I:

INTRODUCTION

INTRODUCTION/RIGHT TO REVISE

This Administrative and Personnel Manual contains the administrative policies, practices, and procedures for the City of Paramount ("City"). All employees should read, understand, and comply with all provisions of this Personnel Manual. It describes many of the responsibilities of an employee and outlines the programs developed by the City to benefit employees. One of the City's objectives as an employer is to provide a work environment that is conducive to both personal and professional growth while delivering high quality service to the public.

All previously issued human resources, personnel or administrative handbooks, manuals, resolutions, and/or policy statements or memoranda are superseded by this Personnel Manual, unless otherwise noted. Departments may establish directives specific to their department, but they cannot conflict with this Personnel Manual.

The City reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Personnel Manual. Any changes must be in writing and must be signed by the City Manager or authorized designee. Any such written changes to this Personnel Manual will be reviewed by the City Attorney, and will be generally distributed so that supervisors and employees will be aware of the new or revised policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Personnel Manual.

Employees are responsible for familiarizing themselves with the contents of this Personnel Manual. Employees are responsible for acknowledging that the Personnel Manual has been read and its contents understood by signing the signature page that will be filed in the employee's personnel file.

EQUAL EMPLOYMENT OPPORTUNITY

POLICY

The City of Paramount is an equal opportunity employer and is committed to maintaining a work environment free from unlawful discrimination and/or harassment for all its current and prospective employees as well as persons providing services pursuant to a contract.

The City makes employment decisions based on merit. It is the City's goal to have the best-qualified person in every position. City policy prohibits unlawful discrimination on the basis of race, color, creed, gender (including gender identity and gender expression), religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability (the term disabled or disability will be construed to apply to those individuals covered by Title 2 California Administrative Code, §7293.6(c) et seq. and 42 U.S. Code §12102 and the regulations as defined pursuant to that section), medical condition, sex, genetic information, military or veteran status, sexual orientation, or any other consideration made unlawful by Federal, State or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

The City is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the City and prohibits unlawful discrimination by any employee, elected official, and/or appointee of the City, including supervisors and co-workers. The City considers the attainment of equal employment a major City objective and is committed to providing equal employment opportunities to all qualified persons and applicants.

The City will not discriminate with respect to recruitment, hiring, training, promotion, transfer, discipline, termination, and other terms and conditions of employment. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, City-sponsored training, education, tuition assistance, social and recreational programs will be administered in a non-discriminatory manner. All employment decisions will be consistent with the principle of equal employment opportunity.

The City endeavors to recruit qualified individuals that represent all segments of the community. Selection and advancement are determined based on relative ability, knowledge, and skills after a fair competitive process.

The City is committed to a policy and practice of complying with the Americans with Disabilities Act to ensure equal employment opportunity and non-discrimination for all qualified persons with disabilities in all terms, conditions and privileges of employment. Reasonable accommodation is available to all employees and applicants, including work site accessibility.

EQUAL EMPLOYMENT OPPORTUNITY

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments. Employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual

PREVENTION OF HARASSMENT AND DISCRIMINATION

POLICY

The City is committed to providing a work environment that is free of discrimination, harassment, and retaliation in employment. This policy provides an organizational action plan and workplace conduct guidelines to maintain such an environment; further defines what is meant by these terms; provides avenues for reporting discrimination, harassment, and retaliation; and provides a procedure for investigation and resolution of employee complaints. The City encourages all employees, applicants, volunteers, unpaid interns and contractors to report any conduct that is believed to violate this policy as soon as possible.

City policy prohibits unlawful discrimination on the basis of race, color, creed, gender (including gender identity and gender expression), religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability (the term disabled or disability will be construed to apply to those individuals covered by Title 2 California Administrative Code, §7293.6(c) et seq. and 42 U.S. Code §12102 and the regulations as defined pursuant to that section), medical condition, sex, genetic information, military or veteran status, sexual orientation, or any other consideration made unlawful by Federal, State or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful (herein “protected category”). This prohibition against harassment and discrimination applies to the treatment of employees, applicants, unpaid interns or volunteers by a supervisor, management employee, elected or appointed official, co-worker, member of the public, or contractor.

Appropriate remedial measures, including disciplinary action, up to and including termination, will be instituted if prohibited behavior is found.

Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this policy will be subject to disciplinary action, up to and including termination.

DEFINING HARASSMENT, DISCRIMINATION, AND RETALIATION

Harassment

Harassment can take many forms and includes, but is not limited to, the following conduct:

- Speech, such as slurs, jokes, stories, statements, epithets, derogatory comments, unwanted sexual advances or invitations, or inappropriate comments on appearance (including dress or physical features).
- Visual conduct, such as derogatory posters, cartoons, drawings, or gestures.

PREVENTION OF HARASSMENT AND DISCRIMINATION

- Physical acts, such as offensive touching, assault, or any physical interference with normal work or movement when directed at an individual.
- Threats or unwanted sexual advances, requests for sexual favors, and other acts of a sexual nature where rejection of the conduct is used as the basis for employment decisions, offers of job benefits in return for sexual favors, or where the conduct is intended to or does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

Identifying Unlawful Harassment

Harassment includes any conduct unwelcome by the recipient who is a member of a protected category. The following are ways to identify if conduct ventures into harassment:

- The appearance of "voluntary consent" by the recipient may not be genuine. Harassment may still be occurring. There are many reasons why a recipient might appear to consent.
- Harassment can evolve over time. Just because no one objects to the behavior at the moment does not mean that the joke, gesture, picture, physical contact, or comment is welcome.
- Consensual visual, verbal, or physical conduct by two employees may be offensive to a third party and can constitute harassment of that third party.
- Conduct can be considered harassment even if the individual in violation of this policy has no intent to be harassing.

Other Forms of Harassment

Unlawful harassment is unwelcome or offensive conduct with the purpose or effect of unreasonably interfering with an individual's work performance, or which creates an intimidating, hostile, or offensive working environment that is motivated by or directed to an employee on the basis of a protected category.

Discrimination

This policy prohibits treating an individual inequitably because of the individual's protected category as defined in this policy.

CITY OF PARAMOUNT REPORTING PROCESS – MAKING A COMPLAINT

Any employee, job applicant, unpaid intern, volunteer, resident, elected official, appointee or contractor who believes he or she has been unlawfully harassed should promptly report it orally or in writing to their supervisor, manager, Human Resources, the Assistant City

PREVENTION OF HARASSMENT AND DISCRIMINATION

Manager, or the City Manager. In the event an employee does not feel comfortable reporting to one of the identified individuals, employee may also report this information to the City Attorney.

Supervisors Must Report

Any supervisor who receives a complaint of unlawful harassment or who observes or otherwise learns about conduct that may be in violation of this policy must notify the Assistant City Manager immediately.

Upon receiving notification of a harassment complaint, the City will:

- Provide the complainant with a timely response indicating that the complaint has been received and that a fair, timely, and thorough investigation will be conducted.
- Authorize and supervise a timely, impartial, fair, and thorough investigation of the complaint by qualified personnel. The investigation will be documented and tracked for reasonable progress. The investigation will afford all parties with appropriate due process, and may include interviews with the complainant, the accused harasser, and other persons, as applicable, who have relevant knowledge concerning the allegations in the complaint.
- Review the information gathered through the investigation to reach a reasonable conclusion as to whether the alleged conduct constitutes harassment, discrimination, or retaliation giving consideration to all information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- Timely report a summary of the determination as to whether harassment occurred to appropriate persons, including the complainant, the alleged harasser, and the supervisor or Manager. If discipline is imposed, the level of discipline will not be communicated to the complainant. Take prompt, appropriate, and effective remedial action if conduct in violation of this Policy occurred. The remedial action will be commensurate with the severity of the offense. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including termination.
- Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.

Reporting and Performance Standards

An employee, job applicant, unpaid intern, volunteer, resident, elected official, appointee, or contractor who makes a complaint of discrimination, harassment, or retaliation is in no manner excused or exempt from the same performance standards to which others performing the same or similar work are held accountable. All job performance standards

PREVENTION OF HARASSMENT AND DISCRIMINATION

will be maintained throughout and following any investigation undertaken as a result of this procedure. Failure to meet job-related performance standards may be grounds for disciplinary action.

Other Ways to Report

This policy is not intended to prohibit employee, job applicant, unpaid intern, volunteer, resident, elected official, appointee, or contractor from filing complaints with the California Department of Fair Employment and Housing or the Federal Equal Employment Opportunity Commission or to prevent them from pursuing other available judicial remedies. These agencies may be contacted as follows:

- California Department of Fair Employment and Housing (DFEH)
(800) 884-1684 or www.dfeh.ca.gov
- Federal Equal Employment Opportunity Commission (EEOC)
(800) 669-4000 or www.eeoc.gov

No Retaliation

The City is committed to ensuring that all employees, job applicants, unpaid interns, volunteers, residents, elected officials, appointees, and contractors who feel comfortable in raising issues regarding conduct that violate this policy without fear of retaliation. Retaliation is defined as any adverse treatment of an employee, job applicant, unpaid intern, volunteer, resident, elected official, appointee, or contractor that occurs because that person has reported harassment or discrimination or has participated in the complaint and investigation process. The City's commitment also is intended to encourage City employees to cooperate in investigations of alleged violations of this policy by providing honest, truthful, and complete information without fear of retaliation. Employees, job applicants, unpaid interns, volunteers, residents, elected officials, appointees, and contractors should feel free to report claims of unlawful harassment without fear of retaliation of any kind. The City strictly prohibits any form of retaliation against any employee, job applicant, unpaid intern, volunteer, resident, elected official, appointee, or contractor who, in good faith, makes a complaint, raises a concern, provides information, or otherwise assist in an investigation, complaint or proceeding related to any alleged violation of this policy.

Confidentiality

Every possible effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. Thus, confidentiality will be maintained to the extent possible. The City will not disclose a completed investigation report, except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order.

PREVENTION OF HARASSMENT AND DISCRIMINATION

Training

The City will provide mandatory training to all employees and to elected officials in accordance with applicable Federal and State law.

Responsibilities

Managers and supervisors are responsible to:

- Inform employees of this Policy.
- Model appropriate behavior.
- Take all steps necessary to prevent harassment, discrimination, or retaliation from occurring.
- Receive complaints in a fair and professional manner, document complaints received, and escalate complaints per this Policy so that they may be investigated and resolved.
- Monitor the work environment and take immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- Follow up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
- Assist, advise, or consult with employees and Human Resources regarding this Policy and Complaint Procedure. Assist in the investigation of complaints involving employee(s) in their departments as required and appropriate, and, if the complaint is substantiated, recommend appropriate corrective or disciplinary action in accordance with City rules, up to and including termination.
- Implement appropriate disciplinary and remedial actions as directed.
- Report potential violations of this Policy of which a manager or supervisor becomes aware, regardless of whether a complaint has been submitted, to Human Resources.
- Ensure that required posters are displayed in the workplace.

Each employee and contractor is responsible for:

- Treating all employees, job applicants, unpaid interns, volunteers, residents, elected officials, appointees, and contractors with respect and consideration.

PREVENTION OF HARASSMENT AND DISCRIMINATION

- Modeling appropriate behavior.
- Fully cooperating with the City's investigations by responding fully and truthfully to all questions posed during the investigation.

Reporting any act, he or she believes in good faith constitutes harassment, discrimination, or retaliation as defined in this Policy and as provided in this Personnel Manual.

SECTION II:
EMPLOYMENT AND LEGAL
ADMINISTRATION

EMPLOYMENT ELIGIBILITY REQUIREMENT

POLICY

In accordance with The Immigration and Control Act of 1986, the City hires only those individuals who are lawfully authorized to work in the United States.

Each new and rehired employee must provide original and current documentation to the City to establish employment eligibility and identification. A completed Employment Eligibility Verification Form I-9 must be furnished to the City within seventy-two (72) hours of date of hire. Providing false documentation or making false statements on the verification form, will be grounds for immediate termination.

PROBATIONARY PERIOD

POLICY

Employees are categorized into one of three different types of employment status: regular full-time, regular part-time, and temporary help. For the purposes of the policies included in this Personnel Manual, Councilmembers and Commissioners are not employees. Only the sections pertaining to employee benefits shall apply to Councilmembers. The City Manager is the Executive Officer and Hiring Authority for the City.

CITY EMPLOYMENT STATUS

Regular Full-Time Employee

Employees in this category have successfully completed a probationary period and regularly work a minimum of forty (40) hours per week. Employees in this status are required to participate in the State retirement program (CalPERS), and are eligible to participate in all benefit programs offered by the City subject to the terms, conditions and limitations of each benefit program. For details regarding work schedules and workdays, see Section 2, Hours of Work, Workweek, and Workday.

Regular Part-Time Employee

Employees in this category regularly work less than forty (40) hours per week. Hours may vary and be limited.

Temporary Help

The City may hire temporary help to assist City personnel in the accomplishment of specific projects or business goals. Such temporary help will be hired for less than nine hundred sixty (960) hours each fiscal year.

Temporary employees are paid on an hourly basis and are not eligible to participate in any benefits other than those that are mandated by State and/or Federal laws and regulations. Temporary employee status is not considered for seniority or benefit longevity purposes if the employee is subsequently hired as a regular full-time or regular part-time employee.

MANDATED EMPLOYMENT CLASSIFICATIONS

All City positions are classified as either exempt or non-exempt according to Federal and Fair Labor Standards Act ("FLSA") legal guidelines.

Exempt Positions

If a position is classified as exempt as defined by FLSA, no overtime compensation will be paid to employees occupying that position.

PROBATIONARY PERIOD

Non-exempt Positions

Employees designated as non-exempt are paid on an hourly basis with overtime compensation paid in accordance with the Fair Labor Standards Act (FLSA)

ADDITIONAL EMPLOYMENT CATEGORIES

Disaster Workers

Government Code §3100-3109 designates all public employees as disaster workers in protection of State citizens and resources. As disaster workers, employees are required to serve during a State or local emergency providing disaster service activities as assigned by a City supervisor or manager. Employees will be provided a copy of the City's Emergency Operations procedures at orientation and additional information from their supervisor.

AT-WILL EMPLOYMENT

Specific positions and groups of employees are considered "at-will." When an employee is at-will, the City can terminate the employee at any time for any reason.

The following positions, which include both full-time and all part-time employees, are at-will:

- City Manager;
- Assistant City Manager;
- Department heads and other administrative positions as designated by the City Manager;
- Elective officers;
- Members of appointive boards, commissions, and committees;
- City Attorney;
- Persons engaged under contract to supply expert, professional, technical, or any other services;
- Volunteer personnel;
- Emergency employees who are hired to meet the immediate requirements of an emergency condition, such as extraordinary fire, flood, or earthquake which threatens life or property; emergency employee positions include those positions funded through special county, state, or federal employment programs; and
- Employees, other than those listed elsewhere in this section, who are not employed in regular full-time positions.
- All part-time employees.

PROBATIONARY PERIOD

POLICY

The probationary period is an intrinsic part and extension of the employee selection process during which time the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Probationary employees must show that they can perform the duties of the job without a need for closer supervision and monitoring than is reasonable for the position. Probationary employees must take the initiative to understand policies, regulations, and instructions and are required to deliver quality service on behalf of the City. Probationary employees must work and conduct themselves in a professional manner that is appropriate for the job and that exemplifies the values of the City to other employees, managers, supervisors, and the public. Periodically during a probationary period, employee performance is evaluated.

For all City employees, except as defined otherwise in an applicable employee agreement (i.e. City Manager, City Attorney), a probationary period consists of the twelve (12) months following the date of hire into a regular appointment. This period can, with notice, be extended up to three additional months at the recommendation of the supervisor and with the approval of the City Manager, or authorized designee. During the probationary period, employment may be terminated with or without cause and with or without notice at any time. There is no grievance or appeals process upon release from probation. The City Manager's decision is final, and the probationary employee is not entitled to any due process.

Upon promotion, an employee will also serve a twelve-month probationary period (or for a duration specified in an applicable employment agreement), before obtaining regular status in that position. The anniversary date of the employee will be revised to coincide with the date of the promotion. Probationary periods are also required for transfer appointments in a new classification.

At the discretion of the City Manager, a promoted employee under the probation period unable to satisfactorily perform the duties and responsibilities of the promotional position may return to his/her previously held position during or at the conclusion of the probationary period.

POSITION CLASSIFICATION ADMINISTRATION

POLICY

A system of position classifications creates an understanding of the roles, responsibilities and relationships of each job classification within the City and provides options for career advancement

Position classifications are comprised of individual class descriptions.

Class descriptions identify the essential duties, responsibilities, level of authority, knowledge, skills, education, experience, licenses and certifications required to meet the minimum performance standards, for each classification at the City, and relationship to other classifications in the career series, if applicable.

The City Council is responsible for adopting the position classifications and authorizing the number of City positions through Resolutions, from time to time. The City Manager is responsible for ensuring that accurate class descriptions exist for all positions.

PROCEDURE

The City Manager or his or her designee is responsible for the preparation of a class specification for each classification. Class specifications will be updated, maintained, or may be created on a periodic basis as the City Manager determines necessary to properly describe the work performed and to accomplish City's mission, purpose and programs. A Salary Schedule of position classifications will be prepared by the City Manager, and adopted by the City Council.

Changes to job duties and/or specifications must be administered through Human Resources, and approved by the City Manager.

PROMOTIONS, DEMOTIONS, TRANSFERS

Employees can transition between allocated positions through one of the following processes:

Promotion

A promotion is the movement of a qualified employee from one classification to a position in a classification having a higher maximum rate of pay. Promotion occurs through the competitive examination process. The appointment of an employee to a "trainee" class where he/she will advance without further competition to a position allocated at a pay level above the employee's current pay range is a promotion. Probationary periods are required for promotional appointments. Compensation for promotions will be handled through the Compensation process outlined in this section.

Demotion

Voluntary demotion is permissible and will be require approval by the City Manager or his/her designee. Involuntary demotion will be handled through the Progressive Discipline Process outlined in this section.

Transfer

A transfer is a change from one position to another in the same class; or a change from a position in one class to a position in another class with an equal maximum rate of pay. An employee who is transferred must meet the current minimum qualifications for the classification to which he or she is being transferred. Probationary periods are required for transfer appointments in a different classification.

Classification Table

See Appendix 1

PERFORMANCE EVALUATIONS

POLICY

Performance evaluations are a constructive, collaborative process used to assess the performance of an employee, and to acknowledge strengths and weaknesses in performance over a prior fixed period. Performance evaluations are also used to establish goals and objectives going forward. Performance evaluations are not disciplinary actions and thus, incidents referred to within a performance evaluation, to the extent they describe performance deficiencies, should not be an employee's initial notice that a performance problem had occurred.

PURPOSE OF PERFORMANCE EVALUATIONS

The purposes of the performance evaluation include, but are not limited to, the following:
To accurately assess the individual employee's performance during the period under review;

- To identify and acknowledge positive elements of job performance;
- To identify deficiencies in performance;
- To provide or identify measures to correct such deficiencies; and
- To identify potential career development objectives and to provide strategies for achieving those objectives.

PERFORMANCE GUIDANCE

An employee's evaluation will include specific details to inform and guide the employee in the performance of her/his duties. Performance standards are guidelines for performing the duties of a specific job. Supervisors shall include a section in each evaluation containing specific goals for future performance and career development. These aspects of future performance shall be collaboratively developed with the employee.

PERFORMANCE ASSESSMENT FREQUENCY

The performance of each non-probationary employee will be evaluated at least annually, but the importance of regularly conducted evaluations cannot be overstated. Furthermore, the supervisor and employee should meet to discuss the performance periodically. Supervisors are encouraged to discuss evaluation metrics with the employee and any future goals or performance targets should be specifically addressed. If an employee determines they are unwilling to sign the evaluation, the supervisor shall note the employees' refusal to sign on the evaluation document.

During any new probationary period, an evaluation shall be conducted, no later than six (6) months after the date of hire. At which point, the Director shall determine, based on the evaluation scoring, whether or not the employee shall be placed on a performance

PERFORMANCE EVALUATIONS

improvement plan (PIP). Based on the results of the PIP, the Director shall decide whether or not the employee is fit to pass probation.

FAILURE TO ISSUE AN EVALUATION

In the event a written evaluation was due but not completed within thirty (30) calendar days of the anniversary date, the employee's next scheduled step increase will be processed, retroactive to their anniversary date. Performance will be deemed to remain the same unless and until a new evaluation is completed in accordance with this policy.

EMPLOYEE RESPONSE TO AN EVALUATION

Performance evaluations shall not be grievable or subject to disciplinary appeal processes. Within thirty (30) calendar days after receiving a performance evaluation, an employee may write comments, and/or a rebuttal statement pertaining to her/his evaluation or add relevant materials, which may supplement, or enhance the evaluation. When such written comments or supplemental materials are received by City, they shall be attached to the evaluation and placed in the employee's personnel file.

PLACEMENT IN PERSONNEL FILE

Evaluations shall be placed in the employee personnel file, and thereafter the employee may, within thirty (30) days attach any final comments or rebuttal.

COMPENSATION

POLICY

The purpose of the City Compensation Policy is to establish objective guidelines to be used in establishing compensation for City positions. In establishing a compensation policy, the City is balancing its objective to attract, retain, and develop high quality staff with its objective to maintain the financial health and sustainability of the City. Employees will receive compensation pursuant to the Salary Resolution adopted from time to time by the City Council.

FACTORS CONSIDERED IN ESTABLISHING COMPENSATION

In setting compensation levels, the City considers the following factors:

Total Compensation

The City uses total compensation, which includes wages coupled with benefits. Benefits include active employee benefits and post-employment (retirement) benefits. Active employee benefits include examples such as paid vacation, holidays, and sick leave; medical and dental insurance; and related benefits. Post-employment benefits include pre-tax retirement savings benefits, pension benefits, and post-employment medical insurance. The City considers total compensation to ensure meaningful comparison between other comparable public-sector agencies and to ensure both short and long-term fiscal impacts are considered.

Market Competitiveness

The City recognizes that in seeking to recruit and retain high quality staff, it is competing with other employers within its industry and region. In evaluating compensation levels, the City also evaluates its market competitiveness based on data from the most recent compensation information collected from the compensation survey, and on data about the City turnover and recruitment success.

Cost of Living Adjustments (COLAs)

COLAs are applied to provide uniform adjustments to wage ranges across job categories, with the intent of maintaining the purchasing value of wages under varying regional economic conditions. COLA adjustments are typically linked to standardized regional cost-of-living indices, and are authorized by the City Council.

ADVANCEMENT WITHIN CLASS (STEP INCREASE)

Employees may be eligible for next step advancement twelve (12) months from the date of hire or promotion and may occur yearly thereafter until the employee reaches the top of the salary range for his or her classification. Step increases are not guaranteed. The City Manager shall effect such advances as he/she may deem advisable based upon the employee's ability, proficiency, and performance within the authorized salary range.

COMPENSATION

Requests to skip a step in the salary range may be submitted in writing to the City Manager; however, no more than one step may be skipped in a calendar year.

UPON PROMOTION

Employees who are promoted to a position in a class with a higher pay range, will be entitled to receive the rate of compensation at the lowest level of the class to which they have been promoted. In cases where the pay ranges overlap, compensation upon promotion will be at the rate in the range of the new class that is at least 5% greater than the employee's current rate, provided that it is in the new range. The next higher rate will be determined on the basis of base pay and will not consider any base pay additives. An anniversary date will be established for purposes of eligibility for future step increases and is the effective date of the promotion.

OUT-OF-CLASS ASSIGNMENT

An out-of-class assignment is the temporary assignment of an employee currently in a lower job classification to a higher job classification. An out-of-class assignment will be made in writing by the employee's supervisor or manager and must be approved by the City Manager, or authorized designee in advance of the commencement of the assignment. The employee in the out-of-class assignment will receive higher pay while performing the duties of a higher classification.

PAY PERIOD AND PAY DAY

All employees are paid bi-weekly in accordance with the payroll calendar designated by the Finance Department.

Paychecks will include earnings for all work performed through the end of the payroll period. If a payday falls on a non-business day, the payday will generally fall on the business day preceding the regular payday.

By law, required deductions must be made in each pay period for federal and State income taxes, and State disability insurance.

Employees may contact payroll and accounting staff should they have any questions about payroll or paychecks. Payroll staff will address employee questions and concerns in a reasonable time frame.

DIRECT DEPOSIT

The City employees may have their paycheck directly deposited to a financial institution of their choice. The number of bank accounts that can be used for direct deposit at one time is limited by the maximum capacity of the payroll system. A direct deposit authorization form must be submitted to the Finance Department. Two pay periods are required to process the direct deposit.

HOURS OF WORK, WORKWEEK, AND WORKDAY

POLICY

A workweek shall be a regularly recurring period of seven (7) calendar days. The beginning and ending of the workweek may vary according to each employee's classification and work schedule.

Work shifts, days, hours, and periods can be established and modified by the City within the limits prescribed by law, based on operating conditions and requirements. Employees may not change their own regular work schedule without approval. Employees may request a change in work schedule through their manager. The manager will obtain approval from the City Manager, or authorized designee, on the requested change in work schedule. Employees are not permitted to exchange shifts with another employee without the prior authorization of both employees' supervisors. Authorization to exchange shifts will depend on many factors, including interference with City operations, and overtime considerations.

All employees are assigned to work shifts with regular starting and quitting times. Employees are required to be at their assigned work locations at their designated starting time, in appropriate work attire, ready to work.

The City may consider approval of an alternate workweek schedule or flexible time for specific positions based on service levels and operational needs. Employees must obtain flexible time schedule approval by the City Manager, or authorized designee. Alternate workweek schedules are based on business need and are not an entitlement and/or vested right.

Regardless of an assigned regular work schedule, with all possible efforts to provide advanced notice, the City has the right to require an employee to work any time before or after the regular workday or regular workweek including weekends, evenings, and/or holidays. Employees may be required to work overtime.

Employees are required to record all work time on official City records.

OVERTIME

POLICY

Non-exempt employees who actually work more than 40 hours in a designated seven-day workweek shall be paid or accrue compensatory time (at the employee's discretion) at one and one-half (1.5) times the straight time hourly rate for all hours worked in excess of 40 in any workweek. An employee may elect, a preference to accrue compensatory time in lieu of overtime pay. Employees may accumulate up to a maximum of forty (40) hours of compensatory time.

Work classified as standby, emergency response and disaster response will also be paid at one and one-half times the straight time rate.

As required by law, overtime pay is based on actual hours worked. For purposes of overtime calculations, paid leave (i.e. sick, vacation, etc.) will not be considered as actual hours worked.

ATTENDANCE

POLICY

Consistent attendance and punctuality are important to conducting the City's business, and are, therefore, an essential part of each employee's performance standards. Poor, inconsistent, or irregular attendance can produce disruptive results for City operations, and negatively impact overall productivity and continuity of work.

Attendance records are an objective, measurable element included in each employee's performance.

Employees are expected and required to report to their designated work location at the prescribed time work activity is to commence. Tardiness, unexcused absence, failure to follow appropriate leave notice requirements, and/or failure to report as required may result in disciplinary action, up to and including termination of employment.

If an employee is unable to report to work as scheduled and has not received prior approval from the supervisor to be absent, the employee must speak to his/her immediate supervisor or, if unable to reach immediate supervisor, the department manager, or another supervisor or manager at least two (2) hours prior to the scheduled reporting time or be prepared to provide evidence of extenuating circumstances. If a supervisor or manager cannot be reached, a message may be left with the departmental clerical staff and followed up at the earliest time practical with a call to the immediate supervisor. In all cases of absence or tardiness, the employee must provide the supervisor with the probable duration of absence.

Employees who are absent from work on an approved leave may be required to contact their direct supervisor on a regular basis as determined by the supervisor, to provide information as to their return to work status.

Excessive absenteeism, abuse of leaves, and/or failure to comply with any policy statement in this Personnel Manual related to attendance or leave practices, will be evaluated on a case-by-case basis to determine appropriate management action.

RECRUITMENT AND SELECTION

POLICY

The City follows the following qualifications and merit-based procedures when filling positions.

RECRUITMENT AND SELECTION PROCEDURES

The City's employment processes will be conducted in a manner that is fair, efficient, and results in the employment of qualified candidates.

The City will utilize industry best practices for attracting and selecting qualified applicants. Recruitment techniques may vary depending on the type of position, availability of qualified candidates, economic climate, and other considerations which may exist. Recruitments will be conducted in accordance with equal employment opportunity principles.

All applications and selection procedure materials are confidential records and will not be returned to applicants. Falsification or misstatement of material facts on application materials or during the selection procedure may result in rejection of the applicant or dismissal of the employee at any time. No applicant information will be asked that is prohibited under any state or federal law.

All selection procedures will be designed to assess the job-related qualifications of each applicant, consistent with merit system principles. The City may utilize industry best practices to determine the qualifications of applicants, including without limitation, written tests, performance tests, physical agility tests, oral examinations, training and experience review, panel interviews, assessment centers, and oral interviews. The City may hold the selection processes itself or contract with any competent organization or individual to prepare and/or administer selections procedures.

When necessary to meet requirements for filling positions, the closing date for any selection process may be indefinite and applicants may be evaluated continuously.

BACKGROUND & MEDICAL VERIFICATIONS

The City has the right to conduct a complete and exhaustive background investigation on all applicants seeking employment, including a criminal background check, where applicable, and a medical and/or psychological examination by City -retained medical practitioners, where deemed appropriate by the City.

DISQUALIFICATION

The City may disqualify any candidate for any legitimate reason. An applicant has no right to grieve or appeal any such actions by the City. Any one or more of the following reasons may result in disqualification:

RECRUITMENT AND SELECTION

- Improperly Completed Application: The applicant did not properly or timely complete the application materials.
- Minimum Qualifications: The application indicates on its face that the applicant does not possess or demonstrate the minimum qualifications for the position.
- Essential Duties: The applicant is unable to perform the essential functions of the position sought, with or without reasonable accommodations.
- Illegal Drugs: The applicant is currently using illegal drugs.
- Legal Right to Work: The applicant is not legally permitted to work within the United States.
- False Statements: The applicant has made false statement of any material fact or practiced or attempted to practice deception or fraud in making the application for employment.
- Material Cause: Material cause, in the judgment of the City Manager, is circumstances which would render the applicant unsuitable for the position, including but not limited to a prior resignation from the City, termination from the City or other employer, significant disciplinary action by the City or other employer, or conviction of a crime which has a nexus to and may have an adverse impact on the applicant's ability to perform the job for which the applicant is applying.

EMPLOYMENT OF RELATIVES

POLICY

The employment of relatives may lead to various challenges that include, but are not limited to, charges of favoritism, conflicts of interest, and scheduling conflicts that may work to the disadvantage of both the employee and the City.

For the purpose of this policy, the term relative will be defined as a spouse, or state-registered domestic partner, child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, cousin, niece, nephew, parent-in-law, brother-in-law, sister-in-law, or any other individual related by blood, marriage, living in the same household, or the equivalent relationships through a lawfully registered domestic partnership.

Relatives may be employed in the same department but not placed in a position to evaluate a relative or be in the same line of supervision. A staff member's child or children may not be employed in the same department.

PERSONNEL RECORDS

POLICY

Personnel files are confidentially maintained in accordance with federal and State guidelines and may be viewed by City management or supervisory staff as necessary for business operations and as allowed by law.

An employee may inspect his/her own personnel file, upon reasonable notice and during regular business hours, on regular business days. Employees who wish to review their personnel files should request an appointment to do so with Human Resources. Upon written consent from the employee, a representative of the employee may also review an employee's personnel file. Human Resources will arrange a time within one week of receipt of an authorized request to review a file.

Employees may receive copies of any documents placed in their personnel file upon written request. Employees may respond in writing to anything that is in the personnel file, including any negative information, and may request that the response be considered for inclusion in their personnel file. The file is the property of the City. Employees may not remove or add items to their personnel file without City approval and the file must remain in the custody of the City at all times.

PERSONAL AND CONTACT INFORMATION UPDATE

Employees are responsible for notifying Human Resources of changes in name, address, telephone number, driver's license, dependent information for benefit coverage purposes, marital status, beneficiary, education certificates or any other pertinent information related to their service to the City or public disaster worker status.

REFERENCE/CREDIT INQUIRIES

The City is authorized to verify position title and employment dates only. No other reference information will be released unless required by court order or federal or State law. Any other information, including address and phone numbers, may be released only with a written authorization from the employee or former employee. All reference inquiries or legal requests for information regarding City employees should be referred to Human Resources for processing.

PROGRESSIVE DISCIPLINARY PROCESS

POLICY

This chapter applies to all regular full-time employees except those listed in Section 2-63 (a) through (j) of Chapter 2, Article V of the Paramount Municipal Code, as the positions listed in this Section serve at the pleasure of the appointing authority.

Unless otherwise specified, the following constitutes the City's policy regarding disciplinary actions:

DEFINITION AND OBJECTIVE OF DISCIPLINE

Discipline is the enforcement of conformity to policies, rules and regulations, and other administrative or legal requirements or practices designed to maintain a standard of cooperation and conduct necessary to carry out the service requirements of the City organization successfully. Disciplinary action is accomplished in such a manner as to be just, equitable, and suited to the situation. The disciplinary action when taken shall be documented in such a manner as to be defensible on appeal and/or review.

CAUSES FOR DISCIPLINE

Regular employees may be counseled, admonished, reprimanded, suspended, demoted, terminated or incur a reduction in pay for any of the following causes of discipline:

- (a) Fraud in securing employment or making false statement on an application for employment or on any supporting documents furnished with or made a part of any application.
- (b) Incompetency and/or poor work performance, such as failure to comply with the minimum standard of an employee's position for a significant period of time.
- (c) Inexcusable negligent duty, such as failure to perform duties required of an employee.
- (d) Willful disobedience and insubordination such as a willful failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a supervisory position.
- (e) Acts of dishonesty.
- (f) Obscene or lewd conduct.
- (g) A deliberate action that endangers the life and safety of another person.

PROGRESSIVE DISCIPLINARY PROCESS

- (h) Being under the influence of alcohol or controlled substances while at work, while driving a City vehicle, or consuming, selling, possessing, or manufacturing same while on City premises or while engaged in City business.
- (i) Addiction or habitual use of alcoholic beverages, narcotics, or any habit forming drug, so as to interfere with job performance.
- (j) Absence without leave, including but not limited to being absent from the workplace without a reasonable excuse.
- (k) Conviction of a felony, or a misdemeanor involving moral turpitude, which shall be deemed to include only crimes involving dishonesty or character depravity, which can be proven to relate to the satisfactory performance of the employee's job.
- (l) Discourteous behavior. Normally such behavior is grounds for reprimand, but more serious discipline shall be given in event of multiple reprimands.
- (m) Aggressive, profane or abusive language, towards a supervisor, employee, or member of the public uttered in a serious, provocative way. Fighting or threatening violence in the workplace.
- (n) Improper or unauthorized use of City property and/or facilities.
- (o) Unauthorized possession of firearms, weapons, explosives, or hazardous materials.
- (p) Any willful act of conduct undertaken in bad faith which either during or outside of duty hours is of such a nature that it causes discredit to fall upon the City, the employee's department or division. Willful failure to maintain proper decorum during working hours causing discredit to the employee's department or division.
- (q) Knowingly failing to follow the procedures set forth herein governing grievances when pursuing a grievance.
- (r) Inattention to duty, tardiness, indolence, carelessness or negligence in the care and handling of City property.
- (s) Tardiness and/or abuse of accrued leave time.
- (t) Theft or inappropriate removal or possession of City property or the property of a fellow employee.
- (u) Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation by an employee for the performance of the employee's assigned duties.

PROGRESSIVE DISCIPLINARY PROCESS

- (v) Falsification of any City report or record, or of any report of record required to be, or filed by the employee.
- (w) Willful violation of any of the provisions of the Paramount Municipal Code, lawful ordinances, resolutions, or any rules, regulations, or policies which may be prescribed by the City Council, City Manager or department head as appointing authority.
- (x) The political activities of City employees which do not conform to pertinent provisions of State Law.

This list is not exhaustive, and other conduct may also constitute a cause for discipline in accordance with this policy. Moreover, and notwithstanding any identification of actionable conduct in this list, this policy does not intend to infringe upon and does not infringe upon conduct protected by the Meyers-Milias-Brown Act.

ADMINISTRATIVE LEAVE

A department manager may place an employee on an administrative leave with pay pending an investigation or potential disciplinary action. Administrative leave with pay is authorized: 1) when the Department Head believes that the employee's continued presence at the work site could have detrimental consequences for City operations, and/or 2) pending investigation into charges of misconduct. If the charges against the employee are substantiated by the investigation, appropriate disciplinary action will be taken in accordance with this policy.

TYPES OF DISCIPLINE

Department heads and supervisors shall discuss deficiencies in performance, conduct, and other matters with subordinates at the time they are observed, pointing out corrective action the employee should take. Whenever possible, sufficient time for improvement shall precede formal disciplinary action. A confidential written report shall be made of such conferences and retained by the department head.

The following types of formal disciplinary action are permissible in accordance with the provisions of these rules and regulations.

- **Verbal Reprimand:** An employee may be verbally reprimanded in private about his/her inappropriate behavior. The Supervisor shall make a brief notation regarding the date and substance of the verbal reprimand in the supervisor file. If an employee's conduct does not improve, reference to the verbal reprimand will be made in a subsequent written reprimand or performance evaluation.
- **Written Reprimand:** If the inappropriate behavior continues after a verbal reprimand, or if deemed warranted by the Supervisor, the employee will receive written notification indicating the City is dissatisfied with the employee's services or conduct and that further disciplinary measures may be taken if the behavior is

PROGRESSIVE DISCIPLINARY PROCESS

not corrected. A signed copy shall be delivered to the Personnel Officer which shall be placed in the employee's personnel file.

- ***Suspension:*** An employee may be suspended without pay for periods not to exceed thirty (30) working days in any one calendar year.
- ***Disciplinary Reduction in Pay:*** An employee's pay rate within their pay range and class may be reduced for disciplinary reasons.
- ***Disciplinary Demotion:*** An employee may be demoted from a position in one class to a position in another class having a lower maximum pay rate. The demotion may be permanent or temporary.
- ***Dismissal:*** An employee may be dismissed from City service for disciplinary reasons.

It is important to understand that, depending on the severity of the misconduct, the City is not required to start with a verbal and/or written reprimand; more significant discipline, including dismissal, may be imposed if warranted.

GRIEVANCE PROCEDURE

POLICY

This chapter applies to all regular full-time employees except those listed in Section 2-63 (a) through (j) of Chapter 2, Article V of the Paramount Municipal Code.

A grievance is defined as any violations or misapplication of any provision of this Policy and shall be subject to resolution through the application of these Grievance Procedures.

Employee appeals of disciplinary action involving loss of pay, such as suspensions, demotions, and termination of employment shall use these grievance procedures, beginning with Formal Grievance Procedures following exhaustion of any pre-disciplinary conference ("Skelly") completed prior to the disciplinary action becoming final.

GRIEVANCE PROCEDURE

Employees who are in their probationary period do not have a right to file a grievance as to their performance rating, or any disciplinary action imposed.

Purpose

- To promote improved employer-employee relationships by establishing grievance procedures on matters for which an appeal is not provided by other regulations.
- To afford employees a systematic means of obtaining further considerations of problems after every reasonable effort has failed to resolve them through discussions.
- To provide that grievances shall be settled as near as possible to the point of origin.
- To provide that the grievance procedures shall be as informal as possible.

Matters Subject to Grievance Procedures

A grievance shall be considered as any matter for which an appeal is not provided in these rules and regulations concerning those matters affecting an employee personally and adversely, limited to the following:

- A dispute about the interpretation or application of this Personnel Manual.
- A dispute about the practical consequences of an administrative decision on wages, hours, or other terms and conditions of employment.
- Any matter personally affecting an employee's working schedule, fringe benefits, holidays, vacation, sick leave, retirement, change in classification or salary.
- Matters concerning pre-existing terminations or appeals, etc., are not eligible for new Grievance disputes.

GRIEVANCE PROCEDURE

Informal Grievance Procedure

An employee who has a problem or complaint should first attempt to resolve it through discussion with his/her immediate supervisor after the employee knew, or by exercising reasonable diligence should have known, of the issue giving rise to a grievance within ten (10) business days. If after this discussion, he/she does not believe the problem has been satisfactorily resolved, he/she shall have the right to discuss it with his/her supervisor's immediate supervisor. Every effort should be made to find an acceptable solution by informal means at the lowest level of supervision. If the employee is not in agreement with the decision reached by discussion, he/she shall then have the right to file a formal grievance in writing ten (10) business days after receiving the informal decision of his/her immediate superior.

Formal Grievance Procedure

A formal grievance shall be presented in writing to the employee's immediate supervisor, who shall render his/her decision and comments in writing and return them to the employee within fifteen (15) business days after receiving the grievance. If the employee does not agree with his/her supervisor's decision, or if the employee has not received an answer from his/her supervisor within fifteen (15) business days, the employee may present the appeal in writing to his/her Department Head. The Department Head shall render his/her decision and comments in writing and return them to the employee within fifteen (15) business days. Failure of the employee to take further action within five (5) business days after receipt of the written decision of his/her Department Head shall render any Department Head action final and binding. If an employee seeks to appeal the Department Head's decision prior to the five (5) business days deadline, the employee may send written notice to the City Manager requesting a meeting. Said meeting shall be scheduled within ten (10) business days after receipt of such request. The City Manager or, in his absence, his designee shall provide the employee with a written disposition of the grievance within ten (10) business days after the meeting.

Conduct of Grievance Procedure

- The time limit specified above may be extended to a definite date by mutual agreement of the employee and the reviewer concerned.
- The employee may request the assistance of another person of his choosing in preparing and presenting his grievance at any level of review.
- Employees shall be assured freedom from reprisal for using the grievance procedure

GRIEVANCE PROCEDURE

Appeals

Any regular full-time employee in the Competitive Service, who has passed his probationary period, feeling him or herself aggrieved and having not resolved such pursuant to the grievance procedure outlined herein shall, within five (5) business days, have the right to appeal to the City Manager of the notice of disciplinary action to be taken. If the employee fails to submit a timely written appeal, the disciplinary action will be final and binding. The City Manager shall select an independent hearing officer who shall set a hearing on the appeal not more than forty-five (45) business days from the date of the filing. The City Manager shall review the hearing officer's conclusions, findings, and facts prior to deciding whether or not to uphold the disciplinary action. Written notice of the City Manager's decision shall be given to the employee. The City Manager's decision shall be final.

RESIGNATION/SEPARATION

POLICY

Resignation

An employee wishing to resign is asked to submit a written notice ten (10) working days prior to leaving. The notice should include the reasons for resignation and the effective date.

Layoff

Pursuant to Section 2-71 of the Paramount Municipal Code, the following criteria shall supplement Section 2-71 and will be utilized in establishing the “order of layoff”:

- A. “Length of service” shall be determined by an employee’s length of full-time employment as a City employee. Seniority will be measured from an employee’s most recent date of hire as a full-time employee; however, any period of unpaid leave of absences in excess of thirty (30) calendar days shall be deducted from the employee’s total full-time service, except where the deduction of such leave is prohibited by State and Federal law.
- B. The “order of layoff” shall be determined within each Department. If a Department has more than one Division, then the “order of layoff” shall be determined within each Division.
- C. Any employee who is subject to layoff shall have no right to bump, transfer, and/or demote to another position in the City.
- D. The City Manager, in conjunction with the Department Head, may make the determination that an employee with lesser seniority has special “skill, ability, and job performance.” Therefore, this policy does not preclude the retention of employees who have less seniority to other employees within the classification for which the reduction in force action may be taken.
- E. In conjunction with the “fourteen (14) days prior notice,” the City may place employees selected for layoff on paid administrative leave.
- F. The City Council may, at its sole discretion, establish severance packages for those employees selected for layoffs.

Return of City Property

All employees who are separating from City employment are required to return all equipment, keys, ID cards, emergency passes, uniforms, City-related login credentials and other City property prior to leaving the City on the last day of work.

HOLIDAYS

POLICY

Recurring Annual Holidays

All regular full-time employees and full-time employees who are in their probationary period shall have the following holidays as days off with pay:

- “New Year’s Day,” January 1st
- “Martin Luther King Jr. Day,” the third Monday in January
- “Presidents’ Day,” the third Monday in February
- “Cesar Chavez Day,” March 31st
- “Memorial Day,” the last Monday in May
- “Independence Day,” July 4th
- “Labor Day,” the first Monday in September
- “Veteran’s Day,” November 11th
- “Thanksgiving Day”
- The day after Thanksgiving Day
- “Christmas Eve Day,” December 24th
- “Christmas Day,” December 25th
- Every day appointed by the Mayor as a holiday

The City Council may approve additional holidays each year by Resolution.

In the event a holiday falls on a Saturday, the prior work day will be taken in lieu of the holiday; in the event a holiday falls on a Sunday, the following workday will be taken in lieu of the holiday.

If a holiday falls on an employee’s regular day off (9/80 schedules), the holiday hours will be credited to the employee’s paid holiday bank of hours.

If any employee is scheduled to work on a holiday, the employee will bank those hours worked toward use on another day of leave.

VACATION

POLICY

Full-time regular employees will earn paid vacation time from the first month of employment on a pay-period basis, accrued with the following schedule:

- **Less than five (5) years of continuous service:** Each employee working in continuous service of less than five (5) years shall earn 80 hours of paid vacation per year. Vacation shall be earned on a prorated basis for time worked.
- **Five (5) or more years of continuous service:** Upon completion of the fifth year of continuous service, each employee shall receive immediate credit of forty (40) hours of paid vacation and then shall earn 120 hours of paid vacation per year. Vacation shall be earned on a prorated basis for time worked.
- **Ten (10) or more years of continuous service:** Upon completion of the tenth year of continuous service, each employee shall receive immediate credit of forty (40) hours of paid vacation and then shall earn 160 hours of paid vacation per year. Vacation shall be earned on a prorated basis for time worked.

After November 1, 1996, each employee may accrue a maximum of 240 hours of vacation. Each employee may retain vacation accrued but not used on or before November 1, 1996. Once an employee's accrual reaches the stated maximum, additional vacation will not accrue until an employee's total accumulation level (accrued vacation balance) is below the stated maximum.

Upon separation of employment with the City, all unused accrued vacation will be paid at the employee's current rate of pay.

Upon rehire, employees will begin to accrue vacation according to the above schedule with no carry-over of previous years of eligible service.

USE OF VACATION

Employees are eligible to use vacation as it is accrued. Vacations will be scheduled to ensure continuous and efficient departmental operations, operational safety, and to meet overall business goals and objectives. Whenever possible, vacation approvals will be made consistent with the employee's request. All vacations are subject to cancellation in cases of emergency conditions. If a City holiday occurs during vacation leave, the employee's vacation accrual will only be charged for non-holiday workdays.

- Employees shall be eligible to use vacation as it is accrued.
- Employees shall request use of vacation a reasonable time in advance of the proposed use of the vacation as designated by the City Manager or his designee.

SICK LEAVE

POLICY

All regular employees and employees who are in their probationary period shall be granted sick leave as determined by the following rules:

- All regular full-time employees and full-time employees who are in their probationary period shall be granted sick leave at the rate of 96 hours for each 12 months of the employee's active service. Any such leave accrued but unused in any year shall be accumulated for the employee to use in succeeding years up to a maximum of 480 hours.
- Accumulated unused sick leave in excess of 480 hours maximum shall be paid annually to the employee in December at the rate of fifty percent (50%) of the employee's current pay rate, unless the employee's retirement date is within 30 days of December 31st. In which case, the employee will be paid in full at his or her current pay rate.
- All regular part-time employees shall be granted twenty-four (24) hours of paid sick leave at the time of employment and at each new fiscal year. No sick leave with pay may be taken until the 90th day of employment.
- Part-time employees will be limited to twenty-four (24) hours of sick leave use in each fiscal year during their employment. Part-time employees shall not be compensated for unused sick leave upon separation of employment.
- All employees eligible for sick leave with pay shall be granted such leave for the following reasons:
 1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. "Family member" is limited to:
 - a. A child, for purposes of these provisions, means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
 - b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - c. A spouse.
 - d. A registered domestic partner.
 - e. A grandparent.

SICK LEAVE

- f. A grandchild.
 - g. A sibling.
 - 2. Enforced quarantine of the employee in accordance with community health regulations; or
 - 3. The death of a member of the employee's immediate family. "Immediate family" is limited to any relative of blood or marriage who is a member of the employee's household, under the same roof, and any parent, grandparent, spouse, registered domestic partner, child, brother, sister, father-in-law, brother-in-law, mother-in-law, or sister-in-law of the employee's, regardless of residence. Accrued vacation may also be used for bereavement purposes for members of the immediate family.
 - 4. For an employee who is the victim of domestic violence, sexual assault, or stalking, the reasons described in subdivision (c) of Labor Code Section 230 and subdivision (a) of Labor Code Section 230.1.
- Any employee on sick leave shall inform their supervisor of the fact and the reasons thereof within two hours of the beginning of their work shift of each sick day, unless otherwise agreed, and failure to do so may be cause for denial of sick leave with pay for the period of absence and may be cause for disciplinary action.
 - Eligibility of sick leave shall commence when accrued, except for part-time employees who have not been employed for at least 90 days.
 - Observed holidays occurring during sick leave shall not be counted as days of sick leave.
 - Upon retirement through the Public Employees' Retirement System (PERS), layoff, or death, any unused accumulated sick leave shall be paid to the employee, or in the event of death, to the employee's rightful heirs at the rate of one hundred percent (100%) of the employee's current pay rate.
 - Upon termination, either voluntary or non-voluntary, other than retirement, lay-off, or employee's death, sick leave shall be lost and not compensated for whatsoever.
 - Employees are required to submit to their supervisor proof of illness from a licensed physician upon missing three (3) consecutive days of work.
 - The City Manager may require an employee who is out sick, to furnish proof of disabling sickness or illness in the form of a physician's notice or certificate at any time if the employee is suspected of abusing or misusing sick leave. Employees

SICK LEAVE

off of work may be subject to the successful completion of a fitness for duty examination prior to returning to work at the City's expense.

EXECUTIVE LEAVE

POLICY

Executive Leave

Executive Staff members, consisting of the City Manager, Assistant City Manager, Department Directors, and City Clerk, shall be entitled to Executive Leave consisting of 40 hours of paid time off. Executive Leave is not an accrued benefit and may not be carried-over beyond the end of the last day June. Executive leave is a “use it or lose it” benefit based on the payroll fiscal year. The payroll fiscal year begins the first day of pay period one and ends at the end of the last day of June. The full forty (40) hours/five (5) days are available to a member of the Executive Staff as soon as he/she is appointed to an Executive Staff position as defined above. Upon separation from the City, Executive Staff members will not be paid out executive leave.

REASONABLE ACCOMMODATIONS

POLICY

As a reasonable accommodation to assist an employee in returning to and resuming the duties of his/her position, the City may authorize modified duty for a temporary and limited period of time. Temporary modified duty assignments may occur when a regular employee has been medically released for limited work based on specified restrictions. The City will require the disabled employee to provide Human Resources with the treating physician's statement of work restriction(s) or a status report specifying the employee's anticipated date of return to modified or full duty. When an employee is assigned temporary modified duty, he/she will be compensated for hours worked at the regular rate of pay established for the class of work performed. If an employee is assigned to modified duty less than full-time, compensation for hours worked may be supplemented by accrued sick leave, partial workers' compensation disability payments, or other available leave accruals. Except where prohibited by law, the City reserves the right to have employees examined by a City designated physician at no cost to the employee prior to authorizing modified duty.

Temporary modified duty assignments are intended to assist an employee to return to work while recovering from an injury and/or illness and are not intended to be a permanent accommodation.

Typically, a modified duty assignment may be approved for up to twelve (12) months, if possible. After twelve (12) months, an employee must either be released for full duties, or enter an interactive process to determine if additional appropriate accommodations are necessary and available.

Fitness for Duty Examination

Employees who are chronically unable to perform their assigned duties may be required to undergo a fitness for duty examination. The purpose of the examination is to determine the employee's ability to perform the essential functions of the position. The City will assume the costs of the examination.

LEAVES OF ABSENCE

POLICY

In addition to the practices described regarding the use of paid leave benefits (holiday, vacation, sick), employees may request and/or be entitled to leave for a range of specific reasons.

Leave of Absence without Pay

The City Manager may grant leaves of absence up to one year without pay to any regular full-time employee if the circumstances of the particular case warrant such action. During all such leaves of absence the employee shall not be considered as being on active service and shall not accrue any service time calculated benefits. Such an employee who wishes to continue health insurance coverage may do so at his/her expense at the City's group rates, up to one year. The employee should contact the Human Resources for the necessary forms.

Unless specified otherwise elsewhere in this Policy or federal or State law dictates otherwise, vacation, sick leave and holiday benefits do not accrue during periods of unpaid leave of absence.

Failure to return to work on the scheduled workday following the expiration of a leave of absence will be a voluntary resignation.

An employee must request a leave of absence for personal leave or protected leave. The written request must be made in writing, at least thirty (30) days in advance of the desired leave date, if possible, and specify the reason for the leave and the length of time requested.

All regular, full time employees may request to use the leave provisions outlined below, subject to the approval of the City Manager, or authorized designee. A brief description of all legally-entitled leaves is listed following this section.

ADDITIONAL CITY-PROVIDED TYPES OF LEAVE

Bereavement Leave

All regular full-time employees and full-time employees who are in their probationary period shall be entitled to three (3) days of bereavement leave with pay upon the death of a member of the employee's immediate family. "Immediate family" is limited to any relative of blood or marriage who is a member of the employee's household, under the same roof, and any parent, grandparent, spouse, registered domestic partner, child, brother, sister, father-in-law, brother-in-law, mother-in-law, or sister-in-law of the employee, regardless of residence. Such bereavement leave with pay shall not be deducted from sick leave. Upon exhaustion of this bereavement leave, employees may use other types of leave in accordance with this manual.

LEAVES OF ABSENCE

Common Legally-Entitled and Protected Leaves

Federal and state laws and government codes protect employment and provide policy guidance for many types of leaves. The following section provides the City's policy statement and an introduction to some common protected leaves. Generally, protected leaves do not include pay unless the City's policies provide for paid leave. More information about protected leaves can be obtained by visiting or speaking to a supervisor or manager or Human Resources. Employees may also look up the cited legislation or code referred to for each type of leave below.

Family and Medical Leave Act (FMLA 29 U.S.C. 2601)

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. Employees are eligible for leave if they have worked for their employer at least 12 months and at least 1,250 hours over the past 12 months.

These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

Kin Care or Healthy Workplaces, Healthy Families Act (CA Labor Code 233-234)

The California Healthy Workplaces Healthy Families Act of 2014 allows employees to use up to one-half of their annual sick leave allowance to care for a "family member." However, the City allows employees to use the entire sick leave allowance to care for a "family member" if necessary.

Family members are defined as the following:

- Child - a biological, adopted, foster, step, legal ward, or child to whom employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status restrictions
- Parent- biological, adoptive, foster parent, stepparent, legal guardian, or a person who was in loco parentis when the employee was a minor

LEAVES OF ABSENCE

- Spouse
- A registered domestic partner
- Grandparent
- Grandchild
- Sibling

Pregnancy Disability Leave Law

Employees who are disabled because of pregnancy or childbirth or a related medical condition are entitled to pregnancy disability leave of up to four months in accordance with the California Pregnancy Disability Leave Law (Government Code §12945). Requests for pregnancy disability leave under California Pregnancy Disability Leave Law require certification of a treating physician.

An employee is "disabled" if, in the opinion of her health care provider, she is unable, due to a pregnancy related disability, to work at all or is unable to perform any one or more of the essential functions of her job or to perform these functions without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Absence from work due to pregnancy related disabilities is treated the same as absence from work due to any other physical disability, and the employee will be required to use any accumulated sick leave during this time. In addition, the employee may utilize any accrued vacation leave or compensatory time off for any portion of the unpaid leave.

Jury Duty

Any regular full-time employee or full-time employee who is in their probationary period who is required to serve as a juror or subpoenaed as a witness in any State or Federal court, or any administrative board or tribunal, shall be entitled to a leave of absence up to ten (10) working days with pay while performing services as a juror or a witness; provided that any such employee shall be required to pay over to the City any amount he receives for jury fees, exclusive of approved travel and subsistence.

Military Leave

Military leave shall be granted to any regular full-time employee or full-time employee who is in their probationary period in accordance with the Military and Veteran's Code of the State of California and as amended. Employee shall ensure that his/her supervisor receives advance written or verbal notice of military service.

CATASTROPHIC LEAVE

POLICY

The City offers a Catastrophic Sick Leave-Donation Program to give employees a chance to support their co-workers who are facing major unforeseen and catastrophic circumstances. The program allows employees to provide assistance to other employees of the City in the form of donated sick time. While the program establishes a procedure for donation, participation is entirely voluntary.

An employee shall be faced with, or have incurred, either a catastrophic illness or injury to be eligible for this program. Human Resources shall determine individual eligibility status. "Catastrophic" means: the employee is unable to perform the duties of his position because of a serious illness or accident or will require a lengthy recovery; there is a serious illness or accident which will require a lengthy recovery in the employee's immediate family; or there is a death in the employee's immediate family.

The employee requesting the donation of vacation, sick or compensatory time hours must have reached zero balances during the illness or recovery period to be eligible. The maximum hours the employee may use will not exceed 60 days per 12 month-period. Human Resources and the Department Manager will evaluate each request. Under no circumstances may an employee use a number of hours for a pay period that exceeds his or her regularly scheduled hours.

The employee who donates the hours ("the donor"):

1. Must have sufficient hours to donate;
2. Must maintain a balance of at least a sum of 40 hours of their own accrued time in each of their accounts;
3. Shall not have any portion of the hours returned to him/her once the donated hours are placed in the donation account; and
4. Must relinquish all claims to the donated hours in the future and upon separation of employment with the City.

TRAVEL AND OTHER EXPENSE REIMBURSEMENT

POLICY

The City will ensure that its employees adhere to the principles of fiscally responsible expenditure of public funds. Travel expenses and reimbursements will be made only for legitimate expenditures incurred while conducting official City business in compliance with IRS regulations and this Policy.

This Policy provides appropriate and necessary parameters to all employees on the use and expenditures of City resources, as well as the standards against which those expenditures will be measured.

Travel Expenses Allowance

All regular full-time employees with prior approval by the City Manager or his or her designee, shall be eligible for a travel expense allowance as specified by the following:

- **Local Travel:** Expense claims for use of private automobiles must be submitted to the City Manager or his or her designee. Such use will be reimbursed at the standard mileage rate for all business miles as determined by the Internal Revenue Service.
- **Out-of-Town Travel:** If, in the judgement of the City Manager or his or her designee, the estimated expense for contemplated travel out-of-city is too high to expect the employee to finance the trip and be reimbursed upon his return, the City Manager may authorize advance payment of the estimated amount to the employee.
- Use of personal cars for trips out of the metropolitan area may be approved by the City Manager when use of commercial transportation is not practical. Mileage compensation is not to exceed air fare cost.
- Expenses will be allowed for adequate lodging. Hotel accommodations shall be appropriate to the purpose of the trip. Expenses for meals will be reimbursed at actual cost.

Reimbursable Expenses

Reimbursable expenses must be beneficial to the City and have a public interest and purpose resulting, or tending to result, in an increased efficiency in City administration and a more complete understanding of the operations of the City.

Approval should be obtained from a manager for all travel of more than one day, along with an estimate of costs.

TRAVEL AND OTHER EXPENSE REIMBURSEMENT

If an employee finds it necessary to incur reimbursable expenses on the City's behalf, it is preferred that employees first utilize their City credit card and then a personal credit card or other personal funds. Reimbursement may be obtained by filing all itemized receipts. Reimbursements for \$100.00 or less will be made from petty cash.

Travel Advance

The City may also advance estimated travel expenses to employees if requested to minimize an employee's reimbursable out of pocket expenditures. Cash advanced for meals and general expenses when attending meetings, conventions, and similar group conferences shall not exceed two (2) days more than the length of the conference.

Lodging

Overnight stays will be authorized if an event requires an extraordinarily long workday or if the event occurs over multiple days and is more than fifty (50) miles from home or work. A maximum of one-night stay for every day of the conference is allowed. The allowable hotel expense is the cost of the conference hotel or less, or the nearest "reasonable" accommodations.

Meals

The City follows IRS guidance to determine per diem meal reimbursement limits. The meal reimbursement schedule can be found on the U.S. General Services Administration (GSA) website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Rates are updated on October 1 each year.

The City will pay only the actual cost of meals up to the GSA maximum published per diem meal reimbursement limit. Costs exceeding the limits will be borne by the employee. Only itemized receipts for meals will be accepted/considered for reimbursement. Hotel bills itemizing room charges for meals are not considered itemized receipts. A separate receipt itemizing eligible food expenses is required.

It is expected that employees will use good judgment in the request for per diem meal reimbursement. The City will not reimburse for alcoholic beverages.

APPROVED AND NON-APPROVED EXPENSES WHILE ON TRAVEL STATUS

Expenses not included here will be reimbursed at the discretion of the City Manager or authorized designee.

TRAVEL AND OTHER EXPENSE REIMBURSEMENT

Approved for Reimbursement	Not Approved for Reimbursement	Discretionary Items for Reimbursement
Registration Lodging Transportation/Mileage Meals Receipted Parking Fees Official Phone Calls Daily Internet Services Charge Bridge Tolls Hotel Parking Airports/Shuttle Parking	Dry Cleaning Laundry Entertainment In-Room Movies Recreation Clothing Alcoholic Beverages	Reasonable Baggage Charges

EXPENSE REPORT

An Expenditure/Expense Report must be submitted within thirty (30) days of return from authorized travel. Any balance of travel advance must be returned upon returning from travel.

The City Manager, or authorized designee may disallow any item of expense reimbursement if it appears improper, is not in compliance with this Policy, or is unsupported by appropriate documentation. The City Manager, or authorized designee will settle disputes related to expense and/or travel reimbursements and his/her decision is final, except that employees may exercise grievance rights as provided by an applicable employee agreement and/or the City Grievance Procedure Policy.

EDUCATION REIMBURSEMENT

POLICY

All regular full-time employees and full-time employees who are in their probationary period who undertake courses of study which will benefit their positions with the City and who are authorized by the City Manager may be reimbursed in whole or in part up to a maximum of \$2,000 per fiscal year, for textbooks, tuition, and any approved miscellaneous expenses upon completion of the term in which enrolled. Employees enrolled in a college or university course must achieve a grade of “C” or higher in order to be considered for reimbursement. A copy of transcripts demonstrating passing must be provided with the request for reimbursement.

A maximum of \$10,000 will be allocated or budgeted for education reimbursement at the beginning of each fiscal year. Eligible full-time citywide employees will be reimbursed on a “first come, first served” basis. Once the budgeted amount has been exhausted within the fiscal year, there will be no other reimbursement considerations made. Any remaining allocated funds will not carry over to the following fiscal year.

EMPLOYEE BENEFITS

POLICY

All regular full-time employees and full-time employees who are in their probationary period and their dependents will be covered under the City's medical, dental, and vision insurance policies. All regular full-time employees and full-time employees who are in their probationary period will be covered under the City's life and short-term and long-term disability insurance policies, in addition to many other benefits listed below. These benefits may be increased or decreased from time to time. The City reserves the right to change carriers and/or eliminate or reduce any type of coverage at its absolute discretion.

EMPLOYEE BENEFITS

Health Insurance

City will pay 85% of the premium cost for each employee's own medical coverage, plus 85% of the cost of eligible dependent coverage, for plans provided through CalPERS. Dependent coverage shall include spouses, children or legal ward, and domestic partners legally registered with the State of California.

All regular full-time employees and full-time employees who are in their probationary period who have comparable coverage through an alternative medical plan may elect to opt out of medical coverage and receive from the City compensation of four hundred and fifty dollars (\$450) a month, provided that such employee certifies in writing that he or she is covered by another medical plan, names the plan, and specifies, in conformance with the facts, the means by which he or she receives the plan.

The City will reimburse those who expend a specific amount of out-of-pocket costs. Employee must provide documentation from their insurance provider indicating that the out-of-pocket threshold has been met. Reimbursement will be provided accordingly:

- Family: \$1,000 deductible - \$800 (employee's share) = \$200 (max. City's share)
 - City will reimburse employee for any expense over family's \$800 deductible not to exceed a Reimbursement of \$200.
- Self/Dependent: \$500 individual deductible - \$400 (employee's share) = \$100 (max. City's share)
 - City will reimburse employee for any expense over employee's \$400 deductible not to exceed a Reimbursement of \$100.
- Out-of-Pocket: \$2,000 out-of-pocket (individual) - \$1,400 (employee's share) = \$600 (max. City's Share)
 - City will reimburse employee for an out-of-pocket expense over employee's \$1,400 not to exceed a reimbursement of \$600.

Dental Insurance

City pays 100% of the premium cost for employee and dependent dental insurance plans. The City offers both HMO and PPO dental plans.

EMPLOYEE BENEFITS

Vision Insurance

City pays 100% of the premium cost for employee and dependent vision insurance plans. Once a fiscal year, employees are provided with \$35 copay reimbursements for annual eye exams for the employee and each of his or her dependents to incentive wellness. Receipts must be submitted to Human Resources.

Life Insurance

City provides 100% employer-funded life and accident and dismemberment insurance in the amount of the employee's annual salary on the last day of work prior to death, up to a maximum of \$200,000. The City also offers employee-funded supplemental insurance at an additional cost.

Short-Term and Long-Term Disability

The City provides Short-Term and Long-Term disability insurance at full cost to the City. Short-term disability benefits are payable up to 9 weeks. Long-term disability benefits are payable for the duration of the disability up to Social Security Normal Retirement Age (SSNRA).

Deferred Compensation Plan (457b)

During the term of this Agreement, Employees are eligible to participate in the deferred compensation plan offered by the City. This option is available at the employee's cost.

Retirement Benefits

All regular full-time employees and full-time employees who are in their probationary period shall be members of the California Public Employees' Retirement System (CalPERS). Employees who retire from the City prior to December 31, 2010 are entitled to 100% of the cost of their medical insurance premium. Employees who retire from the City after December 31, 2010 are entitled to 85% of the cost of their medical premium. The cost sharing in this provision is for plans provided by CalPERS.

CalPERS retirement - 2% at 62 benefit formula for "New" CalPERS members, 2.5% at 55 benefit formula for "Classic" CalPERS members covered under pre-2013 rules.

As a benefit, the CITY currently pays 6% toward the Classic employee's contribution as Employer Paid Member Contributions (EPMC). This benefit is subject to change at the City Manager's discretion.

Bilingual Pay Benefits

All public contact positions as approved by the City Manager, will receive \$15.00 a month compensation for bilingual capability, if job related.

Employee Assistance Program

EMPLOYEE BENEFITS

The City sponsors 100% of the Employee Assistance Program offered to employees.

Vehicle Allowance

Directors and the Assistant City Manager are provided with a \$350 per month car allowance. Directors shall use their personal vehicles whenever possible in lieu of using a City vehicle.

COBRA Coverage

If a qualifying event arises, which is usually separation, full-time employees are eligible to purchase City health, dental, and vision plans at full cost for up to 18 or 36 months, in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Additional Benefits

- Credit Union membership to F&A Credit Union and Southland Credit Union
- Access to City-owned gyms
- Discounted recreational programs

CESSATION OF BENEFITS

POLICY

An employee who has been absent from work for a period of unpaid leave exceeding 12 months shall not be eligible to participate in the City health, dental and vision group plan, unless he/she pays for such coverage under COBRA.

An employee who is on unpaid leave of absence must continue to pay the employee portion of the insurance premium during the unpaid leave of absence. Failure by the employee to make the employee portion of the insurance premium will result in a loss of benefits. City shall mail notices regarding insurance co-payments, re-payments and cessation of payments to an employee's home. Failure of City to provide such notices shall not be the basis of a grievance nor relieve the employee from his or her obligation to pay his or her portion of the insurance premium or COBRA payments.

WORK FROM HOME

POLICY

To the extent possible and under limited circumstances, the City will permit employees to work-from-home (“telecommute”) on a case-by-case basis. Directors will work with the employee requesting to telecommute to determine feasibility. Final review and determination will be made by the City Manager. Telecommuting may only be practical for some appropriate positions, as it is not suitable for all City jobs.

Working from home inherently changes the workplace dynamic for employees. However, employees are expected to continue to adhere to all the department guidelines. Employees with questions about the application of a policy or procedure should contact their supervisor for additional information. Employees may submit a request to telecommute to Human Resources in writing.

Job Responsibilities & Regular Communication

While telecommuting, to the extent possible, employees should be performing the full range of their normal job duties, unless assigned other duties, within reason. Employees and supervisors should maintain communication throughout the workday, through email, by phone, video chat, or other means. Managers and supervisors will be expected to establish and communicate work expectations of employees working remotely, including setting work priorities, deadlines, and reviewing work assignments. Directors may require periodic check-ins or mandate phone or email response times to ensure a productive telecommute program. Alternative assignments may also be considered, such as on-line training and administrative tasks such as data entry.

Work Schedules and Time Worked

Generally, work hours will remain the same. In some cases, employees’ work hours will be different and will be clearly communicated in advance.

Overtime must be approved by the Department Director in advance. Employees who are not exempt from overtime requirements under the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked.

In the event on-site attendance is required, supervisors will notify the employee, in advance, when on-site attendance is necessary.

Equipment and Tech Support

The City will make every effort to issue City devices to the extent possible; however, in most cases, City-issued devices may not be available. In certain circumstances, employees may be required to use their personal phones, computers, or other equipment. When using personal devices for telecommuting, employees shall keep work product and data confidential. Pursuant to State law, City business conducted on personal devices is subject to the California Public Records Act.

WORK FROM HOME

The City accepts no responsibility for damage or repairs to employee-owned equipment and reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the City is to be used for business purposes only. All the City-owned equipment issued to an employee must be returned immediately at the conclusion of the telecommuting arrangement.

The City will provide employees with appropriate office supplies (pens, paper, etc.) as deemed necessary and may reimburse the employee for pre-approved business-related expenses that are necessary and reasonably incurred to carry out the employee's job.

Telecommuting employees will establish an appropriate work environment within his or her home for work purposes and provide the necessary workspace, such as desk, tabletop, or other location that provides optimal work productivity. Given the temporary nature of this program, employees are not expected to purchase furniture or equipment to arrange a home workspace.

Employees should seek advice from a tax advisor if they have questions concerning tax implications of working from home. The City is not responsible for substantiating any employee's claim of tax deductions for operation of a home office used to perform work.

Security

Consistent with the City's expectations of information security (cybersecurity) for employees working at the office, telecommuting employees are expected to ensure the protection of the City information accessible from their home office. Necessary security steps include appropriate network security measures, regular password maintenance, and any other measures appropriate for the job and the environment.

For critical cybersecurity reasons, remote access to servers and network drives may be accessed only on City-issued devices. The City will not grant remote access on personal devices. Remote access to email will be allowed.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by Workers' Compensation. Telecommuting employees are responsible for notifying their supervisor of such injuries as soon as practicable. The City assumes no liability for injuries that occur outside the performance of the employee's duties and/or outside the employee's scheduled telecommuting hours.

Employees are prohibited from having face-to-face meetings regarding City business in their homes. Rather, employees shall opt to use video or phone conferencing to maintain social distancing guidelines and personal protection. The City will not be liable for any injuries sustained by visitors to an employee's home worksite.

SECTION III:
EMPLOYEE CONDUCT

BUSINESS ETHICS

POLICY

The City of Paramount conducts business in conformity with ethical standards. Not only must employees refrain from acting on behalf of the City in a manner that violates laws or regulations, employees must adhere to ethical standards in the conduct of business. Employees may not engage in activity that results in a conflict of interest with the City or that reflects unfavorably on its integrity. Certain management employees are also subject to the City's Conflict of interest Code disclosure requirements.

Employees violating these standards are subject to disciplinary action, up to and including termination. Any action found to be violation of City policy will result discipline, up to and including termination.

The reputation and good name of the City depends upon the honesty and integrity of each employee. Ethics can be interpreted as one's actions when nobody is looking. It is important that employees use good judgment in the performance of their duties and responsibilities. Employees are encouraged to share their work-related concerns, seek information, provide input, and resolve work-related problems/issues through their immediate supervisor, and as appropriate, consult with any member of management toward those ends. The City's objective is to listen to employee concerns, to encourage employee input, and to seek resolution to work-related concerns, problems, and issues.

The following list provides guidelines for ethical conduct that City employees are expected to practice.

- Employees should refrain from potential or actual wrongdoing, acts of dishonesty, and avoid any act that appear unlawful, or to make or omit unlawfully any entry on the City's records or reports, or to suppress or hide any information in violation of policy or the law, or to disclose information in violation of policy or the law. It is that employee's duty to bring the matter to the attention of his/her supervisor, Director, and/or the City Manager, or authorized designee. An employee who reports issues of this nature will not be retaliated against.
- Treat coworkers with courtesy, honesty, respect and understanding. Job-related problems should be discussed clearly, objectively, and without blame; and differences resolved fairly, professionally and promptly. Confidential matters pertaining to employees will be respected.
- Observe the highest standards of ethical conduct in all relationships with other agencies and the public. It is prohibited to make disparaging statements, take any unfair actions, or participate in any activity intended to damage the City, other agencies or the public.
- Adhere to all City financial policies and procedures, including documenting use of City funds accurately and completely. No payments will be made with the

BUSINESS ETHICS

understanding that any part is to be used for any purpose other than that described by the records supporting the payment.

- Acceptance of gifts or cash equivalents from any person or entity doing business with the City is never permissible if the amount exceeds the limits established by the Fair Political Practices Commission. Gifts, favors and entertainment may be given to others at the City's expense only if they are consistent with accepted business practices and are of such limited value that they cannot be considered as a bribe or pay-off.
- Safeguard confidential information obtained during employment. In the course of work, employees may have access to confidential information regarding the City, members of the public, elected officials or fellow employees. It is the employee's responsibility to protect and in no way reveal any such information, including to any media, unless it is necessary for the employee to do so in the performance of duties or required by law.
- Avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the City. A conflict of interest exists when the employee's loyalties or actions are divided between the City's interests and those of another, such as a political figure or vendor/supplier. Both the fact and the appearance of a conflict of interest should be avoided.
- During working hours, devote attention and energies to the job. Regular full-time employees may not hold another paid job without approval from the City Manager, or authorized designee. The City Manager, or authorized designee may provide written approval of the outside employment, either upon hire by the City or when an employee requests review of outside employment so long as the outside job will not interfere with the employee providing satisfactory performance of his/her job responsibilities for the City. Outside employment may present a conflict of interest and be prohibited if it has an actual or potential adverse impact on the City. If the outside employment is authorized, the City assumes no responsibility for it. The City will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

DRUG FREE WORKPLACE

POLICY

The City is committed to protecting the safety, health and wellbeing of those receiving City services, all employees and other individuals in our workplace. The City recognizes that alcohol and drug abuse pose a significant threat to these goals. The City has established a program that balances its respect for individuals with the need to maintain an environment free of alcohol and drug abuse.

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of the City's managers and employees. To that end, the City will act to mitigate the impact of an employee's abuse of any substance (alcohol, illegal drugs, prescription drugs, or any other controlled substance, as defined by the Controlled Substances Act) that could impair the employee's ability to safely and effectively perform the functions of an employee's job, or which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the City's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination. Whenever possible, the City will give preference to rehabilitation over discipline when responding to an employee's substance abuse.

Applicability

The City's drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the City. Therefore, this policy applies to employees during their regular working hours, whenever an employee is conducting business or representing the City, when an employee is on call or on paid standby, or when an employee is on City property. Our policy covers, but is not limited to managers, supervisors, regular full-time employees, regular part-time employees whether on or off-site, and contractors

Prohibited Behavior

The transfer, sale, manufacture, or use of alcohol or other drugs, legal or illegal, is prohibited while on City premises or during work hours or breaks. The possession of illegal drugs is also prohibited while on City premises or during work hours or breaks. This includes all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, and all other controlled substances. Additionally, the unlawful manufacture of a controlled substance is prohibited in the workplace.

If an employee is convicted of criminal drug activity, the employee must notify the City Manager, or designee, of the conviction in writing within five (5) calendar days after the conviction.

City employees are also prohibited from being under the influence, or having a detectable level, of alcohol or controlled substances in their systems during working hours (including

DRUG FREE WORKPLACE

lunch hours and breaks), while on City premises at any time, and/or while driving a City vehicle at any time.

Although use of marijuana is now legal in California, the City may still prohibit employees from working under the influence of marijuana. A positive test for marijuana will be treated no differently than a positive test for any other prohibited drug and/or alcohol.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to notify his/her supervisor. An employee is not required to disclose the nature of his/her medical condition, or to identify the medication he/she is taking, but must clearly indicate effects, such as impaired alertness, balance impairment, warnings about operation of machinery, etc. Failure of an employee to notify a supervisor of his/her use of any medication that may interfere with his/her work performance may result in discipline, up to and including termination.

Procedure

When an employee's supervisor and a second employee or supervisor have reasonable suspicion to believe an employee may be under the influence of alcohol or a controlled substance, that employee may be given a medical evaluation by a City-designated medical clinic on City time and at City expense. This medical evaluation will be conducted to determine if alcohol or drugs are in the employee's system.

Reasonable suspicion may be justified by one or a combination of the following indicators:

- Bloodshot or watery eyes
- Slurred speech
- Alcohol on the breath
- Physical and/or verbal altercation
- Inability to walk a straight line
- An accident involving City property
- Possession of drugs or alcohol
- Frequent absenteeism
- Confusion/difficulty in concentration
- Noticeable change in behavior

DRUG FREE WORKPLACE

The following steps establish a procedure to facilitate the medical evaluation process:

1. The Department Head will meet with the City Manager, or designee, to discuss the employee's behavior. At that time, it will be determined if the employee should be tested for drugs. The City Manager, or designee, will arrange for an immediate appointment with a medical facility to conduct the test, unless the employee admits to being under the influence of alcohol or controlled substance.

An employee's refusal to submit immediately to an alcohol or drug analysis when requested by management may constitute insubordination, and may be grounds for disciplinary action up to, and including, dismissal. All employees are required to consent to controlled substance and alcohol testing and/or inspection pursuant to this policy as a condition of continued employment.

2. The City will immediately provide transportation for the employee to the medical facility and wait for the tests to be completed. The type of testing required will be determined by the physician.
3. After being tested, the employee will be transported home, or in appropriate situations, to the hospital. The employee will continue receiving pay during this time and disciplinary action will not be administered unless the test results show the presence of alcohol or drugs. Information obtained through this testing will be treated with strict confidentiality.
4. If alcohol or drugs are found in the employee's test, the City Manager, or designee, shall meet with the employee and explain the proposed disciplinary action.

Documentation

Records relating to job performance, attendance, and behavior shall be maintained in the employee's personnel file. All tests shall be maintained, along with the employee's medical records, in a confidential medical file separate from the personnel records.

Follow-up

If the employee's drug test results are confirmed positive the City Manager, or designee will determine the most suitable disciplinary action. Should the results of the alcohol or drug test be negative, the employee may return to the workplace and perform regular job duties.

SMOKING

POLICY

For health, safety, and business considerations, employees are discouraged from smoking. This includes electronic cigarettes and personal vaporizing devices ("vape pens"). Secondhand smoke can be harmful to nonsmokers as well as smokers. Smoking is not permitted in City buildings, vehicles, or in the presence of City's customers. Employees who wish to smoke may do so on designated breaks outside and in accordance with California state law. Smoking is prohibited within 20 feet of main entrances, exits, operable windows, or ventilation system intakes.

WORKPLACE SECURITY, SAFETY, AND VIOLENCE IN THE WORKPLACE

POLICY

To provide a safe and healthful work environment for employees, visitors, and the general public, the City has established a workplace safety program. All employees are responsible for the safety of themselves as well as others in the workplace and this depends on the alertness and personal commitment of all. This program is a top priority for the City and is defined in the City Injury and Illness Prevention (IIPP) Plan. The IIPP Plan is available for review by all employees in their assigned departments as well as in Human Resources.

Violence in the Workplace

The City has a zero-tolerance policy for acts of violence and threats of violence in the workplace.

Threatening or intimidating behavior, threats, or acts of violence will not be tolerated and may be grounds for termination, arrest and prosecution, and/or civil action. Any individual who engages in threatening behavior or violent acts (or who makes comments about inflicting self-harm or harming others, even if in jest) while on City property will be removed from the premises and may not return until the incident is fully investigated. The City reserves the right to have any such incident assessed by a professional who specializes in threat assessment.

Threats to, or intimidation of, employees in the workplace by individuals outside the City are also not tolerated and must be reported to the City Manager, or authorized designee immediately. Alternatively, reports can be made to the City Attorney. This may include acts of domestic violence and threats of harm from customers or vendors toward employees or City property.

Possession of a weapon on City premises and/or at City-sponsored events will constitute a threat of violence.

If an employee is a witness to or receives a threat or learns that another person has witnessed or received a threat, he/she must notify their supervisor or the Department Head immediately. Reports must be made of all incidents no matter who was involved or their relationship to each other.

Employees should immediately notify management when unknown persons are acting in a suspicious manner in or around the workplace.

The City Manager or authorized designee will respond to and conduct any necessary investigation of any potential threats of violence.

Specific procedures regarding violence in the workplace will be documented through the Injury and Illness Prevention Program, in accordance with Cal OSHA requirements.

VEHICLE USE/DRIVING ON CITY BUSINESS

POLICY

The purpose of this policy is to define the responsibilities and rules for the use of City vehicles and equipment, and privately-owned vehicles used for City business. This policy applies to managers, employees, and other authorized individuals as specified in this policy. This policy will take the place of all previous City vehicle policies except for additional Department specific written guidelines that are more restrictive than this policy. Employees must sign the Vehicle Usage Policy upon hire.

City Business Use Only

City owned vehicles will be driven only by appropriately licensed and authorized City employees. Authorization must be by the appropriate Department Head.

City vehicles must be used for official City business only. No person other than a City employee or authorized person, as described in this section, will be allowed to operate any City vehicle.

No person will be permitted to ride in a City vehicle unless such person is an employee or is a passenger authorized to be in said vehicle by the Department Head.

Driver's License

The City will require DMV driver's license checks for new employees that are required to drive as part of their duties with the City.

The Human Resources Department is responsible for verifying that all employees who drive on City Business have a valid California driver's license. This departmental obligation does not diminish the employee's obligations pursuant to this policy.

Insurance Requirements

Employees are required to maintain personal liability insurance coverage when operating City vehicles.

Employees who drive a privately-owned vehicle on City business must maintain automobile insurance that complies with the State of California minimum requirements for bodily injury and property damage. Employees using their privately owned vehicles for City business shall maintain insurance coverage in an amount not less than \$15,000 per person/\$30,000 per occurrence and property damage coverage in an amount not less than \$5,000 per occurrence.

If an employee is involved in an accident in a privately-owned vehicle, even though conducting authorized City business, the employee's automobile insurance is primary to any other coverage pursuant to the California Vehicle Code.

VEHICLE USE/DRIVING ON CITY BUSINESS

Driving Records

The Human Resources Department will maintain accurate records of employees who are required by Department of Transportation (DOT) regulations to have a commercial driver's license. At a minimum, the record will include a copy of the employee's current DOT identification card, and a copy of the most recent DMV driver record information.

City employees operating vehicles or equipment on City business must have a valid State of California Driver's License at the appropriate level and with any necessary special endorsements. For the purpose of this policy section, "valid" means a current California Driver's License without restrictions, suspensions, or any other non-validating activity.

The City participates in the Department of Motor Vehicles (DMV) pull notice program in accordance with DMV program rules. Hard copies of the employee's activity reports are kept and tracked by the Human Resources Department as provided and allowed for under the California DMV pull notice program.

Responsible Driving

Each City driver/operator must drive responsibly, anticipate emergency situations and make every effort to avoid accidents. All employees operating a vehicle on City business represent the City and will always project a professional and responsible image to the public.

City drivers are expected to be knowledgeable of and follow all applicable Federal, State, and local traffic laws.

Drivers must be familiar with the manner of operation of vehicles that they operate on City business. If drivers are unsure of the operation of their vehicle, they should check the owner's manual in the glove box of the car or contact their supervisor or manager for assistance.

Drivers must remain attentive to driving at all times. Use of cellular phones, eating or drinking, dealing with passengers or other distractions while the vehicle is moving should be avoided. Whenever possible, drivers should pull off the road and stop when having to deal with distractions in the vehicle.

It is the responsibility of the driver of City owned vehicles, or privately-owned vehicles while being used for City business, to exercise reasonable care to avoid impediments or obstructions in the path of the vehicle that may cause damage to the vehicle, other vehicles or property, or injury to drivers, passengers, and pedestrians. As such, any employee discovered (after internal or third-party investigation) not to be exercising reasonable care (e.g., convicted of a violation, running a red light, etc.) of a City vehicle, will be subject to disciplinary actions up to and including termination.

VEHICLE USE/DRIVING ON CITY BUSINESS

Seat Belt Usage

The driver and all passengers in a City vehicle or in a private vehicle being used on City business must use seat belts.

Suspended, Revoked or Restricted Driver's License

City employees who are required to have a valid California driver's license to operate vehicles or equipment on City business must inform their supervisor, at the latest, before his or her next scheduled shift in the event their driver's license is suspended, revoked, or is otherwise restricted in a way that impacts the employee's ability to perform their job. Failure to inform a supervisor or other City management staff member may result in disciplinary actions pursuant to the City's policies and guidelines.

Privately Owned Vehicles

Employees using privately owned vehicles on City Business are subject to all subsections of this policy. The use of privately owned vehicles for City Business must have prior approval by the City Manager or a Department Head.

Department managers are responsible for determining when it is most advantageous to the City for an employee to use a privately-owned vehicle on City business. Factors to be considered include: availability of City vehicles, cost of a City vehicle versus mileage reimbursement, the appropriateness of the vehicle for the required use and best use of employees' time and operational efficiency. Those who receive car allowances must use their personal vehicle, unless circumstances warrant otherwise.

Reimbursement Claims

When City employees use a privately-owned vehicle on City business they will be reimbursed at the rate provided by the mileage reimbursement rates determined by the IRS.

Reimbursement will be based on the mileage from door-to-door. Door-to-Door means that mileage will be paid from the point (either employee's home or City office) from which the employee leaves for the reimbursable event.

Claims for mileage reimbursement must be submitted on City claim forms and processed in accordance with the City's procedures, pursuant to section II Travel and Other Expense Reimbursement.

Motorcycles

No employee will operate a motorcycle on City business without specific authorization of the Department Head.

VEHICLE USE/DRIVING ON CITY BUSINESS

Bicycles

Employees are permitted to use a City-issued bicycle for City business only and when given prior approval from a supervisor. A helmet must be worn at all times while riding a bicycle.

Cell Phone Usage While Driving or While Operating a Vehicle or Bicycle

City employees will follow the applicable law, which includes not operating a private vehicle on City business or a City vehicle, at any time, while using a wireless telephone or an electronic wireless communications device, unless if equipped with a hands-free device, meeting code requirements. (Vehicle Code, Division 11, Chapter 12, Article 1, §23100 – 23135.)

Smoking

Smoking is prohibited in all vehicles owned, leased, or operated by the City.

Alcohol Drugs and Other Intoxicants

Consumption of alcohol, drugs or other intoxicants while operating City vehicles or equipment or while operating a privately-owned vehicle on City business is strictly prohibited.

Dangerous or Defective Vehicle

Any City owned vehicle, or privately-owned vehicle while being used for City business, must not be operated when in a known dangerous or defective condition.

Reporting an Unsafe Vehicle

When a City vehicle is found to be in a dangerous or defective condition, it must be reported to a supervisor or the Public Works Department as soon as possible.

Traffic Citations

Any employee who receives a traffic citation while operating a City owned vehicle, or while operating a privately-owned vehicle on City business, must report such citation to his/her supervisor.

VEHICLE ACCIDENTS OR DAMAGE

Accidental Damage Reporting

All accidents and vehicle and property damage in a City vehicle or piece of equipment or a privately- owned vehicle being used on City business, regardless of severity, must be

VEHICLE USE/DRIVING ON CITY BUSINESS

reported immediately to the employee's supervisor, and, as required by law or City policy, to the appropriate law enforcement agency. Employees involved in an accident that requires notification to a law enforcement agency must request an official accident report from the responding officer. Any incidents involving a City vehicle requiring towing services must be reported immediately and an incident report submitted.

Employees involved in any accident, no matter how minor, in a City owned vehicle or a privately-owned vehicle being used on City business or on a work site or property owned, leased, or under the control of the City, will make a complete report of such accident to their supervisor within one business day.

Accident Reporting Kits

Accident reports will contain information on other vehicles, drivers, property involved, witnesses, weather conditions, road conditions, and any other pertinent information regarding such accident. Accident reporting kits are in the glove compartment of all City vehicles or may be obtained from an employee's supervisor. Accident reporting kits instruct those involved in accidents on what to do when in an accident. Employees must follow these instructions.

Take Home Vehicles

Take home vehicle assignments are at the discretion of the Department Head and are to be limited to those staff engaged in immediate, first line, emergency response for critical services or when a take home vehicle assignment results in an economy and/or efficiency that is in the best interest of the City.

Intermittent Take Home Vehicle

The Department Head on a case-by-case basis will approve intermittent take home vehicle assignments. Intermittent take home vehicle assignment is the overnight usage of a City vehicle on an intermittent or other than normal basis.

Global Positioning System (GPS)

City vehicles and equipment may be equipped with Global Positioning System Software (GPS). This equipment notifies the City of maintenance needs related to the City's vehicles and equipment, helps to retain location information to respond to customer concerns and inquiries, assists in dispatch of City vehicles, and provides safety by allowing location identification for employees on a solo response or after hours.

CITY TECHNOLOGY, EQUIPMENT, AND RESOURCES

POLICY

The intent of Section is to prevent inappropriate use of the City's technology equipment that may expose the City to risks and viral attacks, or compromise of network systems and services and to guide the appropriate use of the City's electronic messaging accounts and City-issued Technology, Equipment, and Resources including, but not limited to, desktop, laptop, notebook computer systems, networks, software, internal and external e-mail, the Internet as well as communications-related tools and other electronic media such as tablets, smart phones, cell phones, pagers, fax machines, copiers, voicemail, and any electronic device purchased by the City, but not listed (collectively referred to hereafter as "Technology, Equipment, and Resources"). This Section also covers personally-owned devices used in the course of employment with the City, including tablets, laptops, and smart phones. Employees are to ensure the City's Technology, Equipment, and Resources are secure and reliable while enhancing the productivity, efficiency, and effectiveness of City operations.

This Section is applicable to all current employees, elected officials, contractors, consultants, commissioners, third-party employees, interns, and volunteers (hereafter "Covered Individuals") who are provided access to the City's Technology, Equipment, and Resources.

Use of Technology

- a. All City-issued Technology, Equipment, and Resources should be used only for business-related purposes. Any use of City computer equipment for personal purposes, including sending and receiving e-mails and Internet access, shall be limited to infrequent usage dealing with personal matters that can only be addressed during work hours. City-issued devices are subject to monitoring and can be audited to ensure compliance with this and other policies.
- b. Hardware or software requested by a user is subject to City standards and procedures to ensure that they are installed in appropriate locations that are authorized by the City and secure.
- c. Cloud-based products, office productivity software (i.e. video conferencing tools), and other Internet-based applications need to be authorized by the Administrative Services Department prior to use.
- d. City Electronic Messaging Accounts
 - i. Covered Individuals that are provided a City e-mail account are required to manage and maintain their electronic mailboxes pursuant to this Section. This includes ensuring e-mails are checked on a regular basis and purged in accordance to department records retention policies. Non-Management Covered Individuals are not permitted to access City e-mail accounts outside of their regular business hours without appropriate authorization from their department head or designee.

CITY TECHNOLOGY, EQUIPMENT, AND RESOURCES

- ii. The City's Electronic Messaging Accounts, such as e-mail, text and instant messaging, shall be used for transmission, not storage. Covered Individuals will be limited to 9 GB of email data storage per account. Requests for additional data storage should be requested by the Department Director to the Administrative Services Department. These accounts are specifically intended and designed to be a tool for transmission of information, and not a tool for storage of information. Any e-mail, text or instant message that must be retained should be preserved and transferred to an appropriate storage format.
- iii. City e-mail users should use care when sending e-mail messages from City supplied e-mail addresses. Messages should be professional. The text of any e-mail or any other communication should be appropriate to be sent as a signed letter on City letterhead.
- iv. All Covered Individuals using electronic messaging accounts as a means of communication are individually accountable for determining if the content of the electronic communication, whether sent or received, is subject to City records retention policies.
- v. In accordance with California E-Discovery Law, it is the responsibility of the Covered Individual to cease destruction of any relevant electronic information concerning any reasonably foreseeable litigation action.
- e. City departments may have additional technology use requirements that further extend or restrict the terms and conditions of use of Technology, Equipment, and Resources for their respective Covered Individuals.
- f. Covered Individuals shall not use City-provided Technology, Equipment, and Resources, including City email address, to engage in non-City related social activities, individual charity sponsorships, political activities, commercial use for profit, outside employment, or any other activities outside of their job scope.
- g. Covered Individuals shall not download or install audio, video, or data files on City equipment for personal use, including but not limited to, photos, music and movies.
- h. Any documents created using the City's software and stored on the City's network, including cloud storage, is considered City property and may be subject to California Public Records Act (PRA) and other laws and regulations that apply to public agency information. Typically, transitory information that is of a temporary or brief duration, not meant to be kept for future reference and whose value is comparatively short-lived, including but not limited to, texts communications to be maintained by the City or Covered Individual. However, transitory communications may be subject to a Public Records Act request if they involve City Business, and the Covered Individual elects to retain the communication on their City-owned or privately-owned devices or accounts. If a Covered Individual is unsure whether a

CITY TECHNOLOGY, EQUIPMENT, AND RESOURCES

particular record is a City record for retention purposes, the Covered Individual should contact the City Clerk, his or her immediate supervisor, and/or the City Attorney.

Privacy

City Technology, Equipment, and Resources are the sole and exclusive property of the City and may be monitored when the City deems it necessary and are subject to search and the obligation to surrender at any time by the City. Covered Individuals do not have an expectation of privacy in the content of any electronic communication sent or received on a City account of communication utilizing City technology, equipment, and resources. All files, including e-mails, texts, instant messages, videos, and electronic communication are property of the City and are subject to review, and audit, even if sent as authorized incidental personal use of the computer.

All City digital content, including e-mails and videos are be subject to California E-Discovery laws and/or deemed as electronic public records subject to inspection and copying under the California Public Records Act (PRA).

Internet access offered on the City Network is intended for City Business-related purposes. Covered Individuals do not have any expectation of privacy regarding websites accessed through the City's computers and network systems. The City may monitor individual Internet access and produce reports documenting Internet use.

Cyber Security

The use of City Technology, Equipment, and Resources should conform to relevant City security standards. The use of City Technology, Equipment, and Resources should be authenticated via a UserID and strong password.

a. Password Restrictions:

- i. Passwords should be updated every six (6) months. Passwords should not: be a singular word, include the terms "Paramount", be based on personal information, names of family, etc. All passwords must contain 10 characters, and 3 of the following 4 character sets:
 - Upper case letters
 - Lower case letters
 - Numbers
 - Special characters or symbols
- ii. Covered Individuals shall not share passwords with anyone. Passwords shall not be revealed in electronic communications. All passwords are to be treated as confidential City information.

CITY TECHNOLOGY, EQUIPMENT, AND RESOURCES

- iii. Covered Individuals are responsible for the maintenance, security, and use of their personal password as it provides an audit trail for system activity. Covered Individuals should not allow the use of their account by others.
- b. When not using the computer, Covered Individuals are to log-off or lock their device.
- c. If a Covered Individual's City device is lost or stolen, he/she is required to report it immediately to their department and the Administrative Services Department. A police report may also be required. If a Covered Individual suspects that unauthorized access to a City device has taken place, he/she is required to report the incident immediately.
- d. The City prohibits unauthorized copying, transfer, or reproduction of City-owned software. Loading of privately-owned software, or non-City software, must be approved in advance by the City.
- e. Covered Individuals shall not send or share data or files that disclose sensitive, personal, confidential or proprietary information without the appropriate authorization from the City Manager.
- f. Covered Individuals shall not attempt to decode system or user passwords; or read, delete, copy or modify data in a system in which they are not an authorized user of; or attempt to gain unauthorized access to any City technology, equipment, and resource.
- g. Covered Individuals shall use caution when using City-issued technology, equipment, and resources, or City provided Internet access to log on to personal e-mail accounts due to the potential of exposing the City's information systems and network to viruses, "worms" or other unauthorized programs.

Termination of Employment or Contract

When a Covered Individual is terminated or released from employment or their contract with the City, the user's City account will be disabled on the last day of employment, or earlier if requested by the department or City management. The user's access to all City accounts will be revoked as soon as possible. Departments are required to notify the Administrative Services Department if a user's account should be archived due to pending or potential future investigations. All City property shall be returned, including City-purchased devices, keys, and the like.

A department may request access to and/or retain a copy of the former Covered Individual's data files (local and network files) and e-mails after the Covered Individual is no longer employed by the City. This request should be submitted to the Administrative Services Department prior to a user's end date or at the time of notification of termination/release.

CITY TECHNOLOGY, EQUIPMENT, AND RESOURCES

E-Mail Retention

The City will retain e-mails of former employees for 30 days after their termination. Special requests to forward or retain email accounts of former employees for longer than 30 days need to be submitted by the Department Director to the Administrative Services Department.

Any former Covered Individual involved in active or potential litigation with the City shall have his/her e-mails preserved until the litigation is resolved.

E-mails that document substantive City Business need to be retained according to the retention period associated with the function of the e-mail documents, pursuant to the department's records retention policy and preserved and transferred to an appropriate storage format.

Each department is responsible for notifying the Administrative Services Department if a Covered Individual's e-mail account should be retained longer than 30 days after their employment. E-mail accounts of Department Directors and Assistant Directors, including the City Clerk and City Attorney, should be retained for a period of one year.

DRESS CODE

POLICY

To maintain a professional workplace environment that is free from unnecessary distractions, employees should maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Colors and styles of garments should be consistent with industry and professional standards, safety, and comfort.

Guidelines

Based on the nature of the job, certain employees are required to wear city-issued uniforms as a condition of employment. The City provides complete or partial uniforms to all employees who are required to wear a uniform at no cost to the employee. Employees are responsible for the safekeeping of these uniforms. Employees are not allowed to report for work in soiled or wrinkled uniforms. Uniforms are to be worn only when on duty.

No adornments other than City name badges are authorized as part of the uniform. Upon termination of employment, or transfer to a department with different uniform requirements, all uniforms provided by the City must be returned to the City.

Hats (i.e., baseball cap style or sun visor) are allowed for some positions as deemed appropriate by the City Manager and Department Director for work-related activities, but must be City-issued, or a solid color approved by the City without any affiliation to a sports team or organization, other than the City of Paramount.

Employees wearing City issued clothing or promotional clothing labeled with City logos while on duty or off duty may be perceived by the public as in the employee of the City or on duty with the City. Therefore, employees who are wearing items with City logos or titles are expected to conduct themselves with integrity and decorum.

Relaxed Dress Code on Occasion

The City Manager may institute a relaxed dress code standard on certain days. Except on occasions requiring a higher standard of personal appearance, such as contact with the public or meetings with external parties, employees may elect to wear casual attire on such days determined by the City Manager. However, some positions may not be able to participate in a relaxed dress code given certain health and safety measures (i.e. personal protective equipment, attire designed to safeguard employees from hazards, or uniforms used to identify employees to the public).

Clothing and footwear must not present a safety hazard.

- A City-issued shirt, or a business-appropriate top are allowed (no non-City t-shirts, tank tops, or sports-affiliated attire).
- Permitted: open neck sport or polo-type shirt with collar, and casual pants (including denim jeans); Small logos indicating the clothing's manufacturer are

DRESS CODE

allowed; Logos or messages promoting City-sponsored events may be allowed on a case-by-case basis.

- Not permitted: Shorts (for office staff), shirts without collars, athletic clothing, and attire displaying inappropriate messages or sports logos, jeans with holes, jeans dragging the floor, or frayed at the hem.
- Sneakers and other casual shoes are permitted, as long as they are appropriate for interacting with the public.
- No flip-flops

REQUEST FOR INFORMATION AND MEDIA CONTACT

POLICY

It is the policy of the City to provide all information to the public that is not expressly prohibited from disclosure by the Public Records Act.

If staff has any question that a request is legally protected, they will address their question to the City Clerk who will then address the question directly with the City Attorney. Examples might be personnel records, communications between legal counsel and representatives of the City, or consultants' reports prepared with the participation of counsel.

If a copy of a document is requested, as opposed to an inspection of a public document, the copy will be provided as soon as possible within the requirements of the Public Records Act.

Requests for Information from City Council Members

When a City Council Member seeks clarification on informational items, the City Council Member will be referred directly to the City Manager or appropriate management personnel for information needed to supplement, upgrade, or enhance the City Council Member's knowledge. When a City Council Member seeks clarification on policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns will be referred directly to the City Manager.

Media Contact

Employees may be approached for interviews or comments by the news media. Only contact people designated by the City Manager, or authorized designee, may comment to news reporters or other media on programs, projects, policies or events that have an impact on the City. Otherwise, all media contacts and requests for information or interviews must be referred to the City Manager, or authorized designee.

GRATUITIES

POLICY

The purpose of this policy is to ensure that City employees do not receive or accept gifts or gratuities that may improperly influence their decision-making or job performance, subject to the business needs of the City. A gratuity is defined as a gift or service rendered to an individual. Gifts include, but are not limited to money, candy, alcoholic beverages, tickets to events, trips, or the use of equipment or property. All gratuities received or offered to the employee should be reported to the employee's supervisor.

An employee's job requirements may include attendance at conferences or other business gatherings, or other circumstances where it is necessary for business purposes to be able to accept gifts or gratuities. Accordingly, employees in these positions may not receive a gratuity from any individual, organization, or vendor doing business with the City that has an estimated aggregate value exceeding the maximum amount allowable by the Fair Political Reform Act that is administered by the Fair Political Practices Commission.

An employee's obligation under this policy is in addition to and does not in any way change his/her obligation under the City's Business Ethics Policy. City employees may not receive a gratuity from any individual, organization, or vendor doing business with the City where doing so could influence or be perceived to influence the business decisions of the City.

Employees are required to comply with the Political Reform Act of 1974 and, as appropriate, to complete and file Form 700-FPPC, which is a public document, intended to disclose potential conflicts of interest.

**SECTION IV:
APPENDICES**

APPENDICES

Appendix 1: Classification Table

Classification Title	FLSA Status
Accountant	Non-Exempt
Accounting Specialist	Non-Exempt
Administrative Assistant	Non-Exempt
Administrative Intern	Non-Exempt
Assistant City Manager	Exempt
Assistant Planning Director	Exempt
Assistant Community Services and Recreation Director	Exempt
Assistant Finance Director	Exempt
Assistant Public Safety Director	Exempt
Assistant Public Works Director	Exempt
Associate Planner	Exempt
Building and Safety Inspector	Non-Exempt
Building and Safety Manager	Exempt
Building Permit Technician	Non-Exempt
City Clerk	Exempt
City Manager	Exempt
Code Enforcement Officer	Non-Exempt
Planning Director	Exempt
Community Service Officer	Non-Exempt
Community Service Officer Supervisor	Non-Exempt
Community Services and Recreation Director	Exempt
Executive Assistant	Non-Exempt
Finance Aide	Non-Exempt
Finance Assistant	Non-Exempt
Finance Director	Exempt
Finance Supervisor	Exempt
Finance Technician	Non-Exempt
Graphic Artist/Social Media Coordinator	Non-Exempt
Human Resources Assistant	Non-Exempt
Human Resources Manager	Exempt
Information Technology (IT) Manager	Exempt
Information Technology Analyst I	Non-Exempt
Information Technology Analyst II	Non-Exempt
Information Technology Analyst III	Non-Exempt
Information Technology Specialist	Non-Exempt

APPENDICES

Classification Title	FLSA Status
Maintenance Aide	Non-Exempt
Maintenance Supervisor	Exempt
Maintenance Worker	Non-Exempt
Management Analyst I	Exempt
Management Analyst II	Exempt
Office Assistant I	Non-Exempt
Office Assistant II	Non-Exempt
Parking Control Officer	Non-Exempt
Payroll Technician	Non-Exempt
Planning Intern	Non-Exempt
Public Information Officer	Exempt
Public Safety Director	Exempt
Public Service Assistant	Non-Exempt
Public Works Director	Exempt
Public Works Manager	Exempt
Public Works Operations Manager	Exempt
Recreation Coordinator	Non-Exempt
Recreation Leader	Non-Exempt
Recreation Specialist	Non-Exempt
Recreation Supervisor	Exempt
Senior Accountant	Exempt
Senior Code Enforcement Officer	Exempt
Senior Maintenance Worker	Non-Exempt
Senior Recreation Leader	Non-Exempt
Senior Services Program Supervisor	Exempt
Senior Water Operator	Non-Exempt
STAR Program Assistant	Non-Exempt
STAR Program Coordinator	Non-Exempt
STAR Program Leader	Non-Exempt
Warehouse Attendant	Non-Exempt
Water Operator	Non-Exempt
Water Operator Aide	Non-Exempt
Water Superintendent	Exempt
Water Supervisor	Exempt

DECEMBER 15, 2020

RESOLUTION NO. 20:033

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT
AMENDING RESOLUTION NO. 19:044 TO COMPLY WITH STATE MINIMUM
WAGE LAW BY UPDATING THE AUTHORIZED POSITION LISTING AND
SALARY TABLE FOR PART-TIME CITY EMPLOYEES”

MOTION IN ORDER:

READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 20:033.

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
By: Andrew Vialpando, Assistant City Manager
Date: December 15, 2020

**Subject: RESOLUTION NO. 20:033
AMENDING RESOLUTION NO. 19:044 TO COMPLY WITH STATE
MINIMUM WAGE LAW BY UPDATING THE AUTHORIZED POSITION
LISTING AND SALARY TABLE FOR PART-TIME CITY EMPLOYEES**

Background

Each year, the City Council is presented with a proposed Resolution to approve the Authorized Position Listing that concerns employee position classifications, titles, and salary ranges. Additions or revisions to the Resolution are commonly made to comply with changes in employment laws, changes in compensation, or organizational structure.

Similar to last year, staff is recommending an adjustment to the salary ranges of several part-time classifications to remain in compliance with the State-mandated minimum wage laws. Effective December 19, 2020, the State-mandated minimum wage will rise to \$14 per hour. Staff is also proposing a nominal adjustment to the salary ranges of impacted classifications in consideration of pay equity for employees at higher steps in these ranges. There are two classifications recommended for adjustments: Recreation Leader and Social Media Aide.

The City's STAR Program is fully funded by the After School Education and Safety (ASES) Program. Staff is proposing a program-wide 6% cost of living adjustment (COLA) for STAR part-time staff. This increase will address the State minimum wage adjustments and further the City's efforts of ensuring high employee retention and competitiveness within the labor market. The provision of a program-wide COLA also addresses the issue of compression, which is when a supervisor's and supervisee's pay is too close to one another.

The Lifeguard and Office Aide classifications were also removed from the Authorized Position Listing for part-time positions since these positions are no longer available.

For these changes to take effect, the City's previously adopted salary Resolution No. 19:044 will need to be amended. Only the Authorized Position Listing for Part-Time City Employees and Part-Time Salary Tables will be amended. The sections pertaining to full-time employees will not be changed and remain in effect as originally adopted in 2019.

The proposed Authorized Position Listings is contained in the attached Resolution No. 20:033 where the new ranges are listed.

RECOMMENDED ACTION

It is recommended that the City Council read by title only and adopt Resolution No. 20:033.

CITY OF PARAMOUNT
LOS ANGELES COUNTY, CALIFORNIA

RESOLUTION NO. 20:033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT AMENDING RESOLUTION NO. 19:044 TO COMPLY WITH STATE MINIMUM WAGE LAW BY UPDATING THE AUTHORIZED POSITION LISTING AND SALARY TABLE FOR PART-TIME CITY EMPLOYEES

WHEREAS, the State of California passed Senate Bill No. 3 in 2016, setting a schedule of minimum wage increases; and

WHEREAS, the City of Paramount, having more than 25 employees, is subject to the minimum wage law and therefore must comply by adjusting its pay for specific classifications; and

WHEREAS, the City Council adopted Resolution No. 19:044 authorizing the Position Listing and Salary Table for City Employees; and

WHEREAS, the City of Paramount endeavoring to incentivize employee retention, remain competitive with the labor market, and compliant with the minimum wage, is proposing a cost of living adjustment for those affected part-time employees; and

WHEREAS, during the Fiscal Year 2021 Budget Review, the City Council authorized funds that were allocated to comply with this law; and

WHEREAS, the cost of living adjustments will be budgeted at the Midyear 2021 Budget Review.

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.

SECTION 2. That the City Council amends the Authorized Position Listing and Salary Table for Part-Time positions as follows:

**AUTHORIZED POSITION LISTING
FOR PART-TIME POSITIONS**

Job Classification Titles	Pay Range Number
Recreation Leader	48
Social Media Aide	48

**AUTHORIZED POSITION LISTING
FOR PART-TIME STAR POSITIONS**

Job Classification Titles	Pay Range Number
STAR Program Assistant	S45
STAR Program Coordinator	S24
STAR Senior Program Leader	S10
STAR Program Leader	S01

**CITY OF PARAMOUNT
PART-TIME SALARY TABLE
FY 2021 (Effective 12/19/2020)**

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
48	12.70	13.33	14.00	14.70	15.44

**CITY OF PARAMOUNT
STAR PART-TIME SALARY TABLE
FY 2021 (Effective 12/19/2020)**

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
S01	14.05	14.75	15.50	16.27	17.08
S10	15.36	16.12	16.93	17.78	18.67
S24	17.65	18.53	19.45	20.42	21.45
S45	21.75	22.84	23.98	25.18	26.43

SECTION 4. The Authorized Position Listing for Part-Time City Employees and Salary Table for Part-Time City Employees shall be effective as of December 19, 2020.

SECTION 5. All other sections in Resolution 19:044 pertaining to Full-Time employees will remain in effect.

SECTION 6. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Paramount this 15th day of December 2020.

Peggy Lemons, Mayor

ATTEST:

Heidi Luce, City Clerk

DECEMBER 15, 2020

ORDINANCE NO. 1143

RENEWAL OF PETROLEUM PIPELINE FRANCHISE WITH PACIFIC
PIPELINE SYSTEM, LLC - NOTICE OF INTENT TO SET A PUBLIC
HEARING

MOTION IN ORDER:

IT IS RECOMMENDED THAT THE CITY COUNCIL SET THE PUBLIC
HEARING FOR CONSIDERATION OF THE RENEWAL OF GASOLINE
PIPELINE FRANCHISE AGREEMENT FOR LINE NO. 63 WITH THE PACIFIC
PIPELINE SYSTEM, LLC FOR JANUARY 12, 2021 AT 6:00 P.M. IN THE CITY
COUNCIL CHAMBERS.

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
Cc: Andrew Vialpando, Assistant City Manager
Date: December 15, 2020

**SUBJECT: ORDINANCE NO. 1143
RENEWAL OF PETROLEUM PIPELINE FRANCHISE WITH PACIFIC
PIPELINE SYSTEM, LLC - NOTICE OF INTENT TO SET A PUBLIC
HEARING**

For over 40 years, the City of Paramount has maintained a Franchise Agreement with various petroleum service companies for the operation of gasoline pipeline No. 63. Line No. 63 runs about 5,700 feet in length under El Camino Avenue, Alondra Boulevard, San Jose Avenue, and Ansmith Avenue. This pipeline has changed ownership over the years and is now serviced by Pacific Pipeline System, LLC (Pacific Pipeline). The Franchise Agreement for Line No. 63 expired in May 2019, and Pacific Pipeline has requested to renew the pipeline franchise for an additional 20 years. Pacific Pipeline is presently current in all its franchise payments, which are paid annually.

Prior to holding a public hearing on the renewal of the Franchise Agreement, the City Council must state its intent to hold the public hearing. This item provides notice of the public hearing to renew the franchise with Pacific Pipeline. The public hearing will be set for the regular City Council meeting on January 12, 2021 at 6:00 p.m. in the City Council Chambers.

RECOMMENDED ACTION

It is recommended that the City Council set the public hearing for consideration of the renewal of gasoline pipeline Franchise Agreement for Line No. 63 with the Pacific Pipeline System, LLC for January 12, 2021 at 6:00 p.m. in the City Council Chambers.

DECEMBER 15, 2020

ORDINANCE NO. 1144

RENEWAL OF PETROLEUM PIPELINE FRANCHISE WITH TESORO
SOCAL PIPELINE COMPANY, LLC - NOTICE OF INTENT TO SET A
PUBLIC HEARING

MOTION IN ORDER:

IT IS RECOMMENDED THAT THE CITY COUNCIL SET THE PUBLIC
HEARING FOR CONSIDERATION OF THE RENEWAL OF GASOLINE
PIPELINE FRANCHISE AGREEMENT FOR LINE NO. 80 WITH THE
TESORO SOCAL PIPELINE COMPANY LLC FOR JANUARY 12, 2021 AT
6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

MOTION:

MOVED BY: _____

SECONDED BY: _____

[] APPROVED

[] DENIED

ROLL CALL VOTE:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



To: Honorable City Council
From: John Moreno, City Manager
Cc: Andrew Vialpando, Assistant City Manager
Date: December 15, 2020

**SUBJECT: ORDINANCE NO. 1144
RENEWAL OF PETROLEUM PIPELINE FRANCHISE WITH TESORO
SOCAL PIPELINE COMPANY, LLC - NOTICE OF INTENT TO SET A
PUBLIC HEARING**

For over 40 years, the City of Paramount has maintained a Franchise Agreement with various petroleum service companies for the operation of gasoline pipeline No. 80. Line No. 80 runs about 9,000 feet in length under Garfield Avenue, between the railroad at Petterson Lane and the City's border with the City of Long Beach. This pipeline has changed ownership over the years and is now serviced by Tesoro SoCal Pipeline Company, LLC (Tesoro). The Franchise Agreement for Line No. 80 expired in May 2019, and Tesoro has requested to renew the pipeline franchise for an additional 20 years. Tesoro is presently current in all its franchise payments, which are paid annually.

Prior to holding a public hearing on the renewal of the Franchise Agreement, the City Council must state its intent to hold the public hearing. This item provides notice of the public hearing to renew the franchise with Tesoro. The public hearing will be set for the regular City Council meeting on January 12, 2021 at 6:00 p.m. in the City Council Chambers.

RECOMMENDED ACTION

It is recommended that the City Council set the public hearing for consideration of the renewal of gasoline pipeline Franchise Agreement for Line No. 80 with the Tesoro SoCal Pipeline Company LLC for January 12, 2021 at 6:00 p.m. in the City Council Chambers.

DECEMBER 15, 2020

APPROVAL OF MEASURE R FUNDING AGREEMENT WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) FOR THE ALONDRA BOULEVARD IMPROVEMENTS PROJECT FROM HUNSAKER AVENUE TO LAKEWOOD BOULEVARD

MOTION IN ORDER:

APPROVAL OF MEASURE R FUNDING AGREEMENT WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY FOR THE ALONDRA BOULEVARD IMPROVEMENTS PROJECT FROM HUNSAKER AVENUE TO LAKEWOOD BOULEVARD 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
Date: December 15, 2020

Subject: APPROVAL OF MEASURE R FUNDING AGREEMENT WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) FOR THE ALONDRA BOULEVARD IMPROVEMENTS PROJECT FROM HUNSAKER AVENUE TO LAKEWOOD BOULEVARD

On July 16, 2014, a presentation was made to the City Council on the City's application to the Gateway COG I-710 Early Action Funding Program that would fund the design and environmental clearance work for the Alondra Boulevard Improvements Project from Hunsaker Avenue to Lakewood Boulevard. Since then, the Gateway COG and LACMTA have both approved \$4,600,000 for the final design. They also authorized the preliminary design phase for \$1,600,000, which is included in the total design cost. This phase will consist of environmental documents and preliminary construction plans for both street improvements and undergrounding of Edison transmission and distribution lines as well as construction estimates.

Alondra Boulevard is classified as a Principal Arterial with average daily traffic counts of over 26,000 vehicles and designated as a regional truck route. The purpose of this project is to improve traffic flow and reduce congestion on Alondra Boulevard as part of the Interstate-605 and State Route 91 "Hot Spots" Interchange Program. The proposed improvements consist of roadway and intersection widening, raised median and parkway narrowing, ADA sidewalk and curb ramp improvements, LED street lighting, green streets improvements and traffic signal modifications. The project will widen the roadway to accommodate three (3) travel lanes in each direction, additional medians, plus undergrounding of overhead utilities and resurfacing. The estimated total project cost is approximately \$48,630,000, all of which is eligible for funding from the I-710 Measure R Early Action Program funds or possible other outside funding sources.

The attached Measure R Funding Agreement stipulates the requirements for the City of Paramount to follow for reimbursement of expended costs incurred in the Preliminary Design and Environmental phases of the project. These phases will take approximately eighteen (18) months to complete. After completion of the design and environment phase, staff will apply for additional early action funding as well as explore other funding options to fund the construction phase of this project.

The City Attorney has reviewed and approved this agreement as to form.

RECOMMENDED ACTION

It is recommended that the City Council approve the Measure R funding agreement with the Los Angeles County Metropolitan Transportation Authority for the Alondra Boulevard Improvements Project from Hunsaker Avenue to Lakewood Boulevard and authorize the Mayor or her designee to execute the agreement.

**MEASURE R FUNDING AGREEMENT
HIGHWAY PROGRAM (General)**

This Funding Agreement ("FA") is made and entered into effective as of August 3, 2020 ("Effective Date"), and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of Paramount ("GRANTEE") for Alondra Boulevard Improvements, LACMTA Project ID# MR315.20 and FTIP# LA9918916, (the "Project"). This Project is eligible for funding under Line 35 of the Measure R Expenditure Plan.

WHEREAS, LACMTA adopted Ordinance #08-01, the Traffic Relief and Rail Expansion Ordinance, on July 24, 2008 (the "Ordinance"), which Ordinance was approved by the voters of Los Angeles County on November 4, 2008 as "Measure R" and became effective on January 2, 2009.

WHEREAS, the funding set forth herein is intended to fund the Project Approval/Environmental Document (PAED) and Plans, Specifications and Estimates (PS&E) of the Project.

WHEREAS, the LACMTA Board, at its June 25, 2020 meeting, programmed \$4,600,000, in Measure R Funds to GRANTEE for Project Approval/Environmental Document (PAED) and Plans, Specifications and Estimates (PS&E), subject to the terms and conditions contained in this FA; and

WHEREAS, the Funds are currently programmed as follows: \$4,600,000 in Measure R Funds in Fiscal Year (FY) 2020-21. The total designated for Project Approval/Environmental Document (PAED) and Plans, Specifications and Estimates (PS&E) of the Project is \$4,600,000.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this FA consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I – Specific Terms of the FA
2. Part II – General Terms of the FA
3. Attachment A – Project Funding
4. Attachment B – Measure R Expenditure Plan Guidelines
5. Attachment B-1 – Expenditure Plan - Cost & Cash Flow Budget
6. Attachment C – Scope of Work
7. Attachment D – Project Reporting and Expenditure Guidelines
8. Attachment D-1 – intentionally omitted
9. Attachment D-2 – Quarterly Progress/Expenditure Report
10. Attachment E – Federal Transportation Improvement Program (FTIP) Sheet
11. Attachment F – Bond Requirements
12. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the FA and any attachments and the Specific Terms of the FA shall prevail over the General Terms of the FA.

IN WITNESS WHEREOF, the parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____

Phillip A. Washington
Chief Executive Officer

Date: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: _____

Deputy



Date: _____

9/30/2020

GRANTEE:

CITY OF PARAMOUNT

By: _____

Peggy Lemons
Mayor

Date: _____

APPROVED AS TO FORM:

By: _____

John E. Cavanaugh
City Attorney

Date: _____

PART I
SPECIFIC TERMS OF THE FA

1. Title of the Project (the "Project"): Alondra Boulevard Improvements – Project Approval/Environmental Document (PAED) and Plans, Specifications and Estimates (PS&E). LACMTA Project ID# MR315.20, FTIP# LA9918916.
2. Grant Funds:
 - 2.1 Programmed Funds for this Project consist of the following: Measure R Funds.
 - 2.2 To the extent the Measure R Funds are available; LACMTA shall make to GRANTEE a grant of the Measure R funds in the amount of \$4,600,000 (the "Fund") for the Project. LACMTA Board of Directors' action of June 25, 2020 granted the Measure R Funds for the Project. The Funds are programmed over 1 year for Fiscal Year (FY) 2020-21.
3. This grant shall be paid on a reimbursement basis. GRANTEE must provide the appropriate supporting documentation with the Quarterly Progress/Expenditure Report. GRANTEE Funding Commitment, if applicable, must be spent in the appropriate proportion to the Funds with each quarter's expenditures. LACMTA will withhold five percent (5%) of eligible expenditures per invoice as retention pending an audit of expenditures and completion of scope of work.
4. **Attachment A** the "Project Funding" documents all sources of funds programmed for the Project as approved by LACMTA. The Project Funding includes the total programmed funds for the Project, including the Funds programmed by LACMTA and, if any, the GRANTEE Funding Commitment of other sources of funding. The Project Funding also includes the fiscal years in which all the funds for the Project are programmed. The Funds are subject to adjustment by subsequent LACMTA Board Action.
5. **Attachment B-1** is the Expenditure Plan- Cost & Cash Flow Budget (the "Expenditure Plan"). It is the entire proposed cash flow, the Budget and financial plan for the Project, which includes the total sources of all funds programmed to the Project, including GRANTEE and other entity funding commitments, if any, for this Project as well as the fiscal year and quarters the Project funds are anticipated to be expended. GRANTEE shall update the Expenditure Plan annually, no later than December 31, and such update shall be submitted to LACMTA's Senior Executive Officer of Construction & Engineering in writing. If the LACMTA's Senior Executive Officer of Construction & Engineering concurs with such updated Expenditure Plan in writing, Attachment B-1 shall be replaced with the new Attachment B-1 setting forth the latest approved Expenditure Plan. Payments under this FA shall be consistent with Attachment B-1 as revised from time to time. Any change to the final milestone date must be made by a fully executed amendment to this FA.
6. **Attachment C** is the "Scope of Work". The GRANTEE shall complete the Project as described in the Scope of Work. This Scope of Work shall include a detailed description of the Project and the work to be completed, including anticipated Project milestones and a schedule

consistent with the lapsing policy in Part II, Section 9, and a description of the Project limits, if applicable. No later than December 31 of each year, GRANTEE shall notify LACMTA if there are any changes to the final milestone date set forth in the schedule or any changes to the Scope of Work. If LACMTA agrees to such changes, the parties shall memorialize such changes in an amendment to this FA. Work shall be delivered in accordance with the schedule and scope identified in this FA unless otherwise agreed to by the parties in writing in an amendment to this FA. If GRANTEE fails to meet milestones or delivery of the Project, LACMTA will have the option to suspend or terminate the FA for default as described in Part II, Sections 2, 9, 10 and 11 herein below. To the extent interim milestone dates are not met but GRANTEE believes and can show documentation acceptable to LACMTA supporting GRANTEE'S ability to make up the time so as to not impact the final milestone date, GRANTEE shall notify LACMTA of such changes in its Quarterly Progress/Expenditure Reports and such interim milestone dates will automatically be amended to the latest interim milestone dates provided in the Quarterly Progress/Expenditure Reports Attachment D-2. In no event can the final milestone date be amended by a Quarterly Progress/Expenditure Report.

7. No changes to this FA, including but not limited to the Funds, and any other source of funds from LACMTA in the Project Funding, Expenditure Plan or the Scope of Work shall be allowed without an amendment to the original FA, approved and signed by both parties.

8. **Attachment D** is the "Project Reporting & Expenditure Guidelines". GRANTEE shall complete the "Quarterly Progress/Expenditure Report". The Quarterly Progress/ Expenditure Report are attached to this FA as Attachment D-2 in accordance with Attachment D – Project Reporting and Expenditure Guidelines.

9. **Attachment E**, the "FTIP PROJECT SHEET (PDF)", is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <http://program.metro.net>. All projects that receive funding through Measure R must be programmed into the FTIP, which includes locally funded regionally significant projects for information and air quality modeling purposes. GRANTEE shall review the Project in ProgramMetro each year and update or correct the Project information as necessary during a scheduled FTIP amendment or adoption. GRANTEE will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after GRANTEE is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should GRANTEE fail to meet this date, it may affect GRANTEE's ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

10. LACMTA anticipates it may need to avail itself of lower cost bonds or other debt, the interest on which is tax exempt for federal tax purposes and/or Build America Bonds as defined in the American Reinvestment and Recovery Act of 2009 or similar types of bonds (collectively, the "Bonds") to provide at least a portion of its funding commitments under this Agreement to GRANTEE. GRANTEE shall ensure that the expenditure of the Funds disbursed to GRANTEE does not jeopardize the tax-exemption of the interest, the Federal subsidy payment or the tax credit, as applicable, as specified in the Bond Requirements attached as **Attachment F** to this Agreement. GRANTEE agrees to provide LACMTA with

progress reports, expenditure documentation, and any other documentation as reasonably requested by LACMTA and necessary for LACMTA to fulfill its responsibilities as the grantee or administrator or bond issuer of the Funds. With regard to LACMTA debt financing to provide any portion of the Funds, GRANTEE shall take all reasonable actions as may be requested of it by LACMTA's Project Manager for the Project, to assist LACMTA in demonstrating and maintaining over time, compliance with the relevant sections of the Federal Tax Code to maintain such bonds tax status.

11. GRANTEE shall comply with the "Special Grant Conditions" attached as **Attachment G**, if any.

12. No changes to the (i) Grant amount, (ii) Project Funding, (iii) the Scope of Work (except as provided herein), (iv) Final milestone date or (v) Special Grant Conditions, shall be allowed without a written amendment to this FA, approved and signed by the LACMTA Chief Executive Officer or his/her designee and GRANTEE. Modifications that do not materially affect the terms of this FA, such as redistributing Funds among existing budget line items or non-material schedule changes must be formally requested by GRANTEE and approved by LACMTA in writing. Non-material changes are those changes which do not affect the grant amount or its schedule, Project Funding, or the Scope of Work, including the Work schedule.

13. LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Carlos Montez
LACMTA Project Manager
Mail Stop 99-18-2
Phone (213) 418-3241
E-mail MontezC@metro.net

14. GRANTEE's Address:

City of Paramount
16400 Colorado Avenue
Paramount, CA 90723
Attention: Adriana Figueroa
Director of Public Works
Phone: (562) 220-2100
Email: afigueroa@paramountcity.com

PART II **GENERAL TERMS OF THE FA**

1. TERM

The term of this FA shall commence on the Effective Date of this FA, and shall terminate upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to GRANTEE. All eligible Project expenses as defined in the Reporting and Expenditure Guidelines (Attachment D), incurred after the FA Effective Date shall be reimbursed in accordance with the terms and conditions of this FA unless otherwise agreed to by the parties in writing.

2. SUSPENSION OR TERMINATION

Should LACMTA determine there are insufficient Measure R Funds available for the Project, LACMTA may suspend or terminate this FA by giving written notice to GRANTEE at least thirty (30) days in advance of the effective date of such suspension or termination. If a Project is suspended or terminated pursuant to this section, LACMTA will not reimburse GRANTEE any costs incurred after that suspension or termination date, except those costs necessary to: (i) to return any facilities modified by the Project construction to a safe and operable state; and (ii) suspend or terminate the construction contractor's control over the Project. LACMTA's share of these costs will be consistent with the established funding percentages outlined in this FA.

3. INVOICE BY GRANTEE

Unless otherwise stated in this FA, the Quarterly Progress/ Expenditure Report, with supporting documentation of expenses, Project progress and other documents as required, which has been pre-approved by LACMTA, all as described in Part II, Section 6.1 of this FA, shall satisfy LACMTA invoicing requirements. Grantee shall only submit for payment the LACMTA pre-approved Quarterly Progress/ Expenditure Report Packets to the LACMTA Project Manager at the email address shown in Part I and to LACMTA Accounts Payable Department as shown below.

Submit invoice with supporting documentation to:
ACCOUNTSPAYABLE@METRO.NET (preferable)

or

mail to:

Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, CA 90051-0296

All invoice material must contain the following information:

Re: LACMTA Project ID# MR315.20 and FA# 9200000000MR31520
[LACMTA Project Manager Carlos Montez; Mail Stop 99-18-2]

4. USE OF FUNDS

4.1 GRANTEE shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the specifications for use for the transportation purposes described in the Ordinance.

4.2 Attachment C shall constitute the agreed upon Scope of Work between LACMTA and GRANTEE for the Project. The Funds, as granted under this FA, can only be used towards the completion of the Scope of Work detailed in Attachment C.

4.3 GRANTEE shall not use the Funds to substitute for any other funds or projects not specified in this FA. Further, GRANTEE shall not use the Funds for any expenses or activities above and beyond the approved Scope of Work (Attachment C) without an amendment to the FA approved and signed by the LACMTA Chief Executive Officer or his Designee. To the extent LACMTA provides GRANTEE with bond or commercial paper proceeds, such Funds may not be used to reimburse for any costs that jeopardize the tax exempt nature of such financings as reasonably determined by LACMTA and its bond counsel.

4.4 GRANTEE must use the Funds in the most cost-effective manner. If GRANTEE intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with GRANTEE’s contracting procedures and consistent with State law as appropriate. GRANTEE will also use the Funds in the most cost-effective manner when the Funds are used to pay “in-house” staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.5 GRANTEE’S employee, officers, councilmembers, board member, agents, or consultants (a “GRANTEE Party”) are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a GRANTEE Party (b) any member of a GRANTEE Party’s immediate family, (c) a partner of a GRANTEE Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.6 If a facility, equipment (such as computer hardware or software), vehicle or property, purchased or leased using the Funds, ceases to be used for the proper use as originally stated in the Scope of Work, or the Project is discontinued, any Funds expended for that purpose must be returned to LACMTA as follows: GRANTEE shall be required to repay the Funds in proportion to the useful life remaining and in an equal proportion of the grant to GRANTEE Funding Commitment ratio.

4.7 If the Project requires the implementation of an Intelligent Transportation Systems (“ITS”) project, GRANTEE shall ensure the Project is consistent with the Regional ITS Architecture. The Los Angeles County Regional ITS Architecture

(CONNECT-IT) Consistency Self-Certification Form must be completed and signed for planned ITS projects and/or ITS projects that use local, state, or federal funds programmed or administered through LACMTA. Refer to www.laconnect-it.com to find information about the CONNECT-IT Service Packages.

4.8 If any parking facilities are designed and/or constructed using the Funds, GRANTEE shall coordinate with LACMTA parking program staff (see www.metro.net for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see http://media.metro.net/projects_studies/call_projects/images/09%20Appendix%20D%20Parking%20Policy.pdf

5. REIMBURSEMENT OF FUNDS

Funds will be released on a reimbursement basis in accordance with invoices submitted in support of the Quarterly Progress/Expenditure Reports. LACMTA will make all disbursements electronically unless an exception is requested in writing. Reimbursements via Automated Clearing House (ACH) will be made at no cost to GRANTEE. GRANTEE must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at www.metro.net/projects/call_projects/call_projects-reference-documents/. GRANTEE must provide detailed supporting documentation with its Quarterly Progress/Expenditure Reports. GRANTEE Funding Commitment, if any, must be spent in direct proportion to the Funds with each quarter's payment.

6. REPORTING AND AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS

6.1 GRANTEE shall submit the draft of Quarterly Progress/Expenditure Report (Attachment D-2) within sixty (60) days after the close of each quarter on the last day of the months November, February, May and August to the LACMTA Project Manager for review and pre-approval of the applicable report. LACMTA Project Manager shall review and respond in writing to the draft Quarterly Progress/Expenditure Reports within thirty (30) calendar days from receipt. Grantee shall submit the LACMTA pre-approved Quarterly Progress/Expenditure Report no later than five (5) days after receipt of LACMTA's written approval. Should GRANTEE fail to submit either the draft or pre-approved reports within five (5) days of the due date and/or submit incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, and approved. The Quarterly Progress/Expenditure Reports shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.), and any changes to interim milestone dates that do not impact the final milestone date. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Quarterly Progress/Expenditure Reports indicating no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation. Expenses that are not invoiced to LACMTA Accounts Payable

within ninety (90) days after the lapsing date specified in Part II, Section 9.1 below are not eligible for reimbursement.

6.2 GRANTEE shall submit the Project expenditure estimates for the subsequent fiscal year by February of each year. LACMTA will use the estimates to determine the Project budget for the upcoming fiscal year.

6.3 LACMTA, and/or its designee, shall have the right to conduct audits of the Project as deemed appropriate, such as financial and compliance audits, interim audits, pre-award audits, performance audits and final audits. LACMTA will commence a final audit within six months of receipt of acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by GRANTEE and invoiced to LACMTA, and such costs, charges and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period covered by the FA period under review). GRANTEE agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work and/or not in compliance with other terms and conditions of this FA. The allowability of costs for GRANTEE's own expenditures submitted to LACMTA for this Project shall be in compliance with Office of Management and Budget (OMB) Circular A-87. The allowability of costs for GRANTEE's contractors, consultants and suppliers expenditures submitted to LACMTA through GRANTEE's Quarterly Progress/Expenditures shall be in compliance with OMB Circular A-87 or Federal Acquisition Regulation (FAR) Subpart 31 and 2 CFR Subtitle A, Chapter II, Part 225 (whichever is applicable). Findings of the LACMTA audit are final. When LACMTA audit findings require GRANTEE to return monies to LACMTA, GRANTEE agrees to return the monies within thirty (30) days after the final audit is sent to GRANTEE.

6.4 GRANTEE's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records"). Such records shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by GRANTEE for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

6.5 GRANTEE shall cause all contractors to comply with the requirements of Part II, Section 5, paragraphs 6.2 and 6.3 above. GRANTEE shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

6.6 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all GRANTEE'S records and its contractors related to the Project, and shall be allowed to interview any employee of GRANTEE and its contractors through final payment to the extent reasonably practicable.

6.7 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of GRANTEE and its contractors, shall have access to all necessary records, including reproduction, at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this FA.

6.8 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

6.9 GRANTEE shall be responsible for ensuring all contractors/ subcontractors for the Project comply with the terms of the Ordinance. GRANTEE shall cooperate with LACMTA Management Audit Services Department such that LACMTA can meet its obligations under the Ordinance.

6.10 GRANTEE shall certify each invoice by reviewing all subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.11 GRANTEE shall also certify final costs of the Project to ensure all costs are in compliance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.12 In addition to LACMTA's other remedies as provided in this FA, LACMTA may withhold the Funds if the LACMTA audit has determined that GRANTEE failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and /or is severely out of compliance with other terms and conditions as defined by this FA, including the access to records provisions of Part II, Section 6.

7. GRANT

This is a one-time only grant of the Measure R Funds subject to the terms and conditions agreed to herein. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

8. SOURCES AND DISPOSITION OF FUNDS

8.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available as anticipated from Measure R Program revenues, LACMTA will have the right to adjust the cash flow accordingly until such funds become available. LACMTA shall have no obligation to provide any other funds for the Project, unless otherwise agreed to in writing by LACMTA.

8.2 GRANTEE shall fully fund and contribute the Grantee Funding Commitment, if any is identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE may request additional Measure R funds from its sub-region earmark pending support of the sub-region's Governing Board. A particular sub-region's Measure R funds are limited to the amount specified in the Ordinance and is still subject to approval of the LACMTA Board. Nothing in this FA shall obligate, or be construed to obligate, the LACMTA Board to approve such request for additional funds. If the Funds are still insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8.3 GRANTEE shall be responsible for any and all cost overruns for the Project pursuant to Section 8.2.

8.4 GRANTEE shall be eligible for the Funds up to the grant amount specified in Part I, Section 2 of this FA subject to the terms and conditions contained herein. Any Funds expended by GRANTEE prior to the Effective Date of this FA shall not be reimbursed nor shall they be credited toward the GRANTEE Funding Commitment requirement, without the prior written consent of LACMTA. GRANTEE Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at GRANTEE's own risk, or as delineated in a Letter of No Prejudice executed by the prospective GRANTEE and LACMTA.

8.5 If GRANTEE receives outside funding for the Project in addition to the Funds identified in the Project Funding and the Expenditure Plan at the time this grant was awarded, this FA shall be amended to reflect such additional funding. If, at the time of final invoice or voucher, funding for the Project (including the Funds, GRANTEE Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this FA as specified in the Project Funding and both the Funds and GRANTEE Funding Commitment required for the Project shall be reduced accordingly. LACMTA shall have the right to use any cost savings associated with the Funds at its sole discretion, including, without limitation, programming the unused Funds to another project or to another grantee. If, at the time of final voucher, it is determined that GRANTEE has received Funds in excess of what GRANTEE should have received for the Project, GRANTEE shall return such overage to LACMTA within 30 days from final voucher.

9. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

9.1 GRANTEE must demonstrate timely use of the Funds by:

- (i) Executing this FA within **ninety (90) days** of receiving formal transmittal of the FA from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later; and
- (ii) Beginning Project Design, Preliminary Engineering-(PE) within **six (6) months** from completion of environmental clearance, if appropriate.
- (iii) Delivering Work in accordance with schedule; changes to the schedule will require an Amendment to Attachment C to reflect updated milestone dates. Meeting the Project milestone due dates as agreed upon by the LACMTA and GRANTEE in Attachment C (Scope of Work) of this FA; and
- (iv) Submitting the Quarterly Progress/Expenditure Reports as described in Part II, Section 6.1 of this FA; and
- (v) Expending the Funds granted under this FA for allowable costs within **three years or 36 months** July 1 of the Fiscal Year in which the Funds are programmed, unless otherwise stated in this FA. All Funds programmed for FY 2020-21 are subject to lapse by June 30, 2023.

9.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 9.1 of this FA, the Project will be reevaluated by LACMTA and the Funds may be reprogrammed to another project by the LACMTA Board of Directors in accordance with the Ordinance. In the event that all the Funds are reprogrammed, this FA shall automatically terminate.

10. DEFAULT

A Default under this FA is defined as any one or more of the following: (i) GRANTEE fails to comply with the terms and conditions contained herein; and/or (ii) GRANTEE fails to perform satisfactorily or make material changes, as determined by LACMTA at its sole discretion, to the Expenditure Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

11. REMEDIES

11.1 In the event of a Default by GRANTEE, LACMTA shall provide written notice of such Default to GRANTEE with a 30-day period to cure the Default. In the event GRANTEE fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this FA; (ii) LACMTA may make no further disbursements of Funds to GRANTEE; and/or (iii) LACMTA may recover from GRANTEE any Funds disbursed to GRANTEE as allowed by law or in equity.

11.2 Effective upon receipt of written notice of termination from LACMTA, GRANTEE shall not undertake any new work or obligation with respect to this FA unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of GRANTEE.

11.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

12. COMMUNICATIONS

12.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Recipient Communications Guidelines" available online at <http://metro.net/partners-civic>. The Funding Recipient Communications Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Recipient Communications Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

12.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Recipient Communications Guidelines.

12.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. The preferred logo lock-up for Funding Recipients to use is included in the Funding Recipient Communications Guidelines.

12.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

12.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE's compliance with the terms and conditions of this Section. GRANTEE's failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

13. OTHER TERMS AND CONDITIONS

13.1 This FA, along with its Attachments, constitutes the entire understanding between the parties, with respect to the subject matter herein. The FA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original FA or the same level of authority. Adoption of revisions or

supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

13.2 GRANTEE is obligated to continue using the Project dedicated to the public transportation purposes for which the Project was initially approved. The Project right-of-way, the Project facilities constructed or reconstructed on the Project site, and/or Project property purchased, excluding construction easements and excess property (whose proportionate proceeds shall be distributed in an equal proportion of the grant to GRANTEE Funding Commitment ratio), shall remain dedicated to public transportation use in the same proportion and scope and to the same extent as described in this FA. Equipment acquired as part of the Project, including office equipment, vehicles, shall be dedicated to that use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

13.3 In the event that there is any legal court (e.g., Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this FA, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

13.4 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by GRANTEE under or in connection with any work performed by and or service provided by GRANTEE, its officers, agents, employees, contractors and subcontractors under this FA. GRANTEE shall fully indemnify, defend and hold LACMTA and its subsidiaries, and its officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including without limitation: (i) use of the Funds by GRANTEE, or its officers, agents, employees, contractors or subcontractors; (ii) breach of GRANTEE's obligations under this FA; or (iii) any act or omission of GRANTEE, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services, in connection with the Project including, without limitation, the Scope of Work, described in this FA.

13.5 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this FA.

13.6 GRANTEE shall comply with and ensure that work performed under this FA is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the

applicable requirements and regulations of LACMTA. GRANTEE acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

13.7 GRANTEE agrees that the applicable requirements of this FA shall be included in every contract entered into by GRANTEE or its contractors relating to work performed under this FA and LACMTA shall have the right to review and audit such contracts.

13.8 GRANTEE shall not assign this FA, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee. Any assignment by GRANTEE without said prior consent by LACMTA shall be void and unenforceable.

13.9 This FA shall be governed by California law. If any provision of this FA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

13.10 The covenants and agreements of this FA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

13.11 GRANTEE will advise LACMTA prior to any key Project staffing changes. Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

13.12 GRANTEE, in the performance of the work described in this FA, is not a contractor nor an agent or employee of LACMTA. GRANTEE attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. GRANTEE shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

ATTACHMENT A - PROJECT FUNDING

Measure R Program - Funding Agreement Projects - FA# 9200000000MR31520

Project Title: Alondra Boulevard Improvements Project#: MR315.20

PROGRAMMED BUDGET - SOURCES OF FUNDS

SOURCES OF FUNDS	Prior Years	FY2017-18	FY 2018-19	FY2019-20	FY2020-21	FY2021-22	Total Budget	% of Budget
LACMTA PROGRAMMED FUNDING								
MEASURE R FUNDS					\$ 4,600,000		\$ 4,600,000	
LACMTA PROGRAMMED FUNDS BY YEAR SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ 4,600,000	\$ -	\$ 4,600,000	100%
OTHER SOURCES OF FUNDING:								
LOCAL:							\$ -	0%
STATE:							\$ -	0%
FEDERAL:							\$ -	0%
PRIVATE OR OTHER:							\$ -	0%
OTHER FUNDING SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL PROJECT FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 4,600,000	\$ -	\$ 4,600,000	100%

ATTACHMENT B
MEASURE R EXPENDITURE PLAN GUIDELINES
PROJECT DEVELOPMENT AND RIGHT OF WAY

State Law Requires All Measure R Project and Program Sponsors to Submit an Expenditure Plan

To be eligible to receive Measure R revenues, an agency sponsoring a capital project or program must by state law (AB 2321) submit an expenditure plan that is acceptable to the Los Angeles County Metropolitan Transportation Authority (LACMTA). Pursuant to this law, LACMTA cannot release Measure R funds to capital project or program sponsors until an expenditure plan containing the following elements is submitted, reviewed and deemed satisfactory by LACMTA. LACMTA staff will request that an expenditure plan be submitted before making a recommendation to the LACMTA Board to program funds to that project:

- The estimated total cost for each project and program and/or each project or program activity;
- Funds other than Measure R that the project or program sponsor anticipates will be expended on the projects and programs and/or each project or program activity;
- The schedule during which the project sponsor anticipates funds will be available for each project and program and/or each project or program activity; and,
- The expected completion dates for each project and program and/or project or program activity.

Each of the above elements must be provided in enough detail to determine consistency with Measure R, the Long Range Transportation Plan for Los Angeles County, and the Los Angeles County Transportation Improvement Program (also a statutorily mandated function), as follows:

- Project or program scope of work, including sufficient information to determine funding eligibility, including, but not limited to, the anticipated proportional use of current rail rights-of-way, state highways, and below-ground subways versus any other rights-of-way or above-ground work;
- A current-year cost estimate breakdown of the major sub-elements of the project such as overhead, environmental and permit work, design and engineering, right-of-way, construction/installation (including maintenance facilities, rail yard, equipment and other major components), construction/installation support, interest costs, rolling stock, and other supporting components;
- Any extraordinary project cost escalation issues, such as extraordinary commodity, right-of-way, surety, energy costs, etc.;
- A specific and accurate description of the source, commitment, and anticipated annual availability of any federal, state, local, or private funding identified for the project if applicable including a 3% local funding contribution to rail projects if indicated in Measure R and necessary to meet project expenses, and if the source funds are in current or year-of-expenditure dollars;
- An annual schedule, in current dollars, of anticipated costs by the cost estimate categories described above; and;

- The expected completion by month and year of project or program completion.

Below is an excerpt of AB 2321 (2008, Feuer), the state legislation that requires the expenditure plan.

What AB 2321 (2008, Feuer) Says About the Expenditure Plan:

Section b (3) B

(f) Prior to submitting the ordinance to the voters, the MTA shall adopt an expenditure plan for the net revenues derived from the tax. The expenditure plan shall include, in addition to other projects and programs identified by the MTA, the specified projects and programs listed in paragraph (3) of subdivision (b), the estimated total cost for each project and program, funds other than the tax revenues that the MTA anticipates will be expended on the projects and programs, and the schedule during which the MTA anticipates funds will be available for each project and program. The MTA shall also identify in its expenditure plan the expected completion dates for each project described in subparagraph (A) of paragraph (3) of subdivision (b). To be eligible to receive revenues derived from the tax, an agency sponsoring a capital project or capital program shall submit to the MTA an expenditure plan for its project or program containing the same elements as the expenditure plan that MTA is required by this subdivision to prepare.

(k) No later than 365 days prior to the adoption of an amendment described in paragraph (1) to an expenditure plan adopted pursuant to subdivision (f), including, but not limited to, the expenditure plan adopted by the MTA board as "Attachment A" in Ordinance #08-01 adopted by the board on July 24, 2008, and in addition to any other notice requirements in the proposing ordinance, the board shall notify the Members of the Legislature representing the County of Los Angeles of all of the following:

(1) A description of the proposed amendments to the adopted expenditure plan that would do any of the following:

(A) Affect the amount of net revenues derived from the tax imposed pursuant to this act that is proposed to be expended on a capital project or projects identified in the adopted expenditure plan.

(B) Affect the schedule for the availability of funds proposed to be expended on a capital project or projects identified in the adopted expenditure plan.

(C) Affect the schedule for the estimated or expected completion date of a capital project or projects identified in the adopted expenditure plan.

(2) The reason for the proposed amendment.

(3) The estimated impact the proposed amendment will have on the schedule, cost, scope, or timely availability of funding for the capital project or projects contained in the adopted expenditure plan.

ATTACHMENT B-1 - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure R Program - Funding Agreement Projects - FA# 9200000000MR31520
 Project Title: Alondra Boulevard Improvements Project Project#: MR315.20

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2020-21 Qtr 1	FY 2020-21 Qtr 2	FY 2020-21 Qtr 3	FY 2020-21 Qtr 4	FY 2021-22 Qtr 1	FY 2021-22 Qtr 2	FY 2021-22 Qtr 3	FY 2021-22 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE R FUNDS:									
PAED		\$128,000	\$320,000	\$432,000	\$456,000	\$264,000			\$1,600,000
PS&E								\$400,000	\$400,000
RW Support									\$0
Const. Support									\$0
RW									\$0
Construction									\$0
Total MEASURE R	\$0	\$128,000	\$320,000	\$432,000	\$456,000	\$264,000	\$0	\$400,000	\$2,000,000
SUM PROG LACMTA FUNDS:	\$0	\$128,000	\$320,000	\$432,000	\$456,000	\$264,000	\$0	\$400,000	\$2,000,000
SUM NON-LACMTA FUNDS :	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROJECT FUNDING FY20-21 and FY21-22	\$0	\$128,000	\$320,000	\$432,000	\$456,000	\$264,000	\$0	\$400,000	\$2,000,000
SOURCES OF FUNDS	FY 2022-23 Qtr 1	FY 2022-23 Qtr 2	FY 2022-23 Qtr 3	FY 2022-23 Qtr 4	FY 2023-24 Qtr 1	FY 2023-24 Qtr 2	FY 2023-24 Qtr 3	FY 2023-24 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE R FUNDS:									
PAED									\$0
PS&E	\$800,000	\$900,000	\$650,000	\$250,000					\$2,600,000
RW Support									\$0
Const. Support									\$0
RW									\$0
Construction									\$0
Total MEASURE R	\$800,000	\$900,000	\$650,000	\$250,000	\$0	\$0	\$0	\$0	\$2,600,000
SUM PROG LACMTA FUNDS:	\$800,000	\$900,000	\$650,000	\$250,000	\$0	\$0	\$0	\$0	\$2,600,000
SUM NON-LACMTA FUNDS :	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROJECT FUNDING FY22-23 and FY23-24	\$800,000	\$900,000	\$650,000	\$250,000	\$0	\$0	\$0	\$0	\$2,600,000
SUMMARY OF ALL FUNDS									
PAED	\$0	\$128,000	\$320,000	\$432,000	\$456,000	\$264,000	\$0	\$0	\$1,600,000
PS&E	\$800,000	\$900,000	\$650,000	\$250,000	\$0	\$0	\$0	\$400,000	\$3,000,000
RW Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Const. Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MILESTONES	\$800,000	\$1,028,000	\$970,000	\$682,000	\$456,000	\$264,000	\$0	\$400,000	\$4,600,000
SUM PROG LACMTA FUNDS	\$800,000	\$1,028,000	\$970,000	\$682,000	\$456,000	\$264,000	\$0	\$400,000	\$4,600,000
SUM NON-LACMTA FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROJECT FUNDING	\$800,000	\$1,028,000	\$970,000	\$682,000	\$456,000	\$264,000	\$0	\$400,000	\$4,600,000

ATTACHMENT C SCOPE OF WORK

PROJECT TITLE:

Alondra Boulevard Improvements

PROJECT LOCATION:

The project is located on Alondra Boulevard from Hunsaker Avenue to Lakewood Boulevard in the south part of the City of Paramount.

PROJECT LIMITS:

The project limits span approximately 2.3 miles of Alondra Boulevard from Hunsaker Avenue to Lakewood Boulevard in the City of Paramount.

NEXUS TO HIGHWAY OPERATION, DEFINITION/PROJECT PURPOSE:

The purpose of this project is to improve traffic flow and reduce congestion on Alondra Boulevard as part of the I-605/SR-91 “Hot Spots” Interchange Program. This project will increase roadway capacity by adding a third lane in each direction on Alondra Boulevard and relieve existing traffic deficiencies due to congestion.

PROJECT BACKGROUND:

Alondra Boulevard serves as a major link to the I-605 and SR-91 Freeways; the project is located less than one mile from SR-91 intersections #12B (Atlantic), #13 (Cherry), #14A (Paramount), #14B (Downey), and #15A (Lakewood), and 2.5 miles from I-605 intersection #7B (Alondra). Alondra Boulevard is a major truck route with existing traffic deficiencies due to congestion. The proposed improvements – roadway and intersection widening, raised median and parkway narrowing, and ADA sidewalk and curb ramp improvements – will increase roadway capacity by adding a third lane in each direction.

In order to accommodate the roadway widening and provide ADA accessible sidewalks and curb ramps at all crossings, existing overhead utility facilities located within the project right-of-way will be undergrounded. This project element requires a feasibility and cost-benefit analysis, to be completed as part of the preliminary engineering work. Prior to commencing with PS&E, the City will present the results of the feasibility and cost-benefit analysis to the SR-91/I-605/I-405 Technical Advisory Committee. The City intends to seek outside funds for construction.

PROJECT BUDGET:

COMPONENT	AMOUNT
PA/ED	\$1,600,000*
PS and E	\$3,000,000
R/W Support	0
R/W Capital	0
Construction Support	0
Construction Capital	0
Total Budget	<u>\$4,600,000</u>

*The anticipated costs for PA/ED include \$250,000 for the Environmental Document, \$1,200,000 for Preliminary Design, and \$150,000 for the Cost-Benefit Analysis.

SCOPE:

The Project includes Preliminary Design (project approval/environmental documentation [PA/ED]) and Final Design (plans, specifications, and estimate [PS&E] and utility undergrounding design) for the following features:

- Addition of a third travel lane on Alondra Boulevard in each direction between Hunsaker Avenue and Lakewood Boulevard;
- Replacing traffic signals and widening at 10 intersections to accommodate the roadway widening;
- Reconstruction of the existing raised median and parkway to accommodate the roadway widening;
- Reconstruction of the sidewalk along Alondra Boulevard and curb ramps at study area intersections to meet current ADA standards.

I. PA/ED (Preliminary Design, Environmental Document, Cost-Benefit Analysis)

- A. Account for field visits of the project area to identify design issues. Record existing site conditions in photographs and/or video.
- B. Read, review, and understand all aspects and goals of the Lead Agency's General Plan Circulation Element and other plans as these plans pertain to the improvements contemplated by this project.
- C. Provide layout plans to be incorporated into the final design.
- D. Provide a complete survey of the project area, establishing horizontal and vertical control for the project. Mapping shall include topographic features within 50 feet of project area.
- E. Identify and coordinate with all utilities in the project area to facilitate the final design of the Project.
- F. Conduct geotechnical investigations of the project area.
- G. Identify street pavement structural sections for the project area.
- H. Identify all drainage/BMP structure improvements, based upon hydrology, hydraulic calculations, and water quality issues. (Structural BMPs shall be incorporated into the street design for storm water quality improvements prior to entering natural waterways.)
- I. Prepare and submit a report identifying the ultimate alignment of roadway improvements, as well as the recommended ultimate repair strategy. Prepare and provide CAD drawings of the proposed alignment, including vertical and horizontal alignment, improvements, and drainage/BMP structures.
- J. Prepare and submit design plans at 35% completion.
- K. Prepare and submit a preliminary Engineer's construction cost estimate for all recommended improvements.
- L. Define a complete and detailed project description and delineate project study areas that will meet the needs of technical analyses and Initial Study/Mitigated Negative Declaration (IS/MND).
- M. Conduct the required technical analysis for the project.
- N. Prepare, following completion of appropriate technical analysis, an Administrative Draft IS checklist for review and approval by the City.
- O. Prepare the Draft IS and Draft MND for public circulation.
- P. Prepare responses to public review of Draft and prepare a Final MND and submit for review to the City.
- Q. Prepare a Mitigation Monitoring and Reporting Program (MMRP).
- R. Coordinate with the City and prepare permit applications/notifications for the Project as applicable.
- S. Prepare feasibility and cost-effectiveness analysis for undergrounding overhead utility facilities.

Deliverables/Final Work Product: (1) preliminary design plans, including layout plans to be incorporated into final design, survey with topographic features, utility locations, results of geotechnical investigations, identification of street pavement structural sections, identification of drainage/BMP structure improvements, recommended ultimate alignment of roadway improvements, and repair strategy; (2) design plans at 35% completion; (3) CAD drawings; (4) preliminary engineer's construction cost estimate; (5) environmental technical analyses; (6) draft Initial Study and checklist; (7) draft and final Mitigated Negative Declaration; (8) Mitigation Monitoring and Reporting Program; (9) feasibility and cost-

effectiveness analysis for undergrounding overhead utility facilities.

II. PS&E (Plans, Specifications, and Estimate)

- A. Design the ultimate build-out of the improvements along Alondra Boulevard.
- B. Prepare civil roadway plans for the required improvements, consistent with City format. At a minimum, the plan set shall include Title Sheet, Site Plan, General Construction Notes, Horizontal Control, Typical Sections and Details, Plan and Profile, Drainage/BMP Structure(s) Details, Traffic Striping/Signage/Signal Plans, Street Lighting/Electrical, and Median/Landscaping Plans.
- C. Submittal of plan set shall be delivered at 65% and 95% complete and final (five (5) sets per submittal). When project is complete, the Consultant shall provide AutoCAD files for all plan sheets.
- D. Assist the City in preparing for the Community Information Workshop after the 95% submittal by preparing exhibits and attending workshop to discuss concerns of the property owners along Alondra Boulevard.
- E. Prepare construction specifications consistent with City format (SSPWC “Greenbook” APWA, current edition with updates).
- F. Submittal of specifications shall be delivered to the City at 95% complete and final. When project is complete, the Consultant shall provide a digital file of specification package in Microsoft Word format for Windows.
- G. Prepare an engineer’s construction cost estimate based on the itemized quantity take-off from the contract documents.
- H. Submittal of the engineer’s construction cost estimate shall be delivered to the City at 95% complete and final in a spreadsheet format.
- I. From Southern California Edison: undergrounding plans for overhead facilities.

Deliverables/Final Work Product: (1) design plans at 65% and 95% completion; (2) final design plans; (3) project specifications at 95% completion; (4) final specifications; (5) engineer’s construction cost estimate at 95% completion; (6) final engineer’s construction cost estimate; (7) Southern California Edison undergrounding plans for overhead facilities.

III. Project Management; Preparation of Updated Schedule, Deliverables; and Meetings

- A. Meet as needed with the City to accomplish Project tasks as outlined. Meetings expected between the Consultant and City shall include but not be limited to: Project Kick-off Meeting, presentation of “Summary Letter Report,” progress meetings, and preparation for the Community Information Workshop at 95% design completion.
- B. Provide periodic schedule updates on deliverables and meetings as changes to original schedule occur or as needed based on the needs of the project.

NOTE: The scope of work for this MOU includes ONLY:

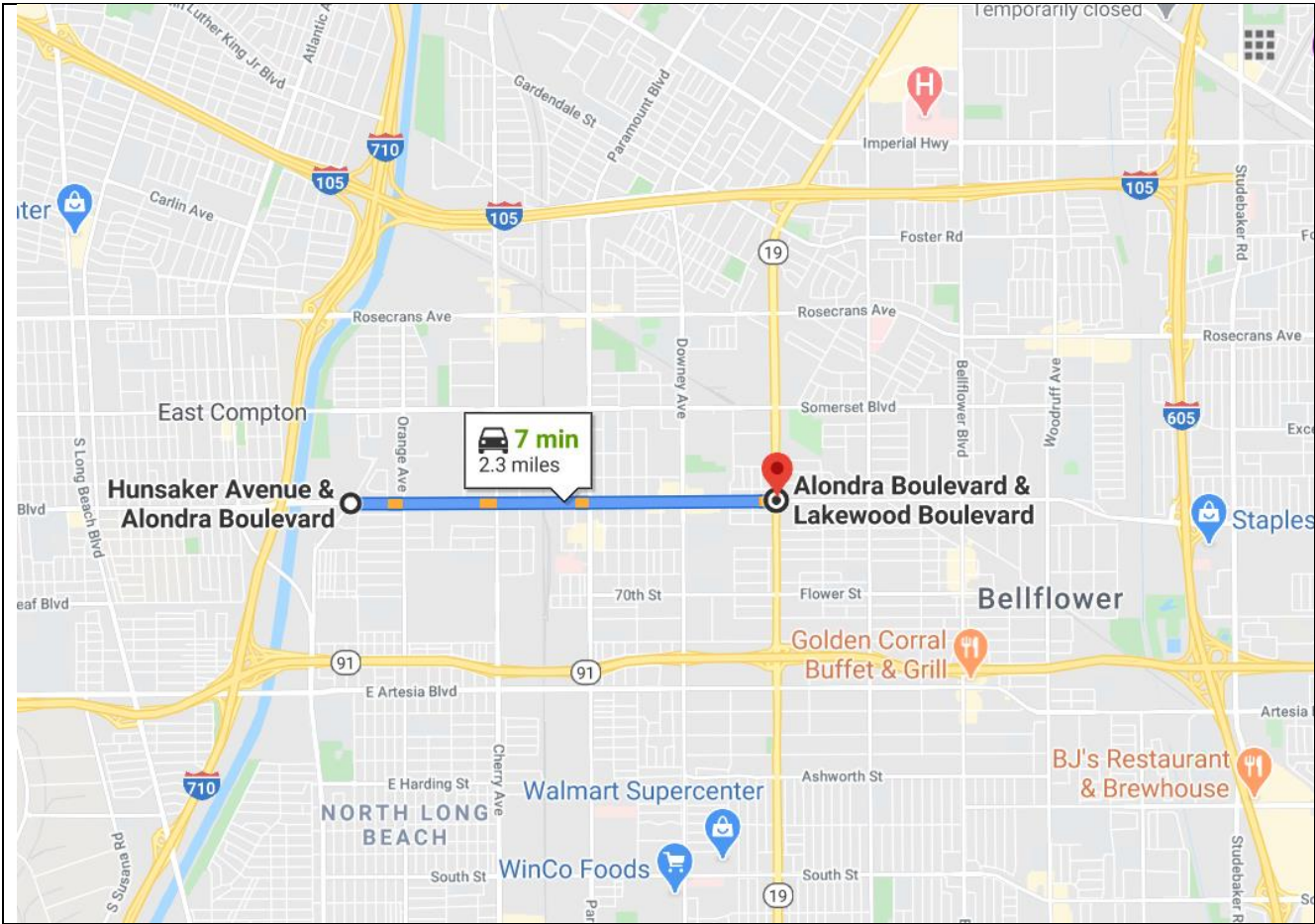
- PA/ED
- PS&E

MILESTONES: The implementation schedule for this project will be as follows.

	START DATE	COMPLETION DATE
PA/ED		
Preliminary Design (35% PS&E)		
Preliminary Investigations	11/2020	12/2021
Utilities	11/2020	12/2021
Estimating	8/2021	12/2021
Civil Design	11/2020	12/2021
Structural Design	11/2020	12/2021
Environmental Document		
Prepare Environmental Document Document Type: IS/MND	11/2020	12/2021
Scoping	11/2020	5/2021
Technical Studies	12/2020	8/2021
Draft Environmental Document	12/2020	8/2021
Final Environmental Document	8/2021	11/2021
Secure Project Approval	11/2021	12/2021
Environmental Document Filing	12/2021	12/2021
Cost-Benefit Analysis: Utility Undergrounding		
Prepare Feasibility and Cost-Effectiveness Analysis	1/2021	12/2021
PS&E		
65% PS&E		
Civil Design Plans	4/2022	9/2022
Right-of-Way Engineering	4/2022	9/2022
Structural Design	4/2022	9/2022
Prepare Project Cost Estimate	4/2022	9/2022
95% PS&E		
Civil Design Plans	9/2022	4/2023
Structural Design	9/2022	4/2023
Submittals & Reviews		
Submit Final PS&E	5/2023	6/2023
Undergrounding of Overhead Facilities	4/2022	6/2023

ATTACHMENT C – Location Map(s)

Alondra Boulevard (Hunsaker Avenue to Lakewood Boulevard)
City of Paramount



FA ATTACHMENT D PROJECT REPORTING & EXPENDITURE GUIDELINES

REPORTING PROCEDURES

- Quarterly Progress/Expenditure Report (**Attachment D-2**) are required for all projects. The GRANTEE shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, GRANTEE will submit the Quarterly Expenditure Report to the LACMTA, after receiving LACMTA Project Manager's acceptance of the draft report, at ACCOUNTSPAYABLE@METRO.NET or by mail to **Los Angeles Metropolitan Transportation Authority, Accounts Payable, P. O. Box 512296, Los Angeles, California 90051-0296**. Please note that letters or other forms of documentation may **not** be substituted for this form.
- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that GRANTEE provides complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- GRANTEE is required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter.
- The draft Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<i>Quarter</i>	<i>Report Due Date</i>
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

LACMTA Project Manager shall review and respond in writing to the draft Quarterly Expenditure Report within thirty (30) calendar days from receipt.

Upon completion of the Project a final report that includes project’s final evaluation must be submitted.

EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope of Work (FA Attachment C) **is considered ineligible** and will not be reimbursed by the LACMTA unless **prior written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.
- Any expense charged to the grant must be clearly and directly related to the project.
- Administrative cost is the ongoing expense incurred by the GRANTEE for the duration of the project and for the direct benefit of the project as specified in the Scope of Work (Attachment C). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.
- LACMTA is not responsible for, and will not reimburse any costs incurred by the GRANTEE prior to the Effective Date of the FA, unless **written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.

DEFINITIONS

- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.
- Excessive Cost: Any expense deemed “excessive” by LACMTA staff would be adjusted to reflect a “reasonable and customary” level. For detail definition of “reasonable cost”, please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.
- Ineligible Expenditures: Any activity or expense charged above and beyond the approved Scope of Work is considered ineligible.

LACMTA FA MEASURE R ATTACHMENT D-2

QUARTERLY PROGRESS / EXPENSE REPORT

Grantee To Complete	
Invoice #	
Invoice Date	
FA#	9200000000MR31520
Quarterly Report #	

GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO ACCOUNTSPAYABLE@METRO.NET

or submit by mail to:

Los Angeles County Metropolitan Transportation Authority

Accounts Payable

P. O. Box 512296

Los Angeles, California 90051-0296

after the close of each quarter, but no later than November 30, February 28,

May 31 and August 31. Please note that letters or other forms

of documentation may **not** be substituted for this form. Refer to the

Reporting and Expenditure Guidelines (Attachment D) for further information.

SECTION 1: QUARTERLY EXPENSE REPORT

Please itemize grant-related charges for this Quarter on Page 5 of this report and **include totals in this Section.**

	LACMTA Measure R Grant \$	
Project Quarter Expenditure		
This Quarter Expenditure		
Retention Amount		
Net Invoice Amount (Less Retention)	\$	-
Project-to-Date Expenditure		
Funds Expended to Date (Include this Quarter)		
Total Project Budget	\$	4,600,000.00
% of Project Budget Expended to Date		0%
Balance Remaining	\$	4,600,000.00

SECTION 2: GENERAL INFORMATIONPROJECT TITLE: Alondra Boulevard ImprovementsFA #: 9200000000MR31520**QUARTERLY REPORT SUBMITTED FOR:**

Fiscal Year : ☐ 2020-2021 ☐ 2021-2022 ☐ 2022-2023
☐ 2023-2024 ☐ 2024-2025 ☐ 2025-2026

Quarter : ☐ Q1: Jul - Sep ☐ Q2: Oct - Dec
☐ Q3: Jan - Mar ☐ Q4: Apr - Jun

DATE SUBMITTED: _____

LACMTA MODAL CATEGORY:

☐ RSTI ☐ Pedestrian ☐ Signal Synchronization
☐ TDM ☐ Bicycle ☐ Goods Movement
☐ Transit

LACMTA Project Manager	Name:	Carlos Montez
	Phone Number:	(213) 418-3241
	E-mail:	MontezC@metro.net

Project Sponsor Contact / Project Manager	Contact Name:	
	Job Title:	
	Department:	
	City / Agency:	
	Mailing Address:	
	Phone Number:	
	E-mail:	

SECTION 3 : QUARTERLY PROGRESS REPORT

1. DELIVERABLES & MILESTONES

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2ND AND 3RD COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.

FA Milestones	Original FA Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
Environmental Clearance				
Design Bid & Award				
Design				
Right-of-Way Acquisition				
Construction Bid & Award				
Ground Breaking Event				
Construction				
Ribbon Cutting Event				
Total Project Duration (Months)				

2. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- ☐ On schedule per original FA schedule ☐ Less than 12 months behind original schedule
☐ Between 12-24 months behind original schedule ☐ More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

- ☐ Yes ☐ No ☐ Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- ☐ Yes ☐ No ☐ Not Applicable

3. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.

4. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

5. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER

All expenses and charges must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

ITEM		INVOICE #	TOTAL EXPENSES CHARGED TO LACMTA MEASURE R GRANT	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
TOTAL				

Note:

All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

Invoice Payment Information:

LACMTA will make all disbursements electronically unless an exception is requested in writing.

ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.

ACH Request Forms can be found at www.metro.net/callforprojects.

Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of _____
and that to the best of my knowledge and belief the information
stated in this report is true and correct.

Signature

Date

Name

Title

Los Angeles Metropolitan Transportation Authority

2019 Federal Transportation Improvement Program (\$000)

TIP ID LA9918916		Implementing Agency Paramount, City of									
Project Description: Alondra Boulevard Improvements from Hunsaker Ave to Lakewood Blvd proposes to widen roadway from 2 lanes to 3 lanes in each direction by reducing the median and parkway widths within the existing City ROW including new catch basins, utility undergrounding, traffic signal modifications, LED street lighting, ADA enhancements, and green street improvements such as landscaped medians, parkway trees, and stormwater retention. Third travel lanes will allow on-street parking during off-peak hours.										SCAG RTP Project #: Study: N/A Is Model: Model #: PM: Bill Pagett - (562)619-4424 LS: N LS GROUP#: Conformity Category: NON-EXEMPT	
System :Local Hwy		Route :		Postmile:		Distance:		Phase: Environmental Document/Pre-Design Phase (PAED)		Completion Date 12/31/2023	
Lane # Extd:		Lane # Prop:		Imprv Desc:				Air Basin: SCAB		Envir Doc: ENVIRONMENTAL IMPACT REPORT - CEQA - 10/31/2021	
Toll Rate: 0.00		Toll Colc Loc:		Toll Method:		Hov acs eg loc:		Uza: Los Angeles-Long Beach-Santa Ana		Sub-Area: Sub-Region: Gateway Cities COG	
Program Code: CAX63 - HIGHWAY/ROAD IMP - LANE ADD'S (NO HOV LANES): RS Stop Loc:								CTIPS ID:		EA #: PPNO:	

	PHASE	PRIOR	18/19	19/20	20/21	21/22	22/23	23/24	BEYOND	PROG TOTAL
MR20H - Measure R 20% Highway	PE				\$4,600					\$4,600
	RW				\$0					\$0
	CON				\$0					\$0
	SUBTOTAL				\$4,600					\$4,600
	TOTAL				\$4,600					\$4,600
TOTAL PE: \$4,600					TOTAL RW: \$0		TOTAL CON: \$0		TOTAL PROGRAMMED: \$4,600	

- **General Comment:** This new project is included in the approved Measure R Highway Subregional Program (MRHSP) under I-605/SR-91/I-405 "Hot Spots" approved on 06/25/2020.

- **Modeling Comment:**

- **TCM Comment:**

- **Amendment Comment:**

- **CMP Comment:**

- **Narrative:**

Last Revised Amendment 19-26 - Submitted	Change reason: NEW PROJECT	Total Project Cost	\$4,600
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ATTACHMENT F BOND REQUIREMENTS

The provisions of this Attachment F apply only if and to the extent some or all of the Funds are derived from LACMTA issued Bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds").

GRANTEE acknowledges that some or all of the Funds may be derived from Bonds, the interest on which is tax-exempt for federal tax purposes or with respect to which LACMTA receives a Federal subsidy for a portion of the interest cost or the investor receives a tax credit. GRANTEE further acknowledges its understanding that the proceeds of the Bonds are subject to certain ongoing limitations relating to the use of the assets financed or provided with such proceeds ("Project Costs" or "Project Components") in the trade or business of any person or entity other than a governmental organization (any such use by a person or entity other than a governmental organization is referred to as "Private Use"). Private Use will include any sale, lease or other arrangement pursuant to which a nongovernmental person or entity receives a legal entitlement of a Project Component and also includes certain agreements pursuant to which a nongovernmental person will operate or manage a Project Component. Each quarterly invoice submitted by GRANTEE to reimburse prior expenditures (or to be received as an advance) shall provide information regarding the specific Project Costs or Project Components to which the Funds which pay that invoice will be allocated and whether there is or might be any Private Use associated with such Project Costs or Project Components. GRANTEE will, for the entire time over which LACMTA's Bonds or other debt remains outstanding, (1) notify and receive LACMTA's approval prior to entering into any arrangement which will or might result in Private Use and (2) maintain records, including obtaining records from contractors and subcontractors as necessary, of all allocations of Funds to Project Costs or Project Components and any Private Use of such Project Costs or Project Components in sufficient detail to comply and establish compliance with Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), or similar code provision then in effect and applicable, as determined by the LACMTA in consultation with its bond counsel.

GRANTEE will designate one or more persons that will be responsible for compliance with the obligations described in this Attachment F and notify LACMTA of such designations.

DECEMBER 15, 2020

AWARD OF CONTRACT

LANDSCAPE MAINTENANCE SERVICES

MOTION IN ORDER:

AWARD THE CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES TO BRIGHTVIEW, GARDENA, CALIFORNIA, IN THE AMOUNT OF \$535,190, PER YEAR FOR A TWO-YEAR TERM, 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
Date: December 15, 2020

Subject: AWARD OF CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES

In 2012, the City of Paramount increased the existing landscape maintenance contract to respond to the growing landscape needs in the community as we continued to build landscaped setbacks, medians, and parks. By utilizing a landscape contractor in addition to our Maintenance staff, we have been able to provide a high level of service to our community. At the time, ValleyCrest, which later changed its name to Brightview, was selected and has served as our landscape contractor.

In September of 2020, the City issued a Request for Proposals (RFP) to solicit qualified landscape maintenance firms. This provides an opportunity to determine current market rates for service and give other firms a chance to submit competitive bids. As part of the RFP process, staff looked at the capacity of the firms to perform landscape maintenance for the City, their experience with similar types of contracts, maintenance of similar plant material, and their performance in a formal interview. As with prior landscape RFP's, staff adhered to this process in order to give the City a wider set of criteria for selection of a service provider other than price alone. This process allows the City to select a vendor based on the totality of the firms experience, responsibility and their capacity to provide the service.

RFP Results

A total of six (6) companies requested information on the RFP once this was published on September 24, 2020. Of those six, two firms submitted proposals on November 4, 2020. Interviews were conducted with both of these firms. Each interview focused on the firm's experience with similar services, history in the industry, their specific quality control practices, and their ability to provide the personnel needed in order to successfully perform under the contract. As required under law, these types of service contracts are not solely dependent on cost, but rather on all the various components outlined above.

Based on an analysis of the services and experience from each firm, along with their proposed personnel deployment for each category of service, staff recommends awarding the contract to Brightview in the amount of \$535,190 per year. This is an increase of \$35,774 from the existing contract. The agreement with Brightview will be in place for a period of two years. Although, the second bid, submitted by North Star Landscape came in at \$480,540.26, a review of their proposal and interview results demonstrated insufficient capacity to meet the City's required service levels.

Brightview has been in the landscape business for over 70 years. The firm is the result of a merger of two companies (Brickman and ValleyCrest) in 2014. Brightview is a nationwide company with over 22,000 employees. In addition to Paramount, they currently service the City of Signal Hill and they maintain all parks within the City of West Hollywood and the City of Santa Monica. Additionally, they maintain a municipal golf course, Ford Park, and Sports Center for the City of Bell Gardens. Given the size of the company and the resources available, Brightview is also able to provide additional construction resources, such as the conversion of the medians to drought tolerant planting and has extensive knowledge of the City and its landscaped areas.

A key component of the RFP required that proposers list all zero-emissions equipment to be utilized as part of this contract. Brightview's proposal commits to 100% zero emissions on small tools equipment by utilizing electric blowers (6); hedge trimmers (2); and string trimmers (2). Additionally, with regards to heavy equipment, they are also committing to utilizing at least one electric mower from the two that will be allocated to these services.

Past Experience with Brightview

Although the City has had concerns with the ongoing maintenance of the medians by Brightview, staff has identified a combination of factors that are attributable to these concerns. The existing contract with Brightview does not account for drought tolerant landscape as this type of plant material had not been installed when the contract was originally awarded. The maintenance of drought tolerant planting is very different than the maintenance of turf. While drought tolerant planting requires minimal water and thus, is a great alternative to turf in the area of water conservation, turf is easier and faster to maintain. For instance, with drought tolerant plant material, there is consistent and time-consuming plant nurturing and replacement along with "finicky" irrigation upkeep and continual litter abatement. The contract staffing levels for our medians was kept at a bare minimum, which has proven to be insufficient for proper and effective maintenance. As more and more of the City's medians were converted to drought tolerant planting, the need to have additional contract staff to sufficiently maintain these landscape areas became crucial.

Understanding these deficiencies, the new Landscape Maintenance Service agreement will include sufficient staffing levels to ensure the City's medians are properly maintained. This is the primary reason for the cost increase in Brightview's proposal.

Attached is the contract for Landscape Maintenance Services.

RECOMMENDED ACTION

It is recommended that the City Council authorize the award of contract for landscape maintenance services to Brightview, Gardena, California, in the amount of \$535,190, per year for a two-year term, and authorize the Mayor or her designee to execute the agreement.

**SERVICE AGREEMENT BY AND BETWEEN THE
CITY OF PARAMOUNT
AND
BRIGHTVIEW
FOR LANDSCAPE MAINTENANCE SERVICES**

THIS AGREEMENT is made and entered into this ____ day of _____, 2020 by and between the CITY OF PARAMOUNT, hereinafter referred to as the "CITY," and BRIGHTVIEW, hereinafter referred to as the "CONTRACTOR."

I. RECITAL

A. PURPOSE. The purpose of this AGREEMENT is to allow the CITY to procure the services of a qualified firm to provide Landscape Maintenance Services in connection with the CITY's maintenance efforts, and to have these services based upon the terms and conditions hereinafter set forth.

II. TERMS AND CONDITIONS

A. MISSION. The CITY hereby retains the CONTRACTOR in the capacity as contractor and the CONTRACTOR hereby accepts such responsibility as described herein.

B. TERMS. This AGREEMENT shall commence as of the 1st day of January 2021 and shall remain in full force and effect for a term of two (2) years or until such time either party gives written notice of termination in accordance with those provisions set forth in paragraph P.

C. SCOPE OF SERVICES. Under the supervision of the City Manager or his designee, the CONTRACTOR shall provide all services as detailed in their proposal attached hereto as Exhibit A and incorporated herein by reference. The terms of the services to be provided by the CONTRACTOR shall be subject to Exhibit A, except as where modified by this contract. CONTRACTOR may provide additional services under this AGREEMENT for special projects from time to time as directed by the City Manager or his designee.

D. COMPENSATION. During the term of this AGREEMENT, the CITY shall compensate the CONTRACTOR for the services described herein, as set forth herein. Invoices for payment shall be submitted on a monthly basis and shall be approved by the Director of Public Works or her designee.

E. EXPENSES. CONTRACTOR shall not be entitled to an expense account and shall not be required or permitted to incur expenses on behalf of the CITY in addition to the expenses required for completion of the scope of services described herein. The

compensation described herein includes provision for all CONTRACTOR expenses required to complete the scope of services described herein.

F. INDEPENDENT CONTRACTOR.

- (a) CONTRACTOR is and shall at all times remain as to the City a wholly independent CONTRACTOR. The personnel performing the services under this Agreement on behalf of CONTRACTOR shall at all times be under CONTRACTOR'S exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of CONTRACTOR or any of CONTRACTOR'S officers, employees, or agents, except as set forth in this Agreement. CONTRACTOR shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. CONTRACTOR shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.
- (b) Neither CONTRACTOR, nor any of CONTRACTOR'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. CONTRACTOR expressly waives any claim CONTRACTOR may have to any such rights.
- (c) City shall not be liable for compensation or indemnification to CONTRACTOR for injury or sickness arising out of performing services hereunder.

G. INDEMNIFICATION.

- (a) All officers, agents, employees, sub-Contractors, their agents, officers and employees who are hired by or engaged by CONTRACTOR in the performance of this Agreement shall be deemed officers, agents and employees and sub-Contractors of CONTRACTOR, and City shall not be liable or responsible to them for anything whatsoever.
- (b) CONTRACTOR agrees to save, keep, hold harmless and defend City and all of its elected and appointed boards, commissions, officers employees and agents from all claims, damages, costs or expenses in law and in equity, including costs of suit and expenses for legal services, that may at any time arise or be claimed because of damage to property or injury to persons, including City, allegedly received or suffered by reason of any wrongful or negligent act or omission on the part of CONTRACTOR or any of its agents, officers and employees and sub-Contractors in the performance of this Agreement.
- (c) CONTRACTOR shall not be deemed to assume any liability for wrongful or negligent acts of City or its officers, agents, employees and sub-

Contractors, and City shall defend and hold CONTRACTOR harmless against any such claims.

- (d) CONTRACTOR agrees to defend, indemnify and hold harmless the City, its elected and appointed boards, commissions, officers, employees and agents from all claims, demands, liability fines and penalties made by CONTRACTOR'S employees from health, retirement or other benefits attributable to services performed pursuant to this Agreement.

H. SUCCESSOR AND ASSIGNMENT. The services as contained herein are to be rendered by the CONTRACTOR whose name is as appears first above written and said CONTRACTOR shall not assign nor transfer any interest in this AGREEMENT without the prior written consent of the CITY. Claims for money by CONTRACTOR from the CITY under this contract may be assigned to a bank, trust company, or financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the CITY.

I. INSURANCE. Without limiting the CONTRACTOR'S indemnification of the CITY, the CONTRACTOR shall provide and maintain at their own expense during the term of this AGREEMENT for the following programs of insurance covering his operation hereunder. Each program of insurance shall name the CITY as "Additionally Insured" and contain a provision that such insurance will not be cancelled, nor any change whatsoever made in policies, except upon not less than thirty (30) days prior notice to the CITY, mailed by registered mail with postage prepaid. Such insurance shall be provided by insurer(s) satisfactory to the CITY and evidence of such programs satisfactory to the CITY shall be delivered to the CITY on or before the effective date of this AGREEMENT.

General Liability - A program including, but not limited to, comprehensive general liability including automobile coverage with a combined single limit of not less than \$1,500,00.00 per occurrence. Such insurance shall be primary to and not contributing with any other insurance maintained by the CITY. The issuer shall be an "admitted surety insurer" duly authorized to transact business under the laws of the State of California.

Acceptable insurance coverage shall be placed with carriers admitted to write insurance in California with a rating of A:VIII by A.M. Best & Co. Any deviation from this rule shall require specific approval in writing from the City.

Insurance shall name the City of Paramount, its officers, agents, and employees as additional insured by endorsement of the Contractor's policy. A copy of the endorsement, showing policy limit, shall be provided to the City on or before signing this contract. Failure on the part of the CONTRACTOR to procure or maintain required insurance shall constitute a material breach of this AGREEMENT upon which the CITY will immediately terminate this AGREEMENT.

J. COMPLIANCE WITH LAWS. The parties agree to be bound by applicable federal, state and local laws, regulations and directives as they pertain to the performance of this AGREEMENT.

K. SEVERABILITY. In the event that any covenant, condition or other provisions herein contained is held to be invalid, void or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remained of the AGREEMENT and shall in no way affect, impair or invalidate any other covenant, condition or other provision contained herein. If such condition, covenant or other provision shall be deemed invalid due to its scope or breadth, such covenant, condition or other provision shall be deemed valid to the extent of the scope or breadth permitted by law.

L. INTERPRETATION. No provision of this AGREEMENT is to be interpreted for or against either party because that party or that party's legal representative drafted such provision, but this AGREEMENT is to be construed as if it were drafted by both parties hereto.

M. ENTIRE AGREEMENT. This AGREEMENT supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the retention of CONTRACTOR by the CITY and contains all the covenants and agreements between the parties with respect to such retention.

N. WAIVER. No breach of any provision hereof can be waived unless in writing. Waiver of any one break of any provision shall not be deemed to be a waiver of any other breach of the same or any other provision hereof.

O. CONTRACT EVALUATION AND REVIEW. The ongoing assessment and monitoring of this AGREEMENT is the responsibility of the Director of Public Works, or her designee.

P. TERMINATION OF AGREEMENT. This AGREEMENT may be terminated by either party by giving written notice at least thirty (30) days prior to the effective termination date in the written notice. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the CONTRACTOR under this AGREEMENT shall, at the option of the CITY, becomes its property and the CONTRACTOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the CITY for damages sustained by the CITY by virtue of any breach of the AGREEMENT by the CONTRACTOR, and the CITY may withhold any payments to the CONTRACTOR for the purpose of set-off until such time as the exact amount of damages due the CITY from the CONTRACTOR is determined.

Q. CHANGES. The CITY or CONTRACTOR may request changes in the scope of the services of the CONTRACTOR to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONTRACTOR'S compensation,

which are mutually agreed upon by and between the CITY and the CONTRACTOR, shall be incorporated in written amendments to this AGREEMENT.

R. REPORTS AND INFORMATION. CONTRACTOR, at such times and in such forms as the CITY may require, shall furnish the CITY such periodic reports as it may request pertaining to work or services undertaken pursuant to this AGREEMENT, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this AGREEMENT.

S. RECORDS AND AUDITS. CONTRACTOR shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this AGREEMENT, and such other records as may be deemed necessary by the CITY to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the CITY or any authorized representative, and will be retained for five (5) years after the expiration of this AGREEMENT unless permission to destroy them is granted by the CITY.

T. FINDINGS CONFIDENTIAL. All of the reports, information, data, etc., prepared or assembled by the CONTRACTOR under this AGREEMENT are confidential and the CONTRACTOR agrees that they shall not be made available to any individual or organization without the prior written approval of the CITY.

U. COPYRIGHT. No report, maps, or other documents produced in whole or in part under this AGREEMENT shall be the subject of an application for copyright by or on behalf of the CONTRACTOR.

V. PERSONNEL. CONTRACTOR represents that it has, or will secure at its own expense, all personnel required in performing the services under this AGREEMENT. Such personnel shall not be employees of or have any contractual relationship with the CITY. All of the services required hereunder will be performed by CONTRACTOR or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under the state and local law to perform such services. None of the work or services subcontracted hereunder shall be specific by written contract or agreement and shall be subject to each provision of this AGREEMENT.

III. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this AGREEMENT, the CONTRACTOR agrees as follows:

A. EQUAL OPPORTUNITY

1. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, creed, sex, color, or national origin. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard

to their race, creed, sex, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the CITY setting forth the provisions of this non-discrimination clause.

2. The CONTRACTOR will, in all solicitation or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.

3. The CONTRACTOR will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this AGREEMENT so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

4. The CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor, and as amended, from time to time.

5. The CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the CITY and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

6. In the event of the CONTRACTOR'S non-compliance with the equal opportunity clauses of this AGREEMENT or with any of such rules, regulations, or orders, this AGREEMENT may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7. The CONTRACTOR will include the provisions of paragraphs (1) through (6) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the CITY may direct as a

means of enforcing such provisions, including sanctions for non-compliance; provided, however, that in the event the CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the CITY, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

- B. CIVIL RIGHTS ACT OF 1964. Title VI of the Civil Rights Act of 1964, provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or, be subjected to discrimination under any program or activity receiving Federal financial assistance.
- C. AGE AND DISABILITY. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, shall apply to this AGREEMENT.

IV. CONFLICT OF INTEREST

During the performance of this AGREEMENT, the CONTRACTOR agrees as follows:

- A. INTEREST OF MEMBERS OF THE CITY. No member of the governing body of the CITY and no other employee, or agent of the CITY who exercises any functions of responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this AGREEMENT.
- B. INTEREST OF CONTRACTOR. CONTRACTOR represents, warrants and agrees that he does not presently have, nor will he acquire during the term of this AGREEMENT, any interest, direct or indirect, by contract, employment or otherwise, or as a partner, joint venture or shareholder (other than as a shareholder holding a one-percent (1%) or less interest in publicly-traded companies) or affiliate with any business or business entity that has entered into any contract, subcontract, or arrangement with the CITY.
- C. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS. No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this AGREEMENT; and the CONTRACTOR shall take appropriate steps to assure compliance.

V. NOTICES

Notices herein shall be presented in person or by certified or registered U.S. Mail, as follows:

To the CONTRACTOR: BrightView
 Andrew Mori
 General Manager
 17813 S. Main St. #105
 Gardena, CA 90248

To the CITY: Adriana Figueroa
 Director of Public Works
 City of Paramount
 16400 Colorado Avenue
 Paramount, CA 90723

IN WITNESS HEREOF, the CITY and CONTRACTOR have executed this AGREEMENT as of the date first herein above set forth.

CITY OF PARAMOUNT

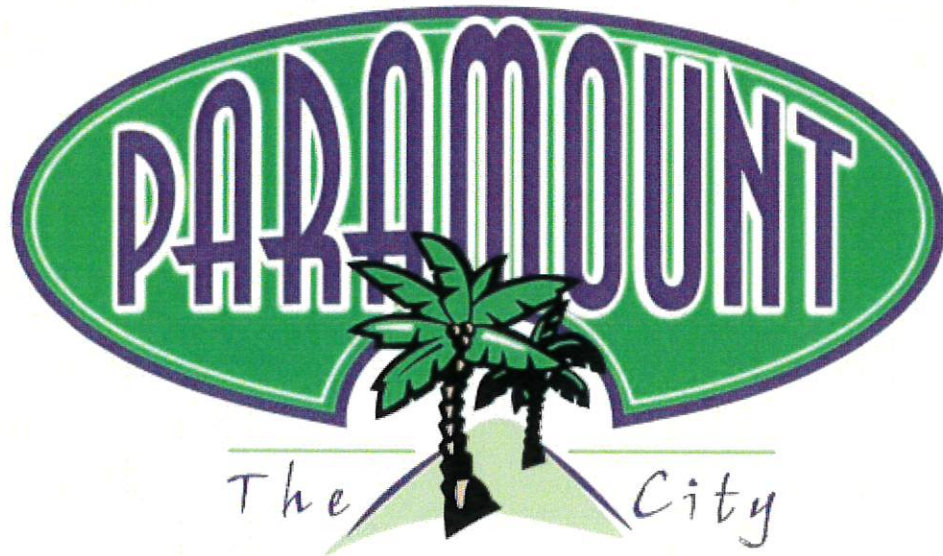
BRIGHTVIEW

Peggy Lemons, Mayor

Andrew Mori, General Manager

APPROVED AS TO FORM:

John E. Cavanaugh, City Attorney



BrightView 

Landscape Maintenance
Proposal for the **City of**
Paramount, October 2020

November 3, 2020

Submitted By:

Jason English

BrightView Landscape Service



ORIGINAL

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V. RFP Required Exhibits and Documents

- Proposal Bond
- RFP Addendum #1

November 3, 2020

Adriana Figueroa
Director of Public Works
City of Paramount
16400 Colorado Ave.
Paramount, Ca. 90723

Branch Address
17813 S. Main St. #105
Gardena, Ca. 90248
T 310-327-8700
F 310-327-8767
www.brightview.com

Dear Adriana,

Thank you for inviting BrightView to provide a proposal for professional landscape services at the **City of Paramount**. The entire BrightView team is excited about the opportunity to provide long term sustainable maintenance for years to come. We have been proud of our partnership over the years and hope to continue providing a level of service that exceeds your expectations in this RFP. We would like to highlight some of the factors that have affected our current pricing for this RFP:

Current Contract

- Your current contract is valued at **\$36,535** per month with an additional yearly billed amount that includes \$60,996 for Ficus Tree Trimming and Dills Park maintenance. Amortized over the year, this gives you an Actual Contract Value (ACV) of **\$41,618.00** per month.
- 2021: Your contract base amount will not change and the extra billing will now be all inclusive in the contract. This keeps the base of the contract at **\$41,618.00**, which includes the additional billing.
- Over the last 5 years the county has mandated increases each year for minimum wage. As partners, we have sustained our pricing and have not requested increases each year to stay level with these mandates. These increases have impacted our business costs by an increase of 30%.

Medians

- No other vendor has the knowledge of the city-wide landscape maintenance requirements as BrightView does. We have over 8 years of experience serving the city and we have made the necessary adjustments to adequately respond to both the requirements and expectations set in this RFP.
 - There have been changes to the medians that have impacted our overall labor requirement. We have adjusted our 2021-2022 pricing model to integrate added labor to the medians. This will be seen as an increase of \$2,981 per month. This will ensure going forward that we have the adequate labor required to perform the weekly tasks here.

Below is a recap of current pricing and new 2021-2022 Pricing:

Current Contract ACV Monthly Pricing	\$41,618.00
2021-2022 New Monthly Pricing	\$44,599.142
Added Scope, Labor and ACV Monthly Difference	\$2,981.00

During the RFP evaluation process we heard your objective to improve the services and communication with your landscape provider. We have highlighted those important factors below and will illustrate how our BrightView team intends to deliver the results you're looking for.

- **Qualifications and Experience:** As a leading local landscape provider backed by the nation's largest and most experienced landscape company, BrightView is able to offer the City of Paramount an unmatched level of experience and qualifications in maintenance, water management, agronomic planning, tree care, and much more. In the following pages we will provide reference information, office locations, and our vast experience resources that make up part the team servicing the **City of Paramount**.
- **Results – Driven Approach:** At BrightView we firmly believe that one of the most important factors in being able to deliver the highest level of service and exceed our customers' expectations hinges on proper planning and job start up. Within our proposal it is our goal to provide a highly technical and methodical plan for the **City of Paramount**.
- **Resources and Competencies – Ensure Success :** Some of the benefits you will receive by using the services of BrightView Companies are:
 - The financial security of the largest landscape company in the U.S.
 - An industry leader with a strong emphasis on safety
 - Excellent communication and strong management of personnel
 - A detailed work plan and schedule
 - 24 hours, 7 days a week emergency service
 - Specialized departments to assist onsite crew including:
 - Arbor Care Department overseen by ISA certified Arborists
 - Spray and Pest Control Department with 6 licensed applicators (QAL)
 - Irrigation Department overseen and trained by Certified Irrigation Auditor
 - Access to additional experts including agronomists and horticultural Ph.D.'s

EXECUTIVE SUMMARY

Our local branch located in South Los Angeles specializes in a variety of customers and some of our local clients include; homeowner associations, retail centers, medical buildings and commercial customers. By following a Pro-Active Maintenance Plan, directed by knowledgeable supervision, we are confident we will provide the **City of Paramount** with a highly detailed maintenance and management program at a competitive price that will ensure that these highly visible properties stay in pristine condition.

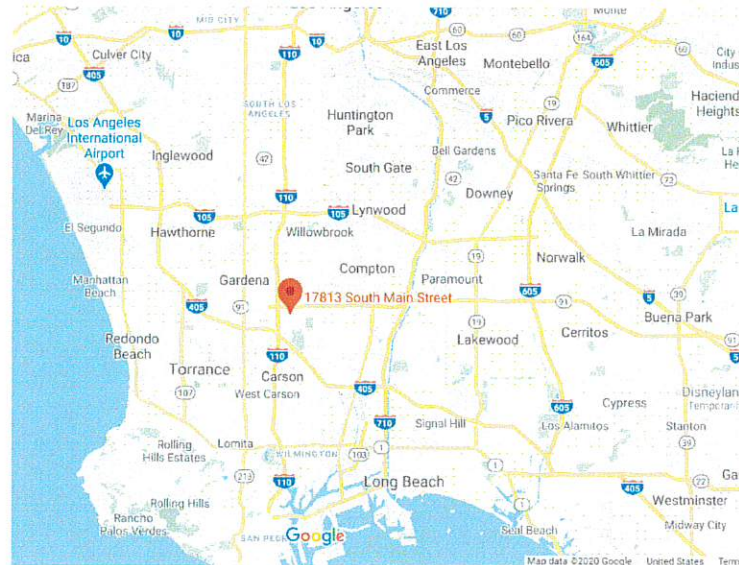
Some of the benefits you will receive by using the services of BrightView Companies are:

- The financial security of the largest landscape company in the U.S.
- A respected local team with years of experience
- An industry leader with a strong emphasis on safety
- Excellent communication and strong management of personnel
- A detailed work plan and schedule
- 24 hours, 7 days a week emergency service
- Specialized departments to assist onsite crew including:
 - Arbor Care Department overseen by ISA certified Arborists
 - Spray and Pest Control Department with licensed applicators (QAL)
 - Irrigation Department overseen and trained by Certified Irrigation Auditor
 - Access to additional experts including agronomists and horticultural Ph.D.'s



BrightView's Goals and Plan to Execute

The main focus of our maintenance program is to improve overall quality and service while providing pro-active recommendations. Rest assured, we have an experienced local staff ready to manage the City of Paramount's Parks, Civic Center, Medians, Off-Sites & Vine Trimmings.



The enclosed proposal was developed based on our site inspections, field estimates, and pre-bid meeting expectations. We are confident our team will be able to deliver you a consistent, professionally maintained landscape. With our local South Los Angeles Branch centrally located from the City of Paramount you can expect an extremely high level of involvement from our management staff to include the designated Account Manager, Branch Manager, and our Senior Vice-President. With our Los Angeles Branch close in proximity to the City of Paramount we are able to not only offer increased supervision, but we have the ability to dispatch personnel and resources quicker and more efficiently.

Thank you again for this opportunity to submit this proposal.

I will follow up with you in the next few days to answer any questions you may have. Feel free to contact me at (310) 431-7104 or by email at Jason.English@brightview.com

Sincerely,

Jason English

Business Developer

(310) 431-7104

Jason.English@brightview.com

Gerrad Hill

Branch Manager

(310) 925-0573

Gerrad.hill@brightview.com

OFFICE AND PERSONNEL INFORMATION

GENERAL INFORMATION

Name of Business: BrightView Landscape Services, Inc.
Corporate Address: 980 Jolly Road, STE 300, Blue Bell PA 19422
Branch Address: 17813 S. Main St. #105, Gardena, Ca. 90248

Business Telephone and Facsimile Numbers, Website address, email address:
(310) 327-8700 office
(310) 327-8767 fax

Name, title, telephone number, email address, person(s) authorized to represent business entity:

Gerrad Hill

Branch Manager

310-925-0573

Gerrad.hill@brightview.com

Andrew Mori

VP, General Manager

310-505-6012

Andrew.Mori@brightview.com

Federal Tax ID No.: 95-2651541

CA Contractor's/Business Licenses

(C27, D49, other required licenses)

BrightView Tree Care Services:

License Number - 863659 (C61/D49)

BrightView Landscape Services:

License Number - 266211 (C27, C31, C61/D49)

Pest Control Business License:

License Number - 31371

Qualified Applicator Licenses:

Mike Skopic License Number - QAL 99111

Type of Business: Corporation

Number of BrightView Employees: 22,000

Los Angeles Employees:

- Management: 5
- Crew: 55
- On call employees: 9



TECHNICAL APPROACH

Your BrightView Team

The crews and management hand selected for **City of Paramount** has the skills and experience necessary to meet your specific needs and expectations. Our Account Manager will interface with **City of Paramount** and ensure a unified vision is accomplished for each of the properties.

Other support staff include: Irrigation Manager, and Spray Technician are onsite to perform the services listed below under the specific job titles listed.

Job Title	Job Description
Account Manager Gilberto Rocha-Lugo	<ul style="list-style-type: none">• Accountable for your complete satisfaction• Maintains schedule• Ensures compliance to highest quality expectations• Helps with crew management and training• Interfaces with management
Irrigation Manager Emiliano Ortiz	<ul style="list-style-type: none">• Conducts Preventative maintenance inspections• Adjusts, repairs and troubleshoots problems• Prepares Irrigation reports• Provides Design/Install services
Crew Leader/Supervisor	<ul style="list-style-type: none">• Supervises daily crew operations• Adheres to detail and prune schedules• Maintains safe working conditions• Details flowers/perennials• Helps identify problem areas• Operates mowers, and small tools• Inspect/clear drain covers
Weed/Pest Control Specialist	<ul style="list-style-type: none">• Applies insecticides, herbicides, fungicides safely and in accordance with our specifications
Gardeners/Crew	<ul style="list-style-type: none">• Crew performs mowing, plant detail, and pruning operations• Debris and litter removal• Daily visual irrigation check for problems• Details flowers/perennial

Staffing Resources

BrightView Team Experience - Leadership

Andrew Mori, Vice President / General Manager

Adam is the Vice President and General Manager of the Los Angeles Region which includes the areas of the Los Angeles, West L.A, and South Bay. Andrew started in this industry in 2002 and has over 16 years of experience within the green industry. In 2012 Andrew became a Branch Manager and has overseen areas such as West Los Angeles and South Bay. South Bay was the most successful branch in the nation under his leadership. Last year, Andrew was promoted to Vice President/General Manager of the Los Angeles Region.

Gerrad Hill, Branch Manager

Joining BrightView in 2011, Gerrad Hill serves as Branch Manager for the Los Angeles market. He oversees all operations including labor, equipment, customer service and safety. His strong work ethic and proactive leadership skills have helped make the Los Angeles Branch a successful leader in the field. Gerrad is also a Certified Arborist.

Gil Rocha, Account Manager

Joining BrightView in 2003. Gil started working in landscape over 20 years ago and has held the role of an Account Manager for 15 years. Gil has also managed the landscaping team for the City of Paramount for the last 5 years.

Sal Navarro, Licensed Arborist

As licensed arborist, Mr. Sal Navarro, plays a critical role in driving the planning and execution of all aspects of tree care service. He is a certified arborist and irrigation technician with over 30 years of experience at BrightView and in the green industry. Mr. Navarro's vast knowledge of tree care, irrigation and landscape maintenance includes all market sectors, from commercial properties to high-end hotels and residential communities.

Emiliano Ortiz, Account Manager-Irrigation

Your Irrigation Account Manager, Mr. Emiliano Ortiz, is responsible for managing a full irrigation team while fostering customer relations. His knowledge of repairing and maintaining irrigation systems makes him an important team member. He is a Certified Landscape Industry Technician (CLIT) and certified in web-based clocks with over 12 years of experience at BrightView and in the green industry. Mr. Ortiz manages a variety projects within various market segments.

Amanda Bender, Regional EH&S Manager

Amanda Bender is a certified OSHA trainer and has worked previously in an Account Management roll. With BrightView's industry leading safety record she ensures that we are compliant with all OSHA safety regulations and goes above and beyond to hold our team to an even higher standard. She has helped reduce our TRIR rating to below 2.0, half the industry average. She ensures we are compliant with our daily safety tailgate meetings, weekly RCA meetings and multiple hands-on trainings throughout the year. Safety is not just a priority for our team members but for the entire public as a whole.

Verified Workforce

It is extremely important to BrightView that all of our employees are documented and legal to work in the United States. Eastern Municipal Water district can be assured that all BrightView team members have been screened and are legally authorized to work in the United States. BrightView is the only leading landscape contractor in our industry that is E-Verify.



CONTRACTOR'S INFORMATION

LMC certifies that the following information is true and correct:

Name of LMC: BrightView Landscape Services, Inc.

Business Address: 17813 S. Main St #105, Gardena, Ca. 90248

Telephone: 310-327-8700 FAX: 310-327-8767

E-mail Address: Jason.english@brightview.com

Contractor's License No 266211 Date License Issued: 12/2/1970

License Expiration Date: 3/31/2020

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venture, and/or corporate officers having a principal interest in this proposal: (Name / Title / Address / Telephone Number)

Andrew Mori/General Manager/17813 S. Main St. #105, Gardena, Ca./310-505-6012

Gerrad Hill/Branch Manager/17813 S. Main St. #105, Gardena, Ca./310-925-0573

Frank Annino/SVP/17813 S. Main St. #105, Gardena, Ca./310-505-6012

Any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal is as follows: (Type of Judgment / Date)

NONE

All current and prior DBA's, alias, and/or fictitious business names for any principal having an interest in this proposal are as follows: (Principal / DBA's / Applicable Dates)

NONE

Prior Disqualification

Has your firm ever been disqualified from performing work for any City, County, Public or Private Contracting entity? Yes / No No. If yes, provide the following information. (If more than once, use separate sheets):

Date: _____ Entity: _____

Location: _____

Reason: _____

Provide Status and any Supplemental Statement:

Has your firm been reinstated by this entity? Yes / No _____

Violations of Federal or State Law

A Has your firm or its officers been assessed any penalties by any AGENCY for noncompliance, violations of Federal or State labor laws and/or business or licensing regulations within the past five (5) years relating to your construction projects?

Yes / No: **NO** Federal / State: ____

If "Yes", identify and describe, (including status): _____

Have the penalties been paid? Yes / No: _____

B. Does your firm or its officers have any ongoing investigations by any AGENCY regarding violations of the State Labor Code, California Business and Professions Code or State Licensing laws?

Yes / No: **No** Codes / Laws: _____ Section /

Article: _____

If "Yes", identify and describe (including status): _____

I declare under penalty of perjury under the laws of the State of California that all the representations made in **CONTRACTOR'S INFORMATION** are true and correct.

Executed this _____ day of October, 28
2020, at Gardena, California.

Authorized Representative Signature and Title:

Signature: 

Title: Vice President General Manager

SUSTAINABLE PRACTICES

Green waste requirements of the State of California regulations including the requirements of SB 1383, and the City of Paramount apply to this contract.

Describe the Company's practice of using zero-emissions landscape care equipment and list proposed zero-emissions landscape care equipment:

BrightView handles many municipalities where emission free equipment is required.

We have experience with glyphosate alternatives for alternative weed suppression. Examples of this can be found in our scope for the city of Playa Vista and The South Pasadena School District.

We abide by many local ordinances that require emission free equipment, such as, The city of Santa Monica.

List of Zero-Emissions Equipment:

(6) Stihl Electric Blowers

(1) 48" Green Machine Mower

(2) Stihl Electric Hedge Trimmers

(2) Stihl Electric String Trimmer

In the recycling of mulch and provides a cost savings to you.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

EXPERIENCE STATEMENT

Pursuant to **B2.04 PROPOSAL** and **B2.08 QUALIFICATION OF LMCs**, the following is a record of the LMC's experience of a type similar in magnitude and character to that contemplated under this Proposal, which shall be inclusive to municipal government property landscape maintenance in similar magnitude and size. Included in this section should be a complete list of references for similar projects in terms of scope of work, value of work, and time constraints. The LMC must demonstrate that he/she has experience with this type of project and can manage this project effectively. If necessary, additional numbered pages can be attached to this page. The LMC must be properly licensed to perform the work in this project as determined by the State Contractor's License Board.

(1) Project Title: City of West Hollywood Parks Client: City of West Hollywood _____

Email Address: ssmith@weho.org

Date: 2015 Project Value: \$474,000 Contact: Scott Smith Tel. No.: 323-848-6463
Description: _____

Maintain all parks within the city of West Hollywood. Landscape maintenance. r

Subject to Federal Labor Standards: Yes _____ No x _____

(2) Project Title: Ford Park & Sports Center Client: City of Bell Gardens

Email Address: aandrade@bellgardens.org

Date: 2020 Project Value: \$87,000 Contact: Armando Andrade Tel. No.: 562-806-7700
Description: _____

We maintain the Ford Park and recreation center. We also maintain the Bell Gardens Golf Course

Subject to Federal Labor Standards: Yes _____ No x _____

EXPERIENCE STATEMENT (Continued)**(3) Project Title:** City of Signal Hill **Client:** City of Signal Hill**Email Address:** grobles@cityofsignalhill.org**Date:** 2003 **Project Value:** \$375,000 **Contact:** Gus Robles **Tel. No.:** 562-989-7300 **Description:** We perform landscape maintenance of landscape common areas, streetscapes, city parks, and municipal buildings within the city. Landscape is serviced in all areas of landscape maintenance such as mowing, weeding, irrigation and pruning services. Tree trimming is also part of the scope of work**Subject to Federal Labor Standards:** Yes ☐ No ☒**KEY STAFF**

Title	Name	License/ Certificate No.	Since	Expires
California Licensed Pesticide Applicator	Mike Skopic	31371		12/31/20
Senior Staff Member to be Assigned	Gilberto Rocha-Lugo			
ISA Certified Arborist	Sal Navarro	863659		9/30/21
Pest Control Advisor (PCA)	Mike Skopic			

I declare under penalty of perjury under the laws of the State of California that all the representations made in the **EXPERIENCE STATEMENT** are true and correct.


Executed this 28 day of October 2020, at Gardena, California.

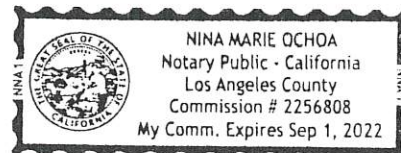
 VPGM
Authorized Representative Signature and Title

State of California)
County of Los Angeles)

Subscribed and sworn to (or affirmed) before me on this 28th day of October, 2020, by Andrew Mori, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

(Seal)


(Signature of Notary Public)



STATEMENT REGARDING THE CONTRACTOR'S LICENSING LAWS

[Business & Professions Code § 7028.15] - [Public Contract Code § 20103.5]

I, the undersigned, certify that I am aware of the following provisions of California law and that I, or the entity on whose behalf this certification is given, hold a currently valid California contractor's license as set forth below:

Business & Professions Code § 7028.15:

a) It is a misdemeanor for any person to submit a proposal to a public agency in engage in the business or act in the capacity of a contractor within this state without having a license therefor, except in any of the following cases:

(1) The person is particularly exempted from this chapter.

(2) The proposal is submitted on a state project governed by Section 10164 of the Public Contract Code or on any local agency project governed by Section 20104 [now § 20103.5] of the Public Contract Code.

b) If a person has been previously convicted of the offense described in this section, the court shall impose a fine of 20 percent of the price of the contract under which the unlicensed person performed contracting work, or four thousand five hundred dollars (\$4,500), whichever is greater, or imprisonment in the county jail for not less than 10 days nor more than 6 months, or both.

In the event the person performing the contracting work has agreed to furnish materials and labor on an hourly basis, "the price of the contract" for the purposes of this subdivision means the aggregate sum of the cost of materials and labor furnished and the cost of completing the work to be performed.

c) This section shall not apply to a joint venture license, as required by Section 7029.1. However, at the time of making a proposal as a joint venture, each person submitting the proposal shall be subject to this section with respect to his/her individual licenser.

d) This section shall not affect the right or ability of a licensed architect, land surveyor, or registered professional engineer to form joint ventures with licensed contractors to render services within the scope of their respective practices.

e) Unless one of the foregoing exceptions applies, a proposal submitted to a public agency by a contractor who is not licensed in accordance with this chapter shall be considered nonresponsive and shall be rejected by the public agency. Unless one of the foregoing exceptions applies, a local public agency shall, before awarding a contract or issuing a purchase order, verify that the Contractor was properly licensed when the Contractor submitted the proposal. Notwithstanding any other provision of law, unless one of the foregoing exceptions applies, the registrar may issue a citation to any public officer or employee of a public entity who knowingly awards a

contract or issues a purchase order to a contractor who is not licensed pursuant to this chapter. The amount of civil penalties, appeal, and finality of such citations shall be subject to Sections 7028.7 to 7028.13, inclusive. Any contract awarded to, or any purchase order issued to, as Contractor who is not licensed pursuant to this chapter is void.

- f) Any compliance or noncompliance with subdivision (e) of this section, as added by Chapter 863 of the Statutes of 1989, shall not invalidate any contract awarded by a public agency during which time that subdivision was in effect.
- g) A public employee or officer shall not be subject to a citation pursuant to this section if the public employee, officer, or employing agency made an inquiry to the board for the purposes of verifying the license status of any person or contractor and the board failed to respond to the inquiry within 3-business days. For purposes of this section, a telephone response by the board shall be deemed enough.

Public Contract Code § 20103.5:

In all contracts subject to this part where federal funds are involved, no proposal submitted shall be invalidated by the failure of the proposer to be licensed in accordance with the laws of this state. However, at the time the contract is awarded, the Contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material under any contract shall not be made unless and until the Registrar of Contractors verifies to the agency that the records of the Contractors' State License Board indicate that the Contractor was properly licensed at the time the contract was awarded. Any proposer or contractor not so licensed shall be subject to all legal penalties imposed by law including, but not limited to, any appropriate disciplinary action by the Contractors' State License Board. The agency shall include a statement to that effect in the standard form of pre-qualification questionnaire and financial statement. Failure of the proposer to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the proposer.

Contractor's License Number: _ License Expiration Date: 266211 (03/31/21) _____

Authorized Signature: _____

Date: _____ 10/29/20

NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY THE LMC AND SUBMITTED WITH COST PROPOSAL

State of California)
County of Los Angeles) ss.

Andrew Mori being first duly sworn, deposes and says that he or she is VPGM of Brightview Landscapes the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the cost proposal is genuine and not collusive or sham; that the LMC has not directly or indirectly induced or solicited any other LMCs to put in a false or sham costs, and has not directly or indirectly colluded, conspired, connived, or agreed with any LMC or anyone else to put in a sham cost proposal, or that anyone shall refrain from proposing; that the LMC has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the cost prices of the LMC or any other LMC, or to fix any overhead, profit, or cost element of the cost price, or of that of any other LMC, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the LMC has not, directly or indirectly, submitted his or her cost price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, cost depository, or to any member or agent thereof to effectuate a collusive or sham proposal."

I certify under penalty of perjury that the above information is correct

By: [Signature] Title: VPGM

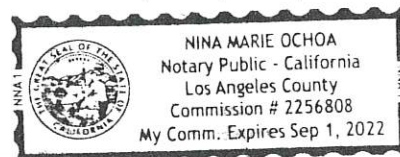
Date: 10/28/2020

State of California)
County of Los Angeles)

Subscribed and sworn to (or affirmed) before me on this 28th day of October, 2020, by Andrew Mori,
proved to me on the basis of satisfactory evidence to be the person who appeared before me.

[Signature]
(Signature of Notary Public)

(Notary Seal)



DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS

The following is a list of subcontractors and suppliers, as defined in 1-6 of the SSPWC, who will perform work or provide materials of value more than one-half percent of the total proposal price or \$10,000, whichever is greater.

No subcontractor shall perform work more than the amount specified in 1-6 of the SSPWC, without the written approval of the City.

The Contractor is responsible to ensure that appropriate provisions are to be inserted in all subcontracts to bind subcontractors to the contract requirements as contained herein.

Each subcontractor must agree to comply with all applicable Federal, State, and local requirements.

[illegible]

Name and Address of Subcontractor	Employer Tax Id #	Work Subcontracted	Portion of Work (% of Contract Price)

These representations are being made under the penalty of perjury.

NAME OF LMC:

BrightView Landscape Services, Inc.

AUTHORIZED SIGNATURE:

 _____

DATE: 10/28/20

STATEMENT REGARDING INSURANCE COVERAGE

The undersigned representative of LMC hereby certifies that he/she has reviewed the insurance coverage requirements specified in **LIABILITY INSURANCE** of **SECTION D**, Standard Specifications. Should Proposer be awarded the contract for the work, the undersigned further certifies that Proposer can meet all these specification requirements for insurance, including insurance coverage of his/her subcontractors.

NAME OF LMC: BrightView Landscape Services, Inc.

MAILING ADDRESS: 17813 S. Main St. #105, Gardena, Ca. 90248

AUTHORIZED SIGNATURE: _____

TITLE: _____

 VPGM

DATE: _____

10/28/20

STATEMENT REGARDING DEPARTMENT OF INDUSTRIAL RELATIONS

Effective January 1, 2015, in order to be awarded and to perform work on public works projects, prime contractors and subcontractors must possess and maintain registration with the Department of Industrial Relations (DIR) at <https://efiling.dir.ca.gov/PWCR>. This is a separate requirement from the Contractors State License Board (CSLB) licensing requirement.

Pursuant to State Bill 854, the following requirements apply to all public works projects:

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. The website for contractor registration with the Department of Industrial Relations (DIR) is <https://efiling.dir.ca.gov/PWCR>; the annual non-refundable fee, valid July 1 through June 30 (state fiscal year), is \$300.

Contractors who are awarded a public works project must submit electronic payroll records to the DIR's Compliance Monitoring Unit (CMU) in addition to providing wet-ink original copies to the City or its designated labor compliance enforcement officer.

COST BREAKDOWN SCHEDULES

The cost of all labor, services, material, equipment, and installation necessary for the completion of the work itemized under this schedule, even though not shown, or specified, shall be included in the unit price for the various items shown herein. For a description of the work associated with each proposal item, see **SECTION E – SPECIAL PROVISIONS. (The City reserves the right to increase or decrease at any time during the execution and life duration of the contract the quantity of any item and/or annual frequency, and/or omit items as may be necessary, and the same shall in no way affect or make void the contract, except that appropriate additions or deductions from the contract total price will be made at the stipulated unit price in accordance with these Contract Documents.)**

The LMC shall perform an independent take-off of the maps and propose accordingly. Quantities listed in this Cost-Breakdown Schedules are intended only as a guide for the LMC as to anticipated order of magnitude of work. The LMC shall be responsible for verifying all estimated quantities. The LMC will be reimbursed for the quantity of items actual installed and/or maintained as required by the Contract Documents, including addenda.

The LMC will not be reimbursed for work performed for his convenience, or as required to adapt to field conditions, or for unauthorized work performed outside of that required by the Contract Documents.

The proposal schedule shall include all costs for labor, services, material, equipment, and installation associated with completing the work in place per the maps, specifications, and details.

NAME OF LMC: BrightView Landscape Services, Inc.

CONTRACTOR'S LICENSE NO.: 266211 (C27, C31, C61/D49)

AUTHORIZED SIGNATURE: 

TITLE: VPGM

DATE: 10/28/20

MEDIAN ISLANDS						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor's supervisor, visual/ operational.	LS	1	\$10	52	\$520
2.	Walk through inspection with City representative.	LS	1	\$10	12	\$120
3.	Litter removal/ cleanup and weed control on paved areas of medians.	LS	1	\$25.00	52	\$1,300
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$10	12	\$120
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$12	52	\$624
LAWN AREAS						
7.	Mowing and edging.	100 SF	661	\$0.55	52	\$18,904.60
8.	Fertilization.	100 SF	661	\$0.50	4	\$1,322.00
9.	Weed control.	100 SF	661	\$1.15	12	\$9,121.80
10.	Aeration.	100 SF	661	\$0.55	1	\$363.55
11.	Dethatching.	100 SF	661	\$0.55	1	\$363.55
GROUNDCOVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	1,711	\$0.57	52	\$50,714.04
13.	Pruning.	100 SF	1,711	\$4	4	\$27,376.00
14.	Edging.	LS	1	\$75	12	\$900

MEDIAN ISLANDS						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
15.	Fertilization.	100 SF	1,711	\$.50	4	\$3,422
16.	Replace annual color plants.	100 SF	10	\$	4	\$
17.	Mulching (top dress).	100 SF	1,711	\$1	6	\$10,266
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$10	12	\$120
19.	Pruning for vehicular/pedestrian clearances.	LS	1	\$10	12	\$120
20.	Maintain tree well watering basins, including weeding mulching and leveling tree grates.	LS	1	\$10	12	\$120
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$2	52	\$104
22.	Fertilization.	LS	1	\$20	4	\$80
23.	Maintain Ficus Nitida trees in topiary form (round spherical shaped).	LS	1	\$1,916.66	12	\$23,000
IRRIGATION SYSTEMS						
24.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	2,372	\$.13	52	\$16,034.72
25.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	2,372	\$.20	12	\$5,692.80
26.	Annual irrigation systems audit.	100 SF	2,372	\$1	1	\$2,732

MEDIAN ISLANDS						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
TOTAL AMOUNT COST IN FIGURES						\$173,491.06
TOTAL AMOUNT COST IN WORDS			ONE-HUNDRED SEVENTY-THREE THOUSAND, FOUR HUNDRED AND NINETY-ONE DOLLARS AND SIX CENTS			

*For multiplication purposes, treat as (1).

**See APPENDIX C for "sample" calculation.

CIVIC CENTER						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$5	12	\$60
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, medians, pathways, parking area, entries and exits.	LS	1	\$5	104	\$520
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$5	12	\$60
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	163	\$.65	52	\$5,509.40
8.	Fertilization.	100 SF	163	\$.50	4	\$326
9.	Weed control.	100 SF	163	\$.0463662	104	\$786
10.	Aeration.	100 SF	163	\$2	1	\$326
11.	Dethatching.	100 SF	163	\$2	1	\$326
GROUND COVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	502	\$.25	104	\$13,052
13.	Pruning.	100 SF	502	\$2	12	\$12,048
14.	Edging.	LS	1	\$4	52	\$208
15.	Fertilization.	100 SF	502	\$.60	4	\$1,204.80

CIVIC CENTER						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
16.	Replace annual color plants.	100 SF	10	\$32	12	\$3,840
17.	Mulching (top dress).	100 SF	502	\$.40	12	\$2,409.60
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$2	52	\$104
19.	Pruning for vehicular/ pedestrian clearances.	LS	1	\$2	52	\$104
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$2	52	\$104
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$2	52	\$104
22.	Fertilization.	LS	1	\$15	4	\$60
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	665	\$.10	52	\$3,458
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	665	\$.10	12	\$798
25.	Annual irrigation systems audit.	100 SF	665	\$1	1	\$665
TOTAL AMOUNT COST IN FIGURES						\$46,330.80
TOTAL AMOUNT COST IN WORDS <u>FORTY-SIX THOUSAND, THREE HUNDRED-THIRTY DOLLARS AND EIGHTY CENTS</u>						

*For multiplication purposes, treat as (1).

**See APPENDIX C for "sample" calculation.

OFF-SITES/SETBACKS						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$10	52	\$520
2.	Walk through inspection with City representative.	LS	1	\$10	12	\$120
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways and pathways.	100 SF	993	\$.05	52	\$2,581.80
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$5	12	\$60
DRAINAGE FACILITIES						
6.	Inspect and maintain concrete "V"-ditches, inlets, bench drains, swales and curb drains.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	2,536	\$.25	52	\$32,968
8.	Fertilization.	100 SF	2,536	\$.20	4	\$2,028.80
9.	Weed control.	100 SF	2,536	\$.10	12	\$3,043.20
10.	Aeration.	100 SF	2,536	\$.25	1	\$634
11.	Dethatching.	100 SF	2,536	\$.25	1	\$634
GROUND COVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	1,698	\$.15	52	\$13,244.40
13.	Pruning.	100 SF	1,698	\$.10	12	\$2,037.60
14.	Edging.	LS	1	\$10	52	\$520
15.	Fertilization.	100 SF	1,698	\$.25	4	\$1,698

OFF-SITES/SETBACKS						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
16.	Replace annual color plants.	100 SF	10	\$	4	\$ n/a
17.	Mulching (top dress).	100 SF	1,698	\$.10	6	\$1,018.80
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$3	52	\$156
19.	Pruning for vehicular/ pedestrian clearances.	LS	1	\$3	52	\$156
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$25	12	\$300
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$3	52	\$156
22.	Fertilization.	LS	1	\$10	4	\$40
PLANTED SLOPES						
23.	Inspect for damage and special needs to maintain health.	100 SF	33	\$2	12	\$792
24.	Pruning.	100 SF	33	\$5	4	\$660
25.	Edging.	LS	1	\$10	12	\$120
26.	Weed control.	100 SF	33	\$2	12	\$792
27.	Fertilization.	100 SF	33	\$2	4	\$264
28.	Mulching.	100 SF	33	\$0	2	\$0
IRRIGATION SYSTEMS						
29.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	4,267	\$.05	52	\$11,094.20
30.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	4,267	\$.05	12	\$2,560.20
31.	Annual irrigation systems audit.	100 SF	4,267	\$.25	1	\$1,066.75

OFF-SITES/SETBACKS						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
TOTAL AMOUNT COST IN FIGURES						\$79,419.75
TOTAL AMOUNT COST IN WORDS <u>SEVENTY-NINE THOUSAND, FOUR-HUNDRED NINETEEN DOLLARS AND SEVENTY-FIVE CENTS</u>						

*For multiplication purposes, treat as (1).

**See APPENDIX C for "sample" calculation.

VINE CARE						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by contractor supervisor, visual/operational.	LS	1	\$0	52	\$0
2.	Walk through inspection with City representative.	LS	1	\$0	12	\$0
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, pathways, parking area, entries and exits.	LS	1	\$0	52	\$0
4.	Insect, disease, pest and rodent control.	LS	1	\$0	*As required/ requested.	\$0
5.	Vine pruning.	LS	1	\$2,609	12	\$31,308
6.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$0	12	\$0
TOTAL AMOUNT COST IN FIGURES						\$31,308
TOTAL AMOUNT COST IN WORDS <u>THIRTY-ONE THOUSAND, THREE-HUNDRED AND EIGHT DOLLARS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

POCKET PARK (P-1)						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$5	12	\$60
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, pathways, parking area, entries and exits.	SF	335	\$.05	52	\$871
4.	Insect, disease, pest and rodent control.	LS	1	\$0	*As required/ requested.	\$0
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$10	12	\$120
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$1	52	\$52
LAWN AREAS						
7.	Mowing and edging.	100 SF	11	\$.25	52	\$143
8.	Fertilization.	100 SF	11	\$1	4	\$44
9.	Weed control.	100 SF	11	\$2	12	\$264
10.	Aeration.	100 SF	11	\$5	1	\$55
11.	Dethatching.	100 SF	11	\$5	1	\$55
GROUND COVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	SF	288	\$.1	52	\$1,497.60
13.	Pruning.	SF	288	\$1	4	\$1,152
14.	Edging.	LS	1	\$10	12	\$120
15.	Fertilization.	SF	288	\$.10	4	\$115.20

16.	Mulching (top dress).	SF	288	\$.50	6	\$864
POCKET PARK (P-1)						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
TREES						
17.	Inspect for damage and/or special needs for safety and health.	LS	1	\$1	52	\$52
18.	Pruning for vehicular/pedestrian clearances.	LS	1	\$1	52	\$52
19.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates	LS	1	\$2	12	\$24
20.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$1	52	\$52
21.	Fertilization.	LS	1	\$5	4	\$20
IRRIGATION SYSTEMS						
22.	Operate, observe, and adjust irrigation systems and controller programming.	SF	1,388	\$.002	52	\$144.35
23.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	SF	1,388	\$.002	12	\$33.31
24.	Annual irrigation systems audit.	SF	1,388	\$included	1	\$included
TOTAL AMOUNT COST IN FIGURES						\$5,894.46
TOTAL AMOUNT COST IN WORDS <u>FIVE THOUSAND, EIGHT-HUNDRED NINETY-FOUR DOLLARS AND FORTY-SIX CENTS</u>						

*For multiplication purposes, treat as (1).

**See APPENDIX C for "sample" calculation.

POCKET PARK (P-2)						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$5	52	\$260
2.	Walk through inspection with City representative.	LS	1	\$5	12	\$60
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, pathways, parking area, entries and exits.	100 SF	16	\$.625	52	\$520
4.	Insect, disease, pest and rodent control.	LS	1	\$0	*As required/ requested.	\$0
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$10	12	\$120
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$5	52	\$260
LAWN AREAS						
7.	Mowing and edging.	100 SF	134	\$0.077611	52	\$540.80
8.	Fertilization.	100 SF	134	\$.40	4	\$214.40
9.	Weed control.	100 SF	134	\$.10	12	\$160.80
10.	Aeration.	100 SF	134	\$.50	1	\$67
11.	Dethatching.	100 SF	134	\$.50	1	\$67
TREES						
12.	Inspect for damage and/or special needs for safety and health.	LS	1	\$.50	52	\$26
13.	Pruning for vehicular/ pedestrian clearances.	LS	1	\$.50	52	\$26

14.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$2	12	\$24
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POCKET PARK (P-2)						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
15.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$1	52	\$52
16.	Fertilization.	LS	1	\$2	4	\$8
IRRIGATION SYSTEMS						
17.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	134	\$0.05	52	\$348.40
18.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	134	\$0.05	12	\$80.40
19.	Annual irrigation systems audit.	100 SF	134	\$0.50	1	\$67
TOTAL AMOUNT COST IN FIGURES						\$2,901.80
TOTAL AMOUNT COST IN WORDS <u>TWO-THOUSAND, NINE-HUNDRED AND ONE DOLLARS, AND EIGHTY CENTS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

POCKET PARK (P-3)						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by contractor supervisor, visual/operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$2	12	\$24
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, pathways, parking area, entries and exits.	100 SF	15	\$.50	52	\$390
4.	Insect, disease, pest and rodent control.	LS	1	\$0	*As required/ requested.	\$0
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$10	12	\$120
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	100	\$.10	52	\$520
8.	Fertilization.	100 SF	100	\$.20	4	\$80
9.	Weed control.	100 SF	100	\$.10	12	\$120
10.	Aeration.	100 SF	100	\$.30	1	\$30
11.	Dethatching.	100 SF	100	\$.30	1	\$30
GROUND COVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	16	\$.10	52	\$83.20
13.	Pruning.	100 SF	16	\$.50	12	\$96
14.	Edging.	LS	1	\$6	12	\$72
15.	Fertilization.	100 SF	16	\$1.00	4	\$64

POCKET PARK (P-3)						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
16.	Replace annual color plants.	100 SF	1	\$n/a	4	\$n/a
17.	Mulching (top dress).	100 SF	16	\$.50	6	\$48
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$1	52	\$52
19.	Pruning for vehicular/pedestrian clearances.	LS	1	\$1	52	\$52
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$2	12	\$24
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$1	52	\$52
22.	Fertilization.	LS	1	\$2	4	\$8
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	116	\$.05	52	\$301.60
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	116	\$.05	12	\$69.60
25.	Annual irrigation systems audit.	100 SF	116	\$.25	1	\$29
TOTAL AMOUNT COST IN FIGURES						\$2,473.40
TOTAL AMOUNT COST IN WORDS <u>TWO-THOUSAND, FOUR HUNDRED AND SEVENTY THREE DOLLARS AND FORTY CENTS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

POCKET PARKS

Pocket Park Site	Cost Breakdown Total
P-1	\$5,894.46
P-2	\$2,901.80
P-3	\$2,473.40

TOTAL AMOUNT COMBINED COST FOR ALL POCKET PARKS: \$ 11,269.66

TOTAL AMOUNT COMBINED COST FOR ALL POCKET PARKS (IN WORDS): _____

ELEVEN-THOUSAND, TWO-HUNDRED & SIXTY-NINE, DOLLARS AND SIXTY-SIX CENTS

ALL AMERICAN PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$5	52	\$260
2.	Walk through inspection with City representative.	LS	1	\$5	12	\$60
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, pathways, parking area, entries and exits.	100 SF	329	\$.10	52	\$1,710.80
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$10	12	\$120
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	1,559	\$.05	52	\$4,053.40
8.	Fertilization.	100 SF	1,559	\$.20	4	\$1,247.20
9.	Weed control.	100 SF	1,559	\$.15	12	\$2,806.20
10.	Aeration.	100 SF	1,559	\$.50	1	\$779.50
11.	Dethatching.	100 SF	1,559	\$.50	1	\$779.50
GROUND COVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	60	\$.25	52	\$780
13.	Pruning.	100 SF	60	\$5	4	\$1,200
14.	Edging.	LS	1	\$10	12	\$120
15.	Fertilization.	100 SF	60	\$.50	4	\$120

ALL AMERICAN PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
16.	Replace annual color plants.	100 SF	10	\$N/A	4	\$N/A
17.	Mulching (top dress).	100 SF	60	\$.50	6	\$180
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$1	52	\$52
19.	Pruning for vehicular/pedestrian clearances.	LS	1	\$1	52	\$52
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$5	12	\$60
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$1	52	\$52
22.	Fertilization.	LS	1	\$5	4	\$20
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	1,619	\$.05	52	\$4,209.40
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	1,619	\$.05	12	\$971.40
25.	Annual irrigation systems audit.	100 SF	1,619	\$.10	1	\$161.90
TOTAL AMOUNT COST IN FIGURES						\$19,949.30
TOTAL AMOUNT COST IN WORDS <u>NINETEEN THOUSAND AND NINE HUNDRED FORTY NINE DOLLARS AND THIRTY CENTS</u>						

*For multiplication purposes, treat as (1).

**See APPENDIX C for "sample" calculation.

CARO PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$2	12	\$24
3.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
4.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$5	12	\$60
DRAINAGE FACILITIES						
5.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
6.	Mowing and edging.	100 SF	30	\$.30	52	\$468
7.	Fertilization.	100 SF	30	\$.25	4	\$30
8.	Weed control.	100 SF	30	\$.25	12	\$90
9.	Aeration.	100 SF	30	\$1	1	\$30
10.	Dethatching.	100 SF	30	\$1	1	\$30
TREES						
11.	Inspect for damage and/or special needs for safety and health.	LS	1	\$.25	52	\$13
12.	Pruning for vehicular/ pedestrian clearances.	LS	1	\$.25	52	\$13
13.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$2	12	\$24
14.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$1	52	\$52
15.	Fertilization.	LS	1	\$2	4	\$8

CARO PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
IRRIGATION SYSTEMS						
16.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	30	\$.30	52	\$468
17.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	30	\$.20	12	\$72
18.	Annual irrigation systems audit.	100 SF	30	\$0	1	\$0
TOTAL AMOUNT COST IN FIGURES						\$1,640.00
TOTAL AMOUNT COST IN WORDS <u>ONE THOUSAND SIX HUNDRED AND FORTY DOLLARS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

DILLS PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$2	12	\$24
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, pathways, parking area, entries and exits.	100 SF	223	\$.25	52	\$2,899
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$2	12	\$24
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	1,479	\$.10	52	\$7,690.80
8.	Fertilization.	100 SF	1,479	\$.10	4	\$591.60
9.	Weed control.	100 SF	1,479	\$.10	12	\$1,774.80
10.	Aeration.	100 SF	1,479	\$.25	1	\$369.75
11.	Dethatching.	100 SF	1,479	\$.25	1	\$369.75
GROUND COVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	3,075	\$.05	52	\$7,995
13.	Pruning.	100 SF	3,075	\$.25	4	\$3,075
14.	Edging.	LS	1	\$10	12	\$120
15.	Fertilization.	100 SF	3,075	\$.10	4	\$1,230

DILLS PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
16.	Replace annual color plants.	100 SF	10	\$N/A	4	\$N/A
17.	Mulching (top dress).	100 SF	3,075	\$.20	6	\$3,690
PLANTED SLOPES						
18.	Inspect for damage and special needs to maintain health.	100 SF	883	\$.50	12	\$5,298
19.	Pruning.	100 SF	883	\$.50	4	\$1,766
20.	Edging.	LS	1	\$12	12	\$144
21.	Weed control.	100 SF	883	\$.10	12	\$1,059.60
22.	Fertilization.	100 SF	883	\$.10	4	\$353.20
23.	Mulching (top dress).	100 SF	883	\$.10	2	\$176.60
TREES						
24.	Inspect for damage and/or special needs for safety and health.	LS	1	\$2	52	\$104
25.	Pruning for vehicular/pedestrian clearances.	LS	1	\$2	52	\$104
26.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$2	12	\$24
27.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$2	52	\$104
28.	Fertilization.	LS	1	\$5	4	\$20
IRRIGATION SYSTEMS						
29.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	5,437	\$.02	52	\$5,654.48
30.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	5,437	\$.02	12	\$1,304.88

31.	Annual irrigation systems audit.	100 SF	5,437	\$.05	1	\$271.85
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DILLS PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
TOTAL AMOUNT COST IN FIGURES						\$46,496.31
TOTAL AMOUNT COST IN WORDS <u>FORTY SIX THOUSAND, FOUR HUNDRED AND NINETY SIX DOLLARS AND THIRTY-ONE CENTS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

GARFIELD PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$2	12	\$24
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, medians, pathways, parking area, entries and exits.	100 SF	81	\$.10	52	\$421.20
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$2	12	\$24
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	225	\$.20	52	\$2,340
8.	Fertilization.	100 SF	225	\$.20	4	\$180
9.	Weed control.	100 SF	225	\$.10	12	\$270
10.	Aeration.	100 SF	225	\$.25	1	\$56.25
11.	Dethatching.	100 SF	225	\$.25	1	\$56.25
GROUNDCOVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	13	\$1	52	\$676
13.	Pruning.	100 SF	13	\$25	4	\$1,300
14.	Edging.	LS	1	\$10	12	\$120

GARFIELD PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
15.	Fertilization.	100 SF	13	\$1	4	\$52
16.	Replace annual color plants.	100 SF	1	\$N/A	4	\$N/A
17.	Mulching (top dress).	100 SF	13	\$1	6	\$78
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$1	52	\$52
19.	Pruning for vehicular/pedestrian clearances.	LS	1	\$2	52	\$52
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$5	12	\$60
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$2	52	\$104
22.	Fertilization.	LS	1	\$10	4	\$40
IRRIGATION SYSTEMS 6,163.70						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	238	\$.10	52	\$1,237.60
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	238	\$.20	12	\$571.20
25.	Annual irrigation systems audit.	100 SF	238	\$.20	1	\$47.60
TOTAL AMOUNT COST IN FIGURES						\$8,020.10
TOTAL AMOUNT COST IN WORDS <u>EIGHT THOUSAND AND TWENTY DOLLARS AND TEN CENTS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

MEADOWS PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$1	52	\$52
2.	Walk through inspection with City representative.	LS	1	\$2	12	\$24
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, pathways, parking area, entries and exits.	100 SF	85	\$.10	52	\$442
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$2	12	\$24
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	125	\$.10	52	\$650
8.	Fertilization.	100 SF	125	\$.10	4	\$50
9.	Weed control.	100 SF	125	\$.25	12	\$375
10.	Aeration.	100 SF	125	\$.50	1	\$62.50
11.	Dethatching.	100 SF	125	\$.50	1	\$62.50
GROUNDCOVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	80	\$.6410456	52	\$2,666.75
13.	Pruning.	100 SF	80	\$2	4	\$640
14.	Edging.	LS	1	\$5	12	\$60

15.	Fertilization.	100 SF	80	\$.25	4	\$80
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MEADOWS PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
16.	Replace annual color plants.	100 SF	1	\$n/a	4	\$n/a
17.	Mulching (top dress).	100 SF	80	\$.25	6	\$120
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$1	52	\$52
19.	Pruning for vehicular/pedestrian clearances.	LS	1	\$1	52	\$52
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$10	12	\$120
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$1	52	\$52
22.	Fertilization.	LS	1	\$10	4	\$40
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	205	\$.05	52	\$533
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	205	\$.05	12	\$123
25.	Annual irrigation systems audit.	100 SF	205	\$.50	1	\$102.50
TOTAL AMOUNT COST IN FIGURES						\$6,537.25
TOTAL AMOUNT COST IN WORDS <u>SIX THOUSAND, FIVE-HUNDRED AND THIRTY SEVEN DOLLARS AND TWENTY-FIVE CENTS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

PARAMOUNT PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$2	12	\$24
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, medians, pathways, parking area, entries and exits.	100 SF	1,421	\$.05	52	\$3,694.60
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$2	12	\$24
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	3,409	\$.05	52	\$8,863.40
8.	Fertilization.	100 SF	3,409	\$.02	4	\$272.72
9.	Weed control.	100 SF	3,409	\$.02	12	\$818.16
10.	Aeration.	100 SF	3,409	\$.15	1	\$511.35
11.	Dethatching.	100 SF	3,409	\$.15	1	\$511.35
GROUNDCOVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	421	\$.10456	52	\$2,289.20
13.	Pruning.	100 SF	421	\$0.95038	4	\$1,600.44
14.	Edging.	LS	1	\$5	12	\$60

PARAMOUNT PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
15.	Fertilization.	100 SF	421	\$.20	4	\$336.80
16.	Replace annual color plants.	100 SF	1	\$n/a	4	\$n/a
17.	Mulching (top dress).	100 SF	421	\$.20	6	\$505.20
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$1	52	\$52
19.	Pruning for vehicular/pedestrian clearances.	LS	1	\$3	52	\$156
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$5	12	\$60
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$1	52	\$52
22.	Fertilization.	LS	1	\$10	4	\$40
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	3,830	\$.04	52	\$7,966.40
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	3,830	\$.02	12	\$919.20
25.	Annual irrigation systems audit.	100 SF	3,830	\$.20	1	\$766
TOTAL AMOUNT COST IN FIGURES						\$29,780.82
TOTAL AMOUNT COST IN WORDS <u>TWENTY-NINE THOUSAND SEVEN HUNDRED AND EIGHTY DOLLARS AND EIGHTY-TWO CENTS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

PEQUEÑO PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual / operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$2	12	\$24
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, pathways, parking area, entries and exits.	100 SF	14	\$.90936	52	\$662.02
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$2	12	\$24
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	25	\$.40	52	\$520
8.	Fertilization.	100 SF	25	\$.20	4	\$20
9.	Weed control.	100 SF	25	\$.20	12	\$60
10.	Aeration.	100 SF	25	\$1	1	\$25
11.	Dethatching.	100 SF	25	\$1	1	\$25
GROUNDCOVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	2	\$.50	52	\$52
13.	Pruning.	100 SF	2	\$10	4	\$80
14.	Edging.	LS	2	\$2	12	\$48

15.	Fertilization.	100 SF	2	\$1	4	\$8
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PEQUEÑO PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
16.	Replace annual color plants.	100 SF	1	\$N/A	4	\$N/A
17.	Mulching (top dress).	100 SF	2	\$.25	1	\$50
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$1	52	\$52
19.	Pruning for vehicular/pedestrian clearances.	LS	1	\$1	52	\$52
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$1	12	\$12
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$.50	52	\$26
22.	Fertilization.	LS	1	\$2	4	\$8
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	27	\$.5822293	52	\$817.45
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	27	\$.20	12	\$64.80
25.	Annual irrigation systems audit.	100 SF	27	\$1	1	\$27
TOTAL AMOUNT COST IN FIGURES						\$2,915.27
TOTAL AMOUNT COST IN WORDS TWO-THOUSAND NINE-HUNDRED AND FIFTEEN DOLLARS AND TWENTY-SEVEN CENTS						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

PROGRESS PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$2	12	\$24
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, medians, pathways, parking area, entries and exits.	100 SF	660	\$.10	52	\$3,432
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$2	12	\$24
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	2,071	\$.05	52	\$5,384.60
8.	Fertilization.	100 SF	2,071	\$.10	4	\$828.40
9.	Weed control.	100 SF	2,071	\$.10	12	\$2,485.20
10.	Aeration.	100 SF	2,071	\$.40	1	\$828.40
11.	Dethatching.	100 SF	2,071	\$.40	1	\$828.40
GROUNDCOVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	86	\$.7974127	52	\$3,566.03
13.	Pruning.	100 SF	86	\$5	4	\$1,720
14.	Edging.	LS	1	\$10	12	\$120

PROGRESS PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
15.	Fertilization.	100 SF	86	\$1	4	\$344
16.	Replace annual color plants.	100 SF	10	\$N/A	4	\$N/A
17.	Mulching (top dress).	100 SF	86	\$.75	6	\$387
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$2	52	\$104
19.	Pruning for vehicular/ pedestrian clearances.	LS	1	\$2	52	\$104
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$5	12	\$60
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$2	52	\$104
22.	Fertilization.	LS	1	\$10	4	\$40
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	2,157	\$.05	52	\$5,608.20
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	2,157	\$.10	12	\$2,588.40
25.	Annual irrigation systems audit.	100 SF	2,157	\$.10	1	\$215.70
TOTAL AMOUNT COST IN FIGURES						\$29,054.33
TOTAL AMOUNT COST IN WORDS <u>TWENTY-NINE THOUSAND AND FIFTY-FOUR DOLLARS AND THIRTY-THREE CENTS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

SALUD PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$2	52	\$104
2.	Walk through inspection with City representative.	LS	1	\$2	12	\$24
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, medians, pathways, parking area, decomposed granite, entries and exits.	100 SF	2,210	\$.0026505	52	\$304.60
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$2	12	\$24
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	1,110	\$.053782	52	\$3,104.30
8.	Fertilization.	100 SF	1,110	\$.20	4	\$888
9.	Weed control.	100 SF	1,110	\$.10	12	\$1,332
10.	Aeration.	100 SF	1,110	\$.25	1	\$277.50
11.	Dethatching.	100 SF	1,110	\$.25	1	\$277.50
GROUNDCOVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	765	\$.0329386	52	\$1,310.30
13.	Pruning.	100 SF	765	\$.10	4	\$306
14.	Edging.	LS	1	\$4	12	\$48

SALUD PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
15.	Fertilization.	100 SF	765	\$.10	4	\$306
16.	Replace annual color plants.	100 SF	10	\$N/A	4	\$N/A
17.	Mulching (top dress).	100 SF	765	\$.50	6	\$2,295
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$1	52	\$52
19.	Pruning for vehicular/ pedestrian clearances.	LS	1	\$1	52	\$52
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$3	12	\$36
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$2	52	\$104
22.	Fertilization.	LS	1	\$2	4	\$8
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	1,875	\$.0226389	52	\$2,207.30
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	1,875	\$.05	12	\$1,125
25.	Annual irrigation systems audit.	100 SF	1,875	\$.10	1	\$187.50
TOTAL AMOUNT COST IN FIGURES						\$14,527.00
TOTAL AMOUNT COST IN WORDS <u>FOURTEEN THOUSAND, FIVE HUNDRED AND TWENTY-SEVEN DOLLARS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

SPANE PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$5	52	\$260
2.	Walk through inspection with City representative.	LS	1	\$5	12	\$60
3.	Litter removal / cleanup and weed control on paved sidewalks, walkways, medians, pathways, parking area, entries and exits.	100 SF	156	\$.10	52	\$811.20
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$10	12	\$120
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	2,166	\$.0420371	52	\$4,734.73
8.	Fertilization.	100 SF	2,166	\$.10	4	\$866.40
9.	Weed control.	100 SF	2,166	\$.10	12	\$2,599.20
10.	Aeration.	100 SF	2,166	\$.40	1	\$866.40
11.	Dethatching.	100 SF	2,166	\$	1	\$866.40
GROUNDCOVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	36	\$.50	52	\$936
13.	Pruning.	100 SF	36	\$20	4	\$2,880
14.	Edging.	LS	1	\$10	12	\$120

SPANE PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
15.	Fertilization.	100 SF	36	\$.50	4	\$72
16.	Replace annual color plants.	100 SF	10	\$N/A	4	\$N/A
17.	Mulching (top dress).	100 SF	36	\$2	6	\$432
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$2	52	\$104
19.	Pruning for vehicular/pedestrian clearances.	LS	1	\$2	52	\$104
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$5	12	\$60
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$2	52	\$104
22.	Fertilization.	LS	1	\$10	4	\$40
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	2,202	\$.0421673	52	\$4,828.33
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	2,202	\$.15	12	\$3,963.60
25.	Annual irrigation systems audit.	100 SF	2,202	\$.20	1	\$440.40
TOTAL AMOUNT COST IN FIGURES						\$25,422.66
TOTAL AMOUNT COST IN WORDS <u>TWENTY-FIVE THOUSAND, FOUR-HUNDRED TWENTY-TWO DOLLARS AND SIXTY-SIX CENTS.</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

VILLAGE PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
GENERAL MAINTENANCE						
1.	Facility inspection by Contractor supervisor, visual/operational.	LS	1	\$5	52	\$260
2.	Walk through inspection with City representative.	LS	1	\$5	12	\$60
3.	Litter removal/cleanup and weed control on paved sidewalks, walkways, pathways, parking area, entries and exits.	100 SF	89	\$.10	52	\$462.80
4.	Insect, disease, pest and rodent control.	LS	1	\$50	*As required/ requested.	\$50
5.	Completion and return to City of Monthly Quality Control Report (See APPENDIX B).	EA	1	\$10	12	\$120
DRAINAGE FACILITIES						
6.	Inspect and maintain drain inlets.	LS	1	\$2	52	\$104
LAWN AREAS						
7.	Mowing and edging.	100 SF	697	\$.05	52	\$1,812.20
8.	Fertilization.	100 SF	697	\$.10	4	\$278.80
9.	Weed control.	100 SF	697	\$.10	12	\$836.40
10.	Aeration.	100 SF	697	\$.30	1	\$209.10
11.	Dethatching.	100 SF	697	\$.30	1	\$209.10
GROUND COVER AND SHRUB AREAS						
12.	Inspect, weed, and clean groundcover and shrub beds.	100 SF	38	\$.20	52	\$395.20
13.	Pruning.	100 SF	38	\$2.5	4	\$380
14.	Edging.	LS	1	\$10	12	\$120

15.	Fertilization.	100 SF	38	\$2	4	\$304
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VILLAGE PARK						
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ANNUAL FREQUENCY	ANNUAL AMOUNT
16.	Replace annual color plants.	100 SF	5	\$N/A	4	\$N/A
17.	Mulching (top dress).	100 SF	38	\$2	6	\$456
TREES						
18.	Inspect for damage and/or special needs for safety and health.	LS	1	\$2	52	\$104
19.	Pruning for vehicular/pedestrian clearances.	LS	1	\$2	52	\$104
20.	Maintain tree wells and watering basins, including weeding, mulching and leveling tree grates.	LS	1	\$5	12	\$60
21.	Inspect and adjust tree stakes, ties and guys.	LS	1	\$2	52	\$104
22.	Fertilization.	LS	1	\$10	4	\$40
IRRIGATION SYSTEMS						
23.	Operate, observe, and adjust irrigation systems and controller programming.	100 SF	735	\$.04	52	\$1,528.80
24.	Probe for soil water content and adjust irrigation systems to meet seasonal needs.	100 SF	735	\$.10	12	\$882
25.	Annual irrigation systems audit.	100 SF	735	\$.20	1	\$147
TOTAL AMOUNT COST IN FIGURES						\$9,027.40
TOTAL AMOUNT COST IN WORDS <u>NINE-THOUSAND AND TWENTY SEVEN DOLLARS AND FORTY CENTS</u>						

*For multiplication purposes, treat as (1)

**See APPENDIX C for "sample" calculation.

CITY PARKS

Park	Cost Breakdown Total
All-American Park	\$19,949.30
Caro Park	\$1,640.00
Dills Park	\$46,496.31
Garfield Park	\$8,020.10
Meadows Park	\$6,537.25
Paramount Park	\$29,780.82
Pequeño Park	\$2,915.27
Progress Park	\$29,054.33
Salud Park	\$14,527.00
Spane Park	\$25,422.66
Village Park	\$9,027.40

TOTAL AMOUNT COMBINED COST FOR ALL CITY PARKS: **\$193,370.44**

TOTAL AMOUNT COMBINED COST FOR ALL CITY PARKS (IN WORDS): ONE-HUNDRED, NINETY-THREE THOUSAND, THREE-HUNDRED AND SEVENTY DOLLARS AND FORTY-FOUR CENTS

TOTAL SUMMARY BREAKDOWN COST FOR ALL CONTRACTS

MEDIAN ISLANDS, CIVIC CENTER, OFF-SITES/SETBACKS, VINE CARE

Median Islands	\$173,491.06
Civic Center	\$46,330.80
Off-Sites/Setbacks	\$79,419.75
Vine Care	\$31,308.00
TOTAL:	\$330,549.61

POCKET PARKS

P-1	\$5,894.46
P-2	\$2,901.80
P-3	\$2,473.40
TOTAL:	\$11,269.66

CITY PARKS

All-American Park	\$19,949.30
Caro Park	\$1,640.00
Dills Park	\$46,496.31
Garfield Park	\$8,020.10
Meadows Park	\$6,537.25
Paramount Park	\$29,780.82
Pequeño Park	\$2,915.27
Progress Park	\$29,054.33
Salud Park	\$14,527.00
Spane Park	\$25,422.66
Village Park	\$9,027.40
TOTAL:	\$193,370.44

TOTAL COMBINED COST FOR MEDIAN ISLANDS, CIVIC CENTER, OFF-SITES/SETBACKS, VINE CARE, POCKET PARKS AND CITY PARKS:

\$ 535,189.71

TOTAL COMBINED COST FOR MEDIAN ISLANDS, CIVIC CENTER, OFF-SITES/SETBACKS, VINE CARE, POCKET PARKS AND CITY PARKS (IN WORDS):

FIVE HUNDRED AND THIRTY-FIVE THOUSAND, ONE-HUNDRED AND EIGHTY-NINE DOLLARS, AND SEVENTY-ONE CENTS

UNIT PRICE LIST

**THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT FOR THE SOLE
PURPOSE OF ADDRESSING BUDGETARY CONSTRAINTS**


Unit Prices for Additional Work

(Items/products/materials not included in price @ cost plus 20%)

Item No.	Description			Unit Price	Unit
1A	Pop-up sprinkler in place repair or replace.	4"	@	\$37	EA
1B	Pop-up sprinkler in place repair or replace.	6"	@	\$51	EA
1C	Pop-up sprinkler in place repair or replace.	12"	@	\$57	EA
2A	Pop-up gear drive sprinkler in place repair or replace.	4"	@	\$57	EA
2B	Pop-up gear drive sprinkler in place repair or replace.	12"	@	\$88	EA
3	Fixed shrub sprinkler in place repair or replace.		@	\$18	EA
4	Fixed shrub gear drive sprinkler in place repair or replace.		@	\$30	EA
5	1-gal. shrub/perennial install.		@	\$11.50	EA
6	2-gal. shrub/perennial install.		@	\$19.50	EA
7	5-gal. shrub/perennial install.		@	\$29.50	EA
8	15-gal. shrub/perennial install.		@	\$82.00	EA
9	5-gal tree in place (stakes included).		@	\$29.00	EA
10	15 gal. tree in place (stakes included).		@	\$132.00	EA
11	24" box tree in place (stakes included).		@	\$376.00	EA
12	36" box tree in place (stakes included).		@	\$944.00	EA
13	48" box tree in place (stakes, included).		@	\$1,400	EA
14	Hand watering of tree well.		@	\$5	EA
15	Flat of groundcover install (12" O.C.).		@	\$32	EA
16	Flat of color (8" O.C.).		@	\$32	EA
17	4" pot annual color install.		@	\$32	EA
18	Planter bed mulch in place.		@	\$35	/Cubic Yard
19	Turf renovation (including de-thatch, over seed, top dress).		@	\$.30	/1,000 Sq. Ft.
20	Turf aeration.		@	\$.10	/1,000 Sq. Ft.
21	Additional laborer.		@	\$29	/Manhour
22	Additional supervisor.		@	\$39	/Manhour
23	Hourly rate for contractor irrigation technician.		@	\$60.00	Hour
24	Contractor field maintenance supervisor.		@	\$45	Hour
25	Contractor account manager/administrator.		@	\$75	Hour
26	Additional mowing.		@	\$.01	/100 Sq. Ft.

Item No.	Description			Unit Price	Unit
27	Sod installation, including soil preparation and grading.		@	\$1.50	SF
28	Seed installation, soil preparation for turf grass, seed and top dressing.		@	\$.50	SF
29	Fertilization (shrub bed & turf).		@	\$150	AS/Acre
30	Soil test and analysis.		@	\$100	Unit
31	Plant tissue analysis.		@	\$100	Unit
32	Plant pathology test.		@	\$100	Unit
33	Backflow prevention device inspection.		@	\$135	EA
34A	Pesticide application on trees for disease control (spray).		@	\$12	EA
34B	Pesticide application on trees for disease control (injection).		@	\$12	EA
34C	Fertilization application on trees (injection).		@	\$7	EA
35	Landscape design services.		@	\$135	Hour
36	Submit disease/pest control records to county agricultural commissioner.		@	\$12	Per occurrence
37	Insect, disease and rodent control.		@	\$150	10,000 Sq. Ft.
38	Tree trunk Guards.		@	\$5	EA
39A	Plastic valve boxes (by size).	9"x16"	@	\$98	EA
39B	Valve boxes – 6" round.	6" rnd	@	\$32	EA
39C	Valve boxes – 10" round.	10" rnd	@	\$56	EA
40	Concrete header/mow strip (6" wide by 6" deep).		@	\$14	LF
41	2" x 4" recycled plastic header by Epic Plastics or approved equal.		@	\$10	LF
42	Purchase and spread 2" layer 1"-3" x 5/8" diameter shredded redwood chips (not bark).		@	\$45	CY
43	Spreading 2" layer of City-furnished recycled mulch.		@	\$20	CY
44	Furnish and install dog waste receptacle.		@	\$150	EA

Note: The LMC is required to complete the unit price column as part of the Cost Breakdown submittals. If it is not included with the Cost Breakdowns, your Proposal will be considered incomplete and will not be accepted.

LMC Signature: 



Interchange Corporate Center
450 Plymouth Road, Suite 400
Plymouth Meeting, PA. 19462-1644
Ph. (610) 832-8240

BID BOND

Bond Number: N/A

KNOW ALL MEN BY THESE PRESENTS, that we

BRIGHTVIEW LANDSCAPE SERVICES, INC.
17813 S. Main St #105, Gardena, CA 90248

, as principal (the "Principal"),
and LIBERTY MUTUAL INSURANCE COMPANY, a Massachusetts stock insurance company, as surety (the
"Surety"), are held and firmly bound unto

CITY OF PARAMOUNT
16400 Colorado Ave., Paramount, CA 90723

, as obligee (the "Obligee"), in
the penal sum of

Ten Percent of Amount bid Dollars (\$ 10% of Amount Bid),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:
LANDSCAPE MAINTENANCE SERVICES

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal within the period specified therein, or, if no
period be specified, within sixty (60) days after opening, and the Principal shall enter into a contract with the
Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding
or contract documents, or in the event of the failure of the Principal to enter into such contract and give such
bond or bonds, if the Principal shall pay to the Obligee the difference in money not to exceed the penal sum
hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith
contract with another party to perform the work covered by said bid, then this obligation shall be null and void;
otherwise to remain in full force and effect. In no event shall the liability hereunder exceed the penal sum hereof.

PROVIDED AND SUBJECT TO THE CONDITION PRECEDENT, that any claim by Obligee under this bond must
be submitted in writing by registered mail, to the attention of the Surety Law Department at the address above,
within 120 days of the date of this bond. Any suit under this bond must be instituted before the expiration of one
(1) year from the date of this bond. If the provisions of this paragraph are void or prohibited by law, the minimum
period of limitation available to sureties as a defense in the jurisdiction of the suit shall apply.

DATED as of this 21st day of October, 2020.

WITNESS / ATTEST:

Nina Ochoa, Notary

BRIGHTVIEW LANDSCAPE SERVICES, INC.

(Principal)

By: [Signature] (Seal)

Name:

Title: VP&M

LIBERTY MUTUAL INSURANCE COMPANY

(Surety)

By: [Signature] (Seal)

Donna Garcia Attorney-In-Fact

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

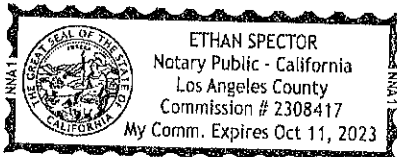
State of California

County of Los Angeles

On OCT 21 2020 before me, Ethan Spector, Notary Public, personally appeared Donna Garcia who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature

A handwritten signature in black ink, appearing to read "Ethan Spector", written over a horizontal line.

Signature of Notary Public



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8198054-024029

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, B. Aleman, Tracy Aston, Thomas Branigan, Lisa K. Crail, Ashraf Elmasry, Samantha Fazzini, Donna Garcia, Simone Gerhard, April Martinez, Rosa E. Rivas, Paul Rodriguez, Edward C. Spector, Marina Tapia, Nathan Varnold, KD Wapato

all of the city of Los Angeles state of California each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 28th day of November, 2018.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By:

David M. Carey
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 28th day of November, 2018 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this _____ day of _____

OCT 21 2020



By:

Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

To confirm the validity of this Power of Attorney call
1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

ADDENDUM NO. 1

CONTRACT DOCUMENTS,
SPECIFICATIONS, AND STANDARD DRAWINGS
FOR

LANDSCAPE MAINTENANCE SERVICES

IN THE CITY OF PARAMOUNT

This Addendum forms a part of the Contract Documents for the above-identified project and modifies the original specifications and Contract Documents, as noted below. Portions of the Contract not specifically mentioned in this Addendum shall remain in full force and effect. Any proposal not incorporating this Addendum shall be considered an incomplete bid. All trades affected shall be fully advised of these changes, deletions, and additions.

CONTRACT DOCUMENTS, SPECIFICATIONS AND STANDARD DRAWINGS:

- a) Bid Submittal Date Change to Friday, November 6, 2020. Replace the following see attachments.

Rafael O. Casillas
Rafael O. Casillas, RCE No. 68234

October 28, 2020
Date

I acknowledge receipt of this Addendum No. 1 and accept the aforementioned.

JS
Bidder

10/29/20
Date

Attachments:
Request for Proposal Updated Sheets

ADDENDUM NO. 2

CONTRACT DOCUMENTS,
SPECIFICATIONS, AND STANDARD DRAWINGS
FOR

DILLS PARK MINI PITCH COURT

IN THE CITY OF PARAMOUNT

This Addendum forms a part of the Contract Documents for the above-identified project and modifies the original specifications and Contract Documents, as noted below. Portions of the Contract not specifically mentioned in this Addendum shall remain in full force and effect. Any proposal not incorporating this Addendum shall be considered an incomplete bid. All trades affected shall be fully advised of these changes, deletions, and additions.

CONTRACT DOCUMENTS, SPECIFICATIONS AND STANDARD DRAWINGS:

- a) Replace **Notice Inviting Bids** for Dills Park Mini Pitch Court with the attachment.

Rafael O. Casillas
Rafael O. Casillas, RCE No. 68234

November 4, 2020
Date

I acknowledge receipt of this Addendum No. 2 and accept the aforementioned.

Bidder JASON ENGLISH

11/5/20
Date

Attachments:
A-1 and A-2

DECEMBER 15, 2020

RESOLUTION NO. 20:034

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018 (PROPOSITION 68), FOR THE WEST SANTA ANA BRANCH BIKEWAY PHASE 3 PROJECT”

MOTION IN ORDER:

READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 20:034.

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
Date: December 15, 2020

**Subject: RESOLUTION NO. 20:034
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE
CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL
PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018
(PROPOSITION 68), FOR THE WEST SANTA ANA BRANCH BIKEWAY
PHASE 3 PROJECT**

In June of 2018, California voters approved Proposition 68, the Parks, Environment, and Water Bond. This allows for the filing of applications for local assistance funds through the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) Grant Program. Staff is proposing to file an application for grant funds to help fund the multi-phase West Santa Ana Branch Bike Trail. In order to prepare and submit applications for Proposition 68 funds, the City of Paramount must adopt Resolution No. 20:034.

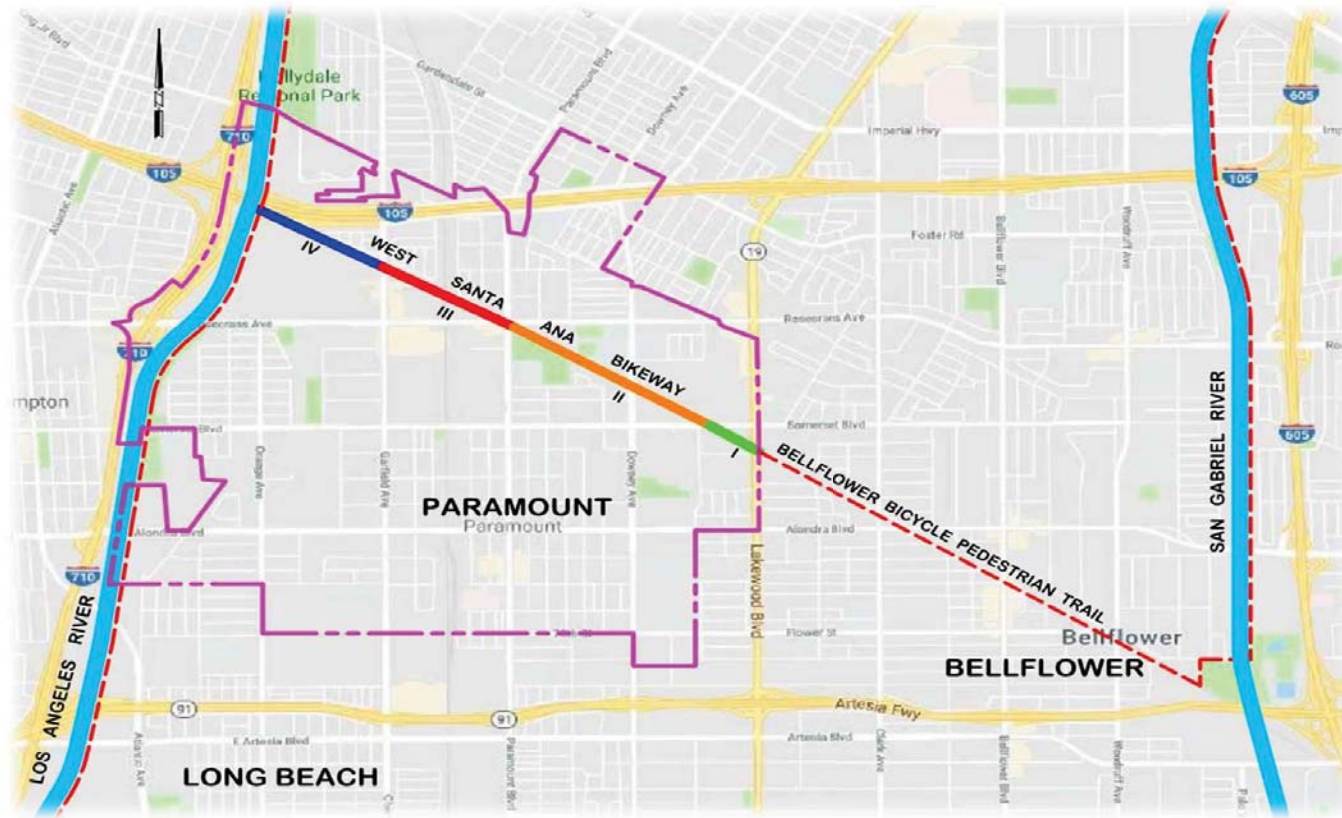
The West Santa Ana Branch Bike Trail project is a multi-phase project that runs along the railroad corridor known as the West Santa Ana Branch. The West Santa Ana Branch rail corridor cuts diagonally through the middle of the City from city limit to city limit. Attached are maps showing the various phases. Phase 3 of the West Santa Ana Bike Trail project is eligible to apply for funding under this program. Phase 3 is between Garfield Avenue and Rosecrans Avenue along the West Santa Ana Right-of-Way. The estimated project cost for Phase 3 is \$4,255,350.

Attached is Resolution No. 20:034 which authorizes the submittal of applications under Proposition 68 Grant Funding Program through the California Drought, Water, Park, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.

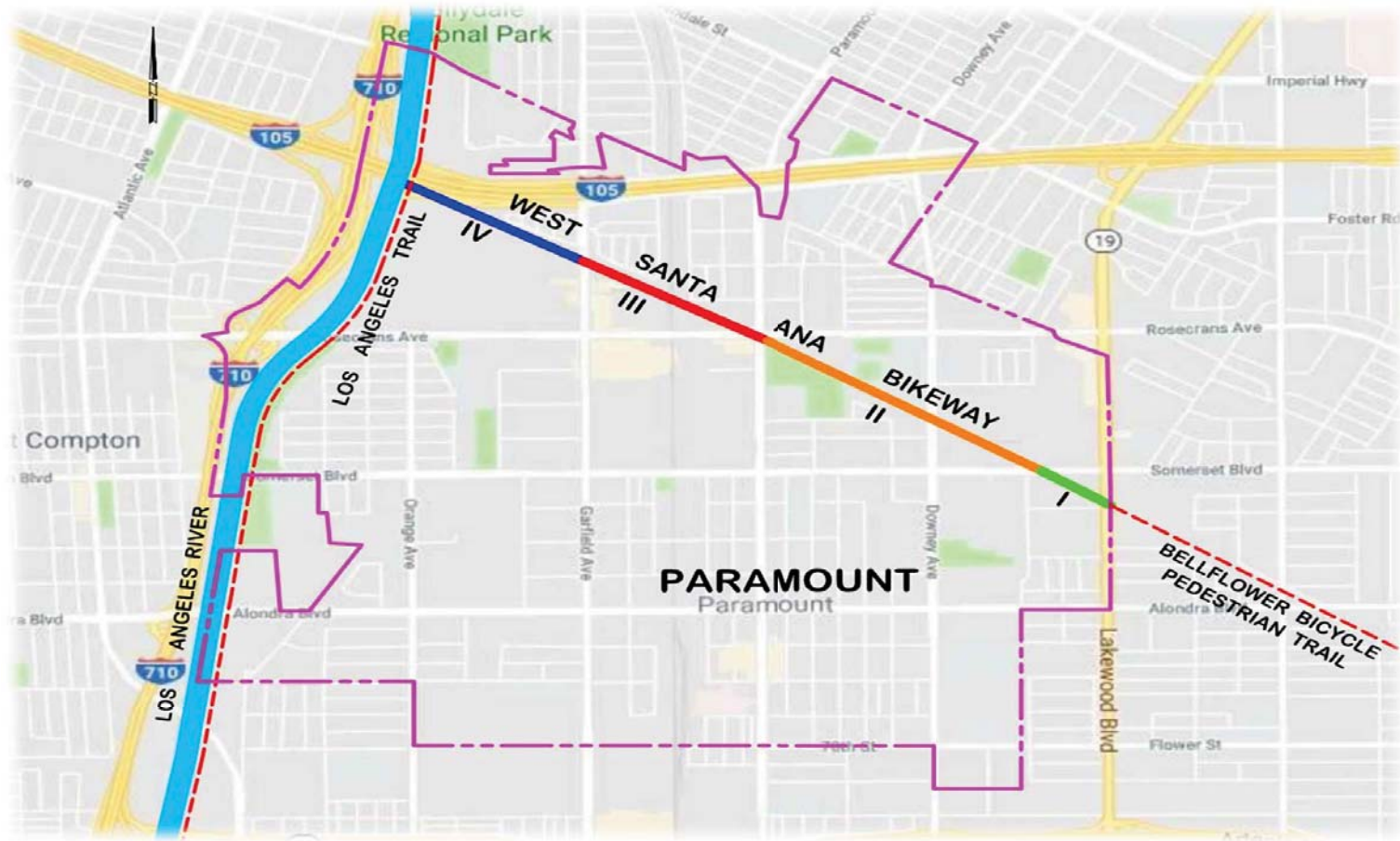
RECOMMENDED ACTION

It is recommended that the City Council read by title only and adopt Resolution No. 20:034.

WEST SANTA ANA BIKEWAY IMPROVEMENTS



CITY OF PARAMOUNT



CITY OF PARAMOUNT
LOS ANGELES COUNTY, CALIFORNIA

RESOLUTION NO. 20:034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PARAMOUNT APPROVING THE APPLICATION FOR GRANT
FUNDS FOR THE CALIFORNIA DROUGHT, WATER, PARKS,
CLIMATE, COASTAL PROTECTION, AND OUTDOOR ACCESS
FOR ALL ACT OF 2018 (PROPOSITION 68), FOR THE WEST
SANTA ANA BRANCH BIKEWAY PHASE 3 PROJECT

WHEREAS, the people of the State of California have enacted the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 (Proposition 68), which provides funds for the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) Grant Program; and

WHEREAS, the RMC has been delegated the responsibility for the administration of the grant program in its jurisdiction, setting up necessary procedures; and

WHEREAS, said procedures established by the RMC require the Applicant's Governing Body to certify by resolution the approval of the Application before submission of said Application to the State; and

WHEREAS, the Applicant will enter into a contract with the State of California for the Project;

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

SECTION 1. The above recitations are all true and correct.

SECTION 2. Approves the filing of an Application for local assistance funds from the RMC Proposition 68 Grant Program for the West Santa Ana Branch Bikeway Phase 3 Project under the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 (Proposition 68); and

SECTION 3. Certifies that the West Santa Ana Branch Bikeway Phase 3 Project is consistent with local or regional land use plans or Programs (or if it is not, that the project is still approved); and

SECTION 4. Certifies that the Project is consistent with the goals of Proposition 68 developing urban recreation projects and habitat protection or restoration projects in accordance with statewide priorities; and

SECTION 5. Certifies that the Application has or will have sufficient funds to operate and maintain the Project that is being submitted for funding consideration; and

SECTION 6. Certifies that the Applicant has reviewed and understands the General Requirements and General Policies of the RMC Proposition 68 Grant Program Guidelines; and

SECTION 7. Appoints the City Manager (or authorized representative) as agent to conduct all negotiations, execute, and submit all documents including, but not limited to Applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

SECTION 8. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Paramount this 15th day of December 2020.

Peggy Lemons, Mayor

ATTEST:

Heidi Luce, City Clerk

APPROVED AS TO FORM:

John E. Cavanaugh, City Attorney

I HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 20:034 passed and adopted by the City Council of the City of Paramount at an adjourned meeting held on the 15th day of December 2020.

Heidi Luce, City Clerk