



## PUBLIC PARTICIPATION NOTICE

Public Participation Accessibility for the City Council and Successor Agency for the Paramount Redevelopment Agency meetings scheduled for **December 14, 2021**.

### In-person Attendance:

The public may attend the City Council meeting in-person. All individuals will be required to wear a face covering.

### View the City Council meeting live stream:

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

### Public Comments:

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:

- **In-Person**

If you wish to make a statement, please complete a Speaker's Card prior to the commencement of the Public Comments period of the meeting. Speaker's Cards are located at the entrance. Give your completed card to a staff member and when your name is called, please go to the podium provided for the public.

- **E-mail: [crequest@paramountcity.com](mailto:crequest@paramountcity.com)**

E-mail public comments must be received by **5:45 p.m. on Tuesday, December 14, 2021**. 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.

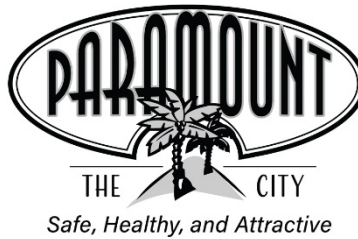
- **Teleconference: (562) 220-2225**

Participants wishing to address the City Council by teleconference should call City Hall at **(562) 220-2225** by **5:45 p.m. on Tuesday, December 14, 2021** 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.

All public comments are limited to a maximum of three minutes unless an extension is granted. Please be mindful that the meeting 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 14, 2021



Adjourned Meeting  
City Hall Council Chambers  
6:00 p.m.

City of Paramount

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

**Public Comments:** If you wish to make a statement, please complete a Speaker's Card prior to the commencement of the Public Comments period of the meeting. Speaker's Cards are located at the entrance. Give your completed card to a staff member and when your name is called, please go to the podium provided for the public. Persons are limited to a maximum of three (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. For additional ways to participate and provide public comments, see the preceding Public Participation Notice.

**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) 220-2225 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 Brenda Olmos
PLEDGE OF ALLEGIANCE:	Nicole Duckworth, Lead Girl Scouts Troop #1613
INVOCATION:	Pastor Deborah Jameson Lifegate Church
ROLL CALL OF COUNCILMEMBERS:	Councilmember Isabel Aguayo Councilmember Laurie Guillen Councilmember Peggy Lemons Vice Mayor Vilma Cuellar Stallings Mayor Brenda Olmos

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## PRESENTATIONS

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1. [PRESENTATION](#) Mayor's Award of Excellence
2. [CERTIFICATES OF RECOGNITION](#) Fall 2021 Special Event Volunteers
3. [CERTIFICATES OF RECOGNITION](#) Fall 2021 Halloween Home Decorating Contest Volunteers and Winners
4. [PRESENTATION](#) Government Finance Officers Association Annual Comprehensive Financial Report Award for Fiscal Year 2020

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## CITY COUNCIL PUBLIC COMMENT UPDATES

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### PUBLIC COMMENTS

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### CONSENT CALENDAR

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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.

5. [APPROVAL OF MINUTES](#) November 2 and November 16, 2021
6. [APPROVAL](#) Register of Demands
7. [ORDINANCE NO. 1155 \(Adoption\)](#) Amending Title 2, Chapter 2.16 of the Paramount Municipal Code regarding Definitions of the City Personnel System
8. [ORDINANCE NO. 1156 \(Adoption\)](#) Mandatory Organic Waste Disposal Reduction – Amending Title 13 (Public Services) of the Paramount Municipal Code by Adding Chapter 13.09, Establishing Regulations for Mandatory Organic Waste Disposal Reduction Required under State Law Senate Bill 1383
9. [AUTHORIZATION TO PURCHASE](#) Two (2) Message Boards on Trailers

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| 10. | <a href="#"><u>AWARD OF CONTRACT</u></a> | City Yard Roof Replacement (City Project No. 9270) |
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**NEW BUSINESS**

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| 11. | APPROVAL  | Personnel Matters  |
|     | a) <a href="#"><u>RESOLUTION NO. 21:039</u></a>           | Accepting the Fact Finding Report and Adopting the Terms of the City's Last, Best, Final Offer to Teamsters Local 911 Pursuant to Government Code Section 3505.7   |
|     | b) <a href="#"><u>RESOLUTION NO. 21:020</u></a>           | Setting the Employer Paid Member Contribution at Four Percent (4%) for Classic CalPERS Employees, Effective July 3, 2021   |
| 12. | <a href="#"><u>INTERIM URGENCY ORDINANCE NO. 1157</u></a> | Approving Zoning Ordinance Text Amendment No. 24 and Revising Title 17 of the Paramount Municipal Code to implement provisions of Senate Bill 9 regarding urban lot splits and two-unit residential developments on properties in the R-1 (Single-Family Residential) zone |
| 13. | <a href="#"><u>RESOLUTION NO. 21:038</u></a>              | Adopting a Records Retention Schedule, Authorizing Destruction of Certain City Records, and Rescinding Resolution No. 81:026   |
| 14. | <a href="#"><u>RECEIVE AND FILE</u></a>                   | Fiscal Year 2021 Annual Comprehensive Financial Report (ACFR)  |
| 15. | <a href="#"><u>CONSIDERATION AND APPROVAL</u></a>         | Discussion Regarding Disbursement of CMFA Bond Issuance Fee to Paramount Non-Profit Organizations  |
| 16. | <a href="#"><u>APPROVAL</u></a>                           | Proposed Changes to the Park Facility Rental Policies and Procedures   |
|     | a) APPROVAL   | Changes to the Park Facility Rental Policies and Procedures  |
|     | b) RESOLUTION NO. 21:041                                  | Amending Resolution No. 21:026 to Re-Establish the Park Shelter Deposit Fee  |



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| 17. | <a href="#"><u>ORAL REPORT</u></a> | Update on Congressional, State Senate, State Assembly and Los Angeles County Supervisorial Redistricting Process |
| 18. | <a href="#"><u>APPROVAL</u></a>    | Appointment of a Senior Services Commissioner  |

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#### **ENVIRONMENTAL SUSTAINABILITY NEW BUSINESS**

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| 19. | <a href="#"><u>APPROVAL</u></a>              | Transfer Agreement with the Los Angeles County Flood Control District for the Safe, Clean Water (SCW) Program – Spane Park Project   |
| 20. | <a href="#"><u>RESOLUTION NO. 21:040</u></a> | Adopting a Procurement Policy Related to Compliance with SB 1383 Regulatory Requirements for Recovered Organic Waste Products and Procurement of Recycled-Content Products |

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#### **COMMENTS/COMMITTEE REPORTS**

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- Councilmembers
- Staff

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#### **ADJOURNMENT**

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To a meeting on January 4, 2022 at 6:00 p.m.

DECEMBER 14, 2021

PRESENTATION

MAYOR'S AWARD OF EXCELLENCE

DECEMBER 14, 2021

CERTIFICATES OF RECOGNITION

FALL 2021 SPECIAL EVENT VOLUNTEERS

HALLOWEEN FESTIVAL

- PARAMOUNT HIGH SCHOOL SPORTS/CLUBS
  - BOYS SOCCER
  - GIRLS VOLLEYBALL
  - GIRLS WRESTLING
  - CHEER
  - JROTC
  - INTERACT CLUB
  - ASB CLUB
  - LEOS CLUB
  - MENTAL HEALTH AWARENESS CLUB
  - RAICES UNIDAS CLUB
- PARAMOUNT YOUTH COMMISSION

VETERANS CELEBRATION

- PARAMOUNT HIGH SCHOOL SPORTS/CLUBS
  - JROTC
  - CHEER
  - CORSAIRS
- PARAMOUNT YOUTH COMMISSION

CONTINUED...PLEASE TURN PAGE

## SENIOR THANKSGIVING

- PARAMOUNT HIGH SCHOOL SPORTS/CLUBS
  - CORSAIRS
- ROTARY CLUB

DECEMBER 14, 2021

CERTIFICATES OF RECOGNITION

FALL 2021 HALLOWEEN HOME DECORATING CONTEST VOLUNTEERS  
AND WINNERS

- HALLOWEEN HOME DECORATING CONTEST VOLUNTEERS
  - STEVE YANEZ
  - MARIA PERSI
  - TONY WARFIELD
  
- HALLOWEEN HOME DECORATING CONTEST WINNERS
  - LAURA & HUGO GALVAN, FIRST PLACE
  - PATTY & SAM ZAMORANO, SECOND PLACE
  - JASON GEOFFREY, THIRD PLACE

DECEMBER 14, 2021

PRESENTATION

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) ANNUAL  
COMPREHENSIVE FINANCIAL REPORT AWARD FOR FISCAL YEAR  
2020

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

DECEMBER 14, 2021

APPROVAL OF MINUTES

PARAMOUNT CITY COUNCIL

MOTION IN ORDER:

APPROVE THE PARAMOUNT CITY COUNCIL MINUTES OF NOVEMBER 2  
AND NOVEMBER 16, 2021.

MOTION:

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

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

[ ] APPROVED

[ ] DENIED

ROLL CALL VOTE:

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

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

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

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

**PARAMOUNT CITY COUNCIL  
MINUTES OF AN ADJOURNED (CLOSED SESSION) MEETING  
November 2, 2021**

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

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**CALL TO ORDER:** The adjourned meeting of the Paramount City Council was called to order by Mayor Brenda Olmos 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 Peggy Lemons\*  
Vice Mayor Vilma Cuellar Stallings  
Mayor Brenda Olmos

*Arrived at 5:30 p.m.*

**STAFF PRESENT:** John Moreno, City Manager  
John E. Cavanaugh, City Attorney  
Andrew Vialpando, Assistant City Manager  
Clyde Alexander, Interim Finance Director  
John Carver, Planning Director  
Adriana Figueroa, Public Works Director  
David Johnson, Community Services Director  
Adriana Lopez, Public Safety Director  
Chris Callard, Public Information Officer  
Yecenia Guillen, Assistant Community Serv. Director  
John King, Assistant Planning Director  
Nicole Lopez, HR Manager  
Heidi Luce, City Clerk

**PUBLIC COMMENTS**

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There were no public comments

The City Council recessed into closed session at 5:01 p.m.

**CLOSED SESSION**

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Pursuant to Govt. Code Section 54957  
Threat to public facilities presentation for preparation  
Presented by the Los Angeles County Sheriff's  
Department and Disaster Management Area  
Coordinator to the City Council, City Attorney and  
Management Staff



Following the closed session meeting, City Attorney Cavanaugh reported in open session that the City Council met in closed session pursuant to the agendaized closed session item listed above and there was no reportable action taken.

#### **ADJOURNMENT**

There being no further business to come before the City Council, Mayor Olmos adjourned the meeting at 5:51 p.m. to the regular City Council meeting on November 2, 2021 at 6:00 p.m.

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Brenda Olmos, Mayor

ATTEST:

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Heidi Luce, City Clerk

**PARAMOUNT CITY COUNCIL  
MINUTES OF A REGULAR MEETING  
November 2, 2021**

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

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

**PLEDGE OF ALLEGIANCE:** Juan Gonzalez, Commander Paramount American Legion led the pledge of allegiance.

**INVOCATION:** Reverend Grady Jones, New Commandment Baptist Church delivered the invocation.

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

**STAFF PRESENT:** John Moreno, City Manager  
John E. Cavanaugh, City Attorney  
Andrew Vialpando, Assistant City Manager  
Clyde Alexander, Interim Finance Director  
John Carver, Planning Director  
Adriana Figueroa, Public Works Director  
David Johnson, Community Services Director  
Adriana Lopez, Public Safety Director  
Sol Bejarano, Permit Technician  
Rebecca Bojorquez, Management Analyst  
Chris Callard, Public Information Officer  
Joanne Cha, Senior Accountant  
Steve Coumparoules, Management Analyst  
Jaime De Guzman, Senior Accountant  
Yecenia Guillen, Assistant Community Serv. Director  
Margarita Gutierrez, Finance Supervisor  
John King, Assistant Planning Director  
Nicole Lopez, HR Manager  
Heidi Luce, City Clerk  
Anthony Martinez, Management Analyst II  
Daniel Martinez, Information Technology Analyst I  
Margarita Matson, Assistant Public Safety Director  
Ivan Reyes, Associate Planner  
Viridiana Reyes, Information Technology Analyst  
Elida Zaragoza, Information Technology Specialist

### **PRESENTATIONS**

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1. PRESENTATION  
Mayor's Award of Excellence  
CF 39.7  
Mayor Olmos, on behalf of the City Council, presented the Mayor's Award of Excellence to Tony Manos of Domino's Pizza. Mr. Manos was present to accept the award and expressed his appreciation.
2. PROCLAMATION  
National Home Care and Hospice Month  
CF 39.12  
Mayor Olmos, on behalf of the City Council, proclaimed November as National Home Care and Hospice Month. Cindy Skovgard and Vickie Kaefer of Pathways Volunteer Hospice were present to accept the proclamation.
3. PROCLAMATION  
National Tobacco Awareness Month  
CF 39.12  
Mayor Olmos, on behalf of the City Council, proclaimed November as National Tobacco Awareness Month. Alicia Tamayac Herrera of Adventist Health, Glendale Foundation was present to accept the proclamation.

### **CITY COUNCIL PUBLIC COMMENT UPDATES**

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- CF 10.4  
City Manager Moreno responded to comments made by John Selby at the October 19, 2021 City Council meeting.

### **PUBLIC COMMENTS**

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- CF 10.3  
The following individual addressed the City Council and provided public comments: Abelardo Jacobo

### **CONSENT CALENDAR**

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It was moved by Vice Mayor Cuellar Stallings and seconded by Councilmember Lemons to approve Consent Calendar Items 4-7 as shown below. The motion was passed by the following roll call vote:

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

- |    |   |                    |
|----|---|--------------------|
| 4. | APPROVAL OF<br>MINUTES<br>October 5 and October<br>19, 2021   | Approved           |
| 5. | APPROVAL<br>Register of Demands<br>CF 47.2  | Approved           |
| 6. | RECEIVE AND FILE<br>Treasurer's Report for<br>the Quarter Ending<br>September 30, 2021<br>CF 47.3   | Received and filed |
| 7. | APPROVAL<br>Amended Agreement by<br>and between the County<br>of Los Angeles and the<br>City of Paramount for<br>Community Prosecutor<br>Program, formerly known<br>as the Strategies Against<br>Gang Environments<br>(SAGE) Program<br>CF 43.748, 79 | Approved           |

#### **NEW BUSINESS**

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| 8. | PUBLIC HEARING<br>RESOLUTION NO.<br>21:034<br>Approving the Water<br>Rate Adjustments and<br>Schedule Effective<br>January 1, 2022<br>CF 113.4 | <p>Assistant City Manager Vialpando gave the report and presented a PowerPoint presentation.</p> <p>Mayor Olmos opened the public hearing and called for public testimony.</p> <p>The following individual addressed the City Council in opposition to the proposed water adjustments and schedule but did not submit a written protest: Taelin Thibodeaux.</p> <p>City Manager Moreno reported that there were no written protests received.</p> |
|----|--|---|

There being no further public testimony, it was moved by Councilmember Lemons and seconded by Councilmember Aguayo to close the public hearing. The motion was passed by the following roll call vote:

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

Councilmember Lemons and Councilmember Guillen both commented that the proposed water rate adjustment is necessary in order for the City's water utility to maintain its ability to provide safe, reliable water to the community at rates still below most of the surrounding communities.

Mayor Olmos commented that the proposed water rate adjustment will also fund critical infrastructure improvements and reduce the water utility's reliance on expensive, imported water.

It was moved by Vice Mayor Cuellar Stallings and seconded by Councilmember Lemons to read by title only and adopt Resolution No. 21:034, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT APPROVING THE WATER RATE ADJUSTMENTS AND SCHEDULE EFFECTIVE JANUARY 1, 2022." The motion was passed by the following roll call vote:

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

9. Oral Report  
Proposed Middle Income  
Housing Project  
CF 69

City Manager Moreno introduced Ben Barker of the California Municipal Finance Authority and Matthew Ellis of BLDG Partners who presented a PowerPoint presentation providing a detailed overview of the proposed middle income housing project at The Enclave Apartments.

Mr. Barker and Mr. Ellis responded to various questions from the City Council about the process and proposed project.

10. APPROVAL  
Use of Citizens' Option  
for Public Safety (COPS)  
Grant Funding for FY  
2021-2022  
CF 54.49

Public Safety Director Lopez gave the report.

It was moved by Councilmember Lemons and seconded by Councilmember Aguayo to use State COPS grand funds to pay for expenditures related to additional patrols and services as outlined in the report. The motion was passed by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None
11. AWARD OF  
CONTRACT  
Paramount Pool  
Replaster and Deck  
Repairs (City Project No.  
9051)  
CF CIP 9051

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

It was moved by Vice Mayor Cuellar Stallings and seconded by Councilmember Lemons to award the contract for Paramount Pool Replaster and Deck Repairs (City Project No. 9051) to California Waters, Yorba Linda, California in the base bid amount of \$1,362,657, authorize the Mayor or her designee to execute the agreement, and direct staff to make the necessary adjustments to the Midyear Budget. The motion was passed by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None
12. RECEIVE AND FILE  
Accounting Support  
Services for Paramount  
Youth Sports Leagues  
CF 62

Community Services Director Johnson gave the report. The report was received and filed.

13. APPROVAL  
Proposed 2022 City  
Special and Holiday  
Events Schedule  
CF 39

Management Analyst Bojorquez gave the report and presented a PowerPoint presentation.

It was moved by Vice Mayor Cuellar Stallings and seconded by Councilmember Lemons to approve the proposed dates for the City's 2022 Special and Holiday events, move the first City Council meeting in December to December 13, 2022 and cancel the December 20, 2022 Study Session. The motion was passed by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

**ENVIRONMENTAL SUSTAINABILITY NEW  
BUSINESS**

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None.

**COMMENTS/COMMITTEE REPORTS**

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**Councilmembers**

Vice Mayor Cuellar Stallings reported on her attendance at the Relay for Life event in Norwalk and the following City events: Halloween Hootenanny, Halloween Carnival, Dia de los Muertos. She thanked staff for their efforts in producing these very successful events.

Councilmember Aguayo commented that she received positive feedback regarding the Dia de los Muertos event and looks forward to it becoming an annual event. She also thanked West Coast Rebels for the invitation to their homecoming event.

Councilmember Guillen reported on her attendance at the West Coast Rebels Homecoming event, as well as the most recent water rate forum and the Housing and Development meeting.

Councilmember Lemons apologized to West Coast Rebels that she was unable to attend their Homecoming event. She also congratulated staff for a successful Halloween Carnival.

Mayor Olmos reported on her attendance at Speaker Rendon's State of the State event in Lakewood and the Relay for Life event in Norwalk. She also reported on her meetings with Senator Lena Gonzalez, TAP President April O'Connor, and California State Treasurer Fiona Ma. She thanked West Coast Rebels for the invitation to participate in their Homecoming and expressed appreciation to Community Services staff for the successful Adaptive Recreation Halloween event and the Halloween Carnival. She also congratulated Latinas Arts Foundation for the successful Dia de los Muertos event.

### **Staff**

City Manager Moreno gave a reminder about the upcoming Veteran's event and asked the City Council to help spread the word.

He also provided a brief update on the status of staff's research into the violation issue Councilmember Guillen brought up at a previous meeting concerning one of the City's metal businesses.

Lastly, he showed a video that will soon appear on the City's social media channels featuring Paramount High School students encouraging high school aged individuals to get the COVID-19 vaccine

### **ADJOURNMENT**

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There being no further business to come before the City Council, Mayor Olmos adjourned the meeting at 8:21 p.m. to a meeting on November 16, 2021 at 5:00 p.m.

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Brenda Olmos, Mayor



ATTEST:

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Heidi Luce, City Clerk

**PARAMOUNT CITY COUNCIL  
MINUTES OF AN ADJOURNED MEETING  
NOVEMBER 16, 2021**

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

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**CALL TO ORDER:** The adjourned meeting of the Paramount City Council was called to order by Mayor Brenda Olmos 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 Peggy Lemons  
Mayor Brenda Olmos

Absent: Vice Mayor Cuellar Stallings

It was moved by Councilmember Lemons and seconded by Councilmember Aguayo to excuse Vice Mayor Cuellar Stallings absence. The motion was passed by the following roll call vote:

**AYES:** Councilmembers Aguayo, Guillen, Lemons; and Mayor Olmos

**NOES:** None

**ABSENT:** Vice Mayor Cuellar Stallings

**ABSTAIN:** None

**STAFF PRESENT:** John Moreno, City Manager  
John E. Cavanaugh, City Attorney  
Andrew Vialpando, Assistant City Manager  
Clyde Alexander, Interim Finance Director  
John Carver, Planning Director  
Adriana Figueroa, Public Works Director  
David Johnson, Community Services Director  
Adriana Lopez, Public Safety Director  
Sol Bejarano, Permit Technician  
Chris Callard, Public Information Officer  
Joanne Cha, Senior Accountant  
Steve Coumparoules, Management Analyst  
Jaime De Guzman, Senior Accountant  
Yecenia Guillen, Asst. Community Services Director  
Sarah Ho, Assistant Public Works Director  
John King, Assistant Planning Director  
Nicole Lopez, HR Manager  
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  
Viridiana Reyes, Information Technology Analyst  
Elida Zaragoza, Information Technology Specialist

#### **CITY COUNCIL PUBLIC COMMENT UPDATES**

CF 10.4

City Manager Moreno responded to comments made by Abelardo Jacobo at the November 2, 2021 City Council meeting.

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Mayor Olmos stated that there is a subsequent need item to be considered for addition to tonight's agenda. City Manager Moreno provided a brief overview of the subsequent need item below.

*Approval of a one-time exception to the City's Personnel Policy for sick leave*

It was moved by Councilmember Lemons and seconded by Councilmember Aguayo to add the subsequent need item listed above to the agenda as the last item of new business. The motion was passed by the following roll call vote:

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

#### **PUBLIC COMMENTS**

CF 10.3

There were no public comments.

#### **NEW BUSINESS**

1. RESOLUTION NO.  
21:037  
Authorizing the  
execution of a Joint  
Exercise of Powers  
Agreement relating to  
the California Municipal

Assistant Planning Director King gave the report and presented a PowerPoint presentation.

It was moved by Councilmember Lemons and seconded by Councilmember Guillen to read by title only and adopt Resolution No. 21:037, "A RESOLUTION OF THE CITY COUNCIL OF THE

- |  |  |
|--|--|
| <p>Finance Authority<br/>Special Finance Agency;<br/>approving the form and<br/>authorizing the execution<br/>of a Public Benefit<br/>Agreement; and<br/>approving the issuance<br/>of revenue bonds by said<br/>Agency for the purpose<br/>of financing the<br/>acquisition and<br/>improvement of the<br/>Enclave Apartments at<br/>13801 Paramount<br/>Boulevard<br/>CF 43.1148</p> | <p>CITY OF PARAMOUNT AUTHORIZING THE<br/>EXECUTION OF A JOINT EXERCISE OF POWERS<br/>AGREEMENT RELATING TO THE CALIFORNIA<br/>MUNICIPAL FINANCE AUTHORITY SPECIAL<br/>FINANCE AGENCY AND THE FORM OF A PUBLIC<br/>BENEFIT AGREEMENT; AND APPROVING THE<br/>ISSUANCE OF REVENUE BONDS BY SAID<br/>AGENCY FOR THE PURPOSE OF FINANCING THE<br/>ACQUISITION, CONSTRUCTION OR<br/>IMPROVEMENT OF PROJECT LISTED HEREIN.”<br/>The motion was passed by the following roll call vote:</p> <p>AYES: Councilmembers Aguayo, Guillen,<br/>Lemons; and Mayor Olmos<br/>NOES: None<br/>ABSENT: Vice Mayor Cuellar Stallings<br/>ABSTAIN: None</p>   |
| <p>2. ORDINANCE NO. 1155<br/>(Introduction)<br/>Amending Paramount<br/>Municipal Code Section<br/>2.16.020 Personnel<br/>System Definitions<br/>CF 11, 76</p>  | <p>Assistant City Manager Vialpando gave the report.</p> <p>It was moved by Councilmember Lemons and<br/>seconded by Councilmember Aguayo to read by title<br/>only, waive further reading, introduce Ordinance No.<br/>1155, "AN ORDINANCE OF THE CITY COUNCIL OF<br/>THE CITY OF PARAMOUNT, CALIFORNIA<br/>AMENDING TITLE 2, CHAPTER 2.16 OF THE<br/>PARAMOUNT MUNICIPAL CODE REGARDING<br/>DEFINITIONS OF THE CITY PERSONNEL<br/>SYSTEM.," and place it on the December 14, 2021<br/>agenda for adoption. The motion was passed by the<br/>following roll call vote:</p> <p>AYES: Councilmembers Aguayo, Guillen,<br/>Lemons; and Mayor Olmos<br/>NOES: None<br/>ABSENT: Vice Mayor Cuellar Stallings<br/>ABSTAIN: None</p> |
| <p>3. APPROVAL<br/>Overnight Pilot Parking<br/>Program on Orizaba<br/>Avenue between<br/>Rosecrans Avenue and<br/>Howe Street<br/>CF 73.1</p>  | <p>Public Works Director Figueroa gave the report and<br/>presented a PowerPoint presentation.</p> <p>It was moved by Councilmember Lemons and<br/>seconded by Councilmember Guillen to approve the<br/>pilot overnight parking program on Orizaba Avenue<br/>between Rosecrans Avenue and Howe Street. The<br/>motion was passed by the following roll call vote:</p>   |

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

4. RESOLUTION NO.  
21:035  
Approving Applications  
for Specified Grant  
Funds  
CF 54

Community Services Director Johnson gave the report.

It was moved by Councilmember Lemons and seconded by Councilmember Aguayo to read by title only and adopt Resolution No. 21:035, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT APPROVING APPLICATIONS FOR SPECIFIED GRANT FUNDS." The motion was passed by the following roll call vote:

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

5. RECEIVE AND FILE  
Report on Proposed  
Professional Design  
Services by Studio One  
Eleven for Progress  
Plaza Exterior Design  
(City Project No. 9264)  
CF 74.8

Community Services Director Johnson gave the report and presented a PowerPoint presentation. The report was received and filed.

6. APPROVAL  
Revised Program  
Partner Agreement for  
Youth Sports Leagues  
CF 62

Community Services Director Johnson gave the report and presented a PowerPoint presentation.

In response to discussion concerning the equal play requirement, Community Services Director Johnson explained that the requirement only applies to the leagues' recreational seasons and not their competitive seasons..

It was moved by Councilmember Lemons and seconded by Councilmember Aguayo to approve the proposed revisions to Exhibit A of the Program Partner Agreement for youth sports leagues. The motion was passed by the following roll call vote:

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

.....  
SUBSEQUENT NEED ITEM:

APPROVAL  
Approval of a one-time  
exception to the City's  
Personnel Policy for sick  
leave  
CF 76.5

Assistant City Manager Vialpando presented the staff  
report.

Councilmember Guillen expressed opposition  
because it creates an inequity for current employees.  
Brief discussion ensued concerning the matter and  
the possibility of negotiating a lesser amount of sick  
leave.

It was moved by Councilmember Lemons and  
seconded by Councilmember Aguayo to approve a  
one-time exception to the City's Personnel Policy for  
sick leave to allow a top candidate for the Finance  
Director position to begin their employment with a  
sick leave balance of 160 hours.

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

**ENVIRONMENTAL SUSTAINABILITY NEW  
BUSINESS**

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7. ORDINANCE NO. 1156  
(Introduction)  
Mandatory Organic  
Waste Disposal  
Reduction – Amending  
Title 13 (Public Services)  
of the Paramount  
Municipal Code by  
Adding Chapter 13.09,  
Establishing Regulations  
for Mandatory Organic  
Waste Disposal

Public Works Manager Macias gave the report and  
presented a PowerPoint presentation.

Brief discussion ensued concerning the process and  
timing for implementation of the residential  
component of the program.

It was moved by Councilmember Lemons and  
seconded by Councilmember Aguayo to read by title  
only, waive further reading, introduce Ordinance No.  
1156, "AN ORDINANCE OF THE CITY COUNCIL OF  
THE CITY OF PARAMOUNT AMENDING TITLE 13

Reduction Required  
under State Law Senate  
Bill  
1383  
CF 86.6

(PUBLIC SERVICES) OF THE PARAMOUNT MUNICIPAL CODE BY ADDING CHAPTER 13.09, ESTABLISHING REGULATIONS FOR MANDATORY ORGANIC WASTE DISPOSAL REDUCTION REQUIRED UNDER STATE LAW SENATE BILL 1383," and place it on the December 14, 2021 agenda for adoption. The motion was passed by the following roll call vote:

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

8. RESOLUTION NO.  
21:036

Authorizing the Submittal  
of an Application for an  
Urban and Community  
Forestry Grant in  
Coordination with  
Treepeople for an Urban  
Forestry Management  
Plan  
CF 54, 74.1

Public Works Director Figueroa gave the report.

It was moved by Councilmember Lemons and seconded by Councilmember Aguayo to read by title only and adopt Resolution No. 21:036, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR FUNDING FROM THE URBAN AND COMMUNITY FORESTRY GRANT PROGRAM OF THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION AS PROVIDED THROUGH THE GREENHOUSE GAS REDUCTION FUND." The motion was passed by the following roll call vote:

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

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## **COMMENTS/COMMITTEE REPORTS**

### **Councilmembers**

Councilmember Guillen commented on her attendance at the Veteran's event and gave a reminder about the upcoming Senior Thanksgiving event. She also reported on her attendance at the recent Eco Rapid Transit meeting where City Manager Moreno and Community Services Director

Johnson were acknowledged for their help in implementing a student program to spread the word about transit. She also commented that a neighboring City has a program where families with special needs individuals are identified with a window sticker so public safety personnel are aware, and inquired as to the possibility of implementing something similar in Paramount.

Councilmember Aguayo reported on her attendance at the recent PUSD Ad Hoc committee meeting. She also commented on her attendance at the Veteran's event and thanked staff that was involved.

Mayor Olmos commented on her attendance at the recent Youth Commission meeting and the Health Care Hero mixer sponsored by the Paramount Chamber of Commerce. She also commented on her attendance at the Veteran's event and commended staff for an excellent event.

### **Staff**

City Manager Moreno provided an updated on the status of the City's air monitoring program and reminded the City Council of the upcoming holiday events.

### **ADJOURNMENT**

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There being no further business to come before the City Council, Mayor Olmos adjourned the meeting at 6:26 p.m. to a meeting beginning at 6:00 p.m. on December 14, 2021.

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Brenda Olmos, Mayor

ATTEST:

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Heidi Luce, City Clerk



DECEMBER 14, 2021

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, 2021  
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
322063	A & G FENCE AND SUPPLY SALES	425.00	PW - FACILITY MNTC SVCS
	Vendor Tota	<b>425.00</b>	
322171	A PLUS PORTABLE SERVICES	431.79	CSR - FRIDAY NIGHT MARKET (11/5)
322207		649.86	CP - TREE LIGHTING EVENT
	Vendor Tota	<b>1,081.65</b>	
322231	A Y NURSERY, INC.	150.00	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>150.00</b>	
321975	ACE BUSINESS MACHINES, INC	135.00	FIN - EQUIPMENT MNTC SVCS (12/21-12/22)
	Vendor Tota	<b>135.00</b>	
322136	ADOBE SYSTEMS INC.	119.88	CSR - STAR SUPPLIES
	Vendor Tota	<b>119.88</b>	
322002	ADVANCE ELEVATOR, INC	300.00	PW - ELEVATOR MNTC (11/21)
	Vendor Tota	<b>300.00</b>	
321933	AFLAC	1,954.08	AFLAC VOLUNTARY INSURANCE (10/21)
322310		1,954.08	AFLAC VOLUNTARY INSURANCE (11/21)
	Vendor Tota	<b>3,908.16</b>	
322115	AGENT COOPER LLC	35.00	WTR DEP REFUND - 15134 ORANGE
	Vendor Tota	<b>35.00</b>	
322064	AIRGAS	107.18	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	<b>107.18</b>	
322172	AKESO OCCUPATIONAL HEALTH	456.00	HR - HEALTH SCREENINGS (10/21)
		595.00	CSR - STAR HEALTH SCREENINGS (10/21)
		300.00	CSR - FLU VACCINATION (10/21)
	Vendor Tota	<b>1,351.00</b>	
321934	AKM CONSULTING ENGINEERS, INC	31,226.00	CIP - WELL #16 CONSTRUCTION MGMT (9/21)
322232		52,133.00	CIP - WELL #16 CONSTRUCTION MGMT(10/21)
	Vendor Tota	<b>83,359.00</b>	
322025	ALIN PARTY SUPPLY CO.	87.76	CSR - STAR SUPPLIES
322137		22.04	CSR - STAR SUPPLIES
	Vendor Tota	<b>109.80</b>	
322233	ALL AMERICAN ASPHALT	490,134.21	CIP - NEIGHBORHOOD STREET RESURF(10/21)
		242,778.63	CIP - NEIGHBORHOOD STREET RESURF(10/21)
	Vendor Tota	<b>732,912.84</b>	
321838	ALL CITY MANAGEMENT SERVICES	15,619.63	PS - CROSSING GUARD SVCS (9/19 - 10/2)
322275		15,846.33	PS - CROSSING GUARD SVCS (10/17-10/30)
322311		3,720.52	PS - CROSSING GUARD SVCS (8/8 - 8/21)
	Vendor Tota	<b>35,186.48</b>	
322026	AMERICAN WATER WORKS ASSOC.	302.00	PW - AWWA MEMBERSHIP (OG)
	Vendor Tota	<b>302.00</b>	
321896	APPLE INC	297.68	CSR - STAR SUPPLIES
		218.30	CSR - STAR SUPPLIES
		184.12	CSR - STAR SUPPLIES
		171.99	CSR - STAR SUPPLIES
		132.25	CSR - STAR SUPPLIES
		86.00	CSR - STAR SUPPLIES
		55.07	CSR - STAR SUPPLIES
	Vendor Tota	<b>1,145.41</b>	
322097	APWA CHAPTER	277.50	PW - APWA MEMBERSHIP (WM)
	Vendor Tota	<b>277.50</b>	

**CITY OF PARAMOUNT  
FINAL CHECK REGISTER  
November 30, 2021  
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
321935	ARAMARK UNIFORM SERVICES, INC.	211.84	CSR - LAUNDRY SVCS (10/13)
322027		211.84	CSR - LAUNDRY SVCS (10/27)
322173		211.84	CSR - LAUNDRY SVCS (11/10)
	Vendor Total	<b>635.52</b>	
322234	ARTESIA FERTILIZER	70.00	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Total	<b>70.00</b>	
321839	AT & T	42.80	GEN - PARAMOUNT POOL INTERNET (10/21)
321878		112.35	GEN - CLRWTR INTERNET (10/21)
321879		63.49	GEN - SPLASH PAD INTERNET (10/21)
322003		96.30	GEN - COM CTR INTERNET (11/21)
322174		52.79	GEN - PARAMOUNT POOL INTERNET (11/21)
322235		112.35	GEN - CLRWTR INTERNET (11/21)
322300		68.13	GEN - SPLASH PAD INTERNET (11/21)
321880		4,717.00	GEN - TELEPHONE SERVICE (9/21)
		1,084.18	PW - WATER SYSTEM SERVICE (9/21)
322028		3,947.57	GEN - TELEPHONE SERVICE (10/21)
		1,081.24	PW - WATER SYSTEM SERVICE (10/21)
	Vendor Total	<b>11,378.20</b>	
321840	AT&T MOBILITY	44.78	PW - CELLULAR SERVICE (10/21)
		44.78	FIN - CELLULAR SERVICE (10/21)
321936		38.17	CSR - PARK CELLULAR SVC (10/21)
		1,145.18	CSR - STAR CELLULAR SVC (10/21)
		44.12	CSR - FACILITIES CELLULAR SVC (10/21)
		44.12	CSR - STAR CELLULAR SERVICE (10/21)
322175		44.78	PW - CELLULAR SERVICE (11/21)
		44.78	FIN - CELLULAR SERVICE (11/21)
322176		44.12	CSR - FACILITIES CELLULAR SVC (11/21)
		44.12	CSR - STAR CELLULAR SERVICE (11/21)
	Vendor Total	<b>1,538.95</b>	
321881	ATKINSON, ANDELSON, LOYA	102.00	HR - LEGAL SVCS (9/21)
		930.00	HR - COLLECTIVE BARGAINING SVCS (9/21)
322312		102.00	HR - LEGAL SVCS (10/21)
		10,588.60	HR - COLLECTIVE BARGAINING SVCS (10/21)
	Vendor Total	<b>11,722.60</b>	
322138	AYALA, DESIREE	150.00	FACILITY DEPOSIT REFUND (AYALA,6743)
	Vendor Total	<b>150.00</b>	
321835	AZTECA PARTY RENTALS, INC	655.00	CSR - HALLOWEEN HOOTENANNY
322029		529.00	CSR - RECREATION SUPPLIES
322208		288.00	CP - TREE LIGHTING EVENT
	Vendor Total	<b>1,472.00</b>	
322116	BAILEY	22.14	WTR DEP REFUND - 7812 DENVER
	Vendor Total	<b>22.14</b>	
322301	BARRACUDA NETWORKS, INC	4,392.00	GEN - EMAIL SECURITY (EMAIL FILTER 300)
		1,371.50	GEN - WEB SECURITY (YARD & STATION)
	Vendor Total	<b>5,763.50</b>	
321882	BEIGHTON, DAVE	1,550.00	PS - DETECTIVE SPECIALIST (10/9-10/22)
322030		900.00	PS - DETECTIVE SPECIALIST(10/23 - 11/5)
322236		1,850.00	PS - DETECTIVE SPECIALIST (11/6-11/19)
	Vendor Total	<b>4,300.00</b>	
322004	BEYNON SPORTS SURFACES, INC	162,900.00	CIP - SALUD PARK WALKING TRACK REPLACE
	Vendor Total	<b>162,900.00</b>	

**CITY OF PARAMOUNT  
FINAL CHECK REGISTER  
November 30, 2021  
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
322005	BIOMETRICS4ALL, INC	188.00	HR - FINGERPRINTING SVCS (10/21)
		360.00	CSR - STAR FINGERPRINTING SVCS (10/21)
	Vendor Tota	<b>548.00</b>	
321821	BISHOP COMPANY	362.44	PW - LANDSCAPE MNTC SUPPLIES
321897		396.68	PW - LANDSCAPE MNTC SUPPLIES
		59.51	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>818.63</b>	
321822	BLUESPACE INTERIORS	433.27	CSR - OFFICE SUPPLIES
321898		1,289.93	CSR - STAR FURNITURE
321937		249.15	CSR - OFFICE SUPPLIES
	Vendor Tota	<b>1,972.35</b>	
322117	BROWN	17.31	WTR DEP REFUND - 6822 ALONDRA
	Vendor Tota	<b>17.31</b>	
322098	BROWN BOLT & NUT CORP.	38.05	PW - FACILITY MNTC SUPPLIES
322177		22.60	PW - FACILITY MNTC SUPPLIES
322237		81.33	PW - FACILITY MNTC SUPPLIES
		35.46	PW - FACILITY MNTC SUPPLIES
		22.05	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	<b>199.49</b>	
322031	BUCKNAM & ASSOCIATES, INC	4,470.00	CIP - WELL #16 PROGRAM MGMT (10/21)
	Vendor Tota	<b>4,470.00</b>	
322118	BUENROSTRO, SERGIO	200.00	PS - HOME SECURITY REBATE PROGRAM
	Vendor Tota	<b>200.00</b>	
322099	BURKE, DAVID	125.00	PL - PARKING MEETING FLYER DISTRIBUTION
	Vendor Tota	<b>125.00</b>	
322276	BURRIS, IVORY DONTÉ	150.00	FACILITY DEPOSIT REFUND (BURRIS, 6824)
	Vendor Tota	<b>150.00</b>	
322059	C J CONCRETE CONSTRUCTION,	159,320.13	PW - SIDEWALK CONCRETE MNTC
		40,628.00	PW - SIDEWALK CONCRETE MNTC
	Vendor Tota	<b>199,948.13</b>	
321938	CALIF PARK & RECREATION (CPRS)	170.00	PW - CPRS MEMBERSHIP (AF)
322139		555.00	CSR - CPRS MEMBERSHIP (DJ)
		150.00	CSR - CPRS MEMBERSHIP (YG)
		150.00	CSR - CPRS MEMBERSHIP (RB)
	Vendor Tota	<b>1,025.00</b>	
321939	CALIFORNIA AQUATIC THERAPY	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	<b>5,000.00</b>	
322277	CALIFORNIA BARRICADE	504.00	CP - TREE LIGHTING EVENT
	Vendor Tota	<b>504.00</b>	

**CITY OF PARAMOUNT  
FINAL CHECK REGISTER  
November 30, 2021  
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
14965	CALIFORNIA PUBLIC EMPLOYEES'	96,160.07	MEDICAL INSURANCE (ACTIVE) - 11/21
		8,294.00	MEDICAL INSURANCE (RETIRED) - 11/21
		386.80	MEDICAL INSURANCE (ADMIN) - 11/21
14996		36,883.80	PERS RETIREMENT - PPE 10/22
14997		2,843.50	PERS RETIREMENT - CC 10/21
14998		11,500.64	PERS RETIREMENT - PPE 10/22
14999		492.81	PERS RETIREMENT - CC 10/21
15024		36,996.48	PERS RETIREMENT - PPE 11/5
15025		11,345.23	PERS RETIREMENT - PPE 11/5
15044		95,177.99	MEDICAL INSURANCE (ACTIVE) - 12/21
		8,294.00	MEDICAL INSURANCE (RETIRED) - 12/21
		384.24	MEDICAL INSURANCE (ADMIN FEE) - 12/21
	Vendor Tota	<b>308,759.56</b>	
321899	CALPERS LONG-TERM CARE PROGRAM	31.27	CALPERS LTC - PPE 10/22 (AF)
322065		47.54	CALPERS LTC - PPE 11/5 (AF)
322278		47.54	CALPERS LTC - PPE 11/19 (AF)
	Vendor Tota	<b>126.35</b>	
322209	CALWEST LIGHTING SERVICES, INC	914.00	PW - FACILITY MNTC SVCS
		-420.00	PW - FACILITY MNTC SVCS (CREDIT)
	Vendor Tota	<b>494.00</b>	
322238	CAROL'S BEAUTY SALON	10,000.00	PL - SBA RELIEF (CAROL'S BEAUTY SALON)
	Vendor Tota	<b>10,000.00</b>	
322006	CDW GOVERNMENT, INC.	333.85	GEN - COMPUTER MNTC SUPPLIES
		269.26	GEN - COMPUTER MNTC SUPPLIES
322178		374.79	GEN - RECEIPT PRINTER (COM CTR)
		59.06	GEN - COMPUTER MNTC SUPPLIES
	Vendor Tota	<b>1,036.96</b>	
321836	CELEBRATIONS	720.69	CSR - HALLOWEEN HOOTENANNY
321991		1,424.50	CP - VETERANS CELEBRATION
322032		1,050.41	CP - SENIOR THANKSGIVING DINNER
322210		895.00	CP - SENIOR THANKSGIVING DINNER
	Vendor Tota	<b>4,090.60</b>	
322066	CELEDON, MIGUEL	320.00	PW - GYM EQUIPMENT MNTC
	Vendor Tota	<b>320.00</b>	
321940	CENTRAL BASIN MUNI WATER DIST	364,869.64	PW - PURCHASED WATER (9/21)
322211		326,297.07	PW - PURCHASED WATER (10/21)
	Vendor Tota	<b>691,166.71</b>	
322140	CHAVEZ, VERONICA	150.00	FACILITY DEPOSIT REFUND (CHAVEZ,6791)
	Vendor Tota	<b>150.00</b>	
322313	CHICAGO TITLE COMPANY	100.00	PL - PIRT FEES (15504-08 PARAMOUNT)
	Vendor Tota	<b>100.00</b>	
322141	CHILDRENS DENTAL HEALTH CLINIC	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	<b>5,000.00</b>	
321823	CINDY'S JUMPERS, LLC	314.50	CP - PITCH-IN PARAMOUNT SUPPLIES
321992		192.00	CSR - HALLOWEEN FESTIVAL SUPPLIES
322023		616.00	CSR - HALLOWEEN FESTIVAL SUPPLIES
	Vendor Tota	<b>1,122.50</b>	

**CITY OF PARAMOUNT  
FINAL CHECK REGISTER  
November 30, 2021  
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
321976	CINTAS #053	44.52	PW - UNIFORM SVC (FACILITIES)
		36.50	PW - UNIFORM SVC (LANDSCAPE)
		20.31	PW - UNIFORM SVC (ROADS)
		20.63	PW - UNIFORM SVC (WTR PROD)
		76.24	PW - UNIFORM SVC (WTR DIST)
		21.18	PW - UNIFORM SVC (WTR CUST SVC)
		39.24	PW - UNIFORM SVC (FACILITIES)
		37.53	PW - UNIFORM SVC (LANDSCAPE)
		20.31	PW - UNIFORM SVC (ROADS)
		20.63	PW - UNIFORM SVC (WTR PROD)
		41.29	PW - UNIFORM SVC (WTR DIST)
		21.18	PW - UNIFORM SVC (WTR CUST SVC)
		44.52	PW - UNIFORM SVC (FACILITIES)
		36.50	PW - UNIFORM SVC (LANDSCAPE)
		20.31	PW - UNIFORM SVC (ROADS)
		20.63	PW - UNIFORM SVC (WTR PROD)
		22.27	PW - UNIFORM SVC (WTR DIST)
		21.18	PW - UNIFORM SVC (WTR CUST SVC)
		39.24	PW - UNIFORM SVC (FACILITIES)
		36.50	PW - UNIFORM SVC (LANDSCAPE)
		20.31	PW - UNIFORM SVC (ROADS)
		20.63	PW - UNIFORM SVC (WTR PROD)
		22.27	PW - UNIFORM SVC (WTR DIST)
		21.18	PW - UNIFORM SVC (WTR CUST SVC)
		39.24	PW - UNIFORM SVC (FACILITIES)
		36.50	PW - UNIFORM SVC (LANDSCAPE)
		20.31	PW - UNIFORM SVC (ROADS)
		20.63	PW - UNIFORM SVC (WTR PROD)
		22.27	PW - UNIFORM SVC (WTR DIST)
		21.18	PW - UNIFORM SVC (WTR CUST SVC)
	Vendor Tota	<b>725.10</b>	
321900	CIT TECHNOLOGY FIN SERV, INC	175.90	PW - COPIER (10/21)
322239		175.90	PW - COPIER (11/21)
322279		527.84	PS - COPIER (11/21)
	Vendor Tota	<b>879.64</b>	
322179	CITY OF BELLFLOWER	600.00	CC - SELACO MEMBERSHIP (FY 2022)
	Vendor Tota	<b>600.00</b>	
14964	CITY OF PARAMOUNT PAYROLL	297,652.29	NET PAYROLL - PPE 10/22
14975		222.21	NET PAYROLL - SPEC 10/27
14978		72.39	NET PAYROLL - SPEC 10/28
14990		354.24	NET PAYROLL - SPEC 10/29
14993		149.29	NET PAYROLL - SPEC 10/29
15003		3,581.31	NET PAYROLL - SPEC 11/4
15005		1,835.53	NET PAYROLL - SPEC 11/4
15007		289,959.06	NET PAYROLL - PPE 11/05
15008		26.26	NET PAYROLL - SPEC 11/8
15027		412.56	NET PAYROLL - SPEC 11/17
15030		894.27	NET PAYROLL - SPEC 11/19
15034		286,287.26	NET PAYROLL - PPE 11/19
	Vendor Tota	<b>881,446.67</b>	
322212	CITY OF PARAMOUNT WATER DEPT	22,608.91	GEN - PARKS & FACILITIES (9/21 - 10/21)
		52,731.88	PW - MEDIAN IRRIGATION (9/21 - 10/21)
		5,197.96	PW - PARAMOUNT PARK (9/21 - 10/21)
		240.04	GEN - PARAMOUNT PARK (9/21 - 10/21)
		757.43	GEN - ASSESSMENT DISTRICT(9/21 - 10/21)
		37.08	GEN - CLRWTR BLDG (9/21 - 10/21)
	Vendor Tota	<b>81,573.30</b>	
322213	CITY OF PASADENA	775.20	UUT - INTERSTATE GAS - 10/21
	Vendor Tota	<b>775.20</b>	

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Check Number	Vendor Name	Amount	Description
322067	CITY OF SANTA FE SPRINGS	14,448.40	PW - TRAFFIC SIGNAL MNTC (7/21)
		9,826.22	PW - TRAFFIC SIGNAL MNTC (8/21)
		13,239.64	PW - TRAFFIC SIGNAL MNTC (9/21)
	Vendor Tota	<b>37,514.26</b>	
322007	CLEANSTREET	17,384.90	PW - STREET SWEEPING (10/21)
	Vendor Tota	<b>17,384.90</b>	
321941	CNH INDUSTRIAL AMERICA, LLC	2,219.59	PW - BACKHOE LEASE (PRINCIPAL) - TAX
		223.56	PW - BACKHOE LEASE (INTEREST) - TAX
	Vendor Tota	<b>2,443.15</b>	
322033	COCA COLA ENTERPRISES	300.14	GEN - VENDING MACHINE (REIMB)
	Vendor Tota	<b>300.14</b>	
322214	COLANTUONO, HIGHSMITH &	142.41	CA - LEGAL SVCS (SCE COALITION) - 10/21
	Vendor Tota	<b>142.41</b>	
321883	COLE HUBER LLP	3,271.61	CA - LEGAL SVCS (9/21)
		2,610.00	CA - PERSONNEL LEGAL SVCS (9/21)
	Vendor Tota	<b>5,881.61</b>	
322068	COMMERCIAL BUILDING MANAGEMENT	10,120.05	PW - JANITORIAL SVCS (10/21)
	Vendor Tota	<b>10,120.05</b>	
321855	CONTINENTAL INTERPRETING	100.00	PS - TRANSLATION SVCS (PARKING)
321884		350.00	CC - COMMUNITY INTERPRETER (9/21)
		350.00	CC - COMMUNITY INTERPRETER (9/7)
		100.00	CC - TRANSLATION SVCS (AGENDA 10/5)
		100.00	CC - TRANSLATION SVCS (AGENDA 10/19)
322069		75.00	PS - TRANSLATION SVCS (DENBO SURVEY)
322215		700.00	CC - COMMUNITY INTERPRETER (4/20)
		525.00	CC - COMMUNITY INTERPRETER (4/6)
		477.50	CC - COMMUNITY INTERPRETER(WATER) 10/13
		477.50	CC - COMMUNITY INTERPRETER(WATER) 10/30
		350.00	CC - TRANSLATION SVCS(ILLEGAL FIREWORKS)
		350.00	CC - COMMUNITY INTERPRETER (5/4)
		350.00	CC - COMMUNITY INTERPRETER (5/18)
		350.00	CC - COMMUNITY INTERPRETER (10/5)
		350.00	CC - COMMUNITY INTERPRETER (10/19)
		350.00	CC - COMMUNITY INTERPRETER (10/19)
		100.00	CC - TRANSLATION SVCS (AGENDA 11/2)
	Vendor Tota	<b>5,455.00</b>	
322142	COPY R OFFICE SOLUTIONS	69.23	CSR - COM CTR COPIER (11/21)
	Vendor Tota	<b>69.23</b>	
321901	CORE & MAIN LP	342.54	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	<b>342.54</b>	
321856	CRIME SCENE STERI-CLEAN, LLC	850.00	PS -CRIME SCENE CLEANING (10/13)
	Vendor Tota	<b>850.00</b>	
321942	CUMMINS-ALLISON CORP.	370.57	GEN - COIN COUNTER MNTC (11/21-11/22)
		374.55	GEN-CURRENCY COUNTER MNTC (11/21-11/22)
		159.82	GEN-CURRENCY PRINTER MNTC (11/21-11/22)
	Vendor Tota	<b>904.94</b>	

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321824	DATA TICKET, INC	4,921.79	PS - PARKING CITATION SVCS (8/21)
322100		5,328.45	PS - PARKING CITATION SVCS (9/21)
		164.00	PS - CODE ENF CITATION SVCS (9/21)
		108.00	PS - NOISE DISTURBANCE SVCS (9/21)
322280		4,840.48	PS - PARKING CITATION SVCS (10/21)
		200.00	PS - NOISE DISTURBANCE SVCS (10/21)
		192.50	PS - CODE ENF CITATION SVCS (10/21)
322314		1,600.02	PS - PARKING TICKET ROLLS
		92.00	PS - NOISE DISTURBANCE SVCS (9/21)
	Vendor Tota	<b>17,447.24</b>	
322034	DE LAGE LANDEN	215.33	CSR - COM CTR COPIER (11/21)
	Vendor Tota	<b>215.33</b>	
322143	DE LEON, DAPHNE	150.00	FACILITY DEPOSIT REFUND (DE LEON,6764)
	Vendor Tota	<b>150.00</b>	
322144	DELGADO, MIGUEL ANGEL	250.00	CSR - SENIOR ENTERTAINMENT (12/30)
	Vendor Tota	<b>250.00</b>	
322070	DEPT OF TRANSPORTATION	3,770.91	PW - TRAFFIC SIGNAL MNTC (7/21 - 9/21)
	Vendor Tota	<b>3,770.91</b>	
322008	DIAMOND ENVIRONMENTAL SERVICES	970.02	PW - SKATE PARK RESTROOM (11/21)
322071		693.13	PW - DILLS PARK RESTROOM (11/21)
		319.24	PW - SALUD PARK RESTROOM (11/21)
	Vendor Tota	<b>1,982.39</b>	
321993	DIRECTV	81.99	PS - EOC SATELLITE SVCS (11/21)
	Vendor Tota	<b>81.99</b>	
322145	DJ CATRACHO ENTERTAINMENT, INC	300.00	CP - CHRISTMAS TRAIN SUPPLIES
	Vendor Tota	<b>300.00</b>	
321902	DOG WASTE DEPOT	132.26	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>132.26</b>	
322119	DOTY BROS. CONSTRUCTION CO	377.42	WTR DEP REFUND - 14408 DOWNEY CONST
	Vendor Tota	<b>377.42</b>	
322146	DOZ TRADING	516.96	CP - CHRISTMAS TRAIN SUPPLIES
	Vendor Tota	<b>516.96</b>	
321943	EIDE BAILLY, LLP	16,000.00	FIN - AUDIT SVCS (FY 2021)
		4,000.00	PW - AUDIT SVCS (FY 2021)
	Vendor Tota	<b>20,000.00</b>	
15001	ELAVON, INC	315.20	GEN-CS CREDIT CARD TERMINAL SVCS(10/21)
15002		349.00	GEN-PL CREDIT CARD TERMINAL SVCS(10/21)
	Vendor Tota	<b>664.20</b>	
14966	EMPLOYMENT DEVELOPMENT DEPT	10,916.11	STATE PAYROLL TAX - PPE 10/22
15011		11,231.51	STATE PAYROLL TAX - PPE 11/5
15021		8,554.29	UNEMPLOYMENT INSURANCE (7/21 - 9/21)
		-5,368.00	UI CARES ACT CREDIT (7/21 - 9/21)
15031		8.92	STATE PAYROLL TAX - SPEC 11/19
15035		10,638.16	STATE PAYROLL TAX - PPE 11/19
	Vendor Tota	<b>35,980.99</b>	
321994	ENTERPRISE FM TRUST	6,331.79	PW-VEHICLE LEASE (PL254DVG)- 10/21-9/22
	Vendor Tota	<b>6,331.79</b>	
322120	ERNST & HAAS MGMT CO	30.38	WTR DEP REFUND - 16332 HUNSAKER
	Vendor Tota	<b>30.38</b>	



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Check Number	Vendor Name	Amount	Description
321841	EVER BUILDERS	17,221.50	PL - COM REHAB (15004-08 PARAMOUNT)
322315		12,238.00	PL - COM REHAB (15004-08 PARMOUNT)
	Vendor Tota	<b>29,459.50</b>	
321842	FACILITY WERX, INC	1,421.79	PW - HOUSEHOLD SUPPLIES
321944		655.22	PW - HOUSEHOLD SUPPLIES
	Vendor Tota	<b>2,077.01</b>	
321977	FAMILY PROMISE OF	26,872.07	PS - HOMELESS PREVENTION SVC(7/21-9/21)
	Vendor Tota	<b>26,872.07</b>	
321978	FEDEX	51.04	GEN - POSTAGE EXPENSE
		32.43	GEN - POSTAGE EXPENSE
322216		85.86	GEN - POSTAGE EXPENSE
	Vendor Tota	<b>169.33</b>	
322072	FERGUSON ENTERPRISES, INC	583.11	PW - FACILITY MNTC SUPPLIES
		199.63	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	<b>782.74</b>	
321903	FERNANDO TOURS INC	750.00	CSR - RECREATION EXCURSION (9/15)
		1,250.00	CSR - RECREATION EXCURSION (9/22)
322147		1,250.00	CSR RECREATION EXCURSION (10/20)
	Vendor Tota	<b>3,250.00</b>	
322101	FILE KEEPERS, LLC	93.19	PS - SHREDDING SVCS (10/21)
	Vendor Tota	<b>93.19</b>	
322073	FIRST VEHICLE SERVICES	27,044.58	PW - VEHICLE MNTC SVCS (11/21)
	Vendor Tota	<b>27,044.58</b>	
321945	FLORES-CORONA, NANCY G	182.00	CSR - ENP EVENT SUPPLIES
	Vendor Tota	<b>182.00</b>	
322180	FOAM 'N FABRICS, INC.	75.00	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	<b>75.00</b>	
321825	FORD MOTOR CREDIT COMPANY LLC	10,013.24	PW - TRUCK LEASE (8526713) - PRINCIPAL
		2,965.49	PW - TRUCK LEASE (8526713) - INTEREST
	Vendor Tota	<b>12,978.73</b>	
321904	FRANCHISE TAX BOARD	300.00	PAYROLL DEDUCTION - PPE 10/22
322074		300.00	PAYROLL DEDUCTION - PPE 11/5
322281		300.00	PAYROLL DEDUCTION - PPE 11/19
	Vendor Tota	<b>900.00</b>	
322121	FRISCH	22.07	WTR DEP REFUND - 15546 VIRGINIA
	Vendor Tota	<b>22.07</b>	
322181	FRONTIER COMMUNICATIONS OF CA	88.71	GEN - PS CIRCUIT LINE (11/21)
	Vendor Tota	<b>88.71</b>	
321905	FUN EXPRESS	259.45	CSR - ENP EVENT SUPPLIES
322148		139.20	CSR - STAR SUPPLIES
322182		2,067.02	CSR - STAR SUPPLIES
	Vendor Tota	<b>2,465.67</b>	
321843	FUSION	209.08	GEN - STATION ETHERNET (11/21)
		189.71	GEN - PROGRESS PLAZA ETHERNET (11/21)
		162.61	GEN - PARAMOUNT PARK ETHERNET (11/21)
322302		209.08	GEN - STATION ETHERNET (12/21)
		189.71	GEN - PROGRESS PLAZA ETHERNET (12/21)
		162.61	GEN - PARAMOUNT PARK ETHERNET (12/21)
	Vendor Tota	<b>1,122.80</b>	

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Check Number	Vendor Name	Amount	Description
322240	GALVAN, CANDACE	16,500.00	CIP - WALL MURAL (CARO ST)
	Vendor Tota	<b>16,500.00</b>	
322282	GARCIA, MIGUEL	105.00	FIRE FLOW REF - 13629 RANCHO CAMINO
	Vendor Tota	<b>105.00</b>	
322122	GAS COMPANY	4,898.18	GEN - FACILITIES NATURAL GAS (10/21)
		97.09	GEN - CLRWTR NATURAL GAS (10/21)
		521.92	PW - WELLS #13 & #14 NATURAL GAS(10/21)
	Vendor Tota	<b>5,517.19</b>	
321946	GBS LINENS	951.57	CP - SENIOR THANKSGIVING DINNER
321995		611.23	CP - VETERANS CELEBRATION
		451.82	CSR - LAUNDRY SVCS (11/5)
	Vendor Tota	<b>2,014.62</b>	
322102	GLOBAL EQUIPMENT COMPANY	399.42	HR - OFFICE SUPPLIES
	Vendor Tota	<b>399.42</b>	
321826	GOLDEN STATE WATER COMPANY	510.79	PW - MEDIAN IRRIGATION (9/21)
		2,291.46	GEN - ALL AMERICAN PARK WATER (9/21)
322123		510.79	PW - MEDIAN IRRIGATION (10/21)
		7,731.45	GEN - ALL AMERICAN WATER (10/21)
	Vendor Tota	<b>11,044.49</b>	
321885	GOMEZ, TRACY	592.00	PS - YAL SVCS (10/9 - 10/22)
322035		512.00	PS - YAL SVCS (10/23 - 11/5)
322241		512.00	PS - YAL SVCS (11/6 - 11/19)
	Vendor Tota	<b>1,616.00</b>	
322149	GONZALEZ, KATIA	150.00	FACILITY DEPOSIT REFUND (GONZALEZ,6776)
	Vendor Tota	<b>150.00</b>	
321906	GRAINGER	186.48	PW - FACILITY MNTC SUPPLIES
		131.34	PW - FACILITY MNTC SUPPLIES
		73.61	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	<b>391.43</b>	
322036	GREENFIELDS OUTDOOR FITNESS,	1,348.52	PW - LANDSCAPE MNTC SUPPLIES
322242		123.09	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>1,471.61</b>	
321857	H & H NURSERY INC.	87.89	PW - LANDSCAPE MNTC SUPPLIES
321907		136.07	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>223.96</b>	
322124	HARBOR PRODUCTS INC	22.86	WTR DEP REFUND - 15001 LAKEWOOD
	Vendor Tota	<b>22.86</b>	
321947	HDL COREN & CONE	3,150.00	SA - PROPERTY TAX SVCS (10/21 - 12/21)
322316		1,425.00	FIN - SALES TAX (4TH QTR)
		792.04	FIN - SALES TAX RECOVERY (2ND QTR)
	Vendor Tota	<b>5,367.04</b>	
322150	HELPLINE YOUTH COUNSELING	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	<b>5,000.00</b>	
322183	HI-WAY SAFETY INC	645.00	PW - STREET MNTC SUPPLIES
	Vendor Tota	<b>645.00</b>	
322125	HOLBROOK	1.73	WTR DEP REFUND - 14506 PERILLA
	Vendor Tota	<b>1.73</b>	

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Check Number	Vendor Name	Amount	Description
321908	HOLDMAN, MONICA	180.00	CIP - UTIL BOX MURAL (ROSECRANS/DOWNEY)
322151		720.00	CIP - UTILITY BOX MURAL(8505 ROSECRANS)
	Vendor Tota	<b>900.00</b>	
322075	HOME DEPOT CRC/GEFC	154.31	CSR - STAR SUPPLIES
		71.01	CP - PITCH-IN PARAMOUNT SUPPLIES
		2,203.68	CSR - FACILITY SUPPLIES
		616.25	CSR - STAR SUPPLIES
		28.80	CSR - HALLOWEEN FESTIVAL EVENT
	Vendor Tota	<b>3,074.05</b>	
322038	HOME DEPOT/GEFC	449.68	PW - GRAFFITI REMOVAL SUPPLIES
		17.57	PW - FACILITY MNTC SUPPLIES
		76.00	PW - FACILITY MNTC SUPPLIES
		25.36	PW - FACILITY MNTC SUPPLIES
		72.47	PW - FACILITY MNTC SUPPLIES
		476.50	PW - GRAFFITI REMOVAL SUPPLIES
		36.25	PW - STREET MNTC SUPPLIES
		219.40	PW - FACILITY MNTC SUPPLIES
		383.67	PW - FACILITY MNTC SUPPLIES
		227.61	PW - FACILITY MNTC SUPPLIES
		313.63	PW - FACILITY MNTC SUPPLIES
		117.24	PW - FACILITY MNTC SUPPLIES
		40.63	PW - FACILITY MNTC SUPPLIES
		33.01	PW - LANDSCAPE MNTC SUPPLIES
		10.99	PW - FACILITY MNTC SUPPLIES
		71.52	PW - FACILITY MNTC SUPPLIES
		449.62	PW - GENERAL SMALL TOOLS
		142.22	PW - LANDSCAPE MNTC SUPPLIES
		61.56	PW - FACILITY MNTC SUPPLIES
		139.83	PW - GRAFFITI REMOVAL SUPPLIES
		46.06	PW - FACILITY MNTC SUPPLIES
		588.74	PW - GRAFFITI REMOVAL SUPPLIES
		944.62	PW - GRAFFITI REMOVAL SUPPLIES
		19.79	PW - FACILITY MNTC SUPPLIES
		26.01	PW - FACILITY MNTC SUPPLIES
		45.24	PW - FACILITY MNTC SUPPLIES
		1,058.57	PW - GRAFFITI REMOVAL SUPPLIES
		9.33	PW - FACILITY MNTC SUPPLIES
		430.08	PW - GRAFFITI REMOVAL SUPPLIES
		492.78	CP - PITCH-IN PARAMOUNT SUPPLIES
		184.14	PW - GRAFFITI REMOVAL SUPPLIES
		13.16	PW - FACILITY MNTC SUPPLIES
		4.37	PW - FACILITY MNTC SUPPLIES
		38.08	PW - FACILITY MNTC SUPPLIES
		19.57	PW - FACILITY MNTC SUPPLIES
		33.97	PW - FACILITY MNTC SUPPLIES
		64.93	PW - GRAFFITI REMOVAL SUPPLIES
		593.37	PW - FACILITY MNTC SUPPLIES
		5.48	PW - FACILITY MNTC SUPPLIES
		210.62	PW - FACILITY MNTC SUPPLIES
		319.28	PW - GRAFFITI REMOVAL SUPPLIES
		97.58	PW - LANDSCAPE MNTC SUPPLIES
		-383.67	PW - FACILITY MNTC SUPPLIES (CREDIT)
		-142.22	PW - LANDSCAPE MNTC SUPPLIES (CREDIT)
	Vendor Tota	<b>8,084.64</b>	
322217	HUERTA, HILARIO	200.00	PS - HOME SECURITY REBATE PROGRAM
	Vendor Tota	<b>200.00</b>	

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321909	HUMAN SERVICES ASSOCIATION	5,610.05	CSR - ENP MEALS (9/21)
	Vendor Tota	<b>5,610.05</b>	
321948	IMAGE 2000, INC	33.92	FIN - COPIER MNTC (10/21)
		33.92	CSR - COPIER MNTC (10/21)
322317		34.94	FIN - COPIER MNTC (11/21)
		34.94	CSR - COPIER MNTC (11/21)
	Vendor Tota	<b>137.72</b>	
321827	INK HEAD DESIGN & PRINTS	2,094.69	CP - EXPLORE PARAMOUNT SUPPLIES
		314.21	PW - UNIFORMS
321858		355.54	PW - UNIFORMS (ADMIN)
		386.54	PW - UNIFORMS (FACILITIES)
		440.54	PW - UNIFORMS (LANDSCAPE)
		282.54	PW - UNIFORMS (ROADS)
		370.55	PW - UNIFORMS (WTR PROD)
		393.55	PW - UNIFORMS (WTR DIST)
321979		253.58	PS - COMMUNITY PROMO SUPPLIES
322103		35.28	PW - UNIFORMS (FACILITIES)
		35.28	PW - UNIFORMS (ROADS)
		35.28	PW - UNIFORMS (LANDSCAPE)
322303		892.97	CSR - ENP EVENT SUPPLIES
	Vendor Tota	<b>5,890.55</b>	
321886	INTEGRA REALTY RESOURCES -	4,000.00	PL - APPRAISAL SVCS (16247 VERMONT)
	Vendor Tota	<b>4,000.00</b>	
14967	INTERNAL REVENUE SERVICE	30,635.52	FED PAYROLL TAX - PPE 10/22
		10,933.96	MEDICARE PAYMENT - PPE 10/22
14976		7.08	MEDICARE PAYMENT - SPEC 10/27
14979		2.30	MEDICARE PAYMENT - SPEC 10/28
14991		4.74	FED PAYROLL TAX - SPEC 10/29
		11.44	MEDICARE PAYMENT - SPEC 10/29
14994		4.90	MEDICARE PAYMENT - SPEC 10/29
15004		670.38	FED PAYROLL TAX - SPEC 11/4
		125.12	MEDICARE PAYMENT - SPEC 11/4
15006		157.18	FED PAYROLL TAX - SPEC 11/4
		63.30	MEDICARE PAYMENT - SPEC 11/4
15009		.84	MEDICARE PAYMENT - SPEC 11/8
15012		29,714.35	FED PAYROLL TAX - PPE 11/5
		10,748.18	MEDICARE PAYMENT - PPE 11/5
15028		13.14	MEDICARE PAYMENT - SPEC 11/17
15032		73.32	FED PAYROLL TAX - SPEC 11/19
		31.10	MEDICARE PAYMENT - SPEC 11/19
15036		29,114.11	FED PAYROLL TAX - PPE 11/19
		10,601.71	MEDICARE PAYMENT - PPE 11/19
	Vendor Tota	<b>122,912.67</b>	
322152	INTERNATIONAL E-Z UP, INC.	2,581.03	CSR - RECREATION SUPPLIES
	Vendor Tota	<b>2,581.03</b>	
321877	INTERNATIONAL LATINO GANG	125.00	PS - ILGIA TRAINING (FR)
	Vendor Tota	<b>125.00</b>	

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321828	JANKOVICH COMPANY	223.10	CSR - FLEET FUEL (6/22 - 6/30)
		120.13	PS - FLEET FUEL (10/8 - 10/14)
		64.84	CSR - FLEET FUEL (10/1 - 10/7)
		30.63	PS - FLEET FUEL (10/8 - 10/14)
		29.18	AS - FLEET FUEL (10/8 - 10/14)
321859		1,609.01	PS - FLEET FUEL (10/8 - 10/14)
321910		168.42	PS - FLEET FUEL (10/15 - 10/21)
		54.64	PS - FLEET FUEL (10/15 - 10/21)
321980		1,359.52	PS - FLEET FUEL (10/15 - 10/21)
		139.34	CSR - FLEET FUEL (10/15 - 10/21)
		106.60	CSR - FLEET FUEL (10/8 - 10/14)
322039		1,958.56	PS - FLEET FUEL (10/22 - 10/31)
		161.27	PS - FLEET FUEL (10/22 - 10/31)
		146.75	CSR - FLEET FUEL (10/22 - 10/31)
322076		1,587.28	PW - FLEET FUEL (10/22 - 10/31)
		1,205.07	PW - FLEET FUEL (10/22 - 10/31)
		1,112.02	PW - FLEET FUEL (10/15 - 10/21)
		984.92	PW - FLEET FUEL (10/1 - 10/7)
		955.48	PW - FLEET FUEL (10/8 - 10/14)
		793.98	PW - FLEET FUEL (10/8 - 10/14)
		678.62	PW - FLEET FUEL (10/1 - 10/7)
		490.68	PW - FLEET FUEL (10/15 - 10/21)
		485.17	PW - FLEET FUEL (10/8 - 10/14)
		447.03	PW - FLEET FUEL (10/22 - 10/31)
		442.10	PW - FLEET FUEL (10/1 - 10/7)
		386.42	PW - FLEET FUEL (10/15 - 10/21)
		365.95	PW - FLEET FUEL (10/8 - 10/14)
		305.78	PW - FLEET FUEL (10/22 - 10/31)
		236.67	PW - FLEET FUEL (10/1 - 10/7)
		215.58	PW - FLEET FUEL (10/22 - 10/31)
		196.91	PW - FLEET FUEL (10/22 - 10/31)
		142.35	PW - FLEET FUEL (10/15 - 10/21)
		126.10	PW - FLEET FUEL (10/8 - 10/14)
		106.30	PW - FLEET FUEL (10/1 - 10/7)
		95.47	PW - FLEET FUEL (10/8 - 10/14)
		73.81	PW - FLEET FUEL (10/15 - 10/21)
		50.16	PW - FLEET FUEL (10/15 - 10/21)
		46.94	PW - FLEET FUEL (10/1 - 10/7)
322243		1,319.78	PS - FLEET FUEL (11/1 - 11/7)
		1,102.84	PS - FLEET FUEL (11/8 - 11/14)
		242.72	PS - FLEET FUEL (11/1 - 11/7)
		145.35	PS - FLEET FUEL (11/8 - 11/14)
		102.90	CSR - FLEET FUEL (11/8 - 11/14)
		91.76	PL - FLEET FUEL (11/8 - 11/14)
		66.46	PS - FLEET FUEL (11/8 - 11/14)
		27.32	CSR - FLEET FUEL (11/1 - 11/7)
		26.74	PS - FLEET FUEL (11/1 - 11/7)
322304		1,563.75	PS - FLEET FUEL (11/15 - 11/21)
322318		159.08	PS - FLEET FUEL (11/15 - 11/21)
		16.72	PS - FLEET FUEL (11/15 - 11/21)
	Vendor Tota	<b>22,568.20</b>	
322153	JIMENEZ, TANYA MARTINEZ	150.00	FACILITY DEPOSIT REFUND (JIMENEZ,6761)
	Vendor Tota	<b>150.00</b>	
322040	JK DESIGNS, INC	20,700.00	CIP - PROGRESS PLAZA EVENT HORIZON ART
	Vendor Tota	<b>20,700.00</b>	
322009	JMD NET	2,500.00	GEN - COMPUTER NETWORK SUPPORT (10/21)
	Vendor Tota	<b>2,500.00</b>	

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Check Number	Vendor Name	Amount	Description
322010	JMG SECURITY SYSTEMS, INC	517.50	PW - SECURITY SYSTEM MNTC (PROGRESS PK)
322077		1,544.00	PW - ALARM INSTALLATION(PROGRESS PLAZA)
322244		1,410.00	PW - ALARM INSTALLATION (STATION)
	Vendor Tota	<b>3,471.50</b>	
322245	JOE GONSALVES & SON INC	3,045.00	CC - LEGISLATIVE LOBBYIST (12/21)
	Vendor Tota	<b>3,045.00</b>	
321844	JOHN L HUNTER	10,393.75	PW - STORMWATER MGMT SVCS (8/21)
	Vendor Tota	<b>10,393.75</b>	
321860	JOHN'S WHOLESALE ELECTRIC, INC	26.56	PW - FACILITY MNTC SUPPLIES
321911		1,140.84	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	<b>1,167.40</b>	
322041	JONES & MADHAVAN	1,195.84	CIP - PARMAOUNT POOL REPLASTER (GF)
	Vendor Tota	<b>1,195.84</b>	
321861	JUNIOR'S CONSTRUCTION, INC	2,000.00	PW - FACILITY MNTC SVCS
321949		11,437.50	PW - MEDIAN REPAIRS (8700 SOMERSET)
322283		4,200.00	CSR - COUNTERTOPS (MARIPOSA)
	Vendor Tota	<b>17,637.50</b>	
322246	KELLOGG SUPPLY INC.	995.82	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>995.82</b>	
322154	KEN MATSUI IMAGES PHOTOGRAPHY	425.00	CSR - HALLOWEEN HOOTENANNY EVENT
		425.00	CSR - HALLOWEEN FESTIVAL EVENT
		425.00	CSR - DIA DE LOS MUERTOS SUPPLIES
322218		425.00	CP - TREE LIGHTING EVENT
	Vendor Tota	<b>1,700.00</b>	
322078	KEN'S WELDING	2,335.00	PW - FENCE REPAIR (VILLAGE PARK)
		1,425.00	PW - FACILITY MNTC SVCS
		1,034.16	PW - FACILITY MNTC SVCS
		230.00	PW - FACILITY MNTC SVCS
	Vendor Tota	<b>5,024.16</b>	
321912	KLM, INC.	726.35	PW - KITCHEN REF MNTC
		587.64	PW - A/C SYSTEM SVCS (STATION)
		310.00	PW - A/C SYSTEM SVCS (COM CTR)
		225.00	PW - A/C SYSTEM SVCS (GYM)
322011		465.35	PW - BOILER MNTC
	Vendor Tota	<b>2,314.34</b>	
322247	KTS NETWORKS, INC.	200.00	GEN - TELEPHONE MNTC (11/9)
	Vendor Tota	<b>200.00</b>	
321950	L A COUNTY DEPT OF PUBLIC WORK	1,713.59	PW - INDUSTRIAL WASTE SVCS (9/21)
		627.64	PW - GENERAL ENG SVCS (9/21)
322248		4,321.79	PW - INDUSTRIAL WASTE SVCS (10/21)
	Vendor Tota	<b>6,663.02</b>	

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321829	L A COUNTY SHERIFF	483,579.45	PS - GENERAL LAW ENFORCEMENT (9/21)
		144,249.57	PS - SPECIAL ASSIGNMENT OFFICER (9/21)
		49,309.74	PS - SWORN SUPERVISION (9/21)
		421.26	PS - VEHICLE MDC (9/21)
		35,188.18	PS - FIREWORK SUPPRESSION (7/21)
		16,503.92	PS - CRIME SUPPRESSION (SCOPS) - 7/21
		15,633.95	PS - SPECIAL OPERATIONS (8/21)
		13,768.91	PS - CRIME SUPPRESSION (SCOPS) - 8/21
		13,130.92	PS - TRAFFIC ENFORCEMENT (7/21)
		10,005.27	PS - SPECIAL OPERATIONS (7/21)
		9,849.47	PS - TRANSIT ENFORCEMENT (8/21)
		8,579.62	PS - TRAFFIC ENFORCEMENT (8/21)
		5,943.12	PS - TRANSIT ENFORCEMENT (7/21)
		5,155.26	PS - SUPERVISOR OVERTIME (7/21)
		4,927.20	PS - SUPERVISOR OVERTIME (8/21)
		3,607.83	PS - PARTY PATROL (SCOPS) - 7/21
		3,077.32	PS - PARTY PATROL (SCOPS) - 8/21
322104		354.26	PS - PRISONER MNTC (9/21)
322284		483.24	PS - HELICOPTER SVCS (9/21)
322319		483,579.45	PS - GENERAL LAW ENFORCEMENT (10/21)
		144,249.57	PS - SPECIAL ASSIGNMENT OFFICER(10/21)
		49,309.74	PS - SWORN SUPERVISION (10/21)
		421.26	PS - VEHICLE MDC (10/21)
		708.52	PS - PRISONER MNTC (10/21)
	Vendor Tota	<b>1,502,037.03</b>	
321862	L A SIGNS & BANNERS	1,080.00	CIP - PROGRESS PLAZA AMENITIES
		400.00	CIP - PROGRESS PLAZA AMENITIES
322249		268.71	PW - FACILITY MNTC SVCS
	Vendor Tota	<b>1,748.71</b>	
321863	L.N. CURTIS AND SONS	323.97	PS - UNIFORMS (MD)
		23.98	PS - UNIFORMS (MD)
	Vendor Tota	<b>347.95</b>	
322012	LA CUSTOM BLINDS	1,694.00	PW - FACILITY MNTC SVCS
	Vendor Tota	<b>1,694.00</b>	
322184	LAKESHORE LEARNING MATERIAL	169.16	CSR - STAR SUPPLIES
	Vendor Tota	<b>169.16</b>	
321864	LDI COLOR TOOLBOX	242.21	PS - COPIER OVERAGE (9/21)
322250		37.71	PW - COPIER OVERAGE (11/21)
322285		139.14	PS - COPIER OVERAGE (10/21)
	Vendor Tota	<b>419.06</b>	
322286	LEAL, JOSE LUIS	350.00	CSR - DIA DE LOS MUERTOS EVENT
	Vendor Tota	<b>350.00</b>	

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Check Number	Vendor Name	Amount	Description
321865	LINDSAY LUMBER CO., INC	70.50	CSR - STAR SUPPLIES
322080		567.29	PW - GRAFFITI REMOVAL SUPPLIES
		327.94	PW - FACILITY MNTC SUPPLIES
		188.64	PW - FACILITY MNTC SUPPLIES
		185.15	PW - WATER OPER MNTC SUPPLIES
		162.31	PW - GRAFFITI REMOVAL SUPPLIES
		109.27	PW - FACILITY MNTC SUPPLIES
		82.71	PW - FACILITY MNTC SUPPLIES
		82.68	PW - GRAFFITI REMOVAL SUPPLIES
		74.84	PW - FACILITY MNTC SUPPLIES
		73.60	PW - FACILITY MNTC SUPPLIES
		68.33	PW - GRAFFITI REMOVAL SUPPLIES
		66.12	PW - GRAFFITI REMOVAL SUPPLIES
		65.32	PW - FACILITY MNTC SUPPLIES
		52.85	PW - GRAFFITI REMOVAL SUPPLIES
		50.68	PW - FACILITY MNTC SUPPLIES
		49.99	PW - LANDSCAPE MNTC SUPPLIES
		46.27	PW - GRAFFITI REMOVAL SUPPLIES
		45.36	PW - FACILITY MNTC SUPPLIES
		40.10	PW - FACILITY MNTC SUPPLIES
		38.76	PW - FACILITY MNTC SUPPLIES
		33.82	PW - STREET MNTC SUPPLIES
		32.99	PW - GRAFFITI REMOVAL SUPPLIES
		28.84	PW - WATER OPER MNTC SUPPLIES
		28.38	PW - GRAFFITI REMOVAL SUPPLIES
		28.38	PW - GRAFFITI REMOVAL SUPPLIES
		28.21	PW - FACILITY MNTC SUPPLIES
		27.55	PW - STREET MNTC SUPPLIES
		27.55	PW - STREET MNTC SUPPLIES
		26.42	PW - FACILITY MNTC SUPPLIES
		26.35	PW - GRAFFITI REMOVAL SUPPLIES
		25.35	PW - WATER OPER MNTC SUPPLIES
		25.10	PW - FACILITY MNTC SUPPLIES
		24.19	PW - LANDSCAPE MNTC SUPPLIES
		23.64	PW - LANDSCAPE MNTC SUPPLIES
		23.12	PW - STREET MNTC SUPPLIES
		21.56	PW - FACILITY MNTC SUPPLIES
		18.68	PW - STREET MNTC SUPPLIES
		17.61	PW - FACILITY MNTC SUPPLIES
		11.11	PW - FACILITY MNTC SUPPLIES
		11.01	PW - LANDSCAPE MNTC SUPPLIES
		8.93	PW - STREET MNTC SUPPLIES
		7.71	PW - WATER OPER MNTC SUPPLIES
		6.60	PW - FACILITY MNTC SUPPLIES
		5.66	PW - FACILITY MNTC SUPPLIES
		5.50	PW - WATER OPER MNTC SUPPLIES
		5.06	PW - FACILITY MNTC SUPPLIES
		5.05	PW - FACILITY MNTC SUPPLIES
		4.99	PW - STREET MNTC SUPPLIES
		4.40	PW - FACILITY MNTC SUPPLIES
		3.31	PW - FACILITY MNTC SUPPLIES
		-61.72	PW - WATER OPER MNTC SUPPLIES (CREDIT)
322185		52.83	CSR - RECREATION SUPPLIES
	Vendor Tota	<b>2,986.89</b>	



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Check Number	Vendor Name	Amount	Description
321830	LOGMEIN COMMUNICATIONS, INC	1,935.90	GEN - VOIP TELEPHONE SVC (10/21)
		1,921.22	GEN - VOIP TELEPHONE SVC (8/21)
		1,895.64	GEN - VOIP TELEPHONE SVC (9/21)
322013		1,919.34	GEN - VOIP TELEPHONE SVC (11/21)
322042		81.00	GEN - VOIP TELEPHONE SVC
	Vendor Tota	<b>7,753.10</b>	
321887	LUCAMBIO, HAROLD	740.00	PS - YAL SVCS (10/9 - 10/22)
322043		640.00	PS - YAL SVCS (10/23 - 11/5)
322251		640.00	PS - YAL SVCS (11/6 - 11/19)
	Vendor Tota	<b>2,020.00</b>	
322252	M. HARA LAWNMOWER CENTER	69.29	PW - LANDSCAPE MNTC SUPPLIES
		49.50	PW - LANDSCAPE MNTC SUPPLIES
		49.50	PW - LANDSCAPE MNTC SUPPLIES
322320		825.69	PW - LANDSCAPE MNTC SUPPLIES
		676.93	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>1,670.91</b>	
322126	MACIAS	27.07	WTR DEP REFUND - 13924 ANDERSON
	Vendor Tota	<b>27.07</b>	
321888	MACIAS, GENEISSIS	740.00	PS - YAL SVCS (10/9 - 10/22)
322044		640.00	PS - YAL SVCS (10/23 - 11/5)
322253		640.00	PS - YAL SVCS (11/6 - 11/19)
	Vendor Tota	<b>2,020.00</b>	
322219	MAGIC JUMP RENTALS, INC	2,467.19	CP - TREE LIGHTING EVENT
	Vendor Tota	<b>2,467.19</b>	
321913	MARQUEZ, JORGE	200.00	CSR - SENIOR ENTERTAINMENT (10/14)
	Vendor Tota	<b>200.00</b>	
321996	MARTINEZ, EDELMIRA B.	25.00	YAL PROGRAM REFUND
	Vendor Tota	<b>25.00</b>	
321951	MAY FLOWER DESIGNS	2,774.95	CIP - PROGRESS PLAZA AMENITIES
	Vendor Tota	<b>2,774.95</b>	
321914	MCMASTER-CARR SUPPLY CO	583.85	PW - FACILITY MNTC SUPPLIES
322254		137.14	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	<b>720.99</b>	
321831	MDG ASSOCIATES, INC	4,464.00	FIN - CDBG PROGRAM ADMIN (9/21)
		2,000.00	PL - RES ADMIN (15157 CASTANA) - 9/21
		2,000.00	PL - RES ADMIN (6506 SAN LUIS) - 9/21
		2,193.75	FIN - FIVE YEAR CONSOLIDATED PLAN
		1,371.50	PL - COM ADMIN (14113 DOWNEY) - 9/21
		655.00	FIN - HOME PROGRAM ADMIN (9/21)
322105		9,536.75	FIN - FIVE YEAR CON PLAN (2022 - 2026)
		522.00	FIN - FAIR HOUSING ASSESSMENT(10/21)
322155		5,696.00	FIN - CDBG PROGRAM ADMIN (10/21)
		1,600.00	PL - RES ADMIN (15157 CASTANA) - 10/21
		1,600.00	PL - RES ADMIN (6506 SAN LUIS) - 10/21
		949.50	PL - COM ADMIN(15504-08 PARAMOUNT)10/21
322156		111.00	PL - CDBG-CV TA ADMIN SVCS (10/21)
	Vendor Tota	<b>32,699.50</b>	
322127	MENDOZA	15.81	WTR DEP REFUND - 13938 BRIGHTWELL
	Vendor Tota	<b>15.81</b>	
322220	MENDOZA, ROBERT	128.00	CSR - JUJITSU CLASS (10/21)
	Vendor Tota	<b>128.00</b>	

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322106	MMC, INC	606,932.20	CIP - WELL #16 CONSTRUCTION (9/21)
322107		193,920.14	CIP - WELL #16 CONSTRUCTION (10/21)
	Vendor Tota	<b>800,852.34</b>	
321981	MOBILE RELAY ASSOCIATES	725.00	GEN - WIRELESS SITE RENT (11/21)
	Vendor Tota	<b>725.00</b>	
321952	MOORE IACOFANO GOLTSMAN, INC	16,243.75	PL - HOUSING ELEMENT (7/21) - LEAP
		8,205.00	PL - HOUSING ELEMENT (8/21) - LEAP
322045		2,392.50	PL - HOUSING ELEMENT (9/21) - LEAP
	Vendor Tota	<b>26,841.25</b>	
321997	MOUNTAIN FIFES & DRUMS	600.00	CP - VETERANS CELEBRATION
	Vendor Tota	<b>600.00</b>	
322186	MRC SMART TECHNOLOGY SOLUTIONS	1,571.00	GEN - PRINTER TONER (11/21)
	Vendor Tota	<b>1,571.00</b>	
322108	MRS ENVIRONMENTAL INC	26,645.00	PL - ENV ANALYSIS (WORLD ENERGY)-10/21
	Vendor Tota	<b>26,645.00</b>	
322128	NAPA AUTO PARTS	31.62	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	<b>31.62</b>	
322187	NATIONAL READY MIXED CONCRETE	790.06	PW - STREET MNTC SUPPLIES
	Vendor Tota	<b>790.06</b>	
321832	NEBLINA, EVANGELINA	2,000.00	CP - SENIOR THANKSGIVING DINNER
322287		1,350.00	CP - TREE LIGHTING EVENT
	Vendor Tota	<b>3,350.00</b>	
322060	NEGRETE, TRACY	8,000.00	CIP - WALL MURAL (7821 JACKSON)
	Vendor Tota	<b>8,000.00</b>	
322157	NUNEZ, MARIBEL	150.00	FACILITY DEPOSIT REFUND (NUNEZ,6783)
	Vendor Tota	<b>150.00</b>	
321889	OBISPO, GERARDO	200.00	PS - HOME SECURITY REBATE PROGRAM
	Vendor Tota	<b>200.00</b>	
321866	OFFICE DEPOT, INC.	54.89	FIN - OFFICE SUPPLIES
		9.69	FIN - OFFICE SUPPLIES
321982		499.50	CSR - STAR SUPPLIES
		165.78	CSR - STAR SUPPLIES
		110.55	CSR - OFFICE SUPPLIES
		30.83	CSR - STAR SUPPLIES
		11.65	CSR - STAR SUPPLIES
		11.01	CSR - OFFICE SUPPLIES
322109		2.41	FIN - OFFICE SUPPLIES
	Vendor Tota	<b>896.31</b>	

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321867	OFFICE SOLUTIONS	115.75	GEN - OFFICE SUPPLIES
		24.93	PW - OFFICE SUPPLIES
321915		597.16	GEN - OFFICE SUPPLIES
		137.70	PW - HOUSEHOLD SUPPLIES
		89.14	PW - OFFICE SUPPLIES
		70.65	PW - OFFICE SUPPLIES
		26.39	GEN - OFFICE SUPPLIES
		24.93	PW - WATER OPER MNTC SUPPLIES
		23.81	PW - WATER OPER MNTC SUPPLIES
322081		868.11	GEN - PAPER STOCK
		349.58	GEN - PRINTER TONER
		48.11	PW - OFFICE SUPPLIES
		13.78	PL - OFFICE SUPPLIES
		10.95	PL - OFFICE SUPPLIES
322129		337.60	PW - EMPLOYEE SAFETY SUPPLIES
322255		61.63	GEN - PAPER STOCK
		49.50	GEN - OFFICE SUPPLIES
	Vendor Tota	<b>2,849.72</b>	
321983	OMG NATIONAL	388.28	PS - COMMUNITY PROMO SUPPLIES
		37.82	PS - COMMUNITY PROMO SUPPLIES (TAX)
		-37.82	OMG NATIONAL
	Vendor Tota	<b>388.28</b>	
15000	OPENEDGE	2,923.65	GEN - UB WEB BANK CHARGES (10/21)
	Vendor Tota	<b>2,923.65</b>	
322256	OVERLAND PACIFIC & CUTLER INC	113.75	PL - PROPERTY MGMT SVCS (10/21)
	Vendor Tota	<b>113.75</b>	
321984	PACIFIC EH & S SVCS, INC	1,755.00	HR-IIPP QUARTERLY MEETING (PW,PS)-10/26
	Vendor Tota	<b>1,755.00</b>	
321868	PACIFIC OFFICE PRODUCTS	9.87	PL - OFFICE SUPPLIES
322257		75.91	PL - OFFICE SUPPLIES
	Vendor Tota	<b>85.78</b>	
321845	PACIFIC RIM AUTOMATION, INC.	1,000.00	PW - DIALER CONVERSION
321953		2,000.00	PW - DIALER CONVERSION
322258		1,050.00	PW - SCADA SYSTEM MNTC (11/21)
	Vendor Tota	<b>4,050.00</b>	
321954	PAPER MART	1,546.25	CP - CHRISTMAS TRAIN SUPPLIES
	Vendor Tota	<b>1,546.25</b>	
322158	PARAMOUNT - TEPIC SISTER CITY	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	<b>5,000.00</b>	
322259	PARAMOUNT CHAMBER OF COMMERCE	350.00	CP - PULSE BEAT CITY SCAPE (10/21)
	Vendor Tota	<b>350.00</b>	
321890	PARAMOUNT JOURNAL	154.00	CM - PUBLISHED NOTICE (10/14)
322221		162.25	CM - PUBLISHED NOTICE (10/21)
		82.50	CM - PUBLISHED NOTICE (11/11)
		82.50	CM - PUBLISHED NOTICE (10/28)
	Vendor Tota	<b>481.25</b>	
322159	PARAMOUNT UNIFIED SCHOOL DIST	36.75	CSR - STAR SUPPLIES
	Vendor Tota	<b>36.75</b>	
321869	PARTY UNLIMITED RENTAL	3,808.85	CSR - HALLOWEEN FESTIVAL EVENT
	Vendor Tota	<b>3,808.85</b>	

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Check Number	Vendor Name	Amount	Description
322288	PASSAGE ENTERTAINMENT	12,000.00	CP - TREE LIGHTING EVENT
322289		12,000.00	CP - TREE LIGHTING EVENT
	Vendor Tota	<b>24,000.00</b>	
321955	PATHWAYS VOLUNTEER HOSPICE	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	<b>5,000.00</b>	
322014	PAYSON BRONCO, INC.	83.22	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	<b>83.22</b>	
322015	PENNER PARTITIONS, INC	4,500.00	CIP-PROGRESS PARK OUTDOOR RESTROOM IMP
322082		1,926.00	CIP - VILLAGE PARK OUTDOOR RESTROOM
322260		2,998.00	CIP - VILLAGE PARK OUTDOOR RESTROOM
	Vendor Tota	<b>9,424.00</b>	
322222	PEREZ, DAILEEN	64.00	CSR - FOLKLORICO ADULT CLASS (10/21)
		32.00	CSR - LATIN DANCE CLASS (10/21)
		480.00	CSR - LATIN DANCE BEYOND CLASS (10/21)
	Vendor Tota	<b>576.00</b>	
321998	PEREZ-LEON, DANALY	384.00	CSR - LATIN BEYOND CLASS (7/21)
		364.00	CSR - FOLKLORICO TOTS CLASS (7/21)
		364.00	CSR - FOLKLORICO BEGINNER CLASS (7/21)
		208.00	CSR - LATIN DANCE BEYOND CLASS (8/21)
		168.00	CSR - FOLKLORICO TOTS CLASS (8/21)
		168.00	CSR - FOLKLORICO INTER/ADV CLASS (7/21)
		126.00	CSR - FOLKLORICO BEGINNER CLASS (8/21)
		112.00	CSR - FOLKLORICO INTER/ADV CLASS (8/21)
		96.00	CSR - FOLKLORICO BEYOND CLASS (7/21)
		56.00	CSR - LATIN DANCE CLASS (8/21)
		56.00	CSR - LATIN DANCE CLASS (7/21)
		32.00	CSR - FOLKLORICO BEYOND CLASS (8/21)
		28.00	CSR - FOLKLORICO ADULT CLASS (8/21)
322188		308.00	CSR - FOLKLORICO TOTS CLASS (9/21)
		308.00	CSR - FOLKLORICO BEGINNER CLASS (9/21)
		168.00	CSR - FOLKLORICO INTER/ADV CLASS (9/21)
		84.00	CSR - FOLKLORICO ADULT CLASS (9/21)
		64.00	CSR - FOLKLORICO BEYOND CLASS (9/21)
		168.00	CSR - LATIN DANCE CLASS (9/21)
		416.00	CSR - LATIN DANCE BEYOND CLASS (9/21)
		480.00	CSR - FOLKLORICO TOTS CLASS (10/21)
		288.00	CSR - FOLKLORICO BEGINNER CLASS (10/21)
		352.00	CSR - FOLKLORICO INTER/ADV CLASS(10/21)
	Vendor Tota	<b>4,798.00</b>	
321999	PETER JACOBS, INC	6,000.00	CP - VETERANS CELEBRATION
	Vendor Tota	<b>6,000.00</b>	
321870	PETTY CASH	800.00	CSR - BREAKFAST W/ SANTA EVENT
321916		300.00	CSR - HALLOWEEN FESTIVAL EVENT
321917		200.00	CSR - RECREATION SUPPLIES
321985		220.00	PC - PLANNING COMMISSION MEETING
322024		633.47	PETTY CASH REPLENISHMENT
322095		2,409.06	CSR - TURKEY GIVEAWAY (HAHN)
322206		2,000.00	CP - TREE LIGHTING EVENT
	Vendor Tota	<b>6,562.53</b>	
322160	POLYDOT	3,527.15	CP - AROUND TOWN (11/21)
	Vendor Tota	<b>3,527.15</b>	
322189	POOL & ELECTRICAL PRODUCTS, INC	217.01	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	<b>217.01</b>	

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321871	PRINTTIO	1,063.91	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	<b>1,063.91</b>	
321956	PSOMAS	6,062.40	CIP-WSAB BIKEWAY PHASE 2(8/21-9/21-ATP)
	Vendor Tota	<b>6,062.40</b>	
321846	Q DOXS	712.22	CSR - COPIER USAGE (10/21)
		190.76	CSR - COPIER USAGE OVERAGE (9/21)
321932		653.78	CSR - COPIER USAGE (9/21)
		497.10	CSR - COPIER USAGE OVERAGE (8/21)
322046		412.34	GEN - COLOR COPIER USAGE (11/21)
		260.61	GEN - COLOR COPIER OVERAGE (10/21)
		132.30	GEN - COPIER USAGE (11/21)
		84.89	PL - COPIER USAGE (11/21)
322161		712.22	CSR - COPIER USAGE (11/21)
		76.48	CSR - COPIER USAGE OVERAGE (10/21)
	Vendor Tota	<b>3,732.70</b>	
322290	RATAWESSNANT, CHRIS	200.00	PS - HOME SECURITY REBATE PROGRAM
	Vendor Tota	<b>200.00</b>	
322190	RAYVERN LIGHTING SUPPLY CO INC	1,311.59	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	<b>1,311.59</b>	
321918	REGISTRAR-RECORDER/L.A. COUNTY	75.00	PL - PUBLISHED NOTICE (10/26)
321986		75.00	PL - PUBLISHED NOTICE (11/10)
322047		54.00	CM - ELECTION SVCS
322083		75.00	PL - PUBLISHED NOTICE (11/9)
	Vendor Tota	<b>279.00</b>	
14968	RELIANCE TRUST COMPANY	10,251.56	FT DEF COMP 457 - PPE 10/22
14969		9,778.65	PT DEF COMP 457 - PPE 10/22
14970		1,990.57	DEF COMP 457 ROTH - PPE 10/22
14977		18.30	PT DEF COMP 457 - SPEC 10/27
14980		5.96	PT DEF COMP 457 - SPEC 10/28
14992		29.57	PT DEF COMP 457 - SPEC 10/29
14995		16.86	PT DEF COMP 457 - SPEC 10/29
15010		2.16	PT DEF COMP 457 - SPEC 11/8
15013		10,190.80	FT DEF COMP 457 - PPE 11/5
15014		9,168.55	PT DEF COMP 457 - PPE 11/5
15015		2,040.57	DEF COMP 457 ROTH - PPE 11/5
15029		33.98	PT DEF COMP 457 - SPEC 11/17
15033		80.44	PT DEF COMP 457 - SPEC 11/19
15037		10,301.56	FT DEF COMP 457 - PPE 11/19
15038		8,897.23	PT DEF COMP 457 - PPE 11/19
15039		2,040.57	DEF COMP 457 ROTH - PPE 11/19
14971		157.66	401A EXEC LOAN PAYMENT - PPE 10/22
14972		1,068.85	401A LOAN PAYMENT - PPE 10/22
14973		1,177.83	457 LOAN PAYMENT - PPE 10/22
15016		157.66	401A EXEC LOAN PAYMENT - PPE 11/5
15017		1,068.85	401A LOAN PAYMENT - PPE 11/5
15018		1,242.72	457 LOAN PAYMENT - PPE 11/5
15040		157.66	401A EXEC LOAN PAYMENT - PPE 11/19
15041		970.76	401A LOAN PAYMENT - PPE 11/19
15042		1,242.92	457 LOAN PAYMENT - PPE 11/19
14974		665.54	FT 401 QUAL COMP - PPE 10/22
15019		665.54	FT 401 QUAL COMP - PPE 11/5
15043		665.54	FT 401 QUAL COMP - PPE 11/19
	Vendor Tota	<b>74,088.86</b>	
322223	REMMI CONSTRUCTION, INC	4,685.62	CIP - VILLAGE PARK OUTDOOR RESTROOM
	Vendor Tota	<b>4,685.62</b>	

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321957	RETAIL MARKETING SERVICES	2,065.00	PW - CART SERVICES (9/21)
322224		2,160.00	PW - CART SERVICES (10/21)
	Vendor Tota	<b>4,225.00</b>	
322261	RIO VERDE NURSERY	927.20	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>927.20</b>	
321847	RISK MANAGEMENT PROFESSIONALS	1,215.00	PW - ERP UPDATE (2020)
322048		6,436.25	PW - UWMP UPDATE (2020)
	Vendor Tota	<b>7,651.25</b>	
322049	RIVERA, JULIO	150.00	CSR - SENIOR ENTERTAINMENT (11/4)
	Vendor Tota	<b>150.00</b>	
322016	ROADLINE PRODUCTS INC	948.15	PW - GRAFFITI REMOVAL SUPPLIES
322084		2,470.70	PW - TRAFFIC SAFETY SUPPLIES
		835.70	PW - GRAFFITI REMOVAL SUPPLIES
		95.92	PW - GRAFFITI REMOVAL SUPPLIES
322262		524.79	PW - GRAFFITI REMOVAL SUPPLIES
	Vendor Tota	<b>4,875.26</b>	
322291	RODGER'S CATERING	4,584.20	CP - VETERANS CELEBRATION
	Vendor Tota	<b>4,584.20</b>	
322130	RODRIGUEZ	18.37	WTR DEP REFUND - 6652 SAN MARCUS
	Vendor Tota	<b>18.37</b>	
321987	RODRIGUEZ, DOMINGO	200.00	PS - HOME SECURITY REBATE PROGRAM
	Vendor Tota	<b>200.00</b>	
322162	RODRIGUEZ, MATILDE	150.00	FACILITY DEPOSIT REFUND(RODRIGUEZ,6821)
	Vendor Tota	<b>150.00</b>	
322292	RODRIGUEZ-DE GARCIA, HERLINDA	150.00	FACILITY DEPOSIT REFUND(RODRIGUEZ,6818)
	Vendor Tota	<b>150.00</b>	
322050	ROMBERG MILL	727.65	CSR - HALLOWEEN HOOTENANNY EVENT
	Vendor Tota	<b>727.65</b>	
322017	RON'S MAINTENANCE	3,000.00	PW - CULVERT CLEANING
322051		7,798.00	PW - CATCH BASIN MNTC (10/21)
	Vendor Tota	<b>10,798.00</b>	
322263	RONALD ROBERSON	375.00	GEN - VIDEOTAPING SVCS
	Vendor Tota	<b>375.00</b>	
322293	ROSALES, RAMIRO	3,217.19	WATER REFUND - 7356 LUGO
	Vendor Tota	<b>3,217.19</b>	
322085	ROYAL PAPER CORPORATION	1,639.97	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>1,639.97</b>	

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Check Number	Vendor Name	Amount	Description
321919	RPW SERVICES, INC.	3,600.00	PW - WEED CONTROL SVCS
		1,500.00	PW - WEED CONTROL SVCS
		388.00	PW - PEST CONTROL SVCS (PROGRESS PARK)
		388.00	PW - PEST CONTROL SVCS (SPANER PARK)
		190.00	PW - PEST CONTROL SVCS (COM CTR)
		190.00	PW - PEST CONTROL SVCS (COM CTR)
		160.00	PW - PEST CONTROL SVCS (CITY YARD)
		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 (DILLS PARK)
		88.00	PW - PEST CONTROL SVCS (SALUD PARK)
		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)
322225		70.00	PW - PEST CONTROL SVCS (CITY HALL)
	Vendor Total	<b>7,498.00</b>	
321848	S & J SUPPLY CO.	13,674.31	PW - FIRE HYDRANTS (4)
		3,911.02	PW - FIRE HYDRANT
	Vendor Total	<b>17,585.33</b>	
321920	S & S WORLDWIDE	1,705.08	CSR - STAR SUPPLIES
322191		279.81	CSR - STAR SUPPLIES
	Vendor Total	<b>1,984.89</b>	
322086	SALCO GROWERS, INC.	138.14	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Total	<b>138.14</b>	
322294	SAUCEDO, RENE	1,162.54	WATER REFUND - 7311 CLOVERLAWN
	Vendor Total	<b>1,162.54</b>	
322052	SCHOOL NEWS ROLL CALL	375.00	CP -SCHOOL NEWS ROLL CALL ADVERTISEMENT
	Vendor Total	<b>375.00</b>	
321921	SECTRA SECURITY INC	521.60	GEN - ARMORED CAR SVC (10/21)
322163		523.79	GEN - ARMORED CAR SVC (11/21)
	Vendor Total	<b>1,045.39</b>	
322164	SHI INTERNATIONAL CORP	2,335.45	CSR - PEP COMPUTER SUPPLIES (ARP)
	Vendor Total	<b>2,335.45</b>	

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Check Number	Vendor Name	Amount	Description
321872	SMART & FINAL IRIS CO	413.69	CSR - STAR SUPPLIES
		182.84	CSR - STAR SUPPLIES
		31.53	CSR - STAR SUPPLIES
		28.97	CSR - FACILITY SUPPLIES
321922		46.19	GEN - KITCHEN SUPPLIES
321958		102.75	CSR - MEETING SUPPLIES (10/8)
		36.86	GEN - CC MEETING SUPPLIES
321959		68.79	CP - PITCH-IN PARAMOUNT SUPPLIES
322053		142.28	CSR - STAR SUPPLIES
		67.01	CSR - HAUNTED HOUSE EVENT
	322131	55.74	CSR - STAR SUPPLIES
		13.48	CSR - HAUNTED HOUSE EVENT
		21.47	PS - MEETING SUPPLIES
		136.77	PS - COMMUNITY PROMO SUPPLIES
322132	322165	89.10	CSR - STAR SUPPLIES
		13.48	CSR - STAR SUPPLIES
		394.59	CP - VETERANS CELEBRATION
		123.80	CSR - STAR SUPPLIES
		92.80	CSR - STAR SUPPLIES
		80.36	CP - SENIOR THANKSGIVING DINNER
		66.09	CP - VETERANS CELEBRATION
		59.96	CSR - STAR SUPPLIES
		42.01	CP - VETERANS CELEBRATION
		31.77	CP - VETERANS CELEBRATION
	322192 322226	25.55	CSR - STAR SUPPLIES
		12.28	GEN - CC MEETING SUPPLIES (11/2)
		47.38	CSR - STAR SUPPLIES
		165.76	CSR - STAR SUPPLIES
		99.11	CP - VETERANS CELEBRATION
		.00	CP - VETERANS CELEBRATION
		88.12	CP - VETERANS CELEBRATION
		74.05	CP - VETERANS CELEBRATION
		38.97	GEN - CC MEETING SUPPLIES (11/16)
		38.48	CP - VETERANS CELEBRATION
	322227 322264 322305	34.66	CP - VETERANS CELEBRATION
		11.54	CP - VETERANS CELEBRATION
		69.96	CP - VETERANS CELEBRATION
		16.17	PS - NW MEETING SUPPLIES (11/10)
		752.84	CP - TREE LIGHTING EVENT
		404.33	CP - TREE LIGHTING EVENT
		176.40	CP - TREE LIGHTING EVENT
		111.87	CP - TREE LIGHTING EVENT
		50.14	CP - TREE LIGHTING EVENT
		27.17	PS - CWPC MEETING SUPPLIES (11/18)
	Vendor Tota	<b>4,587.11</b>	
321873	SMITH PAINT	438.39	PW - GRAFFITI REMOVAL SUPPLIES
322265		1,540.74	PW - FACILITY MNTC SUPPLIES
	Vendor Tota	<b>1,979.13</b>	
321960	SO CAL INDUSTRIES	337.20	PW - FACILITY MNTC SVCS
322266		723.62	PW - LANDSCAPE MNTC SVCS
	Vendor Tota	<b>1,060.82</b>	
321988	SOSA, GERALDINE	197.09	PS - HOME SECURITY REBATE PROGRAM
	Vendor Tota	<b>197.09</b>	
321891	SOURCE GRAPHICS	63.95	GEN - BUSINESS CARDS (NL)
322193		754.11	CSR - STAR SUPPLIES
		63.95	GEN - BUSINESS CARDS (AS)
	Vendor Tota	<b>882.01</b>	



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322054	SOUTH COAST AIR QUALITY	1,122.45	PW - PROJECT REVIEW (16317 GARFIELD)
	Vendor Tota	<b>1,122.45</b>	
322228	SOUTHERN CALIF NEWSPAPER GROUP	971.20	PL - PUBLISHED NOTICE (10/30)
	Vendor Tota	<b>971.20</b>	
321961	SOUTHERN CALIFORNIA EDISON CO.	6,458.17	PW-WATER PIPELINE LICENSE (11/21-10/22)
322018		467.63	CIP - WELL #16 CONSTRUCTION
322110		46,153.83	GEN - FACILITIES & PARKS (10/21)
		2,938.68	GEN - CLRWTR BLDG (10/21)
		1,180.60	GEN - PARAMOUNT PARK (10/21)
		7,769.70	PW - STREET LIGHTS & MEDIANS (10/21)
		22,993.72	PW - WATER PRODUCTION WELLS (10/21)
	Vendor Tota	<b>87,962.33</b>	
321849	SPANGLER CANDY COMPANY	4,377.60	CP - CHRISTMAS TRAIN SUPPLIES
	Vendor Tota	<b>4,377.60</b>	
322000	SPARKS, DARLENE	245.00	CSR - ICE SKATING CLASS (9/21)
		200.00	CSR - ICE SKATING CLASS (10/21)
		96.00	CSR - ICE SKATING CLASS (3/20)
	Vendor Tota	<b>541.00</b>	
321923	STATE DISBURSEMENT UNIT	250.00	PAYROLL DEDUCTION - PPE 10/22
322087		250.00	PAYROLL DEDUCTION - PPE 11/5
322295		250.00	PAYROLL DEDUCTION - PPE 11/19
321924		49.28	PAYROLL DEDUCTION - PPE 10/22
322296		49.28	PAYROLL DEDUCTION - PPE 11/19
	Vendor Tota	<b>848.56</b>	
322267	STATEWIDE TRAFFIC SAFETY &	1,637.53	PW- TRAFFIC SAFETY SUPPLIES
		1,607.77	PW- TRAFFIC SAFETY SUPPLIES
	Vendor Tota	<b>3,245.30</b>	
321962	STEPHEN DORECK	18,825.00	CIP-WATER SVC INSTALL(SOMERSET/INDIANA)
		8,135.00	PW - WATER SVC INSTALL (13640 GARFIELD)
	Vendor Tota	<b>26,960.00</b>	
322019	STEVE A FILARSKY	589.00	HR - LEGAL SVCS (10/21)
	Vendor Tota	<b>589.00</b>	
321963	SU CASA	5,000.00	CP - COMMUNITY ORG FUNDING
	Vendor Tota	<b>5,000.00</b>	
321964	SUGAR FROM THE HEART	731.25	CSR - HALLOWEEN HOOTENANNY EVENT
322194		340.00	CSR - RECREATION SUPPLIES
	Vendor Tota	<b>1,071.25</b>	
321925	SUNOUT MOBILE WINDOW TINTING	602.98	PW - FACILITY MNTC SVCS
322020		154.59	PW - FACILITY MNTC SVCS
	Vendor Tota	<b>757.57</b>	
322111	SUPERIOR COURT OF CALIFORNIA	13,057.00	PS - PARKING VIOLATIONS (9/21)
	Vendor Tota	<b>13,057.00</b>	
322297	SUPERIOR OFFICE PRODUCTS	304.66	PS - OFFICE SUPPLIES
	Vendor Tota	<b>304.66</b>	
322306	SUPERIOR PROTECTION SERVICES	1,008.90	CSR - HAUNTED HOUSE EVENT
	Vendor Tota	<b>1,008.90</b>	
321850	SWRCB ACCOUNTING OFFICE	740.00	PW - WASTE SYSTEM FEE (7/20 - 6/21)
	Vendor Tota	<b>740.00</b>	

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322133	TAYLOR	19.22	WTR DEP REFUND - 16644 INDIANA
	Vendor Tota	<b>19.22</b>	
322021	TAYLOR'S LOCK & KEY SVCS	36.87	PW - FACILITY MNTC SUPPLIES
322112		14.88	PW - LANDSCAPE MNTC SUPPLIES
	Vendor Tota	<b>51.75</b>	
321965	THE CAVANAUGH LAW GROUP, APLC	24,284.50	CA - CITY ATTORNEY SVCS (10/21)
		7,235.15	PS - CITY PROSECUTOR (10/21)
	Vendor Tota	<b>31,519.65</b>	
321851	THE SAUCE CREATIVE SERVICES	225.00	CP - TREE LIGHTING EVENT
		220.25	CSR - HALLOWEEN HOOTENANNY EVENT
		175.00	CSR - HALLOWEEN HOOTENANNY EVENT
		175.00	CSR - CROP SWAP SOCIAL MEDIA DESIGN
		85.00	CSR - HALLOWEEN SOCIAL MEDIA DESIGN
321874		408.45	CSR - BREAKFAST W/ SANTA EVENT
321966		1,417.63	CSR - HALLOWEEN BANNER
		1,027.25	CSR - STAR SUPPLIES
321989		1,708.11	CP - EVENT MERCHANDISE
		638.58	CP - COFFEE WITH THE MAYOR
322001		3,116.88	CP - CHRISTMAS TRAIN SUPPLIES
322055		1,692.61	CP - EVENT MERCHANDISE
		275.00	CP - YOUTH HALL OF FAME
322061		1,322.59	CSR - STAFF UNIFORMS
322088		1,190.23	CSR - STAFF UNIFORMS
322166		175.00	CP - SOCIAL MEDIA MARKETING
	Vendor Tota	<b>13,852.58</b>	
321967	THOMPSON, DANIEL J	800.00	CSR - SANTA HOUSE EVENT
322298		250.00	CP - CHRISTMAS TRAIN SUPPLIES
322307		320.00	CSR - SANTA HOUSE EVENT
	Vendor Tota	<b>1,370.00</b>	

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321852	TIME WARNER CABLE	557.03	GEN - ELAN INTRANET (YARD) - 10/21
		515.00	GEN - CLRWTR FIBER INTERNET (10/21)
		368.88	GEN - PEG CHANNEL START (10/21)
		323.94	GEN - CITY HALL INTERNET (10/21)
		139.98	GEN - COM CTR INTERNET (10/21)
		104.76	GEN - CITY HALL CABLE (10/21)
321892		379.20	GEN - PEG CHANNEL END (10/21)
321926		378.96	GEN - PROGRESS PLAZA INTERNET (10/21)
		139.98	GEN - STATION COAX INTERNET (10/21)
321968		1,036.03	GEN - CITY HALL FIBER INTERNET (10/21)
		406.00	GEN - ELAN INTRANET (CITY HALL) - 10/21
		154.98	GEN - CITY YARD INTERNET (10/21)
		139.98	GEN - SPANE LAB INTERNET (10/21)
321990		557.03	GEN - ELAN INTRANET (STATION) - 10/21
322022		567.72	GEN - ELAN INTRANET (COM CTR) - 11/21
		546.34	GEN - ELAN INTRANET (SPANE) - 11/21
		124.18	GEN - CITY YARD CABLE (10/21)
322195		1,888.20	GEN - CITY YARD FIBER INTERNET (11/21)
322196		1,036.03	GEN - CITY HALL FIBER INTERNET (11/21)
		406.00	GEN - ELAN INTRANET (CITY HALL) - 11/21
322197		557.03	GEN - ELAN INTRANET (YARD) - 11/21
322198		238.98	GEN - CLRWTR COAX INTERNET (8/21)
		139.98	GEN - CLRWTR COAX INTERNET (9/21)
		144.98	GEN - CLRWTR COAX INTERNET (10/21)
322199		515.00	GEN - CLRWTR FIBER INTERNET (11/21)
322200		368.88	GEN - PEG CHANNEL START (11/21)
322201		139.98	GEN - COM CTR INTERNET (11/21)
322268		104.76	GEN - CITY HALL CABLE (11/21)
322308		379.20	GEN - PEG CHANNEL END (11/21)
322309		323.94	GEN - CITY HALL INTERNET (11/21)
	Vendor Tota	<b>12,682.95</b>	
15020	TOTAL ADMINISTRATIVE SERVICES	845.37	FT FSA - PPE 10/22
15026		845.37	FT FSA - PPE 11/5
321969		198.00	HR - FSA ACCT SVCS (12/21 - 2/22)
	Vendor Tota	<b>1,888.74</b>	
321853	TRIEPI SMITH & ASSOCIATES	6,000.00	AS - RECRUITMENT SVCS (9/21)
322299		6,000.00	AS - RECRUITMENT SUPPORT (FINANCE DIR)
	Vendor Tota	<b>12,000.00</b>	
321837	U S POSTAL SVC/ U S POSTMASTER	3,000.00	FIN - BULK MAIL PERMIT #3
322169		2,733.63	CP - AROUND TOWN POSTAGE (11/21)
322170		200.00	FIN - BRM POSTAGE DEPOSIT
	Vendor Tota	<b>5,933.63</b>	
322089	UNDERGROUND SERVICE ALERT	123.85	PW - WATER OPER MNTC SVCS (10/21)
		47.68	PW - WATER OPER MNTC SVCS (10/21)
	Vendor Tota	<b>171.53</b>	
322229	UNION PACIFIC RAILROAD COMPANY	202.96	CIP - WSAB BIKEWAY PHASE 2 (6/21-7/21)
	Vendor Tota	<b>202.96</b>	
322322	UNISHIELD	131.47	PS - FIRST AID SUPPLIES
	Vendor Tota	<b>131.47</b>	
322090	UNITED RENTALS	522.29	PW - STREET MNTC SUPPLIES
322269		604.31	PW - STREET MNTC SUPPLIES
	Vendor Tota	<b>1,126.60</b>	
322091	UNITED STATES TREASURY	636.00	PAYROLL DEDUCTION - PPE 11/5
	Vendor Tota	<b>636.00</b>	

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Check Number	Vendor Name	Amount	Description
321875	UNIVAR USA	1,089.23	PW - WATER OPER MNTC SUPPLIES
321927		1,479.47	PW - WATER OPER MNTC SUPPLIES
322092		1,785.56	PW - WATER OPER MNTC SUPPLIES
		847.17	PW - WATER OPER MNTC SUPPLIES
322202		2,626.68	PW - WATER OPER MNTC SVCS
322270		1,785.56	PW - WATER OPER MNTC SUPPLIES
		1,028.71	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	<b>10,642.38</b>	
321893	UNIVERSITY TROPHIES	72.77	CP - MAYOR'S AWARD
		49.46	CC - NAMEPLATES
	Vendor Tota	<b>122.23</b>	
322203	US BANK VOYAGER FLEET	86.56	PW - CNG FUEL (10/21)
		239.45	PW - CNG FUEL (10/21)
	Vendor Tota	<b>326.01</b>	
321854	V V & G CONSTRUCTION	3,859.50	PL - RES REHAB (6506 SAN LUIS)
		1,800.00	PL - RES REHAB (6506 SAN LUIS)
	Vendor Tota	<b>5,659.50</b>	
322056	VALVERDE CONSTRUCTION	18,179.02	PW-EMERGENCY LEAK REPAIR(8536 SOMERSET)
		5,474.53	PW - EMERGENCY LEAK REPAIR(7249 PETROL)
	Vendor Tota	<b>23,653.55</b>	
322168	VENAVER EVENTS	714.00	CSR - FRIDAY NIGHT MARKET (10/1, 11/5)
	Vendor Tota	<b>714.00</b>	
321928	VERIZON WIRELESS - LA	128.00	AS - CELLULAR SERVICE (10/21)
		92.93	CM - CELLULAR SERVICE (10/21)
		141.70	PS - CELLULAR SERVICE (10/21)
		515.80	PS - CELLULAR SERVICE (10/21)
		513.05	PW - CELLULAR SERVICE (10/21)
		190.05	PS - CELLULAR SERVICE (10/21)
		41.03	AS - SOCIAL MEDIA CELLULAR SVC (10/21)
		20.58	GEN - EOC CELLULAR & P/R DEVICE (10/21)
		38.01	PW - USB AIRCARD WELLS #13 & #14(10/21)
		321.74	AS - CELLULAR EQUIPMENT (SOCIAL MEDIA)
	Vendor Tota	<b>2,002.89</b>	
321970	VIDIFLO, LLC	939.23	CIP - PROGRESS PLAZA IMP (GF)
	Vendor Tota	<b>939.23</b>	
321971	VILLICANA, JESICA	150.00	FACILITY DEPOSIT REFUND (VILLICANA 6744
	Vendor Tota	<b>150.00</b>	
321894	VISION SERVICE PLAN	1,897.35	VISION INSURANCE (11/21)
322271		62.55	VISION INSURANCE (ADJ)
	Vendor Tota	<b>1,959.90</b>	
322093	VISTA PAINT CORPORATION	1,062.84	PW - WATER OPER MNTC SUPPLIES
	Vendor Tota	<b>1,062.84</b>	

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Check Number	Vendor Name	Amount	Description
322230	WALMART COMMUNITY	110.33	CSR - EQUIPMENT MNTC SUPPLIES
		249.84	CSR - STAR SUPPLIES
		184.34	CSR - FACILITY SUPPLIES
		122.70	CP - PITCH-IN PARAMOUNT SUPPLIES
		56.70	CSR - ENP EVENT SUPPLIES
		135.32	CSR - STAR SUPPLIES
		258.98	CSR - STAR SUPPLIES
		43.94	CP - PITCH-IN PARAMOUNT SUPPLIES
		229.35	CSR - STAR SUPPLIES
		140.92	CSR - STAR SUPPLIES
		185.28	CSR - STAR SUPPLIES
		180.10	CSR - STAR SUPPLIES
		55.99	CSR - STAR SUPPLIES
		111.49	CSR - STAR SUPPLIES
		111.48	CSR - STAR SUPPLIES
		10.65	CSR - ENP EVENT SUPPLIES
		65.18	CSR - STAR SUPPLIES
		14.94	CSR - STAR SUPPLIES
		42.53	CSR - STAR SUPPLIES
		28.57	CSR - STAR SUPPLIES
		242.33	CSR - STAR SUPPLIES
		200.92	CSR - FACILITY SUPPLIES
		101.52	CSR - STAR SUPPLIES
		61.70	CSR - STAR SUPPLIES
		43.26	CSR - FACILITY SUPPLIES
		186.80	CSR - STAR SUPPLIES
		190.40	CP - SENIOR THANKSGIVING DINNER
		156.00	CP - SENIOR THANKSGIVING DINNER
		57.35	CSR - ENP EVENT SUPPLIES
	Vendor Tota	<b>3,578.91</b>	
322134	WAREHOUSE NET INC	39.69	WTR DEP REFUND - 7018 JACKSON
	Vendor Tota	<b>39.69</b>	
321833	WATER REPLENISHMENT DISTRICT	3,749.00	PW - TITLE 22 MONITORING (1/21-6/21)
		770.00	PW - TITLE 22 ADMIN (FY22)
322057		88,748.50	PW - GROUNDWATER PRODUCTION (9/21)
	Vendor Tota	<b>93,267.50</b>	
321972	WECK LABORATORIES, INC.	190.00	PW - WATER CHEMICAL TESTING
		190.00	PW - WATER CHEMICAL TESTING
		180.00	PW - WATER CHEMICAL TESTING
		30.00	PW - WATER CHEMICAL TESTING
		30.00	PW - WATER CHEMICAL TESTING
322058		1,200.00	PW - WATER CHEMICAL TESTING
322113		180.00	PW - WATER CHEMICAL TESTING
		90.00	PW - WATER CHEMICAL TESTING
		30.00	PW - WATER CHEMICAL TESTING
322204		190.00	PW - WATER CHEMICAL TESTING
		180.00	PW - WATER CHEMICAL TESTING
		150.00	PW - WATER CHEMICAL TESTING
322272		30.00	PW - WATER CHEMICAL TESTING
	Vendor Tota	<b>2,670.00</b>	
15022	WELLS FARGO BANK	1,925.46	GEN - CITY BANK ANALYSIS (10/21)
15023		46.99	GEN - HA BANK ANALYSIS (10/21)
	Vendor Tota	<b>1,972.45</b>	
321929	WELLS FARGO FINANCIAL LEASING	184.97	FIN - COPIER (11/21)
		57.49	FIN - COPIER PROP TAX
	Vendor Tota	<b>242.46</b>	

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Check Number	Vendor Name	Amount	Description
14981	WELLS ONE COMMERCIAL CARD	251.33	PL - WSAB OUTREACH SUPPLIES
14982		286.36	CIP - PROGRESS PLAZA AMENITIES
14983		31.94	FIN - OFFICE SUPPLIES
14984		150.00	FIN - CSMFO WEBINAR (JC)
		14.37	AS - OFFICE SUPPLIES
		29.00	HR - JOTFORM SUBSCRIPTION (9/21)
		209.46	AS - OFFICE CHAIR (IT)
		777.95	AS - CCCA FALL SUMMIT
		22.45	GEN - COMPUTER MNTC SUPPLIES
		61.68	GEN - COMPUTER MNTC SUPPLIES
		1,050.08	AS - CCCA FALL SUMMIT (AV)
		316.21	CP - SOCIAL MEDIA SUPPLIES
		75.07	HR - OFFICE SUPPLIES
		158.14	CSR - STAR ZOOM SUBSCRIPTION (FY22)
		1,817.90	HR - EMPLOYEE SUMMER MEETING (9/1)
		258.49	HR - EMPLOYEE SUMMER MEETING (9/1)
		289.82	HR - EMPLOYEE SUMMER MEETING (9/1)
14985		171.54	PW - FACILITY MNTC SUPPLIES
		50.00	PW - LANDSCAPE EXPO (DC,DS,GL,MM,MF)
		105.16	PW - FACILITY MNTC SUPPLIES
		100.00	PW - WATER OPER MNTC SUPPLIES
		46.06	PW - SCADA UPGRADES
		75.00	PW - HAZARDOUS WASTE FEES
		24.00	PW - LANDSCAPE EXPO (LS,MQ,JG)
		135.00	PW - LANDSCAPE EXPO (FB,RL,GC)
		480.94	PS - MEETING SUPPLIES (9/29)
		86.78	PS - MEETING SUPPLIES (9/8)
14986		330.72	PS - YAL SUPPLIES
		763.62	PS - YAL SUPPLIES
		74.68	CP - NEIGHBORHOOD WATCH MEETING
		648.99	CC - CJPIA RISK MGMT CONF (IA)
		973.49	CM - CJPIA RISK MGMT CONF (JM)
		648.99	CC - CJPIA RISK MGMT CONF (VCS)
		83.40	CM - DOODLE SUBSCRIPTION (9/21 - 9/22)
		.83	CM - DOODLE SUBSCRIPTION FEE
		93.90	CM - LOCC ANNUAL CONF (JM)
		72.00	CM - LOCC ANNUAL CONF (JM)
14987		14.40	CM - LOCC ANNUAL CONF (JM)
		388.88	CM - LOCC ANNUAL CONF (JM)
		10.60	CC - LOCC ANNUAL CONF (IA,BO)
		-232.60	CC - LOCC ANNUAL CONF (BO) - CREDIT
		410.10	GEN - PUBLICATIONS (9/21 - 2/22)
		12.52	CM - LOCC ANNUAL CONF (JM)
		14.65	CM - LOCC ANNUAL CONF (IA,BO,JM)
		51.45	CM - LOCC ANNUAL CONF (JM,AV)
		465.20	CC - LOCC ANNUAL CONF (IA)
		465.20	CC - LOCC ANNUAL CONF (BO)
		465.20	CC - LOCC ANNUAL CONF (VCS)
		465.20	CM - LOCC ANNUAL CONF (JM)
		1,050.08	CC - CCCA FALL SUMMIT (IA)
		1,211.91	CC - CCCA FALL SUMMIT (PL)
		1,050.08	CC - CCCA FALL SUMMIT (LG)
		1,050.08	CC - CCCA FALL SUMMIT (BO)
		1,050.08	CC - CCCA FALL SUMMIT (VCS)
		1,050.08	CM - CCCA FALL SUMMIT (JM)
		31.86	CM - CCCA FALL SUMMIT (JM,AV)
		6.00	CM - CCCA FALL SUMMIT (JM,AV)
		230.00	CC - LOCC ANNUAL CONF (VCS)
		230.00	CC - LOCC ANNUAL CONF (IA)
		4.99	CC - LOCC ANNUAL CONF (IA)

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Check Number	Vendor Name	Amount	Description
14987	WELLS ONE COMMERCIAL CARD	4.99	CC - LOCC ANNUAL CONF (VCS)
		38.03	CM - MEETING SUPPLIES (9/10)
		150.00	CP - CITY OF HOPE DONATION
		50.00	CM - LOCC ANNUAL CONF (JM)
		150.00	CC - LOCC ANNUAL CONF (IA,BO,VCS)
		10.85	GEN - POSTAGE EXPENSE
		114.90	CP - UNITY IN THE COMMUNITY (8/31)
14988		1,653.75	PS - YAL SUPPLIES
		361.14	PS - YAL SUPPLIES
		1,037.42	PS - MEETING SUPPLIES (10/1)
		196.29	PS - MEETING SUPPLIES (10/1)
		44.96	PS - YAL SUPPLIES
		-161.84	PS - OFFICE SUPPLIES (CREDIT)
		119.46	PS - OFFICE SUPPLIES
		242.76	PS - OFFICE SUPPLIES
		24.05	PS - MEETING SUPPLIES (9/8)
		153.28	PS - MEETING SUPPLIES (9/2)
14989		318.61	CP - TREE LIGHTING EVENT
		475.84	CSR - STAR SUPPLIES
		28.01	CSR - ENP EVENT SUPPLIES
		232.06	CP - SENIOR THANKSGIVING DINNER
		66.00	CSR - STAR SUPPLIES
		133.24	CSR - LAUNDRY SVCS (9/18)
		23.14	CSR - HAUNTED HOUSE
		909.57	CIP - PROGRESS PLAZA AMENITIES
		179.88	CSR - STAR SUPPLIES
		26.45	CSR - STAR SUPPLIES
		302.12	CSR - HALLOWEEN HOOTENANNY
		176.36	CSR - STAR SUPPLIES
		19.75	CSR - HAUNTED HOUSE
		292.12	CSR - HAUNTED HOUSE
		26.45	CSR - STAR SUPPLIES
		26.45	CSR - STAR SUPPLIES
		193.75	CSR - ADAPTIVE RECREATION EVENT
		222.96	CSR - FACILITY MNTC SUPPLIES
		14.32	CSR - STAR SUPPLIES
		49.77	CSR - STAR SUPPLIES
		51.76	CSR - STAR SUPPLIES
		189.44	CSR - STAR SUPPLIES
		.03	CSR - STAR SUPPLIES
		27.48	CSR - STAR SUPPLIES
		126.74	CSR - MEETING SUPPLIES (9/23)
		261.10	CSR - RECREATION SUPPLIES
		2.19	CSR - STAR SUPPLIES
		16.13	CSR - STAR SUPPLIES
		11.01	CSR - STAR SUPPLIES
		82.65	CSR - HALLOWEEN HOOTENANNY
		429.81	GEN - CC MEETING SUPPLIES (9/21)
		32.51	CSR - ENP EVENT SUPPLIES
		12.65	CSR - ENP EVENT SUPPLIES
		11.57	CSR - ENP EVENT SUPPLIES
		154.00	CSR - MEETING SUPPLIES (9/22)
		228.97	CSR - HALLOWEEN EVENT SUPPLIES
		384.00	CSR - RECREATION SUPPLIES
		79.99	CSR - PEP SUPPLIES
		636.00	CSR - STAR SUPPLIES
		65.19	CSR - STAR SUPPLIES (TAX)
		-65.19	WF - MASKC
		135.89	GEN - CC MEETING SUPPLIES (9/21)
		20.64	CSR - MEETING SUPPLIES (9/19)

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Check Number	Vendor Name	Amount	Description
14989	WELLS ONE COMMERCIAL CARD	4.51	CSR - ENP EVENT SUPPLIES
		13.32	CSR - ENP EVENT SUPPLIES
		132.26	CSR - STAR SUPPLIES
		11.03	CSR - RECREATION SUPPLIES
		11.03	CSR - RECREATION SUPPLIES
		1,070.40	CSR - STAR SUPPLIES
		44.10	CSR - RECREATION SUPPLIES
		22.05	CSR - RECREATION SUPPLIES
		11.03	CSR - RECREATION SUPPLIES
		16.54	CSR - RECREATION SUPPLIES
		16.54	CSR - RECREATION SUPPLIES
		187.43	CSR - RECREATION SUPPLIES
		584.01	CSR - STAR SUPPLIES
		145.44	CSR - STAR SUPPLIES
		59.52	GEN - CC MEETING SUPPLIES (9/7)
		116.78	CSR - RECREATION SUPPLIES
		85.21	CSR - HAUNTED HOUSE
		262.38	GEN - CC MEETING SUPPLIES (9/1)
		28.00	CSR - MEETING SUPPLIES (8/31)
		15.98	GEN - CC MEETING SUPPLIES (8/31)
		28.52	CSR - RECREATION SUPPLIES
15045		85.38	CM - CJPIA RISK MGMT CONF (AV, JM)
		-199.99	CC - CJPIA RISK MGMT CONF (CREDIT) - IA
		-199.99	CC - CJPIA RISK MGMT CONF (CREDIT)-VCS
		-470.49	CM - CJPIA RISK MGMT CONF (CREDIT) - JM
		725.00	CM - LOCC CITY MANAGERS CONF (JM)
		167.96	CC - CCCA LEGISLATIVE TOUR (BO)
15046		95.00	HR - RAPID TEST (COVID-19)
		7.70	GEN - COMPUTER MNTC SUPPLIES
		399.32	GEN - COMPUTER MNTC SUPPLIES
		22.60	AS - OFFICE SUPPLIES
		54.92	AS - OFFICE SUPPLIES
		32.94	AS - CJPIA RISK MGMT CONF (AV)
		503.00	AS - CJPIA RISK MGMT CONF (AV)
		135.00	HR - JOB NOTICE (BLDG SAFETY MGR)
		725.00	AS - LOCC ANNUAL CONF (AV)
		725.45	GEN - AUDIO RECORDERS (2)
		63.13	AS - MEETING SUPPLIES (10/14)
		959.88	GEN - ADOBE CREATIVE CLOUD RENEWAL
		665.00	HR - RAPID TEST (COVID-19)
		285.00	HR - RAPID TEST (COVID-19)
		33.06	AS - OFFICE SUPPLIES
		31.92	GEN - KITCHEN SUPPLIES
		55.13	GEN - KITCHEN SUPPLIES
		29.00	HR - JOTFORM SUBSCRIPTION (10/21)
		14.32	CP - SOCIAL MEDIA SUPPLIES
		.99	CP - SOCIAL MEDIA TRANSACTION FEE
		99.00	CP - SOCIAL MEDIA SUBSCRIPTION(FREEPIK)
		-33.06	AS - OFFICE SUPPLIES (CREDIT)
		49.60	AS - OFFICE SUPPLIES
		240.00	CP - SOCIAL MEDIA SUBSCRIPTION(STORYBL
15047		308.58	PW - FACILITY MNTC SUPPLIES
		355.29	PW - UNIFORMS (LANDSCAPE)
		333.21	PW - UNIFORMS (WTR PROD)
		313.21	PW - UNIFORMS (WTR DIST)
		363.20	PW - UNIFORMS (ADMIN)
		343.20	PW - UNIFORMS (ROADS)
		308.59	PW - UNIFORMS (WTR PROD)
		50.00	PW - APWA SEMINAR (AF)
		2,452.01	PW - FACILITY MNTC SUPPLIES



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Check Number	Vendor Name	Amount	Description
15047	WELLS ONE COMMERCIAL CARD	2,154.38	PW - FACILITY MNTC SUPPLIES
		-308.59	PW - UNIFORMS (CREDIT)
		-495.96	PW - UNIFORMS (CREDIT)
		634.92	PW - STREET MNTC SUPPLIES
		413.31	PW - UNIFORMS (WTR PROD)
		1,761.44	PW - FACILITY MNTC SUPPLIES
		17.52	PW - FACILITY MNTC SUPPLIES
		529.10	PW - STREET MNTC SUPPLIES
15048		52.92	GEN - BUSINESS CARDS (IM,GC)
		156.46	PS - YAL SUPPLIES
15049		20.00	PS - OFFICE SUPPLIES
		199.79	PS - YAL SUPPLIES
		27.54	PS - YAL SUPPLIES
		44.96	PS - YAL SUPPLIES
		24.57	PS - OFFICE SUPPLIES
		72.19	PS - OFFICE SUPPLIES
		-80.92	PS - OFFICE SUPPLIES (CREDIT)
		-80.92	PS - OFFICE SUPPLIES (CREDIT)
		-44.02	PS - OFFICE SUPPLIES (CREDIT)
		-80.92	PS - OFFICE SUPPLIES (CREDIT)
		-271.20	PS - YAL SUPPLIES (CREDIT)
		135.50	PS - MEETING SUPPLIES (10/6)
		52.88	PS - MEETING SUPPLIES (10/6)
		66.55	PS - MEETING SUPPLIES (10/16)
		191.68	PS - MEETING SUPPLIES (10/16)
		1,702.97	PS - YAL SUPPLIES
15050		110.25	FIN - OFFICE SUPPLIES
		168.23	FIN - OFFICE SUPPLIES
		87.10	FIN - OFFICE SUPPLIES
		30.03	FIN - OFFICE SUPPLIES
		5.50	FIN - OFFICE SUPPLIES
15051		150.12	PC - PLANNING COMMISSION MEETING
15052		55.01	CP - SENIOR THANKSGIVING DINNER
		40.77	CSR - FACILITY SUPPLIES
		35.15	CSR - STAR SUPPLIES
		-.50	CSR - STAR SUPPLIES (CREDIT)
		146.06	CSR - STAR SUPPLIES
		350.00	GEN - CC MEETING SUPPLIES (10/5)
		79.16	CSR - HALLOWEEN HOOTENANNY
		27.10	CSR - HALLOWEEN HOOTENANNY
		156.47	CSR - HALLOWEEN HOOTENANNY
		44.58	CSR - ENP EVENT SUPPLIES
		132.24	CSR - HALLOWEEN HOOTENANNY
		17.65	CSR - STAR SUPPLIES
		43.64	CSR - ADAPTIVE RECREATION SUPPLIES
		69.74	CSR - ENP EVENT SUPPLIES
		36.71	CSR - STAR SUPPLIES
		55.07	CSR - STAR SUPPLIES
		17.60	CSR - STAR SUPPLIES
		398.63	CSR - STAR SUPPLIES
		1,455.30	CIP - PROGRESS PLAZA AMENITIES
		573.28	CSR - RECREATION SUPPLIES
		122.66	CSR - STAR SUPPLIES
		24.24	CSR - ADAPATIVE RECREATION SUPPLIES
		160.31	CSR - ADAPATIVE RECREATION SUPPLIES
		77.61	CSR - STAR SUPPLIES
		25.74	CSR - STAR SUPPLIES
		230.23	CSR - STAR SUPPLIES
		59.64	CSR - STAR SUPPLIES
		197.76	CSR - STAR SUPPLIES

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Check Number	Vendor Name	Amount	Description
15052	WELLS ONE COMMERCIAL CARD	447.22	CSR - STAR SUPPLIES
		14.43	CSR - STAR SUPPLIES
		306.18	CSR - STAR SUPPLIES
		12.90	CSR - STAR SUPPLIES
		294.00	CSR - RECREATION SUPPLIES
		30.14	CSR - RECREATION SUPPLIES (TAX)
		-30.14	WF - DOZPRO
		80.72	CSR - STAR SUPPLIES
		183.36	CP - SENIOR THANKSGIVING DINNER
		97.96	CSR - ADAPTIVE RECREATION SUPPLIES
		19.78	CSR - STAR SUPPLIES
		274.90	CSR - HALLOWEEN HOOTENANNY
		27.46	CSR - ENP EVENT SUPPLIES
		94.59	GEN - CC MEETING SUPPLIES (10/19)
		249.50	CIP - PROGRESS PLAZA AMENITIES
		195.15	CSR - BREAKFAST W/ SANTA EVENT
		39.56	CSR - STAR SUPPLIES
		256.22	CSR - HALLOWEEN HOOTENANNY
		93.25	CSR - MEETING SUPPLIES
		153.55	CSR - ADAPTIVE RECREATION EVENT
		171.28	CSR - ENP EVENT SUPPLIES
		273.19	CSR - HALLOWEEN HOOTENANNY
		235.73	CP - SENIOR THANKSGIVING DINNER
		175.72	CSR - ENP EVENT SUPPLIES
		129.01	CSR - SANTA HOUSE EVENT
		59.20	CSR - ADAPTIVE RECREATION EVENT
		60.65	CSR - ADAPTIVE RECREATION EVENT
		318.85	CSR - RECREATION SUPPLIES
		92.14	CSR - STAR SUPPLIES
		144.26	CSR - STAR SUPPLIES
		37.46	CSR - STAR SUPPLIES
		152.78	CSR - STAR SUPPLIES
		26.37	CSR - STAR SUPPLIES
		15.00	CSR - HALLOWEEN FESTIVAL EVENT
		96.00	CSR - MEETING SUPPLIES (10/28)
		180.00	CSR - HALLOWEEN FESTIVAL EVENT
		10.00	CSR - HALLOWEEN FESTIVAL EVENT
		10.00	CSR - HALLOWEEN FESTIVAL EVENT
		15.00	CSR - HALLOWEEN FESTIVAL EVENT
		20.00	CSR - HALLOWEEN FESTIVAL EVENT
		20.00	CSR - HALLOWEEN FESTIVAL EVENT
		28.80	CSR - MEETING SUPPLIES (10/28)
		.00	CSR - MEETING SUPPLIES
15053		124.41	CSR - HALLOWEEN HOOTENANNY
		700.00	CP - COMMUNITY ORG FUNDING
		1,931.93	CIP - PROGRESS PLAZA AMENITIES
		115.76	CIP - PROGRESS PLAZA AMENITIES
		49.77	CSR - MEETING SUPPLIES (10/18)
	Vendor Tota	<b>64,171.17</b>	
321930	WEST COAST ARBORISTS, INC	7,715.35	PW - TREE MNTC SVCS (9/16 - 9/30)
		11,655.90	PW - MEDIAN MNTC SVCS (9/16 - 9/30)
322094		2,865.42	PW - TREE MNTC SVCS (10/1 - 10/15)
		6,516.93	PW - MEDIAN MNTC SVCS (10/1 - 10/15)
322273		10,169.50	PW - TREE MNTC SVCS (10/16 - 10/31)
	Vendor Tota	<b>38,923.10</b>	
322205	WHITE CAP, L.P.	41.32	CP - TREE LIGHTING EVENT
	Vendor Tota	<b>41.32</b>	

**CITY OF PARAMOUNT  
FINAL CHECK REGISTER  
November 30, 2021  
Pre-issue Checks**

Check Number	Vendor Name	Amount	Description
321834	WILLDAN ASSOCIATES, INC	10,149.50	PW - GENERAL ENG SVCS (7/21)
		3,840.00	CIP - NEIGHBORHOOD STREET RESURF (7/21)
		150.00	CIP - NEIGHBORHOOD STREET RESURF (7/21)
		2,100.00	CIP - NEIGHBORHOOD STREET RESURF (7/21)
		1,500.00	CIP-PARAMOUNT POOL REPLASTER(CNRA-7/21)
321876		2,220.00	CIP - WSAB BIKEWAY PHASE 2 (9/21)
		1,500.00	PW - GENERAL ENG SVCS (RAC GRANT)
321973		2,250.00	CIP - BUS SHELTERS (7/21)
322062		150.00	CIP - NEIGHBORHOOD STREET RESURF (9/21)
		52,500.00	CIP - NEIGHBORHOOD STREET RESURF (9/21)
		34,012.60	CIP-ALONDRA BLVD WIDENING DESIGN
		28,160.00	CIP - NEIGHBORHOOD STREET RESURF (9/21)
		14,635.00	PW - GENERAL ENG SVCS (9/21)
		10,600.00	CIP - ARTERIAL STREET RESURF (9/21)
		750.00	CIP - PARAMOUNT POOL REPAIRS (9/21)
		4,500.00	CIP - PARAMOUNT POOL REPAIRS (9/21)
		4,445.75	CIP - WSAB BIKEWAY PHASE 2 (9/21)
		3,750.00	CIP - BUS SHELTERS (9/21)
		2,331.75	CIP - ROSECRANS BRIDGE REPAIR (9/21)
		2,150.00	PW - GENERAL ENG SVCS (8/21)
		928.50	PW - LANDSCAPE MNTC DISTRICT (FY22)
		663.00	PW - I-710 TAC MEETINGS (9/21)
322274		99,724.55	CIP - ALONDRA WIDENING DESIGN(10/21-EA)
		63,000.00	CIP - NEIGHBORHOOD ST RESURF(10/21)
		16,977.75	PW - GENERAL ENG SVCS (10/21)
		3,261.03	CIP - WSAB BIKEWAY PHASE 4 (9/21-CNRA)
		2,804.00	CIP - WSAB BIKEWAY PHASE 2 (10/21)
		149.25	CIP - ROSECRANS BRIDGE REPAIR (10/21)
	Vendor Tota	<b>369,202.68</b>	
322135	WILLIAMS	21.88	WTR DEP REFUND - 15137 GUNDRY #K
	Vendor Tota	<b>21.88</b>	
321895	XEROX FINANCIAL SERVICES, LLC	415.96	GEN - CITY HALL COPIER (10/21)
		162.26	GEN - CITY HALL COLOR COPIER (10/21)
		169.24	PL - COPIER (10/21)
		370.76	CSR - COPIER (10/21)
	Vendor Tota	<b>1,118.22</b>	
321931	YAMBEKE SOUND LIGHTING	1,100.00	CSR - HALLOWEEN HOOTENANNY EVENT
322096		1,500.00	CSR - HALLOWEEN FESTIVAL EVENT
		1,000.00	CP - VETERANS CELEBRATION
	Vendor Tota	<b>3,600.00</b>	
321974	YMCA OF GREATER LONG BEACH	48,000.00	CSR - YMCA FUNDING (REC SWIM)
		18,000.00	CSR - YMCA FUNDING (SWIM LESSONS)
		10,000.00	CSR - YMCA FUNDING (YOUTH SPORTS)
	Vendor Tota	<b>76,000.00</b>	
322114	ZOLL MEDICAL CORPORATION	1,996.00	GEN - AED MNTC SOFTWARE (4)
	Vendor Tota	<b>1,996.00</b>	
<b>A total of 589 checks were issued for</b>		<b>\$7,467,810.36</b>	

DECEMBER 14, 2021

ORDINANCE NO. 1155

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT, CALIFORNIA AMENDING TITLE 2, CHAPTER 2.16 OF THE PARAMOUNT MUNICIPAL CODE REGARDING DEFINITIONS OF THE CITY PERSONNEL SYSTEM.”

MOTION IN ORDER:

READ BY TITLE ONLY, WAIVE FURTHER READING, AND ADOPT ORDINANCE NO. 1155.

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 14, 2021

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**Subject: ORDINANCE NO. 1155**

The City Council, at its adjourned meeting on November 16, 2021, introduced Ordinance No. 1155 and placed it on the December 14, 2021 agenda for adoption.

**ORDINANCE NO. 1155**

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT, CALIFORNIA AMENDING TITLE 2, CHAPTER 2.16 OF THE PARAMOUNT MUNICIPAL CODE REGARDING DEFINITIONS OF THE CITY PERSONNEL SYSTEM.”

Attached is the agenda report from the November 16, 2021 meeting.

**RECOMMENDED ACTION**

It is recommended that the City Council read by title only, waive further reading, and adopt Ordinance No. 1155.



**To:** Honorable City Council  
**From:** John Moreno, City Manager  
**By:** Andrew Vialpando, Assistant City Manager  
**Date:** November 16, 2021

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**Subject: ORDINANCE NO. 1155  
AMENDING PARAMOUNT MUNICIPAL CODE SECTION 2.16.020  
PERSONNEL SYSTEM DEFINITIONS**

## **BACKGROUND**

Title 2 of the Paramount Municipal Code (PMC) addresses the City's Administration and Personnel System. In 1987, the City Council adopted Ordinance 722 amending PMC Section 2.16.020 Definitions to establish parameters for the degree of kinship or decedents that relatives of City Councilmembers may be employed by the City. This definition is known as "consanguinity."

Additionally, the City's Policy on nepotism, included in the City's Personnel Manual, addresses business necessity concerns relating to supervision, safety, security, morale and the public's trust in the agency's merit-based employment system. It is the policy of the City not to discriminate in its employment and personnel actions with respect to its employees, prospective employees and applicants on the basis of family relationships.

## **DISCUSSION**

During a routine review of the City's policy, staff discovered that the definition of "consanguinity" in Section 2.16.020 of the PMC conflicts with the City's Personnel Manual for employees regarding nepotism. Staff consulted with the City Attorney's Office, which determined that the PMC definition for consanguinity is overly broad, outdated, and is contrary to State Fair Employment and Housing Act (FEHA) regulations as it pertains to discrimination. As a result, the City Attorney's Office is recommending that this section of the code be amended.

Below are the changes recommended by the City Attorney:

**Sec. 2.16.020. Definitions.** For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

**Consanguinity.** No person related to a member of the City Council ~~or their spouse~~ by consanguinity or affinity within the second ~~fourth~~ degree shall be employed, ~~nor~~

~~hold appointive positions on City commissions~~, by the City. The degrees of consanguinity or affinity shall be determined as follows:

- First Degree: Spouses or registered domestic partners, parents, children or step children, daughter-in-law, son-in-law
- Second Degree: Grandchildren, grandparents, brothers and sisters, half-brother, half-sister, brother-in-law, sister-in-law
- ~~Third Degree: Nephews, nieces, aunts, uncles~~
- ~~Fourth Degree: First cousins, grand nephews, grand nieces~~
- ~~Related: Includes half brothers, half sisters, parent-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law~~

Updating the PMC as described above will align with FEHA regulations and the City's Policy on nepotism, which aims to prevent relatives of members of the City Council or members of any City Board or Commission from being employed in any position in which the employment of such relative has the potential for adversely impacting the safety, security, morale or efficiency of supervision or function of other employees, or in which there may be created an actual or potential conflict of interest or the appearance of a conflict of interest.

### **Vision, Mission, Values, and Strategic Outcomes**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No. 6: Effective, Efficient, and Fiscally Responsible – Deliver an efficient and effective City government in a fiscally responsible, transparent, and collaborative manner.

### **RECOMMENDED ACTION**

It is recommended that the City Council read by title only, waive further reading, introduce Ordinance No. 1155, and place it on the December 14, 2021 agenda for adoption.

Attachment: Ordinance No. 1155

CITY OF PARAMOUNT  
LOS ANGELES COUNTY, CALIFORNIA

**ORDINANCE NO. 1155**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT,  
CALIFORNIA AMENDING TITLE 2, CHAPTER 2.16 OF THE PARAMOUNT  
MUNICIPAL CODE REGARDING DEFINITIONS OF THE CITY  
PERSONNEL SYSTEM.

WHEREAS, Title 2 of the Paramount Municipal Code (PMC) addresses the City's Administration and Personnel System. In 1987, the City Council adopted Ordinance 722 amending PMC Section 2.16.020 Definitions to establish parameters for the degree of kinship or decedents that relatives of City Councilmembers may be employed by the City; and

WHEREAS, It is the policy of the City not to discriminate in its employment and personnel actions with respect to its employees, prospective employees and applicants on the basis of family relationships; and

WHEREAS, It has been determined that the current PMC definition for consanguinity is overly broad, outdated, and does not reflect current State Fair Employment and Housing Act (FEHA) regulations as it pertains to discrimination; and

WHEREAS, In accordance with the FEHA, the City aims to prevent relatives of members of the City Council or members of any City Board or Commission from being employed in any position in which the employment of such relative has the potential for adversely impacting the safety, security, morale or efficiency of supervision or function of other employees, or in which there may be created an actual or potential conflict of interest or the appearance of a conflict of interest.

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

**SECTION 1.** The Recitals set forth hereinabove are true and correct and incorporated herein by reference as if fully set forth herein.

**SECTION 2.** Section 2.16.020 (Definitions) of the Paramount Municipal Code is hereby amended to replace the definition of "consanguinity" in its entirety with the following definition:

**Consanguinity.** No person related to a member of the City Council by consanguinity within the second degree shall be employed by the City. The degrees of consanguinity shall be determined as follows:

First Degree: Spouses or registered domestic partners, parent; children or step-children, daughter-in-law, son-in-law.

Second Degree: Grandchildren, grandparents, brothers and sisters, half-brother, half-sister, brother-in-law, sister-in-law.



**SECTION 3. 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 4. 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 14<sup>th</sup> day of December, 2021.

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Brenda Olmos, Mayor

ATTEST:

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Heidi Luce, City Clerk

DECEMBER 14, 2021

ORDINANCE NO. 1156

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT AMENDING TITLE 13 (PUBLIC SERVICES) OF THE PARAMOUNT MUNICIPAL CODE BY ADDING CHAPTER 13.09, ESTABLISHING REGULATIONS FOR MANDATORY ORGANIC WASTE DISPOSAL REDUCTION REQUIRED UNDER STATE LAW SENATE BILL 1383.”

MOTION IN ORDER:

READ BY TITLE ONLY, WAIVE FURTHER READING, AND ADOPT ORDINANCE NO. 1156.

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 14, 2021

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**Subject: ORDINANCE NO. 1156**

The City Council, at its adjourned meeting on November 16, 2021, introduced Ordinance No. 1156 and placed it on the December 14, 2021 agenda for adoption.

**ORDINANCE NO. 1156**

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT AMENDING TITLE 13 (PUBLIC SERVICES) OF THE PARAMOUNT MUNICIPAL CODE BY ADDING CHAPTER 13.09, ESTABLISHING REGULATIONS FOR MANDATORY ORGANIC WASTE DISPOSAL REDUCTION REQUIRED UNDER STATE LAW SENATE BILL 1383.”

Attached is the agenda report from the November 16, 2021 meeting.

**RECOMMENDED ACTION**

It is recommended that the City Council read by title only, waive further reading, and adopt Ordinance No. 1156.



**To:** Honorable City Council

**From:** John Moreno, City Manager

**By:** Adriana Figueroa, Public Works Director  
Wendy Macias, Public Works Manager

**Date:** November 16, 2021

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**Subject: ORDINANCE NO.1156: MANDATORY ORGANIC WASTE DISPOSAL REDUCTION**

## **BACKGROUND**

Over the last year, staff has presented reports to the City Council about Senate Bill (SB) 1383. SB 1383 was enacted in 2017 (Lara, Chapter 395, Statutes of 2016). The law establishes statewide targets to reduce the statewide disposal of organic waste by 50 percent by 2020 and 75 percent by 2025 and requires that not less than 20 percent of edible food that is currently disposed be recovered for human consumption by the year 2025. Jurisdictions throughout the State are required by SB 1383 regulations to adopt an ordinance or other similarly enforceable mechanism by January 1, 2022, to mandate that organic waste generators, haulers, and other entities subject to the requirements of SB 1383 regulations and subject to the jurisdiction's authority, comply with SB 1383 regulatory requirements.

This item is a request for the City Council to adopt Ordinance No. 1156: adopting enforceable regulations to mandate that organic waste generators, haulers, and other entities subject to the requirements of Senate Bill 1383 (SB 1383) regulations and subject to the City of Paramount's authority, comply with SB 1383 regulatory requirements.

## **DISCUSSION**

SB 1383 mandates that jurisdictions enforce requirements for generators of food waste, as specified by State law and within its own ordinance. In the City's proposed ordinance, food generators will be required to participate in organic waste collection programs, reduce and/or manage organic wastes onsite in a safe and environmental manner, or self-haul organic waste to a processing facility for the purpose of diverting organic matter away from landfills. For households with backyards, this includes backyard composting, grasscycling, organic gardening, and xeriscaping. For multifamily residences and commercial and industrial premises, this may include onsite micro-technologies for processing of organic waste, as well as, participation in community composting projects that the City will facilitate. The ordinance specifies that all covered single-family residences, multifamily residences, commercial, and industrial properties support and participate in organic waste disposal reduction.

## **RESIDENTIAL RECYCLING**

Because the infrastructure or capacity for residential organics recycling within the City and in the region is nonexistent, the City and Calmet will take a phased approach to the rollout of the residential organics recycling program. A residential neighborhood will be selected for a pilot program and they will be issued kitchen pails. This will aid in the collection of kitchen food scraps in their home and allow for an easier transfer into the green waste trash cart on their curb. The phased residential approach will allow residents a small learning curve period as they establish the new routine of collecting their food scraps. This pilot period will also be an opportunity for Calmet to work out logistical issues that may arise and for residents to provide feedback to Calmet and City staff of what is, or is not working. Ultimately, the goal of the phased residential approach is to minimize confusion and provide guidance to smaller sections of neighborhoods at a time, before the residential organics recycling program is implemented citywide.

## **COMMERCIAL RECYCLING AND FOOD RECOVERY**

As for the commercial implementation of SB 1383, Calmet already provides organics collection services to various commercial businesses in the City. While the amount of commercial customers participating in the organics recycling is limited, the capacity and protocols necessary for organics recycling in the commercial sector already exists.

A new component of SB 1383, that will affect food generating businesses, is the requirement to recover edible food and arrange for food recovery organizations to receive or pick up the edible food. The food recovery organizations, in turn, will take the food and deliver it, sometimes the same day, to people dealing with food insecurities. To ensure compliance with this portion of the mandate, food generators must sign a contract or agreement with a food recovery organization, comply with Good Samaritan laws, keep track of the amount of food it is recovering, and ensure that they continue to follow through with the food recovery throughout the year to ensure compliance.

## **ADDITIONAL REQUIREMENTS**

There are other SB 1383 regulatory requirements placed on the City that will be enforced by the State, including recordkeeping, contamination monitoring, procurement, and outreach requirements. These jurisdictional requirements of SB 1383 are addressed in our ordinance, as well as through administrative policies, guidance documents and/or other planning documents.

Failure by the City to enact enforceable mechanisms to implement and undertake all SB 1383 regulations by January 1, 2022 may result in fines against the City of up to \$10,000 per day beginning January 1, 2024. State Senator John Laird authored legislation (SB 619) to allow jurisdictions one additional year to come into compliance with SB 1383 without jurisdictions being subject to penalties by the State.

The bill was modified after introduction to remove the year-long extension but does provide for a waiver of administrative penalties for the City prior to January 1, 2024, provided the City has made a good-faith effort towards compliance.

## **ENVIRONMENTAL ASSESSMENT**

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 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. In fact, this project has the potential to significantly improve the environment by diverting organic waste from landfill where they may produce Short-Lived Climate Pollutants (SLCP) which have a particularly onerous impact on climate change and global warming.

## **ECONOMIC IMPACT**

The implementation of SB 1383 will likely have an economic impact on all households and businesses within the City. There will likely be increases in costs of collection of organic wastes for processing and recycling from every account that generates food waste. Additionally, because of limited organic recycling facilities throughout the State, haulers will also be faced with higher costs for transporting these materials to available processing facilities a distance away.

## **VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity and guideline; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No. 4: Environmental Health.

## **RECOMMENDED ACTION**

It is recommended that the City Council read by title only, waive further reading, introduce Ordinance No. 1156, and place it on the December 14, 2021 agenda for adoption.

CITY OF PARAMOUNT  
LOS ANGELES COUNTY, CALIFORNIA

**ORDINANCE NO. 1156**  
**MANDATORY ORGANIC WASTE DISPOSAL**  
**REDUCTION**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT AMENDING TITLE 13 (PUBLIC SERVICES) OF THE PARAMOUNT MUNICIPAL CODE BY ADDING CHAPTER 13.09, ESTABLISHING REGULATIONS FOR MANDATORY ORGANIC WASTE DISPOSAL REDUCTION REQUIRED UNDER STATE LAW SENATE BILL 1383

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. State recycling law, Assembly Bill 939 of 1989, the California Integrated Waste Management Act of 1989 (California Public Resources Code Section 40000, et seq., as amended, supplemented, superseded, and replaced from time to time), requires cities and counties to reduce, reuse, and recycle (including composting) solid waste generated in their jurisdictions to the maximum extent feasible before any incineration or landfill disposal of waste, to conserve water, energy, and other natural resources, and to protect the environment; and
- B. State recycling law, Assembly Bill 341 of 2011 (approved by the Governor of the State of California on October 5, 2011, which amended Sections 41730, 41731, 41734, 41735, 41736, 41800, 42926, 44004, and 50001 of, and added Sections 40004, 41734.5, and 41780.01 and Chapter 12.8 (commencing with Section 42649) to Part 3 of Division 30 of, and added and repealed Section 41780.02 of, the Public Resources Code, as amended, supplemented, superseded and replaced from time to time), places requirements on businesses and multi-family property owners that generate a specified threshold amount of solid waste to arrange for recycling services and requires jurisdictions to implement a Mandatory Commercial Recycling program; and
- C. State organics recycling law, Assembly Bill 1826 of 2014 (approved by the Governor of the State of California on September 28, 2014, which added Chapter 12.9 (commencing with Section 42649.8) to Part 3 of Division 30 of the Public Resources Code, relating to solid waste, as amended, supplemented, superseded, and replaced from time to time), requires businesses and multi-family property owners that generate a specified threshold amount of solid waste, recycling, and organic waste per week to arrange for recycling services for that waste, requires jurisdictions to

implement a recycling program to divert organic waste from businesses subject to the law, and requires jurisdictions to implement a Mandatory Commercial Organics Recycling program; and

- D. Senate Bill 1383 (SB 1383), the Short-lived Climate Pollutant Reduction Act of 2016, requires CalRecycle to develop regulations to reduce organics in landfills as a source of methane. The regulations place requirements on multiple entities including cities, residential households, commercial businesses and business owners, commercial edible food generators, haulers, self-haulers, food recovery organizations, and food recovery services to support achievement of statewide organic waste disposal reduction targets; and
- E. SB 1383, the Short-lived Climate Pollutant Reduction Act of 2016, requires jurisdictions to adopt and enforce an ordinance or enforceable mechanism to implement relevant provisions of SB 1383 Regulations. This Ordinance will also help reduce food insecurity by requiring commercial edible food generators to arrange to have the maximum amount of their edible food, that would otherwise be disposed, be recovered for human consumption; and
- F. Requirements under this Ordinance are consistent with other adopted goals and policies of the City of Paramount ("City") including: the 50% diversion goal, procurement ordinance, C&D recovery ordinance, greenhouse gas reduction goals, and similar City programs.

**SECTION 2.** The Recitals set forth hereinabove are true and correct and incorporated herein by reference as if fully set forth herein.

**SECTION 3.** Chapter 13.09 of Title 13 of the Paramount Municipal Code is hereby added to read as follows:

### **Mandatory Organic Waste Disposal Reduction**

#### **13.09.010 Definitions.**

For the purposes of this Chapter, the following words and phrases shall have the meanings respectively ascribed to them by this Section.

**Black Container.** Has the same meaning as in 14 CCR Section 18982.2(a)(28) and shall be used for the purpose of storage and collection of Black Container Waste.

**Black Container Waste.** Solid Waste that is collected in a Black Container that is part of a two- or three-container Organic Waste collection service that prohibits the placement of Organic Waste in the Black Container as specified in 14 CCR Sections 18984.1(a) and (b), or as otherwise defined in 14 CCR Section 17402(a)(6.5); unless such Solid Waste is processed at



a qualifying High Diversion Organic Waste Processing Facility as defined hereinbelow.

**Blue Container.** Has the same meaning as in 14 CCR Section 18982.2(a)(5) and shall be used for the purpose of storage and collection of Source Separated Recyclable Materials or Source Separated Blue Container Organic (Fiber) Waste.

**CalRecycle.** California's Department of Resources Recycling and Recovery, which is the Department designated with responsibility for developing, implementing, and enforcing SB 1383 Regulations on agencies (and others).

**California Code of Regulations of CCR.** State of California Code of Regulations. CCR references in this Chapter are preceded with a number that refers to the relevant Title of the CCR (e.g., "14 CCR" refers to Title 14 of CCR).

**Commercial Business.** A firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multifamily residential dwelling, or as otherwise defined in 14 CCR Section 18982(a)(6). A Multi-Family Residential Dwelling that consists of fewer than five (5) units is not a Commercial Business for purposes of implementing this Chapter.

**Commercial Edible Food Generator.** A Tier One or a Tier Two Commercial Edible Food Generator as defined in this Chapter or as otherwise defined in 14 CCR Section 18982(a)(73) and (a)(74). For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to 14 CCR Section 18982(a)(7).

**Compliance Review.** A review of records by the City to determine compliance with this Chapter.

**Community Composting.** Any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and Compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in 14 CCR Section 17855(a)(4); or, as otherwise defined by 14 CCR Section 18982(a)(8).

**Compost.** Has the same meaning as in 14 CCR Section 17896.2(a)(4), which stated, as of the effective date of this ordinance, that "Compost" means the product resulting from the controlled biological decomposition of organic Solid Wastes that are Source Separated from the municipal Solid Waste stream, or which are separated at a centralized facility.

**Compostable Plastics of Compostable Plastic.** Plastic materials that meet the ASTM D6400 standard for compostability, or as otherwise described in 14 CCR Section 18984.1(a)(1)(A) or 18984.2(a)(1)(C).

**Container Contamination.** Means a container, regardless of color, that contains Prohibited Container Contaminants, or as otherwise defined in 14 CCR Section 18982(a)(55).

**C&D.** Means construction and demolition debris.

**Designated Source Separated Organic Waste Facility.** As defined in 14 CCR Section 18982(14.5), means a Solid Waste facility that accepts a Source Separated Organic Waste collection stream as defined in 14 CCR Section 17402(a)(26.6) and complies with one of the following:

- (1) The facility is a “transfer/processor,” as defined in 14 CCR Section 18815.2(a)(62), that is in compliance with the reporting requirements of 14 CCR Section 18815.5(d), and meets or exceeds an annual average Source Separated organic content Recovery rate of 50 percent between January 1, 2022 and December 31, 2024 and 75 percent on and after January 1, 2025 as calculated pursuant to 14 CCR Section 18815.5(f) for Organic Waste received from the Source Separated Organic Waste collection stream.
  - a. If a transfer/processor has an annual average Source Separated organic content Recovery rate lower than the rate required in Paragraph 1 of this definition for two (2) consecutive reporting periods, or three (3) reporting periods within three (3) years, the facility shall not qualify as a “Designated Source Separated Organic Waste Facility.”
- (2) The facility is a “composting operation” or “composting facility” as defined in 14 CCR Section 18815.2(a)(13), that pursuant to the reports submitted under 14 CCR Section 18815.7 demonstrates that the percent of the material removed for landfill disposal that is Organic Waste is less than the percent specified in 14 CCR Section 17409.5.8(c)(2) or 17409.5.8(c)(3), whichever is applicable, and, if applicable, complies with the digestate handling requirements specified in 14 CCR Section 17896.5.
  - a. If the percent of the material removed for landfill disposal that is Organic Waste is more than the percent specified in 14 CCR Section 17409.5.8(c)(2) or 17409.5.8(c)(3), for two (2) consecutive reporting periods, or three (3) reporting periods within three (3) years, the facility shall not qualify as a “Designated Source Separated Organic Waste Facility.” For the purposes of this ordinance, the reporting periods shall be consistent with those defined in 14 CCR Section 18815.2(a)(49).

**Designee.** An entity that the City contracts with or otherwise arranges to carry out any of the City’s responsibilities of this Chapter as authorized in 14 CCR Section 18981.2. A Designee may be a government entity, a hauler, a private entity, or a combination of those entities.

**Edible Food.** Food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this Chapter or as otherwise defined in 14 CCR Section 18982(a)(18), “Edible Food” is not Solid Waste if it is recovered and not discarded. Nothing in this Chapter or in 14 CCR, Division 7, Chapter 12 requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code.

**Enforcement Action.** An action of the City to address non-compliance with this Chapter including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.

**Excluded Waste.** Hazardous substance, hazardous waste, infectious waste, designated waste, volatile, corrosive, medical waste, infectious, regulated

radioactive waste, and toxic substances or material that facility operator(s), which receive materials from the City and its generators, reasonably believe(s) would, as a result of or upon acceptance, transfer, processing, or disposal, be a violation of local, State, or Federal law, regulation, or ordinance, including: land use restrictions or conditions, waste that cannot be disposed of in Class III landfills or accepted at the facility by permit conditions, waste that in City's, or its Designee's reasonable opinion would present a significant risk to human health or the environment, cause a nuisance or otherwise create or expose City, or its Designee, to potential liability; but not including de minimis volumes or concentrations of waste of a type and amount normally found in Single-Family or Multi-Family Solid Waste after implementation of programs for the safe collection, processing, recycling, treatment, and disposal of batteries and paint in compliance with Sections 41500 and 41802 of the California Public Resources Code. Excluded Waste does not include used motor oil and filters, household batteries, universal wastes, and/or latex paint when such materials are defined as allowable materials for collection through the City's collection programs and the generator or customer has properly placed the materials for collection pursuant to instructions provided by City or its Designee for collection services.

**Food Distributor.** A company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores, or as otherwise defined in 14 CCR Section 18982(a)(22).

**Food Facility.** The same meaning as in Section 113789 of the Health and Safety Code.

**Food Recovery.** Actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR Section 18982(a)(24).

**Food Recovery Organization.** an entity that engages in the collection or receipt of Edible Food from Commercial Edible Food Generators and distributes that Edible Food to the public for Food Recovery either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25), including, but not limited to:

- (1) A food bank as defined in Section 113783 of the Health and Safety Code;
- (2) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety code; and,
- (3) A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

A Food Recovery Organization is not a Commercial Edible Food Generator for the purposes of this Chapter and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

If the definition in 14 CCR Section 18982(a)(25) for Food Recovery Organization differs from this definition, the definition in 14 CCR Section 18982(a)(25) shall apply to this ordinance.

**Food Recovery Service.** A person or entity that collects and transports Edible Food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for Food Recovery, or as otherwise defined in

14 CCR Section 18982(a)(26). A Food Recovery Service is not a Commercial Edible Food Generator for the purposes of this Chapter and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

**Food Scraps.** All food such as, but not limited to, fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bread, cheese, and eggshells. Food Scraps excludes fats, oils, and grease when such materials are Source Separated from other Food Scraps.

**Food Service Provider.** An entity primarily engaged in providing food services to institutional, governmental, Commercial, or industrial locations of others based on contractual arrangements with these types of organizations, or as otherwise defined in 14 CCR Section 18982(a)(27).

**Food-Soiled Paper.** Compostable paper material that has come in contact with food or liquid, such as, but not limited to, compostable paper plates, paper coffee cups, napkins, pizza boxes, and milk cartons.

**Food Waste.** Food Scraps, Food-Soiled Paper, and Compostable Plastics.

**Green Container.** Has the same meaning as in 14 CCR Section 18982.2(a)(29) and shall be used for the purpose of storage and collection of Source Separated Green Container Organic Waste.

**Grocery Store.** A store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments, or as otherwise defined in 14 CCR Section 18982(a)(30).

**Hauler Route.** The designated itinerary or sequence of stops for each segment of the City's collection service area, or as otherwise defined in 14 CCR Section 18982(a)(31.5).

**High Diversion Organic Waste Processing Facility.** A facility that is in compliance with the reporting requirements of 14 CCR Section 18815.5(d) and meets or exceeds an annual average Mixed Waste organic content Recovery rate of 50 percent between January 1, 2022 and December 31, 2024, and 75 percent after January 1, 2025, as calculated pursuant to 14 CCR Section 18815.5(e) for Organic Waste received from the "Mixed waste organic collection stream" as defined in 14 CCR Section 17402(a)(11.5); or, as otherwise defined in 14 CCR Section 18982(a)(33).

**Inspection.** A site visit where the City reviews records, containers, and an entity's collection, handling, recycling, or landfill disposal of Organic Waste or Edible Food handling to determine if the entity is complying with requirements set forth in this ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35).

**City.** Means the City of Paramount unless otherwise designated or defined.

**City Enforcement Official.** The city manager, county administrative official, chief operating officer, executive director, or other executive in charge or their authorized Designee(s) who is/are partially or whole responsible for enforcing the ordinance. See also "Regional or County Agency Enforcement Official".

**Large Event.** An event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency,

and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event. If the definition in 14 CCR Section 18982(a)(38) differs from this definition, the definition in 14 CCR Section 18982(a)(38) shall apply to this ordinance.

**Large Venue.** A permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this Chapter and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this Chapter and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue. If the definition in 14 CCR Section 18982(a)(39) differs from this definition, the definition in 14 CCR Section 18982(a)(39) shall apply to this Chapter.

**Local Education Agency.** A school district, charter school, or county office of education that is not subject to the control of city or county regulations related to Solid Waste, or as otherwise defined in 14 CCR Section 18982(a)(40).

**Mixed Waste Organic Collection Stream.** Or “Mixed Waste” means Organic Waste collected in a container that is required by 14 CCR Sections 18984.1, 18984.2 or 18984.3 to be taken to a High Diversion Organic Waste Processing Facility or as otherwise defined in 14 CCR Section 17402(a)(11.5).

**Multi-Family Residential Dwelling.** Or “Multi-Family” means of, from, or pertaining to residential premises with five (5) or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.

**MWELo.** Refers to the Model Water Efficient Landscape Ordinance (MWELo), 23 CCR, Division 2, Chapter 2.7.

**Non-Compostable Paper.** Includes but is not limited to paper that is coated in a plastic material that will not breakdown in the composting process, or as otherwise defined in 14 CCR Section 18982(a)(41).

**Non-Local Entity.** Means the following entities that are not subject to the City’s enforcement authority, or as otherwise defined in 14 CCR Section 18982(a)(42):

- (1) Special district(s) located within the boundaries of the City,
- (2) Federal facilities, including military installations, located within the boundaries of the City,
- (3) Prison(s) located within the boundaries of the City,
- (4) Facilities operated by the State park system located within the boundaries of the City,

- (5) Public universities (including community colleges) located within the boundaries of the City,
- (6) County fairgrounds located within the boundaries of the City,
- (7) State agencies located within the boundaries of the City,

**Non-Organic Recyclables.** Non-putrescible and non-hazardous recyclable wastes including but not limited to bottles, cans, metals, plastics and glass, or as otherwise defined in 14 CCR Section 18982(a)(43).

**Notice of Violation (NOV).** Means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR Section 18982(a)(45) or further explained in 14 CCR Section 18995.4.

**Organic Waste.** Solid Wastes containing material originated from living organisms and their metabolic waste products, including but not limited to food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined by 14 CCR Section 18982(a).

**Organic Waste Generator.** A person or entity that is responsible for the initial creation of Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(48).

**Paper Products.** Include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR Section 18982(a)(51).

**Printing and Writing Papers.** Include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR Section 18982(a)(54).

**Prohibited Container Contaminants.** Means the following: (i) discarded materials placed in the Blue Container that are not identified as acceptable Source Separated Recyclable Materials for the City's Blue Container; (ii) discarded materials placed in the Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the City's Green Container; (iii) discarded materials placed in the Black Container that are acceptable Source Separated Recyclable Materials and/or Source Separated Green Container Organic Wastes to be placed in City's Green Container and/or Blue Container; and, (iv) Excluded Waste placed in any container.

**Recovered Organic Waste Products.** Products made from California, landfill-diverted recovered Organic Waste processed in a permitted or otherwise authorized facility, or as otherwise defined in 14 CCR Section 18982(a)(60).

**Recovery.** Any activity or process described in 14 CCR Section 18983.1(b), or as otherwise defined in 14 CCR Section 18982(a)(49).

**Recycled-Content Paper.** Paper Products and Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR Section 18982(a)(61).

**Regional Agency.** Regional agency as defined in Public Resources Code Section 40181.

**Regional or County Agency Enforcement Official.** A regional or county agency enforcement official, designated by the City with responsibility for enforcing the Chapter in conjunction or consultation with City Enforcement Official.

**Remote Monitoring.** The use of the internet of things (IoT) and/or wireless electronic devices to visualize the contents of Blue, Green and Black Containers for purposes of identifying the quantity of materials in containers (level of fill) and/or presence of Prohibited Container Contaminants.

**Renewable Gas.** Gas derived from Organic Waste that has been diverted from a California landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recycle Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).

**Restaurant.** An establishment primarily engaged in the retail sale of food and drinks for on-premises or immediate consumption, or as otherwise defined in 14 CCR Section 18982(a)(64).

**Route Review.** A visual Inspection of containers along a Hauler Route for the purpose of determining Container Contamination and may include mechanical Inspection methods such as the use of cameras, or as otherwise defined in 14 CCR Section 18982(a)(65).

**SB 1383.** Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants as amended, supplemented, superseded, and replaced from time to time.

**SB 1383 Regulations or SB 1383 Regulatory.** Refers to, for the purposes of this ordinance, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.

**Self-Hauler.** A person, who hauls Solid Waste, Organic Waste or recyclable material he or she has generated to another person. Self-hauler also includes a person who back-hauls waste, or as otherwise defined in 14 CCR Section 18982(a)(66). Back-haul means generating and transporting Organic Waste to a destination owned and operated by the generator using the generator's own employees and equipment, or as otherwise defined in 14 CCR Section 18982(a)(66)(A).

**Single-Family.** Of, from, or pertaining to any residential premises with fewer than five (5) units.

**Solid Waste.** Has the same meaning as defined in State Public Resources Code Section 40191, which defines Solid Waste as all putrescible and nonputrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal

solid and semi-solid wastes, and other discarded solid and semisolid wastes, with the exception that Solid Waste does not include any of the following wastes:

- (1) Hazardous waste, as defined in the State Public Resources Code Section 40141.
- (2) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the State Health and Safety Code).
- (3) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the State Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in State Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the State Public Resources Code.

**Source Separated.** Materials, including commingled recyclable materials, that have been separated or kept separate from the Solid Waste stream, at the point of generation, for the purpose of additional sorting or processing those materials for recycling or reuse in order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products, which meet the quality standards necessary to be used in the marketplace, or as otherwise defined in 14 CCR Section 17402.5(b)(4). For the purposes of the ordinance, Source Separated shall include separation of materials by the generator, property owner, property owner's employee, property manager, or property manager's employee into different containers for the purpose of collection such that Source Separated materials are separated from refuse container or other Solid Waste for the purposes of collection and processing.

**Source Separated Blue Container Organic Waste.** Source Separated Organic Wastes (e.g., paper fiber) that can be placed in a Blue Container that is limited to the collection of those Organic Wastes and Non-Organic Recyclables as defined in Section 18982(a)(43), or as otherwise defined by Section 17402(a)(18.7).

**Source Separated Green Container Organic Waste.** Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate collection of Organic Waste by the generator, excluding Source Separated Blue Container Organic Waste, carpets, Non-Compostable Paper, and textiles.

**Source Separated Recyclable Materials.** Source Separated Non-Organic Recyclables and Source Separated Blue Container Organic Waste.

**State.** The State of California.

**Supermarket.** A full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items, or as otherwise defined in 14 CCR Section 18982(a)(71).

**Tier One Commercial Edible Food Generator.** A Commercial Edible Food Generator is defined as any one of the following:



- (1) Supermarket.
- (2) Grocery Store with a total facility size equal to or greater than 10,000 square feet.
- (3) Food Service Provider.
- (4) Food Distributor.
- (5) Wholesale Food Vendor.

If the definition in 14 CCR Section 18982(a)(73) of Tier One Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(73) shall apply to this Chapter.

**Tier Two Commercial Edible Food Generator.** A Commercial Edible Food Generator is defined as any one of the following:

- (1) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
- (2) Hotel with an on-site Food Facility and 200 or more rooms.
- (3) Health facility with an on-site Food Facility and 100 or more beds.
- (4) Large Venue.
- (5) Large Event.
- (6) A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.
- (7) A Local Education Agency facility with an on-site Food Facility.

If the definition in 14 CCR Section 18982(a)(74) of Tier Two Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(74) shall apply to this ordinance.

**Uncontainerized Green Waste and Yard Waste Collection Service or Uncontainerized Service.**

A collection service that collects green waste and yard waste that is placed in a pile or bagged for collection on the street in front of a generator's house or place of business for collection and transport to a facility that recovers Source Separated Organic Waste, or as otherwise defined in 14 CCR Section 189852(a)(75).

**Wholesale Food Vendor.** A business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR Section 189852(a)(76).

### **13.09.020 REQUIREMENTS FOR SINGLE-FAMILY GENERATORS.**

Single-Family Organic Waste Generators shall comply with the following requirements excepting single-family generators that meet the self-hauling requirements of Section 13.09.080 of this Chapter or who practice onsite home composting and/or grasscycling and do not generate defined organic wastes for collection.

- A. Shall subscribe to Organic Waste separate collection services for all Organic Waste generated as described below in Section 4(b). City shall have the right to review the number and size of a generator's containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and,

Single-Family generators shall adjust its service level for its collection services as requested by the City. Generators may additionally manage their Organic Waste (and meeting the exception provision above) by preventing or reducing their Organic Waste, managing Organic Waste on site, and/or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).

B. Shall participate in the City's Organic Waste collection service(s) by placing designated materials in designated containers as described below and shall not place Prohibited Container Contaminants in collection containers.

1. A collection container service using either A or B below:

a. Generator shall place Source Separated Green Container Organic Waste, including food waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Black Container Waste in the Black Container. Generators shall not place materials designated for the Black Container into the Green Container or Blue Container.

b. Generator shall place Source Separated Food Waste in a Brown Container; Green Container Organic Waste, except food waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Mixed Waste (anything else not designated above) in the Black Container. Generator shall not place materials designated for the Green Containers, Brown Containers, or Blue Containers in the Black Containers.

### **13.09.030 REQUIREMENTS FOR COMMERCIAL BUSINESSES.**

Generators that are Commercial Businesses, including Multi-Family Residential Dwellings, shall:

A. Subscribe to City's approved collection container services and comply with requirements of those services as described below in Section 13.09.030(B), except commercial businesses that meet the self-hauler requirements in Section 13.09.080 of this ordinance. City shall have the right to review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Commercial Businesses shall adjust their service level for their collection services as requested by the City.

B. Except commercial businesses that meet the self-hauler requirements in Section 13.09.080 of this ordinance, participate in the City's Organic Waste collection service(s) by placing designated materials in designated containers as described below.

1. An approved collection container service shall include one of the following:
  - a. Generator shall place Source Separated Lime Green Container Organic Waste, including food waste, in the Lime Green Container; Source Separated Recyclable Materials in the Blue Container, if available; and Black Container Waste in the Black Container. Generator shall not place materials designated for the Black Container into the Lime Green Container or Blue Container. Black container waste must be mixed waste processed at a diversion facility that achieves the minimum diversion rate for organic waste recovery if a blue container and Lime green container are not provided.
  - b. Generator shall place Source Separated food waste in the designated container labeled for organic waste; source separated green organics in the green container; Source Separated Recyclable Materials in the Blue Container; and Mixed Waste (anything else not designated above) in the Black Container. Generator shall not place materials designated for the three-plus container, Green Container or Blue Container in the Black Container.
- C. Supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors (conforming with Sections 13.09.030(D)(1) and (D)(2) below) for employees, contractors, tenants, and customers, consistent with City's, blue container, green container, brown container, and black Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program, in accordance with this Chapter.
- D. Excluding Multi-Family Residential Dwellings, provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials in all indoor and outdoor areas where disposal containers are provided for customers, for materials generated by that business. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the containers provided by the business shall have either:
  1. A body or lid that conforms with the container colors provided through the collection service provided by the City, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers, including containers purchased prior to

January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

2. Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR Section 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.
- E. Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirement in Section 13.09.030(D) pursuant to 14 CCR Section 18984.9(b).
  - F. To the extent practical through education, training, Inspection, and/or other measures, excluding Multi-Family Residential Dwellings, prohibit employees from placing materials in a container not designated for those materials per the City's designated organic waste container, Blue Container, Green Container, and black Container collection service; or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program, in accordance with this Chapter.
  - G. Excluding Multi-Family Residential Dwellings, periodically inspect Blue Containers, Green Containers, three-plus containers, if available, and black Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).
  - H. Annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of source separated brown container food waste, source separated green container organic waste, and source separated recyclable materials.
  - I. Provide education information before or within fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep source separated green container organic waste, including food waste (or a three-plus container for food waste only), and source separated recyclable materials separate from black Container Waste (when applicable) and the location of containers and the rules governing their use at each property.
  - J. Provide or arrange access for City or its agent to their properties during all Inspections conducted in accordance with this Chapter and to confirm compliance with the requirements of this Chapter.
  - K. Accommodate and cooperate with City's Remote Monitoring program for Inspection of the contents of containers for Prohibited Container

Contaminants, which may be implemented at a later date to evaluate generator's compliance with Section 13.09.030(B). The Remote Monitoring program shall involve installation of Remote Monitoring equipment on or in all container types.

- L. At Commercial Business's option and subject to any approval required from the City, implement a Remote Monitoring program for Inspection of the contents of every type of container used for food waste, organic waste, recyclables and mixed waste for the purpose of monitoring the contents of containers to determine appropriate levels of service and to identify Prohibited Container Contaminants. Generators may install Remote Monitoring devices on or in all container types subject to written notification to or approval by the City or its designee.
- M. If a Commercial Business wants to self-haul, meet the Self-Hauler requirements pursuant to the provisions of this Chapter.
- N. Nothing in this Section prohibits a generator from preventing or reducing waste generation, managing Organic Waste on site, or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).
- O. Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to this Chapter.

#### **13.09.040 WAIVERS FOR GENERATORS.**

- A. De Minimis Waivers. The City may waive a Commercial Business' obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements of this Chapter if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described in Section 13.09.040 (A)(2) below. Commercial Businesses requesting a de minimis waiver shall:
  - 1. Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted in Section 13.09.040 (A)(2) below.
  - 2. Provide documentation that either:
    - a. The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or,
    - b. The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic

Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business' total waste.

3. Notify City if circumstances change such that Commercial Business's Organic Waste exceeds threshold required for waiver, in which case waiver will be rescinded.
  4. Provide written verification of eligibility for de minimis waiver every 5 years, if City has approved de minimis waiver.
- B. Physical Space Waivers. City may waive a Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements if the City has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements under this Chapter.
- A Commercial Business or property owner may request a physical space waiver through the following process:
1. Submit an application form specifying the type(s) of collection services for which they are requesting a compliance waiver.
  2. Provide documentation that the premises lacks adequate space for three-plus containers and/or blue containers and/or green containers including documentation from its hauler, licensed architect, or licensed engineer.
  3. Provide written verification to City that it is still eligible physical space waiver every five years, if City has approved application for a physical space waiver.
- C. Collection Frequency Waiver City, at its discretion and in accordance with 14 CCR Section 18984.11(a)(3), may allow the owner or tenant of any residence, premises, business establishment or industry that subscribes to the City's three-container collection service to arrange for the collection of their blue container, green container (and/or three-plus container for food waste only), and black container, once every fourteen days, rather than once per week.

#### **13.09.050 REQUIREMENTS FOR COMMERCIAL EDIBLE FOOD GENERATORS**

- A. Tier One Commercial Edible Food Generators must comply with the requirements of this Section 13.09.050 commencing January 1, 2022, and

Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.

- B. Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this Section, commencing January 1, 2024.
- C. Commercial Edible Food Generators shall comply with the following requirements:
  - 1. Arrange to recover the maximum amount of Edible Food that would otherwise be disposed.
  - 2. Contract with or enter into a written agreement with Food Recovery Organizations or Food Recovery Services for: (i) the collection of Edible Food for Food Recovery; or, (ii) acceptance of the Edible Food that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.
  - 3. Shall not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.
  - 4. Allow City's designated enforcement entity or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR Section 18991.4.
  - 5. Keep records that include the following information, or as otherwise specified in 14 CCR Section 18991.4:
    - a. A list of each Food Recovery Service or organization that collects or receives its Edible Food pursuant to a contract or written agreement established under 14 CCR Section 18991.3(b).
    - b. A copy of all contracts or written agreements established under 14 CCR Section 18991.3(b).
    - c. A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:
      - i. The name, address and contact information of the Food Recovery Service or Food Recovery Organization.

- ii. The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.
  - iii. The established frequency that food will be collected or self-hauled.
  - iv. The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.
- D. Nothing in this Chapter shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 [commencing with Section 49580] to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time).

**13.09.060 REQUIREMENTS FOR FOOD RECOVERY ORGANIZATIONS AND SERVICES**

- A. Food Recovery Services collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):
  - 1. The name, address, and contact information for each Commercial Edible Food Generator from which the service collects Edible Food.
  - 2. The quantity in pounds of Edible Food collected from each Commercial Edible Food Generator per month.
  - 3. The quantity in pounds of Edible Food transported to each Food Recovery Organization per month.
  - 4. The name, address, and contact information for each Food Recovery Organization that the Food Recovery Service transports Edible Food to for Food Recovery.
- B. Food Recovery Organizations collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):



1. The name, address, and contact information for each Commercial Edible Food Generator from which the organization receives Edible Food.
  2. The quantity in pounds of Edible Food received from each Commercial Edible Food Generator per month.
  3. The name, address, and contact information for each Food Recovery Service that the organization receives Edible Food from for Food Recovery.
- C. Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the City and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to 14 CCR Section 18991.3(b) shall report to the City it is located in the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b) as early as January 1, 2022.
- D. Food Recovery Capacity Planning
1. Food Recovery Services and Food Recovery Organizations. In order to support Edible Food Recovery capacity planning assessments or other studies conducted by the County, City, special district that provides solid waste collection services, or its designated entity, Food Recovery Services and Food Recovery Organizations operating in the City shall provide information and consultation to the City, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the City and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the City shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the City.

#### **13.09.070 REQUIREMENTS FOR HAULERS AND FACILITY OPERATORS**

- A. Requirements for Haulers - Exclusive franchised Hauler
1. The City's exclusive franchised hauler, which provides residential, Commercial, and industrial Organic Waste collection services to generators within the City's boundaries, shall meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the City to collect Organic Waste:
    - a. Through written notice to the City annually on or before January 1, 2022, identify the facilities to which they will

transport Organic Waste including facilities for source separated blue container recyclable materials, source separated green container organic waste, and three-plus container food waste.

- b. Transport source separated blue container recyclable materials, source separated green container organic waste, and source separated three-plus container food waste, to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2.
    - c. Obtain approval from the City to haul Organic Waste, unless it is transporting Source Separated Organic Waste to a Community Composting site or lawfully transporting C&D in a manner that complies with 14 CCR Section 18989, the provisions of this Chapter, and City's C&D ordinance.
  - 2. The exclusive franchise hauler authorized to collect Organic Waste shall conduct education, and provide equipment, signage, container labeling, container color, contamination monitoring, reporting, and other requirements contained within its franchise agreement entered into with City.
- B. Requirements for Facility Operators and Community Composting Operations
  - 1. Owners of facilities, operations, and activities that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon City request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the City shall respond within 60 days.
  - 2. Community composting operators, upon City request, shall provide information to the City to support Organic Waste capacity planning, including, but not limited to, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the City shall respond within 60 days.

**13.09.080 SELF-HAULER REQUIREMENTS**

- A. Self-Haulers shall source separate all recyclable materials and Organic Waste (materials that City otherwise requires generators to separate for collection in the City's organics and recycling collection program) generated on-site from Solid Waste in a manner consistent with 14 CCR Sections 18984.1 and 18984.2, or shall haul Organic Waste to a High Diversion Organic Waste Processing Facility as specified in 14 CCR Section 18984.3.
- B. Self-Haulers shall haul their Source Separated Recyclable Materials to a facility that recovers those materials; and haul their Source Separated Green Container Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste. Alternatively, Self-Haulers may haul Organic Waste to a High Diversion Organic Waste Processing Facility.
- C. Self-Haulers that are Commercial Businesses (including Multi-Family Residential Dwellings) shall keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers Organic Waste; this record shall be subject to Inspection by the City. The records shall include the following information:
  - 1. Delivery receipts and weight tickets from the entity accepting the waste.
  - 2. The amount of material in cubic yards or tons transported by the generator to each entity.
  - 3. If the material is transported to an entity that does not have scales on-site, or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but shall keep a record of the entities that received the Organic Waste.
- D. Self-Haulers that are Commercial Businesses (including Multi-Family Self-Haulers) shall provide information collected in this Section 13.09.080(C) to City if requested.
- E. A residential Organic Waste Generator that self-hauls Organic Waste is not required to record or report information in this Section 13.09.080(C) and (D).

**13.09.090 COMPLIANCE WITH CALGREEN RECYCLING REQUIREMENTS**

- A. Persons applying for a permit from the City for new construction and building additions and alternations shall comply with the requirements of this Section and all required components of the California Green Building Standards Code, 24 CCR, Part 11, known as CalGreen, as amended, if its

project is covered by the scope of CalGreen. If the requirements of CalGreen are more stringent than the requirements of this Section, the CalGreen requirements shall apply.

Project applicants shall refer to City's applicable building and planning code for complete CalGreen requirements.

- B. For projects covered by CalGreen or more stringent requirements of the City, the applicants must, as a condition of the City's permit approval, comply with the following:
1. Where five (5) or more Multi-Family dwelling units are constructed on a building site, provide readily accessible areas that serve occupants of all buildings on the site and are identified for the storage and collection of blue container, green container and three-plus container materials, consistent with the three-plus collection program offered by the City, or comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CalGreen requirements for adequate recycling space effective January 1, 2020.
  2. New Commercial construction or additions resulting in more than 30% of the floor area shall provide readily accessible areas identified for the storage and collection of blue, green and three-plus container materials, consistent with the three-plus container collection program offered by the City, or shall comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CalGreen requirements for adequate recycling space effective January 1, 2020.
  3. Comply with CalGreen requirements and applicable law related to management of C&D, including diversion of Organic Waste in C&D from disposal. Comply with City's C&D regulations, Section 13.20.780 of the Municipal Code, and all written and published City policies and/or administrative guidelines regarding the collection, recycling, diversion, tracking, and/or reporting of C&D.

### **13.09.100 MODEL WATER EFFICIENT LANDSCAPING REQUIREMENTS**

- A. Property owners or their building or landscape designers, including anyone requiring a building or planning permit, plan check, or landscape design review from the City, who are constructing a new (Single-Family, Multi-

Family, public, institutional, or Commercial) project with a landscape area greater than 500 square feet, or rehabilitating an existing landscape with a total landscape area greater than 2,500 square feet, shall comply with Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELo, including sections related to use of Compost and mulch as delineated in this Section 13.09.100.

- B. The following Compost and mulch use requirements that are part of the MWELo are now also included as requirements of this ordinance. Other requirements of the MWELo are in effect and can be found in 23 CCR, Division 2, Chapter 2.7.
- C. Property owners or their building or landscape designers that meet the threshold for MWELo compliance outlined in this Section 13.09.100(A) above shall:
  - 1. Comply with Sections 492.6 (a)(3)(B)(C),(D) and (G) of the MWELo, which requires the submittal of a landscape design plan with a soil preparation, mulch, and amendments section to include the following:
    - a. For landscape installations, Compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
    - b. For landscape installations, a minimum three- (3-) inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife up to five percent (5%) of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.
    - c. Organic mulch materials made from recycled or post-consumer materials shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local fuel modification plan guidelines or other applicable local ordinances.
  - 2. The MWELo compliance items listed in this Section are not an inclusive list of MWELo requirements; therefore, property owners or their building or landscape designers that meet the threshold for

MWELo compliance outlined in Section 13.09.100(A) shall consult the full MWELo for all requirements.

- D. If, after the adoption of this ordinance, the California Department of Water Resources, or its successor agency, amends 23 CCR, Division 2, Chapter 2.7, Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELo September 15, 2015 requirements in a manner that requires City to incorporate the requirements of an updated MWELo in a local ordinance, and the amended requirements include provisions more stringent than those required in this Section, the revised requirements of 23 CCR, Division 2, Chapter 2.7 shall be enforced.

**13.09.110 PROCUREMENT REQUIREMENTS FOR CITY DEPARTMENTS, DIRECT SERVICE PROVIDERS, AND VENDORS**

- A. City departments, and direct service providers to the City, as applicable, must comply with the City's Recovered Organic Waste Product procurement policy and the Recycled-Content paper procurement policy, both to be adopted at the December 14, 2021 City Council meeting.
- B. All vendors providing Paper Products and Printing and Writing Paper shall:
1. If fitness and quality are equal, provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber instead of non-recycled products whenever recycled Paper Products and Printing and Writing Paper are available at the same or lesser total cost than non-recycled items or at a total cost of no more than 10% of the total cost for non-recycled items.
  2. Provide Paper Products and Printing and Writing Paper that meet Federal Trade Commission recyclability standard as defined in 16 Code of Federal Regulations (CFR) Section 260.12.
  3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
  4. Certify in writing, on invoices or receipts provided, that the Paper Products and Printing and Writing Paper offered or sold to the City is eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations (CFR) Section 260.12 (2013).

5. Provide records to the City's Recovered Organic Waste Product procurement recordkeeping Designee, in accordance with the City's Recycled-Content Paper procurement policy(ies) of all Paper Products and Printing and Writing Paper purchases within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by any division or department or employee of the City. Records shall include a copy (electronic or paper) of the invoice or other documentation of purchase, written certifications as required in Sections 13.09.110(B)(3) and (B)(4) of this Chapter for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-recycled content Paper Products or Printing and Writing Papers are provided, include a description of why Recycled-Content Paper Products or Printing and Writing Papers were not provided.

#### **13.09.120 INSPECTIONS AND INVESTIGATIONS BY CITY**

- A. City representatives and/or its designated entity, including Designees are authorized to conduct Inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this Chapter by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws. This Section does not allow City to enter the interior of a private residential property for Inspection. For purposes of inspecting commercial business containers for compliance, commercial premises may not unreasonably restrict view or access.
- B. Regulated entity shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the City's employee or its designated entity/Designee during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, Edible Food Recovery activities, records, or any other requirement of this Chapter described herein. Failure to provide or arrange for: (i) access to an entity's premises; or (ii) access to records for any Inspection or investigation is a violation of this Chapter and may result in penalties described.
- C. Any records obtained by a City during its Inspections, remote monitoring, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in Government Code Section 6250 et seq.

- D. City representatives, its designated entity, and/or Designee are authorized to conduct any Inspections, remote monitoring, or other investigations as reasonably necessary to further the goals of this ordinance, subject to applicable laws.
- E. City shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints.

#### **13.09.130 ENFORCEMENT**

- A. Violation of any provision of this Chapter shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by a City Enforcement Official or representative. Enforcement Actions under this Chapter are issuance of an administrative citation and assessment of a fine. The City's procedures on imposition of administrative fines are hereby incorporated in their entirety, as modified from time to time, and shall govern the imposition, enforcement, collection, and review of administrative citations issued to enforce this Chapter and any rule or regulation adopted pursuant to this ordinance, except as otherwise indicated in this ordinance.
- B. Other remedies allowed by law may be used, including civil action or prosecution as misdemeanor or infraction. City may pursue civil actions in the California courts to seek recovery of unpaid administrative citations. City may choose to delay court action until such time as a sufficiently large number of violations, or cumulative size of violations exist such that court action is a reasonable use of City staff and resources.
- C. Responsible Entity for Enforcement:
  - 1. Enforcement pursuant to this Chapter may be undertaken by the City Enforcement Official, which may be the City Manager or their designated entity, the City Prosecutor, or combination thereof.
- D. Process for Enforcement:
  - 1. City officials will monitor compliance with the Chapter randomly and through Compliance Reviews, Route Reviews, investigation of complaints, and an Inspection program.
  - 2. City may issue an official notification to notify regulated entities of its obligations under the ordinance.
  - 3. For incidences of Prohibited Container Contaminants found in containers, City will issue a Notice of Violation to any generator found to have Prohibited Container Contaminants in a container. Such notice will be provided via a cart tag or other communication



immediately upon identification of the Prohibited Container Contaminants or within 7 days after determining that a violation has occurred. If the City observes Prohibited Container Contaminants in a generator's containers on more than three (3) consecutive occasion(s), the City may assess contamination processing fees or contamination penalties upon the generator.

4. With the exception of violations of generator contamination of container contents addressed under this Section, City shall issue a Notice of Violation requiring compliance within 60 days of issuance of the notice.
5. Absent compliance by the respondent within the deadline set forth in the Notice of Violation, City shall commence an action to impose penalties, via an administrative citation and fine, pursuant to the City's requirements contained in Table 1, List of Violations hereinbelow.

Notices shall be sent to "owner" at the official address of the owner maintained by the tax collector for the City or if no such address is available, to the owner at the address of the dwelling or Commercial property or to the party responsible for paying for the collection services, depending upon available information.

E. Penalty Amounts for Types of Violations

The penalty levels are as follows:

1. For a first violation, the amount of the base penalty shall be \$50 to \$100 per violation.
2. For a second violation, the amount of the base penalty shall be \$100 to \$200 per violation.
3. For a third or subsequent violation, the amount of the base penalty shall be \$250 to \$500 per violation.

F. Factors Considered in Determining Penalty Amount

The following factors shall be used to determine the amount of the penalty for each violation within the appropriate penalty amount range:

1. The nature, circumstances, and severity of the violation(s).
2. The violator's ability to pay.
3. The willfulness of the violator's misconduct.

4. Whether the violator took measures to avoid or mitigate violations of this chapter.
5. Evidence of any economic benefit resulting from the violation(s).
6. The deterrent effect of the penalty on the violator.
7. Whether the violation(s) were due to conditions outside the control of the violator.

G. Compliance Deadline Extension Considerations

The City may extend the compliance deadlines set forth in a Notice of Violation issued in accordance with this Section if it finds that there are extenuating circumstances beyond the control of the respondent that make compliance within the deadlines impracticable, including the following:

1. Acts of God such as earthquakes, wildfires, flooding, and other emergencies or natural disasters;
2. Delays in obtaining discretionary permits or other government agency approvals; or,
3. Deficiencies in Organic Waste recycling infrastructure or Edible Food Recovery capacity and the City is under a corrective action plan with CalRecycle pursuant to 14 CCR Section 18996.2 due to those deficiencies.

H. Appeals Process

Persons receiving an administrative citation containing a penalty for an uncorrected violation may request a hearing to appeal the citation. A hearing will be held only if it is requested within the time prescribed and consistent with City's procedures in the City's codes for appeals of administrative citations. Evidence may be presented at the hearing. The City will appoint an independent hearing officer who shall conduct the hearing and issue a final written order.

I. Education Period for Non-Compliance

Beginning January 1, 2022 and through December 31, 2023, City will conduct Inspections, remote monitoring, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance, and if City determines that Organic Waste Generator, Self-Hauler, hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it shall provide educational materials to the entity describing its obligations under this Chapter and a notice that

compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

J. Civil Penalties for Non-Compliance

Beginning January 1, 2024, if the City determines that an Organic Waste Generator, Self-Hauler, hauler, Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance with this ordinance, it shall document the noncompliance or violation, issue a Notice of Violation, and take Enforcement Action pursuant to this Section, as needed.

K. Enforcement Table

**Table 1. List of Violations**

Requirement	Description of Violation
Commercial Business and Commercial Business Owner Responsibility Requirement Section 13.09.030	Commercial Business fails to provide or arrange for Organic Waste collection services consistent with City requirements and as outlined in this ordinance, for employees, contractors, tenants, and customers, including supplying and allowing access to adequate numbers, size, and location of containers and sufficient signage and container color.
Organic Waste Generator Requirement Sections 13.09.020 and 0.30	Organic Waste Generator fails to comply with requirements adopted pursuant to this Chapter for the collection and Recovery of Organic Waste.
Hauler Requirement Section 13.09.070	A hauler providing residential, Commercial or industrial Organic Waste collection service fails to transport Organic Waste to a facility, operation, activity, or property that recovers Organic Waste, as prescribed by this ordinance.
Hauler Requirement Section 13.09.070	A hauler providing residential, Commercial, or industrial Organic Waste collection service fails to obtain applicable approval issued by the City to haul Organic Waste as prescribed by this ordinance.
Hauler Requirement Section 13.09.070	A hauler fails to keep a record of the applicable documentation of its approval by the City, as prescribed by this ordinance.
Self-Hauler Requirement Section 13.09.080	A generator who is a Self-Hauler fails to comply with the requirements of 14 CCR Section 18988.3(b).

Commercial Edible Food Generator Requirement Section 13.09.050	Tier One Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and comply with this Section commencing Jan. 1, 2022.
Commercial Edible Food Generator Requirement Section 13.09.050	Tier Two Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and comply with this Section commencing Jan. 1, 2024.
Commercial Edible Food Generator Requirement Section 13.09.070	Tier One or Tier Two Commercial Edible Food Generator intentionally spoils Edible Food that is capable of being recovered by a Food Recovery Organization or Food Recovery Service.
Organic Waste Generator, Commercial Business Owner, Commercial Edible Food Generator, Food Recovery Organization or Food Recovery Service Sections 13.09.030,.050, and.060	Failure to provide or arrange for access to an entity's premises for any Inspection or investigation.
Recordkeeping Requirements for Commercial Edible Food Generator Section 13.09.050	Tier One or Tier Two Commercial Edible Food Generator fails to keep records, as prescribed by Section 13.09.050.
Recordkeeping Requirements for Food Recovery Services and Food Recovery Organizations Section 13.09.060	A Food Recovery Organization or Food Recovery Service that has established a contract or written agreement to collect or receive Edible Food directly from a Commercial Edible Food Generator pursuant to 14 CCR Section 18991.3(b) fails to keep records, as prescribed by Section 13.09.060.

**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 be effective commencing on January 1, 2022, shall be certified as to its adoption by the City Clerk, and shall be published in accordance with State Law (California Government Code Section 36933).

PASSED, APPROVED and ADOPTED by the City Council of the City of Paramount this 14<sup>th</sup> day of December 2021.

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Brenda Olmos, Mayor

ATTEST

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Heidi Luce, City Clerk

DECEMBER 14, 2021

AUTHORIZATION TO PURCHASE

TWO (2) MESSAGE BOARDS ON TRAILERS

MOTION IN ORDER:

AUTHORIZE THE PURCHASE OF TWO (2) MESSAGE BOARDS ON TRAILERS FROM HI-WAY SAFETY, CHINO, CALIFORNIA, IN THE AMOUNT OF \$31,871.07.

MOTION:

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

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

[ ] APPROVED

[ ] DENIED

ROLL CALL VOTE:

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

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

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

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



**To:** Honorable City Council

**From:** John Moreno, City Manager

**By:** Adriana Figueroa, Public Works Director  
Wendy Macias, Public Works Manager

**Date:** December 14, 2021

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**Subject: AUTHORIZATION TO PURCHASE TWO (2) MESSAGE BOARDS ON TRAILERS**

## **BACKGROUND**

In the past, the City has rented message boards mainly for its Tree Lighting Ceremony and its Halloween Carnival. However, in the last year, message boards were rented to inform residents and the public of other important information, COVID-19 related messaging and/or community events. By purchasing its own message boards, the City can continue to utilize them with higher frequency to disseminate important messaging without incurring the monthly rental fees.

## **DISCUSSION**

On November 12, 2021, Public Works staff opened and examined the bids for the provision of two (2) message boards on trailers. The bids were opened at 11:00 AM in the Public Works office.

Two (2) bids were received and the apparent low bid submitted by Hi-Way Safety amounted to \$31,871.07. The budgeted amount in the Fiscal Year 2022 Approved Budget for this project is \$34,000 in American Rescue Plan Act (ARPA) funds. The high bid was in the amount of \$36,998.61. Attached is a list of bidders.

## **USE OF ARPA FUNDS**

This expenditure represents our first use of ARPA funds that we received from the Federal government. Although the guidelines have not been finalized by the U.S. Treasury Department, our auditors have informed us that, because this expense is clearly considered COVID related, we are safe to spend these funds while the regulations are being finalized.

## **VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving

the City's Vision. This item aligns with Strategic Outcome No. 5: Attractive and Well Maintained Infrastructure.

**RECOMMENDED ACTION**

It is recommended that the City Council authorize the purchase of two (2) message boards on trailers from Hi-Way Safety, Chino, California, in the amount of \$31,871.07.



JOB NAME: AUTHORIZATION TO PURCHASE TWO (2) MESSAGE BOARDS  
ON TRAILERS

BID DATE: Thursday, November 12, 2021

BID TIME: 11:00 AM

<b><u>Company Name</u></b>	<b><u>Company Address</u></b>	<b><u>Bid Amount</u></b>
1. Hi-Way Safety	Chino, CA	\$31,871.07
2. Statewide Traffic Safety & Signs, Inc.	Santa Ana, CA	\$36,998.61

DECEMBER 14, 2021

AWARD OF CONTRACT

CITY YARD ROOF REPLACEMENT

(CITY PROJECT NO. 9270)

MOTION IN ORDER:

AWARD THE CONTRACT FOR THE CITY YARD ROOF REPLACEMENT TO REMMI CONSTRUCTION, INC., RIVERSIDE, CALIFORNIA, IN THE AMOUNT OF \$184,750, AUTHORIZE THE MAYOR OR HER DESIGNEE TO EXECUTE THE AGREEMENT, AND DIRECT STAFF TO MAKE THE NECESSARY ADJUSTMENTS TO THE MIDYEAR BUDGET.

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  
Sarah Ho, Public Works Assistant Director  
**Date:** December 14, 2021

---

**Subject: AWARD OF CONTRACT FOR THE CITY YARD ROOF REPLACEMENT  
(CITY PROJECT NO. 9270)**

## **BACKGROUND**

Included in the FY 22 adopted budget is an allocation of \$160,000 to replace the roof on both the main and secondary office buildings at the Public Works yard. The existing roof on both of these buildings are prone to leaks during the rainy season and have been patched multiple times. The roofs are nearing the end of their useful life, as they are no longer able to be repaired or patched to stop the leaks, and should be replaced.

## **DISCUSSION**

On November 23, 2021, the Director of Public Works opened and examined the bids for the City Yard roof replacement (City Project No. 9270). The bids were opened at 11:00 AM at the City Yard.

Six (6) bids were received and the apparent low bid submitted by A-1 All American Roofing WLA, Inc., amounted to \$134,590. Upon review of the proposals, staff identified issues with the low bid and it was determined to be unresponsive. The next lowest bid was submitted by Remmi Construction, Inc., and amounted to \$184,750. The high bid was in the amount of \$342,666. The low bid amount is \$24,750 above the budgeted amount of \$160,000. We will need to adjust the budget to reflect this change during the Midyear Budget process using additional Capital Reserves.

## **VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No. 5: Attractive and Well Maintained Infrastructure.

**RECOMMENDED ACTION**

It is recommended that the City Council award the contract for the City Yard Roof Replacement (City Project No. 9270) to Remmi Construction, Inc., Riverside, California, in the amount of \$184,750.00, authorize the Mayor or her designee to execute the agreement, and direct staff to make the necessary adjustments to the Midyear Budget.

JOB NAME: CITY YARD ROOF REPLACEMENT  
(CITY PROJECT NO. 9270)

BID DATE: Tuesday, November 23, 2021

BID TIME: 11:00 AM

	<b><u>Company Name</u></b>	<b><u>Company Address</u></b>	<b><u>Bid Amount</u></b>
1.	A-1 All American Roofing WLA, Inc.	15322 Vermont Ave., Paramount, CA 90723	\$134,590.00
2.	Remmi Construction, Inc.	3360 July Dr., Riverside, CA 92503	\$184,750.00
3.	GreenCal Construction, Inc.	9065 Rosecrans Ave., Bellflower, CA 90706	\$220,000.00
4.	Junior's Construction, Inc.	12150 Bloomfield Ave., Suite C Santa Fe Springs, CA 90670	\$227,644.89
5.	Silverlake Construction	PO Box 1272 Wilmington, CA 90748	\$245,500.00
6.	Best Contracting Services, Inc.	19027 S. Hamilton Ave., Gardena, CA 90248	\$342,666.00

DECEMBER 14, 2021

RESOLUTION NO. 21:039

“ACCEPTING THE FACT FINDING REPORT AND ADOPTING THE TERMS  
OF THE CITY’S LAST, BEST, FINAL OFFER TO TEAMSTERS LOCAL 911”

MOTION IN ORDER:

READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 21:039.

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 14, 2021

---

**Subject: RESOLUTION NO. 21:039  
ACCEPTING THE FACT FINDING REPORT AND ADOPTING THE TERMS  
OF THE CITY'S LAST, BEST, FINAL OFFER TO TEAMSTERS LOCAL 911**

## **BACKGROUND**

The City's only labor unit is represented by the Teamsters Local 911 and consists of 21 non-management employees of the Public Works Department. Since forming in 2019, staff has met with the Teamsters to negotiate a long-term collective bargaining agreement five times. Staff sent to the Teamsters a comprehensive draft contract in May 2020, however, the Teamsters has yet to prepare a counter proposal despite numerous attempts by staff to finalize a contract. In the absence of a collective bargaining agreement, staff developed the FY 22 Annual Budget under status quo.

At its meeting on June 22, 2021, the City Council adopted the FY 22 Annual Budget, which took effect on July 1. The budget included a Cost of Living Adjustment of 3% for all employees. Staff also recommended that Classic CalPERS employees pick up 2% more of their share of pension costs, resulting in Classic employees contributing 4% towards their share of pension costs, and the City paying 12%. This arrangement is known as Employer Paid Member Contributions (EPMC). In 2019, similar changes were approved in one action by the City Council during the annual budget adoption, and no changes were proposed in 2020 due to the COVID-19 pandemic.

Before adopting these proposed salary and pension sharing changes, State law required the City to meet and confer with the Teamsters.

Staff was informed on June 21 by the Teamsters that 15 members of the unit met about the proposal to the City Council and unanimously voted against the adjustments. This resulted in a temporary moratorium to the salary and benefit adjustments for all of the 92 full-time employees for two reasons: (1) affording COLA salary increases for all employees is tied to changes to the EPMC, and (2) CalPERS requires all employees to be included in changes to the EPMC.

## **Issue of Dispute**

On June 28, the Teamsters presented staff with a counteroffer based on a 3% raise, without any changes to the employee share of pension costs. Upon meeting and conferring with the Teamsters regarding their counteroffer, they expressed dissatisfaction with any adjustments to the EPMC. Staff analyzed the counterproposal and determined this would have resulted in a deficit of approximately \$100,000 for FY 22.

At its next meeting on July 6, the City Council subsequently directed staff to proceed with a Last, Best, Final Offer (LBFO). The LBFO reflected the following salary and EPMC adjustments as originally proposed by staff:

1. Across-the-board wage increase for all employees of three percent (3%); and,
2. "Classic" employees will pay an additional two percent (2%) of their pension costs, for a total of four percent (4%).

The Teamsters rejected the LBFO on July 21, and the City declared Impasse on July 23 on the issues of wages and EPMC. Impasse procedures are handled under the authority of the State Public Employee Relations Board (PERB), requiring mediation and/or a Fact Finding Hearing. The City believed that further discussions would be futile as Teamsters simply refused to accept the City's explanation that the LBFO is based on the City's current budget situation, is sound public policy, and is fair as it provided a net wage increase to all employees.

## **Panel Ruling in Favor of the City**

To resolve the dispute as quickly as possible for all employees, the City moved forward with coordinating Fact Finding Hearing. On October 18, 2021, the City and the union presented their respective positions to a three-person fact finding panel. After considering both sides, the majority of the Fact Finding panel ruled in favor of the City's terms as described in the LBFO. The Fact Finding Final Report and Recommendations authored by the Fact Finding Chair is attached (Attachment A).

To summarize the Final Report, the Fact Finding Chair does not recommend modifying the City's proposal:

"As a practical matter, the City Budget for FY 2022 only works under their mathematical calculations... The clear conclusion is that agreeing to the Teamsters proposal would result in a budget with a \$100,000 deficit, and it is therefore clear that the City has no interest in modifying their wage proposal to obtain an agreement with the Teamsters."

The Chair closes the Final Report by encouraging the City and the union to recommence meeting on a final multiyear agreement that addresses wages for the bargaining unit.



## **VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No. 6: Efficient, Effective, and Fiscally Responsible – Deliver an efficient and effective City government in a fiscally responsible, transparent, and collaborative manner.

## **RECOMMENDED ACTION**

It is recommended that the City Council read by title only and adopt Resolution No. 21:039, imposing the terms of the City's Last, Best, and Final Offer to the Teamsters Local 911.

## **Attachment A**

### **City of Paramount and Teamsters Local 911 PERB Case No. LA-IM-300-M**

#### ***Factfinding Report and Recommendations***

##### **Procedural Background**

The International Brotherhood of Teamsters Local 911 was certified as the representative of the City of Paramount's Public Works Employees in November of 2019.

The bargaining unit consists of 21 employees. The rest of the City employees are not represented, and there are currently 69 employees in that group.

After initial discussions regarding contract language and a proposal from the City, the COVID-19 Pandemic struck, affecting everyone. As essential workers, the Public Works continued their duties, and it appears that there were no bargaining sessions during 2020.

Like most cities, Paramount's budget was hard hit by the effects of the pandemic, so that they placed a Sales Tax (Measure Y) on the Ballot in March 2020. At the time the tax rate for the City of Paramount was 9.5%, as compared to LA County's rate of 10.25%. The Measure would bring Paramount up to the County rate of 10.25% by increasing the existing 9.5% up to 10.25%.

Interestingly, Measure Y passed by a margin of 71.38% in favor and just 28.62% against.

For fiscal year 2021, the City determined to make some changes to their compensation for all employees, due to the cumulative impact of a two tier pension change by CalPERS, the California Public Employee Retirement System.

##### **CalPERS Pension Changes**

Most public employees in smaller jurisdictions are members of the giant State Retirement Fund, CalPERS, for simplicity and the benefit inherent in economies of scale (read over 1.3 million participants). The City of Paramount is a member agency.

However, back in 2013, the giant fund determined that they would need to make changes to how much new employees should pay into the system in order to make it solvent over time. Thus they set a cutoff for a hire date of prior to 1/1/2013 for employees covered by the fund, and determined higher costs for employees hired after that date. This law is referred to as PEPRRA, or Public Employees Pension Reform Act, duly enacted by the legislature.

As CalPERS itself described the result:

*The California Public Employees' Pension Reform Act (PEPRA), which took effect in January 2013, changes the way CalPERS retirement and health benefits are applied, and places compensation limits on members. The greatest impact is felt by new CalPERS members.*

*As defined by PEPRA, a new member includes:*

- *A member who joined CalPERS prior to January 1, 2013, who, on or after January 1, 2013, is hired by a different CalPERS employer following a break in service of more than six months.*
- *A new hire who joined CalPERS for the first time on or after January 1, 2013, and **who has no prior membership** in another California public retirement system.*
- *A new hire who joins CalPERS for the first time on or after January 1, 2013, and who was a member of another California public retirement system prior to that date, but **who is not subject to reciprocity** upon joining CalPERS.*

*All members who don't fall into the definitions above are considered classic members. Classic members will retain the existing benefit enrollment levels for future service with the same employer.*

The theory was, of course, that the “classic” employees would cycle out over time as they retired, and the newer PEPRA employees would become the base of the pension plan.

Lost in the seeming simplicity of the change was and is the fact that CalPERS doesn't care how much any given employer or employee will contribute into the fund on behalf of an employees obligation. Thus we have the concept of EMPC, or Employer Paid Member Contribution.

Back to English, what this has turned into over time is that “classic” employees tend to have employer paid pensions, while the PEPRA employees have an increasing amount taken out of their paychecks towards pension costs.

### **Back to Negotiations**

While there were little or no negotiations over contract language for an initial agreement with the Teamsters in 2019-2020, in 2021 the City of Paramount started looking at their projected 2022 Fiscal Year, and determined to make some changes, both in the area of wage increases (here cost of living adjustments or COLA's), and in the amount the City would pay into CalPERS for “classic” employees.

By email of June 3<sup>rd</sup>, indicated their wage proposal of giving all employees (represented and unrepresented alike) a 3% COLA wage increase, and at the same time reducing the amount they would contribute on behalf of “classic” employees by 2% (City Exhibit 1).

Local 911 was less than thrilled by the proposal, and on June 29<sup>th</sup>, indicated that they wanted a 3% wage increase, but no change to the pension contributions of classic employees. Essentially, kick the can down the road, and have that conversation in 2022. (City Exhibit 2).

On July 19, 2021, the City provided Teamsters Local 911 with a “Last, Best, and Final” Offer which was the same as their initial proposal.

After a July 21<sup>st</sup> conversation between Local 911's Carlos Rubio (the Union negotiator)

and the City's Assistant City Manager, the City formally declared Impasse. Ultimately PERB certified the dispute to Factfinding (Case #LA-IM-300-M), and the undersigned was mutually agreed upon as the Factfinding Chair.

### **Discussion**

From a collective bargaining standpoint, this case is troublesome, in that due to circumstances beyond anyone's control, there is virtually no bargaining history and in fact there is no initial collective bargaining agreement to provide a framework or context for negotiations.

What we have is a certified bargaining unit for Public Works Employees represented by Teamsters Local 911 since November 2019, and in the absence of a MOU, not even tentative agreements which would provide a clue or road map for proceeding.

Further complicating the process, the City determined in their 2022 Proposed Budget to treat all employees the same, whether represented in the Public Works Unit by the Teamsters, or "Non-represented" without regard to department or potential bargaining status.

I understand that events beyond anyone's control resulted in this situation, and that the City's Proposed Budget makes mathematical sense. They have decided to treat all classical and PEPRA employees in two separate camps without consideration of bargaining Unit.

In the proposal, everyone starts out with a 3% increase. However, all "classic" employees will have 2% of the 3% in effect taken back by the City's decision to reduce the City pension subsidy by 2% for their grouping in CalPERS.

The information provided doesn't help a lot either. According to the City, here's the breakdown between represented and unrepresented:

Public Works (IBT 911)	Non-represented
21 Employees	69 Employees
13 PEPRA	23 PEPRA
8 Classic	46 Classic

Ultimately, all I can say is that there is nothing in the Statute which prohibits the City from proceeding and unilaterally imposing their last, best and final offer. In the event they choose that course, I would urge them to commence further negotiations with Teamsters Local 911 to try and flesh out a collective bargaining agreement which would directly deal with the Classic/PEPRA difficulty over time.

## **Recommendation**

As a practical matter, the City Budget for FY 2022 only works under their mathematical calculations in Exhibit 4, last page.

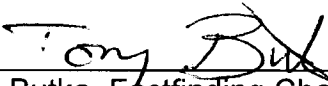
That document consists of 3 partial spreadsheets showing the current Classic vs. PEPRA employee costs, the result of the impact of their last, best and final offer to all employees, and the impact of agreeing to the Teamsters proposal.

The clear conclusion is that agreeing to the Teamsters proposal would result in a budget with a \$100,000 deficit, and it is therefore clear that the City has no interest in modifying their wage proposal to obtain an agreement with the Teamsters for the Public Works employees represented by Local 900.

Therefore the factfinding Chair makes no recommendation on wage modification for 2022 because it would be whistling in the dark. It is clear that the City fully intends to implement their last, best & final offer. Whether or not this is kosher is a value judgment I am not prepared to make.

The only practical way forward in the bargaining process is clearly for the parties to commence meeting on finalizing contract language for the bargaining unit, and integrating the 2022 salary modifications into a multi year agreement that covers how wages are to be handled in the out years of a multi year agreement.

Submitted,



Tony Butka, Factfinding Chair  
City of Paramount and Teamsters Local 911

Nate Kowalski, for City of Paramount  
Concurs

Carlos Rubio, for IBT Local 911  
Dissent

Date: 11/17/2021

CITY OF PARAMOUNT  
LOS ANGELES COUNTY, CALIFORNIA

**RESOLUTION NO. 21:039**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT  
ACCEPTING THE FACT FINDING REPORT AND ADOPTING THE  
TERMS OF THE CITY'S LAST, BEST, FINAL OFFER TO TEAMSTERS  
LOCAL 911 PURSUANT TO GOVERNMENT CODE SECTION 3505.7

WHEREAS, the City's only labor unit is represented by the Teamsters Local 911 ("Teamsters") and consists of 21 non-management employees of the Public Works Department; and

WHEREAS, since forming in 2019, the City and Teamsters (collectively "Parties") have yet to adopt a collective bargaining agreement, resulting a period of status quo; and

WHEREAS, at its meeting on June 22, 2021, the City Council adopted the FY 22 Annual Budget, which recommended a Cost of Living Adjustment of 3% for all employees and that Classic CalPERS employees pick up an additional 2% of their Employer Paid Member Contribution (EPMC), resulting in Classic employees contributing 4% towards their share of pension costs; and

WHEREAS, the Teamsters unit unanimously voted against the City's proposal, resulting in a temporary moratorium to the salary and benefit adjustments for all of the City's 92 full-time employees; and

WHEREAS, the Teamsters unit submitted to the City a counteroffer based on a 3% raise, without any changes to the employee share of pension costs, which would result in a deficit of approximately \$100,000 for FY 22; and

WHEREAS, the City Council responded with a Last, Best, Final Offer (LBFO) based on an across-the-board wage increase for all employees of 3%, and "Classic" employees will pay an additional 2% of their pension costs, for a total of 4%; and

WHEREAS, the Teamsters rejected the City's LBFO on July 21, and the City subsequently declared Impasse on July 23 on the issues of wages and EPMC believing that further discussions would be futile as Teamsters simply refused to accept the City's explanation that the LBFO is based on the City's current budget situation, is sound public policy, and is fair as it provided a net wage increase to all employees; and

WHEREAS, the Parties presented their respective positions to a three-person fact finding panel on October 18, 2021 and after considering both sides, the Fact Finding Chair ruled in favor of the City's terms as described in the LBFO.

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.** The City Council determines that the City and the Teamsters Local 911 are at impasse related to the issue of wages and EPMC.

The City Council further determines that the parties have exhausted the labor negotiation process pursuant to the Meyer-Milias-Brown Act, Government Code section 3500 et seq., including fact finding.

The City Council hereby implements the City's Last, Best, and Final Offer to Teamsters Local 911, a copy of which is attached hereto as Exhibit A.

The City Manager is hereby authorized to implement the terms of the City's last, best, and final offer as soon as administratively feasible.

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

PASSED, APPROVED, and ADOPTED by the City Council of the City of Paramount this 14<sup>th</sup> day of December 2021.

---

Brenda Olmos, Mayor

ATTEST:

---

Heidi Luce, City Clerk

## **EXHIBIT A**

### **CITY OF PARAMOUNT/TEAMSTERS, LOCAL 911**

**July 19, 2021**

### **LAST, BEST, FINAL OFFER RE: FY 21-22 WAGE/EPMC**

As you know, the City Council adopted the FY 22 budget on June 22 that breaks even (no surplus, no deficit), which took effect on July 1. We proposed a 3% raise for all employees. In order to afford a 3% Cost of Living increase for all employees, we recommended that “Classic” CalPERS employees (those hired before 2013) contribute 2% more toward their own retirement portion. With our narrow budget for FY 22, 3% salary increases without any changes to Classic employees’ contribution would result in at least a \$100,000 deficit.

Here was the original proposal:

<b>Employees Hired After 2013  (“PEPRA”)  &amp; Part-Time Employees</b>	<b>“Classic” Employees  (Hired before 2013)</b>
<ul style="list-style-type: none"><li>✓ 3% Salary Increase</li><li>✓ No Reduction in Benefits</li></ul>	<ul style="list-style-type: none"><li>✓ 3% Salary Increase</li><li>✓ 2% Reduction for CalPERS Employer Paid Member Contribution (EPMC)</li><li>✓ Net 1% salary increase</li></ul>

This proposal was not a new concept. Back in 2019, the City embarked on a plan to start having Classic CalPERS employees to start contributing more toward their employee portion of their retirement. The plan was to achieve this over a phased approach, and any out of pocket reductions in pay for Classic employees would be offset with salary raises equal to or more than the changes.

The State pension reform law (PEPRA) established different retirement formulas for City employees hired after 2013, creating disparities between Classic employees and “PEPRA” employees (those hired after 2013).

Classic employees pay 2% of their portion, and the City picks up the remaining 6% of their portion (known as Employer Paid Member Contribution, or EPMC). The PEPRA law forbids the City from paying any contribution for PEPRA employees and they must have their complete dues taken out of their paycheck. So PEPRA employees pay more out of pocket to CalPERS than a Classic employee does, even if they have the same job. This creates one of those disparities in take-home pay between employees doing the same work only because they were hired at different times. By asking Classic



employees to pay an additional 2% of their CalPERS dues, we are trying to make things a little fairer within our workforce and reduce this gap.

Therefore, City makes the following Last Best and Final Offer:

Effective July 1, 2021:

1. Across-the-board wage increase for all employees of three percent (3%);
2. "Classic" employees will pay an additional two percent (2%) of their EPMC, for a total of four percent (4%).

The City believes this is a fair and reasonable offer in light of the City's financial circumstances and the City's policy directive to eliminate EPMC. Attached is an example of how this proposal would be implemented:

***The City respectfully requests that this proposal be presented to the Teamsters membership for a vote.***

DECEMBER 14, 2021

RESOLUTION NO. 21:020

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT SETTING THE EMPLOYER PAID MEMBER CONTRIBUTION AT FOUR PERCENT (4%) FOR CLASSIC CALPERS EMPLOYEES, EFFECTIVE JULY 3, 2021”

MOTION IN ORDER:

READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 21:020.

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 14, 2021

---

**Subject: RESOLUTION NO. 21:020  
SETTING THE EMPLOYER PAID MEMBER CONTRIBUTION AT FOUR  
PERCENT (4%) FOR CLASSIC CALPERS EMPLOYEES, EFFECTIVE  
JULY 3, 2021**

The following report and accompanying Resolution No. 21:020 were originally included in the City Council meeting agenda for June 22, 2021 as part of the FY 2022 Adopted Budget. This item was taken off of the agenda by the City Council due to the legally mandated procedure related to a labor union issue. Having completed a legally required due diligence period as described in the preceding agenda item this evening, the following report has been updated from its original version and action for this item is being recommended for approval.

## **BACKGROUND**

The City of Paramount is a member of the California Public Employees' Retirement System (CalPERS). To participate in the CalPERS pension program, both the employer and employee share the costs through contributions known as Normal Costs. The Normal Costs represent the annual cost of service accrual for the upcoming Fiscal Year for active employees, is established by contract, and is based on the City's established retirement formula. Normal Costs are shown as a percentage of employee payroll paid as part of the payroll reporting process and are broken down into two categories of contributions: employee contribution and the employer contribution.

The passage of the California Public Employees' Pension Reform Act (PEPRA) by California voters in 2013 resulted in a variety of pension reforms for public employees across the State, including capping employees who joined CalPERS after January 1, 2013 ("PEPRA Employees") at a different retirement formula than "Classic Employees" who became CalPERS members prior to 2013. This law established different contribution formulas for City employees creating disparity between Classic and PEPRA employee members.

## **Current Employer and Employee Contributions**

To pay for City pensions, City's Classic Employees are required to contribute 8% of their reportable wages to CalPERS, and the employer is required to contribute 13.3%. As an additional employee benefit, the City picks up 6% of the employee contribution for Classic

Employees, known as the Employer Paid Member Contribution (EPMC), and the employee pays only 2%. The PEPR law does not allow employers to pay any part of the employee contribution for PEPR employees. As a result, PEPR employees pay the full 7.75% of the employee portion, and the City pays its 7.54% employer contribution of the Normal Costs. It should be noted that the percentage difference of the employee contributions between Classic and PEPR members is due to the different pension formula required by the PEPR law for the newer employees.

The City is only one of the few remaining agencies in the area still paying an EPMC benefit. Other public agencies across the State, particularly in LA County, have outright stopped, or are in the process of reducing, EPMC for Classic members.

### **Recommended Changes to EPMC**

Although the changes in the State's Public employee pension laws were intended to control ballooning pension costs to the taxpayers, they created a clear disparity in employee benefits by creating two tiers of take-home pay within the City's workforce. As newer PEPR employees are legally prohibited from enjoying the benefit of an EPMC, a PEPR employee in a classification is paying a higher CalPERS contribution out of pocket compared to a Classic Employee in the same position doing the same work. The differences in contributions translate to unbalanced compensation between employees in the same position doing the same work, only because they were hired at different times.

To minimize the disparity between the compensation of the City's workforce and to better manage pension costs in the long term, staff set out to reduce the City's EPMC using a phased annual approach beginning in FY 2020. At the time, the City Council approved a 2% reduction of the EPMC from 8% to 6%. This translated to Classic Employees picking up 2% of their share of pension costs. Due to the uncertainties surrounding the COVID-19 pandemic, no changes were made to compensation or benefits in FY 21.

With the FY 22 City returning to nearly full operations, it is recommended that the City resume its prudent approach to adjusting the EPMC. Staff is recommending that the City continue its phased approach to reducing the EPMC by setting the FY 22 EPMC at 4% of Classic Employees. This would translate to the City paying 12% of pension costs, and Classic Employees paying 4% towards their share. No changes would occur to PEPR employees, in accordance with State law.

To offset any loss of take-home pay for Classic Employees, staff will implement a 3% Cost of Living Adjustment (COLA) for all full-time employees retroactive to July 3, 2021. This action was approved by the City Council at its meeting on June 22, 2021.

### **RECOMMENDED ACTION**

It is recommended that the City Council read by title only and adopt Resolution No. 21:020, effective July 3, 2021.

CITY OF PARAMOUNT  
LOS ANGELES COUNTY, CALIFORNIA

**RESOLUTION NO. 21:020**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT  
SETTING THE EMPLOYER PAID MEMBER CONTRIBUTION AT FOUR  
PERCENT (4%) FOR CLASSIC CALPERS EMPLOYEES, EFFECTIVE  
JULY 3, 2021

WHEREAS, the governing board of the City of Paramount has the authority to implement Government Code Section 20691; and

WHEREAS, the governing board of the City of Paramount has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Paramount of a Resolution to commence said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Paramount has identified the following conditions for the purpose of its election to pay EPMC:

1. This benefit shall apply to all employees of Classic Miscellaneous.
2. This benefit shall consist of paying 4% of the normal member contributions as EPMC.
3. The effective date of this Resolution shall be July 3, 2021; and,

WHEREAS, the City has met its due diligence obligations to meet and confer on this action with its represented labor unit pursuant to the Public Employee Relations Board (PERB).

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.** The governing body of the City of Paramount elects to pay EPMC, as set forth above.

**SECTION 3.** This Resolution shall take effect on July 3, 2021.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Paramount this 14<sup>th</sup> day of December 2021.

---

Brenda Olmos, Mayor

ATTEST:

---

Heidi Luce, City Clerk

DECEMBER 14, 2021

INTERIM URGENCY ORDINANCE NO. 1157

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT ADOPTING AN INTERIM URGENCY ORDINANCE APPROVING ZONING ORDINANCE TEXT AMENDMENT NO. 24 AND REVISING TITLE 17 OF THE PARAMOUNT MUNICIPAL CODE TO IMPLEMENT PROVISIONS OF SENATE BILL 9 REGARDING URBAN LOT SPLITS AND TWO-UNIT RESIDENTIAL DEVELOPMENTS ON PROPERTIES IN THE R-1 (SINGLE-FAMILY RESIDENTIAL) ZONE IN THE CITY OF PARAMOUNT”

MOTION IN ORDER:

READ BY TITLE ONLY, WAIVE FURTHER READING, AND ADOPT INTERIM URGENCY ORDINANCE NO. 1157 BY A 4/5THS VOTE.

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 14, 2021

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**Subject: INTERIM URGENCY ORDINANCE NO. 1157  
ZONING ORDINANCE TEXT AMENDMENT NO. 24  
URBAN LOT SPLITS AND TWO-UNIT RESIDENTIAL DEVELOPMENTS**

## **REQUEST**

This item is a request for the City Council to adopt an interim urgency ordinance approving Zoning Ordinance Text Amendment (ZOTA) No. 24 and revising Title 17 of the Paramount Municipal Code to implement provisions of Senate Bill (SB) 9 regarding urban lot splits and two-unit residential developments on properties in the R-1 (Single-Family Residential) zone. This interim urgency ordinance is proposed in order to immediately protect the public health, safety, and welfare of residents within the City of Paramount and comply with State law.

A standard amendment to the Title 17 of the Municipal Code (the "Zoning Ordinance") requires Planning Commission review and a more extensive public notification process. However, an interim urgency ordinance that follows strict guidelines and is adopted with a 4/5 vote of the City Council does not require the Planning Commission to weigh in on a proposed amendment. Furthermore, an interim urgency ordinance does not require notice or hearing. For that reason, its initial term is only 45 days. Thereafter, an interim urgency ordinance may be renewed after such notice and hearing for 10 months and 15 days and thereafter for an additional one year, for a total of no more than two years.

In January 2022, staff will request that this ordinance be extended for up to 10 months and 15 days to allow time to revise the regulations with additional guidance from project applications, neighboring cities, and (hopefully) the California Department of Housing and Community Development (HCD).

## **BACKGROUND**

On September 16, 2021, Governor Newsom signed SB 9 into law. SB 9 is effective January 1, 2022 and applies to any property zoned single-family in an urbanized (not rural) area. In Paramount, SB 9 is applicable to properties in the R-1 zone.



According to the author of SB 9, "Senate Bill 9 promotes small-scale neighborhood residential development by streamlining the process for a homeowner to create a duplex or subdivide an existing lot. SB 9 strikes an appropriate balance between respecting local control and creating an environment and opportunity for neighborhood scale development that benefits the broader community. To that end, the bill includes numerous safeguards to ensure that it responsibly creates duplexes and strategically increases housing opportunities for homeowners, renters, and families alike."

The City formally submitted two letters of opposition during the legislative process. According to the League of California Cities in a statement of opposition, "SB 9 as currently drafted will not spur much needed housing construction in a manner that supports local flexibility, decisionmaking, and community input. State-driven ministerial or by-right housing approval processes fail to recognize the extensive public engagement associated with developing and adopting zoning ordinances and housing elements that are certified by [HCD]."

At the October 19, 2021 City Council meeting, the City Council reviewed a summary of SB 9. The following are key provisions as summarized.

- SB 9 applies to properties zoned single-family residential.
- Up to four residential units are permitted per single-family lot, subject to the requirements of the bill.
- No CEQA analysis can be performed.
- Review of a project is limited to objective standards in relation to the design and size of a housing unit. Objective standards means existing written laws, regulations or documents in effect before an application for the additional unit(s) is made.
- No more than a four-foot side and rear yard setback (the open space between property line and building) can be required.
- Onsite parking cannot be required when a property is located within one-half mile walking distance of a high-quality transit corridor, as defined in Public Resources Code Section 21155, or a major transit stop, as defined in Public Resources Code Section 21064.3, or within one block of a car share vehicle. Otherwise, off-street parking of one space per unit can be required.
- A single lot may be subdivided into two lots in one of two ways. The first way is through a permit that creates two parcels which may be sold separately. The second way is through a more formal lot split, provided each lot contains a minimum of 1,200 square feet and the resulting two lots are approximately the same size. The two processes may be used together to create four housing units.
- A lot split must be processed ministerially (cannot be processed through the Planning Commission or City Council).
- The property owner must occupy one of the housing units for three years.
- Each new unit must contain a minimum of 800 square feet.
- Short-term rentals (less than 30 days) are prohibited.

## SUMMARY OF PROPOSED ORDINANCE

The Assistant City Attorney worked with staff to develop the proposed interim urgency ordinance. SB 9 as approved provides minimal latitude for cities to develop regulations tailored to the specific community. Additionally, while SB 9 takes effect on January 1, 2022, HCD is not expected to provide clarification and guidance until the last weeks of December or later. As such, it is critical for the City to move forward with the proposed ordinance to ensure local regulations, as negligible as the State allows, are in place by January 1 despite ambiguities from the State as well as to ensure that the process is available in Paramount as required by law.

The proposed ordinance includes the following:

- General. A regulatory framework with definitions that will be incorporated into the Municipal Code and local regulations that cross-reference the R-1 zone. In other words, the ordinance adds the necessary “objective standards.”
- Zone. Language restricting urban lot splits and ministerial two-unit residential developments to the R-1 zone.
- Process. An application process followed by a permit, site plan, and/or parcel map. Staff continues to analyze the process. A building permit and certificate of occupancy will be required.
- Short-term rentals. A restriction on short-term rentals shall be recorded by the owner of the property before issuance of any final certificate of occupancy utilizing the form provided by the City.
- Impact fees. Any applicable development fees adopted by the City Council shall be paid before issuance of a building permit.
- Objective standards. Design standards are included for roof, doors, exterior materials, garage doors, tarps, roof-mounted equipment, balconies, water heaters, building height, driveways, and utility connections.
- Accessory dwelling units (ADUs). No ADU or Junior ADU shall be allowed on or within any unit or lot for which the Urban Lot Split process or the Two-Unit Residential Development process is employed.

## INTERIM ORDINANCE

The adoption of this ordinance as an urgency ordinance is necessary to protect public health and safety from the deleterious effects that disorderly development may have on the quality of life in single-family residential zoning, including upon aesthetics, and it is also necessary to ensure compliance with state law. The City Council should find and declare that this ordinance is adopted as an urgency measure pursuant to the authority granted the City of Paramount under Government Code Sections 36934 and 65858 and is for the immediate preservation of the public safety, health, and welfare.

## **NEXT STEPS**

In 2022 and following the release of guidance memoranda from HCD, Planning Department staff will work on an ordinance for longer-term implementation within the 10 month and 15 days extension period. The standard ordinance will be reviewed by the Planning Commission at a noticed public hearing as a working draft with recommendations to be forwarded to the City Council for adoption of a permanent ordinance.

## **ANALYSIS**

The proposed interim urgency ordinance is a prudent and necessary step for the City to make. The proposed ordinance is in compliance with State law and serves the needs of the Paramount community.

To date, only two property owners have inquired about SB 9-related development. Of those two, the owner owns property in the R-2 (Medium Density Residential) zone, where SB 9 is inapplicable. As such, only one owner of property in the R-1 zone has contacted the City about Paramount's expected SB 9 administrative review process. On the other hand, when the State recently adopted a series of regulations further requiring cities to approve ADUs, Planning Department staff was inundated with ADU-related inquiries. While interest in urban lot splits and two-unit residential developments in the City appears low, it is important to have regulations in place in time for the January 1 effective date.

## **ENVIRONMENTAL ASSESSMENT**

Pursuant to Government Code Sections 65852.21 and 66411.7, this ordinance is not subject to the California Environmental Quality Act (CEQA), Division 13, commencing with Section 21000 of the Public Resources Code, because it is not a project as defined in Section 15378 of CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations).

## **VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity, and guidelines; and provide the framework for policy decisionmaking. The Strategic Outcomes were implemented to provide a pathway to achieving the Vision of a city that is safe, healthy, and attractive. This item aligns with Strategic Outcomes No. 1: Safe Community; and No. 4: Environmental Health.

## **RECOMMENDED ACTION**

It is recommended that the City Council read by title only, waive further reading, and adopt Interim Urgency Ordinance No. 1157 by a 4/5ths vote.

CITY OF PARAMOUNT  
LOS ANGELES COUNTY, CALIFORNIA

**INTERIM URGENCY ORDINANCE NO. 1157**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT ADOPTING AN INTERIM URGENCY ORDINANCE APPROVING ZONING ORDINANCE TEXT AMENDMENT NO. 24 AND REVISING TITLE 17 OF THE PARAMOUNT MUNICIPAL CODE TO IMPLEMENT PROVISIONS OF SENATE BILL 9 REGARDING URBAN LOT SPLITS AND TWO-UNIT RESIDENTIAL DEVELOPMENTS ON PROPERTIES IN THE R-1 (SINGLE-FAMILY RESIDENTIAL) ZONE IN THE CITY OF PARAMOUNT

**WHEREAS**, the City of Paramount, pursuant to its police power, may adopt regulations to protect the health, safety, and welfare of the public under California Constitution, Article XI, Section 7 and California Government Code Section 37100, and thereby is authorized to establish land use regulations that promote the safe and orderly development of housing in single family residential zones; and

**WHEREAS**, in exercising its inherent police power, the City may not enact or enforce laws or ordinances that conflict with the state's general laws, either expressly or by legislative implication or that with the provisions of its General Plan; and

**WHEREAS**, on September 16, 2021, the Governor of California signed Senate Bill 9 ("SB 9"), which adds Sections 65852.21 and 66411.7 to the Government Code and amends Section 66452.6 thereto, requiring that the City ministerially approve certain urban lot splits and the construction of residential units on each separate lot which, if used together, would allow for a total of four (4) residential units per lot in single-family zoning districts; and

**WHEREAS**, SB 9 will become effective on January 1, 2022, and the Paramount Municipal Code currently does not provide rules or a process for urban lot splits or the construction of two-unit residential developments on parcels zoned for single-family residential use; and

**WHEREAS**, SB 9 provides for, but does not fully specify, the rules or process for urban lot splits or the construction of two-unit residential developments on parcels zoned for single-family residential use and leave to cities the application of certain requirements and objective standards pursuant to the City's authority and as of the date of this ordinance, the Department of Housing and Community Development has not provided any guidance; and

**WHEREAS**, it is within the police powers of the City to provide for the consistent and orderly development of housing the City now wishes to provide for the consistent application of SB 9 and its various provisions, in coordination with SB 330, SB 8, those regulations pertaining to accessory dwelling units (ADUs), and all other laws; and

**WHEREAS**, failure to adopt standards for urban lot splits and two-unit residential developments will constitute a threat to public health, safety and welfare as it will impede the ability to carry out such actions as mandated by state law, thereby limiting the availability of needed housing, or may cause an increase in short-term rentals in single-family residential zones, in violation of SB 9 and inconsistent with the general plan, and also may lead to the disorderly, unregulated development of housing in single-family residential zoning, impacting the quality of life for neighboring property owners, as well as the broader community; and

**WHEREAS**, the adoption of this ordinance as an urgency ordinance is necessary to protect public health and safety from the deleterious effects that disorderly development may have on the quality of life in single-family residential zoning, including upon aesthetics, and it is also necessary to ensure compliance with state law; and

**WHEREAS**, the City Council hereby finds and declares that this ordinance is adopted as an urgency measure pursuant to the authority granted the City of Paramount under Government Code Sections 36934 and 65858 and is for the immediate preservation of the public safety, health, and welfare for the reasons set out here; and

**WHEREAS**, Government Code Section 65858 provides that this ordinance initially may be adopted for 45 calendar days without notice or hearing and thereafter may be renewed after such notice and hearing for 10 months and 15 days and thereafter for an additional one year, for a total of no more than two years; and

**WHEREAS**, the provisions of this ordinance are consistent with the General Plan and carry out its purpose of serving as the blueprint for planning and development in the City, representing the community's vision for the future through policies and plans, and guiding the orderly and deliberate land use development; and

**WHEREAS**, this action is exempt from review under the California Environmental Quality Act (CEQA) as it does not constitute a project.

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

**SECTION 1.** The Recitals set forth hereinabove are true and correct and incorporated herein by reference as if fully set forth herein.

**SECTION 2.** Section 17.04.010, Definitions, is hereby amended to also include the following definitions:

**“Two-Unit Residential Development.** A proposed development with no more than two new residential units or a proposed development wherein there is one existing residential unit and no more than one new residential unit will be added, as set forth in Government Code Sections 65852.21 and 66411.7. ‘Two-Unit

Residential Development' does not include developments with accessory dwelling units (ADUs), accessory living quarters, or junior accessory dwelling units (JADUs).

**Two-Unit Residential Development Permit.** An administrative permit issued by the City for the construction of a Two-Unit Residential Development.

**Urban Lot Split.** The subdivision of a single-family residential parcel into no more than two new parcels of no more than 1,200 square feet, as set forth in Government Code Sections 65852.21 and 66411.7.

**Urban Lot Split Permit.** The administrative permit issued by the City for the completion of an Urban Lot Split.

**SECTION 3.** Section 17.08.020, Permitted Uses, is hereby amended to also include the following subsection:

“J. Two-Unit Residential Developments and Urban Lots Splits, per Section 17.08.140.”

**SECTION 4.** Section 17.08.140 is hereby added to the Paramount Municipal Code to read as follows:

**“Section 17.08.140 Two-Unit Residential Developments and Urban Lot Splits.**

- A. Purpose and Intent. The purpose of this section is to increase the supply of dwelling units by allowing for the development of two units on lots that are zoned for single-family residential use and to establish the criteria for urban lot splits, consistent with Senate Bill 9, which added Sections 65852.21 and 66411.7 to the Government Code and amended Government Code Section 66452.6. The provisions of this Section supersede those of the remainder of this Title and Title 16 unless otherwise provided.
- B. Approval Procedure Generally. Except as otherwise provided in this Section 17.08.140, applications for a Two-Unit Residential Development Permit and applications for an Urban Lot Split Permit shall be approved ministerially without discretionary review or public hearing when the requirements of this Section, as applicable, are satisfied. No application under this Section shall be denied solely because it proposes adjacent or connected structures. Notwithstanding the foregoing, applications may be denied if the Planning Director or designee makes a written finding, based on a preponderance of the evidence, that the proposed project would have a specific, adverse impact (as defined and determined by Government Code Section 65589.5), upon public health and safety or the physical environment, and that there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

- C. The City shall post the provisions for processing applications available prior to an application being filed. Any and all required documents shall be available for review by the applicant prior to submission of an application. A building permit and final certificate of occupancy shall be required as set out in the Paramount Municipal Code.
- D. Requirements Generally. Two-Unit Residential Developments and Urban Lot Splits shall satisfy all conditions set forth in Government Code Section 66411.7 as well as those specified below:
  - 1. Single-Family Zoning. Two-Unit Residential Developments and Urban Lot Splits shall only be permitted in the R-1 (Single-Family Residential) zone.
  - 2. Separate Conveyance. The dwelling units proposed for a Two-Unit Residential Development or Urban Lot Split shall meet the applicable requirements set forth in Paramount Municipal Code Title 15 (Buildings and Construction).
  - 3. The dwelling units also shall be sufficiently constructed and arranged to allow for a separate conveyance that complies with the terms and conditions of this Section 17.08.140.
  - 4. Owner-Occupancy Covenant.
    - a. All applicants of Two-Unit Residential Developments and/or Urban Lot Splits shall record a deed restriction in the form provided by the City before submission of an application. Such deed restriction shall require that the owner of the lot be the current occupant of one of the housing units and that the owner occupy that unit as the owner's principal residence for three (3) years after the date of the final certificate of occupancy. The City shall conduct random inspection verifications that this section is being adhered to. Owner shall provide proof to the City that said unit is owner-occupied.
    - b. This provision shall not apply to community land trusts, as defined in Section 402.1 of the Revenue and Taxation Code, or qualified nonprofit corporations, as described in Section 214.15 of the Revenue and Taxation Code.
  - 5. Short-term Rentals Prohibited. No dwelling units created pursuant to this Section shall be rented for a term shorter than thirty (30) consecutive calendar days. A restriction on short-term rentals shall be recorded by the owner of the property before issuance of any final certificate of occupancy utilizing the form provided by the City.

6. Development Conditions. Unless otherwise stated herein, all Two-Unit Residential Developments and Urban Lot Splits shall be subject to all objective zoning standards, objective subdivision standards, and objective design review standards set forth in the Paramount Municipal Code, including but not limited to the following:
  - a. Impact fees. Any applicable development fees adopted by the City Council shall be paid before issuance of a building permit.
  - b. Design – Architectural and Design Standards.
    - i. The slope of the roof shall match the predominant roof slope of any existing dwelling unit.
    - ii. Front doors shall be solid, with peepholes or vision glass that provides equivalent view of the front exterior. Front doors shall include metal door jambs.
    - iii. The design of the second unit shall meet the same standards and specifications as the existing unit, including exterior building materials, roofing material, exterior color and texture, and type of exterior accent/trim. Exterior accent/trim material shall be wood siding, brick, stone, or slump stone. The type of window and window trim shall be the same as that of the existing unit as to the type of exterior building materials.
    - iv. All garage doors shall be roll-up doors.
    - v. Tarps. 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 freestanding 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.

- vi. For properties with no existing unit, the provisions of Chapter 17.08 (R-1, Single-Family Residential Classification) of the Paramount Municipal Code shall apply to the maximum extent.
  - vii. All roof mounted equipment shall be hidden from public view from the public right of way.
  - viii. No second stories.
  - ix. At least one wall-mounted light fixture shall be installed and maintained adjacent to each exterior door for the purpose of providing safe and efficient access to a dwelling unit.
  - x. Each new water heater shall be tankless.
  - xi. No window security bars shall be installed on the exterior of any window. All exterior doors must be able to open without special knowledge or tools.
  - xii. Stairs to a second floor shall only be located inside a dwelling unit.
- c. Configuration.
- i. Each unit must be placed on its lot in such a manner that there is a separate entrance.
  - ii. That entrance may face either the side or the rear yard.
  - iii. Each unit must be placed on a lot in such a way that each has access to the street.

- d. Minimum structure separation. There shall be at least 10 linear feet between each primary dwelling unit to primary dwelling unit. There must be at least six linear feet between the primary dwelling unit and any accessory structure, including but not limited to an accessory dwelling unit or junior accessory dwelling unit where allowed.
  - e. Driveways. All driveways shall be concrete or solid pavers. There must be a 24 ft. turning radius. A driveway may be shared by the units.
  - f. Landscaping. Landscaping shall be drought tolerant, and at least one 24-inch box shade/canopy tree per housing unit shall be planted in compliance with Chapter 17.96 (Water-Efficient Landscape Provisions) of the Paramount Municipal Code.
  - g. Utility connections. Each unit must have a separate connection for utilities. As used here, “utilities” means water, sewer, electricity, cable, gas and solid waste removal provided pursuant to Chapter 13 of the Paramount Municipal Code and the requirements of any third-party provider.
- E. Two-Unit Residential Development – Additional Requirements. In addition to Section 17.08.140(C), Two-Unit Residential Developments shall satisfy the following requirements:
  - 1. Minimum and maximum square footage. Each unit created must be at least 800 square feet and no more than 1,000 square feet in floor area.
  - 2. Demolition of Existing Housing Units. Two-Unit Residential Developments shall not require the demolition or alteration of any existing housing units:
    - a. Subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income; or
    - b. Subject to any form of rent control; or
    - c. That have been occupied by a tenant for the last three years before the date of application submittal; or
    - d. Where that demolition is not otherwise allowed by another provision of the Paramount Municipal Code.

3. Demolition of Existing Exterior Structural Walls. Two-Unit Residential Developments shall not require the demolition of more than 25% of the existing structural walls of the existing single-family unit unless the existing unit(s) has not been occupied by a tenant for the last three years.
4. Demolition Allowed by Code. Two-Unit Residential Developments shall not be approved if demolition of the existing single-family unit is not allowed by another provision of the Paramount Municipal Code.
5. Yard Requirements. Notwithstanding Section 17.08.060, Two-Unit Residential Developments each shall have a minimum rear yard and side yard setback of four (4) feet.
  - a. With respect to all other yard requirements, Section 17.08.060 shall control so long as the application of the requirements therein does not physically preclude either of the two units from being at least 800 square feet in floor area.
  - b. Moreover, in no case shall setbacks be required for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure.
6. Parking.
  - a. Two-Unit Residential Developments shall provide off-street parking of one space per unit unless the parcel is located within one-half mile walking distance of a high-quality transit corridor, as defined in Public Resources Code Section 21155, or a major transit stop, as defined in Public Resources Code Section 21064.3, or within one block of a car share vehicle.
  - b. Off-street parking shall be satisfied as follows: (i) by one designated parking space shown on site plan as defined in Paramount Municipal Code Section 16.04.020; (ii) by tandem parking as defined in Section 17.04.010 and as shown on the site plan where the total area for the tandem parking meets 2.5 times the total area required for two parking spaces or by a recorded perpetual reciprocal parking agreement between the two parcels in a form approved by the City that provides for parking spaces.

- c. Existing Violations. Two-Unit Residential Developments and/or Urban Lot Splits shall not be allowed on parcels where existing, unresolved violations of Title 17 (Zoning) of the Paramount Municipal Code exist and an enforcement officer has previously issued an administrative citation for such a violation.
- F. Urban Lot Splits – Additional Requirements. In addition to Section 17.08.140(C), Urban Lot Splits shall be subject to the following additional conditions:
  - 1. Lot Size. Urban Lot Splits shall subdivide an existing parcel to create no more than two new parcels of approximately equal lot area provided that one parcel shall not be smaller than 40% of the lot area of the original parcel proposed for subdivision. In no event shall the newly created parcels be smaller than 1,200 square feet and no unit shall be larger than 1,000 square feet.
  - 2. Conformance with Subdivision Map Act. Urban Lot Splits shall conform to all objective requirements of the Subdivision Map Act, Government Code Section 66410 et seq. A final certificate of occupancy is required.
  - 3. Demolition of Existing Housing Units. Urban Lot Splits shall not require the demolition or alteration of any existing housing units:
    - a. Subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income; or
    - b. Subject to any form of rent control; or
    - c. That have been occupied by a tenant for the last three years before the date of application submittal; or
    - d. Where that demolition is not otherwise allowed by another provision of the Paramount Municipal Code.
  - 4. No Further Subdivision. Parcels previously established through subdivision pursuant to this Section 17.08.080 shall not be eligible for an Urban Lot Split.

5. **Owner's Subdivision.** No property owner may subdivide a property pursuant to this Section 17.08.140 if that owner previously subdivided a parcel adjacent to the property proposed for subdivision. For purposes of this section, "owner" shall also include any person acting in concert with the owner, where there is any degree of coordination on any aspect of a subdivision or proposed subdivision under this Section.
  6. **No Dedications/Improvements.** Urban Lot Splits shall not be required to dedicate rights-of-way or to construct off-site improvements as a condition to the issuing of a parcel map.
  7. **Utility Easements/Rights of Way Access.** Easements for the provision of public services may be required of Urban Lot Splits, and Urban Lot Split parcels may be required to have access to, provide access to, or to adjoin the public right-of-way.
  8. **Nonconforming Zoning Conditions.** The correction of nonconforming zoning conditions as defined in Section 17.04.010 shall not be required for an Urban Lot Split, unless the nonconforming use is a non-residential use (with the exception of approved Home Occupation uses as described under Section 17.08.020(E)). In that event, that non-residential use must cease as of the date of issuance of the certificate of occupancy.
- G. **Use.** All units created pursuant to this Section shall be limited to residential use as a dwelling unit as defined in the California Building Code : "A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation."
- H. **Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) Prohibited.** No Accessory Dwelling Unit or Junior Accessory Dwelling Unit shall be allowed on or within any unit or lot for which both the Urban Lot Split process and the Two-Unit Residential Development process is employed or if the Two-Unit Residential Development process is solely employed.
- I. **Enforcement.**

Any individual, entity, company, or corporation who fails at any time to comply with, or violates the provisions of this Chapter and/or any requirements imposed as a condition of being granted a land use

entitlement, shall be subject to the enforcement provisions as enumerated in the Paramount Municipal Code Sections 1.04.210 (as a public nuisance), 1.08 (administrative citations) or pursuant to any other City legal authority.

**SECTION 5.** The City Council hereby declares that should any section, paragraph, sentence, phrase, term or word of this ordinance be declared for any reason to be invalid, it is the intent of the City Council that it would have adopted all other portions of this ordinance independent of the elimination herefrom of any such portion as may be declared invalid. If any section, subdivision, paragraph, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subdivision, paragraph, sentence, clause and phrase thereof, irrespective of the fact that anyone (or more) section, subdivision, paragraph, sentence, clause, or phrase had been declared invalid or unconstitutional.

**SECTION 6.** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases or portions thereof be declared invalid or unconstitutional.

**SECTION 7. California Environmental Quality Act (CEQA).** The City Council finds and determines that, pursuant to Government Code Sections 65852.21 and 66411.7, this ordinance is not subject to the California Environmental Quality Act ("CEQA"), Division 13, commencing with Section 21000 of the Public Resources Code, because it is not a project as defined in Section 15378 of the CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations).

**SECTION 8. Declaration of Facts Supporting Interim Urgency Ordinance.** The statements of fact set forth in the preamble to this Ordinance are incorporated by this reference; consequently, the absence of this Ordinance may pose a public safety threat to health, safety and welfare of the residents within the City of Paramount. Therefore, the City Council finds, determines and declares that the immediate preservation of the public peace, health, safety and welfare necessitates the enactment of this Ordinance as an Interim Urgency Ordinance, and accordingly, this Ordinance shall take effect immediately upon a 4/5ths vote.

**SECTION 9. Effective Date.** This ordinance is an urgency ordinance that shall take effect immediately upon its adoption and shall be of no further force or effect unless extended for 10 months and 15 days before that date after notice and hearing pursuant to the provisions of Govt. Code Section 65858 and may thereafter be extended for an additional year, for a total of no more than two years.

**SECTION 10.** The City Clerk shall certify the adoption of this Ordinance and shall cause the same to be posted as required by law.

PASSED, APPROVED and ADOPTED by the City Council of the City of Paramount this 14th day of December 2021.

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Brenda Olmos, Mayor

ATTEST

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Heidi Luce, City Clerk

DECEMBER 14, 2021

RESOLUTION NO. 21:038

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT  
ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING  
DESTRUCTION OF CERTAIN CITY RECORDS AND RESCINDING  
RESOLUTION 81:026”

MOTION IN ORDER:

READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 21:038.

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 14, 2021

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**Subject: RESOLUTION NO. 21:038 – ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS, AND RESCINDING RESOLUTION NO. 81:026**

## **BACKGROUND**

As part of the Fiscal Year 2022 budget, funds were allocated to update the City's records management program, including its records retention policies. The City's current records retention policy was adopted in 1981 and last updated in 2003 to follow the Secretary of State's guidelines for records retention. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

As allowed under the City's purchasing policy, staff contracted with Gladwell Governmental Services, Inc., an expert in local government records, to provide consulting service to assist in updating the City's records management program.

## **DISCUSSION**

The need to upgrade the current records management system is driven by many factors, including:

- Very limited space in City facilities
- Many departments are filing and storing copies of the same records
- Paramount produces and manages many permanent records
- Increasing requests for records under the California Public Records Act
- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City. The retention periods, which range from two to 10 years depending on the type of record or are shown as permanent when required by law, are in compliance with all laws and reflect standard business practice for California cities.

The new retention schedules were written interactively with representatives from all departments participating in the project. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Paramount's records. By identifying which department is responsible for maintaining the original record, and by adopting clear retention periods for different categories of records, the City will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

Resolution No. 21:038 approves the retention schedules and provides a simple documented process for the destruction of City records. In line with standard business practice for California cities, the resolution authorizes the routine destruction of records that have exceeded their adopted retention period upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney, which is provided in Section 3 of the resolution. This will reduce costs and improve efficiency for the City.

Additionally, as is standard business practice for most California cities, the resolution authorizes updates to the schedule without further action of the City Council, which is provided in Section 4.

Adoption of this retention schedule will result in gains in operational efficiency and cost savings in both in labor and storage expenses; including the avoidance of future storage and/or construction costs.

### **VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No. 6: Efficient, Effective, and Fiscally Responsible

### **RECOMMENDED ACTION**

It is recommended that the City Council read by title only and adopt Resolution No. 21:038

CITY OF PARAMOUNT  
LOS ANGELES COUNTY, CALIFORNIA

**RESOLUTION NO. 21:038**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
PARAMOUNT ADOPTING A RECORDS RETENTION SCHEDULE,  
AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS, AND  
RESCINDING RESOLUTION NO. 81:026

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Paramount; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the City Council of the City of Paramount previously adopted Resolution 81:026 authorizing the destruction of certain records and now desires to adopt a more comprehensive records retention policy.

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 81:026 is hereby rescinded.

**SECTION 3.** The records of the City of Paramount, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney, without further action by the City Council of the City of Paramount.

**SECTION 4:** Updates are hereby authorized to be made to the Records Retention Schedule, without any further action by the City Council, with the consent of the Department Head, City Clerk, City Attorney and City Manager.

**SECTION 4.** The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**SECTION 5.** The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**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 14<sup>th</sup> day of December 2021.

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Brenda Olmos, Mayor

ATTEST:

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Heidi Luce, City Clerk

# HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

## **STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS**

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

## **BENEFITS**

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

## **AUTHORIZATION TO DESTROY RECORDS:**

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

**Records Description:** The record series (a group of like records).

**Transitory Records** not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active:** How long the file remains in the immediate office area (*guideline*)  
**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)  
**Total Retention:** The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:  
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, Cloud, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

**Scan / Import** (*guideline*):  
“S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;  
“M” indicates the record should be microfilmed

**Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record:** “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed) **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC'd”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

### Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

GC§34090 is a base minimum retention; the “Total Retention” column is what has been adopted by the City Council.

# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY-WIDE (Used by All Departments)</b>								
Lead Dept.	CW-001	Accident Reports / Incident Reports (No Claim Filed)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-002	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-003	Agreements & Contracts: <b>ADMINISTRATIVE FILES / ORIGINALS NOT SIGNED BY THE CITY MANAGER OR APPROVED BY THE CITY COUNCIL</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoice copies, Logs, etc.)  City Clerk maintains originals for those signed by the City Manager or approved by the City Council	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	City preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-004	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding) / ORIGINALS NOT SIGNED BY THE CITY MANAGER OR APPROVED BY THE CITY COUNCIL</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoice copies, Logs, etc.)  City Clerk maintains originals for those signed by the City Manager or approved by the City Council	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-005	Bid Packets: Bids or Proposals in response to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications), Notices, Specifications, Unsuccessful Proposals	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
	CW-006	Boards, Commissions, & Committees: <b>External Organizations</b> - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-007	Boards, Committees, Commissions, Task Forces: <b>Citizen Advisory Created by the City Council, - AGENDAS &amp; STAFF REPORTS</b>	Minimum 2 years		Mag, Ppr			GC §34090 et seq.
Staffing Dept.	CW-008	Boards, Committees, Commissions, Task Forces: <b>Citizen Advisory Created by the City Council, - APPLICATIONS</b> (Appointed and Not Appointed)	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090



# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Staffing Dept.	CW-009	Boards, Committees, Commissions, Task Forces: <b>Citizen Advisory Created by the City Council, - MINUTES</b>	P		Mag, Ppr			GC §34090
Staffing Dept.	CW-010	Committees: City Council Subcommittees, Employee Committees, Employee Staff Meetings / Department Staff Meetings  <b>AGENDAS and MINUTES</b>  Finance Subcommittee, Sign Ordinance Subcommittee, etc.	2 years		Mag, Ppr			Only Citizen Advisory Boards appointed by the City Council must retain minutes permanently (Council Subcommittees present their recommendations to the full Council); GC §34090 et seq.
Lead (Responding) Dept.	CW-011	Complaints / Concerns from Citizens	Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-012	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-013	Correspondence - <b>ROUTINE (Content relates in a substantive way to the conduct of the public's business)</b>  (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-014	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business</p> <p><b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b></p> <p>(e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, staff videoconferences, chats, notes, recordings, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their <b>CONTENT</b> . Records, e-mails, electronic records, or social media postings where the <b>Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved</b> by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	CW-015	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)

# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-016	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-017	Grants <b>(UNSUCCESSFUL)</b> Applications, Correspondence)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-018	Grants / CDBG (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements <b>(SUCCESSFUL)</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-019	Newspaper Clippings	When No Longer Required		Ppr			Used by City Manager's staff; Non-records - may be obtained from the newspaper company; GC §34090
Human Resources	CW-020	Personnel Files <b>(Department-level Files)</b>	Destroy Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-021	Personnel Files ( <b>Supervisor's Notes</b> )	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-022	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-023	Public Relations / Press Releases	2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-024	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-025	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
	CW-026	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-027	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by <b>YOUR Department</b>	Minimum 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-028	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Ppr			Copies; GC §34090.7
Lead Dept.	CW-029	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-030	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	Minimum 2 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-031	Safety Meetings (all)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Lead Dept.	CW-032	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-033	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-034	Training Presented by City Staff - ALL <b>COURSE RECORDS</b>  (Attendance Rosters, Outlines and Materials; includes Ethics & Safety Training & Tailgates)  Certificates are retained in Personnel File	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

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<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	Benefit Plan Documents (Optical, Dental, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-003	Compensation Surveys & Studies	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-004	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090

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Human Resources	HR-005	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Minimum Final Disposition + 5 years		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 34090
Human Resources	HR-006	DMV Pull Notices (ALL)	When Superseded or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-007	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-008	Employee Investigations	Minimum Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090;
Human Resources	HR-009	Employee Verifications (responses to outside banks, mortgage brokers, and others about an employee's employment status)	When No Longer Required		Mag, Ppr			Non-records / Content Not Substantive, therefore there is no obligation to retain responses; GC §34090 et seq.



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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-010	Harassment Prevention Training Certificates	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53237.2(b)
Human Resources	HR-011	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090
Human Resources	HR-012	Job Descriptions / Classification Specifications	Minimum Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Human Resources	HR-013	Labor Relations / Negotiations	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources	HR-014	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-015	Personnel Files - <b>Employee File (Main File)</b> Includes Application, Evaluations, Grievances, Policy Acknowledgements, Personnel Action Forms, Livescan results or Log, 1094/1095, etc.	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-016	Personnel Files - <b>Medical File</b> (all employees) Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Human Resources	HR-017	Recruitment and Testing File - (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Close of Recruitment + 3 years		Mag, Ppr			Department preference (Part Time Employee Recruitments are retained by the Department, except for the Successful Application); EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 11013(c); GC §§12946, 34090
Human Resources	HR-018	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-019	Workers Compensation Claim Runs	5 years		Mag Ppr			Department preference (meets municipal government auditing standards); GC §34090
Human Resources	HR-020	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
<b>RISK MANAGEMENT</b>								
Human Resources / Risk Manage.	HR-021	Employee Litigation / Lawsuits Send Final Settlement Agreements to City Clerk	Final Resolution + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; ; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Human Resources / Risk Manage.	HR-022	Incident Reports where a Loss of Property was incurred that can be recovered (Vandalism, Vehicle Accidents, etc.)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Human Resources / Risk Manage.	HR-023	OSHA Inspections & Citations	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c

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<b>INFORMATION TECHNOLOGY</b>								
Information Technology	IT-001	Backups - <b>DAILY</b>	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Backups - <b>WEEKLY</b>	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-003	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag.			GC §34090 et seq.
Information Technology	IT-004	<b>UNALTERABLE MEDIA</b> (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.

## RECORDS RETENTION SCHEDULE: BUILDING

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<b>BUILDING</b>								
Building	BL-001	Address Files / <b>Building Permits</b>	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090, H&S §19850
Building	BL-002	Building Permit <b>Database</b>	Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	BL-003	Building Plans - <b>Cancelled or Withdrawn</b>	Minimum Cancelled or Withdrawn		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Building	BL-003	Building Plans - <b>Expired</b>	Life of the Structure		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; CBC §104.7; H&S§19850, GC §34090
Building	BL-004	Building Plans - <b>Finalled - TENANT IMPROVEMENTS</b>	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building	BL-005	Building Plans - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION</b>	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090

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Building	BL-006	Building Plans - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b> Energy Calculations, Structural Calculations, Soil Reports, Geotechnical Reports	Life of the Structure		Mag, Ppr			Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building	BL-007	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §50022.6
Building	BL-008	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Building	BL-009	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (kept with the Building Permit file); GC §34090
Building	BL-010	Correction Notices	When Permit is Finalled		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Building	BL-010	Stop Work Notices	Life of the Structure		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Building	BL-011	Plan Check Comments (Site Plan File)	When Permit is Finalled		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090

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Building	BL-012	<b>Reports:</b> Building Activity	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Preliminary drafts (the database can re-create the reports on demand); GC §34090

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<b>CITY CLERK</b>								
City Clerk	CC-001	Agenda Packets: City Council, Housing Authority, Industrial Development Authority, Parking Authority, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	<p>Agreements &amp; Contracts - <b>SIGNED BY CITY MANAGER OR APPROVED BY THE CITY COUNCIL - Non-Infrastructure that are NOT Imaged</b></p> <p>includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal)</p> <p>Examples of NON-Infrastructure: Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, services, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
City Clerk	CC-003	<p>Agreements &amp; Contracts - <b>SIGNED BY CITY MANAGER OR APPROVED BY THE CITY COUNCIL - If Imaged, Infrastructure, CIPs, MOUs, MOAs, Settlement Agreements</b></p> <p>includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal)</p> <p>Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, settlement agreements, subdivision improvement agreements, development, Joint</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090



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City Clerk	CC-004	Annexations / Deannexations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-005	Assessment Districts (Formation)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-006	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-007	Bonds: CIP Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permit Bonds, etc.	Release of Bond / Letter of Credit		Mag, Ppr		Yes: After QC & OD	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
City Clerk	CC-008	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-009	City Council, Board & Commission Historical List of Members / Rosters	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	Filing System / Subject Files / Function Filing System	Minimum 2 years		Mag, Ppr		Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-011	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ALL</b>	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-012	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-013	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-014	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-015	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
City Clerk	CC-016	FPPC Lobbyist Authorization / Reporting - FPPC Form 635 / 602	5 years		Mag, Ppr		Yes: After 2 years	2 CCR 18615(d); GC §34090
<b>CITY CLERK ELECTIONS (CONSOLIDATED)</b>								

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City Clerk	CC-017	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-019	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		Mag, Ppr		Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-020	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		Mag, Ppr		Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-021	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Mag, Ppr		Yes: After QC & OD	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-022	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Mag, Ppr		Yes: After QC & OD	Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-023	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Ppr		Yes: After QC & OD	GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-024	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
<b>(End of Elections Section)</b>								
City Clerk	CC-025	Ethics Training Certificates - ALL	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53235.2(b)
City Clerk	CC-026	Historical Records, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-027	Insurance Certificates - Miscellaneous / that ARE doing business with the City	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; E&O and Latent Defect Statute of Limitations are 10 years, which are filed with the Agreement or contract; CCP §337 et. seq., GC §34090
City Clerk	CC-028	Minutes. City Council, Planning Commission, Housing Authority, Industrial Development Authority, Parking Authority, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-029	Oath of Office / Appointments: City Council, Boards and Commissions	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-030	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-031	Proclamations / Commendations / Memoriums / Recognitions, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	CC-032	Prop. 218 proceedings - Protest Letters / Ballots / Mailing List	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-033	Public Records Requests / Subpoenas Duces Tecum	2 years		Mag, Ppr		Yes: After QC'd & OD	GC §34090
City Clerk	CC-034	Recorded Documents: Deeds, Easements, Right of Ways, Abandonments / Vacation	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(a)
City Clerk	CC-035	Recordings - <b>AUDIO</b> - City Council, Housing Authority, Industrial Development Authority, Parking Authority, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board	5 years		Mag, OD		Yes: After QC'd & OD	Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-036	Recordings - <b>VIDEO</b> - City Council, Housing Authority, Industrial Development Authority, Parking Authority, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board	5 years		Mag, OD		Yes: After QC'd & OD	Department preference; Video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	CC-037	Records Destruction Authorization Forms & Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-038	Resolutions: City Council, Planning Commission, Housing Authority, Industrial Development Authority, Parking Authority, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board,	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-039	Secretary of State Statement of Facts / Registry of Public Officials	2 years		Mag, Ppr		Yes: After QC'd & OD	GC §34090
City Clerk	CC-040	Subpoenas or Summons for City Employees	2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-041	Vehicle Titles "Pink Slips"	Upon Sale of Vehicle		Ppr			Provided to new owner upon sale; GC §34090

**RECORDS RETENTION SCHEDULE: CITY MANAGER**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY MANAGER</b>								
City Manager	CM-001	City Council Correspondence - Incoming and Outgoing (Where the Content relates in a substantive way to the conduct of the public's business)	4 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-002	Legislation - Support or Oppose State or Federal Legislation	2 years		Mag, Ppr			GC §34090
City Manager	CM-003	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Sister City, Goals & Objectives, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>COMMUNITY SERVICES</b>								
Community Services	CS-001	Recreation Database / Class Registration Database	Indefinite		Mag, Ppr			Data is interrelated; GC §34090
Community Services	CS-002	Activity Guide (Final)	5 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Community Services	CS-003	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Excursions, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Ppr			GC §34090
Community Services	CS-004	Contracts for Instructors and Performers	Completion + 2 years	Yes: During Class or Program	Mag, Ppr			Department preference; CCP §337; GC §34090
Community Services	CS-005	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Ppr			Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Community Services	CS-006	Facility Use Requests (includes ABC Permits, where required)	2 years		Mag, Ppr			GC §34090 et. seq.
Community Services	CS-006	Field Rentals / Facility Use Applications and Permits (includes ABC Permits, where required)	2 years		Mag, Ppr			GC §34090 et. seq.
Community Services	CS-007	Manager's Program Development Files / Summer Concerts / Activity Files / Program Files / Special Programs / Sports / Seniors, etc.	Minimum 5 years		Mag, Ppr			Department preference; GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Services	CS-008	Parks & Recreation Commission <b>AGENDAS &amp; AGENDA PACKETS</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Community Services	CS-009	Parks & Recreation Commission <b>AUDIO or VIDEO RECORDINGS</b>	1 year		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Community Services	CS-010	Parks & Recreation Commission <b>MINUTES, BYLAWS</b>	P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Community Services	CS-011	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Ppr			GC §34090
Community Services	CS-012	Schedules / Hours	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services	CS-013	Scholarship Applications and Awards / Sports Scholarships	5 years	Yes: During Class or Program	Mag, Ppr			Meets municipal government auditing standards; GC §34090



## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Services	CS-014	Senior Programs / Meal Programs	5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Community Services	CS-015	Senior Services Commission <b>AGENDAS &amp; AGENDA PACKETS</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Community Services	CS-016	Senior Services Commission <b>AUDIO or VIDEO RECORDINGS</b>	1 year		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Community Services	CS-017	Senior Services Commission <b>MINUTES, BYLAWS</b>	P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Community Services	CS-018	Special Events Permits: City-sponsored, Private Special Event Permits (ALL)	Minimum 2 years	Yes: Before Completion	Mag, Ppr			Department Preference; GC §34090 et. seq.
Community Services	CS-019	STAR After School Program (Success Through Academics & Recreation)	5 years		Mag, Ppr			Education Code 8482.3(g)(1)(F) and (2)

## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Services	CS-020	Volunteers <b>SUCCESSFUL</b>	Inactive / Separation + 3 years		Mag, Ppr			Department preference; some Courts have treated volunteers as employees in some circumstances: 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 11013(c); GC §§12946, 34090
Community Services	CS-021	Volunteers <b>UNSUCCESSFUL</b>	3 years		Mag, Ppr			Department preference; some Courts have treated volunteers as employees in some circumstances: 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 11013(c); GC §§12946, 34090
<b>TRANSPORTATION</b>								
Community Services	CS-022	Applications for Service (Commuter Shuttles, Dial-a Ride, etc.)	2 years		Mag, Ppr			GC § 34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE / ACCOUNTS PAYABLE &amp; PURCHASING</b>								
Finance / Accounts Payable & Purchasing	FIN-001	1099's / 1096's	7 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounts Payable & Purchasing	FIN-002	Accounts Payable / Invoices and Backup / Warrants / Refunds (Includes Invoices, Travel Expense Reimbursements, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 5 years	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for P-Card Invoices (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance / Accounts Payable & Purchasing	FIN-003	W-9s	Vendor Inactive + 7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Exceeds IRS Auditing Standards (3 years after the last payment to the vendor); GC §34090
<b>FINANCE / ACCOUNTS RECEIVABLE</b>								
Finance / Accounts Receivable	FIN-004	Accounts Receivable: Revenue - Our Invoices to Outside Entities / Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounts Receivable	FIN-005	Bankruptcies - <b>NOT</b> pursued	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Accounts Receivable	FIN-006	Bankruptcies - <b>Where a claim is filed</b>	10 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Accounts Receivable	FIN-007	Billing for Damage to City Property (DUI, etc.) / Third-Party Claims to Insurance Companies or Private Parties to Reimburse City	When No Longer Required - <b>Minimum 5 years</b>	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference (meets municipal government auditing standards); GC §34090
Finance / Accounts Receivable	FIN-008	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable	FIN-009	Reports / Printouts of Cash Receipts	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
<b>FINANCE / DEBT SERVICES</b>								
Finance / Debt Services	FIN-010	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
<b>FINANCE / GENERAL LEDGER</b>								
Finance / General Ledger	FIN-011	_Financial Services <b>Database</b>	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Ledger	FIN-012	Audit Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts / content not substantive; GC §34090
Finance / General Ledger	FIN-013	Audits - Annual Financial Reports / Consolidated Annual Financial Report	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies (City Clerk maintains original); GC §34090.7
Finance / General Ledger	FIN-014	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
Finance / General Ledger	FIN-015	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Ledger	FIN-016	Budgets - Finals	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies (City Clerk maintains original); GC §34090.7
Finance / General Ledger	FIN-017	Budgets Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / General Ledger	FIN-018	Checks / Warrants (Cashed)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Meets municipal government auditing standards; GC § 34090
Finance / General Ledger	FIN-019	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
<a href="#">Finance / General Ledger</a>	<a href="#">FIN-020</a>	<a href="#">Five Year Consolidated Action Plan and the related Action Plans / PHA Plans</a>	<a href="#">Expiration of Plan + 5 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">Consolidated Plan Requirement; GC §34090</a>

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<a href="#">Finance / General Ledger</a>	<a href="#">FIN-021</a>	<a href="#">HUD Reports (ALL Reports to HUD)</a>	<a href="#">5 years</a>	—	<a href="#">Mag, Ppr</a>			<a href="#">Department preference; GC §34090</a>
Finance / General Ledger	FIN-022	Investment Reports & Backup	5 years		Mag, Ppr			Department Preference; GC §34090
Finance / General Ledger	FIN-023	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		Mag, Ppr			Department Preference; Meets auditing standards; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Ledger	FIN-024	Journal Entries / Journal Vouchers	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Ledger	FIN-025	OES / FEMA Claims	10 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
Finance / General Ledger	FIN-026	Reports, General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. <b>(FROM DATABASE - ANNUAL, MONTHLY OR PERIODIC)</b>	When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / General Ledger	FIN-027	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Ledger	FIN-028	Tax - Annual Tax Roll and Special Assessments: Landscape and Lighting Districts, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Ledger	FIN-029	Tax - Sales Tax Reports (HdL)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Compilation of Non-Records / Preliminary drafts used to project revenue; GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE / PAYROLL</b>								
Finance / Payroll	FIN-030	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	5 years		Mag, Ppr			Department Preference; GC §34090
Finance / Payroll	FIN-031	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-032	Employee Payroll Files - Includes W-4s, Benefit Enrollments	Separation + 5 years		Mag, Ppr			Department preference; Meets municipal government auditing standards; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090
Finance / Payroll	FIN-033	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, Ppr			GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-034	Payroll <b>Database</b>	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Payroll	FIN-035	Payroll Reports - <b>Periodic</b> Bi-weekly Payroll Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090



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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-036	Time Sheets / Time Cards (includes Overtime)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FIN-037	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
<b>WATER CUSTOMER SERVICE</b>								
Finance / Water Customer Service	FIN-038	Applications for Water Service	2 years		Mag, Ppr			GC §34090
Finance / Water Customer Service	FIN-039	Pre-Authorized Payment Applications / Bank Account Payment Authorizations	2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	GC §34090
Finance / Water Customer Service	FIN-040	Utility Tax Exemption Applications	2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	May be retained in Database; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Water Customer Service	FIN-041	Water Billing <b>Database</b>	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Water Customer Service	FIN-042	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Water Customer Service	FIN-043	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Water Customer Service	FIN-044	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Water Customer Service	FIN-045	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Finance / Water Customer Service	FIN-046	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Finance / Water Customer Service	FIN-047	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Water Customer Service	FIN-048	Water Shut Off Notices	2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	May be retained in Database; GC §34090

## RECORDS RETENTION SCHEDULE: PLANNING

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>REHABILITATION / HOUSING / FORMER REDEVELOPMENT PROJECTS</b>								
Rehab. / Housing / Redev.	PL-001	Commercial Rehabilitation Programs: CDBG-funded Housing Projects, etc. <b>WITHOUT a Recapture / Resale Restriction</b>	Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.333; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Rehab. / Housing / Redev.	PL-002	Redevelopment Plans, Redevelopment Projects <b>(Historical)</b>	P	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
Rehab. / Housing / Redev.	PL-003	Redevelopment Projects <b>(Not Historical)</b>	10 years	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
Rehab. / Housing / Redev.	PL-004	Residential Rehabilitation Housing Applications <b>Rejected</b> (Home Improvement Program, First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: PLANNING

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Rehab. / Housing / Redev.	PL-005	Residential Rehabilitation Housing Programs: Affordable Housing Projects, HOME, Rehabilitation, CDBG-funded Housing Projects, etc.  <b>WITH a Recapture / Resale Restriction</b>  Deeds are sent to City Clerk	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Rehab. / Housing / Redev.	PL-006	Residential Rehabilitation Housing Programs: Affordable Housing Projects, HOME, Rehabilitation, CDBG-funded Housing Projects, etc.  <b>WITHOUT a Recapture / Resale Restriction</b>  (White Picket Fence, Garage Door Replacement, Roof Replacement, Apartment Rehabilitation, Mobile Home Rehabilitation, etc.)	Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.333; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090

## RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PLANNING</b>								
Planning	PL-007	<b>Planning Projects - Discretionary &amp; Ministerial - Approved Permanent Entitlements &amp; Permits</b>  (Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans)  Examples: Administrative Use Permits ("Administrative Actions"), Conditional Use Permits (CUPs), Determination of Similarity, Development Review, Development Plan Review, Environmental Assessment, General Plan Amendment, Home Occupation Permit, Certificate of Appropriateness, Master Sign Program, Outdoor Dining, Planned Development, Specific Plans, Tentative Parcel or Tract Map, Unclassified Use Permits (UUPs) Variances, Wireless Communication, Zone Changes, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Planning	PL-008	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Planning	PL-009	Census, Demographics	When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)

## RECORDS RETENTION SCHEDULE: PLANNING

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-010	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA  <b>Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action. Includes all emails and communications connected with the project</b>	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090
Planning	PL-011	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA <b>Inside City boundaries</b>	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning	PL-012	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA <b>Outside City boundaries</b>	When No Longer Required		Mag, Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-013	General Plan, Elements and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: PLANNING

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-014	Long Range Planning / Planning Studies	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning	PL-015	Master Plans, Specific Plans, Land Use Plans and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-016	Materials Boards and other three-dimensional exhibits	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning	PL-017	Planning Commission <b>AGENDAS &amp; AGENDA PACKETS</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Planning	PL-018	Planning Commission <b>AUDIO or VIDEO RECORDINGS</b>	5 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	PL-019	Planning Commission <b>MINUTES, BYLAWS, RESOLUTIONS</b>	Send Originals to City Clerk	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Planning	PL-020	Special Event Permits, Temporary Signs, Banner Permits, Feather Flag Permits, Film Permits, etc. (Approved & Unapproved)	Expiration + 2 years	Yes: During Event	Mag, Ppr			Department preference; GC§§34090
Planning	PL-021	Temporary Use Permits (TUP) <b>Film Permits</b>	Expiration + 5 years	Yes: During Event	Mag, Ppr			Department preference; GC§§34090



**RECORDS RETENTION SCHEDULE: PLANNING**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-022	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
Planning	PL-023	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

## RECORDS RETENTION SCHEDULE: PUBLIC SAFETY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ANIMAL CONTROL</b>								
Public Safety / Animal Control	PS-001	Animal Address Files: Bite Reports, Complaints, Cruelty Investigations and Administrative Hearing Officer Findings, Dangerous Dog Reports, Impound Notices, Investigations, Barking Dogs, Loose Dogs, etc.	When Animal Deceased, <b>Minimum 3 years</b>		Mag, Ppr			Department Preference; GC §34090 et seq.
Public Safety / Animal Control	PS-002	Complaints - Regarding Animals (Barking, etc.)	3 years	Yes	Mag, Ppr			Department Preference; GC §34090 et seq.
Public Safety / Animal Control	PS-003	Impound Notices / Contact Requests	End of Impound + 3 years		Mag, Ppr			Department preference; 3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090
Public Safety / Animal Control	PS-004	Investigations / Problem Files (barking, loose dogs, etc.)	3 years		Mag, Ppr			Department Preference; GC §34090 et seq.
<b>PUBLIC SAFETY</b>								
Public Safety	PS-005	Citation <b>Database</b>	Indefinite	Yes	Mag, Ppr			Department preference; GC §34090
Public Safety	PS-006	Citations: Contested / Hearing Commission or Hearing Officer / Administrative Review	Final Decision + 2 years		Mag, Ppr			GC §34090
Public Safety	PS-007	Citations: Administrative, Parking, (paper)	2 years		Mag, Ppr			GC §34090
Public Safety	PS-008	Community-Wide Parking Committee <b>MINUTES, BYLAWS</b>	P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC SAFETY

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Safety	PS-009	Community-Wide Parking Committee <b>AGENDAS &amp; AGENDA PACKETS</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Public Safety	PS-010	Community-Wide Parking Committee <b>AUDIO RECORDINGS</b>	1 year		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
County Sheriff	PS-011	Crime Reports	Copies - When No Longer Required	Yes (all)	Mag, Ppr			The Sheriff is the lead agency; GC §34090 et seq.
City Manager	PS-012	Emergency Response Volunteers / CERT (Community Emergency Response Team) <b>SUCCESSFUL</b>	Inactive / Separation + 3 years		Mag, Ppr			Department preference; some Courts have treated volunteers as employees in some circumstances: 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 11013(c); GC §§12946, 34090
City Manager	PS-013	Emergency Response Volunteers / CERT (Community Emergency Response Team) <b>UNSUCCESSFUL</b>	3 years		Mag, Ppr			Department preference; some Courts have treated volunteers as employees in some circumstances: 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 11013(c); GC §§12946, 34090
Public Safety	PS-014	Homeless Outreach Services / Property Receipts	5 years		Mag, Ppr			Department preference (may have grant funding); GC §34090
Public Safety	PS-015	Landlord Training	2 years		Mag, Ppr			GC §34090
Public Safety	PS-016	Neighborhood Watch	2 years		Mag, Ppr			GC §34090
Public Safety	PS-017	Patrol Requests	2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC SAFETY

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Public Safety	PS-018	Public Safety Commission <b>AGENDAS &amp; AGENDA PACKETS</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Public Safety	PS-019	Public Safety Commission <b>AUDIO RECORDINGS</b>	1 year		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Public Safety	PS-020	Public Safety Commission <b>MINUTES, BYLAWS</b>	P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Public Safety	PS-021	Videos - <b>Building Security / City Operations / Employees</b>	1 year		Mag, Ppr			Records regular and ongoing operations as well as public activities; GC §§34090.6
Public Safety	PS-022	Videos - <b>Public Areas</b>	When No Longer Required		Mag, Ppr			Only video tapes of "regular and ongoing operations" or those that are considered "duplicate records" (e.g. public meetings) can be destroyed after 100 days or 90 days; GC §§34090 et seq., 34090.6 and 34090.7
<b>CODE ENFORCEMENT</b>								
Public Safety / Code Enforce.	PS-023	Notice of Violations ./ Code Enforcement Citations	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Department preference; may have grant funding; California Fire Code requires 5 years; Allows the removal and purging of these records in the event the address file is too large; GC §34090
Public Safety / Code Enforce.	PS-024	Code Compliance <b>Database</b>	Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850

**RECORDS RETENTION SCHEDULE: PUBLIC SAFETY**

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Safety / Code Enforce.	PS-025	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	Minimum 5 years	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); GC §34090
Public Safety / Code Enforce.	PS-026	Graffiti Removal Authorization - Private Property Owners allowing City to remove Graffiti from private property	Expiration of Authorization + 2 years		Mag, Ppr			Department preference; GC §34090
Public Safety / Code Enforce.	PS-027	Liens / Lien Releases	P	Yes: Until Resolution	Mag, Ppr			GC §34090(a)

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ENGINEERING</b>								
Public Works / Engineering	PW-001	Capital Improvement Projects (CIP) - Where <b>Engineering</b> is the Lead: <b>Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Hazardous Materials Plans, Meeting Minutes, Photos, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-002	Capital Improvement Projects (CIP) - Where <b>Engineering</b> is the Lead: <b>Permanent File</b>  Specifications & Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-003	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
City Clerk	PW-004	Easements, Deeds, Right of Ways	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-005	Encroachment Permits / Excavation Permits: <b>Temporary</b> (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, Street Closure Permits, etc.) Includes Insurance Certificates	Final / Completion + 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Public Works / Engineering	PW-006	Encroachments - <b>Permanent</b> (Permanent structures in the City's Right of Way)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-007	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-008	Grading Plans - within the City's Right-of Way	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-009	Public Works Commission <b>AGENDAS &amp; AGENDA PACKETS</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Public Works / Engineering	PW-010	Public Works Commission <b>AUDIO or VIDEO RECORDINGS</b>	1 year		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Public Works / Engineering	PW-011	Public Works Commission <b>MINUTES, BYLAWS</b>	P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Public Works / Engineering	PW-012	Stormwater: NPDES <b>Database</b>	Indefinite		Mag			Data is interrelated; GC §34090

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Public Works / Engineering	PW-013	Stormwater: NPDES Monitoring Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Public Works / Engineering	PW-014	Stormwater: NPDES Permits / Water Quality Permits	Permit Superseded + 3 years	Yes: Until Expiration	Mag, Ppr			Department Preference to conform with Statewide Guidelines; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
<b>ENGINEERING - PRIVATE DEVELOPMENT</b>								
Engineering / Private Develop.	PW-015	Design & Construction Standards - Authored by the City for Private Development	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Engineering / Private Develop.	PW-016	Improvement Plans (for Tracts / Subdivisions)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Engineering / Private Develop.	PW-017	Private Development Projects / Job Files: <b><u>Administration File / Construction Inspection</u></b> Construction Inspections, Correspondence, Daily Logs, Inspector's Records, Photos, etc.	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090



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Engineering / Private Develop.	PW-018	Private Development Projects / Job Files: <b><u>Permanent Files</u></b> Certificate of Acceptance / Approval (copy), Dedications, Abandonments, Drainage, Driveway, Private Lab Verifications, Testing Lab Final Reports, Studies, Reports, Geotechnical and Soil Reports / Hydrology Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
<b>ENGINEERING - TRANSPORTATION</b>								
Public Works / Engineering / Transportation	PW-019	Traffic Calming Requests / Stop Sign Surveys (Speed Humps, etc.)	10 years		Mag Ppr			Department preference; GC §34090
Sheriff	PW-020	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag Ppr			copies; GC §34090.7
Public Works / Engineering / Transportation	PW-021	Traffic Counts	10 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering / Transportation	PW-022	Traffic Speed Surveys / Stop Sign Warrants	10 years		Mag Ppr			Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering / Transportation	PW-023	Transportation Permits issued by the City (Wide Load Permits, Heavy Load Permits, etc.)	2 years		Mag Ppr			GC §34090
<b>FACILITIES &amp; FLEET</b>								
Public Works / Facilities & Fleet	PW-024	AQMD Permits (Generators, etc.)	Issue Date + 5 years		Mag, Ppr			40 CFR 70.6; GC §34090

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Public Works / Facilities & Fleet	PW-025	Capital Improvement Projects (CIP) - Where <b>Facilities</b> is the Lead: <b>Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Hazardous Materials Plans, Meeting Minutes, Photos, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Facilities & Fleet	PW-026	Capital Improvement Projects (CIP) - Where <b>Facilities</b> is the Lead: <b>Permanent File</b>  Specifications & Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Facilities & Fleet	PW-027	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Facilities & Fleet	PW-028	Graffiti Tracker Database	Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Facilities & Fleet	PW-029	Inspections or Audits by the DMV & CHP	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090

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Public Works / Facilities & Fleet	PW-030	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Public Works / Facilities & Fleet	PW-031	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(3)
Public Works / Facilities & Fleet	PW-032	Swimming Pool Chemical Addition Logs	5 years	Yes: During Class or Program	Mag, Ppr			8 CCR §3195.12; GC §34090
Public Works / Facilities & Fleet	PW-033	Tire Disposal / Waste Manifests	3 years		Mag, Ppr			14 CCR 18459.3; GC §34090
Public Works / Facilities & Fleet	PW-034	Tree & Sidewalk Repair, Inspection (City-owned trees and sidewalks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Facilities & Fleet	PW-035	Tree Database (West Coast Arborists)	Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Facilities & Fleet	PW-036	Used Oil Disposal Manifests	3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Facilities & Fleet	PW-037	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations, Inspections, Testing of Push-out Windows, Emergency Doors, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090

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Public Works / Facilities & Fleet	PW-038	Video Recordings - <b>Department Activity / Building Security</b>  See City Clerk's schedule for City Council Video Recordings	1 year		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Records regular ongoing operations of the City; GC §34090.6 et seq.
Public Works / Facilities & Fleet	PW-039	Video Recordings - <b>Public Activity</b> (Parks, Pool, Public Areas, etc.)  See City Clerk's schedule for City Council Video Recordings	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Does not record regular ongoing operations of the City; GC §34090.6 et seq.
Division Providing Service / Work	PW-040	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-041	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-042	Work Orders / Service Requests - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>STREETS / GRAFFITI REMOVAL / TREE &amp; SIDEWALK MAINTENANCE</b>								
Public Works / Streets & Trees	PW-043	Graffiti Removal Authorization - Private Property Owners allowing City to remove Graffiti from private property	Expiration of Authorization + 2 years		Mag, Ppr			Department preference; GC §34090
Public Works / Streets & Trees	PW-044	Right of Entry Form	5 years		Mag Ppr			Department Preference; GC §34090 et seq.

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Public Works / Streets & Trees	PW-045	Road Repair, Inspection (City-owned trees and sidewalks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Division Providing Service / Work	PW-046	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-047	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-048	Work Orders / Service Requests - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>WASTEWATER / SEWER COLLECTION</b>								
Public Works / Wastewater	PW-050	Sanitary Spills and Overflows (SSOs) - County Letters or Notices	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Wastewater	PW-051	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; GC §34090
<b>WATER (POTABLE WATER) / WATER DISTRIBUTION / WATER QUALITY</b>								
Public Works / Water	PW-052	Alterations to Systems / Replacement of Pipes or Pumps / Split Services (Install 2 meters) / Receipts for Parts	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090

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Public Works / Water	PW-053	Backflow Test Results / Backflow Assembly Test Reports	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; 17 CCR 7605(f); GC §34090
Lead Depart.	PW-054	Confined Space Entries / Hot Work Permits	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / Water	PW-055	Construction Meter	Service Completed + 2 years		Mag, Ppr			Department preference; GC §34090
Public Works / Water	PW-056	Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; 5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a)
Public Works / Water	PW-057	Environmental Agencies / Regulatory Agencies for Potable Water (EPA, DHS, etc.)	Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Water	PW-058	Hazardous Waste Disposal Manifests	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Public Works / Water	PW-059	Lab Reports & Chains of Custody: <b>Bacteriological and Organics</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference, required for 5 years; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water	PW-060	Lab Reports & Chains of Custody: <b>Chemical</b> (Includes Chlorine Residuals)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; required for 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water	PW-061	Lab Reports & Chains of Custody: <b>Lead &amp; Copper</b>	Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91

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Public Works / Water	PW-062	Leak Report / Annual Leak Report	2 years		Mag, Ppr			Department Preference; GC §34090
Lead Dept.	PW-063	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Lead Dept.	PW-064	Regulatory Reports	Minimum 10 years		Mag, Ppr			Department preference; GC §34090
Public Works / Water	PW-065	SCADA Database (Water)	Indefinite		Mag			Data is interrelated; GC §34090
Lead Dept.	PW-066	Underground Service Alerts (USA's)	3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
Public Works / Water	PW-067	Vulnerability Assessment / Emergency Response Plan / Risk & Resilience Assessment / Hazard Mitigation Plan	When Superseded - Minimum 2 years		Mag, Ppr			Confidential; 42 USC 300i-2(d); GC §34090
Public Works / Water	PW-068	Water Production Reads / Reports (to State DPH & DWR)	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	PW-069	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water	PW-070	Well Records (includes Destroyed or Abandoned Wells)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Division Providing Service / Work	PW-071	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090

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Division Providing Service / Work	PW-072	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-073	Work Orders / Service Requests / "Dailies"- <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090



DECEMBER 14, 2021

FISCAL YEAR 2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT  
(ACFR)

MOTION IN ORDER:

RECEIVE AND FILE THE FISCAL YEAR 2021 ANNUAL COMPREHENSIVE  
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:** Clyde Alexander, Interim Finance Director  
**Date:** December 14, 2021

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**Subject: FISCAL YEAR 2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)**

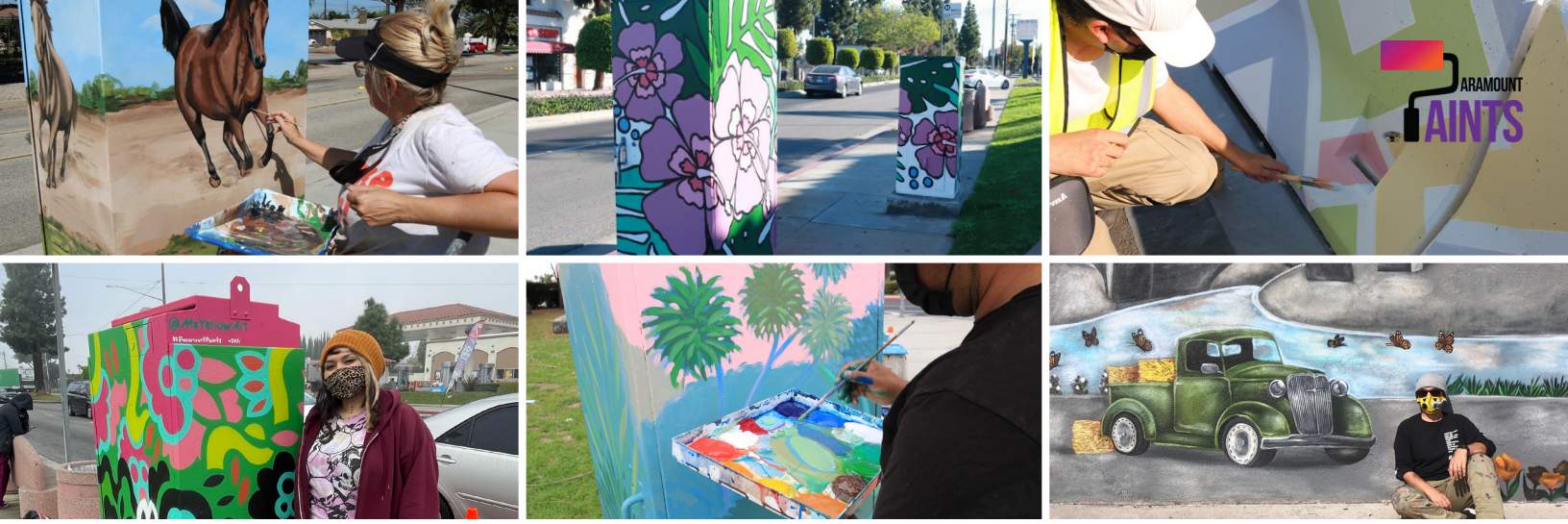
Accompanying this report is the Fiscal Year 2021 Annual Comprehensive Financial Report (ACFR) which summarizes the financial activity of the City, other component units such as the Paramount Housing Authority, the Paramount Parking Authority, and the Successor Agency for the Paramount Redevelopment Agency 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 14th City Council meeting, will incorporate a review of the audit of the City's financial performance during the last fiscal year.

### **RECOMMENDED ACTION**

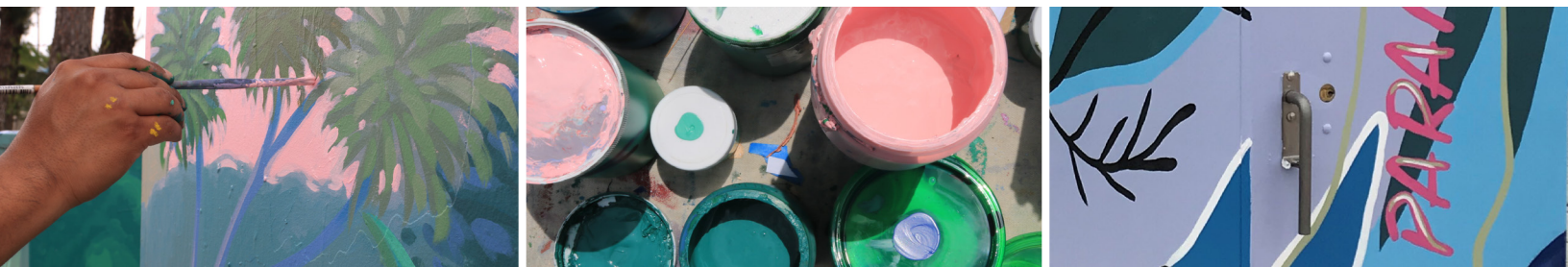
It is recommended that the City Council receive and file the Fiscal Year 2021 Annual Comprehensive Report.



# *The City of* **PARAMOUNT, CA**

## Annual Comprehensive Financial Report

Fiscal Year 2021  
 July 1, 2020 - June 30, 2021





# ANNUAL COMPREHENSIVE FINANCIAL REPORT

CITY OF PARAMOUNT, CA

FISCAL YEAR ENDED

JUNE 30, 2021

PARAMOUNT CITY COUNCIL

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BRENDA OLMOS, MAYOR

VILMA CUELLAR STALLINGS, VICE MAYOR

ISABEL AGUAYO, COUNCILMEMBER

LAURIE GUILLEN, COUNCILMEMBER

PEGGY LEMONS, COUNCILMEMBER

JOHN MORENO, CITY MANAGER

Prepared by the Finance Department

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BRENDA OLMOS

Mayor

VILMA CUELLAR STALLINGS

Vice Mayor

ISABEL AGUAYO

Councilmember

LAURIE GUILLEN

Councilmember

PEGGY LEMONS

Councilmember

December 14, 2021

Honorable City Council and Residents of the City of Paramount

---

**INTRODUCTION** It is our pleasure to submit the Annual Comprehensive Financial Report (ACFR) of the City of Paramount for the fiscal year ended June 30, 2021. 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.   |

16400 Colorado Avenue, Paramount, CA 90723-5012, Ph: 562-220-2000, Fax: 562-630-6731  
[www.paramountcity.com](http://www.paramountcity.com)

---

**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, safeguard our assets, and 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.

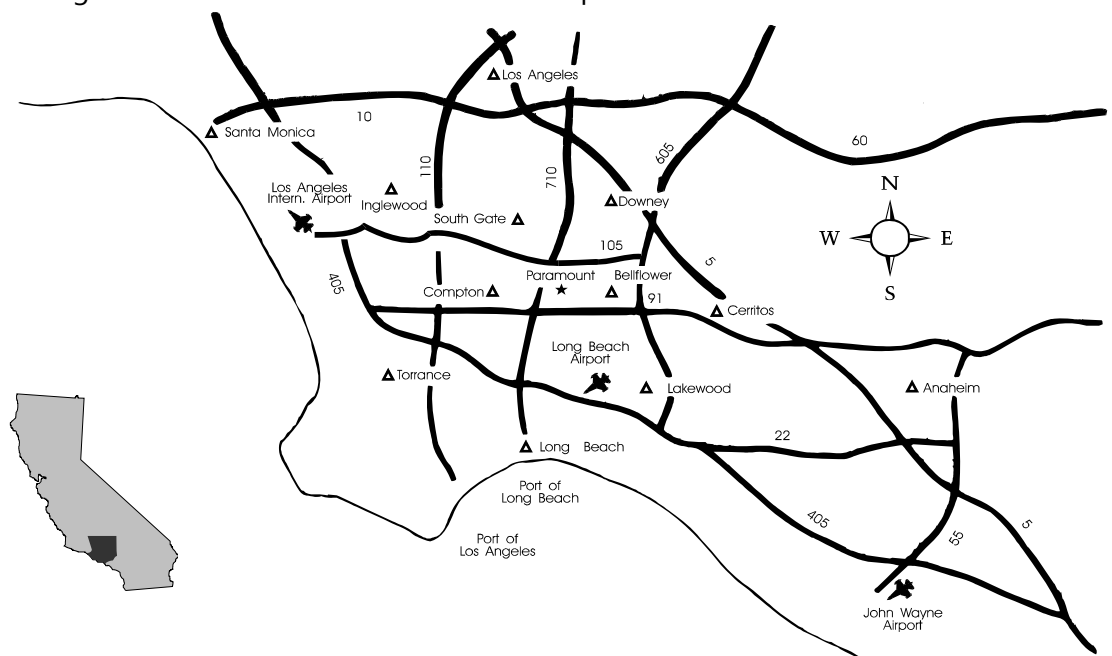
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**PROFILE OF THE  
CITY OF  
PARAMOUNT**

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 incorporated as a City.

Today, Paramount provides a broad range of municipal services. Approximately five square miles in size, Paramount has over 55,000 residents and more than 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 0.5600% 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 61-63) describes in depth the premium and liability coverage of the members.

---

**ACCOMPLISH-  
MENTS &  
OUTLOOK**

The City ended the Fiscal Year (FY) 2021 with a \$1,976,088 increase in the unrestricted fund balance. We were able to also add to the assigned fund balances including \$500,000 in PERS Reserve and \$2,496,000 in Capital Reserve, of which \$996,000 is to fund carryover and delayed projects. These funds will help stabilize further uncertainties in revenues and better prepare the City should the COVID-19 pandemic last much longer.

---

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

Prior to the economic shutdown which began in the middle of March 2020, a Public Safety and Essential City Services Measure, also known as Measure Y, was put before Paramount voters in the March 2020 election providing a three-quarter-cent sales tax increase to address a fast-approaching structural deficit and the City's efforts to maintain the high level of services for our residents. These issues remain 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. The measure was approved overwhelmingly by Paramount voters and took effect on July 1, 2020 providing over \$5.5 million in revenue in FY 2021. This contributed to our surplus, along with the City's conservative and fiscally responsible spending habits.

This local funding measure requires strict accountability and will be subject to independent financial audits. By law, none of its income 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. One hundred percent of the three-quarter-cent increase approved by voters in March, stays 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. A recent example was Smoke & Fire, a restaurant in Clearwater Crossing at Alondra and Paramount.

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by President Biden to guarantee direct relief to cities, towns and villages in the United States. The U.S. Department of the Treasury is responsible for overseeing this unprecedented program that provides a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. The City was awarded \$18,895,185, which needs to be obligated by December 31, 2024, and received fifty percent (50%) of the funds on June 1, 2021 in the amount of \$9,447,592.50. The amount was set aside as unearned revenue while we wait for the final ruling on the use and administration of the grant.

The City continues to provide COVID-19 relief efforts such as rental, mortgage and small business relief assistance; homeless outreach; food distribution; suspension of animal license and water fines and penalties; lax enforcement of parking citations; community organization funding; etc. The estimated cost incurred on these efforts in FY 2021 alone was over \$1.4 million.

For three consecutive years, 2019, 2020 and 2021, 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 and received a Gold Spotlight Award for an 18% Community Greenhouse Gas Reduction. In 2021, the City of Paramount's first Climate Action Plan (CAP) that outlines the City's strategic plan for meeting the State of California's Green House Gas (GHG) emissions 2030 goals, which were established by Senate Bill 32, was approved by the City Council. The framework created by the CAP is a roadmap for the City Council and City staff to follow, as it continues on its pursuit of sustainability efforts.

### Capital Improvements

During FY 2021, 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 completed the mini-pitch soccer court at Dills Park, security improvements at Village Park, electric vault and fencing at Spane Park and various facility improvements such as security enhancements at City Hall.

Complementing our public improvements, in FY 2021 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 2022, we have budgeted \$21,999,850 in street and sidewalk improvements to complete more miles of arterial and neighborhood street resurfacing and the design for the Alondra Blvd. widening; \$2,690,000 in water improvements, which includes plans to complete the construction of a new water well; \$2,937,900 in park improvements including the Paramount Park Pool re-plaster and deck repairs; \$917,100 on a variety of special projects including the Civic Center fountain upgrade, City Yard roof replacement design and emergency operations equipment; and \$347,000 in sustainability projects such as electric vehicle charging stations in town and HVAC upgrades in Paramount Gym. In terms of private property assistance, we have budgeted \$450,000 toward rehabilitation programs.

In FY 2022, 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.

---

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

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. We are anticipating the completion of our new well (Well 16) located at Garfield and Jackson in FY 2022. We started the design and drilling of this new water well in FY 2016 and 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. 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.

Also, in our effort to proactively maintain and improve our water system, the City Council approved a water rate increase to take effect January 1, 2022 that will still keep our water rates among the lowest in the area. The last water rate increase was done in FY 2016. In FY 2021, 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. Based on a current survey, the new water rate will increase that typical bi-monthly rate to \$56.48 in 2022, the second lowest among all 14 neighboring water agencies. This water rate increase will also help meet our debt service coverage ratio with IBank.

---

**CERTIFICATES  
OF  
ACHIEVEMENT**

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 Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2020. The City has received 38 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 ACFR. 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 ACFR 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 Annual Comprehensive 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



John Moreno, City Manager



Clyde Alexander, Interim Finance Director

## Roster of Officials

City of Paramount, CA  
on June 30, 2021

### **CITY COUNCIL**

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

### **Parks & Recreation Commission**

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

### **Planning Commission**

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

### **Public Safety Commission**

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

### **Public Works Commission**

Tony Warfield, Chairman  
Linda Timmons, Vice Chairman  
Alvin Parks, Commissioner  
Gerardo Ruiz, Commissioner  
Rosemary Vasquez, Commissioner

### **Senior Services Commission**

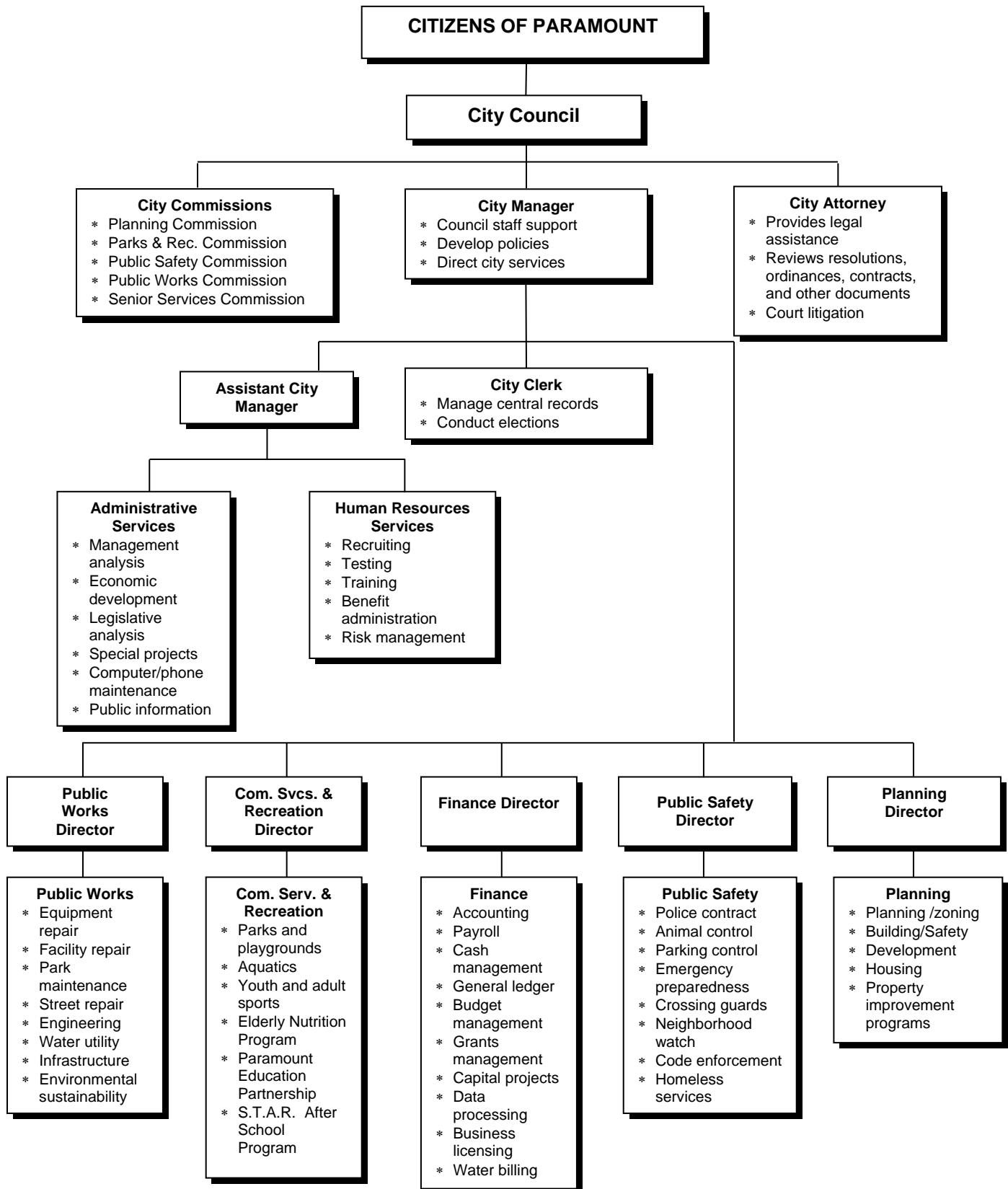
Elsa Padilla, Chairman  
Margarita Osuna, Vice Chairman  
Virginia Chavez, Commissioner  
Claudia Quinones, Commissioner  
Patricia Winiecki, Commissioner

### **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, 2021



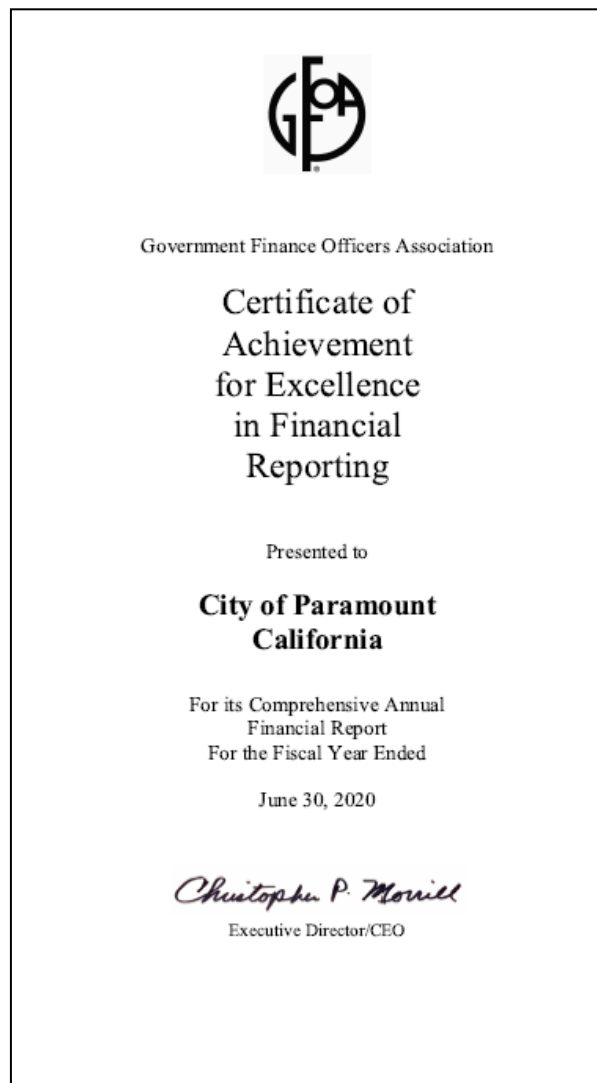


## Award for Financial Reporting

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Paramount for our Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2020.

In order to be awarded a Certificate of Achievement for Excellence, a governmental unit must publish an easily readable and efficiently organized Annual Comprehensive 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.



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## 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, 2021, 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, 2021, 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 December 7, 2021, 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.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California  
December 7, 2021

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City of Paramount  
**Management's Discussion and Analysis**  
June 30, 2021

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, 2021. 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 2021 by \$95,369,089 (net position). This amount increased by \$4,753,529 from last year.
- As of June 30, 2021, the City's governmental funds reported combined fund balances of \$34,419,751. Of this amount, \$252,781 or approximately 1% of the total fund balances is non-spendable, \$9,645,979 or approximately 28% is restricted, \$1,395,011 or approximately 4% is committed, \$8,316,428 or approximately 24% is assigned and \$14,690,303 or approximately 43% 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 \$14,809,552, or about 49% 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 15 and 16 of this report.

The City implements Governmental Accounting Standards Board (GASB) pronouncements as mandated. New accounting pronouncements can be found on pages 30 through 31 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 27 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, ARPA fund and Other Grants fund, which are considered to be major funds. Data from the other 24 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 17 through 22 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 23 through 25 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 26 through 27.



**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 29 through 70 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 71 through 74.

**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 75 through 109 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, 2021 and 2020

	Governmental Activities		Business-Type Activities		Total	
	2021	2020	2021	2020	2021	2020
Current and other assets	\$ 48,822,478	\$ 32,233,011	\$ 8,198,833	\$ 12,886,867	\$ 57,021,311	\$ 45,119,878
Capital assets, net	71,113,966	72,912,431	23,047,953	20,386,350	94,161,919	93,298,781
Total assets	119,936,444	105,145,442	31,246,786	33,273,217	151,183,230	138,418,659
Deferred outflows of resources	6,406,651	6,361,206	857,530	848,764	7,264,181	7,209,970
Current liabilities	12,319,027	4,006,087	1,524,276	1,171,645	13,843,303	5,177,732
Long-term liabilities	31,106,075	31,342,025	14,818,460	15,167,226	45,924,535	46,509,251
Total liabilities	43,425,102	35,348,112	16,342,736	16,338,871	59,767,838	51,686,983
Deferred inflows of resources	2,916,590	2,932,713	393,894	393,373	3,310,484	3,326,086
Net position						
Net investment in capital assets	70,923,502	72,665,264	12,428,094	16,132,664	83,351,596	88,797,928
Restricted	11,040,989	6,161,908	-	-	11,040,989	6,161,908
Unrestricted	(1,963,088)	(5,601,349)	2,939,592	1,257,073	976,504	(4,344,276)
Total net position	\$ 80,001,403	\$ 73,225,823	\$ 15,367,686	\$ 17,389,737	\$ 95,369,089	\$ 90,615,560

The City's total assets increased from \$138,418,659 to \$151,183,230 in the fiscal year and the City's total liabilities increased from \$51,686,983 to \$59,767,838. Pension and Other Post-Employment Benefits (OPEB) related deferred outflows of resources increased from \$7,209,970 to \$7,264,181 and deferred inflows of resources decreased from \$3,326,086 to \$3,310,484. 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 \$95,369,089 at June 30, 2021, an increase of \$4,753,529 from the prior year, primarily due to increase in current assets.

**Governmental activities.** The following condensed summary of activities of the City's governmental activities for the year ended June 30, 2021 shows total net position equal to \$80,001,403 or \$6,775,580 more than the prior year. The increase is primarily the result of increase in revenue brought by the new transaction and use tax that took effect in July 2020.

**Business-type activities.** Business-type activities' net position decreased from \$17,389,737 to \$15,367,686. Total revenues and transfers increased by \$103,844 and there was an increase in expenses totaling \$1,683,714 mainly due to increase in purchase of imported water.

City of Paramount  
Management's Discussion and Analysis  
June 30, 2021

City of Paramount - Summary of Changes in Net Position  
Year Ended June 30, 2021 and 2020

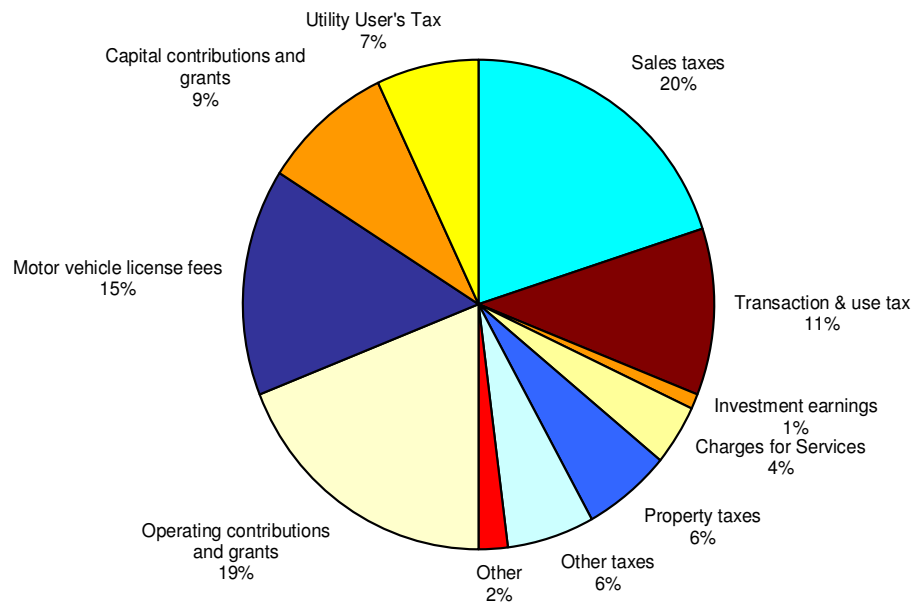
	Governmental Activities		Business-Type Activities		Total	
	2021	2020	2021	2020	2021	2020
Program revenues						
Charges for services	\$ 1,731,184	\$ 1,270,761	\$ 7,796,180	\$ 7,589,241	\$ 9,527,364	\$ 8,860,002
Operating contributions and grants	9,449,889	8,100,026	-	-	9,449,889	8,100,026
Capital contributions and grants	4,577,817	3,524,293	-	-	4,577,817	3,524,293
General revenues						
Sales tax	9,459,141	8,265,394	-	-	9,459,141	8,265,394
Transaction & use tax	5,585,397	-	-	-	5,585,397	-
Utility user's tax	3,261,854	3,484,876	-	-	3,261,854	3,484,876
Property tax	2,763,914	2,563,106	-	-	2,763,914	2,563,106
Other taxes	2,798,870	2,779,117	-	-	2,798,870	2,779,117
Investment earnings	116,104	320,851	17,668	90,318	133,772	411,169
Motor vehicle license fee	7,362,208	6,915,240	-	-	7,362,208	6,915,240
Other revenue	1,248,752	505,206	26,050	50,883	1,274,802	556,089
Total revenues	48,355,130	37,728,870	7,839,898	7,730,442	56,195,028	45,459,312
Program Expenses						
General government	7,348,010	7,357,400	-	-	7,348,010	7,357,400
Community development	3,142,509	2,405,848	-	-	3,142,509	2,405,848
Public safety	12,749,502	12,179,427	-	-	12,749,502	12,179,427
Community services & recreation	5,864,047	6,121,450	-	-	5,864,047	6,121,450
Public works	12,475,482	12,053,263	-	-	12,475,482	12,053,263
Water	-	-	9,861,949	8,178,235	9,861,949	8,178,235
Total expenses	41,579,550	40,117,388	9,861,949	8,178,235	51,441,499	48,295,623
Excess (deficiency) before contributions, special and extraordinary items & transfers	6,775,580	(2,388,518)	(2,022,051)	(447,793)	4,753,529	(2,836,311)
Transfers	-	(5,612)	-	5,612	-	-
Special item-housing assets	-	-	-	-	-	-
Special item-Redevelopment Agency	-	-	-	-	-	-
Change in net position	6,775,580	(2,394,130)	(2,022,051)	(442,181)	4,753,529	(2,836,311)
Net position, beginning of year	73,225,823	75,619,953	17,389,737	17,831,918	90,615,560	93,451,871
GASB 34 infrastructure implementation	-	-	-	-	-	-
Net position, end of year	\$ 80,001,403	\$ 73,225,823	\$ 15,367,686	\$ 17,389,737	\$ 95,369,089	\$ 90,615,560

## Revenues

- The increase in charges for services in the amount of \$667,362 is mainly due to the return in the activities in the City from the effect of the COVID-19 pandemic.
- The increase in operating contributions and grants of \$1,349,863 is primarily due additional grants received during the fiscal year such as Community Development Block Grant Coronavirus.
- Sales tax revenues increased by \$1,193,747 in FY 2021 mainly related to receipts of late sales tax remittances from businesses.
- The new City Tax Measure (Measure Y) took effect on July 1, 2020 and generated a total of \$5,585,397 in transaction and use tax revenue of the fiscal year.

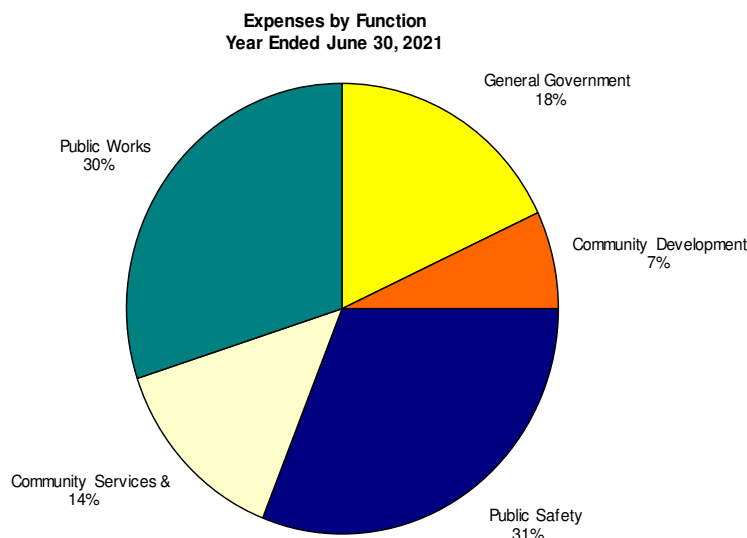
## Expenses

- The decrease in general government of \$9,390 is mainly related to the decrease in community promotional events to mitigate the effect of the pandemic.
- The increase in community development of \$736,661 is mainly related to environmental analysis and various rehabilitation and aid to residents and businesses.
- The increase in public safety of \$570,075 is mainly related to increase in cost of Sheriff's services and public safety concerns due to the pandemic.
- The decrease in community services and recreation of \$257,403 is related to the decrease in City activities as a result of the pandemic.
- The increase in public works of \$422,219 is mainly related to the infrastructure projects during the fiscal year.
- The increase in water expenses of \$1,683,714 is mainly related to increase in purchase of imported water due to temporary closure of one of the water well.



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:
  - \$2,171,736 After School Education and Safety Grant for the Success Through Academics and Recreation (S.T.A.R.) Program
  - \$1,206,678 State Gas Tax
  - \$1,123,506 Proposition A Transit Tax
  - \$1,031,643 SB1 Road Maintenance & Rehabilitation Account
  - \$932,202 Proposition C Transit Tax
  - \$791,895 Measure M Transit Tax
  - \$699,705 Measure R Transit Tax
  - \$665,240 Community Development Block Grant
  - \$642,945 Measure W Safe Clean Water
  - \$476,184 Community Development Block Grant – Coronavirus (CDBG-CV)



- 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 \$34,419,751, an increase of \$7,271,332 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 43% of the ending balance, \$14,690,303, 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 \$372,030 consists of non-spendable fund balances for land held for resale (\$236,544) and prepaids/deposits (\$135,486); approximately 28% or \$9,645,979 consists of the restricted fund balances of various grants and fees (\$8,374,206) and the Paramount Housing Authority (\$1,271,773); approximately 4% or \$1,395,011 consists of committed fund balances for Public Art (\$286,923), Storm Drain (\$428,620) and General Plan (\$679,468); and approximately 24% or \$8,316,428 consists of assigned fund balances for Capital Projects (\$4,550,444), PERS reserve (\$2,514,500), Bond Proceeds & Settlements (\$917,827), COVID reserve (\$53,657), 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 \$14,809,552, while total fund balance reached \$23,378,761. 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 49% of total General Fund expenditures, while total fund balance represents 78% of that same amount.

An unexpected surplus in the City's General Fund led to an increase in total fund balance of \$4,861,841 during Fiscal Year 2021. This increased the unassigned fund balance by \$1,892,211. There is also a net increase in the assigned fund balances by \$2,897,248 including mainly of increase in Capital Improvement Project Reserve of \$2,496,000, PERS by \$500,000, Settlement Reserve by \$169,625, and a decrease in COVID Reserve of \$270,000; and an increase of \$72,382 in the nonspendable fund balance for prepaids/deposits.

The Other Grants Fund has a fund balance of \$376,671 or \$100,104 more than prior year. During FY 2021, we accumulated grants allocation for the current fiscal year for future 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 \$2,939,592 or \$1,682,519 less than the prior year. The decrease is mainly the result of higher cost of water production and distribution due to increase in purchase of imported water.

### 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, 2021**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Taxes	\$ 19,822,100	\$ 22,072,850	\$ 23,869,176	\$ 1,796,326
Intergovernmental revenues	6,520,000	7,362,150	7,362,208	58
Other revenues	2,696,750	4,358,250	4,698,368	340,118
Total revenues	29,038,850	33,793,250	35,929,752	2,136,502
Expenditures				
Operations	28,702,800	30,758,150	29,550,176	1,207,974
Capital outlay	281,000	1,203,150	574,975	628,175
Total expenditures	28,983,800	31,961,300	30,125,151	1,836,149
Excess (deficiency) of revenues over (under) expenditures	55,050	1,831,950	5,804,601	3,972,651
Other Financing Sources (Uses)				
Capital lease	57,250	57,250	57,240	(10)
Transfers to other funds	-	(953,000)	(1,000,000)	(47,000)
Total other financing sources (uses)	57,250	(895,750)	(942,760)	(47,010)
Net change in fund balances	112,300	936,200	4,861,841	3,925,641
Fund balance - July 1	18,516,950	18,516,950	18,516,920	(30)
Fund balance - June 30	\$ 18,629,250	\$ 19,453,150	\$ 23,378,761	\$ 3,925,611

### Changes between the Original Budget and the Final Budget

On the revenue side, there was an increase of \$4,754,400 between the original budget and the final amended budget. The main portion of the increase was related to higher projection for sales tax (\$800,000), transaction and use tax (\$500,000), property tax (\$302,900), business license (\$512,000) and other revenue (\$1,012,000). On the other hand, there was an increase in appropriations for operations (\$2,055,350) and in capital improvements (\$922,150). 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 \$2,136,502 higher than the final amended amounts mainly related to receipts of late sales tax and transaction and used tax remittances from businesses. On the expenditure side, there was an overall decrease totaling \$1,836,149 which mainly represents capital improvement project delays (\$628,175) and staffing cost savings (\$507,687) and decreases in operating cost across all of the operating departments (\$700,287).

## 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, 2021 amounted to \$94,161,920 (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, 2020 and 2021

	Governmental Activities		Business-Type Activities		Total	
	2021	2020	2021	2020	2021	2020
Land	\$ 14,849,080	\$ 14,849,080	\$ 2,270,763	\$ 2,270,763	\$ 17,119,843	\$ 17,119,843
Construction in progress	4,377,177	4,299,183	5,897,461	2,443,940	10,274,638	6,743,123
Land improvements	6,990,898	7,779,342	-	-	6,990,898	7,779,342
Building and improvements	6,716,424	7,200,841	5,902,198	6,207,601	12,618,622	13,408,442
Machinery and equipment	1,178,082	1,275,294	1,376,533	1,508,375	2,554,615	2,783,669
Infrastructure	37,002,305	37,508,691	7,600,999	7,955,671	44,603,304	45,464,362
Total	\$ 71,113,966	\$ 72,912,431	\$ 23,047,954	\$ 20,386,350	\$ 94,161,920	\$ 93,298,781

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 \$45,765,207. Of this amount, \$14,672,715 is a liability of the Business-Type Activity.

### City of Paramount - Outstanding Liabilities June 30, 2021 and 2020

	Governmental Activities		Business-Type Activities		Total	
	2021	2020	2021	2020	2021	2020
Notes payable from direct borrowing and direct placements	\$ -	\$ -	\$ 10,553,136	\$ 10,860,410	\$ 10,553,136	\$ 10,860,410
Capital leases	190,464	247,167	66,724	93,274	257,188	340,441
Net OPEB liability	9,162,226	9,321,929	1,241,053	1,262,954	10,403,279	10,584,883
Net pension liability	21,102,763	21,051,749	2,881,239	2,874,885	23,984,002	23,926,634
Employee leave payable	650,622	721,180	76,308	75,703	726,930	796,883
Total	\$ 31,106,075	\$ 31,342,025	\$ 14,818,460	\$ 15,167,226	\$ 45,924,535	\$ 46,509,251

The City's total liabilities had a net decrease of \$584,716 during the current fiscal year, largely due to water loan repayments and the decrease in 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 \$173,491,544 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 economic disruption through mandated and voluntary closings of businesses and shelter-in-place orders for all but those individuals who provide essential services.

Prior to the economic shutdown, a Public Safety and Essential City Services Measure, also known as Measure Y, was put before Paramount voters in the March 2020 election and passed overwhelmingly. This provided a three-quarter-cent sales tax increase to address a fast-approaching structural deficit and the City's efforts to maintain a high level of services for our residents. These issues remain challenging due to the increase in costs for providing such services coupled with the slow pace of economic recovery. An additional impact is the loss of property tax revenue the City previously received from the former Paramount Redevelopment Agency for capital projects and other critical infrastructure needs. Measure Y took effect on July 1, 2020, providing over \$5.5 million in revenue in FY 2021. This contributed to our surplus, along with the City's conservative and fiscally responsible spending habits.

This local funding measure requires strict accountability and will be subject to independent financial audits. By law, none of this income 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. One hundred percent of the three-quarter-cent increase approved by voters stays in Paramount, ensuring that these 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. A recent example is Smoke & Fire, a restaurant in Clearwater Crossing at Alondra and Paramount.

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by President Biden to guarantee direct relief to cities, towns, and villages in the United States. The U.S. Department of the Treasury is responsible for overseeing this unprecedented program that provides a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. Paramount was awarded \$18,895,185, which needs to be obligated by December 31, 2024, and received 50% of the funds on June 1, 2021 in the amount of \$9,447,592.50. This was set aside as unearned revenue while we wait for the final ruling on the use and administration of the grant.

The City continues to provide COVID-19 relief efforts such as rental, mortgage, and small business assistance; homeless outreach; food distribution; suspension of animal license and water fines and penalties; lenient enforcement of parking citations; community organization funding; and more. The estimated cost incurred on these efforts in FY 2021 alone was over \$1.4 million.

For three consecutive years, 2019, 2020 and 2021, the City has 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.

In addition, we are proud to have received numerous Beacon Spotlight Awards 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 at the Platinum level along with a Gold Spotlight Award for an 18% Community Greenhouse Gas Reduction. In 2021, Paramount's first Climate Action Plan (CAP) was approved by the City Council. The CAP outlines the City's strategic plan for meeting the State's Green House Gas (GHG) emissions 2030 goals, which were established by Senate Bill 32. The framework created by the CAP is a roadmap for the City Council and City staff to follow in pursuit of sustainability efforts.

## **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.

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# City of Paramount, California

## Statement of Net Position

June 30, 2021

	Governmental Activities	Business-Type Activities	Total
<b>Assets</b>			
Cash and investments	\$ 40,529,986	\$ 5,385,337	\$ 45,915,323
Receivables			
Accounts	6,364,963	2,541,472	8,906,435
Interest	24,279	1,571	25,850
Notes (net)	583,722	-	583,722
Prepaid expenses and deposits	135,486	8,351	143,837
Inventories	-	262,102	262,102
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	4,377,177	5,897,461	10,274,638
Being depreciated, net of accumulated depreciation			
Property and equipment	664,414	108,865	773,279
Buildings and land improvements	2,243,969	5,902,197	8,146,166
Water mains	-	7,600,998	7,600,998
Water distribution equipment	-	1,120,750	1,120,750
Vehicles	546,216	146,918	693,134
Infrastructure	48,433,110	-	48,433,110
Total assets	119,936,444	31,246,785	151,183,229
<b>Deferred outflows of resources</b>			
Deferred outflows-pensions	5,023,364	667,827	5,691,191
Deferred outflows-OPEB	1,383,287	189,703	1,572,990
Total deferred outflows of resources	6,406,651	857,530	7,264,181
<b>Liabilities</b>			
Accounts payable	2,618,694	1,111,110	3,729,804
Due to other governmental agencies	140,455	-	140,455
Accrued interest payable	-	138,078	138,078
Unearned revenue	9,449,989	-	9,449,989
Deposits payable	109,889	275,088	384,977
Long term liabilities			
Due in one year	142,415	351,203	493,618
Due in more than one year	-	10,236,115	10,236,115
Leases and compensated absences	698,671	108,850	807,521
Net OPEB liability	9,162,226	1,241,053	10,403,279
Net pension liability	21,102,763	2,881,239	23,984,002
Total liabilities	43,425,102	16,342,736	59,767,838
<b>Deferred inflows of resources</b>			
Deferred inflows-pensions	1,501,830	198,012	1,699,842
Deferred inflows-OPEB	1,414,760	195,882	1,610,642
Total deferred inflows of resources	2,916,590	393,894	3,310,484
<b>Net position</b>			
Net investment in capital assets	70,923,502	12,428,094	83,351,596
Restricted for			
Community development	2,122,502	-	2,122,502
Public safety	266,531	-	266,531
Community services & recreation	1,414,959	-	1,414,959
Public works	7,236,997	-	7,236,997
Unrestricted	(1,963,088)	2,939,592	976,504
Total net position	\$ 80,001,403	\$ 15,367,686	\$ 95,369,089

City of Paramount, California  
Statement of Activities  
Year Ended June 30, 2021

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	\$ 7,348,010	\$ 193,393	\$ 1,687,452	\$ -	\$ (5,467,165)	\$ -	\$ (5,467,165)
Community development	3,142,509	603,104	587,287	-	(1,952,118)	-	(1,952,118)
Public safety	12,749,502	84,128	1,809,586	-	(10,855,788)	-	(10,855,788)
Community services and recreation	5,864,047	60,415	3,078,292	418,238	(2,307,102)	-	(2,307,102)
Public works	12,475,482	790,144	2,287,272	4,159,579	(5,238,487)	-	(5,238,487)
Total governmental activities	41,579,550	1,731,184	9,449,889	4,577,817	(25,820,660)	-	(25,820,660)
Business-Type Activities							
Water	9,861,949	7,796,180	-	-	-	(2,065,769)	(2,065,769)
Total primary government	\$ 51,441,499	\$ 9,527,364	\$ 9,449,889	\$ 4,577,817	(25,820,660)	(2,065,769)	(27,886,429)
General revenues							
Taxes							
Sales tax					9,459,141	-	9,459,141
Transaction and use tax					5,585,397	-	5,585,397
Utility users tax					3,261,854	-	3,261,854
Franchise tax					1,904,943	-	1,904,943
Property tax					2,763,914	-	2,763,914
Business license tax					893,927	-	893,927
Investment earnings					116,104	17,668	133,772
Unrestricted motor vehicle license fee					7,362,208	-	7,362,208
Other revenue					1,248,752	26,050	1,274,802
Total general revenues					32,596,240	43,718	32,639,958
Change In Net Position					6,775,580	(2,022,051)	4,753,529
Net Position, Beginning of Year					73,225,823	17,389,737	90,615,560
Net Position, End of Year					\$ 80,001,403	\$ 15,367,686	\$ 95,369,089

City of Paramount, California  
Balance Sheet – Governmental Funds  
June 30, 2021

		Special Revenue			
			American Rescue	Other	Total
	General	Other Grants	Plan Act Fund	Governmental Funds	Governmental Funds
<b>Assets</b>					
Cash and investments	\$ 19,953,844	\$ -	9,447,593	\$ 9,045,672	\$ 38,447,109
Accounts receivable	3,899,388	1,112,777	-	1,352,798	6,364,963
Interest receivable	14,441	233	2,396	6,385	23,455
Due from other funds	1,520,024	-	-	-	1,520,024
Prepaid expenditures and deposits	135,486	-	-	-	135,486
Notes receivable (net)	-	-	-	583,722	583,722
Land held for resale	236,544	-	-	947,498	1,184,042
<b>Total assets</b>	<b>\$ 25,759,727</b>	<b>\$ 1,113,010</b>	<b>\$ 9,449,989</b>	<b>\$ 11,936,075</b>	<b>\$ 48,258,801</b>
<b>Liabilities and fund balances</b>					
<b>Liabilities</b>					
Accounts payable	\$ 2,133,158	\$ 107,853	\$ -	\$ 377,683	\$ 2,618,694
Deposits payable	107,353	-	-	2,536	109,889
Due to other governmental agencies	140,455	-	-	-	140,455
Due to other funds	-	628,485	-	891,539	1,520,024
Unearned revenue	-	-	9,449,989	-	9,449,989
<b>Total liabilities</b>	<b>2,380,966</b>	<b>736,338</b>	<b>9,449,989</b>	<b>1,271,758</b>	<b>13,839,051</b>
<b>Fund balances</b>					
Nonspendable	372,030	-	-	-	372,030
Restricted	-	376,672	-	9,269,306	9,645,978
Committed	-	-	-	1,395,011	1,395,011
Assigned	8,316,428	-	-	-	8,316,428
Unassigned	14,690,303	-	-	-	14,690,303
<b>Total fund balances</b>	<b>23,378,761</b>	<b>376,672</b>	<b>-</b>	<b>10,664,317</b>	<b>34,419,750</b>
<b>Total liabilities and fund balances</b>	<b>\$ 25,759,727</b>	<b>\$ 1,113,010</b>	<b>\$ 9,449,989</b>	<b>\$ 11,936,075</b>	<b>\$ 48,258,801</b>

City of Paramount, California  
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position  
June 30, 2021

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Fund Balances of Governmental Funds (page 14)	\$ 34,419,750
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.	69,838,105
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.	
Capital leases	(190,464)
Compensated absences	(650,622)
Net OPEB liability	(9,162,226)
Net pension liability	(21,102,763)
Deferred outflows related to pensions	5,023,364
Deferred outflows related to OPEB	1,383,287
Deferred inflows related to pensions	(1,501,830)
Deferred inflows related to OPEB	(1,414,760)
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.	<u>3,359,562</u>
Net Position of Governmental Activities	<u><u>\$ 80,001,403</u></u>

City of Paramount, California

Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds

Year Ended June 30, 2021

		Special Revenue			
	General	Other Grants	American Rescue Plan Act Fund	Other Governmental Funds	Total Governmental Funds
Revenues					
Taxes	\$ 23,869,176	\$ -	\$ -	\$ -	\$ 23,869,176
Licenses and permits	765,869	-	-	-	765,869
Fines and penalties	825,192	-	-	-	825,192
Interest and use of property	142,619	2,740	-	35,896	181,255
Intergovernmental revenues	7,362,208	2,059,307	-	10,026,310	19,447,825
Charges for services	646,780	-	-	258,766	905,546
Other revenues	2,317,908	1,800	-	11,322	2,331,030
Total revenues	35,929,752	2,063,847	-	10,332,294	48,325,893
Expenditures					
Current:					
General government	6,714,537	-	-	435,521	7,150,058
Community development	2,444,561	90,468	-	609,286	3,144,315
Public safety	11,825,608	335,299	-	560,239	12,721,146
Community services and recreation	2,333,452	8,463	-	2,654,198	4,996,113
Public works	6,232,018	109,055	-	1,350,593	7,691,666
Capital outlay:					
Streets, sidewalks and signals	18,703	1,002,219	-	2,164,800	3,185,722
Parks	308,087	418,238	-	13,320	739,645
Other	248,185	-	-	234,952	483,137
Total expenditures	30,125,151	1,963,742	-	8,022,909	40,111,802
Excess (deficiency) of revenues over (under) expenditures	5,804,601	100,105	-	2,309,385	8,214,091
Other Financing Sources (Uses)					
Capital lease	57,240	-	-	-	57,240
Transfers out	(1,000,000)	-	-	-	(1,000,000)
Total other financing sources and uses	(942,760)	-	-	-	(942,760)
Net Change In Fund Balances	4,861,841	100,105	-	2,309,385	7,271,331
Fund Balances - July 1	18,516,920	276,567	-	8,354,932	27,148,419
Fund Balances - June 30	\$ 23,378,761	\$ 376,672	\$ -	\$ 10,664,317	\$ 34,419,750

City of Paramount, California

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental  
Funds to the Statement of Activities  
Year Ended June 30, 2021

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Net Change in Fund Balances - Total Governmental Funds \$ 7,271,331

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	4,109,756
Depreciation expense	(5,916,389)

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	(57,240)
Capital lease principal payment	113,943

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. (70,559)

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	532,663
Net change in deferred outflows of resources related to OPEB	311,298
Net change in deferred inflows of resources related to OPEB	(61,662)

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	(361,322)
Net change in deferred outflows of resources related to pensions	265,853
Net change in deferred inflows of resources related to pensions	(59,121)
Net change in pension expense	(220,874)

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.

917,903

Change in Net Position of Governmental Activities \$ 6,775,580

City of Paramount, California

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual -  
General Fund  
Year Ended June 30, 2021

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Taxes	\$ 19,822,100	\$ 22,072,850	\$ 23,869,176	\$ 1,796,326
Licenses and permits	466,800	696,500	765,869	69,369
Fines and penalties	586,200	773,500	825,192	51,692
Interest and use of property	158,750	138,750	142,619	3,869
Intergovernmental revenues	6,520,000	7,362,150	7,362,208	58
Charges for services	255,500	509,950	646,780	136,830
Other revenues	1,229,500	2,239,550	2,317,908	78,358
Total revenues	<u>29,038,850</u>	<u>33,793,250</u>	<u>35,929,752</u>	<u>2,136,502</u>
Expenditures				
Current:				
General government	6,578,200	7,178,200	6,714,537	463,663
Community development	1,800,300	2,630,650	2,444,561	186,089
Public safety	12,098,100	12,168,100	11,825,608	342,492
Community services and recreation	2,422,850	2,529,300	2,333,452	195,848
Public works	5,803,350	6,251,900	6,232,018	19,882
Capital Outlay:				
Streets, sidewalks and signals	60,000	500,000	18,703	481,297
Parks	80,000	438,000	308,087	129,913
Other	141,000	265,150	248,185	16,965
Total expenditures	<u>28,983,800</u>	<u>31,961,300</u>	<u>30,125,151</u>	<u>1,836,149</u>
Excess (deficiency) of revenues over (under) expenditures	<u>55,050</u>	<u>1,831,950</u>	<u>5,804,601</u>	<u>3,972,651</u>
Other Financing Sources (Uses)				
Capital lease	57,250	57,250	57,240	(10)
Transfers to other funds	-	(953,000)	(1,000,000)	(47,000)
Total other financing sources (uses)	<u>57,250</u>	<u>(895,750)</u>	<u>(942,760)</u>	<u>(47,010)</u>
Net Change In Fund Balance	112,300	936,200	4,861,841	3,925,641
Fund Balance - July 1	<u>18,516,950</u>	<u>18,516,950</u>	<u>18,516,920</u>	<u>(30)</u>
Fund Balance - June 30	<u>\$ 18,629,250</u>	<u>\$ 19,453,150</u>	<u>\$ 23,378,761</u>	<u>\$ 3,925,611</u>

City of Paramount, California

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual -  
Other Grants  
Year Ended June 30, 2021

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	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 1,000	\$ 1,300	\$ 2,740	\$ 1,440
Intergovernmental revenues	6,068,350	2,217,200	2,059,307	(157,893)
Other revenue	-	1,500	1,800	300
Total revenues	6,069,350	2,220,000	2,063,847	(156,153)
Expenditures				
Current				
Community development	420,000	130,000	98,931	31,069
Public safety	297,000	359,800	335,299	24,501
Public works	78,050	181,900	109,055	72,845
Capital Outlay				
Streets, sidewalks and signals	4,314,300	1,161,850	1,002,219	159,631
Parks	1,015,000	415,650	418,238	(2,588)
Total expenditures	6,124,350	2,249,200	1,963,742	285,458
Excess (deficiency) of revenues over (under) expenditures	(55,000)	(29,200)	100,105	129,305
Net Change In Fund Balance	(55,000)	(29,200)	100,105	129,305
Fund Balance - July 1	276,600	276,600	276,567	(33)
Fund Balance - June 30	\$ 221,600	\$ 247,400	\$ 376,672	\$ 129,272



City of Paramount, California  
Statement of Net Position - Proprietary Funds  
June 30, 2021

	Business-type Activities- Water Enterprise Fund	Governmental Activities- Internal Service Fund
Assets		
Current assets		
Cash and cash equivalents	\$ 5,385,337	\$ 2,082,877
Accounts receivable	2,541,472	-
Interest receivable	1,571	824
Prepaid items	8,351	-
Inventories	262,102	-
Total current assets	<u>8,198,833</u>	<u>2,083,701</u>
Noncurrent assets		
Capital assets		
Construction in progress	5,897,461	-
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	664,414
Vehicles	634,206	546,216
Less accumulated depreciation	<u>(27,462,300)</u>	<u>(2,178,738)</u>
Total noncurrent assets	<u>23,047,953</u>	<u>1,275,861</u>
Total assets	<u>31,246,786</u>	<u>3,359,562</u>
Deferred Outflows of Resources		
Deferred outflows-OPEB	189,703	-
Deferred outflows-pensions	<u>667,827</u>	<u>-</u>
Total deferred outflows of resources	<u>857,530</u>	<u>-</u>
Liabilities		
Current liabilities		
Accounts payable	1,111,110	-
Deposits payable	275,088	-
Interest payable	138,078	-
Current portion of compensated absences	6,040	-
Current portion of lease payable	28,143	-
Current portion of notes payable	<u>317,020</u>	<u>-</u>
Total current liabilities	<u>1,875,479</u>	<u>-</u>
Noncurrent liabilities		
Compensated absences - long term portion	70,269	-
Capital lease-long term portion	38,581	-
Net OPEB obligation	1,241,053	-
Net pension liability	2,881,239	-
Notes payable-long term portion	<u>10,236,115</u>	<u>-</u>
Total noncurrent liabilities	<u>14,467,257</u>	<u>-</u>
Total liabilities	<u>16,342,736</u>	<u>-</u>
Deferred Inflows of Resources		
Deferred inflows-OPEB	195,882	-
Deferred inflows-pensions	<u>198,012</u>	<u>-</u>
Total deferred inflows of resources	<u>393,894</u>	<u>-</u>
Net Position		
Net investment in capital assets	12,428,094	1,275,861
Unrestricted	<u>2,939,592</u>	<u>2,083,701</u>
Total net position	<u>\$ 15,367,686</u>	<u>\$ 3,359,562</u>

City of Paramount, California  
Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds  
Year Ended June 30, 2021

	Business-type Activities- Water Enterprise Fund	Governmental Activities- Internal Service Fund
Operating Revenues		
Charges for services	\$ 7,796,180	\$ -
Other revenues	26,050	-
Total operating revenues	<u>7,822,230</u>	<u>-</u>
Operating Expenses		
Water commission	3,121	-
Water system administration	1,322,492	-
Water production	5,492,646	-
Water distribution	1,204,386	-
Water customer service	223,111	-
Water billing	409,619	-
Other operating expenses	85,556	-
Depreciation	791,918	87,293
Total operating expenses	<u>9,532,849</u>	<u>87,293</u>
Operating income/(loss)	<u>(1,710,619)</u>	<u>(87,293)</u>
Nonoperating Revenues (Expenses)		
Interest revenue	17,668	5,196
Interest expense	(329,100)	-
Total nonoperating revenue (expense)	<u>(311,432)</u>	<u>5,196</u>
Income/(loss) before capital contributions	<u>(2,022,051)</u>	<u>(82,097)</u>
Transfers In	<u>-</u>	<u>1,000,000</u>
Change In Net Position	(2,022,051)	917,903
Total Net Position - July 1	<u>17,389,737</u>	<u>2,441,659</u>
Total Net Position - June 30	<u>\$ 15,367,686</u>	<u>\$ 3,359,562</u>

City of Paramount, California  
Statement of Cash Flows - Proprietary Funds  
Year Ended June 30, 2021

	Business-type Activities- Water Enterprise Fund	Governmental Activities- Internal Service Fund
Operating Activities		
Receipts from customers and users	\$ 6,002,782	\$ -
Payments to suppliers	(7,322,515)	-
Payments to employees	(1,015,433)	-
Net Cash Provided by Operating Activities	<u>(2,335,166)</u>	<u>-</u>
Capital and Related Financing Activities		
Acquisition/issuance of capital assets	(4,187,231)	-
Principal paid on capital debt	(26,550)	-
Net Cash (Used) in Capital and Related Financing Activities	<u>(4,213,781)</u>	<u>-</u>
Non Capital and Related Financing Activities		
Transfers In	<u>-</u>	<u>1,000,000</u>
Investing Activities		
Interest income	<u>31,368</u>	<u>7,413</u>
Increase in cash and cash equivalents	(6,517,579)	1,007,413
Cash and Cash Equivalents, July 1	<u>11,902,916</u>	<u>1,075,464</u>
Cash and Cash Equivalents, June 30	<u><u>\$ 5,385,337</u></u>	<u><u>\$ 2,082,877</u></u>
Reconciliation of Operating Income (Loss) To		
Net Cash Provided (Used) In Operating Activities		
Operating income (loss)	\$ (1,710,619)	\$ (87,293)
Adjustments to reconcile operating income (loss)		
to net cash provided (used) in operating activities:		
Depreciation expense	791,918	87,293
(Increase)/decrease in prepaid expense		
and deposits	11,141	-
(Increase)/decrease in inventory	(34,938)	-
(Increase)/decrease in accounts receivable	(1,819,448)	-
Increase/(decrease) in accounts payable		
and accrued liabilities	444,768	-
Increase/(decrease) in deposits payable	5,197	-
Increase/(decrease) in employee leave payable	607	-
Increase in pension liability and expense,		
deferred outflows, deferred inflows	49,257	-
Increase in OPEB liability and expense,		
deferred outflows, deferred inflows	<u>(73,049)</u>	<u>-</u>
Net cash provided by operating activities	<u><u>\$ (2,335,166)</u></u>	<u><u>\$ -</u></u>

City of Paramount, California  
Statement of Net Position - Fiduciary Funds  
June 30, 2021

	Successor Agency for the Paramount Redevelopment Agency	Custodial Funds
Assets		
Current assets		
Cash and investments	\$ 742,780	\$ 1,670
Restricted cash and investments	6,494,143	-
Interest receivable	4	-
Notes receivable	75	-
Prepaid insurance	27,499	-
Total current assets	<u>7,264,501</u>	<u>1,670</u>
Noncurrent assets		
Buildings and building improvements	358,067	-
Infrastructure	4,277,466	-
Less accumulated depreciation	<u>(3,195,893)</u>	<u>-</u>
Total noncurrent assets	<u>1,439,640</u>	<u>-</u>
Total assets	<u>8,704,141</u>	<u>\$ 1,670</u>
Deferred Outflows of Resources		
Deferred loss on refunding	<u>29,791</u>	
Liabilities		
Current liabilities		
Deposits payable	-	\$ 1,670
Interest payable	366,019	-
Bond debt-current portion	<u>4,692,204</u>	<u>-</u>
Total current liabilities	<u>5,058,223</u>	<u>1,670</u>
Noncurrent liabilities		
Bond debt-long term portion	24,324,129	-
Loans payable-long term portion	-	-
Deferred pass through payments	<u>930,740</u>	<u>-</u>
Total noncurrent liabilities	<u>25,254,869</u>	<u>-</u>
Total liabilities	<u>30,313,092</u>	<u>\$ 1,670</u>
Deferred Inflows of Resources		
Deferred gain on refunding	<u>213,672</u>	
Total deferred inflows of resources	<u>213,672</u>	
Net Position (Deficit)		
Held in trust for other governments	<u>\$ (21,792,832)</u>	

City of Paramount, California  
Statement of Changes in Fiduciary Net Position – Private-Purpose Trust Fund  
Year Ended June 30, 2021

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	Successor Agency for the Paramount Redevelopment Agency	Custodial Funds
Additions:		
Taxes	\$ 5,969,327	-
Interest and use of property	462	-
Total additions	<u>5,969,789</u>	<u>-</u>
Deductions:		
Program expenses	500,000	-
Administrative expenses	250,000	-
Depreciation	203,013	-
Interest and fiscal agent expenses	<u>1,050,273</u>	<u>-</u>
Total deductions	<u>2,003,286</u>	<u>-</u>
Total other additions and deductions	<u>-</u>	<u>-</u>
Change in Net Position	3,966,503	-
Net Position - July 1	<u>(25,759,335)</u>	<u>-</u>
Net Position - June 30	<u><u>\$ (21,792,832)</u></u>	<u><u>-</u></u>

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**Note 1 - Summary of Significant Accounting Policies and Reporting Entity****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 2021 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.

### **New Accounting Pronouncements**

#### Implemented during 2020-21

**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 implemented this statement effective July 1, 2020.

**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 statement did not have a material impact to the City's financial statements.

**GASB Statement No. 98** - In October 2021, the GASB issued Statement No. 98 - *The Annual Comprehensive Financial Report*. This Statement establishes the term *annual comprehensive financial report* and its acronym *ACFR* to replace instances of *comprehensive annual financial report* and its acronym in generally accepted accounting principles for states and local governments. The City has early implemented this Statement.

#### Effective in Future Accounting Periods

**GASB Statement No. 87** - In June 2017, GASB issued Statement No. 87 - *Leases*. The objective of this Statement is to better meet the informational 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. 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 to (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.

**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 the 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 and the American Rescue Plan Act Fund are the only governmental funds that met qualifications of GASB Statement No. 34 and are presented as major funds. In addition, the City has chosen to present one additional fund, the Other Grants Fund, as major per 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.

American Rescue Plan Act Fund (ARPA)

The ARPA Fund is used to fund COVID-19 expenditures or negative economic impacts of COVID-19, revenue replacement for the provision of government services to the extent of the reduction of revenue due to COVID-19 public health emergency, premium pay for essential workers, and investment in water, sewer, and broadband infrastructure. The revenue is comprised of Federal grants passed through the State that are restricted to as to their purpose. No expenditures are recorded for the funds in fiscal year 2021 and the City did not record any budget.

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.).

**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

#### **Custodial Fund**

The Custodial 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 Custodial 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 Custodial 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.

### **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.

In June 22, 2021, the City passed a resolution, whereas the City will maintain a General Fund Reserve (unassigned) equal to \$13 million or not less than 35% of the appropriation budget total within the General Fund. The reserve can only be used with City Council approval and is committed to meet cash flows needs and unforeseen contingencies such as emergencies, revenue shortfalls, mandates, or unanticipated inflation. It is not intended for routine capital projects or general operations.

### **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.

### **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

**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, 2021, appropriations subject to this limit were below the maximum allowed.
6. In the fund level of the Special Revenue Funds, expenditures in the Measure R, Measure M, Public Art Fees and Service Assessment funds exceeded budget estimates by \$5,685, \$67,548, \$16,470 and \$9 respectively. In the activity level of the Measure R fund, expenditure exceeded budget estimates in general government by \$ 12,008; in the Measure M fund, expenditure exceeded budget estimates in other community services and recreation by \$5,343 and on capital outlay by \$71,012; in the Public Art Fees, expenditure exceeded budget estimates in capital outlay by \$17,150; in the Service Assessment, expenditure exceeded in public works by \$1,576. The actual expenditures were higher than expected.



**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.

**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.

**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.

**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 a 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 in active markets.
- b. Quoted prices for identical or similar assets or liabilities in markets that are 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.

**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.

**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, 2021, property tax revenue to the City totaled \$2,763,914.

**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 the government-wide and fund financial statements.

**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.

**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.

**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 arbitrage liability as of June 30, 2021.

**Other Postemployment Benefits (OPEB)**

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, 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 within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2019
Measurement Date	June 30, 2020
Measurement Period	July 1 , 2019 - June 30, 2020

**Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, 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.

**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.

**Note 2 - Cash and Investments**

Cash and investments as of June 30, 2021 are classified in the accompanying financial statements as follows:

Statement of Net Position	
Cash and investments	\$ 45,915,323
Fiduciary Funds	
Cash and investments	744,450
Cash and investments - restricted	<u>6,494,143</u>
Total cash and investments	<u>\$ 53,153,916</u>
Cash and Investments as of June 30, 2021 consist of the following:	
Cash on hand	\$ 8,025
Deposits with financial institutions	6,075,705
Investments	<u>47,070,186</u>
Total cash and investments	<u>\$ 53,153,916</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	Maximum	Maximum
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	\$65 million
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.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>
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 9 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:

<u>Investment</u>	<u>Amount</u>	<u>Maturity of 12 Months of Less</u>
Local Agency Investment Fund	\$ 40,576,044	\$ 40,576,044
Money Market Fund	6,494,142	6,494,142
	<u>\$ 47,070,186</u>	<u>\$ 47,070,186</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 funds 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, 2021, \$7,391,545 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, 2021, the carrying amount (at amortized cost) of the pool was \$193,304,977,285 and the estimated fair value of the pool was \$193,321,015,759. 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 \$40,576,044 at June 30, 2021.

### Note 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, 2021, are as follows:

	<u>Fair Value</u>	<u>Uncategorized</u>
Money Market Funds	\$ 6,494,142	\$ 6,494,142
Local Agency Investment Fund	<u>40,576,044</u>	<u>40,576,044</u>
Totals	<u>\$ 47,070,186</u>	<u>\$ 47,070,186</u>

### Note 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, 2021, are summarized as follows:

	Miscellaneous Plan	
	Tier 1 Prior to January 1, 2013	Tier 2 On or after January 1, 2013
Hire date		
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	13.457%	7.686%

### 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 2021, the City paid both the employer's and the employee's contributions for Classic Plan members and the employer's contributions for PEPR 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, 2021, employer contributions to the Plan were \$3,241,174.

As of the fiscal year ended June 30, 2021, the City reported a net pension liability of \$23,984,002 for its proportionate share of the collective net pension liability.



The net pension liability of the Plan was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019, rolled forward to June 30, 2020, 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, 2019 and 2020 was as follows:

	<u>Miscellaneous Plan</u>
Proportion - June 30, 2019	0.23550%
Proportion - June 30, 2020	<u>0.22039%</u>
Change - Increase (Decrease)	<u><u>0.01311%</u></u>

During the year ended June 30, 2021, the City recognized pension expense of \$3,651,754.

As of the fiscal year ended June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 3,241,174	\$ -
Difference between expected and actual experience	1,235,740	-
Change in assumptions	-	171,032
Difference between employee's contributions and proportionate share of contributions	39,433 -	509,652 -
Change in Employer's proportion	462,492	1,019,158
Net differences between projected and actual earnings on plan investments	<u>712,352</u>	<u>-</u>
Total	<u><u>\$ 5,691,191</u></u>	<u><u>\$ 1,699,842</u></u>

The amount of \$3,241,174 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, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as pension expense as follows:

<u>Fiscal Years Ending June 30</u>	<u>Deferred Outflows/(Inflows) of Resources</u>
2022	\$ (179,210)
2023	370,845
2024	227,135
2025	331,405
	<u>\$ 750,175</u>

### Actuarial Assumptions

The total pension liability in the June 30, 2019 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 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016.

### Discount Rate

The Discount rate used to measure the total pension liability was 7.15% for the Plan for the June 30, 2020 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+ 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 equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expense.

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:

	Discount Rate - 1% 6.15%	Current Discount Rate 7.15%	Discount Rate + 1% 8.15%
Plan's Net Pension Liability/(Asset)	\$ 36,638,473	\$ 23,984,002	\$ 13,503,436

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, 2021 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	\$ 1,383,287	\$ 189,703	\$ 1,572,990
Net OPEB liabilities	\$ 9,162,226	\$ 1,241,053	\$ 10,403,279
Deferred inflows of resources	\$ 1,414,760	\$ 195,882	\$ 1,610,642

**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, 64 retirees meet these requirements and are covered under the eligibility requirements but only 49 are currently participating in the program. Membership in the plan consisted of the following at June 30, 2020 (Measurement date):

Active plan members	90
Inactive employees or beneficiaries currently receiving benefit payments	49
Inactive employees entitled to but not yet receiving benefit payments	15
	<hr/>
	154
	<hr/>

### Contributions

The annual contribution is based on the actuarially determined contribution. For the fiscal year ended June 30, 2021, the City's cash contributions to the plan including the implied subsidy were \$1,472,000. 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, 2018 through June 30, 2019, based on the following actuarial methods and assumptions:

Measurement Date	June 30, 2020
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
Investment Rate of Return	6.75%
Discount Rate	6.75%
	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	Mortality projected fully generational with Scale MP-2019
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%
Expected Long-Term Rate of Return		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**

The contributions from employer include implied subsidy benefit payments in the amount of \$76,000.

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability/(Asset) (c) = (a) - (b)
Balance at June 30, 2019 (Measurement Date)	\$ 15,507,967	\$ 4,923,084	\$ 10,584,883
Changes Recognized for the Measurement Period			
Service cost	443,371	-	443,371
Interest on the total OPEB liability	1,057,467	-	1,057,467
Difference between expected and actual experience	-	-	-
Changes of assumptions	(287,656)	-	(287,656)
Contributions from the employer	-	1,219,000	(1,219,000)
Net investment income	-	178,197	(178,197)
Administrative expenses	-	(2,411)	2,411
Benefit payments and refunds	(570,330)	(570,330)	-
Net changes during July 1, 2019 to June 30, 2020	642,852	824,456	(181,604)
Balance at June 30, 2020 (Measurement Date)	\$ 16,150,819	\$ 5,747,540	\$ 10,403,279

**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, 2020:

Plan's Net OPEB Liability/(Asset)		
Discount Rate - 1% 5.75%	Current Discount Rate 6.75%	Discount Rate + 1% 7.75%
\$ 12,652,262	\$ 10,403,279	\$ 8,556,871

**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, 2020:

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%
\$ 8,222,919	\$ 10,403,279	\$ 13,109,705

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, 2021, the City recognized OPEB expense of \$ 866,288.

Components of deferred outflows of resources and deferred inflows of resources related to OPEB at June 30, 2021 were as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ 1,294,795
Changes in assumptions		315,847
Net difference between projected and actual earnings on OPEB plan investments	100,990	-
Employer contributions made subsequent to the measurement date	1,472,000	-
Total	\$ 1,572,990	\$ 1,610,642

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 2019-2020 measurement period is 5.0 years.



The \$1,472,000 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, 2022. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as future OPEB expense as follows:

<u>Period Ended June 30,</u>	<u>Deferred Outflow/(Inflows) of Resources</u>
2022	\$ (303,858)
2023	(285,106)
2024	(276,834)
2025	(280,953)
2026	(311,935)
Thereafter	(50,966)
	<u>\$ (1,509,652)</u>

#### **Note 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 Massachusetts Mutual Life Insurance Company. 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. The City did not make any contributions to the plan for the current fiscal year.

## Note 6 - Long-Term Liabilities

### Summary of Long-Term Liabilities

The following is a summary of changes in long-term liabilities for the year ended June 30, 2021:

#### Governmental activities:

	Balance July 01, 2020	Additions	Reductions	Balance June 30, 2021	Due Within One Year
Compensated absences	\$ 721,181	\$ 57,904	\$ 128,463	\$ 650,622	\$ 41,451
Capital leases	247,167	57,240	113,943	190,464	100,964
Total governmental activities	<u>\$ 968,348</u>	<u>\$ 115,144</u>	<u>\$ 242,406</u>	<u>\$ 841,086</u>	<u>\$ 142,415</u>

#### Business-type activities:

	Balance July 01, 2020	Additions	Reductions	Balance June 30, 2021	Due Within One Year
Direct placement					
Note payable - IBank	\$ 10,860,410	\$ -	\$ 307,275	\$ 10,553,135	\$ 317,020
Compensated absences	75,703	6,413	5,807	76,309	6,040
Capital leases	93,274	-	26,550	66,724	28,143
Total business-type activities	<u>\$ 11,029,387</u>	<u>\$ 6,413</u>	<u>\$ 339,632</u>	<u>\$ 10,696,168</u>	<u>\$ 351,203</u>

### 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. A Net system deficit of \$ 589,601 was recognized in the current year. During the year, interest of \$140,030 and principal of \$155,329 were paid leaving an outstanding balance of \$4,152,558.

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. A Net system deficit of \$ 589,601 was recognized in the current year. During the year, interest of \$196,239 and principal of \$151,946 were paid leaving an outstanding balance of \$6,400,577.

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, 2021, are as follows:

Fiscal Year Ending June 30,	Business-Type Activities		
	Principal	Interest	Total
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	359,198	283,578	642,776
2027 - 2031	1,974,344	1,236,368	3,210,712
2032 - 2036	2,308,145	897,261	3,205,406
2037 - 2041	2,400,583	505,628	2,906,211
2042 - 2046	1,510,812	218,735	1,729,547
2047	670,355	20,395	690,750
	<u>\$ 10,553,135</u>	<u>\$ 4,404,805</u>	<u>\$ 14,957,940</u>

## Note 7 - Leases

### Capital Leases

The City has entered into 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 2025.

Vehicles leased under capital leases as of June 30, 2021 are included in capital assets as follows:

	Governmental Activities	Business-type Activities
Acquisitions	\$ 611,733	\$ 267,685
Less accumulated depreciation	<u>(151,621)</u>	<u>(59,444)</u>
Net book value	<u>\$ 460,112</u>	<u>\$ 208,241</u>

Future minimum lease payments under capital leases and the present value of the net minimum lease payments at June 30, 2021 are:

<u>Year ending June 30</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>
2022	\$ 95,441	\$ 32,462
2023	67,548	21,283
2024	35,022	21,283
2025	<u>12,979</u>	<u>-</u>
Total minimum lease payments	\$ 210,989	\$ 75,029
Less amount representing interest	<u>(25,309)</u>	<u>(14,218)</u>
Present value of future minimum lease payments	<u><u>\$ 185,680</u></u>	<u><u>\$ 60,811</u></u>

**Note 8 - Capital Assets and Depreciation**

The following table presents the capital assets activity for the year ended June 30, 2021.

	Beginning Balance July 1, 2020	Increases	Decreases	Ending Balance June 30, 2021
Governmental Activities				
Capital assets not being depreciated:				
Land	\$ 14,849,080	\$ -	\$ -	\$ 14,849,080
Construction in progress	4,299,183	1,403,705	1,325,711	4,377,177
Total capital asset not being depreciated	19,148,263	1,403,705	1,325,711	19,226,257
Capital assets, being depreciated				
Land improvements	25,132,199	-	-	25,132,199
Buildings and improvements	19,338,194	-	-	19,338,194
Fine arts	1,213,202	13,320	-	1,226,522
Computer equipment	278,232	27,447	11,518	294,161
Vehicles	2,626,492	-	12,850	2,613,642
Other equipment	2,407,587	243,162	65,747	2,585,002
Infrastructure	114,192,234	3,843,294	-	118,035,528
Total capital asset being depreciated	165,188,140	4,127,223	90,115	169,225,248
Less accumulated depreciation for				
Land improvements	17,352,857	788,444	-	18,141,301
Buildings and improvements	12,137,353	484,417	-	12,621,770
Fine arts	902,565	32,938	-	935,503
Computer equipment	191,909	33,315	11,518	213,706
Vehicles	2,144,681	126,501	12,850	2,258,332
Other equipment	2,011,064	188,387	65,747	2,133,704
Infrastructure	76,683,543	4,349,680	-	81,033,223
Total accumulated depreciation	111,423,972	6,003,682	90,115	117,337,539
Total capital assets, being depreciated, net	53,764,168	(1,876,459)	-	51,887,709
Governmental activities capital assets, net	\$ 72,912,431	\$ (472,754)	\$ 1,325,711	\$ 71,113,966

City of Paramount, California

Notes to Financial Statements

June 30, 2021

	Beginning Balance July 1, 2020	Increases	Decreases	Ending Balance June 30, 2021
Business-Type Activities:				
Capital assets not being depreciated:				
Land	\$ 2,270,763	\$ -	\$ -	\$ 2,270,763
Construction in progress	2,443,940	3,453,521	-	5,897,461
Total capital asset not being depreciated	4,714,703	3,453,521	-	8,168,224
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	1,810,004	-	-	1,810,004
Tools	23,089	-	-	23,089
Vehicles	634,206	-	-	634,206
Computer equipment	443,135	-	-	443,135
Total Capital Asset Being Depreciated	42,342,029	-	-	42,342,029
Less accumulated depreciation for:				
Buildings and wells	4,655,874	305,403	-	4,961,277
Mains	13,659,159	354,673	-	14,013,832
Distribution equipment	5,765,660	66,880	-	5,832,540
Other equipment	1,705,911	8,853	-	1,714,764
Tools	23,089	-	-	23,089
Vehicles	452,499	34,789	-	487,288
Computer equipment	408,190	21,320	-	429,510
Total Accumulated Depreciation	26,670,382	791,918	-	27,462,300
Total Capital Assets, Being Depreciated, Net	15,671,647	(791,918)	-	14,879,729
Business Type Activities Capital Assets, Net	\$ 20,386,350	\$ 2,661,603	\$ -	\$ 23,047,953

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities	
General government	\$ 314,593
Community development	892
Public safety	31,054
Community services and recreation	870,632
Public works	4,786,511
Total depreciation expense – governmental activities	\$ 6,003,682
Business-Type Activities	
Water	\$ 791,918

## Note 9 - Interfund Transactions

### Interfund Balances

The following summarizes interfund receivables and payables at June 30, 2021:

Due to the General Fund from:

Major Fund	
Other Grants	\$ 628,485
Non-major Funds	
Community Development Block Grant	314,069
HOME Partnership Act	61,020
CDBG Coronavirus	433,216
After School Education and Safety	83,234
Total non-major funds	891,539
Total due to the general fund	\$ 1,520,024

### Due To/From

The amounts due to the General Fund from the Other Grants, Community Development Block Grant, HOME Partnership Act, CDBG Coronavirus fund and After School Education and Safety funds are short-term loans to provide cash flow.

## Note 10 - Notes Receivable

### Summary of Notes Receivable

The following is a summary of notes receivable by fund at June 30, 2021:

<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.

**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, 2021.

**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, 2021. 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.

**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, 2021. On June 27, 2012 the Affordable Home Ownership Loans were transferred from the Successor Agency to the Paramount Housing Authority.

**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, 2021.

**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, 2021.



**Note 11 - Fund Balance**

The City's governmental fund balances at June 30, 2021 are presented below:

	General	Other Grants	American Rescue Plan Act	Other Governmental Funds	Total Governmental Funds
Nonspendable					
Prepaid Items	\$ 135,486	\$ -	\$ -	\$ -	\$ 135,486
Land Held for Resale	236,544	-	-	-	236,544
	<u>372,030</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>372,030</u>
Restricted for					
Environmental Concerns	-	199,300	-	847,970	1,047,270
Housing Programs	-	-	-	391,982	391,982
Housing Programs-Land Held for Resale	-	-	-	412,498	412,498
Housing Programs-Notes Receivable	-	-	-	583,722	583,722
Special Event Services	-	157,672	-	823,929	981,601
Public Safety	-	19,700	-	108,859	128,559
After School Program	-	-	-	114,818	114,818
Disability Access and Education	-	-	-	39,792	39,792
Public Access	-	-	-	129,797	129,797
Public Transit	-	-	-	3,597,839	3,597,839
Parking Authority	-	-	-	535,000	535,000
Road Maintenance	-	-	-	1,447,534	1,447,534
Sewer Maintenance	-	-	-	235,566	235,566
	<u>-</u>	<u>376,672</u>	<u>-</u>	<u>9,269,306</u>	<u>9,645,978</u>
Committed to					
Community Cultural Services	-	-	-	286,923	286,923
Storm Drain	-	-	-	428,620	428,620
General Plan	-	-	-	679,468	679,468
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,395,011</u>	<u>1,395,011</u>
Assigned to					
Capital Improvement Projects	4,550,444	-	-	-	4,550,444
Paramount Education Partnership	250,000	-	-	-	250,000
Public Employee Retirement	2,514,500	-	-	-	2,514,500
Insurance	30,000	-	-	-	30,000
COVID	53,657	-	-	-	53,657
Settlement Reserve	641,271	-	-	-	641,271
Community Development	276,556	-	-	-	276,556
	<u>8,316,428</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,316,428</u>
Unassigned	<u>14,690,303</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,690,303</u>
Total fund balance	<u>\$ 23,378,761</u>	<u>\$ 376,672</u>	<u>\$ -</u>	<u>\$ 10,664,317</u>	<u>\$ 34,419,750</u>

**Note 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.

**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**

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.

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 \$100,000 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 \$100,000 to \$500,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from \$500,000 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 also have a \$50 million per occurrence limit. The coverage structure is composed of a combination of pooled self-insurance, reinsurance, and excess insurance. Additional information concerning the coverage structure is available on the Authority's website: <https://cjpia.org/coverage/risk-sharing-pools/>.

- 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 \$75,000 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 \$75,000 to \$200,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from \$200,000 to statutory limits are distributed based on the outcome of cost allocation within the first and second loss layers.

For 2020-21 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 Liability Insurance

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 \$250,000 deductible. The Authority has an aggregate limit of \$20 million.

Property Insurance

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 \$54,896,633. There is a \$10,000 deductible per occurrence except for non-emergency vehicle insurance which has a \$2,500 deductible.

Earthquake and Flood Insurance

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 \$5,251,875. There is a deductible of 5% per unit of value with a minimum deductible of \$100,000.

Crime Insurance

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 Liability Insurance**

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.

**Claims Activity**

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 2020-21.

**Automobile Comprehensive and Collision Insurance**

The City is self-insured for comprehensive and collision coverage on its vehicle fleet. On-premises property insurance coverage for the fleet is provided through Lexington Insurance Company.

**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.

**Note 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.

**Note 14 - Successor Agency Trust for Assets of Former Redevelopment Agency****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.

#### **Redevelopment Obligation Retirement Private-Purpose Trust Fund Cash and Investments**

Cash and investments as of June 30, 2021 are classified in the accompanying fiduciary financial statements as follows:

Redevelopment Obligation Retirement Private-Purpose Trust Fund	
Cash and investments	\$ 742,780
Cash and investments - restricted	6,494,143
	<hr/>
Total cash and investments	\$ 7,236,923
	<hr/>

Cash and investments as of June 30, 2021 consist of the following:

Deposits with financial institutions	\$ 737,772
Investments	6,499,151
	<hr/>
Total cash and investments	\$ 7,236,923
	<hr/>

**Successor Agency Long-Term Debt**

	Balance July 1, 2020	Compounded Interest	Debt Retired	Balance June 30, 2021	Due Within One Year
1998 Tax Allocation Bonds	\$ 10,190,781	\$ 552,499	\$ -	\$ 10,743,280	\$ -
2015 Refunding Bonds	12,970,000	-	3,010,000	9,960,000	3,160,000
Unamortized premium-2015	1,066,275	-	345,819	720,456	345,818
2010 Tax Allocation Bonds	8,775,000	-	1,130,000	7,645,000	1,195,000
Unamortized discount	(61,017)	-	(8,614)	(52,403)	(8,614)
Deferred Pass Through	930,740	-	-	930,740	-
Total long-term debt	<u>\$ 33,871,779</u>	<u>\$ 552,499</u>	<u>\$ 4,477,205</u>	<u>\$ 29,947,073</u>	<u>\$ 4,692,204</u>

**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, 2021, interest of \$522,499 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>

**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
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	1,125,000	120,725	1,245,725
2027-28	1,685,000	73,097	1,758,097
	<u>\$ 7,645,000</u>	<u>\$ 1,284,488</u>	<u>\$ 8,929,488</u>

**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, 2021, the outstanding balance was \$9,960,000, the unamortized bond premium was \$720,456 and the outstanding balance of the deferred amount on refunding was \$213,672.

Below is a schedule of the remaining debt service:

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
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>\$ 9,960,000</u>	<u>\$ 738,250</u>	<u>\$ 10,698,250</u>

**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, 2021, the balance due is \$930,740.

**Capital Assets and Depreciation**

	<u>Beginning Balance July 01, 2020</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfer to City</u>	<u>Ending Balance June 30, 2021</u>
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	332,073	9,096	-	-	341,169
Infrastructure	2,660,807	193,917	-	-	2,854,724
Total accumulated depreciation	<u>2,992,880</u>	<u>203,013</u>	<u>-</u>	<u>-</u>	<u>3,195,893</u>
Total capital assets, being depreciated, net	<u>\$ 1,642,653</u>	<u>\$ (203,013)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,439,640</u>

**Notes Receivable****Commercial 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, 2021.

**Note 15 - American Rescue Plan Act of 2021 (ARPA)**

On March 11, 2021, the American Rescue Plan Act of 2021 (ARPA) was signed into law by President Biden to guarantee direct relief to cities, towns and villages in the United States. The U.S. Department of the Treasury is responsible for overseeing this unprecedented program that provides a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. The City was awarded \$18,895,185, which needs to be obligated by December 31, 2024, and received fifty percent (50%) of the funds on June 1, 2021 in the amount of \$9,447,592.. The amount was set aside as unearned revenue while the City waits for the final ruling on the use and administration of the grant.

**Note 16 – Subsequent Events****Pension Obligations Bonds- Federally Taxable, Series 2021**

In November 2021, the City of Paramount issued Pension Obligations Bonds, federally taxable, Series 2021, in the amount of \$17,365,000. Interest on the bonds is paid as part of a fixed rate between 0.56% and 2.519% payable on June 1 and December 1 of each year commencing on June 1, 2022. Principal payments are due annually in various amounts commencing June 1, 2023 through June 1, 2038. The Bonds are being issued to pay the City's currently unamortized, unfunded accrued liability to the California Public Employees' Retirement System ("CalPERS") for the benefit of the City employees and retirees, to fund capitalized interest on the Bonds through June 1, 2022 and pay the costs of issuing the Bonds.



Required Supplementary Information  
June 30, 2021

**City of Paramount, California**

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City of Paramount, California  
Schedule of the City's Proportionate Share of the Net Pension Liability  
As of June 30, 2021  
Last Ten Fiscal Years\*

	Measurement Date						
	<u>06/30/2014</u>	<u>06/30/2015</u>	<u>06/30/2016</u>	<u>06/30/2017</u>	<u>06/30/2018</u>	<u>06/30/2019</u>	<u>06/30/2020</u>
Plan's proportion of the net pension liability/(asset)	<u>0.19059%</u>	<u>0.23388%</u>	<u>0.23126%</u>	<u>0.23087%</u>	<u>0.22167%</u>	<u>0.23350%</u>	<u>0.22039%</u>
Plan's proportionate share of the net pension liability/(asset)	<u>\$ 11,859,567</u>	<u>\$ 16,053,473</u>	<u>\$ 20,010,860</u>	<u>\$ 22,896,454</u>	<u>\$ 21,361,148</u>	<u>\$ 23,926,634</u>	<u>\$ 23,984,002</u>
Plan's covered payroll	<u>\$ 6,334,225</u>	<u>\$ 6,029,967</u>	<u>\$ 6,206,549</u>	<u>\$ 6,190,935</u>	<u>\$ 6,387,917</u>	<u>\$ 6,657,324</u>	<u>\$ 6,727,793</u>
Plan's proportionate share of the net pension liability/(asset) as a percentage of its covered payroll	<u>187.23%</u>	<u>266.23%</u>	<u>322.42%</u>	<u>369.84%</u>	<u>334.40%</u>	<u>359.40%</u>	<u>356.49%</u>
Plan's fiduciary net position as a percentage of the plan's total pension liability	<u>79.82%</u>	<u>78.40%</u>	<u>74.06%</u>	<u>73.31%</u>	<u>75.26%</u>	<u>77.73%</u>	<u>77.71%</u>

\*Fiscal Year 2015 was the first year of implementation; therefore, only seven years are shown.

City of Paramount, California  
Schedule of the City's Pension Plan Contributions  
As of June 30, 2021  
Last Ten Fiscal Years\*

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Actuarially determined contribution	\$ 1,225,048	\$ 1,402,641	\$ 1,552,328	\$ 1,764,757	\$ 2,094,439	\$ 2,386,867	\$ 2,644,674
Contributions in relation to the actuarially determined contribution	<u>(1,225,048)</u>	<u>(1,402,641)</u>	<u>(1,552,328)</u>	<u>(2,644,757)</u>	<u>(2,094,439)</u>	<u>(2,886,867)</u>	<u>(3,241,174)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (880,000)</u>	<u>\$ -</u>	<u>\$ (500,000)</u>	<u>\$ (596,500)</u>
Covered payroll	\$ 6,029,967	\$ 6,206,549	\$ 6,190,935	\$ 6,387,917	\$ 6,657,324	\$ 6,727,793	\$ 6,860,335
Contributions as a percentage of covered payroll	20.316%	22.599%	25.074%	41.402%	31.461%	42.910%	47.245%

\*Fiscal Year 2015 was the first year of implementation; therefore, only seven years are shown.

City of Paramount, California  
Schedule of the City's Changes in Net OPEB Liability and Related Ratios  
As of June 30, 2021  
Last Ten Fiscal Years\*

Measurement period	2016-17	2017-18	2018-19	2019-20
Total OPEB liability				
Service cost	\$ 437,000	\$ 450,017	\$ 463,518	\$ 443,371
Interest	978,000	1,045,580	1,116,530	1,057,467
Differences between expected and actual experience	-	-	(1,821,464)	-
Assumption changes	-	-	(97,284)	(287,656)
Benefit payments, including refunds of employee contributions	(432,000)	(453,910)	(462,020)	(570,330)
Net change in total OPEB liability	983,000	1,041,687	(800,720)	642,852
Total OPEB liability - beginning	14,284,000	15,267,000	16,308,687	15,507,967
Total OPEB liability - ending (a)	<u>\$ 15,267,000</u>	<u>\$ 16,308,687</u>	<u>\$ 15,507,967</u>	<u>\$ 16,150,819</u>
OPEB fiduciary net position				
Contributions - employer	\$ 903,000	\$ 1,013,000	\$ 1,102,000	\$ 1,219,000
Net investment income	262,000	258,903	251,956	178,197
Benefit payments, including refunds of employee contributions	(432,000)	(453,910)	(462,020)	(570,330)
Administrative expense	(2,000)	(5,979)	(866)	(2,411)
Net change in plan fiduciary net position	731,000	812,014	891,070	824,456
Plan fiduciary net position - beginning	2,489,000	3,220,000	4,032,014	4,923,084
Plan fiduciary net position - ending (b)	<u>\$ 3,220,000</u>	<u>\$ 4,032,014</u>	<u>\$ 4,923,084</u>	<u>\$ 5,747,540</u>
Plan net OPEB liability - ending (a) - (b)	<u>\$ 12,047,000</u>	<u>\$ 12,276,673</u>	<u>\$ 10,584,883</u>	<u>\$ 10,403,279</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>	<u>35.59%</u>
Covered-employee payroll	<u>\$ 6,473,000</u>	<u>\$ 6,679,479</u>	<u>\$ 7,069,939</u>	<u>\$ 6,727,793</u>
Plan net OPEB liability as a percentage of covered-employee payroll	<u>186.11%</u>	<u>183.80%</u>	<u>149.72%</u>	<u>154.63%</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 four years are shown.

City of Paramount, California  
Schedule of the City's OPEB Contributions  
Years Ended June 30, 2021  
Last Ten Fiscal Years\*

	2017-18	2018-19	2019-20	2020-21
Actuarially determined contribution	\$ 1,462,000	\$ 1,565,000	\$ 1,613,000	\$ 1,472,000
Contributions in relation to the actuarially determined contribution	(1,013,000)	(1,102,000)	(1,219,000)	(1,472,000)
Contribution deficiency (excess)	<u>\$ 449,000</u>	<u>\$ 463,000</u>	<u>\$ 394,000</u>	<u>\$ -</u>
Covered-employee payroll	\$ 6,679,479	\$ 7,069,939	\$ 6,727,793	\$ 6,548,566
Contributions as a percentage of covered-employee payroll	15.17%	15.59%	18.12%	22.48%

Notes to Schedule:

The actuarial methods and assumptions used to set the actuarially determined

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
Amortization Period	13.9 - year average period for 2020/21
Asset Valuation Method	Investment gains and losses spread over 5-year rolling period
Discount Rate	6.75%
General Inflation	2.75%
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
Mortality	CalPERS 1997-2015 Experience Study
Mortality Improvement	Mortality projected fully generational with Scale MP-2019

\*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 four years are shown.

Supplementary Information

June 30, 2021

**City of Paramount, California**

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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.

**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 (RMRA)**

To account for restricted revenues received through the State of California to be used for road and street maintenance and rehabilitation.

**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.

**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.

**Storm Drain Fees Fund**

To account for fees committed to be used for a storm drain master plan.

**General Plan Fees Fund**

To account for fees committed to be used for a general plan update master plan.

**Community Development Block Grant Coronavirus 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.

**Service Assessments Fund**

To account for committed revenues received from services provided to private properties through service assessments.

**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, California  
Combining Balance Sheet - Nonmajor Governmental Funds  
June 30, 2021

	Special Revenue				
	Community Development Block Grant	HOME Partnership Act	Paramount Housing Authority	After School Education & Safety	State Gas Tax
Assets					
Cash and investments	\$ -	\$ -	\$ 382,518	\$ -	\$ 445,380
Accounts receivable	344,342	78,687	9,607	205,226	238
Interest receivable	-	-	-	138	269
Notes receivable (net)	-	116,429	467,293	-	-
Land held for resale	-	-	412,498	-	-
Total assets	<u>\$ 344,342</u>	<u>\$ 195,116</u>	<u>\$ 1,271,916</u>	<u>\$ 205,364</u>	<u>\$ 445,887</u>
Liabilities and Fund Balances					
Liabilities					
Accounts payable	\$ 27,737	\$ 17,667	\$ 143	\$ 7,312	\$ 32,360
Deposit payable	2,536	-	-	-	-
Due to other funds	314,069	61,020	-	83,234	-
Total liabilities	<u>344,342</u>	<u>78,687</u>	<u>143</u>	<u>90,546</u>	<u>32,360</u>
Fund Balances					
Restricted	-	116,429	1,271,773	114,818	413,527
Committed	-	-	-	-	-
Total fund balances	<u>-</u>	<u>116,429</u>	<u>1,271,773</u>	<u>114,818</u>	<u>413,527</u>
Total liabilities and fund balances	<u>\$ 344,342</u>	<u>\$ 195,116</u>	<u>\$ 1,271,916</u>	<u>\$ 205,364</u>	<u>\$ 445,887</u>

(Continued)

City of Paramount, California  
Combining Balance Sheet - Nonmajor Governmental Funds  
June 30, 2021

Special Revenue					
	Traffic Safety	Waste Reduction Fees	AB2766 Subvention	Disability Access and Education	SB1 Road Maint & Rehab (RMRA)
Assets					
Cash and investments	\$ 97,023	\$ 406,589	\$ 391,698	\$ 37,794	\$ 1,259,276
Accounts receivable	11,771	6,705	18,414	1,969	187,361
Interest receivable	65	308	290	29	897
Notes receivable (net)	-	-	-	-	-
Land held for resale	-	-	-	-	-
Total assets	<u>\$ 108,859</u>	<u>\$ 413,602</u>	<u>\$ 410,402</u>	<u>\$ 39,792</u>	<u>\$ 1,447,534</u>
Liabilities and Fund Balances					
Liabilities					
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -
Deposit payable	-	-	-	-	-
Due to other funds	-	-	-	-	-
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances					
Restricted	108,859	413,602	410,402	39,792	1,447,534
Committed	-	-	-	-	-
Total fund balances	<u>108,859</u>	<u>413,602</u>	<u>410,402</u>	<u>39,792</u>	<u>1,447,534</u>
Total liabilities and fund balances	<u>\$ 108,859</u>	<u>\$ 413,602</u>	<u>\$ 410,402</u>	<u>\$ 39,792</u>	<u>\$ 1,447,534</u>

(Continued)

City of Paramount, California  
Combining Balance Sheet - Nonmajor Governmental Funds  
June 30, 2021

	Special Revenue				
	Proposition A Transit Tax	Proposition C Transit Tax	Measure R Transit Tax	Measure M Transit Tax	Measure W Safe Clean Water
Assets					
Cash and investments	\$ 1,435,760	\$ 569,006	\$ 929,287	\$ 879,072	\$ 444,662
Accounts receivable	24	-	-	-	-
Interest receivable	1,010	437	668	611	339
Notes receivable (net)	-	-	-	-	-
Land held for resale	-	-	-	-	-
Total assets	<u>\$ 1,436,794</u>	<u>\$ 569,443</u>	<u>\$ 929,955</u>	<u>\$ 879,683</u>	<u>\$ 445,001</u>
Liabilities and Fund Balances					
Liabilities					
Accounts payable	\$ 122,866	\$ 87,132	\$ 208	\$ 7,830	10,633
Deposit payable	-	-	-	-	-
Due to other funds	-	-	-	-	-
Total liabilities	<u>122,866</u>	<u>87,132</u>	<u>208</u>	<u>7,830</u>	<u>10,633</u>
Fund Balances					
Restricted	1,313,928	482,311	929,747	871,853	434,368
Committed	-	-	-	-	-
Total fund balances	<u>1,313,928</u>	<u>482,311</u>	<u>929,747</u>	<u>871,853</u>	<u>434,368</u>
Total liabilities and fund balances	<u>\$ 1,436,794</u>	<u>\$ 569,443</u>	<u>\$ 929,955</u>	<u>\$ 879,683</u>	<u>\$ 445,001</u>

(Continued)

City of Paramount, California  
Combining Balance Sheet - Nonmajor Governmental Funds  
June 30, 2021

	Special Revenue				
	Sewer Reconstruction Fees	Public Art Fees	Public Access Fees	Storm Drain Fees	General Plan Fees
Assets					
Cash and investments	\$ 235,388	\$ 306,503	\$ 118,059	\$ 428,296	\$ 678,955
Accounts receivable	-	-	11,843	-	-
Interest receivable	178	220	89	324	513
Notes receivable (net)	-	-	-	-	-
Land held for resale	-	-	-	-	-
Total assets	<u>\$ 235,566</u>	<u>\$ 306,723</u>	<u>\$ 129,991</u>	<u>\$ 428,620</u>	<u>\$ 679,468</u>
Liabilities and Fund Balances					
Liabilities					
Accounts payable	\$ -	\$ 19,800	\$ 194	\$ -	\$ -
Deposit payable	-	-	-	-	-
Due to other funds	-	-	-	-	-
Total liabilities	<u>-</u>	<u>19,800</u>	<u>194</u>	<u>-</u>	<u>-</u>
Fund Balances					
Restricted	235,566	-	129,797	-	-
Committed	-	286,923	-	428,620	679,468
Total fund balances	<u>235,566</u>	<u>286,923</u>	<u>129,797</u>	<u>428,620</u>	<u>679,468</u>
Total liabilities and fund balances	<u>\$ 235,566</u>	<u>\$ 306,723</u>	<u>\$ 129,991</u>	<u>\$ 428,620</u>	<u>\$ 679,468</u>

(Continued)

City of Paramount, California  
Combining Balance Sheet - Nonmajor Governmental Funds  
June 30, 2021

	Special Revenue			Capital Projects	Total Nonmajor Governmental Funds
	CDBG Coronavirus	Service Assessments	Total	Paramount Parking Authority	
Assets					
Cash and investments	\$ -	\$ 406	\$ 9,045,672	\$ -	\$ 9,045,672
Accounts receivable	476,184	427	1,352,798	-	1,352,798
Interest receivable	-	-	6,385	-	6,385
Notes receivable (net)	-	-	583,722	-	583,722
Land held for resale	-	-	412,498	535,000	947,498
Total assets	<u>\$ 476,184</u>	<u>\$ 833</u>	<u>\$ 11,401,075</u>	<u>\$ 535,000</u>	<u>\$ 11,936,075</u>
Liabilities and Fund Balances			-		
Liabilities			-		
Accounts payable	\$ 42,968	\$ 833	377,683	\$ -	\$ 377,683
Deposit payable	-	-	2,536	-	2,536
Due to other funds	433,216	-	891,539	-	891,539
Total liabilities	<u>476,184</u>	<u>833</u>	<u>1,271,758</u>	<u>-</u>	<u>1,271,758</u>
Fund Balances					
Restricted	-	-	8,734,306	535,000	9,269,306
Committed	-	-	1,395,011	-	1,395,011
Total fund balances	<u>-</u>	<u>-</u>	<u>10,129,317</u>	<u>535,000</u>	<u>10,664,317</u>
Total liabilities and fund balances	<u>\$ 476,184</u>	<u>\$ 833</u>	<u>\$ 11,401,075</u>	<u>\$ 535,000</u>	<u>\$ 11,936,075</u>



City of Paramount, California  
Combining Statement of Revenues, Expenditures and Changes in Fund Balances -  
Nonmajor Governmental Funds  
Year Ended June 30, 2021

	Special Revenue				
	Community Development Block Grant	HOME Partnership Act	Paramount Housing Authority	After School Education & Safety	State Gas Tax
Revenues					
Interest and use of property	\$ -	\$ -	\$ -	\$ 518	\$ 1,067
Intergovernmental revenues	665,242	129,958	-	2,171,157	1,205,611
Charges for services	-	-	-	-	-
Other revenues	-	-	9,607	60	-
Total revenues	665,242	129,958	9,607	2,171,735	1,206,678
Expenditures					
Current					
General government	119,351	36,893	-	-	-
Community development	42,062	93,065	3,100	-	-
Public safety	423,867	-	-	-	-
Community services and recreation	-	-	-	2,171,158	-
Public works	79,962	-	-	-	862,724
Capital outlay					
Streets, sidewalks and signals	-	-	-	-	-
Parks	-	-	-	-	-
Other	-	-	-	-	-
Total expenditures	665,242	129,958	3,100	2,171,158	862,724
Excess (deficiency) of revenues over (under) expenditures	-	-	6,507	577	343,954
Net Change In Fund Balances	-	-	6,507	577	343,954
Fund Balances - July 1	-	116,429	1,265,266	114,241	69,573
Fund Balances - June 30	\$ -	\$ 116,429	\$ 1,271,773	\$ 114,818	\$ 413,527

(Continued)

City of Paramount, California  
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Nonmajor Governmental Funds  
Year Ended June 30, 2021

	Special Revenue				
	Traffic Safety	Waste Reduction Fees	AB2766 Subvention	Disability Access and Education	SB1 Road Maint & Rehab (RMRA)
Revenues					
Interest and use of property	\$ 149	\$ 1,857	\$ 1,705	\$ 161	\$ 3,477
Intergovernmental revenues	108,710	-	72,419	-	1,028,166
Charges for services	-	78,397	-	8,917	-
Other revenues	-	-	-	-	-
Total revenues	108,859	80,254	74,124	9,078	1,031,643
Expenditures					
Current					
General government	-	12,907	11,995	-	-
Community development	-	-	-	-	-
Public safety	-	-	-	-	-
Community services and recreation	-	-	-	-	-
Public works	-	23,329	-	-	-
Capital outlay					
Streets, sidewalks and signals	-	-	-	-	-
Parks	-	-	-	-	-
Other	-	-	-	-	-
Total expenditures	-	36,236	11,995	-	-
Excess (deficiency) of revenues over (under) expenditures	108,859	44,018	62,129	9,078	1,031,643
Net Change In Fund Balances	108,859	44,018	62,129	9,078	1,031,643
Fund Balances - July 1	-	369,584	348,273	30,714	415,891
Fund Balances - June 30	\$ 108,859	\$ 413,602	\$ 410,402	\$ 39,792	\$ 1,447,534

(Continued)

City of Paramount, California  
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Nonmajor Governmental Funds  
Year Ended June 30, 2021

	Special Revenue				
	Proposition A Transit Tax	Proposition C Transit Tax	Measure R Transit Tax	Measure M Transit Tax	Measure W Safe Clean Water
Revenues					
Interest and use of property	\$ 5,748	\$ 4,362	\$ 4,105	\$ 3,754	\$ 620
Intergovernmental revenues	1,116,610	926,186	695,600	788,142	642,325
Charges for services	1,153	-	-	-	-
Other revenues	-	1,655	-	-	-
Total revenues	1,123,511	932,203	699,705	791,896	642,945
Expenditures					
Current					
General government	61,971	78,250	62,308	41,493	-
Community development	18,898	-	-	-	-
Public safety	112,349	-	-	-	-
Community services and recreation	483,040	-	-	-	-
Public works	51,090	74,637	18,057	23,343	208,577
Capital outlay					
Streets, sidewalks and signals	-	1,119,418	487,820	557,562	-
Parks	-	-	-	-	-
Other	56,475	-	-	-	-
Total expenditures	783,823	1,272,305	568,185	622,398	208,577
Excess (deficiency) of revenues over (under) expenditures	339,688	(340,102)	131,520	169,498	434,368
Net Change In Fund Balances	339,688	(340,102)	131,520	169,498	434,368
Fund Balances - July 1	974,240	822,413	798,227	702,355	-
Fund Balances - June 30	\$ 1,313,928	\$ 482,311	\$ 929,747	\$ 871,853	\$ 434,368

(Continued)

City of Paramount, California  
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Nonmajor Governmental Funds  
Year Ended June 30, 2021

	Special Revenue				
	Sewer Reconstruction Fees	Public Art Fees	Public Access Fees	Storm Drain Fees	General Plan Fees
Revenues					
Interest and use of property	\$ 1,116	\$ 1,531	\$ 556	\$ 2,008	\$ 3,162
Intergovernmental revenues	-	-	-	-	-
Charges for services	3,939	60,230	47,871	14,700	29,400
Other revenues	-	-	-	-	-
Total revenues	5,055	61,761	48,427	16,708	32,562
Expenditures					
Current					
General government	-	-	5,068	-	-
Community development	-	-	-	-	-
Public safety	-	-	-	-	-
Community services and recreation	-	-	-	-	-
Public works	-	-	-	-	-
Capital outlay					
Streets, sidewalks and signals	-	-	-	-	-
Parks	-	13,320	-	-	-
Other	-	97,150	81,327	-	-
Total expenditures	-	110,470	86,395	-	-
Excess (deficiency) of revenues over (under) expenditures	5,055	(48,709)	(37,968)	16,708	32,562
Net Change In Fund Balances	5,055	(48,709)	(37,968)	16,708	32,562
Fund Balances - July 1	230,511	335,632	167,765	411,912	646,906
Fund Balances - June 30	\$ 235,566	\$ 286,923	\$ 129,797	\$ 428,620	\$ 679,468

(Continued)

City of Paramount, California  
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Nonmajor Governmental Funds  
Year Ended June 30, 2021

	Special Revenue			Capital Project	Total Nonmajor Governmental Funds
	CDBG Coronavirus	Service Assessments	Total	Paramount Parking Authority	
Revenues					
Interest and use of property	\$ -	\$ -	\$ 35,896	\$ -	\$ 35,896
Intergovernmental revenues	476,184	-	10,026,310	-	10,026,310
Charges for services	-	14,159	258,766	-	258,766
Other revenues	-	-	11,322	-	11,322
Total revenues	476,184	14,159	10,332,294	-	10,332,294
Expenditures					
Current					
General government	-	5,285	435,521	-	435,521
Community development	452,161	-	609,286	-	609,286
Public safety	24,023	-	560,239	-	560,239
Community services and recreation	-	-	2,654,198	-	2,654,198
Public works	-	8,874	1,350,593	-	1,350,593
Capital outlay					
Streets, sidewalks and signals	-	-	2,164,800	-	2,164,800
Parks	-	-	13,320	-	13,320
Other	-	-	234,952	-	234,952
Total expenditures	476,184	14,159	8,022,909	-	8,022,909
Excess (deficiency) of revenues over (under) expenditures	-	-	2,309,385	-	2,309,385
Net Change In Fund Balances	-	-	2,309,385	-	2,309,385
Fund Balances - July 1	-	-	7,819,932	535,000	8,354,932
Fund Balances - June 30	\$ -	\$ -	\$ 10,129,317	\$ 535,000	\$ 10,664,317

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Community Development Block Grant  
Year Ended June 30, 2021

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	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Intergovernmental revenues	\$ 1,127,650	\$ 732,800	\$ 665,242	\$ (67,558)
Expenditures				
Current				
General government	146,350	106,350	119,351	(13,001)
Community development	451,000	131,000	42,062	88,938
Public safety	411,250	411,250	423,867	(12,617)
Public works	119,050	84,200	79,962	4,238
Total expenditures	1,127,650	732,800	665,242	67,558
Net Change In Fund Balance	-	-	-	-
Fund Balance - July 1	-	-	-	-
Fund Balance - June 30	\$ -	\$ -	\$ -	\$ -

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
HOME Partnership Act  
Year Ended June 30, 2021

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	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Intergovernmental revenues	\$ 218,350	\$ 213,350	\$ 129,958	\$ (83,392)
Expenditures				
Current				
General government	30,850	25,850	36,893	(11,043)
Community development	187,500	187,500	93,065	94,435
Total expenditures	218,350	213,350	129,958	83,392
Net Change In Fund Balance	-	-	-	-
Fund Balance - July 1	106,700	116,450	116,429	(21)
Fund Balance - June 30	\$ 106,700	\$ 116,450	\$ 116,429	\$ (21)

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Paramount Housing Authority  
Year Ended June 30, 2021

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	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Other revenues	\$ 1,500	\$ 9,600	\$ 9,607	\$ 7
Expenditures				
Current				
Community development	700,000	10,000	3,100	6,900
Total expenditures	700,000	10,000	3,100	6,900
Excess (deficiency) of revenues over (under) expenditures	(698,500)	(400)	6,507	6,907
Net Change In Fund Balance	(698,500)	(400)	6,507	6,907
Fund Balance - July 1	1,265,300	1,265,300	1,265,266	(34)
Fund Balance - June 30	<u>\$ 566,800</u>	<u>\$ 1,264,900</u>	<u>\$ 1,271,773</u>	<u>\$ 6,873</u>



City of Paramount, California

Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
After School Education and Safety  
Year Ended June 30, 2021

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	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 750	\$ 550	\$ 518	\$ (32)
Intergovernmental revenues	2,116,700	2,177,750	2,171,157	(6,593)
Other revenues	10,000	50	60	10
Total revenues	2,127,450	2,178,350	2,171,735	(6,615)
Expenditures				
Current				
Community services and recreation	2,116,700	2,177,750	2,171,158	6,592
Excess (deficiency) of revenues over (under) expenditures	10,750	600	577	(23)
Net Change In Fund Balance	10,750	600	577	(23)
Fund Balance - July 1	117,250	114,250	114,241	(9)
Fund Balance - June 30	<u>\$ 128,000</u>	<u>\$ 114,850</u>	<u>\$ 114,818</u>	<u>\$ (32)</u>

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
State Gas Tax  
Year Ended June 30, 2021

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	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ -	\$ -	\$ 1,067	\$ 1,067
Intergovernmental revenues	1,302,800	1,186,300	1,205,611	19,311
Total revenues	1,302,800	1,186,300	1,206,678	20,378
Expenditures				
Current				
Public works	1,338,350	1,052,800	862,724	190,076
Excess (deficiency) of revenues over (under) expenditures	(35,550)	133,500	343,954	210,454
Net Change In Fund Balance	(35,550)	133,500	343,954	210,454
Fund Balance - July 1	35,800	69,550	69,573	23
Fund Balance - June 30	\$ 250	\$ 203,050	\$ 413,527	\$ 210,477

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Traffic Safety  
Year Ended June 30, 2021

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	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ -	\$ 150	\$ 149	\$ (1)
Intergovernmental revenues	75,000	75,000	108,710	33,710
Total revenues	75,000	75,150	108,859	33,709
Expenditures				
Current				
Public safety	75,000	-	-	-
Excess (deficiency) of revenues over (under) expenditures	-	75,150	108,859	33,709
Net Change In Fund Balance	-	75,150	108,859	33,709
Fund Balance - July 1	-	-	-	-
Fund Balance - June 30	\$ -	\$ 75,150	\$ 108,859	\$ 33,709

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Waste Reduction Fees  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 400	\$ 1,900	\$ 1,857	\$ (43)
Charges for services	98,000	98,000	78,397	(19,603)
Total revenues	98,400	99,900	80,254	(19,646)
Expenditures				
Current				
General government	-	-	12,907	(12,907)
Public works	59,300	68,650	23,329	45,321
Total expenditures	59,300	68,650	36,236	32,414
Excess (deficiency) of revenues over (under) expenditures	39,100	31,250	44,018	12,768
Net Change In Fund Balance	39,100	31,250	44,018	12,768
Fund Balance - July 1	331,350	369,600	369,584	(16)
Fund Balance - June 30	<u>\$ 370,450</u>	<u>\$ 400,850</u>	<u>\$ 413,602</u>	<u>\$ 12,752</u>

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
AB2766 Subvention Funds  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 300	\$ 1,750	\$ 1,705	\$ (45)
Intergovernmental revenues	68,000	68,000	72,419	4,419
Total revenues	68,300	69,750	74,124	4,374
Expenditures				
Current				
General government	3,800	13,800	11,995	1,805
Community development	-	39,500	-	39,500
Public works	12,000	-	-	-
Total expenditures	15,800	53,300	11,995	41,305
Excess (deficiency) of revenues over (under) expenditures	52,500	16,450	62,129	45,679
Net Change In Fund Balance	52,500	16,450	62,129	45,679
Fund Balance - July 1	343,900	348,250	348,273	23
Fund Balance - June 30	\$ 396,400	\$ 364,700	\$ 410,402	\$ 45,702

City of Paramount, California

Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual

Disability Access and Education Fees

Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 50	\$ 150	\$ 161	\$ 11
Charges for services	5,000	5,000	8,917	3,917
Total revenues	5,050	5,150	9,078	3,928
Excess (deficiency) of revenues over (under) expenditures	5,050	5,150	9,078	3,928
Net Change In Fund Balance	5,050	5,150	9,078	3,928
Fund Balance - July 1	27,150	30,700	30,714	14
Fund Balance - June 30	\$ 32,200	\$ 35,850	\$ 39,792	\$ 3,942

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
SB1 Road Maintenance & Rehabilitation Account  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 500	\$ 3,500	\$ 3,477	\$ (23)
Intergovernmental revenues	953,800	950,700	1,028,166	77,466
Total revenues	954,300	954,200	1,031,643	77,443
Expenditures				
Capital outlay				
Streets, sidewalks and signals	1,000,000	-	-	-
Excess (deficiency) of revenues over (under) expenditures	(45,700)	954,200	1,031,643	77,443
Net Change In Fund Balance	(45,700)	954,200	1,031,643	77,443
Fund Balance - July 1	374,450	415,900	415,891	(9)
Fund Balance - June 30	<u>\$ 328,750</u>	<u>\$ 1,370,100</u>	<u>\$ 1,447,534</u>	<u>\$ 77,434</u>

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Proposition A Transit Tax  
Year Ended June 30, 2021

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 1,000	\$ 5,900	\$ 5,748	\$ (152)
Intergovernmental revenues	1,133,000	1,133,000	1,116,610	(16,390)
Charges for services	4,000	4,000	1,153	(2,847)
Total revenues	1,138,000	1,142,900	1,123,511	(19,389)
Expenditures				
Current				
General government	65,800	65,800	61,971	3,829
Community development	18,900	18,900	18,898	2
Public safety	115,700	115,700	112,349	3,351
Community services and recreation	620,600	505,160	483,040	22,120
Public works	49,100	49,100	51,090	(1,990)
Capital outlay				
Other	274,000	108,000	56,475	51,525
Total expenditures	1,144,100	862,660	783,823	78,837
Excess (deficiency) of revenues over (under) expenditures	(6,100)	280,240	339,688	59,448
Net Change In Fund Balance	(6,100)	280,240	339,688	59,448
Fund Balance - July 1	1,005,300	974,250	974,240	(10)
Fund Balance - June 30	\$ 999,200	\$ 1,254,490	\$ 1,313,928	\$ 59,438



City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Proposition C Transit Tax  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 1,500	\$ 4,500	\$ 4,362	\$ (138)
Intergovernmental revenues	939,800	939,800	926,186	(13,614)
Other revenues	3,200	3,200	1,655	(1,545)
Total revenues	944,500	947,500	932,203	(15,297)
Expenditures				
Current				
General government	71,500	71,500	78,250	(6,750)
Public works	94,100	94,100	74,637	19,463
Capital outlay				
Streets, sidewalks and signals	1,272,600	1,362,600	1,119,418	243,182
Total expenditures	1,438,200	1,528,200	1,272,305	255,895
Excess (deficiency) of revenues over (under) expenditures	(493,700)	(580,700)	(340,102)	240,598
Net Change In Fund Balance	(493,700)	(580,700)	(340,102)	240,598
Fund Balance - July 1	806,550	822,400	822,413	13
Fund Balance - June 30	<u>\$ 312,850</u>	<u>\$ 241,700</u>	<u>\$ 482,311</u>	<u>\$ 240,611</u>

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Measure R Transit Tax  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 1,000	\$ 4,200	\$ 4,105	\$ (95)
Intergovernmental revenues	704,900	704,900	695,600	(9,300)
Total revenues	705,900	709,100	699,705	(9,395)
Expenditures				
Current				
General government	50,300	50,300	62,308	(12,008)
Public works	19,350	19,350	18,057	1,293
Capital outlay				
Streets, sidewalks and signals	1,002,600	492,850	487,820	5,030
Total expenditures	1,072,250	562,500	568,185	(5,685)
Excess (deficiency) of revenues over (under) expenditures	(366,350)	146,600	131,520	(15,080)
Net Change In Fund Balance	(366,350)	146,600	131,520	(15,080)
Fund Balance - July 1	817,750	798,200	798,227	27
Fund Balance - June 30	\$ 451,400	\$ 944,800	\$ 929,747	\$ (15,053)

City of Paramount, California

Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual

Measure M Transit Tax

Year Ended June 30, 2021

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	Budgeted Amounts		Actual Amounts	Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 500	\$ 4,000	\$ 3,754	\$ (246)
Intergovernmental revenues	798,800	798,800	788,142	(10,658)
Total revenues	799,300	802,800	791,896	(10,904)
Expenditures				
Current				
General government	50,300	50,300	41,493	8,807
Public works	18,000	18,000	23,343	(5,343)
Capital outlay				
Streets, sidewalks and signals	1,415,000	486,550	557,562	(71,012)
Total expenditures	1,483,300	554,850	622,398	(67,548)
Excess (deficiency) of revenues over (under) expenditures	(684,000)	247,950	169,498	(78,452)
Net Change In Fund Balance	(684,000)	247,950	169,498	(78,452)
Fund Balance - July 1	714,750	702,350	702,355	5
Fund Balance - June 30	\$ 30,750	\$ 950,300	\$ 871,853	\$ (78,447)

City of Paramount, California

Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual

Measure W Safe Clean Water

Year Ended June 30, 2021

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	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	500	650	620	(30)
Intergovernmental revenues	500,000	642,300	642,325	25
Total revenues	500,500	642,950	642,945	(5)
Expenditures				
Current				
Public works	318,000	257,000	208,577	48,423
Excess (deficiency) of revenues over (under) expenditures	182,500	385,950	434,368	48,418
Net Change In Fund Balance	182,500	385,950	434,368	48,418
Fund Balance - July 1	-	-	-	-
Fund Balance - June 30	\$ 182,500	\$ 385,950	\$ 434,368	\$ 48,418

City of Paramount, California

Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual

Sewer Reconstruction Fees

Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 500	\$ 1,150	\$ 1,116	\$ (34)
Charges for services	1,500	1,500	3,939	2,439
Total revenues	2,000	2,650	5,055	2,405
Excess (deficiency) of revenues over (under) expenditures	2,000	2,650	5,055	2,405
Net Change In Fund Balance	2,000	2,650	5,055	2,405
Fund Balance - July 1	230,250	230,500	230,511	11
Fund Balance - June 30	<u>\$ 232,250</u>	<u>\$ 233,150</u>	<u>\$ 235,566</u>	<u>\$ 2,416</u>

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Public Art Fees  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 500	\$ 1,550	\$ 1,531	\$ (19)
Charges for services	50,000	50,000	60,230	10,230
Total revenues	50,500	51,550	61,761	10,211
Expenditures				
Current				
General government	3,000	-	-	-
Capital outlay				
Parks	14,000	14,000	13,320	680
Other	6,000	80,000	97,150	(17,150)
Total expenditures	23,000	94,000	110,470	(16,470)
Excess (deficiency) of revenues over (under) expenditures	27,500	(42,450)	(48,709)	(6,259)
Net change in fund balance	27,500	(42,450)	(48,709)	(6,259)
Fund balance - July 1	381,900	335,650	335,632	(18)
Fund balance - June 30	\$ 409,400	\$ 293,200	\$ 286,923	\$ (6,277)

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Public Access Fees  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 300	\$ 550	\$ 556	\$ 6
Charges for services	35,000	35,000	47,871	12,871
Total revenues	35,300	35,550	48,427	12,877
Expenditures				
Current				
General government	5,000	10,000	5,068	4,932
Capital outlay				
Other	71,000	85,150	81,327	3,823
Total expenditures	76,000	95,150	86,395	8,755
Excess (deficiency) of revenues over (under) expenditures	(40,700)	(59,600)	(37,968)	21,632
Net Change In Fund Balance	(40,700)	(59,600)	(37,968)	21,632
Fund Balance - July 1	158,950	167,750	167,765	15
Fund Balance - June 30	<u>\$ 118,250</u>	<u>\$ 108,150</u>	<u>\$ 129,797</u>	<u>\$ 21,647</u>

City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Storm Drain Fees  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 500	\$ 2,000	\$ 2,008	\$ 8
Charges for services	15,000	15,000	14,700	(300)
Total revenues	15,500	17,000	16,708	(292)
Excess (deficiency) of revenues over (under) expenditures	15,500	17,000	16,708	(292)
Net Change In Fund Balance	15,500	17,000	16,708	(292)
Fund Balance - July 1	416,600	411,900	411,912	12
Fund Balance - June 30	\$ 432,100	\$ 428,900	\$ 428,620	\$ (280)



City of Paramount, California  
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
General Plan Fees  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Interest and use of property	\$ 1,000	\$ 1,000	\$ 3,162	\$ 2,162
Charges for services	30,000	30,000	29,400	(600)
Total revenues	31,000	31,000	32,562	1,562
Expenditures				
Current				
Community development	320,000	-	-	-
Excess (deficiency) of revenues over (under) expenditures	(289,000)	31,000	32,562	1,562
Net Change In Fund Balance	(289,000)	31,000	32,562	1,562
Fund Balance - July 1	656,900	646,900	646,906	6
Fund Balance - June 30	<u>\$ 367,900</u>	<u>\$ 677,900</u>	<u>\$ 679,468</u>	<u>\$ 1,568</u>

City of Paramount, California

Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual

Community Development Block Grant Coronavirus

Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Intergovernmental revenues	\$ -	\$ 859,350	\$ 476,184	\$ (383,166)
Expenditures				
Current				
Community development	-	779,350	452,161	327,189
Public safety	-	80,000	24,023	55,977
Total expenditures	-	859,350	476,184	383,166
Net Change In Fund Balance	-	-	-	-
Fund Balance - July 1	-	-	-	-
Fund Balance - June 30	\$ -	\$ -	\$ -	\$ -

City of Paramount, California

Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
Service Assessments  
Year Ended June 30, 2021

---

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Charges for services	\$ 14,150	\$ 14,150	\$ 14,159	\$ 9
Expenditures				
Current				
General government	3,700	3,700	5,285	(1,585)
Public works	10,450	10,450	8,874	1,576
Total expenditures	14,150	14,150	14,159	(9)
Net Change In Fund Balance	-	-	-	-
Fund Balance - July 1	-	-	-	-
Fund Balance - June 30	\$ -	\$ -	\$ -	\$ -

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This part of the City of Paramount's annual comprehensive 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.

<b>CONTENTS</b>	<b>PAGE</b>
<b>Financial Trends</b>	113
These schedules contain trend information to help the reader understand how the government's financial performance and well-being have changed over time.	
<b>Revenue Capacity</b>	118
These schedules contain information to help the reader assess the government's most significant local revenue source, sales tax.	
<b>Debt Capacity</b>	121
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.	
<b>Demographic and Economic Information</b>	126
These schedules offer demographic and economic indicators to help the reader understand the environment within which the government's financial activities take place.	
<b>Operating Information</b>	129
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.	

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**Table 1**  
**City of Paramount**  
**Net Position by Component**  
Last Ten Fiscal Years  
(accrual basis of accounting)

	Fiscal Year									
	2012	2013	2014	2015*	2016	2017	2018	2019	2020	2021
Governmental activities:										
Net investment in capital assets	\$ 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	\$ 70,923,502
Restricted	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	11,040,989
Unrestricted	<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>	<u>(1,963,088)</u>
Total governmental activities net position	<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>	<u>80,001,403</u>
Business-type activities:										
Net investment in capital assets	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	12,428,094
Restricted	-	-	-	-	-	-	-	-	-	-
Unrestricted	<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>	<u>2,939,592</u>
Total business-type activities net position	<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>	<u>15,367,686</u>
Primary government:										
Net investment in capital assets	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	83,351,596
Restricted	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	11,040,989
Unrestricted	<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>	<u>976,504</u>
Total primary government net position	<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>	<u>\$ 95,369,089</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									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Expenses:										
Governmental activities:										
General government	\$ 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	\$ 7,348,010
Community development	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	3,142,509
Public safety	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	12,749,502
Community services and recreation	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	5,864,047
Public works	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	12,475,482
Community redevelopment	1,141,067	-	-	-	-	-	-	-	-	-
Interest on long-term debt	1,783,849	-	-	-	-	-	-	-	-	-
Total governmental activities expenses	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	41,579,550
Business-type activities:										
Water	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	9,861,949
Total business-type activities expenses	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	9,861,949
Total primary government expenses	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	51,441,499
Program revenues:										
Governmental activities:										
Charges for services:										
General government	238,127	247,460	168,882	291,859	199,877	167,554	185,444	191,359	222,426	193,393
Community development	266,767	294,847	404,963	347,387	508,124	381,084	486,252	381,846	229,201	603,104
Public safety	85,670	113,786	134,285	125,707	119,425	130,937	108,650	138,403	107,691	84,128
Community services and recreation	376,772	277,548	266,170	257,191	264,633	282,814	213,050	215,788	96,963	60,415
Public works	564,201	575,323	595,654	528,391	759,040	675,278	826,430	772,886	614,480	790,144
Operating grants and contributions	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	9,449,889
Capital grants and contributions	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	4,577,817
Total governmental activities										
program revenues	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	15,758,890
Business-type activities:										
Charges for services:										
Water	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	7,796,180
Operating grants and contributions	-	-	-	-	-	-	-	-	-	-
Capital grants and contributions	-	-	-	-	-	-	106,368	166,689	-	-
Total business-type activities										
program revenues	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	7,796,180
Total primary government										
program revenues	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	23,555,070



**Table 2**  
**City of Paramount**  
**Changes in Net Position**  
 Last Ten Fiscal Years  
 (accrual basis of accounting)

	Fiscal Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Net revenues (expenses):										
Governmental activities	(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)	(25,820,660)
Business-type activities	(446,499)	(567,650)	333,541	(351,234)	(713,496)	134,935	(528,951)	123,232	(588,994)	(2,065,769)
Total net revenues (expenses)	(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)	(27,886,429)
General revenues and other changes in net position:										
Governmental activities:										
Taxes:										
Sales tax	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	9,459,141
In-Lieu Sales Tax	1,710,472	2,164,088	1,951,154	1,916,619	1,293,617	-	-	-	-	-
Transaction & Use Tax	-	-	-	-	-	-	-	-	-	5,585,397
Utility Users tax	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	3,261,854
Franchise Tax	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	1,904,943
Property Tax	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	2,763,914
Business License	1,039,603	1,000,305	1,015,413	990,573	977,307	962,675	947,111	988,043	893,150	893,927
Investment earnings	165,976	43,815	37,375	40,885	64,064	97,769	202,802	362,253	320,851	116,104
Motor Vehicle license fees, unrestricted	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	7,362,208
Other revenues	459,967	1,188,517	264,751	518,840	386,535	303,949	647,385	555,587	505,206	1,248,752
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	-	-	-	-	-	-	-	-	(5,612)	(1,000,000)
Total governmental activities	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	31,596,240
Business-type activities:										
Investment income	6,188	4,342	4,461	9,144	13,483	24,536	56,884	100,630	90,318	17,668
Other revenues	51,576	83,937	88,688	117,285	54,673	48,722	56,697	54,798	50,883	26,050
Extraordinary item-Redevelopment Agency	-	-	-	528,516	1,383,986	23,048	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	5,612	-
Total business-type activities	57,764	88,279	93,149	654,945	1,452,142	96,306	113,581	155,428	146,813	43,718
Total primary government	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	31,639,958
Changes in net position										
Governmental activities	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)	5,775,580
Business-type activities	(388,735)	(479,371)	426,690	303,711	738,646	231,241	(415,370)	278,660	(442,181)	(2,022,051)
Total primary government	\$ 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)	\$ 3,753,529

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									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General fund:										
Nonspendable	\$ 6,147,210	\$ 60,472	\$ 3,510,869	\$ 3,605,980	\$ 355,213	\$ 273,028	\$ 276,969	\$ 558,425	\$ 299,648	\$ 372,030
Assigned	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	8,316,428
Unassigned	11,335,035	11,464,951	11,618,168	11,809,618	12,121,484	12,557,530	12,647,525	12,776,116	12,798,092	14,690,303
Total general fund	<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>	<u>23,378,761</u>
All other governmental funds:										
Nonspendable	806,732	535,000	535,000	535,000	535,000	-	-	-	-	-
Restricted	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	9,645,978
Committed	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	1,395,011
Assigned	-	-	-	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	-	-	-
Total all other governmental funds	<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>	<u>\$ 11,040,989</u>

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									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenues:										
Taxes	\$ 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	\$ 23,869,176
Licenses and permits	620,042	606,991	658,584	640,375	788,472	717,919	814,146	802,010	620,630	765,869
Fines & Penalties	697,242	686,297	702,539	680,755	727,000	738,338	921,744	835,477	820,853	825,192
Interest & use of property	337,192	185,157	97,981	149,617	152,768	161,069	293,406	493,133	437,853	181,255
Intergovernmental revenues	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	19,447,825
Charges for services	780,270	786,309	867,591	820,285	985,224	866,124	949,527	840,076	590,600	905,546
Other	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	2,331,030
Total revenues	37,787,256	37,401,507	30,965,782	32,865,646	33,813,052	33,725,796	37,039,064	37,514,101	37,710,039	48,325,893
Expenditures										
Current:										
General government	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	7,150,058
Community development	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	3,144,315
Public safety	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	12,721,146
Community services & recreation	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	4,996,113
Public works	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	7,691,666
Pass through and other fees	619,608	-	-	-	-	-	-	-	-	-
Community redevelopment	2,142,400	-	-	-	-	-	-	-	-	-
Debt service:										
Principal retirement	2,628,019	-	-	-	-	-	-	-	-	-
Interest and fiscal charges	1,475,925	-	-	-	-	-	-	-	-	-
Capital Outlay										
Water	851,396	-	-	-	-	-	106,368	166,689	5,612	-
Streets, sidewalks and signals	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	3,185,722
Parks	284,389	4,695,650	468,524	788,748	566,101	1,165,442	245,589	285,050	230,656	739,645
Civic Center improvements	-	-	-	-	-	-	-	-	-	-
Downtown Parking Lot	-	-	-	-	-	-	-	-	-	-
Other	1,145,428	1,189,175	156,017	320,176	542,950	205,254	408,034	517,709	296,411	483,137
Total expenditures	39,563,203	39,427,974	29,769,116	31,954,468	37,425,488	34,429,412	34,586,485	36,282,286	36,265,512	40,111,802
Excess (deficiency) of revenues over (under) expenditures	(1,775,947)	(2,026,467)	1,196,666	911,178	(3,612,436)	(703,616)	2,452,579	1,231,815	1,444,527	8,214,091
Other financing sources (uses):										
Transfers in	4,071,946	-	-	-	-	-	35,249	312,985	-	-
Transfers out	(4,071,946)	-	(170,000)	-	-	-	(135,249)	(543,485)	-	(1,000,000)
Capital Lease	-	-	-	-	-	-	127,493	150,090	97,547	57,240
Payment to bond escrow agent	-	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	(170,000)	-	-	-	27,493	(80,410)	97,547	(942,760)
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	(21,126,512)	(5,201,400)	3,453,544	-	-	-	484,475	-	-	-
Net change in fund balances	\$ (22,902,459)	\$ (7,227,867)	\$ 4,480,210	\$ 911,178	\$ (3,612,436)	\$ (703,616)	\$ 2,964,547	\$ 1,151,405	\$ 1,542,074	\$ 7,271,331
Debt service as a percentage of noncapital expenditures	12.3%	0.0%	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									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Apparel Stores	\$ 19,369	\$ 21,505	\$ 23,100	\$ 22,999	\$ 22,718	\$ 22,954	\$ 19,971	\$ 20,746	\$ 20,803	\$ 18,176
Food Stores	23,844	25,460	25,097	24,989	25,551	22,141	20,589	21,936	22,665	25,257
Eating and Drinking Places	41,717	45,700	47,485	51,696	57,716	62,348	69,583	75,944	79,620	72,511
Building Materials	59,313	60,174	63,384	64,578	85,481	99,688	108,049	103,876	114,502	123,355
Auto Dealers and Supplies	13,840	14,271	14,941	13,531	15,294	16,959	17,004	16,212	12,373	17,916
Service Stations	107,582	107,611	100,545	98,520	81,019	67,146	72,252	83,100	88,083	63,259
Other Retail Stores	102,001	101,673	101,401	101,268	101,743	107,051	97,628	102,865	101,220	105,717
All Other Outlets	374,435	389,616	387,318	391,536	331,778	325,153	352,689	380,354	412,964	434,861
<b>Total</b>	<b>\$ 742,101</b>	<b>\$ 766,010</b>	<b>\$ 763,271</b>	<b>\$ 769,117</b>	<b>\$ 721,300</b>	<b>\$ 723,440</b>	<b>\$ 757,765</b>	<b>\$ 805,033</b>	<b>\$ 852,230</b>	<b>\$ 861,052</b>
 Sales and Use Tax rate	 9.75%	 9.75%	 8.75%	 8.75%	 9.00%	 9.00%	 9.50%	 9.50%	 9.50%	 10.25%

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

<b>Calendar Year Ended December 31</b>	<b>City Direct Rate</b>	<b>L.A. County Transportation Authority</b>	<b>L.A. County Transportation Commission</b>	<b><u>Local Rate Levied by State</u></b>		<b>State of California</b>	<b>Total Sales Tax Rate</b>
				<b>County Transportation</b>	<b>City Operations</b>		
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%
2020	0.75%	0.50%	1.00%	0.50%	0.25%	7.25%	10.25%

**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

2021		2012	
ANC Vehicle Wash Systems of AZ	Light Industrial/Printers	American Honda Finance Corp	Auto Lease
Arco AM PM	Service Stations	Arco	Service Stations
Arco AM PM	Service Stations	Arco AM PM	Service Stations
Border Tire	Automotive Supply Stores	Arco AM PM	Service Stations
Chemco	Drugs/Chemicals	Arco AM PM	Service Stations
Cort Furniture Rental	Home Furnishings	Ardyss International	Specialty Stores
Del Amo Motorsports of LA	Boats/Motorcycles	Chao Petroleum	Service Stations
Drees Wood Products	Contractors	Chemco	Drugs/Chemicals
Falcon Fuels	Petroleum Product/Equipment	Chevron	Service Stations
HD Supply	Building Materials	Chevron	Service Stations
Home Depot	Building Materials	Cort Furniture Rental	Home Furnishings
Hub Construction Specialties	Building Materials	Drees Wood Products	Contractors
Jankovich	Petroleum Product/Equipment	Falcon Fuels	Petroleum Prod/Equipment
McDonalds	Quick-Service Restaurants	GCR Tire Center	Automotive Supply Stores
Northgate Market	Grocery Stores	Hardy Roofing Materials	Contractors
Pacific Gypsum Supply	Contractors	HD Supply	Building Materials
Petro Bras	Service Stations	Home Depot	Building Materials
Premium Windows	Contractors	Jankovich	Petroleum Prod/Equipment
Ross	Family Apparel	Lindsay Lumber	Building Materials
Sams Roofing Material	Building Materials	Paramount Petroleum	Petroleum Prod/Equipment
SS Fuel	Service Stations	Rapid Gas	Service Stations
Stater Bros	Grocery Stores	Ross Dress for Less	Family Apparel
Surface Preparation Solutions	Heavy Industrial	Sams Roofing Material	Building Materials
United Oil	Service Stations	Walmart Supercenter	Discount Dept Stores
Walmart Supercenter	Discount Department Stores	Weber Metals	Heavy Industrial

Percent of Fiscal Year Total 61.03%

66.16%

Period: July 2020 thru March 2021

July 2011 thru March 2012

**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	Governmental Activities				Business-type Activities			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			
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	10,860,411	93,274	10,953,685	11,200,852	1.14%	202.91
2021	-	-	190,464	190,464	10,553,135	66,724	10,619,859	10,810,323	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		
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%	-
2021	-	-	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, 2021

City Assessed Valuation		\$	2,770,776,387	
Redevelopment Agency Incremental Valuation			<u>1,855,664,776</u>	
Total Assessed Valuation		\$	<u>4,626,441,163</u>	
	Percentage Applicable (2)	Outstanding Debt 6/30/21		Estimated Share of Overlapping Debt
Overlapping Debt Repaid with Property Taxes:				
Metropolitan Water District (1)	0.290%	\$ 13,101,783	\$	38,058
Cerritos Community College District Debt Service	0.006%	392,415,943		22,269
Compton Community College District Debt Service	19.211%	123,531,175		23,731,661
Compton Unified School District Debt Service	0.618%	241,803,776		1,493,393
Downey Unified School District Debt Service	0.021%	259,233,240		55,319
Paramount Unified School District Debt Service	66.166%	<u>212,927,487</u>		<u>140,884,542</u>
Total overlapping debt repaid with property taxes		<u>1,243,013,404</u>		<u>166,225,242</u>
Total overlapping debt		<u>\$ 1,243,013,404</u>		166,225,242
City direct debt				<u>190,464</u>
Total direct and overlapping debt				<u>\$ 166,415,706</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 2020/2021 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	\$ 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	\$ 4,626,441,163
Conversion percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%
Adjusted assessed valuation	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	1,156,610,291
Debt limit percentage	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Debt limit	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	173,491,544
Total net debt applicable to limit: General obligation bonds	-	-	-	-	-	-	-	-	-	-
Legal debt margin	<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>	<u>\$ 173,491,544</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 2020/2021 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	
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	-	-	-	-
2021	7,822,230	8,740,930	(918,700)	643,535	(1.43)	-	-	-	-

**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**

<b>Calendar Year Ended December 31</b>	<b>Population (1)</b>	<b>Personal Income (in thousands) (2)</b>	<b>Per Capita Personal Income (2)</b>	<b>Unemployment Rate (3)</b>
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%
2020	55,200	\$985,228	\$17,848	14.2%

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	2021		2012	
	Number of Employees	Percent of Total Employment	Number of Employees	Percent of Total Employment
Paramount Unified School District	1,967	13.0%	1,750	11.9%
Weber Metals	667	4.0%	482	3.3%
Kindred Hospital / Promise Hospital	458	3.0%	577	3.9%
Ralphs Grocery #403	420	3.0%	175	1.2%
Carlton Forge Works	372	2.0%	370	2.5%
Wal-Mart Store # 2110	359	2.0%	294	2.0%
City of Paramount	304	2.0%	370	2.5%
Affinity Healthcare Center	240	2.0%		
M V Public Transportation	209	1.0%		
The Home Depot #1037	204	1.0%	173	1.2%
Golden State Engineering, Inc.	200	1.0%	211	1.4%
Northgate Supermarket #17	170	1.0%		
Geropsychiatric Contract Services	159	1.0%	151	1.0%
Paramount Petroleum		0.0%	197	1.3%
Total	5,729	36.0%	4,750	32.2%

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									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Government	23.4	26.0	25.0	26.7	25.7	25.8	26.2	27.7	28.7	29.1
Community Development	9.0	8.0	8.5	8.6	8.8	9.0	9.7	9.9	9.9	9.0
Public Safety	26.2	25.8	24.9	24.1	27.7	25.2	26.4	23.6	24.6	24.4
Community Services and Recreation	85.3	85.7	81.1	81.1	84.8	88.0	78.0	72.1	69.5	68.4
Public Works	43.4	47.2	44.4	45.6	47.9	44.5	42.8	43.3	43.3	46.5
Total	187.3	192.7	183.9	186.1	194.9	192.5	183.1	176.6	176.0	177.4

**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									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Community Development										
Permits	1,005	1,017	1,292	1,260	1,438	1,245	1,315	1,207	907	1,135
Inspections	6,384	5,030	8,059	8,336	9,408	11,617	13,460	13,051	9,308	7,904
Public Safety:										
Arrests	1,545	1,549	1,689	1,670	1,523	1,389	1,264	1,286	1,318	1,285
Parking Citations Issued	11,524	10,806	12,239	11,187	14,348	13,524	17,723	15,541	13,238	15,294
Community Services and Recreation:										
Number of Recreation Classes	33	41	20	24	29	38	47	33	25	18
Number of Facility Rentals	543	601	591	621	683	722	724	580	453	57
Public Works:										
Street Resurfacing (miles)	1.50	1.10	0.77	1.18	1.25	0.14	0.61	5.98	0.53	3.72
Water:										
Average Daily Consumption (thousands of gallons)	6,131	6,074	5,923	5,710	5,250	5,704	5,872	4,846	4,530	4,794

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									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Community Services and Recreation:										
Parks	9	10	10	10	11	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	3,087	3,087	3,087	3,087	3,087	3,099	3,099	3,099	3,099	3,100
Traffic Signals	55	55	55	55	55	56	56	56	56	56
Water:										
Water Mains (miles)	127	127	127	127	127	127	127	127	127	127
Number of Service Connections	7,538	7,542	7,351	7,356	7,378	7,398	7,414	7,429	7,374	7,381
Average Daily Consumption (gallons)	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	4,794,883
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 14, 2021

DISCUSSION REGARDING DISBURSEMENT OF CMFA BOND  
ISSUANCE FEE TO PARAMOUNT NON-PROFIT ORGANIZATIONS

MOTION IN ORDER:

APPROVE OR MODIFY THE PROPOSED DISBURSEMENT OF CMFA  
BOND ISSUANCE FEES TO PARAMOUNT NON-PROFIT  
ORGANIZATIONS.

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 Director

**Date:** December 14, 2021

---

**Subject: DISCUSSION REGARDING DISBURSEMENT OF CMFA BOND ISSUANCE FEE TO PARAMOUNT NON-PROFIT ORGANIZATIONS**

The middle-income housing project with the California Municipal Financing Authority (CMFA), approved by the City Council at the November 16, 2021 meeting, provides another added benefit to the community. The CMFA allocates a one-time bond issuance fee of \$125,000 (may vary depending on the actual amount of the bond issuance) to be donated to a non-profit or multiple non-profits of the City's choice.

The City currently works with the following non-profit organizations that provide a variety of services to our community or are considered community service clubs:

- Paramount Tepic Sister City
- 999 for Kids Foundation
- The Children's Clinic
- Children's Dental Health Clinic
- California Aquatic Therapy and Wellness Center, Inc.
- Helpline Youth Counseling Services, Inc.
- Community Family Guidance Center
- Little House, Inc.
- Pathways Volunteer Hospice
- Su Casa
- Latinas Art Foundation
- Paramount Education Partnership (PEP)
- Paramount Historical Society
- Mujeres Unidas Sirviendo Activamente (MUSA)
- Paramount Elks Club
- Paramount Rotary Club
- Paramount Women's Club
- Paramount Lions Club
- Los Cerritos YMCA

CMFA would prefer that we limit the number of non-profits that we recommend to one or a few. While all the non-profit organizations always appreciate a cash infusion, no matter the amount, it would be our recommendation that we limit the number of recipients to

ensure that the donation is of substantial enough size to make a meaningful impact on the services the organization can provide. We would also recommend that the recipient organizations provide a service that works to improve the social welfare of our residents.

Staff recommends excluding Latinas Art Foundation and PEP because of likely funding that will be allocated to them in the near future. Specifically, programs supported by the Latinas Art Foundation can be future recipients of the City's Art Fund which will be receiving a significant infusion once the World Energy building permit is finalized and the project begins. We also applied for a significant amount of funds for PEP through Congresswoman Roybal-Allard's office in response to her request for projects under the House Appropriation Committee's Community Project Funding program.

Since we do not know the exact amount of the bond issuance fee until the bond sale is closed, we are recommending the following as recipients based on a percentage of the total:

- Pathways Volunteer Hospice - 50%
- Su Casa – 25%
- Community Family Guidance Center – 25%

All three organizations play important roles in the well-being of our community members. The last year and a half have been a difficult time for our residents as it has been for the entire nation with impacts to mental health and family member deaths related to COVID-19. Pathways Hospice, in particular, has seen a large increase in services requested and have expanded their services to adapt to the needs of their client base because of COVID-19 and the restrictions imposed by the pandemic.

### **Mission, Vision, Value and Strategic Outcomes**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No. 2: Community Health.

### **RECOMMENDED ACTION**

It is recommended that the City Council approve or modify the proposed disbursement of CMFA bond issuance fees to Paramount non-profit organizations.

DECEMBER 14, 2021

PROPOSED CHANGES TO THE PARK FACILITY RENTAL POLICIES  
AND PROCEDURES; AND ADOPT RESOLUTION NO. 21:041 AMENDING  
RESOLUTION NO. 21:026 TO RE-ESTABLISH THE PARK SHELTER  
DEPOSIT FEE

MOTION IN ORDER:

A) APPROVE OR MODIFY THE PROPOSED CHANGES TO THE PARK  
FACILITY RENTAL POLICIES AND PROCEDURES, AND

B) READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 21:041

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 Director

**Date:** December 14, 2021

---

**Subject: PROPOSED CHANGES TO THE PARK FACILITY RENTAL POLICIES AND PROCEDURES; AND ADOPT RESOLUTION NO. 21:041 TO RE-ESTABLISH THE PARK SHELTER DEPOSIT FEE**

## **Background**

At the August 3, 2021 City Council meeting, a proposal to revise the Park Facility Rental Policies & Procedures was presented to clarify aspects of the shelter use policy and to increase the shelter deposit from \$150 to \$250. The City Council's direction was to not increase the shelter deposit and to return with further clarification on the prohibition on additional cooking equipment that eliminated the use of food vendors (i.e. taco vendors) as part of a shelter permit.

The proposed revisions presented at the August 3, 2021 meeting were the following:

1. Impose a retroactive 1-year ban (from June 1, 2021) on permittees who violate their park facility rental agreement (this was based on a recommendation from the Parks and Recreation Commission).
2. No DJs or other forms of live music are allowed.
3. No pop-ups, E-Z ups or tent structures are allowed outside or inside of the gazebo area at Paramount Park and Progress Park as part of the shelter permit.
4. No picnic set-ups are allowed outside of the gazebo area i.e. tables, chairs, tent structures.
5. No additional cooking equipment is allowed i.e. no taco vendor or individual flat grill allowed.
6. Increase the park shelter deposit from \$150 to \$250.

As there was no further City Council direction regarding revisions 1-4, we will be moving forward with adding these sections to the Park Facility Rental Policies & Procedures. Revision 6, regarding the deposit, was specifically rejected by the City Council and keeps the deposit fee at the original \$150 level. Revision 5, regarding on-site food vendors, was the specific revision that City Council sought additional clarification to support the use of food vendors by permit.

## **Food Vendors and Existing Vendor Codes**

The Paramount Municipal Code Chapter 12.40 “Sidewalk and Park Vending Program” provides rules associated with sidewalk vendors which would include the type of vendor used by residents requesting a shelter permit and wishing to have a food vendor cook on-site at their event. By definition, a sidewalk vendor is a “...person who sells food or merchandize from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance, or from one’s person, upon a public sidewalk or other pedestrian path...” Section 12.40.030 of the PMC requires that vendors obtain a business license prior to conducting any vending business in the City. This section has a large number of requirements that includes providing proof of insurance and a County Health Permit. To obtain a City business license, meet our insurance requirements, and obtain a County Health Permit would be cost prohibitive for a food vendor that would be contracted to provide on-site cooked food for a resident with a shelter permit. However, Section 12.40.060 provides a list of exceptions to the business license requirements. Specifically, subsection B of PMC 12.40.060 identifies that “Vendors participating in farmers markets, swap meet, street fairs, or other special events as authorized by the City.” We are proposing that we view a shelter permit as a “special event” authorized by the City which thereby eliminates the requirements of PMC Section 12.40.030.

The next obstacle to overcome would be how to address these vendors under PMC Section 12.40.150 that specifies the operational standards for all vendors, including food vendors, at our public parks. This section of the Municipal Code identifies very specific restrictions and limitations on the placement of vendors at City Parks. However, subsection G of this section of the Code prohibits all vending in the park during a scheduled event, whether it be a City event or a private event for which a temporary use permit has been obtained. We would consider the shelter use permit a temporary use permit under this section of the Code and allow the food vendor for the permitted shelter use but disallow all other vending on the park.

## **Food Vendors and Liability Insurance**

The use of a food vendor does create potential liability issues related to their use on public property. We recommend that each shelter use permit that requests the use of a food vendor be required to purchase liability insurance through our insurance provider, Alliant Insurance. Currently, liability insurance coverage for \$2 million (General Aggregate) for a party for 1-100 people at picnic grounds without alcohol is \$85. This would be charged to the shelter use applicant and is a pass-through fee that goes to Alliant Insurance. This insurance would protect the City and applicant in the event of an accident with the food vendor, including any food poisoning claims, fire risks and other personal property damage related liability.

### **Resolution No. 21:041 - Shelter Deposit Fee**

At the April 20, 2021 City Council meeting, the Council established the deposit fee for shelter rentals to be \$150. However, at the September 7, 2021 City Council meeting, the Council adopted Resolution 21:026 which established the fee structure for the variety of municipal services provided to the community. Unfortunately, the deposit fee for shelter rentals was incorrectly listed at \$50 instead of the approved \$150 established by the City Council at the April 2021 meeting. Attached is Resolution No. 21:041 which corrects this oversight and establishes the correct deposit fee for shelter rentals.

### **Vision, Mission, Values, And Strategic Outcomes**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No. 1, Safe Community and Strategic Outcome No. 2, Community Health.

### **RECOMMENDED ACTION**

It is recommended that the City Council:

- a) Approve or modify the proposed changes to the park facility rental policies and procedures, and
- b) Read by title only and adopt Resolution No. 21:041.

CITY OF PARAMOUNT  
LOS ANGELES COUNTY, CALIFORNIA

**RESOLUTION NO. 21:041**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT  
AMENDING RESOLUTION NO. 21:026 TO ESTABLISH THE PARK  
SHELTER DEPOSIT FEE

WHEREAS, the City Council adopted Resolution No. 21:026 on September 7, 2021 establishing fees, rates and charges for municipal services; and

WHEREAS, the City Council had previously approved a park shelter deposit fee of \$150 on April 20, 2021 which was inaccurately reflected on the fee structure adopted on September 7, 2021; and

WHEREAS, the City Council of the City of Paramount desires to correct and re-establish the previously approved park shelter deposit fee and adjust the fee identified in Exhibit "A" of Resolution 21:026.

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.** In all respect as set forth, the City Council of the City of Paramount hereby finds and determines that the park shelter deposit fee approved on April 20, 2021 is the correct fee and should supersede the previously identified fee in Exhibit "A" of Resolution No. 21:026

1. The fees, rates and charges set forth in said Exhibit "A" do not exceed the estimated reasonable cost of providing the service for which the User Fee is levied.
2. The User Fees set forth in Exhibit "A" shall be effective and shall be implemented commencing January 1, 2022.

**SECTION 3.** The Park Shelter Deposit as set forth in Exhibit A of Resolution 21:026 is hereby amended as follows:

Park Shelters	
Deposit	\$150.00

**SECTION 4. Severability.** If any fee adopted or increased by this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such fee shall not be deemed a separate, distinct and independent provision of this Resolution, and such holding shall not affect the validity of the remaining User Fees adopted or revised herein. The City Council hereby declares that it would



have adopted this Resolution and each section, subsection, subdivision, sentence, clause, phrase or portion thereof, irrespective of the fact that any one (1) or more sections, subsection, subdivision, sentence, clause, phrase or portions thereof be declared invalid or unconstitutional.

**SECTION 5.** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Paramount this 14<sup>th</sup> day of December 2021.

---

Brenda Olmos, Mayor

ATTEST:

---

Heidi Luce, City Clerk

DECEMBER 14, 2021

ORAL REPORT

UPDATE ON CONGRESSIONAL, STATE SENATE, STATE ASSEMBLY AND  
LOS ANGELES COUNTY SUPERVISORIAL REDISTRICTING PROCESS



**To:** Honorable City Council  
**From:** John Moreno, City Manager  
**By:** Heidi Luce, City Clerk  
**Date:** December 14, 2021

---

**Subject: UPDATE ON CONGRESSIONAL, STATE SENATE, STATE ASSEMBLY  
AND LOS ANGELES COUNTY SUPERVISORIAL REDISTRICTING  
PROCESS**

Every 10 years, after the federal government publishes updated census information, jurisdictions throughout the nation are required to go through a redistricting process to redraw the boundaries of their districts to ensure that the districts correctly reflect the jurisdiction's population.

This oral report will provide an overview of the current maps and the process for redrawing California's Congressional, State Senate, and State Assembly districts as well as the Los Angeles County Supervisorial districts.

DECEMBER 14, 2021

APPOINTMENT OF SENIOR SERVICES COMMISSIONER

MOTION IN ORDER:

MAYOR OLMOS: MAKE AN APPOINTMENT TO THE SENIOR SERVICES COMMISSION, WITH THE APPROVAL OF THE CITY COUNCIL, TO FILL THE VACANT POSITION FOR A TERM EXPIRING APRIL 2022.

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 14, 2021

---

**Subject: APPOINTMENT OF SENIOR SERVICES COMMISSIONER**

The Senior Services Commission is composed of five members that serve one-year terms. As the result of the resignation of one commissioner, there is currently one vacancy on the commission. Appointments to the Senior Services Commission are made by the Mayor, with the approval of the City Council.

A "Special Vacancy Notice" was posted on November 12, 2021, pursuant to Government Code Section 54974. The vacant position on the Senior Services Commission is for a term expiring April 2022, and it would be appropriate to make an appointment to fill the vacancy. Upon appointment, the new Senior Services Commissioner's term will begin on January 6, 2022.

For reference, attached to this report are the following items: 1) Special Vacancy Notice, 2) Local Appointments List, and 3) Paramount Municipal Code Section 2.12.050 pertaining to appointment to the Senior Services Commission.

**RECOMMENDED ACTION**

It is recommended that the Mayor, with the approval of the City Council, make an appointment to the Senior Services Commission to fill the vacant position for a term expiring in April 2022.

# SPECIAL VACANCY NOTICE



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

NOTICE IS HEREBY GIVEN, pursuant to Government Code Section 54974, that an unscheduled vacancy exists in the following City Commissions/Committees/Boards. Appointments to fill unscheduled vacancies shall be made no sooner than 10 days after posting of this notice.

Commission/ Committee/Board	No. of Vacant Positions	Date of Vacancy	Current Term Expires
Senior Services Commission	1	11-05-2021	04-2022

I, Heidi Luce City Clerk of the City of Paramount, California, hereby certify that I caused the foregoing notice to be posted on the Paramount City Hall, Paramount Library, Paramount Park Community Center and Paramount Sheriff's Station bulletin boards and City website this 12th day of November 2021.

*/s/ Heidi Luce*

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Heidi Luce, City Clerk

# City of Paramount

## 2021 LOCAL APPOINTMENTS LIST (Updated 11-12-2021)



In compliance with the requirements of Government Code Section 54972 (Maddy Act), the following is a list of all appointive offices, terms, and qualifications for City of Paramount commissions. Commissioners are appointed by the Mayor, with the approval of the City Council, and serve at the will and pleasure of the City Council.

**Qualifications:** Resident of the City of Paramount and not an employee or related to a member of the City Council or their spouse as set forth in the Paramount Municipal Code Section 2.16.020. Planning Commissioners must be qualified electors of the City of Paramount and not hold any paid office or employment in the city government. Senior Services Commissioners minimum age for eligibility for appointment is 55 years of age.

Commission	Appt. Date	Term Exp.
<b>PLANNING COMMISSION</b> Term of Office: 4 years		
Jaime Abrego (BO).....	07/2018	04/2025
Elizabeth Bautista (LG).....	09/2021	04/2025
Ernie Esparza (PL) .....	03/2003	04/2023
George Gutierrez (IA) .....	04/2020	04/2023
Gordon Weisenburger (VCS) .....	04/2020	04/2023
<b>PUBLIC WORKS COMMISSION</b> Term of Office: 2 years		
Alvin Parks (IA) .....	04/2020	04/2023
Gerardo Ruiz (VCS) .....	04/2021	04/2023
Linda Timmons (LG) .....	04/2021	04/2023
Rosemary Vasquez (PL).....	03/2007	04/2023
Tony Warfield (BO) .....	04/2020	04/2023
<b>PARKS &amp; RECREATION COMMISSION</b> Term of Office: 1 year		
Alicia Anderson (IA) .....	04/2020	04/2022
Ardavan Davari (LG) .....	04/2020	04/2022
Charlene Landry (PL).....	06/2019	04/2022
Elizabeth Madrigal (BO) .....	04/2020	04/2022
Alejandro Maldonado (VCS) .....	04/2020	04/2022
<b>PUBLIC SAFETY COMMISSION</b> Term of Office: 1 year		
Marcelina "Marcie" Bridges (PL) .....	07/2019	04/2022
Robert Cruz (LG) .....	10/2021	04/2022
Annette C. Delgadillo (VCS) .....	04/2020	04/2022
Rosemary Mendez (BO).....	04/2020	04/2022
Dora Sanchez (IA) .....	04/2020	04/2022
<b>SENIOR SERVICES COMMISSION</b> Term of Office: 1 year		
Virginia Chavez (LG).....	04/2017	04/2022
Elsa Padilla (BO).....	04/2020	04/2022
Claudia Quinones (PL) .....	02/2015	04/2022
Patricia Winiecki (IA) .....	04/2020	04/2022
Vacant (VCS) .....	--	04/2022

I, Heidi Luce, City Clerk of the City of Paramount, California, hereby certify that I caused this notice to be posted on the City of Paramount's website and designated public posting places this 15<sup>th</sup> day of November 2021.

/s/ Heidi Luce, City Clerk

[ ] CF 10.14 [ ] CF 27.LOC

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**Paramount Municipal Code**[Up](#)[Previous](#)[Next](#)[Main](#)[Search](#)[Print](#)[No Frames](#)

[Title 2 ADMINISTRATION AND PERSONNEL](#)  
[Chapter 2.12 COMMISSIONS](#)

**2.12.050 Senior Services Commission.**

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- A. Created and Established. A Senior Services Commission which shall be known as the Senior Services Commission of the City is hereby created and established.
- B. Membership. The Commission shall consist of five members who shall be appointed by the Mayor with the approval of the City Council of the City. All members serve at the will and pleasure of the City Council. The minimum age for eligibility for appointment is 55 years of age.
- C. Terms of Office—Vacancy.
1. Members to the Commission shall be appointed for terms of one year or until their successors are appointed.
  2. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term.
- D. Recommendation—Hearings. The Senior Services Commission shall be charged with the responsibility for making recommendations regarding matters affecting senior services in the City, and such related matters that may be directed by order of the City Council, and in that connection shall hold monthly meetings to effect these purposes. Actions of this Commission shall take the form of recommendations and reports to the City Council.
- E. Power and Authority. The Senior Services Commission shall cause proper records to be kept of all its official acts and proceedings. The Commission shall have no power or authority to bind or obligate the City or any officer or department thereof for any money, debt, undertaking or obligation of any kind in excess of the appropriation which the City Council may have made for the purpose of the Commission in any fiscal year.
- F. Rules of Organization and Procedure. The Commission is a reviewing and recommending body and shall have no power to direct members of the City staff or contract entities. Except as otherwise provided in this chapter or by law, the Commission shall have power to and shall provide for its own organization, shall adopt rules and regulations for the transaction of business before it, and shall designate the time and place for the regular monthly meeting or meetings of the Commission.
- G. Review Areas. The Commission may review topics such as the senior meal program; senior excursions; senior activities including instructional classes, bingo, and special events; and other related items which may from time to time be referred to them.
- H. Compensation. The regular members of the Senior Services Commission shall receive compensation of \$100.00 per meeting. (Prior code §§ 2-94—2-101)

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DECEMBER 14, 2021

APPROVAL OF TRANSFER AGREEMENT WITH THE LOS ANGELES  
COUNTY FLOOD CONTROL DISTRICT FOR THE SAFE, CLEAN WATER  
(SCW) PROGRAM – SPANE PARK PROJECT

MOTION IN ORDER:

APPROVE THE TRANSFER AGREEMENT WITH THE LOS ANGELES  
COUNTY FLOOD CONTROL DISTRICT FOR THE SAFE, CLEAN WATER  
(SCW) PROGRAM – SPANE PARK PROJECT AND AUTHORIZE THE  
MAYOR 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  
Sarah Ho, Public Works Assistant Director

**Date:** December 14, 2021

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**Subject: APPROVAL OF TRANSFER AGREEMENT WITH THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT FOR THE SAFE, CLEAN WATER (SCW) PROGRAM – SPANE PARK PROJECT**

## **BACKGROUND**

The California Regional Water Quality Control Board, Los Angeles Region has issued a Municipal Separate Storm Sewer System (MS4) Permit to Paramount (and all other cities within Los Angeles County). This MS4 Permit requires the City to reduce the level of pollutants entering the Los Angeles River. The City, along with its partners in the Lower Los Angeles River (LLAR) Watershed Management Group (WMG), developed a Watershed Management Program (WMP) identifying potential locations for regional facilities to capture, treat, and reuse stormwater runoff. The MS4 Permit also established deadlines for the construction of these costly regional treatment facilities. The Safe, Clean Water (SCW) Program ballot measure, passed by the voters in 2018, provides some funding through a competitive Regional Program.

One of the locations identified in the WMP is Spane Park. The SCW Program has selected Spane Park to receive \$891,984 in funding for the design and planning of a regional stormwater project. The attached Transfer Agreement for the Regional Program will allow the Los Angeles County Flood Control District to disburse these funds to the City beginning in mid-2022.

The agreement requires that the City adhere to program implementation requirements, which include: submitting a Budget Plan, conducting outreach to the community, completing design and engineering plans, California Environmental Quality Act (CEQA) review process, and retaining records for seven years after project completion.

## **DISCUSSION**

The SCW Program funding for Spane Park comes from its regional program allocation and is only for planning and design. The LLAR WMG previously funded a concept/feasibility study, which found that approximately 3.5-acre stormwater storage vault would be an optimum design for an infiltration project to be constructed under Spane Park. Stormwater would be intercepted from the existing storm drain under Rosecrans Avenue.

Funding for construction would be a separate application to the SCW Program in the future, once the design is completed and construction cost estimates are available. Replacement of surface features and (future) operations and maintenance are eligible reimbursable expenses under the SCW Program.

### **VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity, and guidelines; and provide the framework for policy decision-making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcomes No. 4: Environmental Health, and No. 5: Attractive and Well Maintained Infrastructure.

### **RECOMMENDED ACTION**

It is recommended that the City Council approve the Transfer Agreement with the Los Angeles County Flood Control District for the Safe, Clean Water (SCW) Program – Spane Park Project and authorize the Mayor to execute the agreement.

**TRANSFER AGREEMENT BETWEEN  
THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT  
AND  
CITY OF PARAMOUNT  
AGREEMENT NO. 2021RPLLAR04  
SAFE, CLEAN WATER PROGRAM – REGIONAL PROGRAM**

This Transfer Agreement, hereinafter referred to as "Agreement," is entered into as of October 20, 2021 by and between the Los Angeles County Flood Control District, hereinafter referred to as "District," and City of Paramount for Spane Park, hereinafter referred to as "Recipient."

**WHEREAS**, District, pursuant to the Los Angeles Region Safe, Clean Water (SCW) Program ordinance (Chapter 16 of the Los Angeles County Flood Control District Code) and the SCW Program Implementation Ordinance (Chapter 18 of the Los Angeles County Flood Control District Code), administers the SCW Program for the purpose of funding Projects and Programs to increase stormwater and urban runoff capture and reduce stormwater and urban runoff pollution in the District;

**WHEREAS**, Recipient proposes to implement a Funded Activity (as hereafter defined) that is eligible for funding under the SCW Program;

**WHEREAS**, the Funded Activity is included in a Stormwater Investment Plan (SIP) that has been approved by the County of Los Angeles Board of Supervisors;

**WHEREAS**, the Board approved a standard template Agreement as required by and in accordance with Section 18.09 of the Los Angeles County Flood Control District Code;

**NOW, THEREFORE**, in consideration of the promises, mutual representations, covenants and agreements in this Agreement, the District and the Recipient, each binding itself, its successors and assigns, do mutually promise, covenant, and agree as follows:

**I. DEFINITIONS**

The definitions set forth in Sections 16.03 and 18.02 of the Los Angeles County Flood Control District Code shall apply to this Agreement. In addition, the following definitions shall also apply:

"Activity Completion" means that the Funded Activity is complete to the reasonable satisfaction of the District based on review of reports and other documentation as deemed appropriate by the District. If the Funded Activity is an Infrastructure Program Project on District Right-of-Way a separate use and maintenance agreement is required.

"Activity Costs" means the total costs necessary to achieve Activity Completion. The Activity Costs for the Funded Activity are described in Exhibit A.

"Agreement" means this Transfer Agreement, including all exhibits and attachments hereto.

“Budget Plan” means a Recipient’s plan for funding Activity Completion, including a description of all sources of funds for Activity Costs and a description of how the SCW Program Contribution will be allocated among the tasks identified in the Scope of Work within each fiscal year. Recipient’s Budget Plan is described in Exhibit A.

“Days” means calendar days unless otherwise expressly indicated.

“Fiscal Year” means the period of twelve (12) months terminating on June 30 of any year.

“Funded Activity” means the Infrastructure Program Project, or Scientific Study described in Exhibit A – Scope of Work, including the Stakeholder and Community Outreach Plan and all other tasks and activities described in Exhibit A.

“Safe Clean Water (SCW) Program Contribution” means the portion of the Activity Costs to be paid for with Regional Program funds provided by the District from the SCW Program as described in the Budget Plan.

“Year” means calendar year unless otherwise expressly indicated.

## **II. PARTY CONTACTS**

The District and the Recipient designate the following individuals as the primary points of contact and communication regarding the Funded Activity and the administration and implementation of this Agreement.

Los Angeles County Flood Control District		Recipient:	
Name:	CJ Caluag	Name:	Adriana Figueroa
Address:	11th Floor, PO Box 1460, Alhambra, CA 91802-1460	Address:	16400 Colorado Ave., Paramount, CA 90723
Phone:	(626) 458-4037	Phone:	562-220-2100
Email:	CCALUAG@dpw.lacounty.gov	Email:	afigueroa@paramountcity.com

Either party to this Agreement may change the individual identified above by providing written notice of the change to the other party.

## **III. EXHIBITS INCORPORATED BY REFERENCE**

The following exhibits to this Agreement, including any amendments and supplements hereto, are hereby incorporated herein and made a part of this Agreement:

EXHIBIT A – SCOPE OF WORK

EXHIBIT B – GENERAL TERMS AND CONDITIONS

EXHIBIT C – SPECIAL CONDITIONS

EXHIBIT D – ADDENDUM TO AGREEMENT

EXHIBIT E – NATURE-BASED SOLUTIONS (Best Management Practices)

## EXHIBIT F – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

### IV. ACTIVITY COMPLETION

- A. The Recipient shall implement and complete the Funded Activity in accordance with the work schedule described in Exhibit A,
- B. The Recipient shall comply with the terms and conditions in Exhibits A, B, C, D, E, and F of this Agreement, and all applicable provisions of Chapters 16 and 18 of the Code.
- C. The Recipient shall fulfill all assurances, declarations, representations, and commitments made by the Recipient in its application for SCW Program Contributions, accompanying documents, and communications filed in support of its application for SCW Program Contributions.

### V. SCW PROGRAM FUNDING FOR FUNDED ACTIVITY

- A. The District shall disburse the SCW Program Contribution for the 2021-2022 Fiscal Year as described in the corresponding approved Stormwater Investment Plan (SIP) within 45-days of the execution of this Agreement by the last party to sign.
- B. If the Funded Activity is included in a duly approved SIP for a subsequent Fiscal Year, the parties shall enter into an addendum to this Agreement, in the form attached as Exhibit D, regarding the disbursement of the SCW Program Contribution for that subsequent Fiscal Year. The Recipient expressly acknowledges and agrees that the District is not obligated to disburse any SCW Program Contributions to Recipient for any Fiscal Year beyond the 2021-22 Fiscal Year unless the Funded Activity is included in a duly approved SIP for a subsequent Fiscal Year, the Recipient has complied with the provisions related to the California Environmental Quality Act in Exhibit C, and the parties have duly executed an addendum to this Agreement for that Fiscal Year.
- C. Notwithstanding any other provision of this Agreement, no disbursement shall be made at any time or in any manner that is in violation of or in conflict with federal, state, County laws, policies, or regulations.
- D. All disbursements shall be subject to and be made in accordance with the terms and conditions in this Agreement and Chapters 16 and 18 of the Code.
- E. The Recipient shall submit the scope of work described in Exhibit A 45-days after receipt of this Agreement. If the Funded Activity is included in a duly approved SIP for a subsequent Fiscal Year, subsequent Exhibit A – Scope of Work will be required 45-days after receipt of the addendum to this Agreement.

## **VI. Execution of Agreement**

This Agreement may be executed simultaneously or in any number of counterparts, including both counterparts that are executed manually on paper and counterparts that are in the form of electronic records and are executed electronically, whether digital or encrypted, each of which shall be deemed an original and together shall constitute one and the same instrument.

The District and the Recipient hereby agree to regard facsimile/electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on this Agreement and on any addenda or amendments thereto, delivered or sent via facsimile or electronic mail or other electronic means, as legally sufficient evidence that such original signatures have been affixed to this Agreement and any addenda or amendments thereto such that the parties need not follow up facsimile/electronic transmissions of such documents with subsequent (non-facsimile/electronic) transmission of “original” versions of such documents.

Further, the District and the Recipient: (i) agree that an electronic signature of any party may be used to authenticate this Agreement or any addenda or amendment thereto, and if used, will have the same force and effect as a manual signature; (ii) acknowledge that if an electronic signature is used, the other party will rely on such signature as binding the party using such signature, and (iii) hereby waive any defenses to the enforcement of the terms of this agreement based on the foregoing forms of signature.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**Lower Los Angeles River**

City of Paramount

Spane Park

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

Name:

Title:

Date: \_\_\_\_\_



IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOS ANGELES COUNTY  
FLOOD CONTROL DISTRICT:

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

Name: Carolina T Hernandez

Title: Assistant Deputy Director

Date: \_\_\_\_\_

## **EXHIBIT A – SCOPE OF WORK**

### **A-1. Budget Plan**

The Recipient shall submit a detailed Budget Plan for all eligible expenditures for all phases and tasks included in the work schedule for the Funded Activity. The Recipient shall include a summary of leveraged funds and in-kind services for the Funded Activity. For a Funded Activity that will be performed over more than one Fiscal Year, the Budget Plan must clearly identify the amount of SCW Program Contribution for each Fiscal Year.

### **A-2. Consistent with SCW Program Goals**

By signing this Agreement, the Recipient shall provide certification that the Budget Plan is consistent with SCW Program Goals as described in Chapter 18.04 of the Code.

The Recipient shall include a summary of how the identified SCW Program Goals are expected to be achieved through the Funded Activity, including quantitative targets and corresponding metrics for subsequent reporting of all applicable parameters.

### **A-3. Estimated Reasonable Total Activity Cost**

The Recipient shall submit a detailed estimate total Activity Cost for all phases and tasks included in the work schedule for the Funded Activity.

### **A-4. Funded Activity Description and Scope of Work**

The Recipient shall provide a general description of the Funded Activity and a detailed scope of work. The scope of work may include:

1. Project Management, including required reporting
2. General Compliance Requirements/Project Effectiveness and Performance
3. Permitting and Environmental Compliance
4. Planning, Design, and Engineering
5. Stakeholder and Community Outreach/Engagement Activities
6. Right of Way Acquisition
7. Construction and Implementation
8. Operation and Maintenance

#### A-5. Operations and Maintenance (O&M) Plan

Where the Funded Activity is an Infrastructure Program Project, the Recipient shall submit a plan describing the activities that are expected to be necessary to perform O&M for the Infrastructure Program Project to ensure it remains in good working order throughout the useful life of the Infrastructure Program Project using SCW Program Contributions. The O&M plan shall address the activities described in Exhibit F to the greatest extent feasible and in as much detail as possible based on the completeness of the Project design and construction. The Recipient shall update the O&M plan in connection with each Addenda until completion of the Infrastructure Program Project and the submittal of a final O&M plan.

The Recipient shall specifically identify the entity that will be performing the O&M for the lifetime of the Project. If this is not the Recipient, the Recipient shall submit a letter of commitment from the entity that will be performing the O&M (See Exhibit F, for example activities). The letter of commitment shall include details demonstrating how the provider is qualified and capable of providing the necessary ongoing O&M services.

The Recipient may elect to request the local Municipality or District to provide O&M for the useful life of the Infrastructure Program Project using SCW Program Contributions. If the Recipient does not elect to seek the District's services or if the District is unable to provide the services as requested, the Recipient shall include in the letter of commitment reference to the above details demonstrating how the provider is qualified and capable of providing the necessary ongoing O&M services.

#### A-6. Post-Construction Monitoring

Where the Funded Activity is an Infrastructure Program Project, stormwater quality monitoring data shall be collected and reported in a manner consistent with the SWRCB database, the CEDEN for a period of three years. The Recipient shall submit a post-construction monitoring plan when the design phase is complete. The post-construction monitoring plan will evaluate the effectiveness of stormwater treatment facilities and include the project description; quality objectives; sampling design; sampling procedures; quality control; data management verification, and reporting; data quality assessment; and data analysis procedures.

#### A-7. Sustainability Rating

Where the Funded Activity is an Infrastructure Program Project that has applied for Institute for Sustainable Infrastructure (ISI) verification, the Recipient shall submit the final score and Envision award level.

#### A-8. Stakeholder and Community Outreach/Engagement Plan

The Recipient shall submit a Stakeholder and Community Outreach/Engagement Plan for Infrastructure Program Projects and include a discussion of how local NGOs or CBOs will be involved, if applicable, and if not, why. Additional outreach/engagement

activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach. The plan shall, at a minimum include:

1. Community outreach activities to provide information to residents and information about upcoming meetings or other engagement activity event is scheduled. Outreach methods used should be appropriate in scale and type to the community being served. Outreach methods include but are not limited to: Online Media Outreach (email blasts, social media, publication on a website) Local Media Outreach (newsletters, local and regional newspapers, and local radio and television) and/or Grassroots Outreach (door-to-door canvassing, phone banking, surveys and focus groups, and distribution of flyers or other printed materials). The District will support outreach efforts through web-based platforms if requested at least four weeks prior to the requested publish date. The District should be included in all social media outreach and notified of all meetings and other engagement events.
2. Community engagement activities solicit, address and seek input from community members for Funded Activities. These events may occur as part of any public meeting with multiple agenda items such as council, commission or committee meetings where public input is invited; or at festivals, fairs, or open houses where a table or booth may be set up.
3. Stakeholder and Community Outreach/Engagement Plan requirements:

Stakeholder and Community Outreach/Engagement Plan activities should occur at the onset of the project, during the design phase, and during construction.

Infrastructure Program Project Funds	Required Activity 1	Required Activity 2
Up to \$2 M	Outreach or Engagement	
Up to \$10 M	Outreach	≥1 Engagement
Over \$10 M	Outreach	≥ 2 Engagements

4. If the Funded Activity is for the O&M of an Infrastructure Program Project Stakeholder and Community Outreach/Engagement Plan activities should occur biennially to remind communities of the SCW Program Contribution.
5. Activities and measures to mitigate against displacement and gentrification. This includes, as applicable, an acknowledgment that the Funded Activity will be fully subject to and comply with any County-wide displacement policies as well as with any specific anti-displacement requirements associated with other funding sources.

#### A-9. Tracking Infrastructure Program Project Benefits

The Recipient shall submit an overview of the benefits achieved upon the Activity Completion. SOW shall include quantitative targets and corresponding metrics for subsequent reporting of all applicable parameters.

#### A-10. Work Schedule and Completion Date

The Recipient shall submit a detailed schedule, including start and completion dates for all phases and tasks of the scope of work for the Funded Activity. For Funded Activities that will be performed over more than one Fiscal Year, the work schedule must clearly identify the phases and tasks that will be performed in each Fiscal Year.

## **EXHIBIT B – GENERAL TERMS AND CONDITIONS**

### **B-1. Accounting and Deposit of Funding Disbursement**

1. SCW Program Contributions distributed to the Recipient shall be held in a separate interest-bearing account and shall not be combined with other funds. Interest earned from each account shall be used by the Recipient only for eligible expenditures consistent with the requirements of the SCW Program.
2. The Recipient shall not be entitled to interest earned on undisbursed SCW Program Contributions; interest earned prior to disbursement is property of the District.
3. The Recipient shall operate in accordance with Generally Accepted Accounting Principles (GAAP).
4. The Recipient shall be strictly accountable for all funds, receipts, and disbursements related to all SCW Program Contributions made to the Recipient.

### **B-2. Acknowledgement of Credit and Signage**

The Recipient shall include appropriate acknowledgement of credit to the District for its support when promoting the Funded Activity or using any data and/or information developed under this Agreement. When the Funded Activity involves the construction phase of an Infrastructure Program Project, signage shall be posted in a prominent location at Project site(s) or at the Recipients headquarters and shall include the Safe, Clean Water Program color logo and the following disclosure statement: "Funding for this project has been provided in full or in part from the Los Angeles County Flood Control District's Safe, Clean Water Program." At a minimum the sign shall be 2' x 3' in size. The Recipient shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

When the Funded Activity involves a scientific study, the Recipient shall include the following statement in the study report: "Funding for this study has been provided in full or in part from the Los Angeles County Flood Control District's Safe, Clean Water Program." The Recipient shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

### **B-3. Acquisition of Real Property – Covenant**

Any real property acquired in whole or in part with SCW Program funds shall be used for Projects and Programs that are consistent with the SCW Program Goals and with the provisions of Chapter 16 and 18 of the Code.

Any Recipient that acquires the fee title to real property using, in whole or in part, SCW Program funds shall record a document in the office of the Registrar-Recorder/County Clerk containing a covenant not to sell or otherwise convey the real property without the

prior express written consent of the District, which consent shall not be unreasonably withheld.

#### B-4. Amendment

Except as provided in Section II of the Agreement, no amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral or written understanding or agreement not incorporated in this Agreement is binding on any of the parties.

#### B-5. Assignment

The Recipient will not assign this Agreement without the prior consent of the District.

#### B-6. Audit and Recordkeeping

1. The Recipient shall retain for a period of seven (7) years after Activity Completion, all records necessary in accordance with Generally Accepted Accounting Principles to determine the amounts expended, and eligibility of Projects implemented using SCW Program Contributions. The Recipient, upon demand by authorized representatives of the District, shall make such records available for examination and review or audit by the District or its authorized representatives. Records shall include 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 to substantiate charges related to SCW Program Contributions and expenditures.
2. The Recipient is responsible for obtaining an independent audit to determine Funded Activity compliance with the terms and conditions of this Agreement and all requirements applicable to the Recipient contained in chapters 16 and 18 of the Code promptly upon Activity Completion. For a Funded Activity that will be performed over the course of a period exceeding three years, the District may also perform an interim independent audit every three (3) years until Activity Completion. Audits shall be funded with Regional Program funds.
3. Recipient shall file a copy of the Activity Completion audit report with the District by the end of the ninth (9<sup>th</sup>) month from Activity Completion. Recipient shall file a copy of all interim audit reports by the ninth (9<sup>th</sup>) month from the end of each three (3) year period. Audit reports shall be posted on the District's publicly accessible website.

<b>End-of-Activity</b>		<b>Every Third Fiscal Year</b>		
<b><u>Projected End Date</u></b>	<b><u>Audit Report Due to District</u></b>	<b><u>SIP Fiscal Year</u></b>	<b><u>Audit Period</u></b>	<b><u>Audit Report Due to District</u></b>
1/15/2023	No later than 10/31/2023	2021-22	7/1/2021 to 6/30/2024	No later than 3/31/2025

4. Upon reasonable advanced request, the Recipient shall permit the Chief Engineer, at the District's cost and expense, to examine the Funded Activity. The Recipient shall permit the authorized District representative, including the Auditor-Controller, at the District's cost and expense, to examine, review, audit, and transcribe any and all audit reports, other reports, books, accounts, papers, maps, and other records that relate to the Funded Activity.
5. Expenditures determined by an audit to be in violation of any provision of Chapters 16 or 18 of the Code, or of this Agreement, shall be subject to the enforcement and remedy provisions of Section 18.14 of the Code.

If at any time the Funded Activity cannot fulfill the provisions outlined in Exhibit A, the accounts and books of the Recipient may be reviewed or audited by the District.

#### B-7. Availability of Funds

District's obligation to disburse the SCW Program Contribution is contingent upon the availability of sufficient funds to permit the disbursements provided for herein. If sufficient funds are not available for any reason including, but not limited to, failure to fund allocations necessary for disbursement of the SCW Program Contribution, the District shall not be obligated to make any disbursements to the Recipient under this Agreement. This provision shall be construed as a condition precedent to the obligation of the District to make any disbursements under this Agreement. Nothing in this Agreement shall be construed to provide the Recipient with a right of priority for disbursement over any other recipient. If any disbursements due the Recipient under this Agreement are deferred because sufficient funds are unavailable, it is the intention of the District that such disbursement will be made to the Recipient when sufficient funds do become available, but this intention is not binding. If this Agreement's funding for any fiscal year is reduced or deleted by order of the Board, the District shall have the option to either cancel this Agreement with no liability occurring to the District or offer an amendment to the Recipient to reflect the reduced amount.

1. The Recipient will not seek disbursement of any Activity Costs that will be disbursed or reimbursed from other funding sources.
2. The Recipient agrees that it will not request a disbursement unless that cost is allowable, reasonable, and allocable.



#### B-8. Choice of Law

The laws of the State of California govern this Agreement.

#### B-9. Claims

Any claim of the Recipient is limited to the rights, remedies, and claims procedures provided to the Recipient under this Agreement. Recipient expenditures of a SCW Program Contribution that involves the District shall utilize a separate and specific agreement to that Project that includes appropriate indemnification superseding that in this Agreement.

#### B-10. Completion of Funded Activity by the Recipient

The Recipient agrees to pay any and all Activity Costs in excess of the SCW Program Contribution necessary for Activity Completion. The Recipient expressly acknowledges and agrees that if the SCW Program Contribution is not sufficient to pay the Activity Costs in full, the Recipient shall nonetheless complete the Funded Activity and pay that portion of the Activity Costs in excess of the SCW Program Contribution, subject to the provisions of Exhibit C, as applicable.

#### B-11. Compliance with Law, Regulations, etc.

The Recipient shall, at all times, comply with and require its contractors and subcontractors to comply with all applicable County, state and federal laws, rules, guidelines, regulations, and requirements. Without limitation of the foregoing, the Recipient agrees that, to the extent applicable, the Recipient shall comply with the Code.

#### B-12. Competitive Bidding and Procurements

The Recipient's contracts with other entities for the acquisition of goods and services and construction of public works with SCW Program Contributions must be in writing and shall comply with all applicable laws and regulations regarding the securing of competitive bids and undertaking competitive negotiations. If the Recipient does not have a written policy to award contracts through a competitive bidding or sole source process, the State Contracting Manual rules must be followed and are available at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting#@ViewBag.JumpTo>

#### B-13. Continuous Use of Funded Activity; Lease or Disposal of Funded Activity

Where the Funded Activity involves an Infrastructure Program Project, the Recipient shall not abandon, substantially discontinue use of, lease, or dispose of all or a significant part or portion of the Funded Activity during the useful life of 30 years of the Funded Activity without prior written approval of the District. Such approval may be conditioned as determined to be appropriate by the District, including a condition requiring repayment of pro rata amount of all disbursed SCW Program Contributions together with interest on

said amount accruing from the date of abandonment, substantial discontinuance, lease or disposal of the Project.

#### B-14. Default Provisions

The Recipient will be in default under this Agreement under any of the following circumstances:

1. The Recipient has made or makes any false warranty, representation, or statement with respect to this Agreement, any addendum or the application filed to obtain this Agreement;
2. The Recipient materially breaches this Agreement or any addendum, including but not limited to:
  - a. Fails to operate or maintain Project in accordance with this Agreement;
  - b. Fails to submit timely Quarterly Progress/Expenditure Reports.
  - c. Fails to remain in Good Standing (see Section B-34, below).
  - d. The Recipient fails to maintain reasonable progress toward SCW Program Goals as described in Section 18.04 of the Code, following an opportunity to cure.
  - e. The Recipient fails to maintain reasonable progress toward Project Completion.
  - f. Use of SCW Program Contributions for ineligible expenses and/or activities not consistent with the Agreement.
  - g. Inappropriate use of SCW Program Contributions, as deemed by the District

Should an event of default occur, the District shall provide a notice of default to the Recipient and shall give the Recipient at least ten calendar days or such longer period as the District, in its reasonable discretion, may authorize, to cure the default from the date the notice is sent via first-class mail to the Recipient. If the Recipient fails to cure the default within the time prescribed by the District, the District may do any of the following:

1. Declare the SCW Program Contribution be immediately repaid, with interest, which shall be equal to the State of California general obligation bond interest rate in effect at the time of the default.
2. Terminate any obligation to make future payments to the Recipient.
3. Terminate the Agreement.

4. Take any other action that it deems necessary to protect its interests.

The Recipient shall not be in default under this Agreement as a result of any breach of this Agreement by the Recipient that is the direct result of the District's failure to make a SCW Program Contribution for any Fiscal Year. Under these circumstances the District may, in its reasonable discretion, terminate this Agreement by providing the Recipient with a written notice of termination. If this Agreement is terminated pursuant to this paragraph, the parties shall thereafter have no further obligations to each other in connection with the Funded Activity except that the Recipient's indemnification obligations shall survive the termination of this Agreement and continue in full force and effect.

#### B-15. Disputes

Should a dispute arise between the parties, the party asserting the dispute will notify the other parties in writing of the dispute. The parties will then meet and confer within 21 calendar days of the notice in a good faith attempt to resolve the dispute.

If the matter has not been resolved through the process set forth in the preceding paragraph, any party may initiate mediation of the dispute. Mediation will be before a retired judge or mediation service mutually agreeable to the parties. All costs of the mediation, including mediator fees, will be paid one-half by the District and one-half by the Recipient. SCW Program Contributions shall not be used to pay for any costs of the mediation.

The parties will attempt to resolve any dispute through the process set forth above before filing any action relating to the dispute in any court of law.

#### B-16. Final Inspection and Certification of Registered Professional

Where the Funded Activity is an Infrastructure Program Project, upon completion of the design phase and before construction, the Recipient shall provide certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist) that the design has been completed.

Where the Funded Activity is an Infrastructure Program Project, upon completion of the Project, the Recipient shall provide for a final inspection and certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist), that the Project has been completed in accordance with submitted final plans and specifications and any modifications thereto and in accordance with this Agreement.

#### B-17. Force Majeure.

In the event that Recipient is delayed or hindered from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials not related to the price thereof, riots, insurrection, war, or other reasons of a like nature beyond the control of the Recipient, then performance of such acts shall be

excused for the period of the delay, and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

#### B-18. Funded Activity Access

When the Funded Activity involves an Infrastructure Program Project the Recipient shall, upon receipt of reasonable advance notice from the District, ensure that the District or any authorized representative of the foregoing, will have safe and suitable access to the site of the Funded Activity at all reasonable times through Activity Completion.

#### B-19. Funding Considerations and Exclusions

1. All expenditures of the SCW Program Contribution by Recipient must comply with the provisions of Chapters 16 and 18 of the Code, including but not limited to the provisions regarding eligible expenditures contained in Section 16.05.A.2 and the provision regarding ineligible expenditures contained in Section 16.05.A.3.
2. SCW Program Contributions shall not be used in connection with any Funded Activity implemented as an Enhanced Compliance Action ("ECA") and/or Supplemental Environmental Project ("SEP") as defined by State Water Resources Control Board Office of Enforcement written policies, or any other Funded Activity implemented pursuant to the settlement of an enforcement action or to offset monetary penalties imposed by the State Water Resources Control Board, a Regional Water Quality Control Board, or any other regulatory authority; provided, however, that SCW funds may be used for a Funded Activity implemented pursuant to a time schedule order ("TSO") issued by the Los Angeles Regional Water Quality Control Board if, at the time the TSO was issued, the Funded Activity was included in an approved watershed management program (including enhanced watershed management programs) developed pursuant to the MS4 Permit.

Recipient certifies that: (a) the Funded Activity is not being implemented as an ECA or SEP; (b) the Funded Activity is not being implemented pursuant to the settlement of an enforcement action or to offset monetary penalties imposed by the State Water Resources Control Board, a Regional Water Quality Control Board, or any other regulatory authority; and (c) the Funded Activity is not being implemented pursuant to a TSO issued by the Los Angeles Regional Water Quality Control Board unless, at the time the TSO was issued, the Funded Activity was included in an approved watershed management program (including enhanced watershed management programs) developed pursuant to the MS4 Permit.

#### B-20. Indemnification

The Recipient shall indemnify, defend and hold harmless the District and their elected and appointed officers, agents, and employees from and against any and all liability and expense arising from any act or omission of the Recipient, its officers, employees, agents, or subconsultants or contractors in conjunction with Recipient's performance under or pursuant to this Agreement, including defense costs, legal fees, claims, actions, and

causes of action for damages of any nature whatsoever, including but not limited to bodily injury, death, personal injury, or property damage.

#### B-21. Independent Actor

The Recipient, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the District.

The Recipient shall not contract work with a contractor who is in a period of debarment from any agency within the District. (LACC Chapter 2.202)

#### B-22. Integration

This is an integrated Agreement. This Agreement is intended to be a full and complete statement of the terms of the agreement between the District and Recipient, and expressly supersedes any and all prior oral or written agreements, covenants, representations and warranties, express or implied, concerning the subject matter of this Agreement.

#### B-23. Lapsed Funds

1. The Recipient shall be able to carry over uncommitted Special Parcel Tax funds for up to five (5) years from the end of the fiscal year in which those funds are transferred from the District to the Recipient.
2. If the Recipient is unable to expend the SCW Program Contribution within five (5) years from the end of the Fiscal Year in which those funds are transferred from the District to the Recipient, then lapsed funding procedures will apply. Lapsed funds are funds that were transferred to the Recipient but were not committed to eligible expenditures by the end of the fifth (5<sup>th</sup>) fiscal year after the fiscal year in which those funds were transferred from the District.
3. Lapsed funds shall be allocated by the Watershed Area Steering Committee of the respective Watershed Area to a new Project with benefit to that Municipality or Watershed Area.
4. In the event that funds are to lapse, due to circumstances beyond the Recipient's control, then the Recipient may request an extension of up to twelve (12) months in which to commit the funds to eligible expenditures. Extension Requests must contain sufficient justification and be submitted to the District in writing no later than three (3) months before the funds are to lapse.
5. The decision to grant an extension is at the sole discretion of the District.
6. Funds still uncommitted to eligible expenditures after an extension is granted will be subject to lapsed funding procedures without exception.

7. Example:

<b><u>Fiscal Year Transferred</u></b>	<b><u>Funds Lapse After</u></b>	<b><u>Extension Request Due</u></b>	<b><u>Commit By</u></b>
2021–22	6/30/2027	No later than 3/31/2027	No later than 6/30/2028

B-24. Modification

This Agreement may be amended or modified only by mutual written consent of the Board and Recipient.

B-25. Non-Discrimination

The Recipient agrees to abide by all federal, state, and County laws, regulations, and policies regarding non-discrimination in employment and equal employment opportunity.

B-26. No Obligation of the District

The District will transfer the SCW Program Contribution to the Recipient for the funding of the Funded Activity. The District will have no further obligation, other than to transfer the funds, with respect to the Funded Activity itself.

B-27. No Third-Party Rights

The parties to this Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or of any duty, covenant, obligation, or undertaking established herein

B-28. Notice

1. The Recipient shall notify the District in writing within five (5) working days of the occurrence of the following:
  - a. Bankruptcy, insolvency, receivership or similar event of the Recipient; or
  - b. Actions taken pursuant to State law in anticipation of filing for bankruptcy.
2. The Recipient shall notify the District within ten (10) working days of any litigation pending or threatened against the Recipient regarding its continued existence, consideration of dissolution, or disincorporation.
3. The Recipient shall notify the District promptly of the following:
  - a. Any significant deviation from in the submitted scope of the Funded Activity for the current Fiscal Year, including discussion of any major changes to the scope of the Funded Activity, noteworthy delays in implementation, anticipated

- reduction in benefits, and/or modifications that change the SCW Program Goals intended to be accomplished by the Funded Activity. Under no circumstances may the Recipient make changes to the scope of the Funded Activity without receiving prior approval.
- b. Cessation of work on the Funded Activity where such cessation of work is expected to or does extend for a period of thirty (30) days or more;
  - c. Any circumstance, combination of circumstances, or condition, which is expected to or does delay Activity Completion;
  - d. Discovery of any potential archaeological or historical resource. Should a potential archaeological or historical resource be discovered during construction, the Recipient agrees that all work in the area of the find will cease until a qualified archaeologist has evaluated the situation and made recommendations regarding preservation of the resource. When the District is acting as the Lead Agency under CEQA for the Funded Activity, all work in the area of the find will remain suspended until the District has determined what actions should be taken to protect and preserve the resource and the Recipient agrees to implement appropriate actions as directed by the District;
  - e. Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by District representatives with at least fourteen (14) days' notice to the District;
  - f. Activity completion.

#### B-29. Public Records

The Recipient acknowledges that, except for a subset of information regarding archaeological records, the Funded Activity records and locations are public records including, but not limited to, all of the submissions accompanying the application, all of the documents incorporated by reference into this Agreement, and all reports, disbursement requests, and supporting documentation submitted hereunder.

#### B-30. Recipient's Responsibility for Work

The Recipient shall be responsible for all work and for persons or entities engaged in work performed pursuant to this Agreement including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Recipient shall be responsible for responding to any and all disputes arising out of its contracts for work on the Project. The District will not mediate disputes between the Recipient and any other entity concerning responsibility for performance of work.

#### B-31. Related Litigation

The Recipient is prohibited from using the SCW Program Contribution to pay costs associated with any litigation described in Section 16.05.A.3. of the Code. Regardless of

whether the Project or any eventual related project is the subject of litigation, the Recipient agrees to complete the Project funded by the Agreement or to repay all the SCW Program Contribution plus interest to the District.

#### B-32. Remaining Balance

In the event that the Recipient does not spend all the SCW Program Contribution disbursed for the Funded Activity, Recipient shall promptly return the unspent SCW Program Contribution to the District.

#### B-33. Reporting

The Recipient shall be subject to and comply with all applicable requirements of the District regarding reporting requirements. Recipients shall report available data through the SCW Reporting Module, once available.

- Quarterly Progress/Expenditure Reports. The Recipient shall submit Quarterly Progress/Expenditure Reports, using a format provided by the District, within forty-five (45) days following the end of the calendar quarter (March, June, September, and December) to the District. The Quarterly Progress/Expenditure Reports shall be posted on the District's publicly accessible website. The Quarterly Progress/Expenditure Report shall include:
  - a. Amount of funds received;
  - b. Percent overall Funded Activity completion estimate;
  - c. Breakdown of how the SCW Program Contribution has been expended;
  - d. Documentation that the SCW Program Contribution was used for eligible expenditures in accordance with Chapters 16 and 18 of the Code;
  - e. Description of activities that have occurred, milestones achieved, and progress made to date, during the applicable reporting period including comparison to Exhibit A submission and corresponding metrics;
  - f. Identification of any phases or tasks of the scope of work that were scheduled to be started or completed during the reporting period (according to the work schedule), but which were delayed, and a discussion of the reasons for the delay, and of lessons learned;
  - g. Scheduling concerns and issues encountered that may delay completion of the task;
  - h. Work anticipated for the next reporting period;
  - i. Any anticipated schedule or budget modifications;



- j. Photo documentation (e.g. photos of community outreach events, stakeholder meetings, groundbreaking ceremonies, and project site that may be used on the publicly accessible District website) of the phases or tasks of the Project completed during the reporting period, as appropriate;
  - k. Additional financial or project-related information as required by the District;
  - l. Certification from a California Registered Professional (Civil Engineer or Geologist, as appropriate), that the Project was conducted in accordance with Exhibit A;
  - m. Status of Recipient's insurance; and
  - n. Description of post-performance for each completed infrastructure project is required after the first operational year and for a total of three years after the project begins operation. Post-performance reports shall focus on how each project is actually performing compared to its expected performance; whether the project is operated and maintained and providing intended benefits as proposed. A post-performance template will be provided by the District.
- Quarterly Progress/Expenditure Reports shall be submitted to the District Program Manager no later than forty-five days following the end of the calendar quarter as follows:

<b><u>Quarter</u></b>	<b><u>End of Quarter</u></b>	<b><u>Report Due</u></b>
First Quarter	September	15 November
Second Quarter	December	15 February
Third Quarter	March	15 May
Fourth Quarter	June	15 August

- Annually, a summary of the Quarterly Progress/Expenditure Reports shall be submitted to the Watershed Area Steering Committees to explain the previous year's Quarterly Progress/Expenditure Reports by the Recipient. The summary report shall be submitted six (6) months after the close of the Fourth Quarter. The summary report shall include:
  - Description of the Water Quality Benefits, Water Supply Benefits, and Community Investment Benefits and a summary of how funds have been allocated to achieve SCW Program Goals as articulated in Chapter 18.04 of the Code for the prior year. This includes comparisons to Exhibit A and alignment with corresponding specific quantitative targets and metrics (note that SCW Reporting Module will facilitate graphical representation of pertinent data).

- When the Funded Activity is an Infrastructure Program Project, include a description of how the County's Local and Targeted Worker Hire Policy has been applied and enforced; or if the Recipient is a Municipality and has adopted its own policy, include a description of how its policy was applied and enforced.
- Where the Funded Activity is an Infrastructure Program Project that has applied for Institute for Sustainable Infrastructure (ISI) verification, include a description of the final score and Envision award level. Annually, the Recipient shall prepare and provide members of the public with up-to-date information on the actual and budgeted use of the SCW Program Contribution.
- As Needed Information or Reports. The Recipient agrees to promptly provide such reports, data, and information as may be reasonably requested by the District including, but not limited to material necessary or appropriate for evaluation of the SCW Program or to fulfill any reporting requirements of the County, state or federal government.

#### B-34. Representations, Warranties, and Commitments

The Recipient represents, warrants, and commits as follows:

1. Authorization and Validity. The execution and delivery of this Agreement, including all incorporated documents, by the individual signing on behalf of Recipient, has been duly authorized by the governing individual(s), board or body of Recipient, as applicable. This Agreement constitutes a valid and binding obligation of the Recipient, enforceable in accordance with its terms, except as such enforcement may be limited by law.
2. No Violations. The execution, delivery, and performance by the Recipient of this Agreement, including all incorporated documents, do not violate any provision of any law or regulation in effect as of the date set forth on the first page hereof, or result in any breach or default under any contract, obligation, indenture, or other instrument to which the Recipient is a party or by which the Recipient is bound as of the date set forth on the first page hereof.
3. No Litigation. There are no pending or, to the Recipient's knowledge, threatened actions, claims, investigations, suits, or proceedings before any governmental authority, court, or administrative agency which affect the Recipient's ability to complete the Funded Activity.
4. Solvency. None of the transactions contemplated by this Agreement will be or have been made with an actual intent to hinder, delay, or defraud any present or future creditors of the Recipient. As of the date set forth on the first page hereof, the Recipient is solvent and will not be rendered insolvent by the transactions

contemplated by this Agreement. The Recipient is able to pay its debts as they become due.

5. Legal Status and Eligibility. The Recipient is duly organized and existing and in good standing under the laws of the State of California and will remain so through Activity Completion. The Recipient shall at all times maintain its current legal existence and preserve and keep in full force and effect its legal rights and authority through Activity Completion.
6. Insurance. The Recipient shall follow the Insurance Manual prepared by the Risk Management Office of the Los Angeles County Chief Executive Office. For Infrastructure Program Projects the Recipient shall provide General Liability, Automobile Liability, Worker's Compensation and Employer's Liability, Builder's Risk Course of Construction Insurance, and Professional Liability as specified in the Insurance Manual: <https://riskmanagement.lacounty.gov/wp-content/uploads/2019/06/Insurance-Manual-revised-May-2019.pdf>

#### B-35. Requirements for Good Standing

The Recipient must currently be in compliance with the District requirements set forth in this Agreement. The Recipient must demonstrate it has not failed to comply with previous County and/or District audit disallowances within the preceding five years.

#### B-36. Requirements Related to Recipient's Contractors

1. The Recipient shall apply and enforce provisions mirroring those set forth in the then-current version of the County's Local and Targeted Worker Hire Policy (LTWHP) as to contractors performing work on such a Project. Alternatively, if the Recipient is a Municipality and has adopted its own policy that is substantially similar to the LTWHP, the Recipient may, at its election, choose to apply and enforce the provisions of its own such policy as to contractors performing work on such a Project in lieu of the provisions of the LTWHP.
2. The Recipient shall apply and enforce provisions mirroring those set forth in Los Angeles County Code (LACC) Chapter 2.211 (Disabled Veteran Business Enterprise Preference Program), LACC, Chapter 2.204 (Local Small Business Enterprise Preference Program), LACC, Chapter 2.205 (Social Enterprise Preference Program), LACC, Chapter 2.203 (Contractor Employee Jury Service Ordinance), LACC Chapter 2.206 (Defaulted Tax Program), LACC, Chapter 2.200 (Child Support Compliance Program, LACC, Chapter 2.160 (County Lobbyist Ordinance), Safely Surrendered Baby Law, and Zero Tolerance Policy on Human Trafficking, as to contractors performing work on such an Infrastructure Program Project, subject to statutory authorization for such preference program(s), and subject to applicable statutory limitations for such preference(s); and, furthermore, the Recipient shall take actions to promote increased contracting opportunities for Women-Owned Businesses on the Project, subject to applicable State or federal constitutional limitations.

3. The Recipient shall obtain all necessary approvals, entitlements, and permits required to implement the Project. Failure to obtain any necessary approval, entitlement, or permit shall constitute a breach of a material provision of this Agreement.
4. With respect to a Project funded with SCW Program Contributions through the Regional Program, if the Project has an estimated capital cost of over twenty-five million dollars (\$25,000,000), as adjusted periodically by the Chief Engineer in accordance with changes in the Consumer Price Index for all urban consumers in the Los Angeles area, or other appropriate index, a provision that the Infrastructure Program Project Developer for such a Project must require that all contractors performing work on such a Project be bound by the provisions of: (1) a County-wide Project Labor Agreement (Community Workforce Agreement), if such an agreement has been successfully negotiated between the County and the Trades and is approved by the Board, or (2) a Project Labor Agreement ("PLA") mirroring the provisions of such Community Workforce Agreement.
5. With respect to a Project funded with SCW Program Contributions through the Regional Program, if one or more of the Municipalities that is a financial contributor to a Project has its own PLA, a provision that the Infrastructure Program Project Developer for the Project must require that contractors performing work on the Project are bound to such PLA. If more than one of the contributing Municipalities to a capital project has a PLA, the Project Developer shall determine which of the PLAs will be applied to the Project.
6. Payment Bond. Payment bonds for exceeding twenty-five thousand dollars are required. A payment bond is defined as a surety bond posted by a contractor to guarantee that its subcontractors and material suppliers on the Project will be paid.
7. Performance Bond. Where contractors are used, the Recipient shall not authorize construction to begin until each contractor has furnished a performance bond in favor of the Recipient in the following amounts: faithful performance (100%) of contract value, and labor and materials (100%) of contract value. This requirement shall not apply to any contract for less than \$25,000.00. Any bond issues pursuant to this paragraph must be issued by a California-admitted surety. (Pub. Contract Code, 7103; Code Civ. Proc. 995.311.)
8. Prevailing Wage. The Recipient agrees to be bound by all the provisions of Sections 1771 and 1774 of the California Labor Code regarding prevailing wages and requires each of subcontractors to also comply. The Recipient shall monitor all contracts resulting from this Agreement to assure that the prevailing wage provisions of the Labor Code are being met. The Recipient affirms that it is aware of the provisions of section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance, and the Recipient affirms that it will comply with such provisions before commencing the performance of the work under this Agreement and will make it contractors and subcontractors aware of this provision .

9. Public Funding. This Funded Activity is publicly funded. Any service provider or contractor with which the Recipient contracts must not have any role or relationship with the Recipient, that, in effect, substantially limits the Recipient's ability to exercise its rights, including cancellation rights, under the contract, based on all the facts and circumstances.

#### B-37. Travel

Any reimbursement for necessary ground transportation and lodging shall be at rates not to exceed those set by the California Department of Human Resources; per diem costs will not be eligible expenses. These rates may be found at <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>. Reimbursement will be at the State travel amounts that are current as of the date costs are incurred by the Recipient. No travel outside the Los Angeles County Flood Control District region shall be reimbursed unless prior written authorization is obtained from the Program Manager.

#### B-38. Unenforceable Provision

In the event that any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

## EXHIBIT C – SPECIAL CONDITIONS

[If the Recipient is a public agency]

- C-1. The Recipient acknowledges and agrees that the Recipient is the "lead agency" regarding compliance with the California Environmental Quality Act (CEQA) in connection with the Funded Activity and shall be responsible for the preparation of all documentation, analysis and other work and any mitigation necessary to comply with CEQA in connection with the Funded Activity. By entering into this Agreement, the District is not approving any activity that would be considered a project under CEQA.
- C-2. Upon the completion of the documentation, analysis and other work necessary to comply with CEQA as described in section C-1, the Recipient shall promptly provide such documentation, analysis and work to the District. The Recipient acknowledges that the District is a Responsible Agency under CEQA in connection with the Funded Activity and that the District will not disburse the SCW Program Contribution for any activities that meet the definition of a project under CEQA until the Recipient has provided such documentation, analysis and other work to the District and the District has complied with its obligations as a Responsible Agency under CEQA.
- C-3. In addition to its other indemnification obligations pursuant to this Agreement, the Recipient hereby agrees to indemnify, defend, and hold harmless District, the County of Los Angeles and their officers, employees, and agents from and against any and all claims and/or actions related to the Funded Activity that may be asserted by any third party or public agency alleging violations of CEQA or the State CEQA Guidelines or the NEPA.
- C-4. Notwithstanding any other provision of this Agreement, if any documentation or other analysis pursuant to CEQA discloses that the Funded Activity, or portion thereof, will have one or more significant environmental impacts that cannot be feasibly mitigated, the Recipient shall promptly notify and consult with the District. With the District's approval, the Recipient may determine to terminate or modify the implementation of all or any portion of the Funded Activity in order to avoid such environmental impacts.
- C-5. In the event the parties, pursuant to the preceding paragraph, determine to terminate the implementation of the entirety of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions and the Recipient shall thereafter have no further obligation under this Agreement to implement the Funded Activity. In the event the parties determine to terminate the implementation of a portion of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions for the terminated portion of the Funded Activity and the Recipient shall thereafter have no further obligation under this Agreement to implement the

terminated portion of the Funded Activity, but this Agreement shall remain in full force and effect as to the portion of the Funded Activity not terminated.

[If the Recipient is not a public agency]

- C-1. The Recipient shall be responsible for the preparation of all documentation, analysis and other work including any mitigation, necessary to comply with the California Environmental Quality Act (CEQA) in connection with the Funded Activity. Environmental documentation prepared in connection with the Funded Activity will be subject to the review and analysis of the District. Any decisions based on the documentation prepared by the Recipient will reflect the independent judgment of District. By entering into this Agreement, the District is not approving any activity that would be considered a project under CEQA and the Recipient acknowledges that the District will not disburse the SCW Program Contribution for any activities that meet the definition of a project under CEQA until the Recipient has prepared the documentation, analysis and other work necessary to comply with CEQA to the District's satisfaction.
- C-2. In addition to its other indemnification obligations pursuant to this Agreement, the Recipient hereby agrees to indemnify, defend, and hold harmless District, the County of Los Angeles and their officers, employees, and agents from and against any and all claims and/or actions related to the Funded Activity that may be asserted by any third party or public agency alleging violations of CEQA or the CEQA Guidelines or the NEPA.
- C-3. Notwithstanding any other provision of this Agreement, if any documentation or other analysis pursuant to CEQA discloses that the Funded Activity or any portion thereof will have one or more significant environmental impacts that cannot be feasibly mitigated, the District, after consultation with the Recipient, may terminate the SCW Program Contribution for all or any portion of the Funded Activity or may request that the Funded Activity be modified in order to avoid such environmental impact(s).
- C-4. In the event that the District terminates the SCW Program Contribution for the entirety of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions and the Recipient shall thereafter have no further obligation under this Agreement to implement the Funded Activity. In the event the District terminates the SCW Program Contribution for a portion on of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions for the terminated portion of the Funded Activity and the Recipient shall thereafter have no further obligation under this Agreement to implement the terminated portion of the Funded Activity, but this Agreement shall remain in full force and effect as to the portion of the Funded Activity for which the SCW Program Contribution was not terminated.

**EXHIBIT D – ADDENDUM TO AGREEMENT**

**-DRAFT TEMPLATE-**

**ADDENDUM NO. \_\_\_\_ TO  
TRANSFER AGREEMENT NO. \_\_\_\_ BETWEEN  
THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT  
AND (INSERT PROJECT DEVELOPER)  
SAFE, CLEAN WATER PROGRAM – REGIONAL PROGRAM**

This Addendum No. \_\_\_\_ to Transfer Agreement No. \_\_\_\_\_, hereinafter referred to as "Addendum No. \_\_\_\_", is entered into as of \_\_\_\_\_ by and between the Los Angeles County Flood Control District, hereinafter referred to as "District," and \_\_\_\_ (*Project Developer/Scientific Studies Applicant*), hereinafter referred to as "Recipient."

**WHEREAS**, District and Recipient entered into Transfer Agreement No. \_\_\_\_\_, hereinafter referred to as "Agreement", pertaining generally to the transfer of a SCW Program Contribution (as therein defined) from District to Recipient for the implementation by Recipient of a Funded Activity (as therein defined) to increase stormwater and/or urban runoff capture and/or reduce stormwater and/or urban runoff pollution, on \_\_\_\_\_;

**WHEREAS**, the Agreement provides for the disbursement of the SCW Program Contribution for the \_\_\_\_\_ Fiscal Year (as therein defined), and further provides that if the Funded Activity is included in a duly approved Stormwater Investment Plan (as therein defined) for a subsequent Fiscal Year, the parties shall enter into an addendum to the Agreement regarding the disbursement of the SCW Program Contribution for that subsequent Fiscal Year;

**WHEREAS**, the Funded Activity has been included in a duly approved Stormwater Investment Plan for Fiscal Year \_\_\_\_\_;

**NOW, THEREFORE**, in consideration of the promises, mutual representations, covenants and agreements in this Agreement, the District and the Recipient, each binding itself, its successors and assigns, do mutually promise, covenant, and agree as follows:

1. The definitions set forth in Sections 16.03 and 18.02 of the Los Angeles County Flood Control District Code together with the definitions set forth in the Agreement shall apply to this Addendum No. \_\_\_\_.
2. Exhibit A to the Agreement is superseded and replaced by Exhibit A-1, attached hereto and incorporated herein as if fully set forth, and all references in the Agreement to Exhibit A shall hereafter be deemed to refer to Exhibit A-1.
3. The District shall disburse the SCW Program Contribution for the \_\_\_\_\_ Fiscal Year as described in the Budget Plan within \_\_\_\_ days of the execution of this Addendum by the last party to sign.



3. All terms and conditions of the Agreement shall remain in full force and effect including, but not limited to the following provisions related to compliance with the California Environmental Quality Act (CEQA).

IN WITNESS WHEREOF, this Addendum No. \_\_\_\_ has been executed by the parties hereto.

\_\_\_\_\_(Recipient)\_\_\_\_\_:

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

Name:

Title:

Date: \_\_\_\_\_

LOS ANGELES COUNTY  
FLOOD CONTROL DISTRICT:

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

Name:

Title:

Date: \_\_\_\_\_

## **EXHIBIT E – NATURE BASED SOLUTIONS (NBS) BEST MANAGEMENT PRACTICES**

Nature-based solutions (NBS) refers to the sustainable management and use of nature for undertaking socio-environmental challenges, including climate change, water security, water pollution, food security, human health, and disaster risk management. As this environmental management practice is increasingly incorporated into projects for the SCW Program, this guidance document may be expanded upon to further quantify NBS practices based on benefits derived from their incorporation on projects.

The SCW Program defines NBS as a Project that utilizes natural processes that slow, detain, infiltrate or filter Stormwater or Urban Runoff. These methods may include relying predominantly on soils and vegetation; increasing the permeability of Impermeable Areas; protecting undeveloped mountains and floodplains; creating and restoring riparian habitat and wetlands; creating rain gardens, bioswales, and parkway basins; enhancing soil through composting, mulching; and, planting trees and vegetation, with preference for native species. NBS may also be designed to provide additional benefits such as sequestering carbon, supporting biodiversity, providing shade, creating and enhancing parks and open space, and improving quality of life for surrounding communities. NBS include Projects that mimic natural processes, such as green streets, spreading grounds and planted areas with water storage capacity. NBS may improve water quality, collect water for reuse or aquifer recharge, or to support vegetation growth utilizing natural processes.

Recipients are to consider using Nature-Based Solutions for infrastructure projects and include in each Quarterly Progress/Expenditure Report and annual summary whether and how their project achieves a good, better, or best for each of the 6 NBS methods in accordance with the guidance below. Additionally, Quarterly Progress/Expenditure Reports should include discussion on any considerations taken to maximize the class within each method. If at least 3 methods score within a single class, the overall project can be characterized as that class. Recipients must attach a copy of the matrix for each Project with the good, better, or best column indicated for each method, to facilitate District tracking of methods being utilized. Please refer to the table below.

For the most up to date guidance related to Nature Based Solutions, please refer to the Safe, Clean Water Program website (<https://safecleanwaterla.org/>)

METHODS	GOOD	BETTER	BEST
Vegetation/Green Space	Use of climate-appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 5%-15% covered by new climate-appropriate vegetation	Use of native, climate-appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 16%-35% covered by new native vegetation	Establishment of plant communities with a diversity of native vegetation (groundcover, shrubs, and trees) / green space that is both native and climate-appropriate More than 35% covered by new native vegetation
Increase of Permeability	Installation of vegetated landscape – 25%-49% paved area removed Redesign of existing impermeable surfaces and/or installation of permeable surfaces (e.g. permeable pavement and infiltration trenches)	Installation of vegetated landscape – 50%-74% paved area removed Improvements of soil health (e.g., compaction reduction)	Installation of vegetated landscape – 75%-100% paved area removed Creation of well-connected and self-sustained natural landscapes with healthy soils, permeable surfaces, and appropriate vegetation
Protection of Undeveloped Mountains & Floodplains	<ul style="list-style-type: none"> <li>• Preservation of native vegetation</li> <li>• Minimal negative impact to existing drainage system</li> </ul>	<ul style="list-style-type: none"> <li>• Preservation of native vegetation</li> <li>• Installation of new feature(s) to improve existing drainage system</li> </ul>	<ul style="list-style-type: none"> <li>• Creation of open green space</li> <li>• Installation of features to improve natural hydrology</li> </ul>
Creation & Restoration of Riparian Habitat & Wetlands	<ul style="list-style-type: none"> <li>• Partial restoration of existing riparian habitat and wetlands</li> <li>• Planting of climate appropriate vegetation - between 5 and 15 different climate-appropriate or native plant species newly planted</li> <li>• No potable water used to sustain the wetland</li> </ul>	<ul style="list-style-type: none"> <li>• Full restoration of existing riparian habitat and wetlands</li> <li>• Planting of native vegetation - between 16 and 30 different native plant species newly planted</li> <li>• No potable water used to sustain the wetland</li> </ul>	<ul style="list-style-type: none"> <li>• Full restoration and expansion of existing riparian habitat and wetlands</li> <li>• Planting of plant communities with a diversity of native vegetation – greater than 31 native plant species newly planted</li> <li>• No potable water used to sustain the wetland</li> </ul>

New Landscape Elements	Elements designed to capture runoff for other simple usage (e.g. rain gardens and cisterns), capturing the 85th percentile 24-hour storm event for at least 50% of the entire parcel	Elements that design to capture/redirect runoff and filter pollution (e.g. bioswales and parkway basins), capturing the 85th percentile 24-hour storm event from the entire parcel	Large sized elements that capture and treat runoff to supplement or replace existing water systems (e.g. wetlands, daylighting streams, groundwater infiltration, floodplain reclamation), capturing the 90 <sup>th</sup> percentile 24-hour storm event from the entire parcel and/or capturing off-site runoff
Enhancement of Soil	Use of soil amendments such as mulch and compost to retain moisture in the soil and prevent erosion Planting of new climate-appropriate vegetation to enhance soil organic matter	Use of soil amendments such as mulch and compost that are locally generated to retain moisture in the soil, prevent erosion, and support locally based composting and other soil enhancement activities Planting of new native, climate-appropriate vegetation to enhance soil organic matter	Use of soil amendments such as mulch and compost that are locally generated, especially use of next-generation design with regenerative adsorbents (e.g. woodchips, biochar) to retain moisture in the soil, prevent erosion, and support on-site composting and other soil enhancement activities Planting of new native, climate appropriate vegetation to enhance soil organic matter

## **EXHIBIT F – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT**

Recipient or approved Project operator shall operate and maintain infrastructure projects for the useful life of the project and are to consider using the following guidance for operations and maintenance. Operational maintenance is the care and upkeep of Projects that may require detailed technical knowledge of the Project's function and design. Project specific operational and maintenance plans shall consider the activities listed below and set forth specific activities and frequencies (not limited to those below) as determined to be appropriate by the Municipalities and best practices, including stakeholder engagement as applicable. Operational maintenance is to be performed by the operator of the Project with a purpose to make the operator aware of the state of readiness of the Project to deliver stormwater and urban runoff benefits.

### **1. Litter Control**

- Regularly removal of litter, nonhazardous waste materials, and accumulated debris near planted areas, rock areas, decomposed granite areas, rest areas, fence perimeters, adjoining access roads and driveways, drains, pedestrian trails, viewing stations, shelter houses, and bicycle pathways.
- Regularly inspection and maintenance of pet waste stations
- Maintaining trash receptacles
- Removal of trash, debris, and blockages from bioswales
- Inspection and cleaning of trash booms
- Inspection of weir gates and stop logs to clean debris, as required.

### **2. Vegetation Maintenance**

- Weed control
  - Recognition and removal of weeds, such as perennial weeds, morning glory, vine-type weeds, ragweed, and other underground spreading weeds.
  - Avoiding activities that result in weed seed germination (e.g. frequent soil cultivation near trees or shrubs)
  - Regularly removal of weeds from landscape areas, including from berms, painted areas, rock areas, gravel areas, pavement cracks along access roads and driveways, drains, pedestrian trails, viewing stations, park shelters, and bicycle paths.
- Tree and shrubbery trimming and care
  - Removal of dead trees and elimination of diseased/damaged growth
  - Prevent encroachment of adjacent property and provide vertical clearance
  - Inspect for dead or diseased plants regularly
- Wetland vegetation and landscape maintenance
  - Installation and maintenance of hydrophytic and emergent plants in perennially wet and seasonal, intermittent habitats.

- Draining and drawdown of wetland and excessive bulrush removal
- Weed and nuisance plant control
- Removal of aquatic vegetation (e.g. algae and primrose) using appropriate watercraft and harvesting equipment
- Wildflower and meadow maintenance
- Grass, sedge, and yarrow management
- Removal of unwanted hydroseed

### 3. Wildlife Management

- Exotic species control
- Provide habitat management; promote growth of plants at appropriate densities and promote habitat structure for animal species
- Protect sensitive animal species (e.g. protection during critical life stages including breeding and migration)
- Avoid disturbances to nesting birds
- Avoid spread of invasive aquatic species

### 4. Facility Inspection

- Inspect project sites for rodent and insect infestations on a regular basis
- Inspect for and report graffiti in shelter houses, viewing stations, benches, paving surfaces, walls, fences, and educational and directional signs
- Inspect facilities for hazardous conditions on roads and trails (e.g. access roads and trails, decomposed granite pathways, and maintenance roads)
- Inspect shade structures for structural damage or defacement
- Inspect hardscapes
- Inspect and maintain interpretive and informational signs
- Inspect site furnishings (e.g. benches, hitching posts, bicycle racks)
- Maintain deck areas (e.g. benches, signs, decking surfaces)
- Visually inspect weirs and flap gates for damage; grease to prevent locking.
- Inspect all structures after major storm events, periodically inspect every 3 months, and operate gates through full cycles to prevent them from locking up.

### 5. Irrigation System Management

- Ensuring automatic irrigation controllers are functioning properly and providing various plant species with proper amount of water.
  - Cycle controller(s) through each station manually and automatically to determine if all facets are functioning properly.
  - Inspection should be performed at least monthly.
  - Recover, replace, or refasten displaced or damaged valve box covers.
  - Inspect and repair bubbler heads.

- Repair and replace broken drip lines or emitters causing a loss of water (to prevent ponding and erosion).
  - Maintain drip system filters to prevent emitters from clogging. Inspection and cleaning should occur at least monthly.
  - Inspect and clean mainline filters, wye strainers, basket filters, and filters at backflow devices twice a year.
  - Maintain and check function of the drip system.
- Keeping irrigation control boxes clear of vegetation
  - Operating irrigation system to ensure it does not cause excessively wet, waterlogged areas, and slope failure
  - Utilizing infrequent deep watering techniques to encourage deep rooting, drought tolerant plant characteristics to promote a self-sustaining, irrigation free landscape
  - Determine watering schedules based on season, weather, variation in plant size, and plant varieties. At least four times a year (e.g. change of season), reschedule controller systems.
  - Turn off irrigation systems at the controller at the beginning of the rainy season, or when the soil has a high enough moisture content.
  - Use moisture sensing devices to determine water penetration in soil.

#### 6. Erosion Management and Control

- Inspect slopes for erosion during each maintenance activity
- Inspect basins for erosion
- Take corrective measures as needed, including filling eroded surfaces, reinstalling or extending bank protection, and replanting exposed soil.

#### 7. Ongoing Monitoring Activities

- Monitor controllable intake water flow and water elevation
- Examine inflow and outflow structures to ensure devices are functioning properly and are free of obstructions.
- Water quality sampling (quarterly, unless justified otherwise)
- Checking telemetry equipment
- Tracking and reporting inspection and maintenance records

#### 8. Vector and Nuisance Insect Control

- Monitoring for the presence of vector and nuisance insect species
- Adequate pretreatment of influent wastewater to lessen production of larval mosquitos
- Managing emergent vegetation
- Using hydraulic control structures to rapidly dewater emergent marsh areas
- Managing flow velocities to reduce propagation of vectors
-



DECEMBER 14, 2021

RESOLUTION NO. 21:040

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT  
ADOPTING A PROCUREMENT POLICY RELATED TO COMPLIANCE  
WITH SB 1383 REGULATORY REQUIREMENTS FOR RECOVERED  
ORGANIC WASTE PRODUCTS AND PROCUREMENT OF RECYCLED-  
CONTENT PRODUCTS”

MOTION IN ORDER:

READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 21:040.

MOTION:

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

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

[ ] APPROVED

[ ] DENIED

ROLL CALL VOTE:

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

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

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

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



**To:** Honorable City Council

**From:** John Moreno, City Manager

**By:** Adriana Figueroa, Public Works Director  
Wendy Macias, Public Works Manager

**Date:** December 14, 2021

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**Subject: RESOLUTION NO. 21:040 – ADOPTING A PROCUREMENT POLICY RELATED TO COMPLIANCE WITH SB 1383 REGULATORY REQUIREMENTS FOR RECOVERED ORGANIC WASTE PRODUCTS AND PROCUREMENT OF RECYCLED-CONTENT PRODUCTS**

## **BACKGROUND**

As the City prepares for the implementation of Senate Bill (SB) 1383 starting January 1, 2022, one of the requirements of the State's mandatory organics recycling law is that the City establish a procurement policy related to the procurement of organic waste and recycled content products. The City's procurement policy will reflect SB 1383's requirement to comply with State regulations as contained in 14 CCR Division 7, Chapter 12, Article 12 or the SB 1383 procurement regulations. The regulations require the City to procure a specified amount of recovered organic waste products to support organic waste disposal reduction targets and the markets for products made from recycled and recovered organic waste materials. The procurement requirements under SB 1383 specifically require that the City purchase recycled-content paper products, recycled-content printing and writing paper, as well as renewable gas products from organic waste. These activities are in line with Measure WR1: Solid Waste Division Programs of the City's recently adopted Climate Action Plan.

## **DISCUSSION**

In addition to the implementation of citywide organics recycling and edible food recovery, the City must also establish procurement policies to meet targets set by the State for each jurisdiction. These city-specific targets are set by California's Department of Resources Recycling and Recovery (CalRecycle) which specifies that the City provide for the procurement of 0.8 tons of locally derived organics per capita each year, times the City's residential population. Annually, CalRecycle will provide notice to the City of its Annual Recovered Organic Waste Product Procurement Target by posting such information on CalRecycle's website and providing written notice directly to the City. These targets are meant to be achieved by buying soil amendment, mulch, and through the purchase of natural gas derived from anaerobic digestion of food scraps and green waste.

The Public Works Department will monitor compliance with the attached policy to ensure that staff and City contractors purchase certified compost and use it at various locations throughout the City. The same will apply for recycled content products, paper, and renewable gas. Additionally, City staff will continue to track purchasing practices and keep records to make sure yearly purchasing threshold requirements are met. These threshold targets will be reviewed and verified by CalRecycle staff when they conduct their annual compliance audits with the City's Public Works personnel.

Lastly, the City will promote the use of composting throughout the community and at its community garden locations beginning in 2022. As part of the outreach and education component of the SB 1383 roll-out, workshops will be made available to promote composting as well as to promote the benefits of soil amendment for plants, mulching around trees, and a topcoat for lawns and parks.

### **VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization; establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No. 4: Environmental Health.

### **RECOMMENDED ACTION**

It is recommended that the City Council read by title only and adopt Resolution No. 21:040.

CITY OF PARAMOUNT  
LOS ANGELES COUNTY, CALIFORNIA

**RESOLUTION NO. 21:040**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT  
ADOPTING A PROCUREMENT POLICY RELATED TO COMPLIANCE  
WITH SB 1383 REGULATORY REQUIREMENTS FOR RECOVERED  
ORGANIC WASTE PRODUCTS AND PROCUREMENT OF RECYCLED-  
CONTENT PRODUCTS

WHEREAS, SB 1383 requires the City of Paramount to adopt a procurement policy to be in compliance with Senate Bill 1383 purchasing and procurement regulations; and

WHEREAS, CalRecycle requires that cities comply with its Environmentally Preferable Purchasing (EPP) program for purposes of qualifying for grants, loans and other funding; and

WHEREAS, The City is required to comply with the procurement targets set annually by the California Department of Resources Recycling and Recovery (CalRecycle); and

WHEREAS, The City is required to comply with the States requirement to purchase a targeted amount set by the State of recovered organic waste products like compost and mulch, recycled-content paper products and renewable gas when appropriate; and

WHEREAS, The SB 1383 compliant procurement policy, attached as Exhibit A, is pursuant to the City's Purchasing System contained in Chapter 3.12 of the Paramount Municipal Code.

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.** The City Council approves the SB 1383 Compliant Procurement Policy attached hereto as Exhibit A and incorporated herein by reference as if fully set forth. This Procurement Policy shall be effective January 1, 2022.

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

PASSED, APPROVED, and ADOPTED by the City Council of the City of Paramount on this 14<sup>th</sup> day of December 2021.

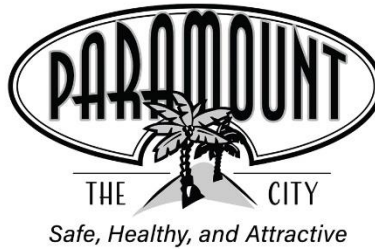
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Brenda Olmos, Mayor

ATTEST:

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Heidi Luce, City Clerk



## **SB 1383 COMPLIANT PROCUREMENT POLICY**

### **SECTION 1. PURPOSE**

In order to establish efficient procedures for the procurement of City supplies, services and equipment that meet SB 1383 procurement requirements from renewable resources, the purchasing guideline set forth in this policy is adopted for the City of Paramount. It is the policy of the City, applicable to all departments and divisions, to incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement to align with the City's sustainability goals and Climate Action Plan. This SB1383 Compliant Procurement Policy (Policy) will help the City to:

1. Protect and conserve natural resources, water, and energy;
2. Minimize the Jurisdiction's contribution to climate change, pollution, and solid waste disposal; and,
3. Comply with State requirements as contained in 14 CCR (California Code of Regulations) Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials, and to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

### **SECTION 2. DEFINITIONS**

- A. "Annual Recovered Organic Waste Product Procurement Target" means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the Jurisdiction is required to procure annually under 14 CCR Section 18993.1. This target shall be calculated by multiplying the per capita procurement target, which shall be 0.08 tons of Organic Waste per California resident per year, times the Jurisdiction's residential population using the most recent annual data reported by the California Department of Finance. Annually, CalRecycle will provide notice to each Jurisdiction of its Annual Recovered Organic Waste Product Procurement Target by posting such information on CalRecycle's website and providing written notice directly to the Jurisdiction.
- B. "Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility

or as otherwise defined in 14 CCR Section 17896.2(a)(4). Compost eligible for meeting the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State's composting operations regulatory requirements.

- C. "Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to Jurisdiction pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).
- D. "Electricity Procured from Biomass Conversion" means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and pruning from the municipal stream, into electricity. Electricity procured from a biomass conversion facility may only count toward the Jurisdiction's Annual Recovered Organic Waste Product Procurement Target if the facility receives feedstock directly from certain permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills, as described in 14 CCR Section 18993.1(i).
- E. "Organic Waste" means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing And Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.
- F. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).
- G. "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).
- H. "Procurement of Recovered Organic Waste Products" shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the Jurisdiction or others. The Jurisdiction's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the Jurisdiction or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the Jurisdiction's behest.

- I. “Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.
- J. “Recordkeeping Designee” means the public employee appointed by the Jurisdiction Manager or their designee to track procurement and maintain records of Recovered Organic Waste Product procurement efforts both by the Jurisdiction and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13.
- K. “Renewable Gas” means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).
- L. “SB 1383 Eligible Mulch” means mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the following conditions for the duration of the applicable procurement compliance year, as specified by 14 CCR Section 18993.1(f)(4):
  - 1. Produced at one of the following facilities:
    - a. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10); Guidance: Note that SB 1383 Eligible Mulch excludes mulch from chipping and grinding operations.
    - b. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
    - c. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.
- M. “State” means the State of California.



## **SECTION 3. RECOVERED ORGANIC WASTE PRODUCT PROCUREMENT**

### **3.1 Procurement Target**

- A. The City will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target through the implementation of Sections 3 through 5 of this Policy.
- B. To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following (provided that each product meets the criteria included in their respective definition in Section 2 of this Policy):
  - 1. SB 1383 eligible Compost (as defined in Section 2.B).
  - 2. SB 1383 Eligible Mulch (as defined in Section 2.L).
  - 3. Renewable Gas (in the form of transportation fuel, electricity, or heat) (as defined in Section 2.K).
  - 4. Electricity Procured from Biomass Conversion (as defined in Section 2.D).

### **3.2 Requirements for Jurisdiction Departments**

- A. Compost and SB 1383 Eligible Mulch procurement. Divisions and departments responsible for landscaping maintenance, renovation, or construction shall:
  - 1. Use Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in Section 2.B and 2.R of this Policy, for landscaping maintenance, renovation, or construction, as practicable, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
  - 2. When Jurisdiction uses Compost and SB 1383 Eligible Mulch and the applications are subject to the State's Model Water Efficient Landscape Ordinance (MWELo), or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following:
    - a. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.

- b. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.
  - c. Procure organic mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
  - d. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
- 3. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the Recordkeeping Designee, upon completion of project.

Records shall include:

- a. General procurement records, including:
  - (i). General description of how and where the product was used and applied, if applicable;
  - (ii). Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
  - (iii). Type of product;
  - (iv). Quantity of each product; and,
  - (v). Invoice or other record demonstrating purchase or procurement.
- b. For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to the Recordkeeping Designee in accordance with the requirements specified in Section 3.2.A.3.

- c. For procurement of SB 1383 Eligible Mulch, maintain an updated copy of the ordinance or enforceable mechanism(s) requiring that the mulch procured by the Jurisdiction or Direct Service Provider meets the land application standards specified in 14 CCR Section 18993.1.
  4. When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes: (i) definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event.
- B. Direct Service Providers of landscaping maintenance, renovation, and construction shall:
1. Use Compost and SB 1383 Eligible Mulch, as practicable, produced from recovered Organic Waste, as defined in Section 2.B and 2.R of this Policy, for all landscaping renovations, construction, or maintenance performed for the Jurisdiction, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application shall comply with 14 CCR, Division 7, Chapter 12, Article 12 and must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
  2. If Direct Service Provider is subject to the Jurisdiction's WELO pursuant to 492.6 (a)(3)(B), (C), (D), and (G) of the State's MWELO, Title 23, the City of Paramount purchasing policy must, comply with one of the following, whichever is more stringent: (i) the locally-adopted WELO that is more stringent than the State's MWELO, or (ii) Sections Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following:
    - a. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
    - b. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.

- c. Procure organic mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
  - d. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
- 3. Keep and provide records of Procurement of Recovered Organic Waste Products (either through purchase or acquisition) to Recordkeeping Designee, upon completion of projects. Information to be provided shall include:
  - a. General description of how and where the product was used and if applicable, applied;
  - b. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
  - c. Type of product;
  - d. Quantity of each product; and,
  - e. Invoice or other record demonstrating purchase or procurement.
- C. Direct Service Provider of Organic Waste collection services shall:
  - 1. Provide a specified quantity of Compost or SB 1383 Eligible Mulch to Jurisdiction and its customers via periodic “giveaways” as specified in a franchise agreement or other agreement.
  - 2. Keep and provide records to the Jurisdiction including the following:
    - a. Dates provided;
    - b. Source of product including name, physical location and contact information for each entity, operation or facility from whom the Recovered Organic Waste Products were procured;
    - c. Type of product;
    - d. Quantity provided; and,
    - e. Invoice or other record or documentation demonstrating purchase, procurement, or transfer of material to giveaway location.

**D. Renewable Gas procurement by Direct Service Providers**

1. Direct Service Providers transporting solid waste, organic materials, and/or recyclable materials shall procure what is appropriate and available of their fuel as Renewable Gas if required to do so in RFPs and RFQs released by the Jurisdiction for such services or as required by permit, license, written agreement, or written contract with the Jurisdiction.
2. Departments releasing RFPs and RFQs for contractors that procure fuel in the course of their services to the Jurisdiction shall include a price preference to contractors that propose to use the amount or percentage of Renewable Gas specified in the RFP or RFQ to be eligible for said price preference. Such use, if it occurs, shall be documented in a written contract or agreement.
3. If Renewable Gas made from recovered Organic Waste is used by Direct Service Providers, Direct Service Providers shall submit information listed in Section 3.3.B.2.a-e on a schedule to be determined by Jurisdiction, but not less than annually to the Recordkeeping Designee.
4. Renewable Gas used by Direct Service Providers under Sections 3.3.A and 3.3.B shall comply with criteria specified in 14 CCR Section 18993.1.

**SECTION 4. RECYCLED-CONTENT PAPER PROCUREMENT**

**4.1 Requirements for Jurisdiction Departments**

- A. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of the Public Contracts Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
- B. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
- C. Provide records to the Recordkeeping Designee of all Paper Products and Printing and Writing Paper purchases within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, vendor name, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none),

and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

## **4.2 Requirements for Vendors**

- A. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to Jurisdiction shall:
  - 1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item available at equal or lesser price.
  - 2. Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  - 3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
  - 4. Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction is eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  - 5. Provide records to the Recordkeeping Designee of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non- Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.
- B. All vendors providing printing services to the Jurisdiction via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

## **SECTION 5. RECORDKEEPING RESPONSIBILITIES**

- A. The Public Works department will be the responsible department and will select an employee to act as the Recordkeeping Designee that will be responsible for obtaining records pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.
- B. The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:
  - 1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of Jurisdiction's documentation of its compliance with 14 CCR Section 18993.3.
  - 2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the Jurisdiction to develop evidence of Jurisdiction meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the Jurisdiction's documentation of its compliance with 14 CCR Section 18993.1.
  - 3. Collect, collate, and maintain documentation submitted by the Jurisdiction, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee in accordance with Sections 3.2.A.3, 3.2.B.2, 3.2.C.2, 3.3.A.3, 3.3.B.2, 3.3.C.3, 4.1.C, and 4.2.A.5.
  - 4. Compile an annual report on the Jurisdiction's direct procurement, and vendor/other procurement on behalf of the Jurisdiction, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section 18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the Jurisdiction's responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on many other SB 1383 regulatory requirements)

pursuant to 14 CCR Division 7, Chapter 12, Article 13. The procurement report shall also be shared with Council, Board of Directors, or Board of Supervisors or other regulating body annually as evidence of implementing this Policy.

#### **SECTION 6. EFFECTIVE DATE OF POLICY**

This Policy shall go into effect no later than January 1, 2022, per SB 1383 regulatory requirements.