

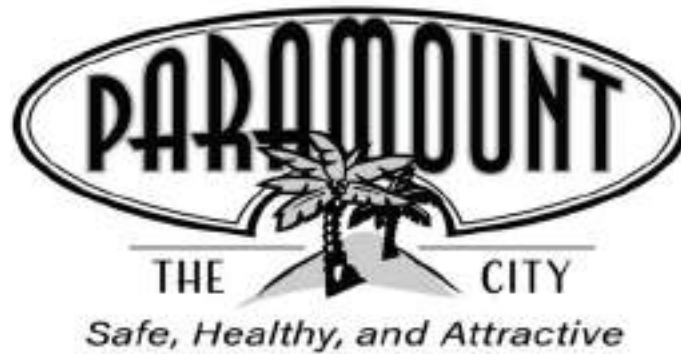
Proposed Budget

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



City Council sends a message to the community of strength and unity during COVID-19 pandemic.
[#WeAreParamount](https://www.instagram.com/weareparamount)

City of Paramount, CA



FISCAL YEAR 2021

PARAMOUNT CITY COUNCIL

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

JOHN MORENO, CITY MANAGER

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

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

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

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

CITY MANAGEMENT TEAM

ANDREW VIALPANDO, ASSISTANT CITY MANAGER

JOHN CARVER, PLANNING DIRECTOR

ADRIANA FIGUEROA, PUBLIC WORKS DIRECTOR

DAVID JOHNSON, COMMUNITY SERVICES & RECREATION DIRECTOR

KARINA LIU, FINANCE DIRECTOR

ADRIANA LOPEZ, PUBLIC SAFETY DIRECTOR

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

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BUDGET MESSAGE

To: Honorable City Council

PREFACE

We are very pleased to present the Proposed Budget for Fiscal Year (FY) 2021.

This is no doubt an unprecedented time to adopt a budget for any municipal government and Paramount is no exception. We started off this budget preparation period with a high level of certainty and momentum. The sales tax measure, Measure Y, had been passed overwhelmingly by the voters, signifying the trust and confidence that residents have in their City. Unfortunately, in March 2020, the Coronavirus (COVID-19) began to spread widely in the United States and the statewide mandatory safer-at-home order took effect. As such, this took a toll on our economy and we began to understand our sobering financial reality – our revenues have been dramatically impacted without warning. As a result, we will be showing a \$2.14 million deficit for FY 2020. Fortunately, our conservative and fiscally responsible spending habits, along with a healthy reserve, will help us weather this financial storm.

When we combine this with the fact that we were realistically in the first year of a structural budget deficit in FY 2020, the situation could have been completely catastrophic for FY 2021. Fortunately, the passage of Measure Y (new transaction tax) is expected to bring in approximately \$4 million in revenues in FY 2021. Measure Y provides a much-needed revenue stream at the maximum sales tax figure that, if not passed, could have eventually gone to another agency such as the County or Metro. In 2021, this additional revenue stream will offset the loss of revenues due to the pandemic in all other areas such as sales tax, UUT, licensing, permits, fees, and citations, etc. With Measure Y and our fiscally conservative spending habits, Paramount looks to be able to continue the same level of services and still post a \$256,000 projected surplus in FY 2021.

We are predicting approximately \$52.65 million in revenues, which is \$8.57 million more than the current year. The bulk of the increase is related to the new revenue stream brought by Measure Y and restricted funds that have been awarded for specific projects. The General Fund revenue forecast will increase by about \$3,507,700 to a total of \$29.04 million. As we had in previous budgets, we expect some expenditures to go up in the following areas: L.A. County Sheriff's contract (5.57% increase); animal control, crossing guard services; and the State minimum wage law affecting our part-time personnel expenses.

**PREFACE
(cont'd)**

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

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

**REVENUE
OVERVIEW**

During the upcoming year, we are expecting all City revenues to total \$52,646,900. There is an overall unrestricted revenue increase of \$3,507,700 in the General Fund mainly related to the increase in transaction tax passed by the voters on March 3 in the estimated amount of \$4.2 million. In the restricted funds category, there is an increase of about \$5,135,350 mainly related to some one-time grants we are receiving for capital improvement projects.

Overall, including beginning balances, we are recommending a total budget of \$88,436,100 in "Sources" and \$64,367,100 in "Uses." Therefore, we estimate ending the year with a balance of \$24,069,000 for all funds combined.

When combining all the fund types, there is a decrease in the ending balance of \$4,174,700. This is largely due to our anticipated use of restricted funds accumulated from prior years.

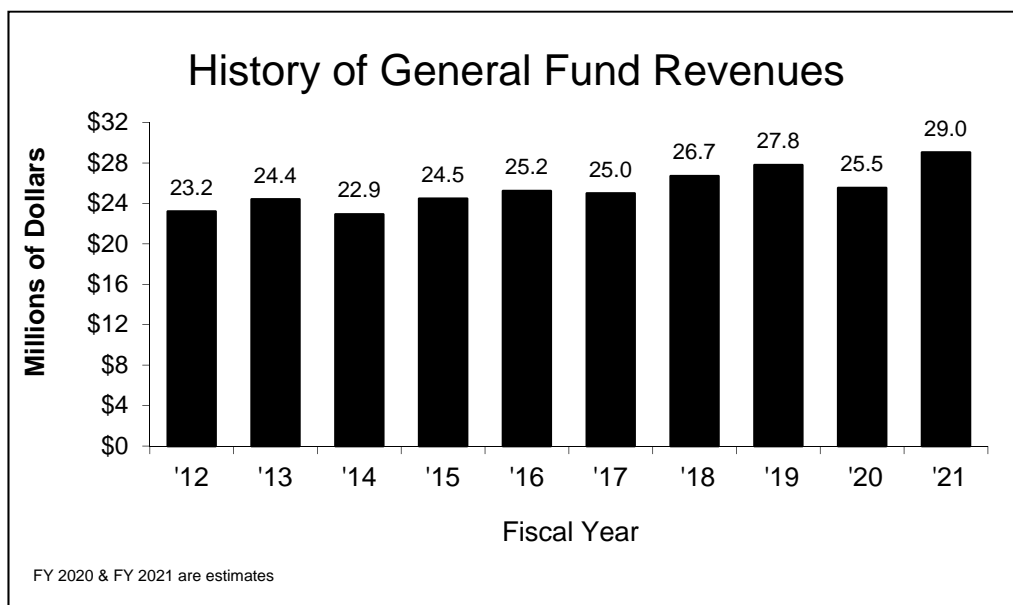
REVENUE OVERVIEW (cont'd)

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

SUMMARY SOURCES & USES OF FUNDS				
	General	Restricted/ Assigned	Water	Total All
	Fund	Funds	Fund	Funds
SOURCES				
Beginning Fund Balance	\$ 11,367,450	12,205,000	4,671,250	28,243,700
Revenues	29,038,850	16,328,300	7,279,750	52,646,900
Loan Proceeds	-	-	6,082,350	6,082,350
Depreciation	-	150,000	1,000,000	1,150,000
Principal Payments	-	-	313,150	313,150
Total Sources	40,406,300	28,683,300	19,346,500	88,436,100
USES				
Operations	28,682,800	7,780,600	9,214,850	45,678,250
Capital Improvements	100,000	11,466,500	7,122,350	18,688,850
Total Uses	28,782,800	19,247,100	16,337,200	64,367,100
ENDING FUND BALANCE				
	\$ 11,623,500	9,436,200	3,009,300	24,069,000

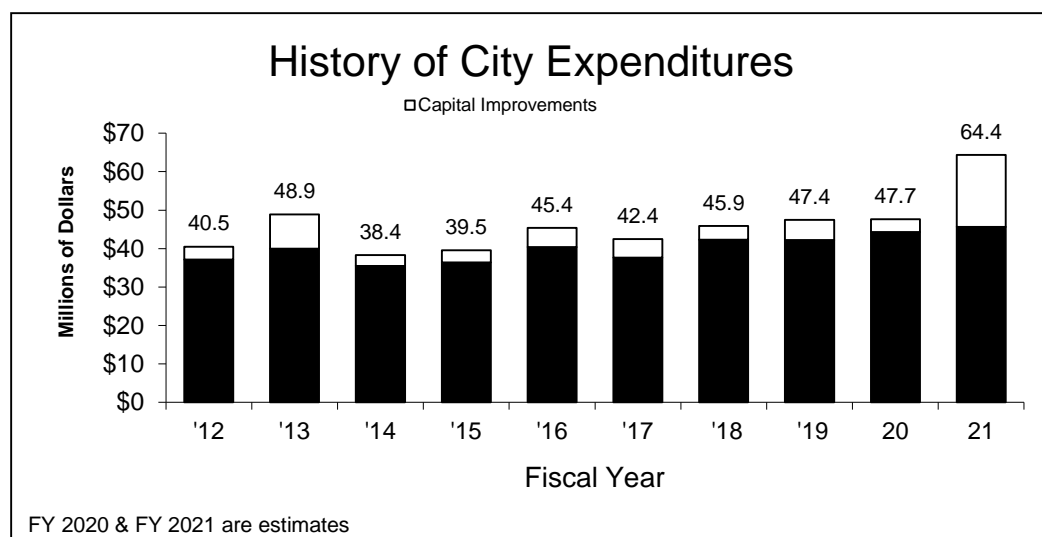
GENERAL FUND

With General Fund revenues increased by 13.74%, or \$3,507,700, from last year's estimate, we are projecting to have revenue of \$29,038,850, or about 55% of our total revenues. The anticipated transaction tax approved by the voters on March 3 is projected to be about \$4.2 million. The following chart shows a ten-year history of our General Fund revenues.



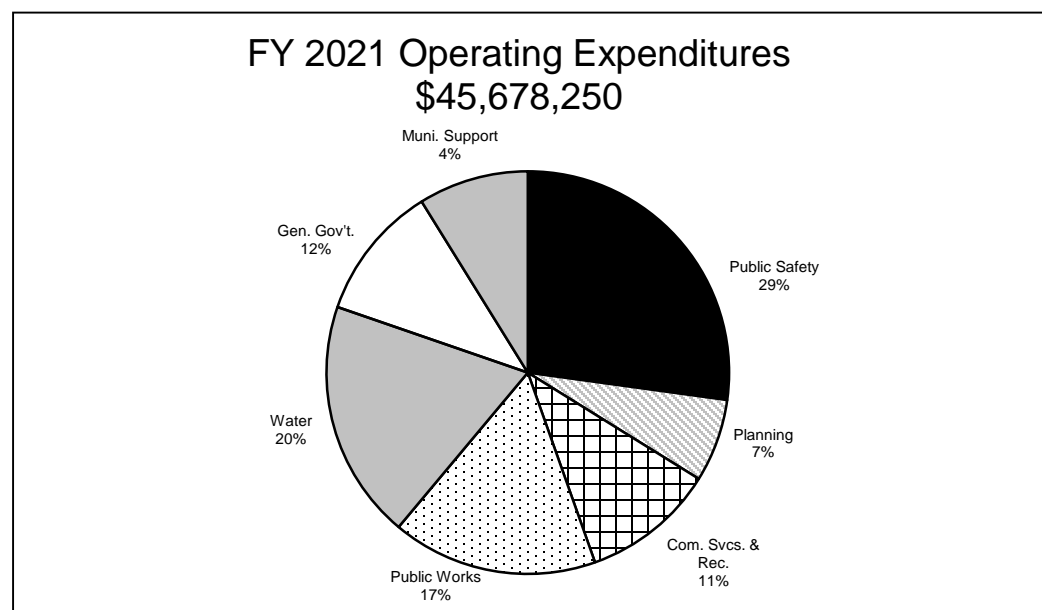
EXPENDITURE OVERVIEW

Total City expenditures, which include the General Fund, the Water Department, and all restricted-use funds, are projected to be \$64,367,100. We anticipate that expenditures will exceed revenues, as we intend to spend restricted-use funds received and accumulated from prior years on one-time purchases and capital improvement projects. Expenditures are broken down into two areas: operations and capital improvements. The following chart shows a ten-year history of our total expenditures for both operations and capital improvements.



OPERATING EXPENDITURES

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



The proposed operations budget is \$45,678,250. The following sections will describe some of the departmental highlights and provide insight into the FY 2021 operations budget.

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

Our Public Safety Department consists of Administration and four divisions: Sworn Patrol Services, Non-Sworn Services, Code Enforcement, and Support Services. Public Safety continues to be our largest operating department with a budget of \$13,040,050 (about 29% of the total operating budget) or about \$964,350 more than the current year. The increase is mainly related to the higher cost of sworn patrol from the Los Angeles County Sheriff's Department (LASD). In FY 2021, we are facing a contract increase of 5.57% for Deputy Sheriff Services and 5.83% for Sheriff Sergeant Services, and the Liability Trust Fund will remain at 11% of our total contract cost. Although there was a significant increase in the LASD contract, the staffing level of our deployment services will remain the same.

At the direction of the Board of Supervisors, the Los Angeles County Sheriff's Department has reassigned unfunded administrative positions. These positions were performing duties in city-contracted areas at a non-reimbursed cost. After further review, the positions were found to be essential for the operational function of patrol. Given the financial burden of the COVID-19 pandemic and the County's fiscal projections for the Sheriff's Department, it became necessary to reassign the remaining unfunded positions to further reduce non-reimbursed overtime. Knowing the value of the unfunded position in our city, a funding source was allocated for a Supplemental Sergeant in lieu of the Service Area Lieutenant and has been added to the LASD Contract for FY 21.

The Sworn Patrol Services Division funds the contract for sworn personnel from LASD for patrol units and contractual services and equipment for the day-to-day operations of the field patrol services. The budget includes funds to carry out the City's historically tough stance on crime, which maintains a safe environment via professional and community-based law enforcement services. Consequently, no adjustments were made to our field deployment. In addition, we will continue to fully fund critical supplemental law enforcement components such as five Special Assignment Deputies, a 50% share of one of the School Resource Officers, a Detective Specialist, and Community Service Officers (CSOs).

The City has contracted with the County for a Deputy District Attorney as part of Strategies Against Gang Environments (SAGE). The Deputy District Attorney serves as a liaison with court officials and ensures that the courts and prosecuting attorneys are aware of the City's position regarding specific cases. Lastly, the Deputy District Attorney assists the City with quality of life issues, working with property owners to resolve issues and abate nuisances. For FY 2021, we will continue to offset the full cost of the Deputy District Attorney by continuing our partnership with the City of Bellflower. This cost-sharing arrangement is budgeted at \$142,000 per city.

**OPERATING
EXPENDITURES
(cont'd)**

Public Safety staff also evaluated our long-standing crossing guard services contract with All City Management Services, Inc. (ACMS). Last year we were able to secure a reduction in cost based on the alignment of service levels with those of other cities. Due to COVID-19, finding new savings is almost impossible. There is another \$1.00 minimum wage increase scheduled for January 1, 2021, and it will impact ACMS. As a result, ACMS proposed a billing rate of \$20.77 per hour which is a 4.95% increase from last year. ACMS restructured our agreement last year and that restructured service level will once again provide 13,185 hours of crossing guard protection, with a minimum of three hours per site. We will continue to provide crossing guard services at the 22 designated sites. With the school year reduced this year and a very fluid and uncertain return to school date this coming school year, ACMS is operating on a very thin financial layer.

Code Enforcement ensures that properties throughout the City are maintained in conformance with zoning and property maintenance codes to preserve a safe and attractive living and working environment. As the pandemic continues to unfold, we continually review our service levels. Consequently, staff has prioritized code violations that create life safety issues, and taken a more relaxed posture on minor issues. The department has re-assigned duties among staff that will bring about even greater efficiencies and designated more hours to the part-time code enforcement position. Based on assessments, it was determined that the caseload of each Code Enforcement Officer is manageable at slightly lower staffing levels since software we put in place last year has allowed for better tracking and monitoring of cases. As a result, the department is proposing to freeze one vacant full-time Code Enforcement Officer position in FY 2021. The annual net savings is about \$112,000.

Providing funding for quality-of-life initiatives such as the Neighborhood Preservation Program (which includes our successful Pitch In, Paramount volunteer clean-up) and the Neighborhood Watch Program are essential. These programs allow us to foster community commitment to public safety. Also, traffic enforcement will continue to form an integral component of our deployment efforts throughout the year. By allocating dedicated overtime funds to address traffic concerns, law enforcement will continue to identify problem areas and optimize enforcement efforts to deter egregious violations and create a safer environment for the community.

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

The Public Works Department includes six non-enterprise divisions: Administration, Facility Maintenance, Landscape Maintenance, Vehicle and Equipment Maintenance, Road Maintenance, and Engineering. The proposed budget for this department is \$7,919,100, or about \$288,950 more than the current fiscal year. The increase in expenditures is mainly related to the passage of Measure W, a countywide measure that provides limited funding for stormwater compliance. The department also manages three divisions under the water enterprise fund including Water Production, Water Distribution, and Water Customer Service.

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

Planning

This department includes Administration and is responsible for three divisions: Development Services, Residential Rehabilitation, and Commercial Rehabilitation. The budget is \$3,197,700, or about \$445,400 greater than the current year. A bulk of the increase is related to the detailed development of two high-profile specific plan documents – the Clearwater East Specific Plan and the North Paramount Boulevard Specific Plan. These specific plans will replace the traditional zoning regulations in those areas and carefully guide land use, infrastructure improvements, and sustainable living for generations to come in neighborhoods near two planned light rail stations. The total cost is \$650,000.

Community Services and Recreation

This department includes Administration and nine divisions: Parks and Playgrounds, Aquatics, Sports, Instructional Classes, Facilities, the Paramount Education Partnership (PEP), the Elderly Nutrition Program, Community Transportation, and the STAR After School Program. The proposed budget is \$5,147,750, or about \$137,400 less than the current year's budget. The reduced budget amount reflects the department's shift to maintaining programs by contracting for various sports and aquatics services with the YMCA and the implementation of a new transit program. With the latter, there is a contract with Long Beach Transit for fixed-route and college-bound bus services and with Fiesta Taxi/Ride Yellow for expanded point-to-point transit services for our elderly and disabled communities.

OPERATING EXPENDITURES (cont'd)

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

The largest of these services, STAR, is funded by an After School Education and Safety grant from the State. FY 2021 marks 16 years of receiving the grant, totaling \$2,116,700 for the year, which includes the annual funding necessary to keep up with the State's minimum wage requirements. As a result, we are recommending salary adjustments to a few part-time positions in order to comply with the California minimum wage law.

The budget continues to fund the PEP. Over the last decade, PEP has served a critical role in providing a focus for the City, the School District, and the business sector to come together to promote education. Since PEP's inception, many students have benefited through after school tutoring, homework help, and college scholarships. With the continued support of the Paramount Unified School District and the business community, PEP will remain an important community resource.

The department is responsible for managing all public facilities including those at Paramount Park, Progress Park, Spane Park, and the Clearwater Building. In FY 2021, two vacant full-time Recreation Specialist positions are temporarily frozen to help balance the budget. The annual savings (including salary and benefits) is approximately \$210,000. The department will continue to evaluate operations and make adjustments as necessary. In addition, the department also manages the many successful City events throughout the year that include the Halloween Festival, Tree Lighting, Santa Train, and Breakfast with Santa. In addition to these extremely popular events, this budget contains funds for continuing this year's Heritage Festival, the Haunted House & Maze at Halloween, and Santa Photos at the Paramount Park Community Center.

General Government

General Government includes Administrative Services, Personnel, Finance, Municipal Support, City Manager, City Attorney, Community Promotion, and City Council and Commissions. This year's operations are budgeted at \$7,158,800, which is about \$93,100 less than the current year's budget.

Staffing and Employment Benefits

In 2012, the City significantly restructured and downsized the organization in response to the loss of revenue from the State's elimination of redevelopment agencies and the effects of the Great Recession. The City has continued to maintain about the same number of authorized full-time positions (90 including the City Attorney). At this time, three full-time positions are frozen including a Code Enforcement Officer position and two Recreation Specialist positions. As for part-

**OPERATING
EXPENDITURES
(cont'd)**

time positions, due to a lack of programs and events caused by the pandemic, some part-time hours will be reduced and we will re-evaluate all of these at the next budget review.

No cost of living adjustment (COLA) is being proposed and no changes to the benefits are being proposed at this time. The City will continue monitoring short- and long-term organizational impacts from COVID-19-caused losses of sales tax revenue, as well as any concurrent federal and State funding support.

Water Operations

Water operations are budgeted at \$9,214,850, about \$61,600 less than the current year's budget. Overall, we are projecting a deficit of \$1,661,950. The deficit was expected, as the cost of providing water is increasing every year while our water rates are relatively low when compared to other utility agencies. In addition, in FY 2019, we started paying debt service for the construction of the new well that has further increased the financial burden.

The budget includes continued funding for the development of Water Well #16. The drilling portion of that well was completed in prior years. Both the drilling and equipment design phases were funded with bond proceeds from the former Redevelopment Agency. In 2018 a loan from the State-ran iBank was secured for the equipping phase of this project, which started in the last quarter of FY 2020.

**CAPITAL
IMPROVEMENTS**

The capital improvement budget for FY 2021 is \$18,688,850, with \$7,122,350 by Water, \$3,257,450 by California Natural Resources Agency (CNRA), \$1,700,000 by SB1-RMRA, \$1,415,000 by Measure M, \$1,274,600 by Measure R, \$1,272,600 by Proposition C, \$274,000 by Proposition A, \$690,000 by Measure A, \$681,000 by STPL, \$405,850 by Highway Bridge Repair, \$295,000 by ATP, \$181,000 by Capital Reserve, \$100,000 by General Fund, and the rest with other restricted funds.

As always, the upcoming Capital Improvement Program provides for improvements to our arterial street corridors and neighborhood streets, continued planning for several large infrastructure projects in the coming years, and projects that will improve and maintain our parks and City facilities. Specifically on streets, we are moving forward on a street repaving project on Alondra Blvd. from Hunsaker Ave. to the LA River, and on Downey Ave., south of Alondra, as well as other neighborhood street improvements. The budget also contains funding for the design of traffic signal installations and the design and construction of the first phase of the City's bus shelter replacement program.

The budget continues to include funding for the design phase of the Rosecrans Bridge Replacement Project. The City was fortunate to receive a grant through the State Local Highway Bridge Program (HBP) to replace the two bridge structures on Rosecrans Avenue that cross the LA River. The budget provides funding for the first phase of design for this project, which is funded mostly through the HBP grant.

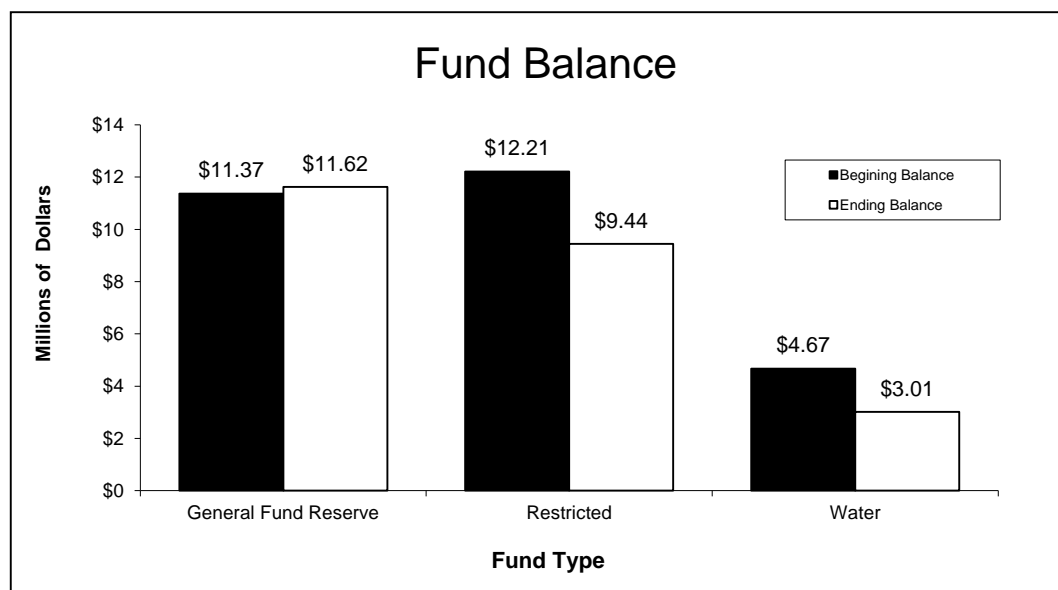
CAPITAL IMPROVEMENTS (cont'd)

The Capital Improvement budget also continues our effort to improve our parks and public facilities and to handle vital maintenance needs. Over the course of the last few years, we have been making a series of improvements to various facilities including the picnic shelters at Paramount Park and the restrooms at the Paramount Park Gym. In FY 2021, we anticipate re-plastering, deck repairs, and lighting improvements at Paramount Pool, some improvements at Progress Park Plaza, as well as an upgrade to the City's antiquated phone system.

ENDING BALANCE

We are projecting to complete FY 2021 with a combined ending balance of \$24,069,000 for all three fund types. Our unassigned portion of the General Fund will end the year with \$11,623,500, a \$256,050 increase from the current fiscal year. Our Restricted Funds will end the year with \$9,436,200, a significant decrease of \$2,768,800 due to the use of Gas Tax and Capital Reserve funds. Our Water Fund will end the year with \$3,009,300, a \$1,661,950 decrease from the current year.

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



SUCCESSOR AGENCY

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

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

**HOUSING
AUTHORITY**

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

SUMMARY

In closing, preparing a budget for a city is never an easy task with many unknown variables. Doing so in the midst of an economic shutdown during a global pandemic raises it to a new level of uncertainty. It is impossible to anticipate the depth and duration of the economic downturn caused by the pandemic at this time. As the safer-at-home restrictions are lifted in phases, we will have a clearer picture of our revenue outlook.

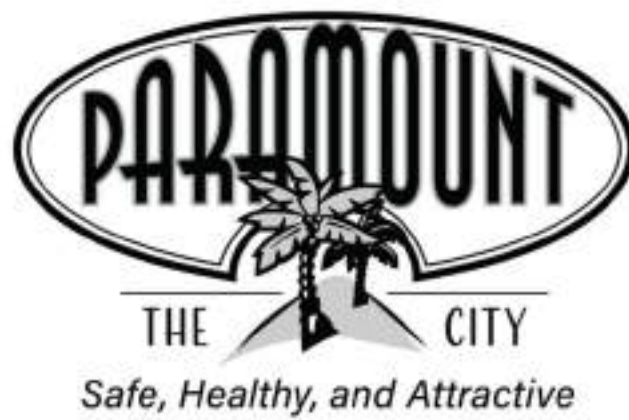
In light of all this, this is a preliminary spending plan for FY 2021 using conservative spending habits and revenue predictions. We are planning to revisit this budget in a few months and adopt a more realistic budget at that time. With that said, we continue to maintain the current level of services and programs for residents, with our traditional focus on a strong public safety component.

The budget we are presenting provides a financial outline for FY 2021. In this document you will find a blueprint to continue our municipal services and meet the needs and desires of our community.

Respectfully submitted this 2nd day of June, 2020.



John Moreno
City Manager



BUDGET SUMMARIES

This section contains summary tables and charts for Fiscal Year 2021.

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- Sources and Uses of Funds 5
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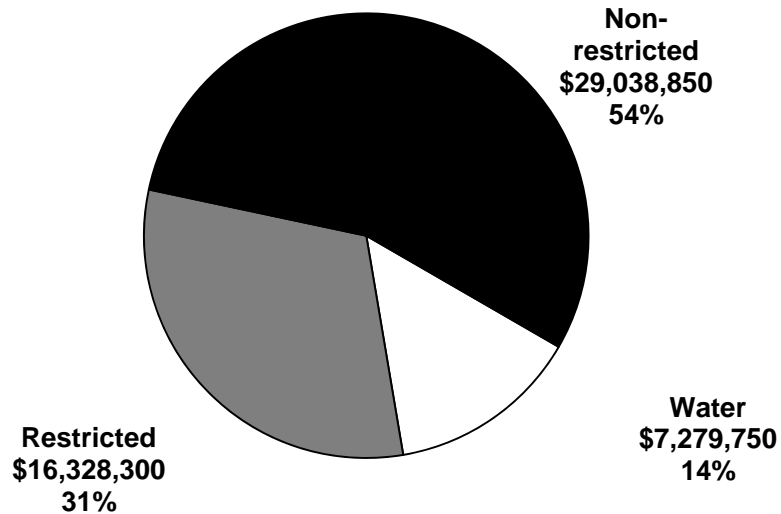
Revenue Summary

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2021

Revenue Source	FY 2020 Final Budget	% of Total	FY 2021 Proposed Budget	% of Total
Non-Restricted Revenue				
Taxes	\$ 15,729,100	35.67%	20,022,100	38.06%
Licenses and Permits	290,600	0.66%	267,000	0.51%
Fines, Forfeitures, and Penalties	733,500	1.66%	586,000	1.11%
Revenue From Use of Property	298,750	0.68%	158,750	0.30%
Revenue From Other Agencies	6,915,200	15.69%	6,520,000	12.38%
Current Charges for Services	270,000	0.61%	255,000	0.48%
Miscellaneous Revenue-Reimbursements	1,075,000	2.44%	1,075,000	2.04%
Miscellaneous Revenue-Other	219,000	0.50%	155,000	0.29%
Total Non-Restricted Revenue	25,531,150	57.91%	29,038,850	55.17%
Restricted Revenue				
Community Development Block Grant	1,027,050	2.33%	1,127,650	2.14%
CDBG CARES Act	466,950	1.06%	-	0.00%
HOME Investment Partnership Act	217,350	0.49%	218,350	0.41%
After School Education and Safety	2,130,700	4.83%	2,127,450	4.04%
Gas Tax	1,290,950	2.93%	1,302,800	2.47%
SB1-Road Mntc. & Repair Act (RMRA)	929,350	2.11%	954,300	1.81%
Traffic Safety Fines	115,000	0.26%	75,000	0.14%
AB 939 Fees	102,500	0.23%	98,400	0.19%
AB 2766 Subvention Funds	72,300	0.16%	68,300	0.13%
Disability Access and Education	5,300	0.01%	5,050	0.01%
Proposition A Transit Tax	1,152,000	2.61%	1,138,000	2.16%
Proposition C Transit Tax	951,000	2.16%	944,500	1.79%
Measure R Transit Tax	715,400	1.62%	705,900	1.34%
Measure M Transit Tax	802,300	1.82%	799,300	1.52%
Measure W Clean Water Parcel Tax	-	0.00%	500,500	0.95%
Sewer Reconstruction	4,500	0.01%	2,000	0.00%
Public Art Fees	88,000	0.20%	50,500	0.10%
Public Access Fees	37,000	0.08%	35,300	0.07%
Storm Drain Fees	20,900	0.05%	15,500	0.03%
General Plan Fees	40,000	0.09%	31,000	0.06%
Property Assessments	14,150	0.03%	14,150	0.03%
Other Grants	995,250	2.26%	6,112,350	11.61%
Equipment Replacement	15,000	0.03%	2,000	0.00%
Subtotal Restricted Revenue	11,192,950	25.37%	16,328,300	31.00%
Paramount Municipal Water	7,357,750	16.69%	7,279,750	13.83%
Total Restricted Revenue	18,550,700	42.06%	23,608,050	44.83%
Grand Total - All Revenue	\$ 44,081,850	99.97%	52,646,900	100.00%

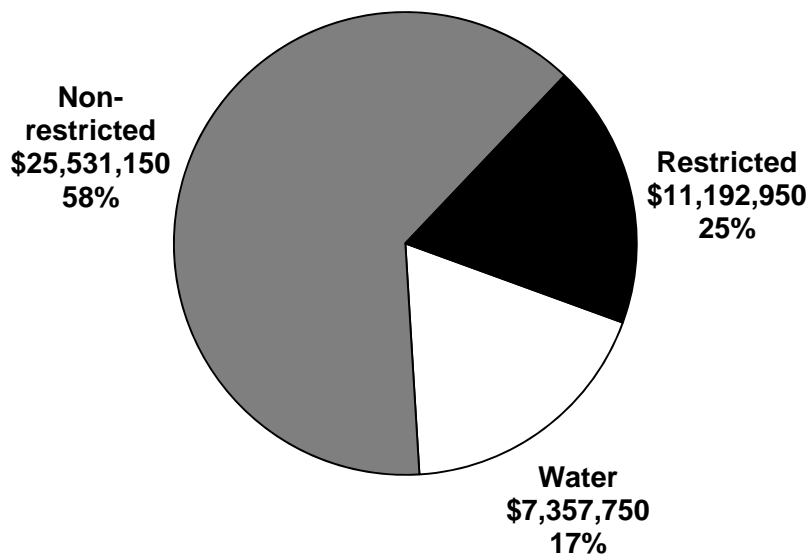
Fiscal Year 2021 Revenue Summary

\$52,646,900



Fiscal Year 2020 Revenue Summary

\$44,081,850



Expenditure Summary

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2021 Budget

Department	Salary & Benefits	Maintenance & Operation	Capital Outlay	Total
General Government				
City Council/Commissions	\$ 195,150	156,300	-	351,450
City Manager/City Clerk	803,450	62,550	-	866,000
City Attorney	106,750	234,550	-	341,300
Community Promotion	-	410,200	-	410,200
Administrative Services	1,407,350	224,650	-	1,632,000
Finance	1,698,700	381,300	-	2,080,000
Total General Government	<u>4,211,400</u>	<u>1,469,550</u>	<u>-</u>	<u>5,680,950</u>
Municipal Support	-	1,971,350	34,500	2,005,850
Planning	1,426,250	1,771,450	-	3,197,700
Public Safety	2,740,100	10,299,950	-	13,040,050
Community Services and Recreation	3,706,650	1,348,550	92,550	5,147,750
Public Works	<u>5,101,300</u>	<u>11,186,650</u>	<u>318,000</u>	<u>16,605,950</u>
Total Operating Expenditures	<u>\$ 17,185,700</u>	<u>28,047,500</u>	<u>445,050</u>	<u>45,678,250</u>
Total Capital Project Expenditures				<u>18,688,850</u>
Grand Total - All Expenditures			<u>\$</u>	<u>64,367,100</u>

Sources and Uses of Funds

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2021 Budget

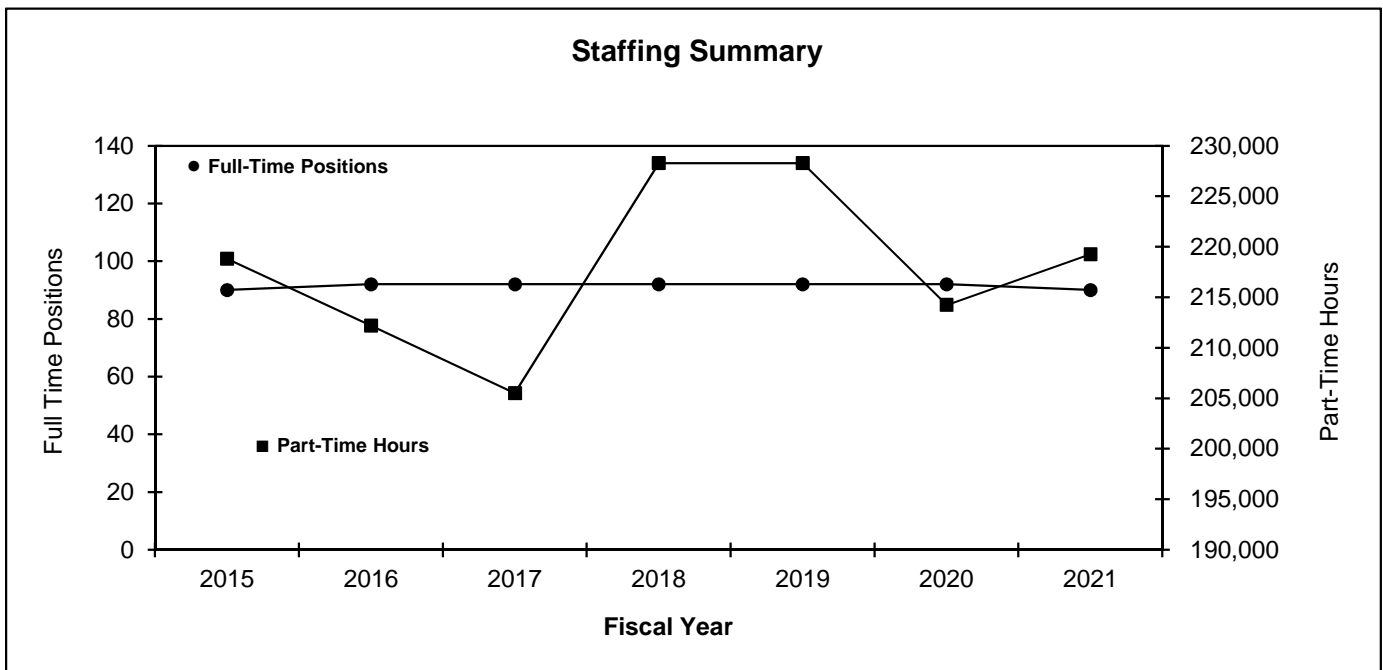
	Non- Restricted Funds	Restricted/ Assigned Funds	Water Funds	Total All Funds
Sources				
Estimated Beginning Balance *	\$ 11,367,450	12,205,000	4,671,250	28,243,700
Estimated Revenues	29,038,850	16,328,300	7,279,750	52,646,900
Loan Proceeds	-	-	6,082,350	6,082,350
Depreciation	-	150,000	1,000,000	1,150,000
Principal Payments	-	-	313,150	313,150
Estimated Funds Available	<u>40,406,300</u>	<u>28,683,300</u>	<u>19,346,500</u>	<u>88,436,100</u>
Uses - Operations				
City Council/Commissions	348,350	-	3,100	351,450
City Manager/City Clerk	823,600	42,400	-	866,000
City Attorney	341,300	-	-	341,300
Community Promotion	407,200	3,000	-	410,200
Administrative Services	1,565,600	66,400	-	1,632,000
Finance	3,092,150	468,800	524,900	4,085,850
Community Development	1,800,300	1,397,400	-	3,197,700
Public Safety	12,098,100	941,950	-	13,040,050
Community Services and Recreation	2,402,850	2,744,900	-	5,147,750
Public Works	5,803,350	2,115,750	8,686,850	16,605,950
Subtotal - Operations	<u>28,682,800</u>	<u>7,780,600</u>	<u>9,214,850</u>	<u>45,678,250</u>
Uses - Capital Projects				
Projects for FY 2021	<u>100,000</u>	<u>11,466,500</u>	<u>7,122,350</u>	<u>18,688,850</u>
Total Uses - Operations & Capital	<u>28,782,800</u>	<u>19,247,100</u>	<u>16,337,200</u>	<u>64,367,100</u>
Estimated Ending Balance	<u>\$ 11,623,500</u>	<u>9,436,200</u>	<u>3,009,300</u>	<u>24,069,000</u>

* Rounded to the nearest \$50

Staffing Summary by Department Fiscal Year 2015-2021

Department	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Full-Time Positions							
City Manager/City Clerk *	4	4	4	4	4	4	4
Administrative Services	6	7	7	8	8	8	8
Finance	9	9	9	9	9	9	9
Planning	8	8	8	8	8	8	8
Public Safety	21	21	21	21	21	21	19
Community Services & Recreation	10	10	10	10	10	10	10
Public Works	32	33	33	32	32	32	32
Total	90	92	92	92	92	92	90
Part-Time Hours							
City Manager/City Clerk	1,300	1,300	1,300	1,300	1,300	1,300	2,600
Administrative Services	9,048	7,748	6,352	6,396	6,396	6,708	8,008
Finance	8,661	8,320	9,620	9,620	9,620	11,648	11,648
Planning	1,300	1,820	2,600	3,900	3,900	5,200	5,200
Public Safety	10,740	11,090	12,598	13,594	13,594	14,998	13,854
Community Services & Recreation	160,742	152,807	144,857	165,271	165,271	140,859	138,708
Public Works	27,040	29,120	28,210	28,210	28,210	33,540	39,260
Total	218,831	212,205	205,537	228,291	228,291	214,253	219,278

* Includes City Attorney



REVENUE DETAIL

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

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2021 Budget

Revenue Source	Actual FY 2018	Actual FY 2019	Final Budget FY 2020	% Change From Prior Yr	Proposed Budget FY 2021	% Change From Prior Yr
Non-Restricted Revenue						
<u>Taxes</u>						
Sales & Use Tax	\$ 7,712,771	\$ 8,449,883	\$ 7,300,000	-13.6%	\$ 7,900,000	8.2%
Transaction & Use Tax		-	-	0.0%	4,200,000	100.0%
Utility Tax	3,757,406	3,735,577	3,200,000	-14.3%	3,200,000	0.0%
Franchise Tax	1,784,998	1,818,389	1,700,000	-6.5%	1,700,000	0.0%
Property Tax	2,205,513	2,254,465	2,272,100	0.8%	2,272,100	0.0%
Real Property Transfer Tax	100,698	87,021	165,000	89.6%	50,000	-69.7%
Business License Tax	1,258,908	1,288,912	1,092,000	-15.3%	700,000	-35.9%
Subtotal	\$ 16,820,293	\$ 17,634,247	\$ 15,729,100	-10.8%	\$ 20,022,100	27.3%
<u>Licenses and Permits</u>						
Animal Licenses	\$ 108,650	\$ 138,403	\$ 106,000	-23.4%	\$ 106,000	0.0%
Construction Permits	391,636	361,429	181,500	-49.8%	160,000	-11.8%
Other Licenses and Permits	2,953	2,204	3,100	40.7%	1,000	-67.7%
Subtotal	\$ 503,239	\$ 502,035	\$ 290,600	-42.1%	\$ 267,000	-8.1%
<u>Fines, Forfeitures, and Penalties</u>						
Parking Citations	\$ 798,972	\$ 718,430	\$ 585,000	-18.6%	\$ 540,000	-7.7%
Vehicle Impound Fees	51,025	58,435	74,000	26.6%	30,000	-59.5%
Vehicle Corrections	5,588	6,290	5,200	-17.3%	3,000	-42.3%
Municipal Court Fines	7,391	8,996	20,000	122.3%	3,000	-85.0%
Administrative Citation Fines	57,878	42,246	49,300	16.7%	10,000	-79.7%
Subtotal	\$ 920,853	\$ 834,397	\$ 733,500	-12.1%	\$ 586,000	-20.1%
<u>Revenue From Use of Property</u>						
Investment Earnings	\$ 169,480	\$ 303,966	\$ 240,000	-21.0%	\$ 100,000	-58.3%
Rents and Leases	56,153	58,196	58,750	1.0%	58,750	0.0%
Subtotal	\$ 225,633	\$ 362,162	\$ 298,750	-17.5%	\$ 158,750	-46.9%
<u>Revenue From Other Agencies</u>						
Motor Vehicle License In-Lieu	\$ 6,038,822	\$ 6,328,969	\$ 6,871,300	8.6%	\$ 6,500,000	-5.4%
Motor Vehicle License	29,437	26,880	43,900	63.3%	20,000	-54.4%
Subtotal	\$ 6,068,259	\$ 6,355,849	\$ 6,915,200	8.8%	\$ 6,520,000	-5.7%
<u>Current Charges for Services</u>						
Development Fees	\$ 165,197	\$ 186,256	\$ 122,000	-34.5%	\$ 120,000	-1.6%
Swimming Pool Fees	37,892	28,480	-	-100.0%	-	0.0%
Recreation Program Fees	169,757	178,082	83,000	-53.4%	70,000	-15.7%
Industrial Waste Inspection	78,011	74,666	65,000	-12.9%	65,000	0.0%
Other Fees	2,221	46	-	-100.0%	-	0.0%
Subtotal	\$ 453,078	\$ 467,530	\$ 270,000	-42.2%	\$ 255,000	-5.6%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2021 Budget

Revenue Source	Actual FY 2018	Actual FY 2019	Final Budget FY 2020	% Change From Prior Yr	Proposed Budget FY 2021	% Change From Prior Yr
Non-Restricted Revenue (Continued)						
<u>Other Revenue</u>						
Judgements and Damages	\$ 3,437	\$ 32,552	\$ 9,000	-72.4%	\$ 5,000	-44.4%
Water Department Administration	850,000	850,000	850,000	0.0%	850,000	0.0%
Successor Agency Administration	212,986	227,719	225,000	-1.2%	225,000	0.0%
Miscellaneous	643,806	524,614	210,000	-60.0%	150,000	-28.6%
Subtotal	\$ 1,710,229	\$ 1,634,885	\$ 1,294,000	-20.9%	\$ 1,230,000	-4.9%
Total Non-Restricted Revenue	\$ 26,701,584	\$ 27,791,106	\$ 25,531,150	-8.1%	\$ 29,038,850	13.7%
Restricted Revenue						
<u>Community Dev. Block Grant</u>						
Allocation	\$ 969,449	\$ 703,991	\$ 1,027,050	45.9%	\$ 1,127,650	9.8%
Investment Earnings	-	-	-	0.0%	-	0.0%
Program Income	1,183	1,690	-	-100.0%	-	0.0%
	\$ 970,632	\$ 705,681	\$ 1,027,050	45.5%	\$ 1,127,650	9.8%
<u>HOME Investment Partnership Act</u>						
Allocation	\$ 233,876	\$ 110,903	\$ 217,350	96.0%	\$ 218,350	0.5%
Investment Earnings	70	-	-	0.0%	-	0.0%
Program Income	8,000	7,215	-	-100.0%	-	0.0%
	\$ 241,947	\$ 118,118	\$ 217,350	84.0%	\$ 218,350	0.5%
<u>CDBG CARES Act</u>						
Allocation	\$ -	\$ -	\$ 466,950	0.0%	\$ -	-100.0%
<u>After School Education and Safety</u>						
Allocation	\$ 2,072,070	\$ 2,007,736	\$ 2,116,700	5.4%	\$ 2,116,700	0.0%
Star Sports	-	-	-	0.0%	-	0.0%
Other Revenue	14,425	22,080	10,000	-54.7%	10,000	0.0%
Investment Earnings	3,806	5,695	4,000	-29.8%	750	-81.3%
Subtotal	\$ 2,090,301	\$ 2,035,511	\$ 2,130,700	4.7%	\$ 2,127,450	-0.2%
<u>Gas Tax</u>						
2103 Apportionment	\$ 217,778	\$ 187,081	\$ 408,350	118.3%	\$ 468,900	14.8%
2105 Apportionment	303,476	307,251	283,300	-7.8%	294,150	3.8%
2106 Apportionment	187,056	188,028	171,300	-8.9%	177,800	3.8%
2107 Apportionment	394,955	386,402	353,900	-8.4%	353,950	0.0%
2107.5 Apportionment	7,500	7,500	7,500	0.0%	7,500	0.0%
SB1 - Loan Repayment	63,575	63,151	62,400	-1.2%	-	-100.0%
Investment Earnings	4,618	5,726	4,200	-26.6%	500	-88.1%
Subtotal	\$ 1,178,957	\$ 1,145,140	\$ 1,290,950	12.7%	\$ 1,302,800	0.9%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2021 Budget

Revenue Source	Actual FY 2018	Actual FY 2019	Final Budget FY 2020	% Change From Prior Yr	Proposed Budget FY 2021	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>SB1 - Road Mntc. & Repair Act (RMRA)</u>						
Allocation	\$ 327,684	\$ 1,026,939	\$ 924,350	-10.0%	\$ 953,800	3.2%
Investment Earnings	701	5,915	5,000	-15.5%	500	-90.0%
Subtotal	\$ 328,385	\$ 1,032,854	\$ 929,350	-10.0%	\$ 954,300	2.7%
<u>Traffic Safety Fines</u>						
Traffic Fines	\$ 106,456	\$ 95,949	\$ 115,000	19.9%	\$ 75,000	-34.8%
<u>AB 939 Fees</u>						
Fees	\$ 75,152	\$ 79,846	\$ 98,000	22.7%	\$ 98,000	0.0%
Investment Earnings	2,805	5,548	4,500	-18.9%	400	-91.1%
Subtotal	\$ 77,957	\$ 85,394	\$ 102,500	20.0%	\$ 98,400	-4.0%
<u>AB 2766 Subvention Funds</u>						
Fees	\$ 71,671	\$ 72,635	\$ 68,000	-6.4%	\$ 68,000	0.0%
Investment Earnings	2,996	5,974	4,300	-28.0%	300	-93.0%
Subtotal	\$ 74,667	\$ 78,609	\$ 72,300	-8.0%	\$ 68,300	-5.5%
<u>Disability Access and Education</u>						
Fees	\$ 5,401	\$ 9,227	\$ 5,000	-45.8%	\$ 5,000	0.0%
Investment Earnings	101	338	300	-11.2%	50	-83.3%
Subtotal	\$ 5,502	\$ 9,565	\$ 5,300	-44.6%	\$ 5,050	-4.7%
<u>Proposition A Transit Tax</u>						
Allocation	\$ 1,052,044	\$ 1,122,716	\$ 1,133,000	0.9%	\$ 1,133,000	0.0%
Shuttle Fares/Taxi Vouchers	73,521	30,758	4,000	-87.0%	4,000	0.0%
Program Income	-	8,593	-	-100.0%	-	0.0%
Investment Earnings	7,610	16,196	15,000	-7.4%	1,000	-93.3%
Subtotal	\$ 1,133,175	\$ 1,178,263	\$ 1,152,000	-2.2%	\$ 1,138,000	-1.2%
<u>Proposition C Transit Tax</u>						
Allocation	\$ 869,729	\$ 931,261	\$ 939,800	0.9%	\$ 939,800	0.0%
Program Income	-	-	3,200	0.0%	3,200	0.0%
Investment Earnings	11,194	16,371	8,000	-51.1%	1,500	-81.3%
Subtotal	\$ 880,923	\$ 947,632	\$ 951,000	0.4%	\$ 944,500	-0.7%
<u>Measure R Transit Tax</u>						
Allocation	\$ 653,600	\$ 698,647	\$ 704,900	0.9%	\$ 704,900	0.0%
Investment Earnings	7,138	18,039	10,500	-41.8%	1,000	-90.5%
Subtotal	\$ 660,738	\$ 716,685	\$ 715,400	-0.2%	\$ 705,900	-1.3%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2021 Budget

Revenue Source	Actual FY 2018	Actual FY 2019	Final Budget FY 2020	% Change From Prior Yr	Proposed Budget FY 2021	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>Measure M Transit Tax</u>						
Allocation	\$ 592,311	\$ 787,438	\$ 798,800	1.4%	\$ 798,800	0.0%
Investment Earnings	3,045	12,443	3,500	-71.9%	500	-85.7%
Subtotal	\$ 595,356	\$ 799,880	\$ 802,300	0.3%	\$ 799,300	-0.4%
<u>Measure W</u>						
Allocation	\$ -	\$ -	\$ -	0.0%	\$ 500,000	0.0%
Investment Earnings	-	-	-	0.0%	500	0.0%
Subtotal	\$ -	\$ -	\$ -	0.0%	\$ 500,500	0.0%
<u>Storm Drain</u>						
Fees	\$ 21,837	\$ 20,923	\$ 15,000	-28.3%	\$ 15,000	0.0%
Investment Earnings	4,425	8,029	5,900	-26.5%	500	-91.5%
Subtotal	\$ 26,262	\$ 28,952	\$ 20,900	-27.8%	\$ 15,500	-25.8%
<u>Sewer Reconstruction</u>						
Fees	\$ 11,969	\$ 3,941	\$ 1,500	-61.9%	\$ 1,500	0.0%
Investment Earnings	2,609	4,660	3,000	-35.6%	500	-83.3%
Subtotal	\$ 14,578	\$ 8,601	\$ 4,500	-47.7%	\$ 2,000	-55.6%
<u>Public Art Fee</u>						
Fees	\$ 203,860	\$ 122,986	\$ 85,000	-30.9%	\$ 50,000	-41.2%
Investment Earnings	3,950	6,004	3,000	-50.0%	500	-83.3%
Subtotal	\$ 207,810	\$ 128,989	\$ 88,000	-31.8%	\$ 50,500	-42.6%
<u>Public Access</u>						
Public Access Fees	\$ 47,035	\$ 46,865	\$ 35,000	-25.3%	\$ 35,000	0.0%
Investment Earnings	2,979	2,414	2,000	-17.1%	300	-85.0%
Subtotal	\$ 50,014	\$ 49,278	\$ 37,000	-24.9%	\$ 35,300	-4.6%
<u>General Plan Fees</u>						
General Plan	\$ 43,674	\$ 41,846	\$ 30,000	-28.3%	\$ 30,000	0.0%
Investment Earnings	7,717	14,096	10,000	-29.1%	1,000	-90.0%
Subtotal	\$ 51,391	\$ 55,942	\$ 40,000	-28.5%	\$ 31,000	-22.5%
<u>Property Assessments</u>						
Orange Ave Industrial Park	\$ 14,142	\$ 14,577	\$ 14,150	-2.9%	\$ 14,150	0.0%

Revenue Detail

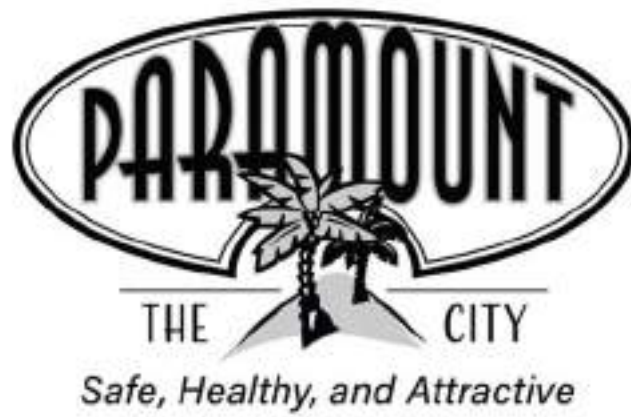
City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2021 Budget

Revenue Source	Actual FY 2018	Actual FY 2019	Final Budget FY 2020	% Change From Prior Yr	Proposed Budget FY 2021	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>Other Grants</u>						
Active Transportation Grant (ATP)	\$ -	\$ -	\$ 50,000	0.0%	\$ 295,000	490.0%
Area E	726	-	-	0.0%	-	0.0%
Beverage Container Recycling	14,127	14,133	-	-100.0%	-	0.0%
Cal Recycling	-	-	6,350	0.0%	-	-100.0%
Calif. Natural Resource Agency (CNRA)	-	-	165,000	0.0%	3,257,450	1874.2%
CA Local Early Action Planning (LEAP)	-	-	-	0.0%	90,000	0.0%
CA Permanent Housing Alloc. (PLHA)	-	-	-	0.0%	20,000	0.0%
EIR Review Grant (West Santa Ana)	13,073	10,927	-	-100.0%	-	0.0%
I-710 Early Action Funds	602,983	2,850	272,000	9443.9%	-	-100.0%
Highway Bridge Repair (HBR)	5,818	-	101,450	0.0%	405,850	300.0%
Justice Administration Grant	-	12,671	13,400	5.8%	69,000	414.9%
Measure A (Reg. Park & Open Space Di	-	26,394	-	-100.0%	690,000	0.0%
Measure H (Homeless Initiative)	50,000	661	39,000	5800.2%	115,000	194.9%
MSRC (Clean Transportation)	-	33,646	15,000	-55.4%	-	-100.0%
Park Maintenance - Dills	73,113	117,254	-	-100.0%	-	0.0%
Park Maintenance - Paramount	55,900	55,900	22,600	-59.6%	22,600	0.0%
Prop A Park Development	2,558	24,338	-	-100.0%	-	0.0%
SB2 Planning Grant	-	-	-	0.0%	160,000	0.0%
SB 821 Sidewalk/Bikeway	36,736	37,915	40,450	6.7%	40,450	0.0%
SCAG Planning Grant	-	-	-	0.0%	150,000	0.0%
State COPS	100,000	148,747	156,000	4.9%	100,000	-35.9%
State Transportation Program-Local	634,663	-	98,000	0.0%	681,000	594.9%
Used Oil	15,189	15,431	15,000	-2.8%	15,000	0.0%
Investment Earnings	2,079	3,525	1,000	-71.6%	1,000	0.0%
Subtotal	\$ 1,606,964	\$ 504,392	\$ 995,250	97.3%	\$ 6,112,350	514.2%
<u>Equipment Replacement</u>						
Interdepartmental Charges	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Investment Earnings	8,735	17,200	15,000	-12.8%	2,000	-86.7%
Subtotal	\$ 8,735	\$ 17,200	\$ 15,000	-12.8%	\$ 2,000	-86.7%
Subtotal Grants/Other Revenue	\$ 10,324,892	\$ 9,757,211	\$ 11,192,950	14.7%	\$ 16,328,300	45.9%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2021 Budget

Revenue Source	Actual FY 2018	Actual FY 2019	Final Budget FY 2020	% Change From Prior Yr	Proposed Budget FY 2021	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>Paramount Municipal Water</u>						
Water Sales	\$ 7,798,536	\$ 7,556,242	\$ 7,200,000	-4.7%	\$ 7,200,000	0.0%
Reconnection Fees	47,398	48,628	30,750	-36.8%	30,750	0.0%
Construction/Installation Charges	148,031	194,258	32,000	-83.5%	32,000	0.0%
Other Revenue	9,299	6,170	20,000	224.1%	7,000	-65.0%
Investment Earnings	56,884	100,630	75,000	-25.5%	10,000	-86.7%
Subtotal	<u>\$ 8,060,148</u>	<u>\$ 7,905,929</u>	<u>\$ 7,357,750</u>	<u>-6.9%</u>	<u>\$ 7,279,750</u>	<u>-1.1%</u>
 Total Restricted Revenue	 <u>\$ 18,385,040</u>	 <u>\$ 17,663,140</u>	 <u>\$ 18,550,700</u>	 <u>5.0%</u>	 <u>\$ 23,608,050</u>	 <u>27.3%</u>
 Grand Total - All Revenue	 <u><u>\$ 45,086,624</u></u>	 <u><u>\$ 45,454,246</u></u>	 <u><u>\$ 44,081,850</u></u>	 <u><u>-3.0%</u></u>	 <u><u>\$ 52,646,900</u></u>	 <u><u>19.4%</u></u>



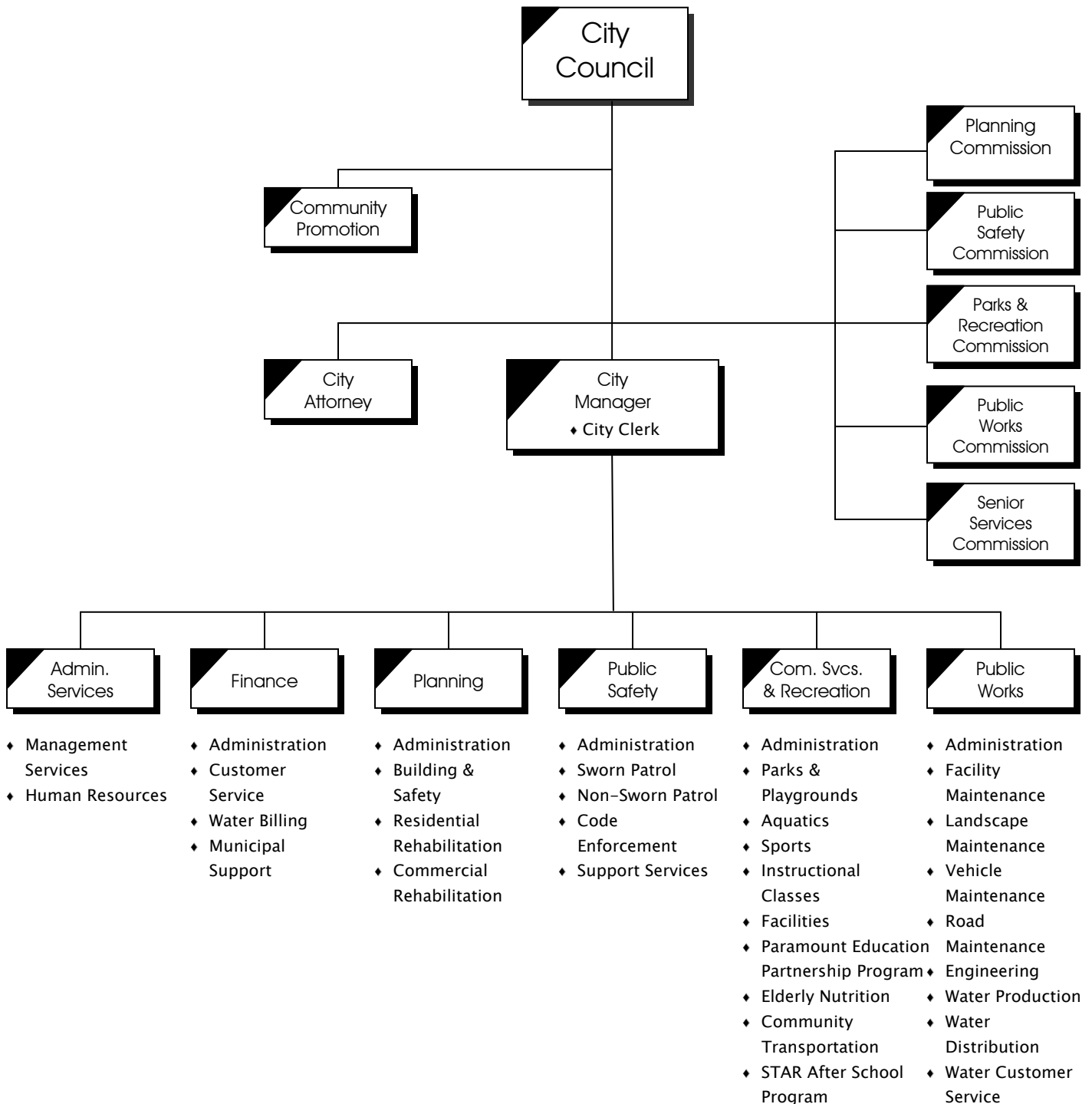
EXPENDITURE DETAIL

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

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

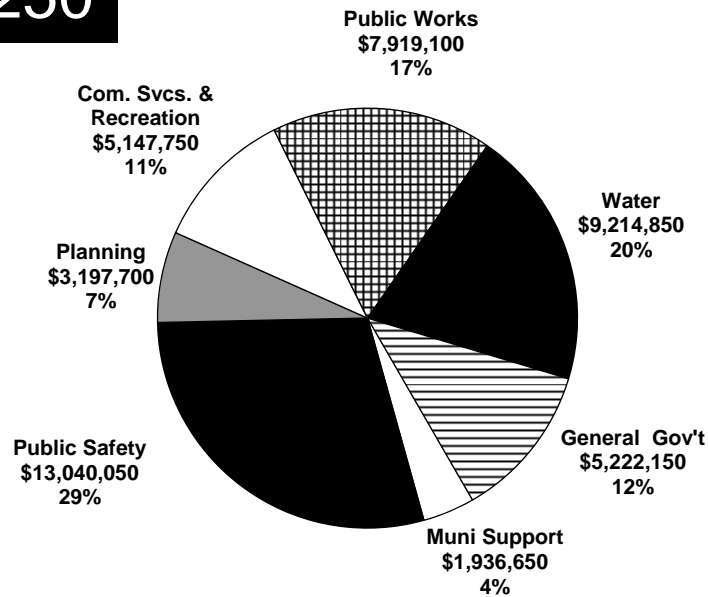
ORGANIZATIONAL CHART

CITY OF PARAMOUNT



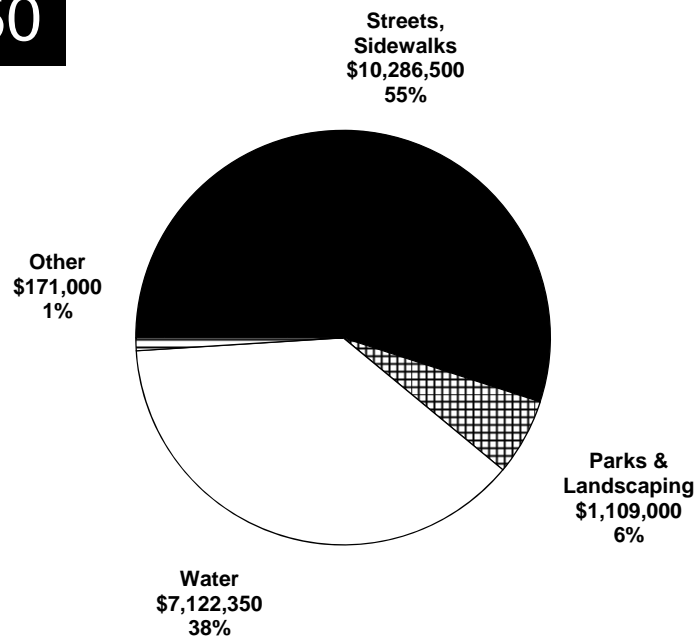
Fiscal Year 2021 Operations

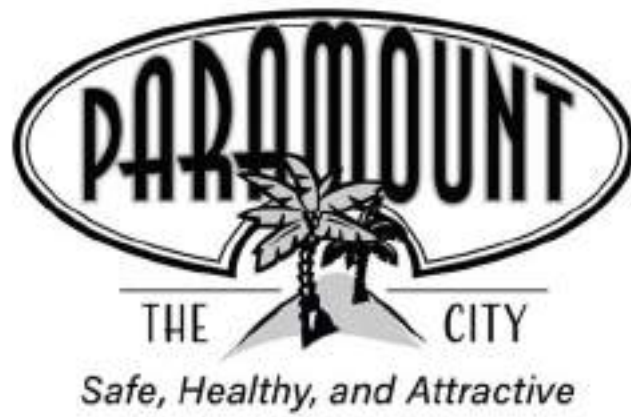
\$45,678,250



New and Carryover Capital Improvements

\$18,688,850



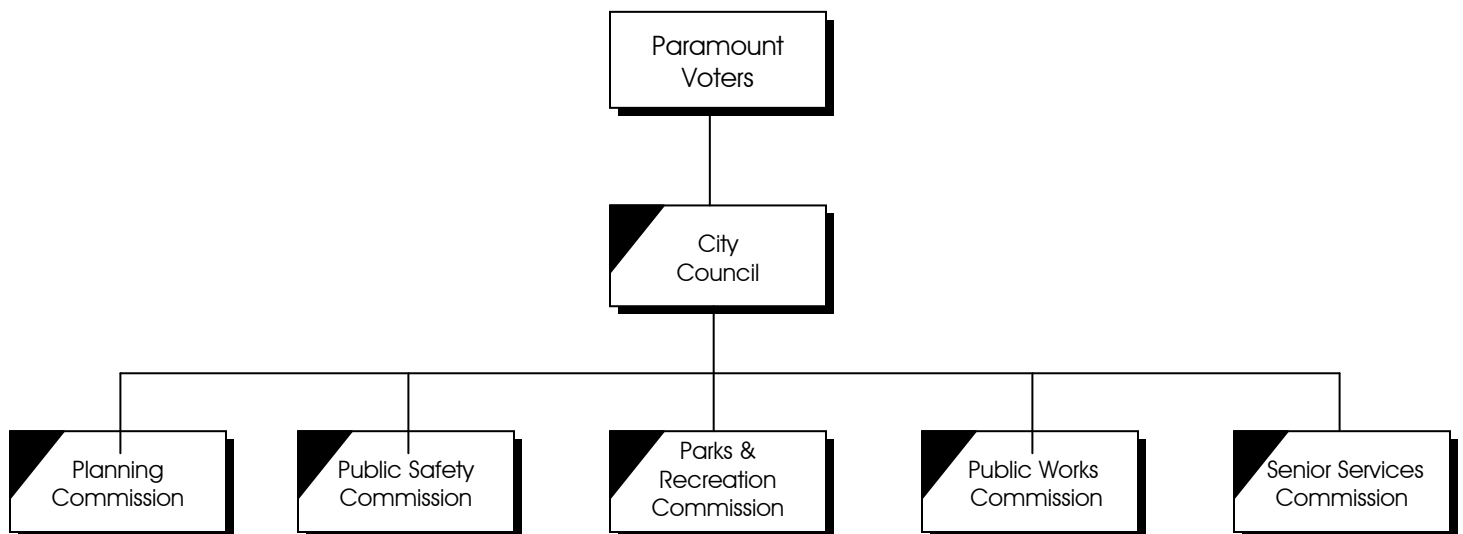


CITY COUNCIL/COMMISSIONS

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

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

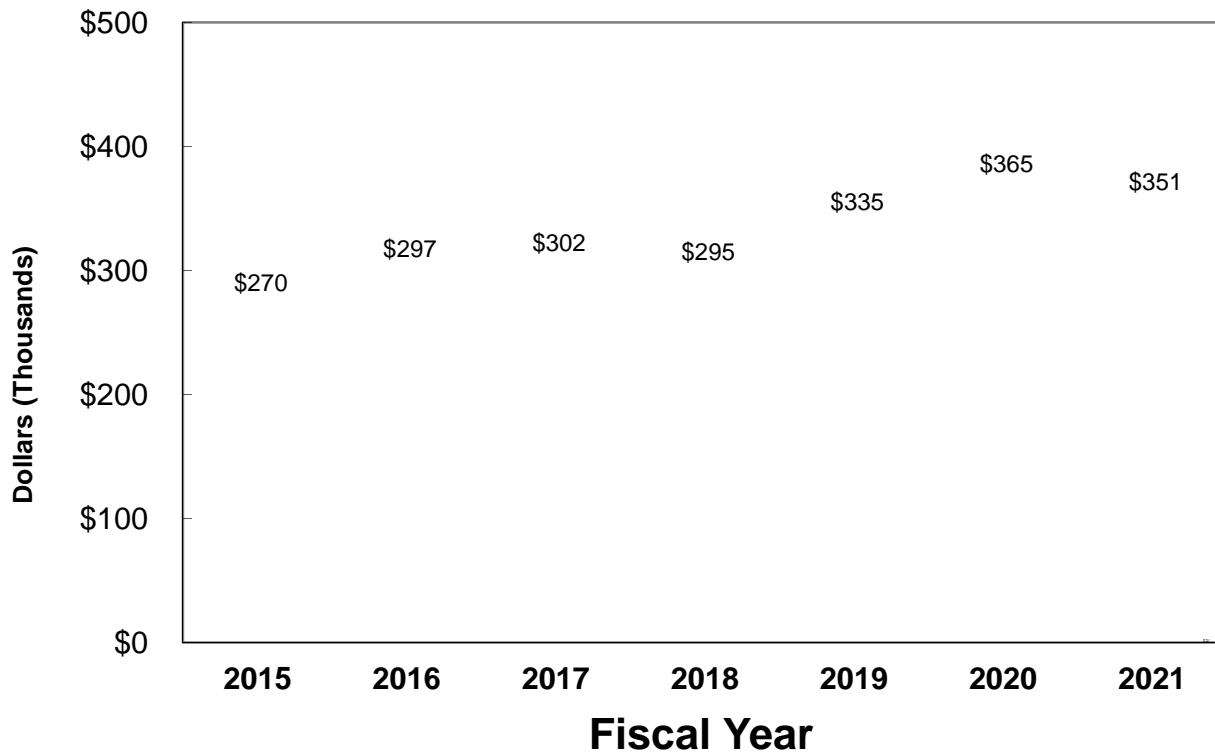
Below is a chart showing the organization of the City Council and its commissions. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



CITY COUNCIL/COMMISSIONS

2020-21 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	\$ 153,000	152,450	-	305,450
Planning Commission	15,450	3,550	-	19,000
Public Safety Commission	8,700	300	-	9,000
Parks & Rec. Commission	6,200	-	-	6,200
Public Works Commission	8,700	-	-	8,700
Senior Services Commission	3,100	-	-	3,100
Total	\$ <u>195,150</u>	<u>156,300</u>	<u>-</u>	<u>351,450</u>

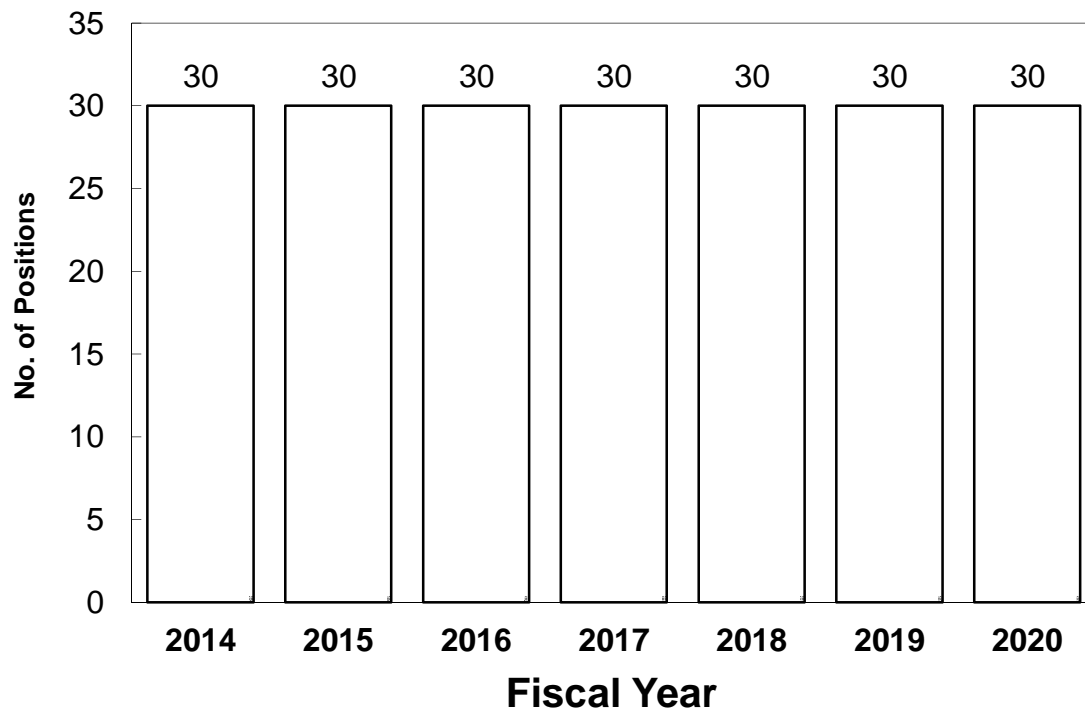
History of Expenditures



CITY COUNCIL/COMMISSIONS

2020-21 POSITION SUMMARY			
<u>Positions</u>	<u>Approved FY 2019</u>	<u>Proposed FY 2021</u>	<u>Change + or (-)</u>
City Councilmembers	5	5	-
Planning Commissioners	5	5	-
Public Safety Commissioners	5	5	-
Parks and Recreation Commissioners	5	5	-
Public Works Commissioners	5	5	-
Senior Services Commissioners	5	5	-
Total Number of Positions	30	30	-

Full-Time Position Summary



City Council

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 157,350	153,000
Maintenance and Operations	161,300	152,450
Capital Outlay	-	-
Division Total	<u>\$ 318,650</u>	<u>305,450</u>

Position Summary

Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Mayor	1	1	-
Vice Mayor	1	1	-
Councilmember	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

City Council
Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Council Pay	\$ 63,680	65,900	64,700
Health Insurance	51,328	54,250	65,100
Life Insurance	372	300	300
Disability Insurance	364	450	550
Workers' Compensation	1,091	1,400	1,050
Medicare	1,269	1,200	1,100
Pers	24,104	33,850	20,200
Total Salaries/Benefits	142,208	157,350	153,000
Office Supplies	1,089	3,000	3,000
Professional/Technical	73,880	88,200	48,200
Conferences/Meetings	24,556	17,900	48,650
Memberships	51,042	52,200	52,600
Total Maint/Operations	150,567	161,300	152,450
- Division Total -	\$ 292,775	318,650	305,450

Professional/Technical

Legislative consultant	\$ 36,200
Interpreting	12,000
	<u>\$ 48,200</u>

Conferences/Meetings

Car allowance/expense reimbursement	\$ 11,100
CCCA Annual Conference	7,650
CCCA Legislative Orientation Tour	5,000
Gonsalves Legislative Apprec. Dinner	3,500
LOCC New Mayors & Council Academy	3,000
CJPIA Risk Management Conference	2,000
CCCA Fall Educational Summit	2,000
LOCC Annual Conference	2,000
LOCC Legislative Action Day	2,000
LOCC Mayors/Council Exec. Forum	2,000
LOCC Mayors & Council Leadership	500
California Women's Conference	500
Miscellaneous conference / trips	6,200
Miscellaneous meetings / events	1,200
	<u>\$ 48,650</u>

Memberships

COG Annual Membership	\$ 21,000
LOCC Annual Membership	18,500
SCAG	5,650
CCCA	4,200
L.A. County Local Agency Formation	1,400
LOCC-L.A. County Division	1,250
SELACO Annual Membership	600
	<u>\$ 52,600</u>

Planning Commission

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

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

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 14,800	15,450
Maintenance and Operations	9,900	3,550
Capital Outlay	-	-
Division Total	<u>\$ 24,700</u>	<u>19,000</u>

Position Summary

Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioner	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

Planning Commission

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Commissioners Pay	\$ 13,750	14,250	15,000
Workers' Compensation	160	300	200
Medicare	200	250	250
Total Salaries/Benefits	14,110	14,800	15,450
Conferences/Meetings	9,652	9,900	3,550
Total Maint/Operations	9,652	9,900	3,550
- Division Total -	\$ 23,762	24,700	19,000

Conferences/Meetings

PC/DRB/EDB meetings	\$ 2,050
Planning Commisioners' Academy	1,500
	\$ 3,550

Public Safety Commission

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 6,950	8,700
Maintenance and Operations	300	300
Capital Outlay	-	-
Division Total	<u>\$ 7,250</u>	<u>9,000</u>

Position Summary

Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioners	<u>3</u>	<u>3</u>	-
Total Positions	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>-</u></u>

Public Safety Commission

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Commissioners Pay	\$ 5,000	6,700	8,400
Workers' Compensation	61	150	150
Medicare	73	100	150
Total Salaries/Benefits	5,133	6,950	8,700
Conferences/Meetings	125	300	300
Total Maint/Operations	125	300	300
- Division Total -	\$ 5,258	7,250	9,000

Parks and Recreation Commission

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 5,450	6,200
Maintenance and Operations	-	-
Capital Outlay	-	-
Division Total	<u>\$ 5,450</u>	<u>6,200</u>

Position Summary

Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioner	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

Parks and Recreation Commission

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Commissioners Pay	\$ 5,400	5,200	6,000
Workers' Compensation	83	150	100
Medicare	78	100	100
Total Salaries/Benefits	5,561	5,450	6,200
- Division Total -	\$ 5,561	5,450	6,200

Public Works Commission

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

The Public Works Commission conducts one regular meeting per month.

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 6,250	8,700
Maintenance and Operations	-	-
Capital Outlay	-	-
Division Total	<u>\$ 6,250</u>	<u>8,700</u>

Position Summary

Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioner	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

Public Works Commission

Expenditure Detail

	<u>Actual FY 2019</u>	<u>Final FY 2020</u>	<u>Proposed FY 2021</u>
Commissioners Pay	\$ 4,200	6,000	8,400
Workers' Compensation	46	150	150
Medicare	<u>61</u>	<u>100</u>	<u>150</u>
Total Salaries/Benefits	<u>4,307</u>	<u>6,250</u>	<u>8,700</u>
- Division Total -	<u>\$ 4,307</u>	<u>6,250</u>	<u>8,700</u>

Senior Services Commission

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 3,150	3,100
Maintenance and Operations	-	-
Capital Outlay	-	-
Division Total	<u>\$ 3,150</u>	<u>3,100</u>

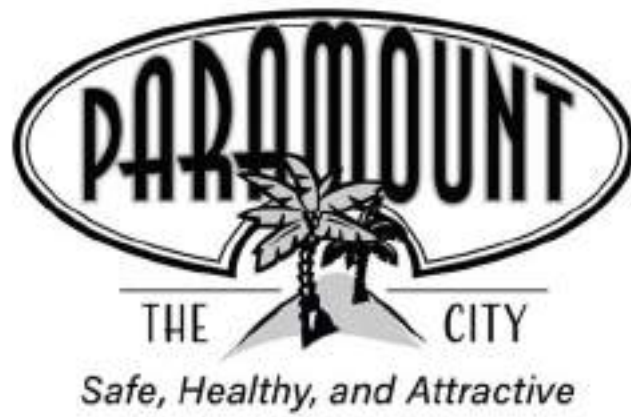
Position Summary

Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioner	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

Senior Services Commission

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Commissioners Pay	\$ 3,000	3,000	3,000
Workers' Compensation	40	100	50
Medicare	44	50	50
Total Salaries/Benefits	3,084	3,150	3,100
- Division Total -	\$ 3,084	3,150	3,100

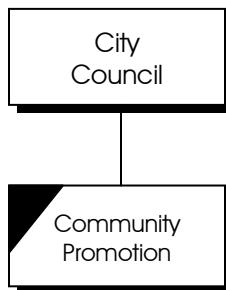


COMMUNITY PROMOTION

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

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

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



Community Promotion

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	-
Maintenance and Operations	333,000	410,200
Capital Outlay	-	-
Division Total	<u>\$ 333,000</u>	<u>410,200</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Not Applicable			

Community Promotion

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Flowers/Donations	\$ 45	600	600
Plaques/Certificates	703	3,100	3,100
Senior Thanksgiving	1,708	4,750	5,050
Christmas Decorations	4,065	5,600	5,600
Christmas Train	62,444	40,000	46,350
City Publications	102,013	95,700	95,700
Pitch-in Paramount	5,773	9,500	9,500
Community Promo Events	120,403	118,250	128,800
Graffiti Rewards	200	500	500
Youth Group Funding			
PJAA	6,160	-	15,000
Soccer	20,000	-	15,000
Softball	3,190	-	15,000
Youth Scholarship Fund	-	-	15,000
Special Event Funding			
"999" Kids Foundation	1,000	1,000	1,000
Latina Art (Traditional Artists	3,834	5,000	5,000
Misc Organization Funding			
Calif Aquatic Therapy	-	5,000	5,000
Children's Clinic	5,000	5,000	5,000
Children's Dental Center	5,000	5,000	5,000
Comm Family Guidance	5,000	5,000	5,000
Friends of the Library	2,000	2,000	2,000
Helpline Youth Counsel	5,000	5,000	5,000
Little House	3,000	3,000	3,000
Miscellaneous	-	4,000	4,000
Pathways Hospice	5,000	5,000	5,000
St. Francis Medical Center	5,000	-	-
Su Casa	1,000	5,000	5,000
Tepic Sister City	5,000	5,000	5,000
Total Maint/Operations	372,538	333,000	410,200
- Division Total -	\$ 372,538	333,000	410,200

Christmas Train

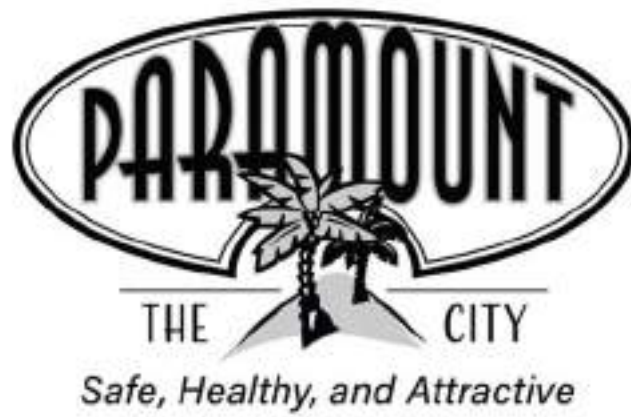
Apples/candy canes	\$ 18,000
Miscellaneous supplies / equipment	14,800
Train upgrades	5,000
Food	4,300
Gift bags	3,600
Costumes/cleaning	650
	\$ 46,350

City Publications

Around Towns	\$ 72,250
Cityscape	9,800
Spring Clutter-Free postage	2,950
Winter Clutter-Free postage	2,950
Council meeting photographer	2,150
Spring Clutter-Free mailer	2,050
Winter Clutter-Free mailer	2,050
Social media marketing	500
Miscellaneous	1,000
	\$ 95,700

Community Promotion Events

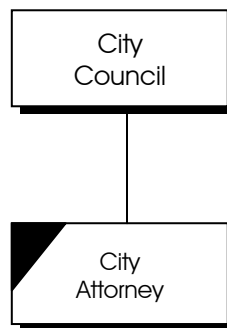
Heritage festival	\$ 36,000
Holiday tree lighting	31,600
Veterans Day	14,000
Eco-Friendly Event	10,000
Heritage festival (traffic management)	8,000
Holiday tree lighting (traffic management)	7,000
Education Blvd. Banner	6,000
Commissioner's BBQ	4,500
Paramount merchandise promo items	3,000
Hay Tree Event	3,000
Sports Hall of Fame	3,000
Teacher of the Year	1,500
Military banner program	1,200
	\$ 128,800



CITY ATTORNEY

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

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



City Attorney

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 119,600	106,750
Maintenance and Operations	251,650	234,550
Capital Outlay	-	-
Division Total	<u>\$ 371,250</u>	<u>341,300</u>

Position Summary

Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
City Attorney	1	1	-
Total Positions	<u>1</u>	<u>1</u>	<u>-</u>

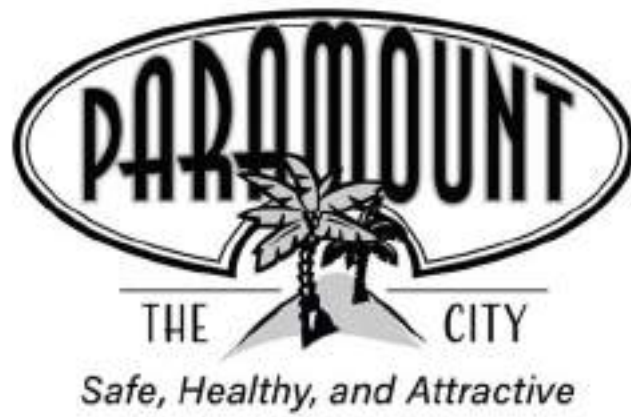
City Attorney

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Health Insurance	\$ 29,283	33,450	37,650
Pers	57,690	86,150	69,100
Total Salaries/Benefits	86,974	119,600	106,750
Publications	741	800	800
Professional/Technical	237,435	240,000	222,900
Legal/Bond Services	-	10,350	10,350
Conferences/Meetings	-	500	500
Total Maint/Operations	238,176	251,650	234,550
- Division Total -	\$ 325,150	371,250	341,300

Professional/Technical

City Attorney services

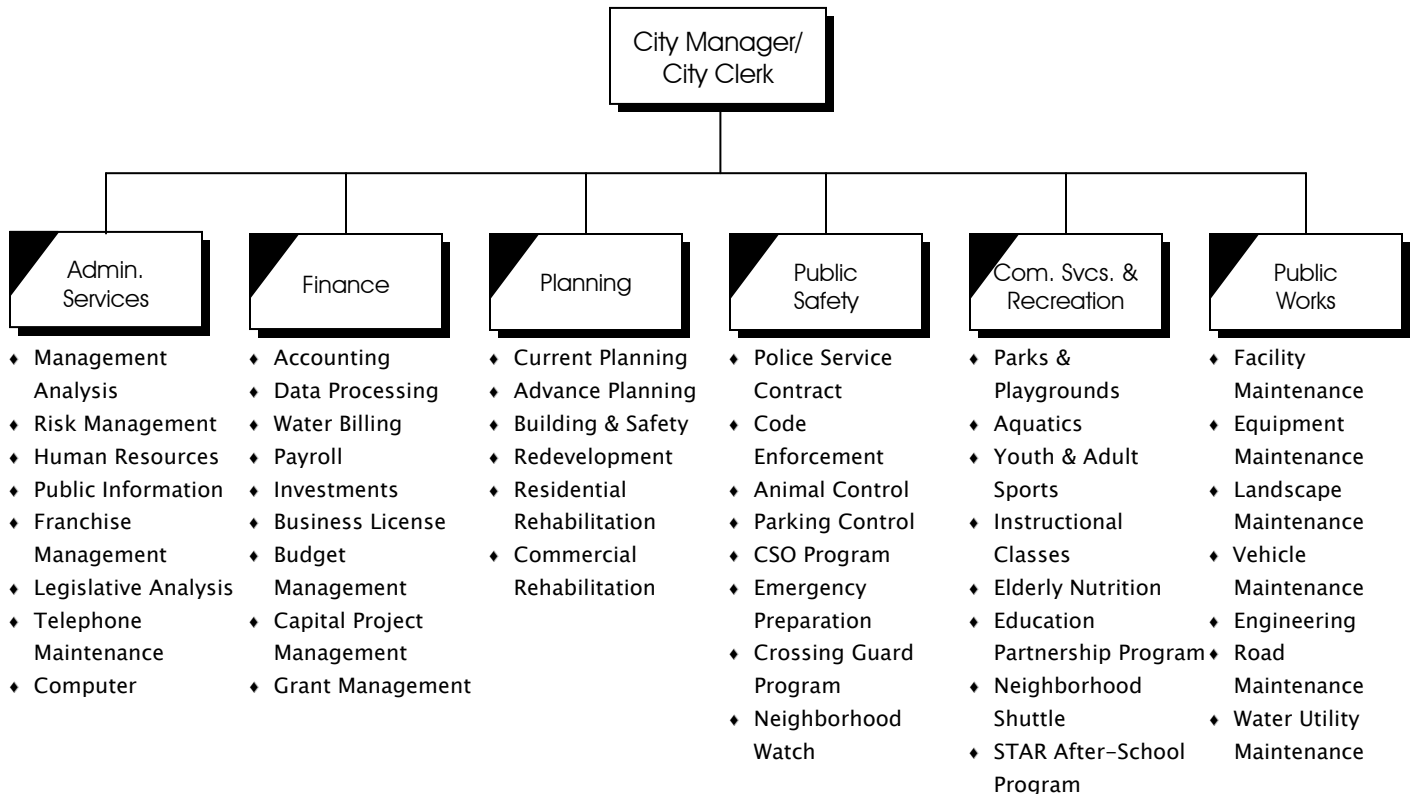


CITY MANAGER/CITY CLERK

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

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

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



**City Manager/
City Clerk**

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 829,500	803,450
Maintenance and Operations	203,650	62,550
Capital Outlay	-	-
Division Total	<u>\$ 1,033,150</u>	<u>866,000</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
City Manager	1	1	-
City Clerk	1	1	-
Executive Assistant	1	1	-
Total Full-Time Positions	<u>3</u>	<u>3</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Office Assistant I	1,300	2,600	1,300
Total Part-Time Hours	<u>1,300</u>	<u>2,600</u>	<u>1,300</u>

City Manager/City Clerk

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 446,117	466,050	416,550
Part-Time Pay	22,681	36,000	41,150
Full Time Overtime	-	1,900	2,700
Health Insurance	103,556	105,050	126,950
Life Insurance	965	850	900
Disability Insurance	2,216	2,050	2,350
Workers' Compensation	6,476	8,000	6,200
Medicare	6,843	7,450	6,800
Pers	158,308	184,800	182,500
Deferred Compensation	16,857	17,350	17,350
Total Salaries/Benefits	764,019	829,500	803,450
Cellular Services	1,570	1,700	1,700
Document Imaging	2,384	1,700	1,700
Office Supplies	2,329	2,700	2,700
Publications	131	150	150
Published Notices	15,351	17,000	17,000
Professional/Technical	1,500	35,200	17,200
Election Services	267	130,000	500
Mileage Reimbursement	7,200	7,200	7,200
Conferences/Meetings	10,383	6,000	12,400
Memberships	1,970	2,000	2,000
Total Maint/Operations	43,085	203,650	62,550
- Division Total -	\$ 807,104	1,033,150	866,000

Professional/Technical Services

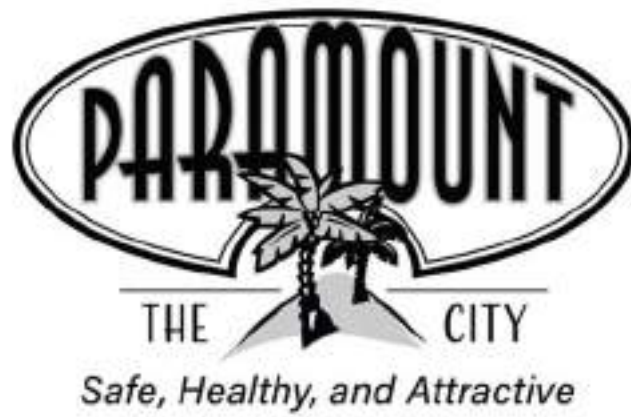
Municipal code codification	\$ 17,000
Records destruction	200
	\$ 17,200

Conferences/Meetings

CCCA Annual Municipal Seminar	\$ 1,500
LOCC City Clerks' Election & New Law Seminar	1,500
LOCC City Manager Department Meeting	1,500
ICMA Conference	1,300
Monthly Breakfast Meetings with Captain	1,200
CCCA Legislative Orientation Tour	1,000
CJPIA Risk Management Conference	1,000
Miscellaneous Meetings, Events, Trips	850
Gateway Cities COG CM Lunch Meetings (every other month)	750
CCAC Annual Conference - City Clerk	500
LOCC Annual Conference	500
Gonsalves City Manager Day	300
CCCA City Manager/Administrator Meetings	200
LOCC City Clerks' Workshop	200
LASD Annual City Manager's Education Seminar	100
	\$ 12,400

Memberships

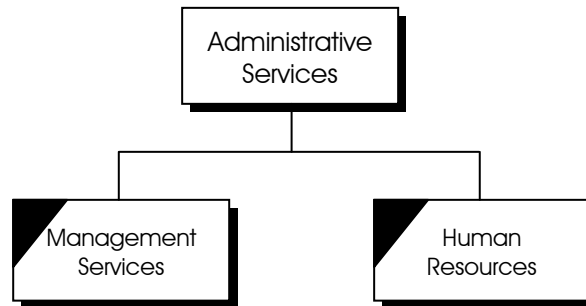
ICMA Membership	\$ 1,400
California City Management Foundation	400
City Clerks Association	200
	\$ 2,000



ADMINISTRATIVE SERVICES

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

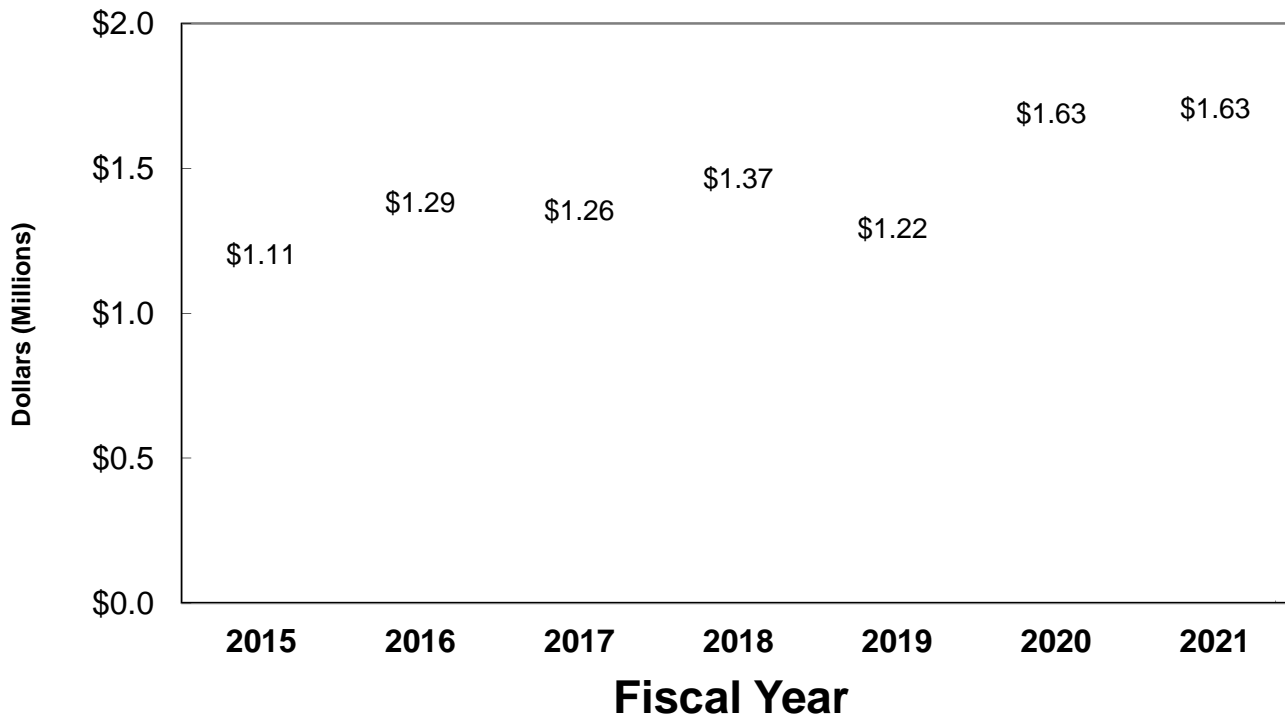
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



ADMINISTRATIVE SERVICES DEPARTMENT

2020-21 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Management Services	\$ 1,207,850	36,850	-	1,244,700
Human Resources	199,500	187,800	-	387,300
Total	<u>\$ 1,407,350</u>	<u>224,650</u>	<u>-</u>	<u>1,632,000</u>

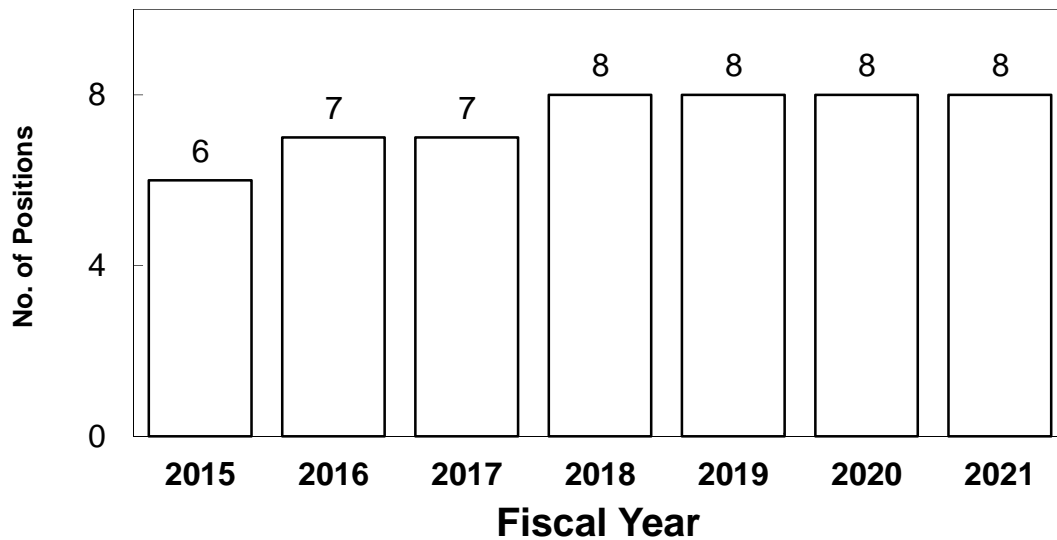
History of Expenditures



ADMINISTRATIVE SERVICES DEPARTMENT

2020-21 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2020</u>	<u>Proposed FY 2021</u>	<u>Change + or (-)</u>
Assistant City Manager	1	1	-
Human Resources Manager	1	1	-
Public Information Officer	1	1	-
Management Analyst	1	1	-
IT Manager	1	1	-
IT Analyst I	1	1	-
Graphic Artist	1	1	-
Executive Assistant	1	1	-
	<hr/>	<hr/>	<hr/>
Total Number of Full-Time Positions	8	8	-
	<hr/>	<hr/>	<hr/>
<u>Part-Time Positions</u>			
Total Number of Hours	6,708	8,008	1,300

Full-Time Position Summary



Management Services

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 1,195,300	1,207,850
Maintenance and Operations	73,000	36,850
Capital Outlay	2,950	-
Division Total	<u>\$ 1,271,250</u>	<u>1,244,700</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Assistant City Manager	1	1	-
Public Information Officer	1	1	-
Management Analyst	1	1	-
IT Manager	1	1	-
IT Analyst I	1	1	-
Graphic Artist	1	1	-
Administrative Assistant	1	1	-
Total Full-Time Positions	<u>7</u>	<u>7</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
IT Specialist	1,508	2,600	1,092
Admin Intern	-	-	-
Office Assistant I	2,600	2,600	-
Social Media	1,300	1,300	-
Total Part-Time Hours	<u>5,408</u>	<u>6,500</u>	<u>1,092</u>

Management Services

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 530,678	612,400	602,000
Part-Time Pay	72,835	103,000	119,300
Full-Time Overtime	3,521	5,750	3,500
Part-Time Overtime	69	-	-
Health Insurance	137,670	173,400	201,900
Life Insurance	1,140	1,350	1,300
Disability Insurance	2,847	3,900	3,750
Workers' Compensation	8,441	12,650	9,650
Medicare	8,908	10,300	10,600
Pers	189,512	272,550	255,850
Total Salaries/Benefits	955,622	1,195,300	1,207,850
Cellular Services	4,018	4,050	4,050
Printing/Reproduction	74	-	150
Office Supplies	744	2,700	2,000
Publications	15	100	500
Professional/Technical	60	49,400	10,600
Mileage Reimbursement	3,600	3,600	3,600
Conferences/Meetings	9,223	5,050	7,750
Gasoline/Diesel Fuel (Fleet)	33	100	200
Disaster Response	-	8,000	8,000
Total Maint/Operations	17,767	73,000	36,850
Office Equipment/Furniture	254	2,950	-
Total Capital Outlay	254	2,950	-
- Division Total -	\$ 973,643	1,271,250	1,244,700

Professional/Technical

Communication consultant	\$ 10,000
Mayor's scrapbook	500
Smug mug subscription	100
	\$ 10,600

Conferences/Meetings

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

Disaster Response

COVID-19 disaster response

Human Resources

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 181,850	199,500
Maintenance and Operations	179,350	187,800
Capital Outlay	-	-
Division Total	<u>\$ 361,200</u>	<u>387,300</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Human Resources Manager	1	1	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
HR Assistant	1,300	1,508	208
Total Part-Time Hours	<u>1,300</u>	<u>1,508</u>	<u>208</u>

Human Resources

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 81,016	93,800	102,500
Part-Time Pay	20,053	23,450	29,600
Health Insurance	21,361	22,600	25,950
Life Insurance	151	200	250
Disability Insurance	381	550	650
Workers' Compensation	1,211	2,050	1,750
Medicare	1,445	1,700	1,950
Pers	24,766	37,500	36,850
Total Salaries/Benefits	150,383	181,850	199,500
Cellular Services	80	1,000	1,000
Printing/Reproduction	-	250	250
Office Supplies	1,015	1,000	1,000
Publications	135	200	200
Published Notices	7,630	500	500
Professional/Technical	27,833	6,100	16,000
Personnel Services	9,431	12,000	12,000
Legal/Bond Services	12,703	105,500	95,500
Conferences/Meetings	674	2,350	1,600
Memberships	-	300	300
Personnel Development	23,075	34,600	43,600
Contract Class Instructors	10,390	11,650	11,950
Food	3,935	3,900	3,900
Total Maint/Operations	96,901	179,350	187,800
- Division Total -	\$ 247,284	361,200	387,300

Published Notices

Job notices/advertisements	\$ 300
Compliance posters	200
	\$ 500

Professional/Technical

HR information systems	\$ 15,000
Retiree healthcare trust administration	1,000
	\$ 16,000

Personnel Services

Employee health/background checks	
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Legal/Bond Services

Personnel relations	65,000
Collective bargaining services	20,000
Personnel general legal services	10,500
	\$ 95,500

Personnel Development

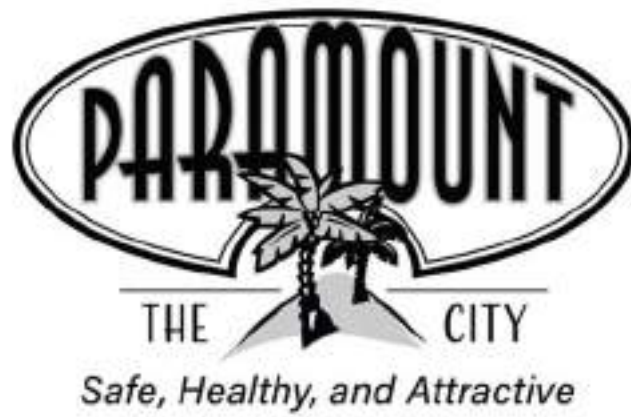
Leadership training	\$ 25,900
Employee tuition reimbursement	10,000
Personnel development	7,700
	\$ 43,600

Contract Class Instructors

IIPP training	\$ 7,050
Leibert, Cassidy & Whitmore consortium	3,900
Employee classes	1,000
	\$ 11,950

Food

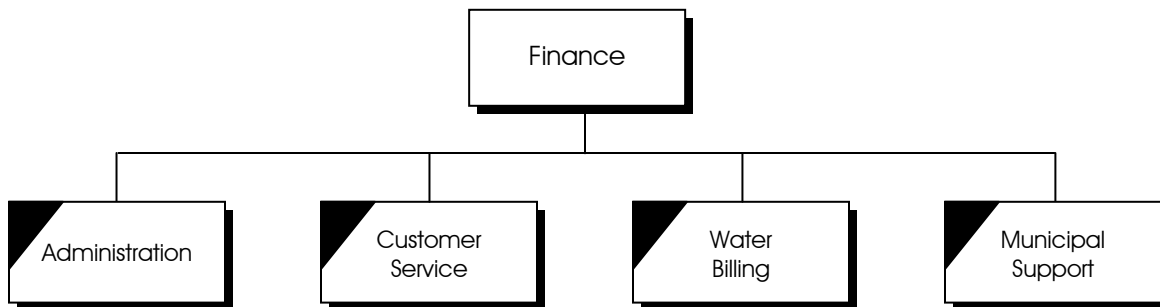
Meetings/trainings	
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FINANCE

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

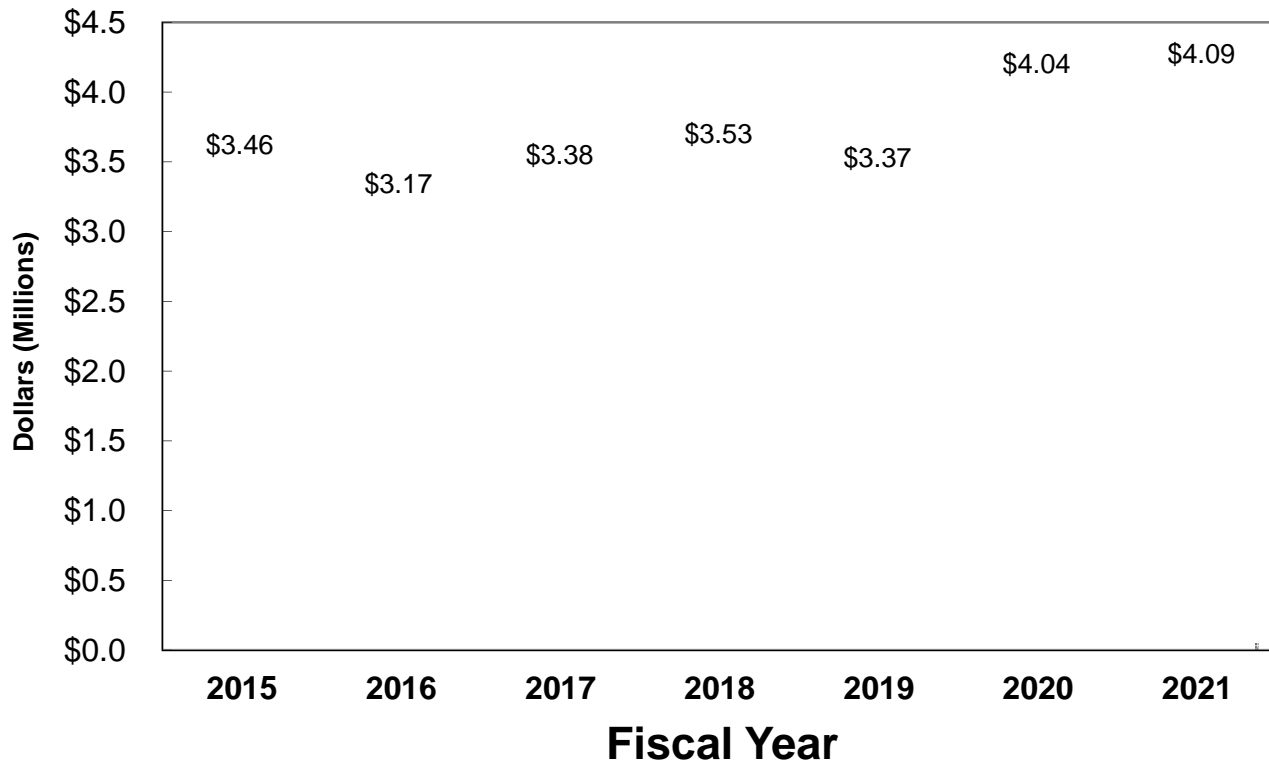
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



FINANCE DEPARTMENT

2020-21 EXPENDITURE SUMMARY				
Division Name	Salary & Benefits	Maintenance & Operations	Capital Outlay	Total
Finance Administration	\$ 1,164,400	308,400	-	1,472,800
Customer Service	148,450	3,050	-	151,500
Water Billing	385,850	69,850	-	455,700
Municipal Support	-	1,971,350	34,500	2,005,850
Total	\$ 1,698,700	2,352,650	34,500	4,085,850

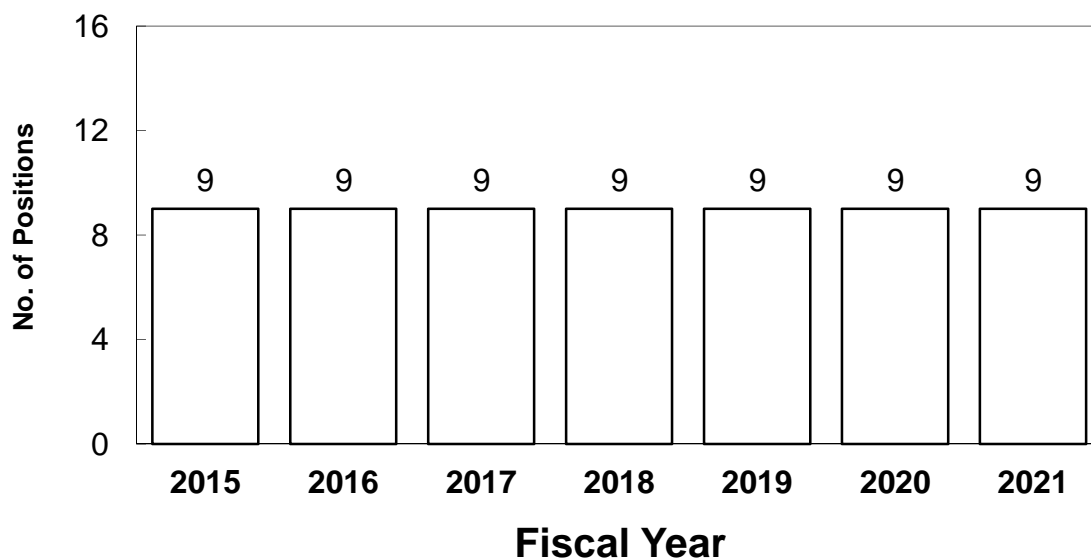
History of Expenditures



FINANCE DEPARTMENT

2020-21 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2020</u>	<u>Proposed FY 2021</u>	<u>Change + or (-)</u>
Finance Director	1	1	-
Assistant Finance Director	1	1	-
Senior Accountant	1	1	-
Finance Supervisor	1	1	-
Finance Technician	3	3	-
Payroll Technician	1	1	-
Administrative Assistant	1	1	-
Total Number of Full-Time Positions	<u>9</u>	<u>9</u>	<u>-</u>
<u>Part-Time Positions</u>			
Total Number of Hours	11,648	11,648	-

Full-Time Position Summary



Finance Administration

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 1,134,000	1,164,400
Maintenance and Operations	292,900	308,400
Capital Outlay	5,000	-
Division Total	<u>\$ 1,431,900</u>	<u>1,472,800</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
Senior Accountant	1	1	-
Finance Technician	1	1	-
Payroll Technician	1	1	-
Administrative Assistant	1	1	-
Total Full-Time Positions	<u>6</u>	<u>6</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Accounting Specialist	2,600	2,600	-
Finance Aide	2,808	2,808	-
Finance Assistant	312	312	-
Total Part-Time Hours	<u>5,720</u>	<u>5,720</u>	<u>-</u>

Finance Administration

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 553,475	539,100	543,500
Part-Time Pay	92,841	119,900	142,250
Full-Time Overtime	393	-	500
Health Insurance	173,518	194,750	214,400
Life Insurance	1,138	1,150	1,200
Disability Insurance	2,867	3,150	3,400
Workers' Compensation	8,089	11,950	9,150
Medicare	9,274	9,850	10,050
Pers	196,600	254,150	239,950
Total Salaries/Benefits	1,038,194	1,134,000	1,164,400
Cellular Services	1,628	2,800	4,800
Printing/Reproduction	618	3,500	2,000
Office Supplies	1,186	2,500	2,500
Published Notices	739	2,000	2,000
Professional/Technical	166,193	213,000	228,000
Financial Services	32,700	34,300	34,300
County Administrative Fee	22,830	22,850	22,850
Rent/Lease of Equipment	2,607	2,700	2,700
Mileage Reimbursement	3,600	3,600	3,600
Conferences/Meetings	1,624	3,000	3,000
Memberships	1,215	1,450	1,450
Equipment Maintenance	474	700	700
Disaster Response	-	500	500
Total Maint/Operations	235,415	292,900	308,400
Computer Equipment	-	5,000	-
Total Capital Outlay	-	5,000	-
- Division Total -	\$ 1,273,608	1,431,900	1,472,800

Printing/Reproduction

CAFR, checks, W2s, 1099s, miscellaneous forms

Professional/Technical

CDBG/HOME Grant Administration	\$ 95,000
Muniservices UUT consulting svcs	20,000
Fair Housing Services	16,000
Sales tax recovery fee	15,000
Sales tax audit services	15,000
OPEB valuation	12,000
State Controller's report	10,000
VTD & Co. (CAFR)	8,000
VTD & Co. (GASB 68 Consulting)	6,000
VTD & Co. (GASB 75 Consulting)	6,000
VTD & Co. (AUP)	5,000
Cost allocation and fee study	5,000
Sales tax analysis	4,800
VTD & Co. (Gas Tax Street Report)	2,800
OPEB GASB 75 Valuation Report	2,000
Eden A/R module update	2,000
CalPERS GASB 68 Valuation Report	1,200
CAFR statistical information	850
GFOA award application	650
Property tax audit services	500
Audit confirmation fees	200
	\$ 228,000

Conferences/Meetings

Miscellaneous workshops

Memberships

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

Disaster Response

COVID-19 disaster response

Customer Service

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 141,050	148,450
Maintenance and Operations	3,800	3,050
Capital Outlay	-	-
Division Total	<u>\$ 144,850</u>	<u>151,500</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Finance Technician	1	1	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Office Assistant I	1,404	1,404	-
Total Part-Time Hours	<u>1,404</u>	<u>1,404</u>	<u>-</u>

Customer Service

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 60,326	60,350	62,250
Part-Time Pay	19,408	18,950	27,550
Part-Time Overtime	252	250	250
Health Insurance	28,367	29,050	25,600
Life Insurance	128	150	150
Disability Insurance	321	350	400
Workers' Compensation	986	1,800	1,200
Medicare	1,117	1,250	1,350
Pers	24,106	28,900	29,700
Total Salaries/Benefits	135,010	141,050	148,450
Printing/Reproduction	-	2,250	1,500
Office Supplies	511	700	700
Conferences/Meetings	139	350	350
Disaster Response	-	500	500
Total Maint/Operations	650	3,800	3,050
- Division Total -	\$ 135,660	144,850	151,500

Printing/Reproduction

Business license forms/notices/envelopes

Disaster Response

COVID-19 disaster response

Water Billing

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 372,550	385,850
Maintenance and Operations	78,850	69,850
Capital Outlay	-	-
Division Total	<u>\$ 451,400</u>	<u>455,700</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Finance Supervisor	1	1	-
Finance Technician	1	1	-
Total Full-Time Positions	<u>2</u>	<u>2</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Office Assistant I	4,524	4,524	-
Total Part-Time Hours	<u>4,524</u>	<u>4,524</u>	<u>-</u>

Water Billing

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 138,004	139,500	140,900
Part-Time Pay	47,211	63,550	72,000
Full-Time Overtime	130	1,000	1,000
Part-Time Overtime	317	300	300
Health Insurance	60,610	60,750	68,150
Life Insurance	286	300	300
Disability Insurance	721	850	900
Workers' Compensation	3,007	3,750	2,850
Medicare	2,562	2,950	3,150
Pers	54,086	69,900	66,600
Pers Contribution (GASB 68)	13,167	29,700	29,700
Total Salaries/Benefits	320,102	372,550	385,850
Equipment Maintenance	15,835	19,800	19,800
Printing/Reproduction	-	12,500	6,500
Office Supplies	-	600	600
Postage Expense	28,895	30,000	30,000
Professional/Technical	35	8,000	5,000
Conferences/Meetings	-	200	200
Equipment Maint Services	6,822	7,450	7,450
Disaster Response	-	300	300
Total Maint/Operations	51,587	78,850	69,850
- Division Total -	\$ 371,688	451,400	455,700

Equipment Maintenance

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

Printing/Reproduction

Water billing forms/notices/envelopes

Postage Expense

Postage for water utility bills

Professional/Technical

Water billing software modification/training

Equipment Maintenance Services

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

Disaster Response

COVID-19 disaster response

Municipal Support

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	-
Maintenance and Operations	1,963,150	1,971,350
Capital Outlay	47,000	34,500
Division Total	<u>\$ 2,010,150</u>	<u>2,005,850</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Not Applicable			

Municipal Support

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Telephone/Internet Services	\$ 88,805	98,000	98,000
Telephone Maintenance	2,115	6,000	5,000
Liability Insurance	429,146	638,850	707,250
Deductible Payments	-	1,000	1,000
Finance System Support	35,374	37,000	37,000
Equipment Maintenance	11,132	11,600	12,250
Printing/Reproduction	8,201	16,200	14,200
Office Supplies	42,742	50,000	50,000
Postage Expense	21,268	26,000	26,000
Publications	3,366	3,350	3,350
Bank Charges	45,263	67,000	68,200
Professional/Technical	110,333	155,150	95,200
Rent/Lease of Equipment	25,599	23,650	24,550
Electricity	393,724	450,000	450,000
Water	147,076	167,350	167,350
Natural Gas	40,959	45,000	45,000
Depreciation	102,615	150,000	150,000
Equipment Maint Supplies	1,379	2,000	2,000
Food	15,184	15,000	15,000
Total Maint/Operations	1,524,282	1,963,150	1,971,350
Office Equipment/Furniture	9,285	-	-
Computer Equipment	50,988	42,000	29,500
Other Capital Equipment	-	5,000	5,000
Total Capital Outlay	60,273	47,000	34,500
- Division Total -	\$ 1,584,555	2,010,150	2,005,850

Telephone/Internet Services

General phone/internet service for City departments

Liability Insurance

General liability insurance	\$ 588,600
Property insurance	63,800
Earthquake insurance	26,100
CalPERS replacement benefits	15,000
Environmental insurance	6,350
CalPERS survivor benefits	5,500
Employee dishonesty policy	1,900
	\$ 707,250

Bank Charges

UB web payment processing	\$ 30,000
Quarterly bank account services	23,000
Credit card processing fees	9,000
Armored car services	6,200
	\$ 68,200

Professional/Technical

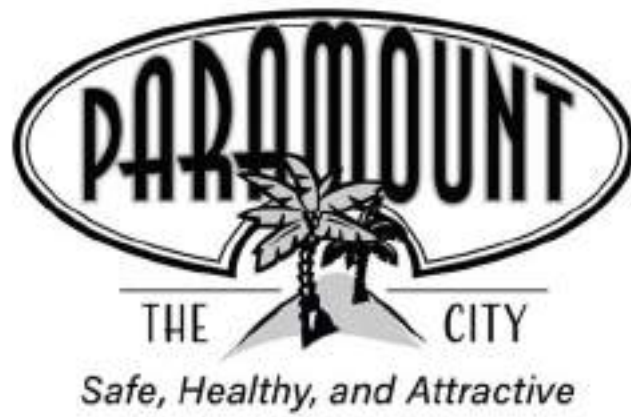
Computer consultant	\$ 24,400
Website/email security and maintenance	18,350
Licenses renewals/upgrades	13,300
Audio/visual system maintenance	10,000
Out-of-state back-up	9,800
Warranty and support renewals	6,000
Video services	5,000
Miscellaneous services	3,150
Paramount Works mobile app	2,550
Windows upgrade	2,000
Server warranty	650
	\$ 95,200

Computer Equipment

Workstation replacements/upgrade (10)	\$ 10,500
Contingency computer equipment	10,000
Backup server	9,000
	\$ 29,500

Other Capital Equipment

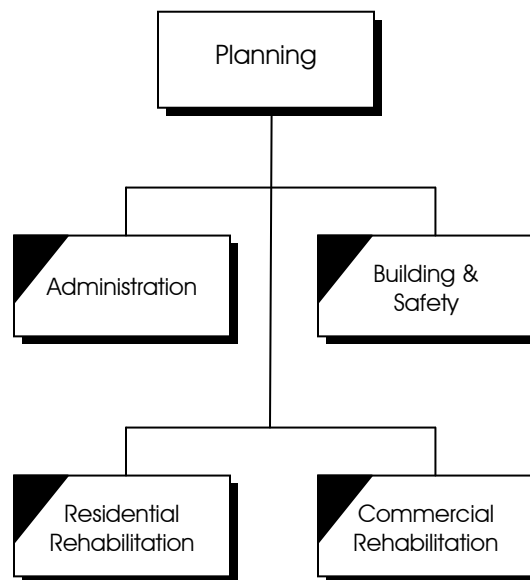
Miscellaneous media equipment



PLANNING

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

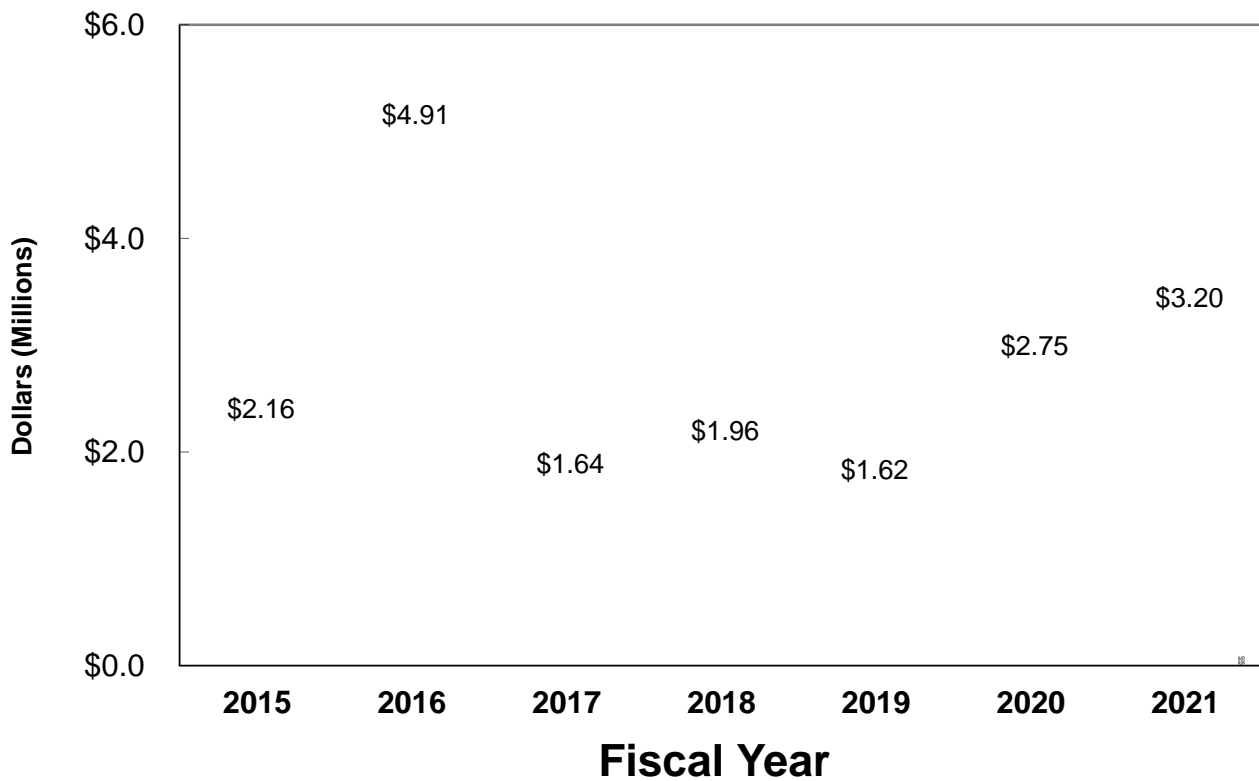
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



PLANNING DEPARTMENT

2020-21 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Planning Administration	\$ 792,950	903,300	-	1,696,250
Building & Safety	633,300	230,650	-	863,950
Residential Rehabilitation	-	187,500	-	187,500
Commercial Rehabilitation	-	450,000	-	450,000
Total	<u>\$ 1,426,250</u>	<u>1,771,450</u>	<u>-</u>	<u>3,197,700</u>

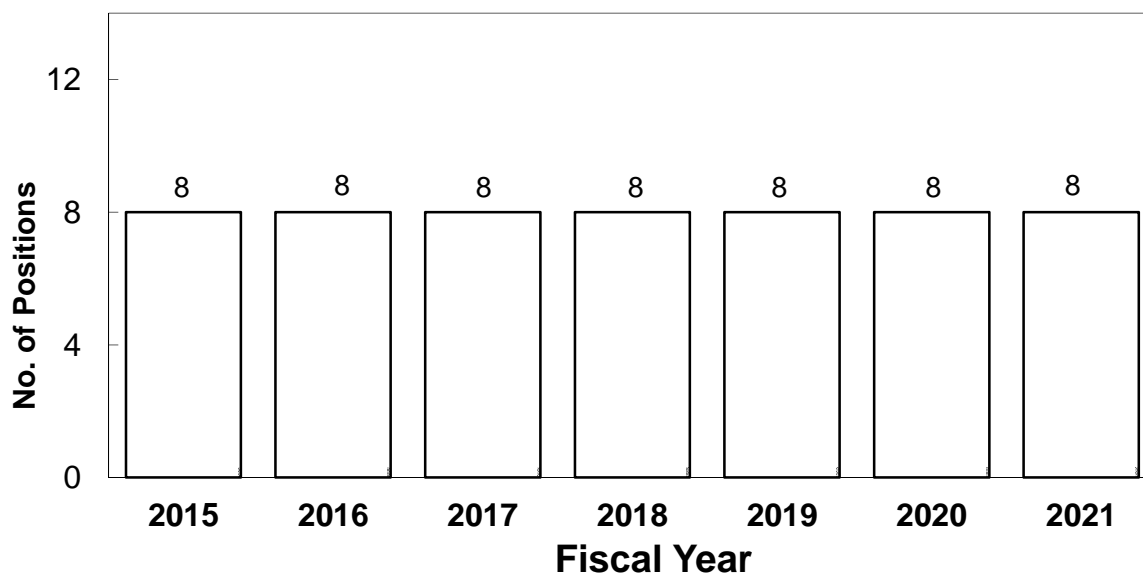
History of Expenditures



PLANNING DEPARTMENT

2020-21 POSITION SUMMARY			
<u>Full-Time Positions</u>	Approved FY 2020	Proposed FY 2021	Change + or (-)
Planning Director	1	1	-
Assistant Planning Director	1	1	-
Building and Safety Manager	1	1	-
Associate Planner	1	1	-
Building and Safety Inspector	2	2	-
Building Permit Technician	1	1	-
Administrative Assistant	1	1	-
Total Number of Full-Time Positions	<u>8</u>	<u>8</u>	<u>-</u>
<u>Part-Time Positions</u>			
Total Number of Hours	5,200	5,200	-

Full-Time Position Summary



Planning Administration

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 732,900	792,950
Maintenance and Operations	252,400	903,300
Capital Outlay	3,950	-
Division Total	<u>\$ 989,250</u>	<u>1,696,250</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
Associate Planner	1	1	-
Administrative Assistant	1	1	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Office Assistant I	2,600	2,600	-
Planning Intern	2,600	2,600	-
Total Part-Time Hours	<u>5,200</u>	<u>5,200</u>	<u>-</u>

Planning Administration

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 348,254	356,550	388,250
Part-Time Pay	59,757	82,850	88,250
Health Insurance	90,558	100,650	123,250
Life Insurance	768	750	850
Disability Insurance	1,935	2,050	2,400
Workers' Compensation	5,065	10,750	8,450
Medicare	5,924	6,400	6,950
Pers	138,031	172,900	174,550
Total Salaries/Benefits	650,293	732,900	792,950
Cellular Services	1,316	2,300	2,300
Printing/Reproduction	343	700	700
Office Supplies	1,002	1,050	1,050
Published Notices	7,996	10,000	11,400
Professional/Technical	15,820	121,600	770,500
Environmental Services	5,487	500	5,000
Rent/Lease of Equipment	3,085	3,500	3,500
Mileage Reimbursement	-	3,600	3,600
Conferences/Meetings	5,373	5,000	7,200
Memberships	19,523	24,650	23,550
Economic Development	52,500	77,500	72,500
Disaster Response	-	2,000	2,000
Total Maint/Operations	112,443	252,400	903,300
Office Equipment/Furniture	252	3,950	-
Total Capital Outlay	252	3,950	-
- Division Total -	\$ 762,988	989,250	1,696,250

Professional/Technical

Clearwater specific plan	\$ 400,000
Paramount specific plan	170,000
Housing Element update	90,000
Downtown design guidelines	60,000
Downtown specific plan	20,000
Environmental consulting	20,000
Translation services	6,000
Architectural services	2,500
Map services	2,000
	\$ 770,500

Environmental Services

Air filter rebate program

Conferences/Meetings

APA conference	\$ 2,450
CCCA legislative tour	1,600
Certifications	1,450
Miscellaneous	1,700
	\$ 7,200

Memberships

Eco-Rapid Transit	\$ 18,900
AICP, APA, CalAPA	3,150
COG LEAP grant assessment	1,500
	\$ 23,550

Economic Development

Chamber of Commerce	\$ 40,000
HDL consultant	15,000
Long Beach Small Business	12,500
Economic development	5,000
	\$ 72,500

Disaster Response

COVID-19 disaster response

Building & Safety

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 628,550	633,300
Maintenance and Operations	175,250	230,650
Capital Outlay	1,750	-
Division Total	<u>\$ 805,550</u>	<u>863,950</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Building & Safety Manager	1	1	-
Building Inspector	2	2	-
Permit Technician	1	1	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
None			

Building & Safety

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 335,152	344,400	347,200
Health Insurance	93,120	102,500	116,750
Life Insurance	726	750	750
Disability Insurance	1,827	2,000	2,150
Workers' Compensation	7,897	11,650	8,800
Medicare	3,303	3,450	3,500
Pers	123,976	163,800	154,150
Total Salaries/Benefits	566,001	628,550	633,300
Software System Support	26,116	43,000	43,000
Printing/Reproduction	504	1,500	1,500
Document Imaging	4,245	7,000	7,000
Office Supplies	267	1,000	1,000
Publications	100	2,000	1,500
Professional/Technical	154,760	110,000	165,000
Conferences/Meetings	1,645	3,600	4,500
Memberships	975	1,500	1,500
Gasoline/Diesel Fuel	3,463	4,900	4,900
Uniforms	569	750	750
Total Maint/Operations	192,643	175,250	230,650
Office Equipment/Furniture	-	1,750	-
Total Capital Outlay	-	1,750	-
- Division Total -	\$ 758,644	805,550	863,950

Software System Support

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

Printing/Reproduction

Permits, plans, special projects

Document Imaging

Convert permits and construction plans to digital format.

Publications

ICC code books

Professional/Technical

Plan check services/building code training

Conferences/Meetings

ICC training

Memberships

ICC/IAPMO

Residential Rehabilitation

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	-
Maintenance and Operations	462,500	187,500
Capital Outlay	-	-
Division Total	<u>\$ 462,500</u>	<u>187,500</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Not Applicable			

Residential Rehabilitation

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Professional/Technical	\$ 46,544	62,500	37,500
Residential/Comm. Assistance	-	250,000	-
Residential Rebates	49,054	150,000	150,000
Total Maint/Operations	95,598	462,500	187,500
- Division Total -	\$ 95,598	462,500	187,500

Professional/Technical

Project management

Residential/Commercial Assistance

Rental and mortgage assistance

Residential Rebates

4 residential rebates

Commercial Rehabilitation

The Commercial Rehabilitation Program provides rebates for local businesses located on major boulevards to make exterior improvements. The types of exterior improvements which are eligible under the program include: painting, screening, landscaping, signing, and lighting.

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	-
Maintenance and Operations	495,000	450,000
Capital Outlay	-	-
Division Total	<u>\$ 495,000</u>	<u>450,000</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Not Applicable			

Commercial Rehabilitation

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Professional/Technical	\$ 1,980	70,000	30,000
Residential/Comm. Assistance	-	245,000	-
Commercial Rebates	-	180,000	420,000
Total Maint/Operations	1,980	495,000	450,000
- Division Total -	\$ 1,980	495,000	450,000

Professional/Technical

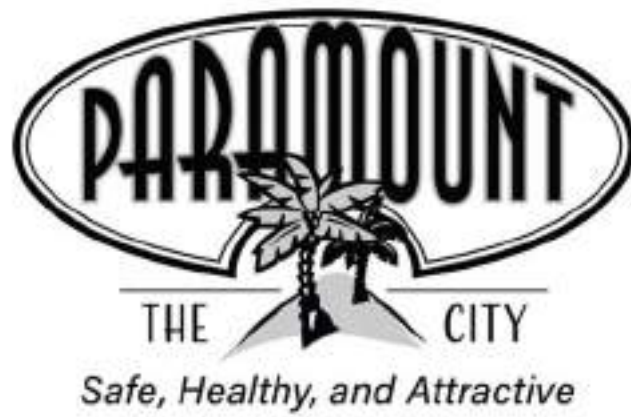
Commercial rehabilitation monitoring

Residential/Commercial Assistance

Small business assistance

Commercial Rebates

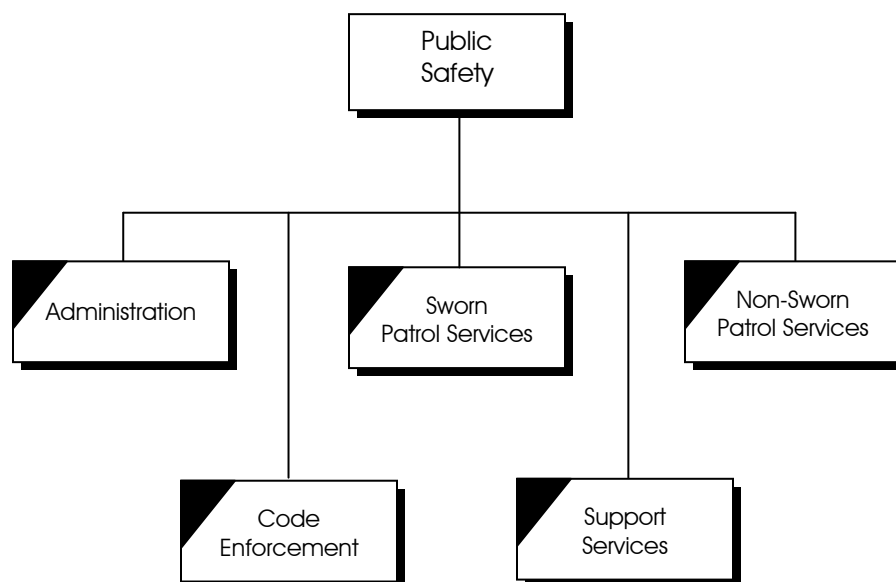
Commercial rehabilitations



PUBLIC SAFETY

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

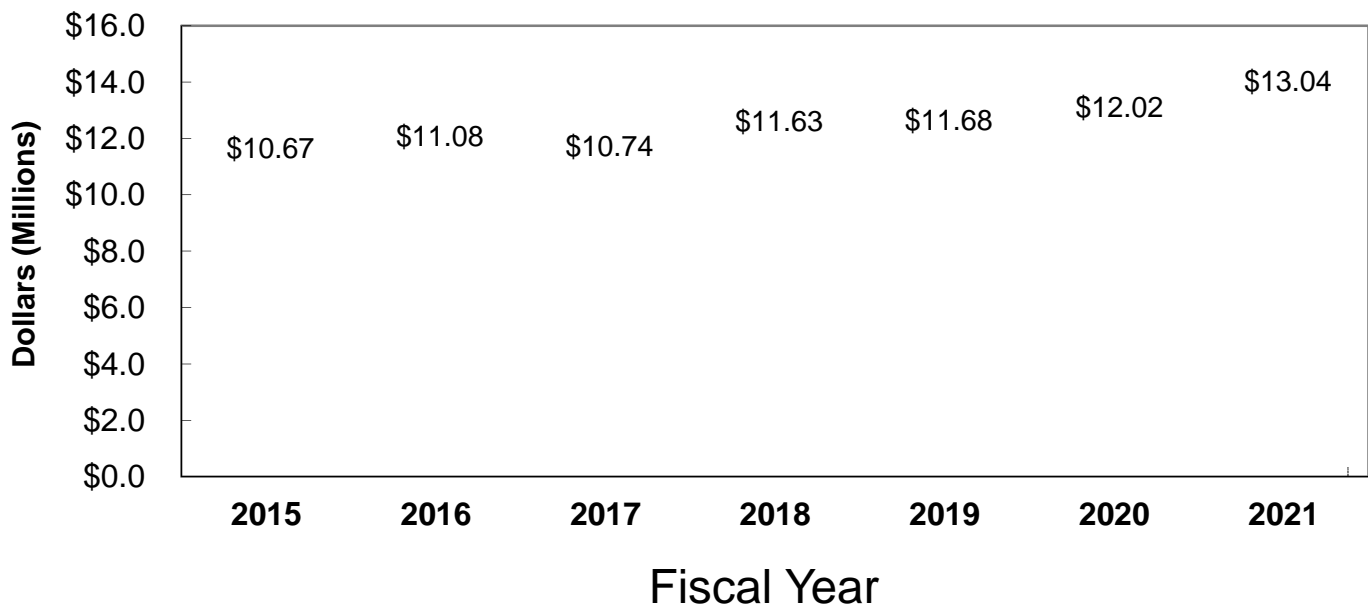
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



PUBLIC SAFETY DEPARTMENT

2020-21 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Administration	\$ 792,050	291,400	-	1,083,450
Sworn Patrol Services	-	9,029,450	-	9,029,450
Non-Sworn Patrol Services	1,390,700	309,550	-	1,700,250
Code Enforcement	557,350	117,050	-	674,400
Support Services	-	552,500	-	552,500
Total	\$ <u>2,740,100</u>	<u>10,299,950</u>	<u>-</u>	<u>13,040,050</u>

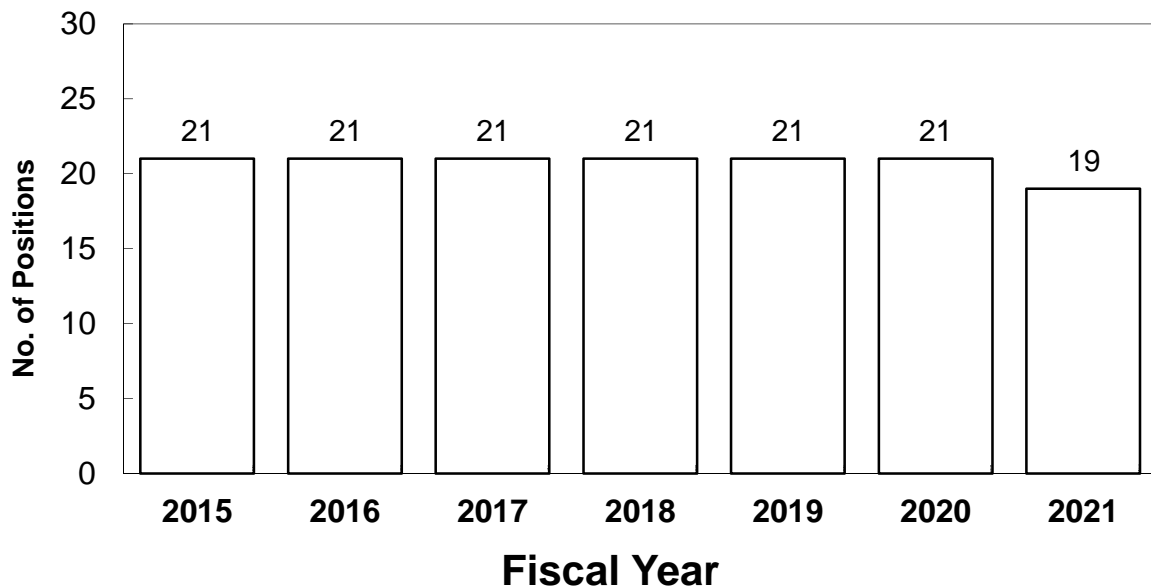
History of Expenditures



PUBLIC SAFETY DEPARTMENT

2020-21 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2020</u>	<u>Proposed FY 2021</u>	<u>Change + or (-)</u>
Public Safety Director	1	1	-
Assistant Public Safety Director	1	1	-
Code Enforcement Supervisor	1	-	(1)
Management Analyst II	1	1	-
Management Analyst	1	1	-
Senior Code Enforcement Officer	-	1	1
Code Enforcement Officer	5	3	(2)
Administrative Assistant	1	1	-
Office Assistant II	1	1	-
Community Service Officer Supervisor	1	1	-
Community Service Officer	7	7	-
Parking Control Officer	1	1	-
Total Number of Full-Time Positions	<u>21</u>	<u>19</u>	<u>(2)</u>
<u>Part-Time Positions</u>			
Total Number of Hours	14,998	13,854	(1,144)

Full-Time Position Summary



Public Safety Administration

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

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 769,950	792,050
Maintenance and Operations	156,750	291,400
Capital Outlay	-	-
Division Total	\$ 926,700	1,083,450

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
Management Analyst	1	1	-
Administrative Assistant	1	1	-
Total Full-Time Positions	4	4	-
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Public Service Assistant	1,404	1,404	-
Total Part-Time Hours	1,404	1,404	-

Public Safety Administration

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 368,602	396,100	405,950
Part-Time Pay	25,591	27,550	27,550
Health Insurance	116,353	131,550	151,200
Life Insurance	814	850	900
Disability Insurance	2,056	2,300	2,550
Workers' Compensation	6,606	9,950	7,700
Medicare	4,869	5,300	5,450
Pers	146,297	196,350	190,750
Total Salaries/Benefits	671,188	769,950	792,050
Telephone/Internet Services	3,227	3,850	3,850
Cellular Service	6,821	8,750	8,750
Printing/Reproduction	8,042	11,700	13,200
Office Supplies	11,069	12,500	12,500
Publications	1,215	1,600	1,600
Professional/Technical	45,834	77,350	208,400
Rent/Lease of Equipment	13,231	16,900	16,900
Mileage Reimbursement	3,600	3,600	3,600
Conferences/Meetings	4,857	5,500	7,200
Memberships	1,095	1,100	1,500
Equipment Maint Supplies	5,387	8,400	8,400
Comm Promo Supplies	2,174	2,500	2,500
Disaster Response	-	3,000	3,000
Total Maint/Operations	106,552	156,750	291,400
Total Capital Outlay	9,950	-	-
- Division Total -	\$ 787,690	926,700	1,083,450

Telephone/Internet Services

Satellite phones	\$ 3,600
AT&T regular phone line	250
	\$ 3,850

Printing/Reproduction

Forms	\$ 3,500
Parking permits	3,500
Parking citations/envelopes	2,500
Letterhead and envelopes	2,300
Business card masters	700
Business cards	700
	\$ 13,200

Professional/Technical

Homeless services	\$ 115,000
LHMP update	50,000
Station security system maintenance	11,500
DPW consultant	11,500
Home Security Rebate Program	10,000
Emergency preparedness	4,200
Fire alarm system (interface)	2,000
GNP quarterly training	1,700
Document shredding	1,200
Satellite service - EOC	1,000
GNP signs	300
	\$ 208,400

Conferences/Meetings

Neighborhood Watch refreshments	\$ 2,500
Staff training	2,500
Miscellaneous conferences/meetings	2,000
GNP meetings	200
	\$ 7,200

Sworn Patrol

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	-
Maintenance and Operations	8,265,250	9,029,450
Capital Outlay	3,500	-
Division Total	<u>\$ 8,268,750</u>	<u>9,029,450</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Not Applicable			

Sworn Patrol

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Cellular Services	\$ 5,857	7,050	7,050
Professional/Technical	150,464	143,350	148,400
Rent/Lease of Equipment	4,650	4,700	-
Conferences/Meetings	5,476	3,700	3,700
Gasoline/Diesel Fuel	2,978	10,000	10,000
Uniforms	1,975	-	-
General Law Services	5,141,280	5,422,750	5,720,000
Special Assignment Officer	1,363,216	1,437,600	1,625,000
Assigned Sergeant	235,863	247,700	531,200
Probation Officer	10,250	-	-
Helicopter Services	16,039	30,000	30,000
Special Event Services	690,960	821,800	811,500
Deputy District Attorney	249,801	136,000	142,000
Community Promotion	586	600	600
Total Maint/Operations	7,879,394	8,265,250	9,029,450
Other Capital Equipment	2,485	3,500	-
Total Capital Outlay	2,485	3,500	-
- Division Total -	<u>\$ 7,881,879</u>	<u>8,268,750</u>	<u>9,029,450</u>

Professional/Technical

School resource officer	\$ 105,400
Detective Bureau specialist	40,000
Disturbance violation processing	3,000
	<u>\$ 148,400</u>

General Law Services

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

Special Assignment Officer

Special assignment officers

Special Event Services

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

Non-Sworn Patrol

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 1,343,800	1,390,700
Maintenance and Operations	214,800	309,550
Capital Outlay	-	-
Division Total	\$ 1,558,600	1,700,250

Position Summary

	Positions FY 2020	Positions FY 2021	Change + or (-)
Full-Time Positions			
Management Analyst II	1	1	-
Comm Svc Officer Super	1	1	-
Comm Service Officer	7	7	-
Parking Control Officer	1	1	-
Total Full-Time Positions	10	10	-
	Hours FY 2020	Hours FY 2021	Change + or (-)
Part-Time Positions			
Public Service Assistant	9,850	9,850	-
Total Part-Time Hours	9,850	9,850	-

Non-Sworn Patrol

Expenditure Detail

	Actual FY2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 555,450	557,300	593,900
Part-Time Pay	163,466	175,150	175,150
Full-Time Overtime	48,173	63,850	57,000
Health Insurance	208,276	229,100	260,300
Life Insurance	1,162	1,200	1,300
Disability Insurance	2,926	3,250	3,700
Workers' Compensation	22,122	39,350	30,100
Medicare	10,932	11,300	12,000
Pers	196,211	263,300	257,250
Total Salaries/Benefits	1,208,719	1,343,800	1,390,700
Professional/Technical	287,582	169,900	273,850
Rent/Lease of Equipment	12,638	10,800	5,100
Conferences/Meetings	914	2,500	2,500
Equipment Maint Services	472	6,500	3,000
Gasoline/Diesel Fuel	10,408	17,600	17,600
Uniforms	7,189	7,500	7,500
Total Maint/Operations	319,204	214,800	309,550
Total Capital Outlay	-	-	-
- Division Total -	\$ 1,527,923	1,558,600	1,700,250

Professional/Technical

Crossing guard services

Rent/Lease of Equipment

Lease of mobile digital computers

Conferences/Meetings

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

Equipment Maintenance Services

Repair of radios, parking cite machines, etc.

Code Enforcement

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 654,300	557,350
Maintenance and Operations	116,150	117,050
Capital Outlay	-	-
Division Total	<u>\$ 770,450</u>	<u>674,400</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Code Enforcement Supervisor	1	-	(1)
Sr. Code Enforcement Officer	-	1	1
Code Enforcement Officer	5	3	(2)
Office Assistant II	1	1	-
Total Full-Time Positions	<u>7</u>	<u>5</u>	<u>(2)</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Code Enforcement Officer	2,340	1,300	(1,040)
Public Service Assistant	1,404	1,300	(104)
Total Part-Time Hours	<u>3,744</u>	<u>2,600</u>	<u>(1,144)</u>

Code Enforcement

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 373,298	305,800	259,250
Part-Time Pay	48,007	61,100	59,650
Full-Time Overtime	681	8,450	10,000
Health Insurance	139,336	110,500	95,700
Life Insurance	808	650	550
Disability Insurance	2,034	1,750	1,600
Workers' Compensation	12,517	17,950	10,200
Medicare	5,934	5,400	4,800
Pers	146,043	142,700	115,600
Total Salaries/Benefits	728,658	654,300	557,350
Printing/Reproduction	92	3,000	3,000
Office Supplies	685	1,100	1,100
Postage Expense	-	1,500	1,500
Professional/Technical	5,962	12,200	13,100
Legal/Bond Services	121,296	85,000	85,000
Conferences/Meetings	3,253	3,250	3,250
Memberships	1,060	2,300	2,300
Gasoline/Diesel Fuel	2,771	4,000	4,000
Uniforms	1,744	3,800	3,800
Total Maint/Operations	136,862	116,150	117,050
Other Capital Equipment	307	-	-
Vehicles	1,449	-	-
Total Capital Outlay	1,755	-	-
- Division Total -	\$ 867,276	770,450	674,400

Printing/Reproduction

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

Postage Expense

Registered mail required for all vehicle abatements

Professional/Technical

Code enforcement software	\$ 7,000
Citation management administrative fee	4,000
Corelogic	2,100
	\$ 13,100

Legal/Bond Services

City Prosecutor services	\$ 80,000
Nuisance abatement	5,000
	\$ 85,000

Support Services

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	-
Maintenance and Operations	551,200	552,500
Capital Outlay	-	-
Division Total	<u>\$ 551,200</u>	<u>552,500</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Not Applicable			

Support Services

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Professional/Technical	\$ 278,804	256,800	257,200
Memberships	2,820	5,700	5,700
Animal Control Services	324,970	278,700	279,600
Other Public Safety Svcs	<u>5,709</u>	<u>10,000</u>	<u>10,000</u>
Total Maint/Operations	<u>612,303</u>	<u>551,200</u>	<u>552,500</u>
- Division Total -	<u><u>\$ 612,303</u></u>	<u><u>551,200</u></u>	<u><u>552,500</u></u>

Professional/Technical

LA Court parking citations	\$ 132,500
Parking citation review	72,300
Graffiti tracker	26,000
LA County District Attorney	15,000
Reverse 911 response system	<u>11,400</u>
	<u>\$ 257,200</u>

Memberships

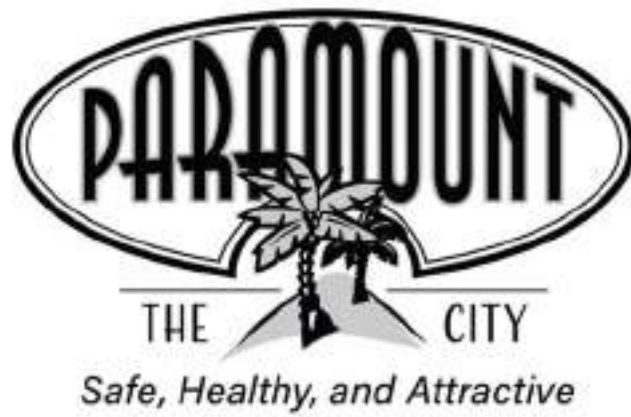
Area E membership

Animal Control Services

SEAACA contract	\$ 252,850
SEAACA - delinquent canvass	13,500
SEAACA - administrative costs	7,700
SEAACA - licensing	5,000
Cat traps	300
License supplies	<u>250</u>
	<u>\$ 279,600</u>

Other Public Safety Services

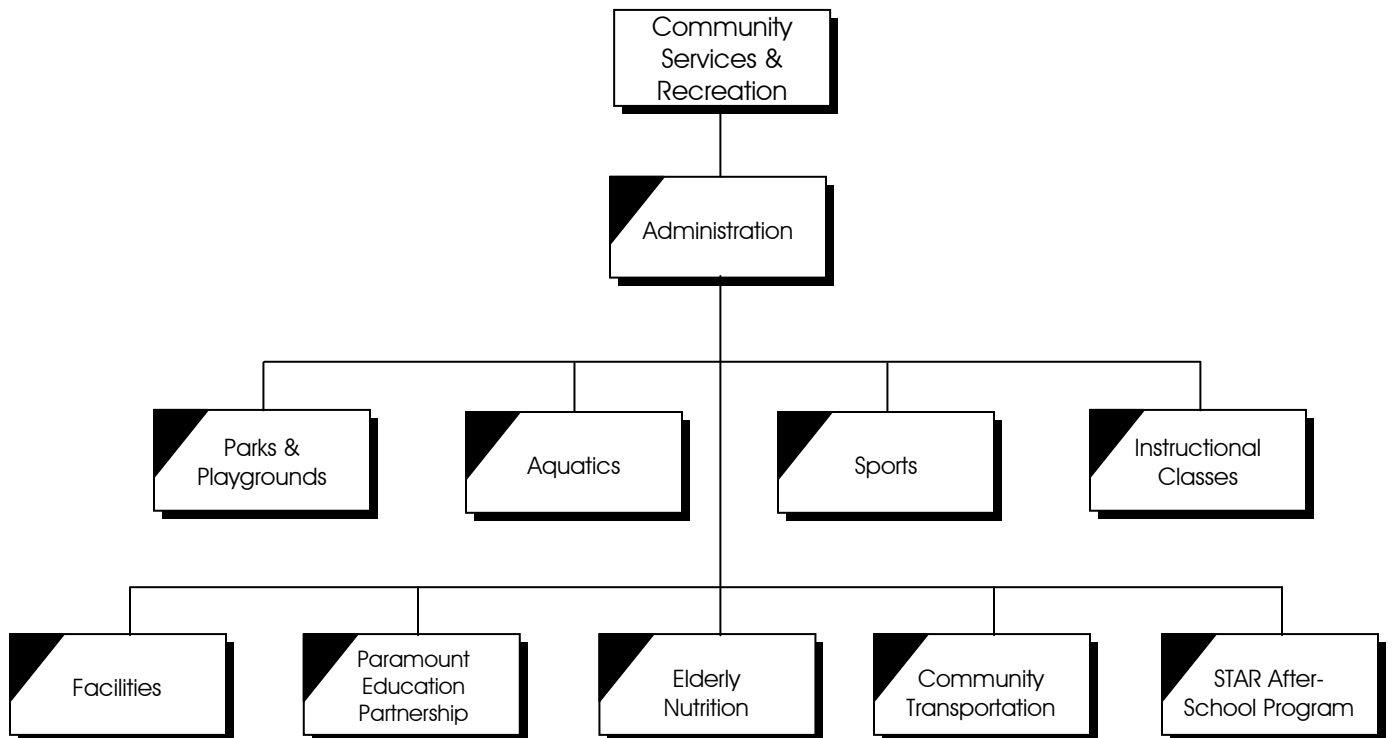
Prisoner detention services



COMMUNITY SERVICES & RECREATION

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

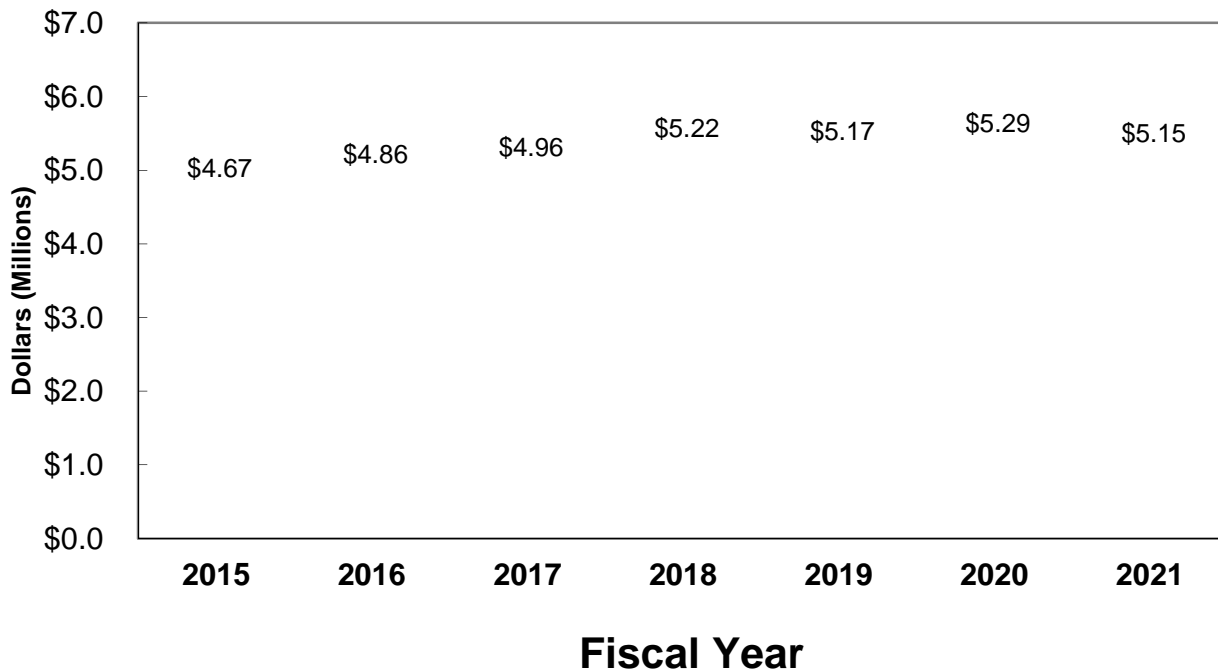
Below is a chart showing the department's activities. A department summary which combines all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



COMMUNITY SERVICES AND RECREATION DEPARTMENT

2020-21 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Administration	\$ 505,400	58,900	5,400	569,700
Parks & Playgrounds	598,500	123,450	54,750	776,700
Aquatics	6,850	66,000	7,600	80,450
Sports	69,200	41,800	-	111,000
Instructional Classes	9,900	30,000	-	39,900
Facilities	342,450	19,500	9,800	371,750
Paramount Educ. Partnership	250,000	30,700	-	280,700
Elderly Nutrition	105,650	111,800	-	217,450
Community Transportation	-	583,400	-	583,400
STAR Afterschool Program	1,818,700	283,000	15,000	2,116,700
Total	\$ <u>3,706,650</u>	<u>1,348,550</u>	<u>92,550</u>	<u>5,147,750</u>

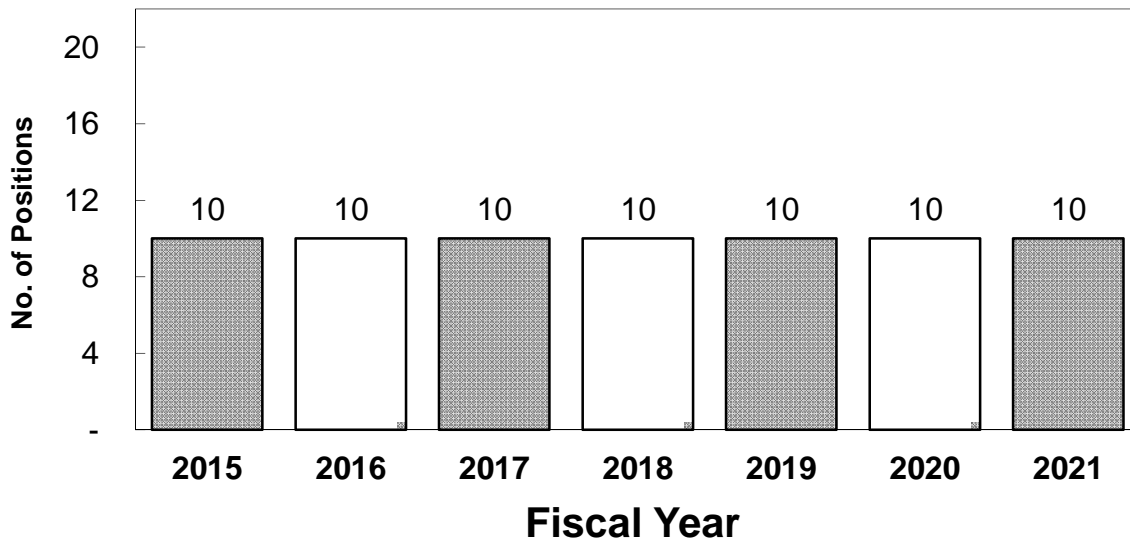
History of Expenditures



COMMUNITY SERVICES AND RECREATION DEPARTMENT

2020-21 POSITION SUMMARY			
<u>Full-Time Positions</u>	Approved FY 2020	Proposed FY 2021	Change + or (-)
Comm. Services and Recreation Director	1	1	-
Asst. Comm. Services & Recreation Director	1	1	-
Senior Recreation Supervisor	1	1	-
Management Analyst	1	1	-
Recreation Supervisor	3	3	-
Recreation Specialist	2	2	-
Administrative Assistant	1	1	-
Total Number of Full-Time Positions	10	10	-
<u>Part-Time Positions</u>			
Total Number of Hours	140,859	138,708	(2,151)

Full-Time Position Summary



Community Services and Recreation Administration

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 482,800	505,400
Maintenance and Operations	81,600	58,900
Capital Outlay	1,000	5,400
Division Total	<u>\$ 565,400</u>	<u>569,700</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Director	1	1	-
Management Analyst	1	1	-
Administrative Assistant	1	1	-
Total Full-Time Positions	<u>3</u>	<u>3</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
None			

Community Services and Recreation Administration

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 266,971	272,650	284,850
Full Time Overtime	977	3,000	3,000
Health Insurance	60,741	67,650	81,800
Life Insurance	609	600	600
Disability Insurance	1,534	1,600	1,800
Workers' Compensation	3,772	5,150	3,850
Medicare	4,084	4,150	4,200
Pers	97,362	128,000	125,300
Total Salaries/Benefits	436,051	482,800	505,400
Cellular Services	2,289	2,950	3,550
Equipment Maintenance	8,428	9,400	9,400
Printing/Reproduction	16,777	16,000	16,000
Office Supplies	1,072	1,500	1,500
Professional/Technical	36,415	24,850	1,600
Rent/Lease of Equipment	15,399	17,000	17,000
Rent/Lease of Facilities	6,631	5,100	5,100
Mileage Reimbursement	3,600	3,600	3,600
Conferences/Meetings	1,414	350	-
Memberships	425	850	1,150
Total Maint/Operations	92,449	81,600	58,900
Office Equipment/Furniture	-	1,000	5,400
Total Capital Outlay	-	1,000	5,400
- Division Total -	\$ 528,500	565,400	569,700

Printing/Reproduction

Special event flyers/marketing

Rent/Lease of Equipment

Copier lease

Rent/Lease of Facilities

Southern California Edison property leases

Parks and Playgrounds

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

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 579,050	598,500
Maintenance and Operations	173,450	123,450
Capital Outlay	56,800	54,750
Division Total	<u>\$ 809,300</u>	<u>776,700</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Recreation Supervisor	1	2	1
Recreation Specialist	1	1	-
Total Full-Time Positions	<u>2</u>	<u>3</u>	<u>1</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Office Aide II	2,500	2,600	100
Recreation Coordinator	4,201	3,026	(1,175)
Recreation Facilities Aide	14,721	13,307	(1,414)
Total Part-Time Hours	<u>21,422</u>	<u>18,933</u>	<u>(2,489)</u>

Parks and Playgrounds

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 75,403	145,250	151,200
Part-Time Pay	223,306	270,000	287,650
Full-Time Overtime	3,395	3,550	-
Health Insurance	30,530	64,800	72,800
Life Insurance	178	350	350
Disability Insurance	451	850	950
Workers' Compensation	8,599	22,100	16,350
Medicare	4,328	6,600	6,400
Pers	29,981	65,550	62,800
Total Salaries/Benefits	376,170	579,050	598,500
Gasoline/Diesel Fuel	5,234	6,000	6,000
Uniforms	14,638	14,150	14,150
Special Event Services	54,441	61,100	61,100
Recreation/Craft Supplies	28,274	23,500	23,500
Recreation Excursions	9,454	12,700	12,700
Food	8,308	6,000	6,000
Disaster Response	-	50,000	-
Total Maint/Operations	120,350	173,450	123,450
Other Capital Equipment	56,222	56,800	54,750
Vehicles	48,121	-	-
Total Capital Outlay	104,343	56,800	54,750
- Division Total -	\$ 600,864	809,300	776,700

Part-Time Pay

Summer food program included (reimbursable)

Special Event Services

Breakfast with Santa	\$ 21,000
Halloween candies and supplies	16,800
Summer Concert series	14,850
Haunted House	3,300
Photos with Easter Bunny	1,250
Santa House	1,650
Miscellaneous events	2,250
	\$ 61,100

Recreation/Craft Supplies

Recreation supplies, park programs and events

Recreation Excursions

Summer Day Camp excursions

Food

Event and meeting supplies

Disaster Response

COVID-19 expense

Other Capital Equipment

Park signages	\$ 20,000
Concrete tables (10)	12,250
Park BBQs	7,000
Concrete trash cans (6) - All American Park	5,100
EOC supplies	5,000
Solar Sea storage bin	3,600
Elkay water system - City yard	1,800
	\$ 54,750

Aquatics

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	6,850
Maintenance and Operations	63,000	66,000
Capital Outlay	-	7,600
Division Total	<u>\$ 63,000</u>	<u>80,450</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
None			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Recreation Leader	-	450	450
Total Part-Time Hours	<u>-</u>	<u>450</u>	<u>450</u>

Aquatics

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Part-Time Pay	\$ 75,626	-	6,500
Workers' Compensation	3,406	-	250
Medicare	1,097	-	100
Total Salaries/Benefits	80,129	-	6,850
Professional/Technical	-	60,000	63,000
Recreation/Craft Supplies	4,477	3,000	3,000
Total Maint/Operations	4,477	63,000	66,000
Other Capital Equipment	-	-	7,600
Total Capital Outlay	-	-	7,600
- Division Total -	\$ 84,606	63,000	80,450

Professional/Technical

YMCA recreation swim contract services	\$ 48,000
YMCA swim lesson contract services	15,000
	<u>\$ 63,000</u>

Other Capital Equipment

Trash cans	\$ 4,600
Pool mats	3,000
	<u>\$ 7,600</u>

Sports

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

The Division supports the operation of the following youth leagues: Paramount Junior Athletic Assoc., Paramount Girls Softball, Paramount Youth Soccer Organization, YMCA basketball, Friday Night Lights flag football, and West Coast Rebels tackle football. The City also supports the Los Cerritos YMCA youth leagues such as futsal and basketball.

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 73,900	69,200
Maintenance and Operations	44,800	41,800
Capital Outlay	17,000	-
Division Total	<u>\$ 135,700</u>	<u>111,000</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
None			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Recreation Assistant	-	1,300	1,300
Recreation Coordinator	1,300	-	(1,300)
Recreation Leader	2,750	2,700	(50)
Total Part-Time Hours	<u>4,050</u>	<u>4,000</u>	<u>(50)</u>

Sports

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Part-Time Pay	\$ 65,888	70,000	65,750
Workers' Compensation	2,204	3,000	2,450
Medicare	955	900	1,000
Total Salaries/Benefits	69,047	73,900	69,200
Professional/Technical	3,600	15,800	15,800
Facility Maint Supplies	3,306	7,000	4,000
Uniforms	6,730	10,000	10,000
Recreation/Craft Supplies	9,803	9,000	12,000
Awards/Trophies	1,319	3,000	-
Total Maint/Operations	24,759	44,800	41,800
Other Capital Equipment	4,310	17,000	-
Total Capital Outlay	4,310	17,000	-
- Division Total -	\$ 98,116	135,700	111,000

Professional/Technical

YMCA contract services	\$ 10,000
Gym floor maintenance	4,500
Annual basketball court inspection	1,300
	\$ 15,800

Facility Maintenance Supplies

Gym maintenance and youth league supplies

Uniforms

Staff uniforms

Instructional Classes

The Instructional Classes Division offers recreational and instructional activities.

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 9,400	9,900
Maintenance and Operations	17,000	30,000
Capital Outlay	-	-
Division Total	<u>\$ 26,400</u>	<u>39,900</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
None			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Recreation Leader	648	650	2
Total Part-Time Hours	<u>648</u>	<u>650</u>	<u>2</u>

Instructional Classes

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Part-Time Pay	\$ 10,348	8,750	9,400
Workers' Compensation	390	500	350
Medicare	150	150	150
Total Salaries/Benefits	10,888	9,400	9,900
Recreation/Craft Supplies	579	5,000	10,000
Contract Class Instructors	17,032	12,000	20,000
Total Maint/Operations	17,610	17,000	30,000
- Division Total -	\$ 28,498	26,400	39,900

Recreation/Craft Supplies

Arts/craft supplies, toys, instructional supplies

Contract Class Instructors

Contract instructors for instructional classes

Facilities

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 343,000	342,450
Maintenance and Operations	19,500	19,500
Capital Outlay	53,700	9,800
Division Total	<u>\$ 416,200</u>	<u>371,750</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Senior Recreation Supervisor	1	1	-
Recreation Assistant	1	1	-
Total Full-Time Positions	<u>2</u>	<u>2</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Recreation Coordinator	2,075	2,600	525
Senior Recreation Leader	1,202	-	(1,202)
Recreation Leader	4,404	7,750	3,346
Facility Leader	3,287	-	(3,287)
Total Part-Time Hours	<u>10,968</u>	<u>10,350</u>	<u>(618)</u>

Facilities

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 110,631	90,000	90,100
Part-Time Pay	139,397	158,200	158,250
Health Insurance	41,232	34,200	38,400
Life Insurance	241	200	200
Disability Insurance	606	550	550
Workers' Compensation	8,339	12,200	9,300
Medicare	3,563	3,600	3,650
Pers	40,953	44,050	42,000
Total Salaries/Benefits	344,962	343,000	342,450
Professional/Technical	8,958	8,500	8,500
Equipment Maint Supplies	2,522	3,000	3,000
Household Supplies	3,929	4,000	4,000
Equipment Maint Services	3,688	4,000	4,000
Total Maint/Operations	19,096	19,500	19,500
Other Capital Equipment	55,121	41,700	9,800
Vehicles	-	12,000	-
Total Capital Outlay	55,121	53,700	9,800
- Division Total -	\$ 419,179	416,200	371,750

Professional/Technical

Facility use services

Equipment Maintenance Supplies

Existing equipment maintenance/supplies

Equipment Maintenance Services

Equipment repair contingency

Other Capital Equipment

AED (4)	\$ 7,600
Laptops (2)	2,200
	<u>\$ 9,800</u>

Paramount Education Partnership Program

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 358,450	250,000
Maintenance and Operations	14,600	30,700
Capital Outlay	-	-
Division Total	<u>\$ 373,050</u>	<u>280,700</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Recreation Supervisor	2	1	(1)
Recreation Specialist	1	-	(1)
Total Full-Time Positions	<u>3</u>	<u>1</u>	<u>(2)</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Recreation Coordinator	2,150	2,425	275
Senior Recreation Leader	1,250	1,250	-
Recreation Facilities Aide	1,907	1,700	(207)
Total Part-Time Hours	<u>5,307</u>	<u>5,375</u>	<u>68</u>

Paramount Education Partnership Program

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 206,443	154,700	77,450
Part-Time Pay	106,340	84,500	89,950
Health Insurance	80,264	48,050	36,250
Life Insurance	439	300	200
Disability Insurance	1,110	700	500
Workers' Compensation	10,776	10,150	6,250
Medicare	4,472	3,450	2,450
Pers	75,969	56,600	36,950
Total Salaries/Benefits	485,813	358,450	250,000
Printing/Reproduction	5,733	2,000	2,000
Office Supplies	-	500	500
Professional/Technical	2,669	-	-
Equipment Maint Supplies	466	3,000	3,000
Special Event Services	16,239	1,000	15,000
Recreation/Craft Supplies	4,001	6,000	6,000
Food	3,733	2,100	4,200
Total Maint/Operations	32,842	14,600	30,700
- Division Total -	\$ 518,655	373,050	280,700

Printing/Reproduction

Marketing flyers for Spane Learning Center program

Recreation/Craft Supplies

PEP supplies

Elderly Nutrition

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 103,800	105,650
Maintenance and Operations	96,300	111,800
Capital Outlay	-	-
Division Total	<u>\$ 200,100</u>	<u>217,450</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
None			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Recreation Coordinator	2,600	1,300	(1,300)
Recreation Leader	2,599	2,350	(249)
Office Assistant I	1,300	2,600	1,300
Sr. Recreation Leader	-	-	-
Total Part-Time Hours	<u>6,499</u>	<u>6,250</u>	<u>(249)</u>

Elderly Nutrition

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Part-Time Pay	\$ 64,658	97,550	100,400
Workers' Compensation	1,593	4,800	3,750
Medicare	938	1,450	1,500
Total Salaries/Benefits	67,188	103,800	105,650
Printing/Reproduction	3,184	4,000	4,000
Office Supplies	874	1,000	1,000
Professional/Technical	48,743	59,400	59,400
Equipment Maint Supplies	1,646	4,000	4,000
Comm Promo Supplies	8,134	5,000	10,000
Contract Class Instructors	6,575	6,000	12,000
Recreation Excursions	15,703	9,500	14,000
Food-Senior Citizen	7,034	7,400	7,400
Total Maint/Operations	91,892	96,300	111,800
Other Capital Equipment	13,348	-	-
Total Capital Outlay	13,348	-	-
- Division Total -	\$ 172,427	200,100	217,450

Printing/Reproduction

Flyers, home delivery, special events

Professional/Technical

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

Community Promotion Supplies

Senior special event decorations, flowers, supplies

Contract Class Instructors

Senior program services

Food-Senior Citizen Program

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

Community Transportation

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

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

The Division also provides support for various recreation transit needs.

This Division is funded through Proposition A Transit Tax Funds.

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	-
Maintenance and Operations	579,300	583,400
Capital Outlay	-	-
Division Total	<u>\$ 579,300</u>	<u>583,400</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Not Applicable			

Community Transportation

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Professional/Technical	678,028	564,300	568,400
Recreation Excursions	19,272	15,000	15,000
Total Maint/Operations	697,300	579,300	583,400
- Division Total -	\$ 697,300	579,300	583,400

Professional/Technical

Long Beach Transit contract	\$ 453,200
Taxi voucher system	115,200
	\$ 568,400

Recreation Excursions

City excursions

STAR After-School Program

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 1,601,350	1,818,700
Maintenance and Operations	482,800	283,000
Capital Outlay	32,550	15,000
Division Total	<u>\$ 2,116,700</u>	<u>2,116,700</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Assistant CSR Director	1	1	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Star Program Assistant	4,000	3,900	(100)
Star Program Coordinator	15,725	14,800	(925)
Senior Star Program Leader	1,200	-	(1,200)
Star Program Leader	71,040	74,000	2,960
Total Part-Time Hours	<u>91,965</u>	<u>92,700</u>	<u>735</u>

STAR After-School Program

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 114,163	117,650	120,500
Part-Time Pay	1,211,752	1,296,300	1,518,200
Health Insurance	34,856	38,200	43,200
Life Insurance	242	250	250
Disability Insurance	609	700	750
Workers' Compensation	44,672	67,950	55,850
Medicare	19,185	21,350	23,800
Pers	46,079	58,950	56,150
Total Salaries/Benefits	1,471,557	1,601,350	1,818,700
Telephone/Internet Services	8,655	16,000	11,000
Printing/Reproduction	18,225	10,000	10,000
Professional/Technical	28,045	40,000	30,000
Personnel Services	7,356	10,000	10,000
Uniforms	46,113	30,000	20,000
Recreation/Craft Supplies	388,324	364,800	190,000
Contract Class Instructors	-	2,000	2,000
Food	3,277	10,000	10,000
Total Maint/Operations	499,995	482,800	283,000
Office Equipment/Furniture	1,146	22,550	5,000
Computer Equipment	35,987	5,000	5,000
Other Capital Equipment	-	5,000	5,000
Total Capital Outlay	37,133	32,550	15,000
- Division Total -	<u>\$ 2,008,685</u>	<u>2,116,700</u>	<u>2,116,700</u>

Telephone/Internet Services

Cell phones for administration, site coordinators and program supervisors

Professional/Technical

Contract services for K-5/middle school programs

Contract Class Instructors

STAR site academic coaches

Office Equipment/Furniture

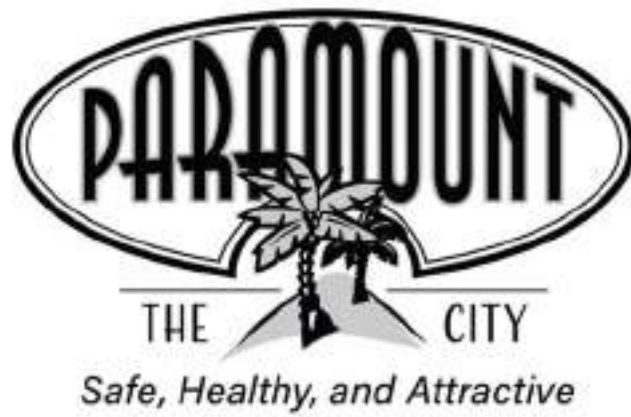
STAR replacement equipment and furniture

Computer Equipment

STAR replacement computer

Other Capital Equipment

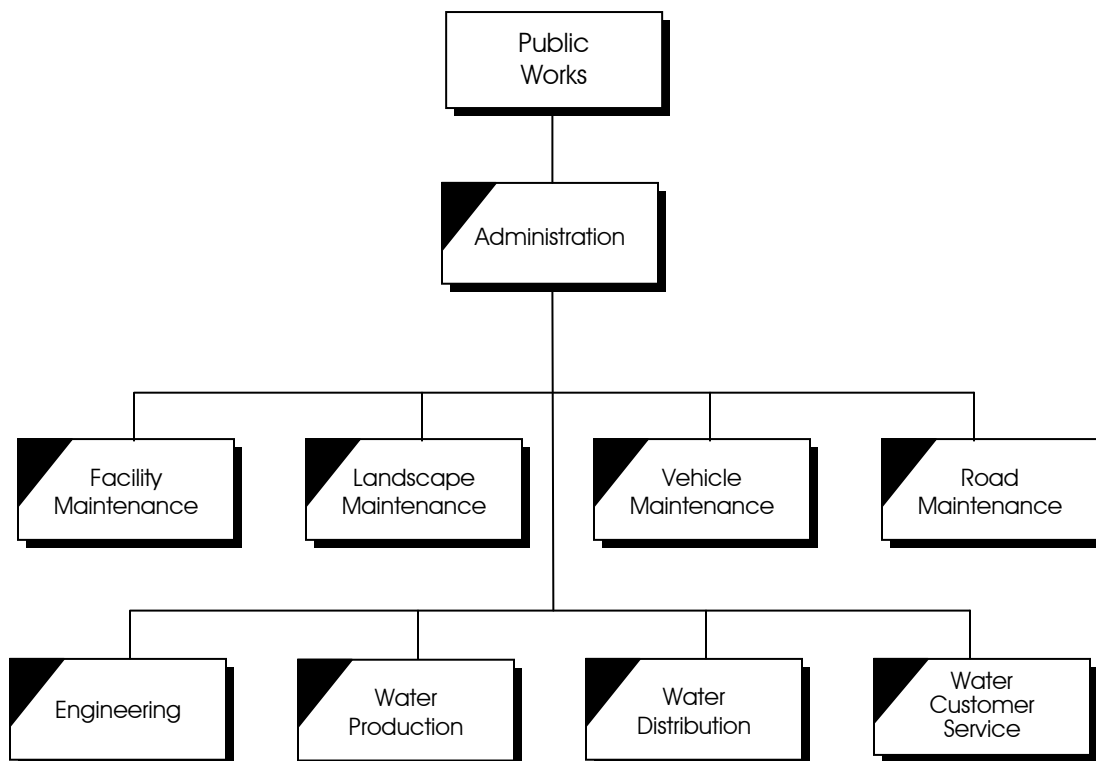
STAR site equipment



PUBLIC WORKS

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

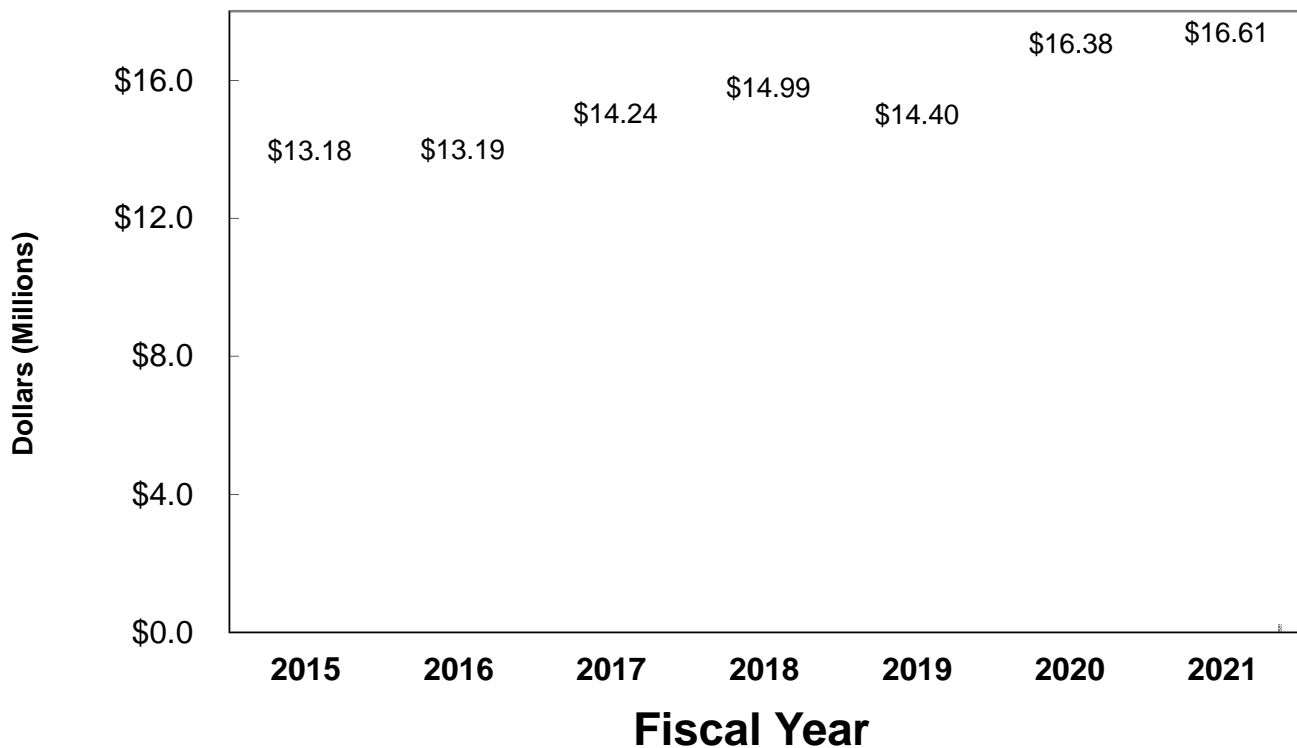
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



PUBLIC WORKS DEPARTMENT

2020-21 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Administration	\$ 1,140,800	1,028,300	-	2,169,100
Facility Maintenance	995,350	789,750	-	1,785,100
Landscape Maintenance	1,166,200	1,045,150	-	2,211,350
Vehicle Maintenance	-	398,450	-	398,450
Road Maintenance	451,900	1,118,800	318,000	1,888,700
Engineering	-	772,700	-	772,700
Water Production	455,150	4,541,000	-	4,996,150
Water Distribution	697,700	1,376,750	-	2,074,450
Water Customer Service	194,200	115,750	-	309,950
Total	<u>\$ 5,101,300</u>	<u>11,186,650</u>	<u>318,000</u>	<u>16,605,950</u>

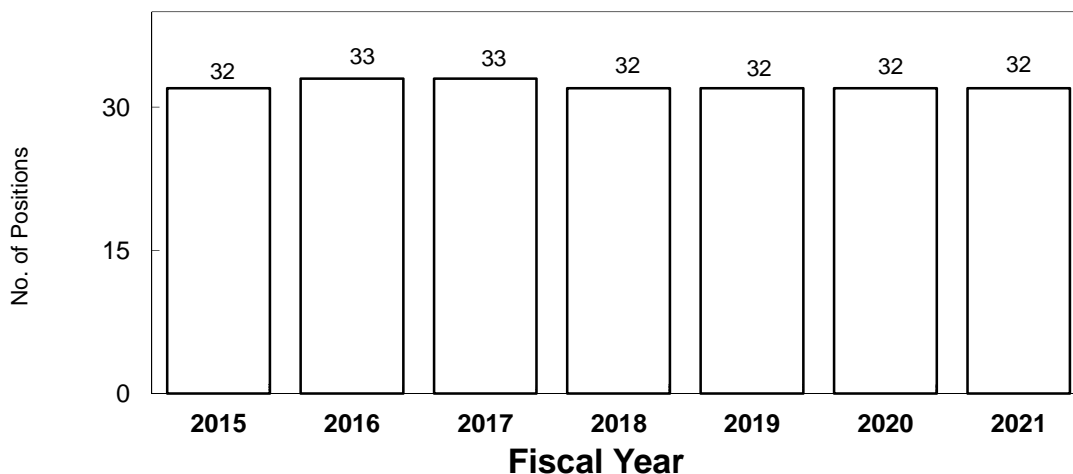
History of Expenditures



PUBLIC WORKS DEPARTMENT

2020-21 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2020</u>	<u>Proposed FY 2021</u>	<u>Change + or (-)</u>
Public Works Director	1	1	-
Assistant Public Works Director	1	1	-
Water Superintendent	1	1	-
Public Works Superintendent	1	1	-
Public Works Manager	1	1	-
Water Supervisor	1	1	-
Maintenance Supervisor	2	2	-
Warehouse Attendant	1	1	-
Senior Maintenance Worker	6	6	-
Senior Water Operator	3	3	-
Administrative Assistant	1	1	-
Maintenance Worker	8	8	-
Water Operator	4	4	-
Office Assistant II	1	1	-
Total Number of Full-Time Positions	<u>32</u>	<u>32</u>	<u>-</u>
<u>Part-Time Positions</u>			
Total Number of Hours	33,540	39,260	5,720

Full-Time Position Summary



Public Works Administration

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 1,097,650	1,140,800
Maintenance and Operations	1,031,550	1,028,300
Capital Outlay	-	-
Division Total	<u>\$ 2,129,200</u>	<u>2,169,100</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
PW Superintendent	1	1	-
Public Works Manager	1	1	-
Administrative Assistant	1	1	-
Office Assistant II	1	1	-
Total Full-Time Positions	<u>6</u>	<u>6</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
PW Intern	1,300	1,300	-
Total Part-Time Hours	<u>1,300</u>	<u>1,300</u>	<u>-</u>

Public Works Administration

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 583,538	566,800	572,700
Part-Time Pay	-	-	23,450
Health Insurance	163,708	188,800	216,200
Life Insurance	1,128	1,250	1,250
Disability Insurance	2,851	3,300	3,600
Workers' Compensation	8,578	14,050	10,850
Medicare	8,506	8,450	8,700
Pers	209,485	282,900	271,950
Deferred Compensation	-	-	-
Pers Contributions (GASB 68)	12,603	32,100	32,100
Total Salaries/Benefits	990,396	1,097,650	1,140,800
Cellular Services	8,781	11,750	9,500
Printing/Reproduction	840	1,000	1,000
Office Supplies	2,962	2,800	2,800
Postage Expense	-	200	200
Publications	-	300	300
Professional/Technical	869,130	889,700	888,700
Financial Services	4,000	4,000	4,000
Engineer Services	6,515	50,000	50,000
Rent/Lease of Equipment	1,880	2,450	2,450
Mileage Reimbursement	3,000	3,600	3,600
Conferences/Meetings	5,959	6,000	6,000
Memberships	15,416	26,000	26,000
Bad Debt Expense	89	5,000	5,000
Equipment Maint Supplies	668	550	550
Uniforms	1,730	900	900
Safety Services/Supplies	1,728	4,800	4,800
Hazardous Waste Supplies	20,675	22,000	22,000
Vehicle Maint Services	-	500	500
Total Maint/Operations	943,373	1,031,550	1,028,300
Vehicles	-	-	-
Total Capital Outlay	-	-	-
- Division Total -	\$ 1,933,769	\$ 2,129,200	\$ 2,169,100

Printing/Reproduction

Blueprint reproduction

Professional/Technical

Water administrative reimbursement	\$ 850,000
Water rate study	20,000
Water service legal fees	5,500
GoGov work order access fee	13,200
	\$ 888,700

Financial services

Water department financial audit

Engineer Services

Water on-call engineering

Conferences/Meetings

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

Memberships

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

Hazardous Waste Supplies

Hazardous waste removal, absorbent, steel drums, containment booms

Facility Maintenance

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 940,200	995,350
Maintenance and Operations	825,800	789,750
Capital Outlay	23,000	-
Division Total	<u>\$ 1,789,000</u>	<u>1,785,100</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Maintenance Supervisor	1	1	-
Sr Maintenance Worker	3	2	(1)
Warehouse Attendant	1	1	-
Maintenance Worker	1	2	1
Total Full-Time Positions	<u>6</u>	<u>6</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Maintenance Aide	10,400	13,000	2,600
Total Part-Time Hours	<u>10,400</u>	<u>13,000</u>	<u>2,600</u>

Facility Maintenance

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 362,199	363,100	370,800
Part-Time Pay	87,594	131,800	182,000
Full-Time Overtime	15,834	25,000	19,500
Health Insurance	150,404	161,300	184,100
Life Insurance	797	800	800
Disability Insurance	2,005	2,100	2,300
Unemployment Insurance	-	-	-
Workers' Compensation	42,485	72,900	58,600
Medicare	6,507	7,450	8,300
Pers	137,899	175,750	168,950
Deferred Compensation	-	-	-
Total Salaries/Benefits	<u>805,725</u>	<u>940,200</u>	<u>995,350</u>
Professional/Technical	-	-	27,000
Nuisance Abatement	-	3,000	2,000
Rent/Lease of Equipment	60,097	85,000	44,900
Conferences/Meetings	1,077	850	850
Facility Maint Supplies	198,354	190,000	190,000
Household Supplies	36,578	38,000	35,000
Uniforms	5,417	5,950	7,000
Graffiti Supplies	60,696	100,000	85,000
Facility Maint Services	213,366	230,000	230,000
Janitorial Services	145,235	158,000	158,000
Small Tools/Instruments	1,657	2,000	2,000
Facility Flags	2,592	3,000	3,000
Disaster Response	-	10,000	5,000
Total Maint/Operations	<u>725,069</u>	<u>825,800</u>	<u>789,750</u>
Other Capital Equipment	17,509	23,000	-
Vehicles	-	-	-
Total Capital Outlay	<u>17,509</u>	<u>23,000</u>	<u>-</u>
- Division Total -	<u><u>\$ 1,548,303</u></u>	<u><u>1,789,000</u></u>	<u><u>1,785,100</u></u>

Professional/Technical

Security system maintenance

Rent/Lease of Equipment

Boom truck	\$ 20,000
Combination truck	11,900
Stakebed truck	13,000
	<u>\$ 44,900</u>

Facility Maintenance Supplies

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

Household Supplies

Paper products, janitorial supplies

Graffiti Supplies

Paint and paint supplies, sandblasting, cleaning compounds

Facility Maintenance Services

HVAC Services	\$ 60,000
Lighting/Electrical services	25,000
Fountain services	15,000
Plumbing services	15,000
Fence repairs	15,000
Pest control	13,000
Elevator maintenance/permits	11,000
Pool services	10,000
Roof repairs	6,000
Door/Gate repairs	5,000
Community Center kitchen services	4,000
Gym equipment services	2,000
Fire protection services	2,000
Generator permits/services	2,000
Emergency repairs	30,000
Miscellaneous repairs	15,000
	<u>\$ 230,000</u>

Landscape Maintenance

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 1,215,250	1,166,200
Maintenance and Operations	1,029,950	1,045,150
Capital Outlay	12,000	-
Division Total	<u>\$ 2,257,200</u>	<u>2,211,350</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Maintenance Supervisor	1	1	-
Sr Maintenance Worker	2	2	-
Maintenance Worker	4	4	-
Total Full-Time Positions	<u>7</u>	<u>7</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Maintenance Aide	15,600	18,200	2,600
Public Service Assistant	1,040	1,300	260
Total Part-Time Hours	<u>16,640</u>	<u>19,500</u>	<u>2,860</u>

Landscape Maintenance

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 400,877	466,100	411,000
Part-Time Pay	241,509	257,500	280,300
Full-Time Overtime	12,429	19,150	19,100
Health Insurance	141,886	154,400	171,100
Life Insurance	875	900	900
Disability Insurance	2,209	2,450	2,550
Unemployment Insurance	-	-	-
Workers' Compensation	69,499	104,100	82,450
Medicare	8,280	8,950	10,350
Pers	154,105	201,700	188,450
Deferred Compensation	-	-	-
Total Salaries/Benefits	1,031,669	1,215,250	1,166,200
Professional/Technical	860,649	854,000	874,800
Rent/Lease of Equipment	59,376	71,700	65,300
Conferences/Meetings	1,148	1,000	1,000
Memberships	-	350	350
Uniforms	4,705	8,500	9,500
Landscape Supplies	90,177	89,400	89,200
Small Tools/Instruments	4,400	5,000	5,000
Total Maint/Operations	1,020,455	1,029,950	1,045,150
Vehicles	150,090	12,000	-
Total Capital Outlay	150,090	12,000	-
- Division Total -	\$ 2,202,214	2,257,200	2,211,350

Professional/Technical

General landscape maintenance	\$ 406,750
Tree maintenance	254,100
Median maintenance	153,000
Weed sprays/pesticides	21,000
Park maintenance consultant	17,250
Crown reductions/removals	10,000
In-kind services to Paramount Library	7,700
Artificial turf maintenance	5,000
	\$ 874,800

Rent/Lease of Equipment

Trucks (3)	\$ 29,800
Tractor	25,500
Arrowboard truck	10,000
	\$ 65,300

Conferences/Meetings

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

Landscape supplies

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

Vehicle and Equipment Maintenance

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	-
Maintenance and Operations	458,150	398,450
Capital Outlay	-	-
Division Total	<u>\$ 458,150</u>	<u>398,450</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Not Applicable			

Vehicle and Equipment Maintenance

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Gasoline/Diesel Fuel	\$ 66,799	63,150	63,150
Vehicle Maint Services	383,036	395,000	335,300
Total Maint/Operations	449,835	458,150	398,450
Other Capital Equipment	-	-	-
Total Capital Outlay	-	-	-
- Division Total -	\$ 449,835	458,150	398,450

Gasoline/Diesel Fuel

Fleet fuel

Vehicle Maintenance Services

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

Road Maintenance

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

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 435,650	451,900
Maintenance and Operations	1,097,600	1,118,800
Capital Outlay	32,500	318,000
Division Total	<u>\$ 1,565,750</u>	<u>1,888,700</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Sr Maintenance Worker	2	1	(1)
Maintenance Worker	2	3	1
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Maintenance Aide	1,040	1,040	-
Total Part-Time Hours	<u>1,040</u>	<u>1,040</u>	<u>-</u>

Road Maintenance

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 198,231	195,000	208,050
Part-Time Pay	-	6,950	14,600
Full-Time Overtime	8,430	30,650	30,000
Health Insurance	79,515	77,450	88,700
Life Insurance	426	450	450
Disability Insurance	1,071	1,100	1,300
Workers' Compensation	24,515	40,650	30,350
Medicare	2,131	3,200	3,700
Pers	69,864	80,200	74,750
Deferred Compensation	-	-	-
Total Salaries/Benefits	384,181	435,650	451,900
Rent/Lease of Equipment	-	5,200	5,200
Mileage Reimbursement	-	300	300
Conferences/Meetings	914	2,700	2,700
Memberships	-	500	500
Electricity	76,399	97,100	97,100
Water	177,634	225,800	225,800
Gasoline/Diesel Fuel	8,800	21,300	21,300
Uniforms	3,468	4,450	5,500
Street Maint Supplies	73,314	91,200	91,200
Traffic Safety Supplies	23,621	24,700	27,600
Street Maint Services	350,123	456,800	474,050
Traffic Safety Equip Maint	152,202	165,550	165,550
Small Tools/Instruments	20	2,000	2,000
Total Maint/Operations	866,494	1,097,600	1,118,800
Other Capital Equipment	57,579	32,500	68,000
Vehicles	-	-	250,000
Total Capital Outlay	57,579	32,500	318,000
- Division Total -	\$ 1,308,255	1,565,750	1,888,700

Rent/Lease of Equipment

Miscellaneous equipment rental

Conferences/Meetings

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

Street Maintenance Supplies

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

Traffic Safety Supplies

Traffic signs and miscellaneous repairs

Street Maintenance Services

Sidewalk concrete service repair	\$ 150,000
Street sweeping contract	104,850
Catch basin cleanout program	86,900
Annual pothole/street improvement	55,000
Annual street legend improvement	50,000
Cart retrieval services	27,300
	\$ 474,050

Traffic Safety Equipment Maintenance

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

Other Capital Equipment

Stormwater catch basin inserts

Vehicles

Street sweeper

Engineering

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ -	-
Maintenance and Operations	718,250	772,700
Capital Outlay	-	-
Division Total	<u>\$ 718,250</u>	<u>772,700</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Not Applicable			

Engineering

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Professional/Technical	\$ 140,929	177,700	177,700
Engineering Services	260,004	310,000	288,450
Environmental Services	46,078	12,000	12,000
Stormwater Management	125,248	202,550	288,550
Sustainability Services	-	16,000	6,000
Total Maint/Operations	572,259	718,250	772,700
- Division Total -	\$ 572,259	718,250	772,700

Professional/Technical

Solid waste consulting services	\$ 40,000
Sewer spill monitoring	30,000
Industrial waste	27,000
Stormwater inspection (commercial)	25,000
I-710 freeway study	25,000
605/91 freeway study	20,000
Stormwater inspection (restaurants)	6,300
Digitizing	2,000
LA County Engineer	1,000
LA County Public Works	1,000
LA County Assessor	400
	\$ 177,700

Engineering Services

General engineering	\$ 141,500
Local roadway safety plan	80,000
Traffic engineering	28,000
GIS system	20,000
Parcel/tract maps	10,000
Miscellaneous design	7,100
Assessment district	1,850
	\$ 288,450

Environmental Services

Website / Public information

Stormwater Management

Los Cerritos MS4 watershed mgmt plan	\$ 100,000
LA River MS4 watershed mgmt plan	93,000
NPDES consultant services	75,000
Greater Harbor toxics TMDL	18,450
MS4Front software maintenance	2,100
	\$ 288,550

Water Production

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

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 444,300	455,150
Maintenance and Operations	4,479,150	4,541,000
Capital Outlay	129,650	-
Division Total	<u>\$ 5,053,100</u>	<u>4,996,150</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Water Supervisor	1	1	-
Senior Water Operator	2	2	-
Total Full-Time Positions	<u>3</u>	<u>3</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Water Operator Aide	3,120	3,120	-
Total Part-Time Hours	<u>3,120</u>	<u>3,120</u>	<u>-</u>

Water Production

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 200,896	185,550	184,750
Part-Time Pay	29,814	30,650	43,700
Full-Time Overtime	14	-	-
Health Insurance	74,278	55,250	63,750
Life Insurance	393	400	400
Disability Insurance	989	1,000	1,150
Workers' Compensation	25,448	39,350	28,600
Medicare	2,161	2,750	3,350
Pers	78,120	86,550	86,650
Pers Contributions (GASB 68)	19,017	42,800	42,800
Total Salaries/Benefits	431,131	444,300	455,150
Telephone/Internet Services	12,788	13,400	13,400
Office Supplies	203	250	250
Publications	-	250	250
Professional/Technical	41,749	76,150	76,150
Mileage Reimbursement	-	100	100
Conferences/Meetings	2,310	3,000	3,000
Memberships	3,819	8,100	8,100
Electricity	241,597	288,000	288,000
Natural Gas	96,819	100,000	100,000
Principal Payments	145,535	297,850	313,150
Interest Payments	207,199	345,900	334,350
Depreciation	305,404	350,000	350,000
Gasoline/Diesel Fuel	4,081	5,000	5,000
Uniforms	3,344	3,500	4,500
Operation Maint Supplies	111,747	137,300	137,300
Testing Services	32,466	48,650	48,650
Vehicle Maint Services	-	1,500	1,500
Operation Maint Services	103,984	110,000	110,000
Small Tools/Instruments	-	2,000	2,000
Ground/Purchased Water	2,562,448	2,688,200	2,745,300
Total Maint/Operations	3,875,494	4,479,150	4,541,000
Computer Equipment	32,109	22,000	-
Other Capital Equipment	50,913	107,650	-
Total Capital Outlay	83,021	129,650	-
- Division Total -	\$ 4,389,646	5,053,100	4,996,150

Professional/Technical

IBank annual fee (Well # 16)	\$ 20,100
SCADA system maintenance	16,100
IBank annual fee (Well # 15)	15,450
WaterTrax software license	11,000
SCADA software licenses	9,000
Backflow software maintenance	4,500
	\$ 76,150

Conference/Meetings

Water certification education - state required

Memberships

Central Basin association dues

Principal Payments

I-Bank (Well 15)	\$ 160,500
I-Bank (Well 16)	152,650
	\$ 313,150

Interest Payments

I-Bank (Well 16)	\$ 194,300
I-Bank (Well 15)	140,050
	\$ 334,350

Operation Maintenance Supplies

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

Testing Services

State-mandated water sampling	\$ 34,650
Chemical / engineer testing	8,600
Groundwater testing	5,400
	\$ 48,650

Ground/Purchase Water

Groundwater (5,400 AF @ \$383.25/AF)	\$ 2,069,550
Reclaimed water (400AF @ \$759/AF)	303,600
Potable water (200 AF @ \$1,268/AF)	253,600
Capacity reservation charge	42,300
State Water Board permit fee	25,000
Water service charge	21,900
New Central Basin meter charge	14,850
Watermaster	11,000
Water System NPDES Permit	2,500
San District Sewer Surcharge	1,000
	\$ 2,745,300

Water Distribution

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 669,550	697,700
Maintenance and Operations	1,397,300	1,376,750
Capital Outlay	20,000	-
Division Total	<u>\$ 2,086,850</u>	<u>2,074,450</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Water Superintendent	1	1	-
Senior Water Operator	1	1	-
Water Operator	2	2	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
Water Operator Aide	1,040	1,300	260
Total Part-Time Hours	<u>1,040</u>	<u>1,300</u>	<u>260</u>

Water Distribution

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 246,768	249,400	265,350
Part-Time Pay	18,350	14,700	18,200
Full-Time Overtime	28,315	28,650	35,000
Standby Overtime	28,699	32,050	30,000
Health Insurance	117,289	116,150	134,200
Life Insurance	597	600	600
Disability Insurance	1,510	1,550	1,650
Workers' Compensation	34,685	53,800	40,900
Medicare	3,401	3,650	4,150
Pers	96,095	120,400	119,050
Pers Contributions (GASB 68)	23,392	48,600	48,600
Total Salaries/Benefits	599,100	669,550	697,700
Office Supplies	197	200	200
Rent/Lease of Equipment	26,652	52,700	37,100
Conferences/Meetings	2,625	4,050	4,050
Depreciation	498,195	650,000	650,000
Gasoline/Diesel Fuel	8,230	8,500	8,500
Uniforms	3,911	4,550	5,500
Operation Maint Supplies	39,912	60,000	54,100
Vehicle Maint Services	-	5,500	5,500
Operation Maint Services	175,104	250,000	250,000
Small Tools/Instruments	-	1,800	1,800
Franchise Tax	377,812	360,000	360,000
Total Maint/Operations	1,132,639	1,397,300	1,376,750
Computer Equipment	24,850	20,000	-
Total Capital Equipment	24,850	20,000	-
- Division Total -	\$ 1,756,589	2,086,850	2,074,450

Conferences/Meetings

Water certification education - state required

Rent/Lease of Equipment

Combination trucks (2)	\$ 24,200
Super duty truck	11,900
Misc rentals	1,000
	\$ 37,100

Operation Maintenance Supplies

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

Operation Maintenance Services

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

Water Customer Service

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

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

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

Expenditure Summary

	Final FY 2020	Proposed FY 2021
Salaries and Benefits	\$ 202,150	194,200
Maintenance and Operations	115,250	115,750
Capital Outlay	10,000	-
Division Total	<u>\$ 327,400</u>	<u>309,950</u>

Position Summary

Full-Time Positions	Positions FY 2020	Positions FY 2021	Change + or (-)
Water Operator	2	2	-
Total Full-Time Positions	<u>2</u>	<u>2</u>	<u>-</u>
Part-Time Positions	Hours FY 2020	Hours FY 2021	Change + or (-)
None			

Water Customer Service

Expenditure Detail

	Actual FY 2019	Final FY 2020	Proposed FY 2021
Regular Salaries	\$ 99,446	93,750	93,550
Standby Overtime	195	-	-
Health Insurance	31,684	30,750	35,100
Life Insurance	188	200	200
Disability Insurance	476	450	600
Workers' Compensation	3,429	17,850	11,700
Medicare	1,441	1,350	1,400
Pers	28,340	39,800	33,650
Pers Contributions (GASB 68)	8,622	18,000	18,000
Total Salaries/Benefits	173,820	202,150	194,200
Printing/Reproduction	261	1,000	1,000
Office Supplies	21	100	100
Professional/Technical	-	5,550	5,550
Rent/Lease of Equipment	1,442	17,350	17,350
Mileage Reimbursement	-	50	50
Conferences/Meetings	1,678	2,000	2,000
Gasoline/Diesel Fuel	4,665	4,300	4,300
Uniforms	1,850	2,100	2,600
Operation Maint Supplies	37,408	80,000	80,000
Vehicle Maint Services	-	2,000	2,000
Small Tools/Instruments	677	800	800
Total Maint/Operations	48,001	115,250	115,750
Other Capital Equipment	-	10,000	-
Total Capital Equipment	-	10,000	-
- Division Total -	\$ 221,821	327,400	309,950

Printing/Reproduction

Door hangers

Professional/Technical

Water quality videos

Lease

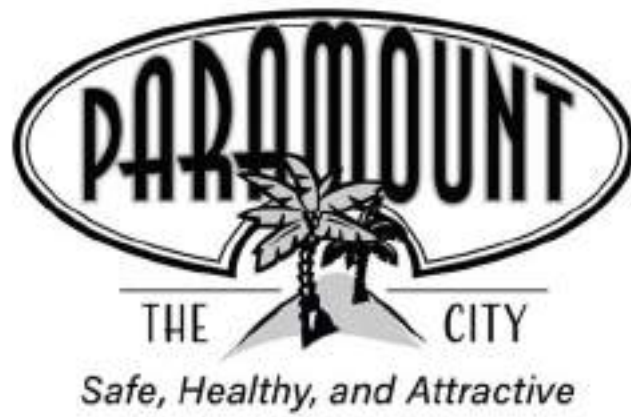
Truck lease

Conferences/Meetings

Water certification education - state required

Operation Maintenance Supplies

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



CAPITAL IMPROVEMENT PROJECT DETAIL

This section contains details of the new and carryover Capital Improvement Projects for Fiscal Year 2021.

- Capital Improvement Project Summaries 140
- Approved Capital Projects for FY 2021 142
- Carryover Capital Projects from FY 2020..... 145



Capital Improvement Project Summary by Funding

City of Paramount
Fiscal Year 2021

Funding Source	New Projects	Carry-Over Projects	Total Capital Improvements
Non-Restricted Funds	100,000	-	100,000
Restricted/Assigned Funds			
California Natural Resources Agency (CRNA)	2,932,450	325,000	3,257,450
Highway Bridge Repair	-	405,850	405,850
Measure A	-	690,000	690,000
Measure M Transit Tax	770,000	645,000	1,415,000
Measure R Transit Tax	725,000	549,600	1,274,600
SB1 - Active Transportation (ATP)	-	295,000	295,000
SB1 - Road Mntc. & Repair Act (RMRA)	1,000,000	700,000	1,700,000
Proposition A Transit Tax	274,000	-	274,000
Proposition C Transit Tax	80,000	1,192,600	1,272,600
Public Art Fee	6,000	14,000	20,000
STPL	-	681,000	681,000
Capital Project Reserve	60,000	121,000	181,000
Subtotal - Restricted Funds	5,847,450	5,619,050	11,466,500
Paramount Municipal Water Fund	100,000	7,022,350	7,122,350
Total Expenditures - All Funds	6,047,450	12,641,400	18,688,850

Capital Improvement Project Summary by Type

City of Paramount
Fiscal Year 2021 Budget

Funding Source	Streets Sidewalks & Signals	Water	Park/ Landscape	Misc.	Total Capital Improvements
Non-Restricted Funds	-	-	-	100,000	100,000
Restricted Funds					
Calif. Natural Resources Agency (CNRA)	2,932,450	-	325,000	-	3,257,450
Highway Bridge Repair	405,850	-	-	-	405,850
Mesure A	-	-	690,000	-	690,000
Mesure M Transit Tax	1,415,000	-	-	-	1,415,000
Mesure R Transit Tax	1,274,600	-	-	-	1,274,600
SB1 - Active Transportation (ATP)	295,000	-	-	-	295,000
SB1 - Road Mntc. & Repair Act (RMRA)	1,700,000	-	-	-	1,700,000
Proposition A Transit Tax	-	-	-	274,000	274,000
Proposition C Transit Tax	1,272,600	-	-	-	1,272,600
Public Art Fee	-	-	14,000	6,000	20,000
STPL	681,000	-	-	-	681,000
Capital Project Reserve	60,000	-	80,000	41,000	181,000
Subtotal - Restricted Funds	10,036,500	-	1,109,000	321,000	11,466,500
Paramount Municipal Water Fund	-	7,122,350	-	-	7,122,350
Total Expenditures - All Funds	10,036,500	7,122,350	1,109,000	421,000	18,688,850

New Capital Improvement Projects

City of Paramount

Fiscal Year 2021

Project Name and Description	Estimated Cost	Funding Source	Estimated	
			Start Date	Completion Date
Streets, Sidewalks, and Signals				
1. <u>Neighborhood Street Resurfacing (9131)</u> Street resurfacing in various neighborhood including portions of 1st, 2nd, Century, Colorado, Howe, Pearl and Orange.	\$ 2,300,000	Meas R 525,000 Meas M 575,000 SB1-RMRA 1,000,000 Downey 200,000	July 2020	Dec 2021
2. <u>WSAB Bikeway Phase 4 (9132)</u> Design and construction of the 4th phase of the bike trail project from Garfield to the LA River trail.	3,127,450	CNRA 2,932,450 Meas M 195,000	July 2020	June 2021
3. <u>Traffic Signal Designs (9133)</u> Design costs for traffic signals at Garfield/70th Street and Alondra/Passage.	80,000	Prop C	Sept 2020	Jan 2021
4. <u>Civic Center Monument Sign (9134)</u> Replacement of monument signs at entrance to Civic Center.	60,000	Cap Res	July 2020	June 2021
5. <u>Bus Shelters (9135)</u> Installation of bus shelters around the City.	250,000	Prop A	Feb 2021	Apr 2021
<hr/>				
Subtotal Streets, Sidewalks, and Signals	\$ 5,817,450			

New Capital Improvement Projects
City of Paramount
Fiscal Year 2021

Project Name and Description	Estimated Cost	Funding Source	Estimated	
			Start Date	Completion Date
Water Improvements				
6. <u>Installation of Services & Hydrants (9110)</u> Installation of new water services and fire hydrants as requested and funded by private development at various locations.	\$ 75,000	Water		On-going
7. <u>Annual Valve Replacement (9111)</u> Replacement of miscellaneous water valves at various locations.	25,000	Water		On-going
<hr/>				
Subtotal Water Improvements	<u>\$ 100,000</u>			
Miscellaneous Improvements				
8. <u>Neighborhood Enhancement Program (9071)</u> Construction of various neighborhood enhancement projects citywide.	50,000	Cap Res		On-going
9. <u>Utility Box Murals (9172)</u> Decorative painting of utility boxes throughout the city.	6,000	Art Fund		On-going
10. <u>Bus Stop Trash Cans (9173)</u> Purchase of 20 trash cans.	24,000	Prop A	Sept 2020	Nov 2020
11. <u>Phone System Upgrade (9174)</u> Phone system upgrade.	50,000	Gen Fund	July 2020	June 2021
<hr/>				
Subtotal Miscellaneous Improvements	<u>\$ 130,000</u>			
Total New Capital Improvement Projects - FY 2021				
	<u>\$ 6,047,450</u>			

Carryover Capital Improvement Projects

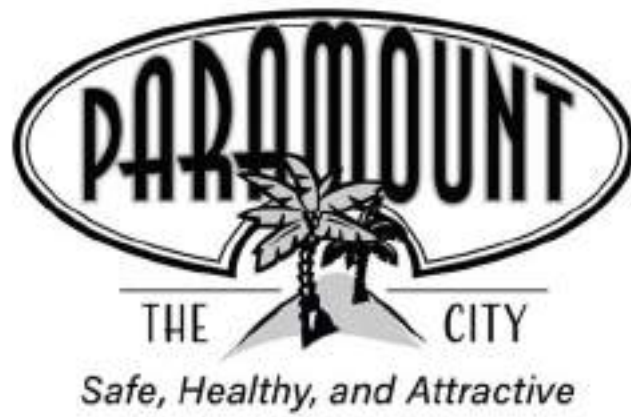
City of Paramount

Fiscal Year 2021

Project Name and Description	Estimated	Estimated	Funding	Estimated	
	Expenditures as of 6/30/20	Carry-Over Expenditure		Start Date	Completion Date
Streets, Sidewalks, and Signals					
11. <u>Rosecrans Bridge Repair (9833)</u> Received a Highway Bridge Repairs Grant for design costs for the repair of Rosecrans Bridge. City match is \$65,750.	\$ 114,600	\$ 458,450	Prop C 52,600 HBR 405,850	Mar 2020	Sept 2020
12. <u>WSAB Bikeway Phase 2 (9932)</u> Extension of the bike path from Somerset to Rosecrans per ATP grant application.	75,000	540,000	Meas M 245,000 SB1-ATP 295,000	Mar 2020	June 2021
13. <u>Arterial Street Resurfacing (9030)</u> Resurfacing of Alondra from Hunsaker to LA River, Downey from SSL to Alondra, Orange from Rosecrans to end.	208,000	1,821,000	Prop C 1,140,000 STPL 681,000	Aug 2020	Nov 2020
14. <u>Neighborhood Street Resurfacing (9031)</u> Street resurfacing in neighborhood north of Somerset, east of Orange, Grant and Golden.	175,400	1,649,600	Meas M 400,000 Meas R 549,600 SB1-RMRA 700,000	Mar 2020	Aug 2020
Subtotal Streets, Sidewalks, and Signals	\$ 573,000	\$ 4,469,050			
Water Improvements					
15. <u>Well #16 Design/Construction (9116)</u> Drilling and construction of new drinking water well at the northwest corner of Garfield and Jackson.	\$ 555,600	\$ 7,022,350	Water 940,000 I-Bank 6,082,350	Apr 2015	June 2021
Subtotal Water Improvements	\$ 555,600	\$ 7,022,350			

Carryover Capital Improvement Projects
City of Paramount
Fiscal Year 2021

Project Name and Description	Estimated	Estimated	Funding	Estimated		
	Expenditures as of 6/30/20	Carry-Over Expenditure		Start Date	Completion Date	
Park/Landscape Improvements						
16. <u>Paramount Park Pool Replaster (9051)</u> Replaster of the pool, pool deck replacement and lighting repairs.	\$ 60,000	\$ 810,000	Meas A 690,000 Cap Res 80,000 CNRA 40,000	May 2020	Apr 2021	
17. <u>Progress Plaza Facility Improvements (9053)</u> Various building improvements to the interior of Progress Plaza. Includes modernization of building elements as well as energy efficiency upgrades.	15,000	285,000	CNRA	May 2020	May 2021	
18. <u>Pond Sculpture (9054)</u> Replacement of stolen bronze sculpture located at the Pond.	14,000	14,000	Art	April 2020	Sept 2021	
Subtotal Park/Landscape Improvements	<u>\$ 89,000</u>	<u>\$ 1,109,000</u>				
Miscellaneous Improvements						
19. <u>Civic Center Fountain Design (9073)</u> Design cost for Civic Center fountain replacement.	\$ -	\$ 30,000	Cap Res	July 2020	June 2021	
20. <u>Mariposa/Progress Plaza Carpet Repl (9077)</u> Replace the carpet at Mariposa Center and Progress Plaza.	32,000	11,000	Cap Res	May 2020	June 2021	
Subtotal Miscellaneous Improvements	<u>\$ 32,000</u>	<u>\$ 41,000</u>				
Total Carryover Capital Improvement Projects - FY 2021	<u>\$ 1,249,600</u>	<u>\$ 12,641,400</u>				
Total Capital Improvement Projects		<u>\$ 18,688,850</u>				



SUCCESSOR AGENCY

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

The following page summarizes the revenues and expenditures for Fiscal Year 2021.

Revenue Budget

Successor Agency for the Paramount Redevelopment Agency
Fiscal Year 2021 Budget

	<u>Actual FY 2019</u>	<u>Approved Budget FY 2020</u>	<u>Final Budget FY 2020</u>	<u>Proposed Budget FY 2021</u>
Revenues:				
Redevelopment Property Tax Trust Fund	\$ 6,107,962	5,948,800	6,108,000	5,948,800
Investment Earnings	46,917	30,000	30,000	30,000
Other Revenue	-	-	-	-
Total Revenues	<u>6,154,879</u>	<u>5,978,800</u>	<u>6,138,000</u>	<u>5,978,800</u>
Other Sources				
Loan Repayments	-	-	-	-
Bond Proceeds	-	-	-	-
Total Other Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Sources	<u>\$ 6,154,879</u>	<u>5,978,800</u>	<u>6,138,000</u>	<u>5,978,800</u>

Expense Budget

Successor Agency for the Paramount Redevelopment Agency
Fiscal Year 2021 Budget

	<u>Actual FY 2019</u>	<u>Approved Budget FY 2020</u>	<u>Final Budget FY 2020</u>	<u>Proposed Budget FY 2021</u>
Expenses:				
Administration	\$ 250,000	250,000	250,000	250,000
Bond Payments and Fees	5,150,930	5,173,050	5,173,050	5,178,800
Depreciation	209,244	209,250	209,250	209,250
Other Enforceable Obligations	500,000	500,000	500,000	500,000
Capital Improvement Projects*	-	-	-	-
Total Expenses	<u>6,110,173</u>	<u>6,132,300</u>	<u>6,132,300</u>	<u>6,138,050</u>
Other Uses:				
Return of Available Balance	-	-	-	-
Total Other Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses and Other Uses	<u>\$ 6,110,173</u>	<u>6,132,300</u>	<u>6,132,300</u>	<u>6,138,050</u>

*Bond funded project moved to City in FY 2018.

HOUSING AUTHORITY

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

The following page summarizes the revenues and expenditures for Fiscal Year 2021.

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

Sources and Uses of Funds

Paramount Housing Authority Fiscal Year 2021 Budget

	Actual Revenue/ Expenditures FY 2019	Approved Budget FY 2020	Final Budget FY 2020	Proposed Budget FY 2021
Beginning Available Fund Balance	\$ 1,293,125	1,240,635	1,287,225	798,575
Revenues:				
Sponsoring Agency Loan Repayment	-	-	-	-
Administrative Fee	-	-	-	-
Total Revenues	-	-	-	-
Other Sources:				
Rent	-	-	4,350	1,500
Total Other Sources	-	-	4,350	1,500
Estimated Funds Available	1,293,125	1,240,635	1,291,575	800,075
Expenditures:				
Professional/Technical Services	5,900	-	80,000	10,000
Property Purchase (16305 Hunsaker)	-	500,000	413,000	-
Property Development (16305 Hunsaker)	-	-	-	300,000
Senior Housing Project (Paramount/70th)	-	-	-	400,000
Total Expenditures	5,900	500,000	493,000	710,000
Ending Fund Balance	\$ 1,287,225	740,635	798,575	90,075