



CITY OF MONTEREY PARK ADOPTED BUDGET

2024 - 2025



MONTEREY PARK CITY OFFICIALS



CITY COUNCIL

Thomas Wong, Mayor
Vinh T. Ngo, Mayor Pro Tem

Yvonne Yiu
Council Member

Henry Lo
Council Member

Jose Sanchez
Council Member

ELECTED OFFICIALS

Maychelle Yee, City Clerk
Amy Lee, City Treasurer

EXECUTIVE TEAM

Inez Alvarez.....City Manager
Diana Garcia.....Assistant City Manager
Karl H. Berger.....City Attorney
Scott Wiese.....Police Chief
Chris Thompson.....Fire Chief
Martha Garcia.....Director of Finance
Christine Tomikawa.....Director of Human Resources/Risk Management
Shawn Igoe.....Director of Public Works
Jessica Serrano..... Director of Community Development
Robert Aguirre.....Director of Recreation/Community Services
Kristin Olivarez-Becerra.....City Librarian

**CITY OF MONTEREY PARK
ADOPTED BUDGET
FY 2024-2025
TABLE OF CONTENTS**

| | |
|--|------------|
| BUDGET MESSAGE..... | A1 |
| CITY MAPS & STATISTICS..... | B1 |
| FUND LEVEL | |
| FUND ACTIVITY..... | C1 |
| SOURCE OF FUNDS | C4 |
| SUMMARY OF REVENUES & TRANSFERS-IN | C7 |
| FY 2022–2023 FUND BALANCE CHANGE SUMMARY..... | C9 |
| REVENUE GRAPHS | C11 |
| FIVE-YEAR SUMMARY OF REVENUES & TRANSFERS-IN BY FUND TYPES..... | C13 |
| FIVE-YEAR SUMMARY OF EXPEPNDITURES & TRANSFERS-IN BY FUND TYPES.... | C14 |
| EXPENDITURES BY FUND AND CHARACTER | C15 |
| SOURCE OF FUNDS BY DEPARTMENT | C16 |
| GENERAL FUND FIVE-YEAR PROJECTION..... | C17 |
| CITYWIDE PERSONNEL SUMMARY..... | C19 |
| DEPARTMENT OPERATING LEVEL | |
| CITY COUNCIL DEPARTMENT | D1 |
| City Council -1101 | D3 |
| Regional Associations -1110 | D6 |
| CITY MANAGER DEPARTMENT | E1 |
| City Manager -1201 | E4 |
| SA for the Former RDA -1203 | E6 |
| Media Production and Communications -1209 | E7 |
| City Clerk -1213 | E9 |

| | |
|--|------------|
| CITY CLERK DEPARTMENT -1301..... | F1 |
| CITY TREASURER DEPARTMENT -1501..... | G1 |
| CITY ATTORNEY DEPARTMENT -1601..... | H1 |
| | |
| FINANCE DEPARTMENT | I1 |
| Finance -1403 | I5 |
| Information Technology -1404..... | I7 |
| Community Housing Assistance -1405 | I9 |
| Revenue Collection -1406..... | I12 |
| | |
| HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT..... | J1 |
| Human Resources -1801..... | J4 |
| Risk Management -1802..... | J7 |
| | |
| COMMUNITY DEVELOPMENT DEPARTMENT..... | K1 |
| Planning -1701 | K6 |
| Building & Safety -1702..... | K12 |
| Economic Development -1705 | K16 |
| Business Improvement District Area No. 1 -1711 | K19 |
| | |
| POLICE DEPARTMENT | L1 |
| Administration -3101..... | L8 |
| Traffic Bureau -3102..... | L11 |
| Field Services -3103..... | L14 |
| Investigations -3104 | L18 |
| Animal Services -3111 | L21 |
| Communications -3112..... | L24 |
| Jail -3113 | L27 |
| Records -3114..... | L30 |
| Computer Services -3115..... | L33 |
| Community Engagement Bureau -3120..... | L35 |
| | |
| FIRE DEPARTMENT | M1 |
| Administration -3201..... | M5 |
| Fire Prevention -3205..... | M7 |
| Emergency Operations -3210 | M10 |
| Emergency Medical Services -3220 | M13 |
| Community Risk Reduction -3230 | M16 |
| Code Compliance -3240 | M19 |

| | |
|--|------------|
| MONTEREY PARK BRUGGEMEYER LIBRARY | N1 |
| Library Administration -6001 | N6 |
| Reference and Adult Services -6002..... | N8 |
| Technical Services -6003 | N11 |
| Literacy -6005..... | N14 |
| Children Services -6006..... | N17 |

| | |
|---|------------|
| RECREATION & COMMUNITY SERVICES DEPARTMENT | O1 |
| Recreation Facilities -6502..... | O5 |
| Aquatics -6503..... | O8 |
| Senior Programs -6505..... | O10 |
| Youth Programs -6506 | O13 |
| Recreation Programs -6507..... | O16 |
| Special Events -6508 | O18 |
| Community Transportation -6511 | O21 |

| | |
|--|------------|
| PUBLIC WORKS DEPARTMENT..... | P1 |
| Community Transportation -4201 | P7 |
| Street Maintenance -4202 | P9 |
| Storm Drain Maintenance -4203 | P12 |
| Sanitary Sewer Maintenance -4204 | P14 |
| Street Cleaning -4205 | P16 |
| Traffic Control -4206 | P18 |
| Street Lighting -4207 | P21 |
| Refuse Collection -4208 | P23 |
| Building Maintenance -4210 | P26 |
| Motor Pool Shop -4211 | P29 |
| Engineering -4212 | P32 |
| Parkway Maintenance -4216 | P37 |
| Parks -4217 | P40 |
| Water Administration -4220 | P43 |
| Water Commercial -4221 | P46 |
| Water Production -4222 | P49 |
| Water Distribution -4223 | P52 |
| Well No. 5 -4226 | P55 |
| Well No. 12 Treatment Plant -4227 | P57 |
| Well No. 1, 3, 10 -4229 | P58 |
| Well 15 -4231 | P60 |
| Centralized Groundwater -4234 | P61 |

| | |
|---|-----------|
| NON-DEPARTMENT | Q1 |
| General Liabilities Program -5101 | Q2 |
| Post-Employment -5102 | Q3 |
| Workers' Compensation -8301 | Q5 |
| | |
| CAPITAL IMPROVEMENT PROGRAM..... | R1 |
| Street Construction -5001 | R3 |
| Community Improvements -5002 | R4 |
| Enterprise Capital Projects -5005 | R5 |
| Five-Year Capital Improvement Program..... | R6 |
| | |
| DEBT SERVICE | S1 |
| | |
| RESOLUTIONS & POLICIES | T1 |

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



City Council
Henry Lo
Vinh Ngo
Jose Sanchez
Thomas Wong
Yvonne Yiu

City Clerk
Maychelle Yee

City Treasurer
Amy Lee

June 18, 2024

Honorable Mayor and Members of the City Council,

It is my privilege to present the adopted budget for all operations of the City of Monterey Park for the fiscal year 2024-2025. The City's 2024-2025 budget, which funds public safety, community and economic development, transportation, parks and open space, recreation, library, infrastructure investments, and city facility upgrades, is developed by staff in order to achieve City goals and strategic programs and to follow City Council's priorities and policy direction in the most responsive manner. This year, as always, our focus remains on delivering a wide range of services to our diverse community as we continue to manage the City's budget to maintain fiscal sustainability.

Economic Environment

California's unemployment rate increased slightly from 4.5% in February 2023 to 5.3% in February 2024, despite an overall increase of 3,037,600 jobs since February 2020. The unemployment rate in Los Angeles County remained unchanged at 5% from February 2023 to February 2024. Industries gaining jobs in California include Private Education & Health Services due to increases in practitioners such as acupuncturists and dieticians, as well as Home Healthcare Services and Individual and Family Services.

The COVID-19 pandemic upended the status quo — changing how we work and where we live, snarling global supply chains, driving rapid price increases, and prompting massive government aid. After the initial shock of job losses, Californians are back to work and unemployment is low. But continued inflation, interest rate hikes, and a volatile stock market continue to raise concerns about an upcoming recession. The City of Monterey Park remains vigilant and fiscally conservative.

In the City of Monterey Park, economic development is an integral component of the City's revenue generating activities. With 500,000 square feet of retail space, the Market Place, located along the Pomona Freeway, is the largest commercial shopping center ever developed in the community. Since its opening in May of 2018, the Market Place development has been a consistent revenue generator. The City is projecting a moderate increase of sales tax revenue from the Market Place for the upcoming year.

The City has also welcomed new hotels along the North Atlantic Boulevard corridor to meet the growing demand for visitor accommodations in the greater San Gabriel Valley area. A new 288-room

Courtyard by Marriott hotel opened in March 2021 on North Atlantic Boulevard. A new 134-room with 84 condominium units (residential mixed-use) Holiday Inn and Suites opened in May of 2024.

Property value growth for 2023-24 was somewhat less than the amount of growth in 2022-23 despite an increase in the value added due to sales in 2022. Residential value growth was \$365 million (5.2%) and accounted for 80.2% of all value growth. The number of detached single family home sales for 2023 were less than in 2022 which is consistent with what was seen in most areas of the State. The Monterey Park median sales price through September 2023 was down by 0.74%, a reversal from the large gains of the last 2 years.

The median sales price in Monterey Park for detached single family homes has rebounded from a low point of \$424,000 in 2012. The current median sales price is \$901,818.

The 2024-2025 Adopted Budget

The proposed City's FY 2024-2025 Operating, Debt and Capital Budget total is \$177.4 million, of which \$65.7 million is in the General Fund and \$860,000 is from one-time American Rescue Plan Act (ARPA) funds. This budget provides a road map for the City's successful delivery of vital core services and infrastructure improvements, which can be seen in detail via the Fund, Department and Capital pages that follow. A careful and methodical approach was taken in preparing the budget consistent with City Council's practice to exercise fiscal prudence and balance funding requests with the preservation of the General Fund reserves. Departmental budget requests were each evaluated in terms of operational needs in order to limit demand on the City's finances. This operating budget includes escalations where the cost-of-service delivery has increased, and ARPA funds have been allocated.

The Adopted Budget reflects the Successor Agency (SA) budget of \$2.2 million for enforceable obligations and administrative costs for winding down procedures of the former Monterey Park Redevelopment Agency.

Monterey Park uses a five-year forecast to enable us to anticipate and adapt to economic challenges and to make decisions today with the next five years in mind. The five-year forecast aids the City's administration in seeing our financial challenges before they are realized – giving the City the opportunity to identify and communicate with City Council and the community to implement solutions in advance. To this end, the proposed budget further advances efforts to transition the City from financial stability to financial sustainability.

General Fund Revenue

The General Fund is the main operating fund of the City and pays for the majority of police, fire, building, zoning, public works, park maintenance, recreation, and library services. It is our practice to conservatively estimate all revenues included in the budget to avoid over committing to future service expansions.

| (Amounts in 000s) | Approved 2023-24 | Est. Actual 2023-24 | Estimated 2024-25 |
|--------------------------------|---------------------|------------------------|----------------------|
| <i>Property Tax</i> | \$22,385 | \$22,385 | \$23,293 |
| <i>Sales Tax</i> | \$18,586 | \$18,586 | \$19,397 |
| <i>Utility User Tax</i> | \$3,328 | \$3,328 | \$3,469 |
| <i>Transient Occupancy Tax</i> | \$2,880 | \$2,880 | \$3,465 |
| <i>Business License Tax</i> | \$912 | \$912 | \$843 |
| <i>Other Taxes</i> | \$1,671 | \$1,671 | \$1,456 |
| <i>Licenses & Permits</i> | \$1,716 | \$1,716 | \$1,430 |
| <i>Service Charges</i> | \$7,194 | \$7,194 | \$7,217 |
| <i>Other Revenue</i> | \$4,714 | \$4,714 | \$5,562 |
| Total | \$63,386 | \$63,386 | \$66,132 |

Property tax and sales tax continue to be the largest revenue sources, representing 65% of the total General Fund's revenue. Each key revenue assumption for 2024-2025 is summarized as following:

Property Tax The property tax is an annual levy and is based on the value of land and structures. Property taxes constitute 35% percent of all City own-source revenue. Total gross assessed value for 2024 is \$9.8 billion, up 4.84% or \$476 million from last year. Prices for single family homes have continued to rise in response to lower inventory and interest rates. The median sale price of a detached single-family residential home in Monterey Park at September 2023 was \$901,818.

Sales Tax Sales tax represents the second-largest source of local tax revenue. Sales tax is imposed on the retail sale of goods. On the November 8, 2022, voters adopted Measure MP which authorizes a ¾ cent transactions and use (sales) tax. The measure was adopted based upon a 58.14% voter approval. This tax began to be collected by businesses on April 1, 2023, and is projected to generate \$8.6 million in FY 2024-2025.

Utility User Tax The City’s utility user tax rates are 3% for residential and 5.5% for commercial users. The tax is applied to the consumption of electric, gas, and telephone services. The overall UUT revenue is projected to increase by 2% based on trends and historical data.

Transient Occupancy Tax Transient occupancy tax, TOT (hotel/lodging tax) is imposed on the rent of hotels and motels in the City. The current hotel tax rate is 12%. In addition, the City has implemented a strategy to collect TOT from short-term rental properties rented through home sharing services like Airbnb. Currently, the increase in TOT revenue is unknown for short-term rental properties and will be monitored and reported once more information is received.

Other Taxes This category consists of property transfer tax and franchise tax. The property transfer tax is the real estate transfer tax at a rate of \$1.10 per \$1,000 of value transferred. The City and County share the tax equally. Franchise tax is imposed by the City on gas, electric, and cable television for the privilege of using City streets. Revenues in Other Taxes are projected to increase by 3% based on trends and historical data.

Licenses and Permits Business license revenues are projected to remain somewhat flat in FY 2024-2025. The City is cautiously optimistic revenues will begin to increase in this category.

Charge for Services This category includes charges for fee-supported City services. As we continue to move past the pandemic, City services continue to return to pre-pandemic levels, thus, revenues in this category are expected to increase to pre-pandemic amounts.

Other Revenues This category includes investment earnings, rents, fines, and miscellaneous revenue accounts. The City’s overall investment return is expected to increase in FY 2024-2025 as the Federal government increases rates to mitigate the possibility of a recession.

General Fund Estimated Expenditures

Below is the summary of the General Fund expenditures and transfers for FY 2024-2025.

| General Fund Expenditures & Transfers | | |
|--|----------------------------------|-------------------------------|
| <i>(Amounts in 000s)</i> | <i>Est. Actual 2023-2024</i> | <i>Proposed 2024-2025</i> |
| <i>Police</i> | \$23,514 | \$26,742 |
| <i>Fire</i> | \$16,141 | \$17,211 |
| <i>Public Works</i> | \$2,879 | \$3,011 |
| <i>Library</i> | \$2,637 | \$2,975 |
| <i>Community and Economic Development</i> | \$2,974 | \$2,960 |
| <i>Recreation and Community Services</i> | \$2,065 | \$2,598 |
| <i>General Administration</i> | \$6,307 | \$7,026 |
| <i>Non-Departmental</i> | \$1,051 | \$1,172 |
| <i>Capital Improvements</i> | \$2,257 | \$2,004 |
| Total | \$59,825 | \$65,699 |

General Fund Balances

Fund Balances are often used to bridge economic cycles or weather emergency times so that community services can continue to be provided uninterrupted. Adequate fund balances are an indication of sound financial management. Beginning balance for General Fund reserve for FY 2024-2025 is projected to be \$32 million.

General Fund Balance
2024-2025
(Amounts in 000s)

| | Estimate 2023-2024 | Estimate 2024-2025 |
|--------------------------|-----------------------|-----------------------|
| Beginning Balances | \$28,453 | \$32,014 |
| Revenues & Transfers | +63,386 | +66,132 |
| Expenditures & Transfers | -59,825 | -65,699 |
| Ending Balances | \$32,014 | \$32,447 |

Proposed Budget for Other Funds

Other City funds are classified as restricted funds. The restricted funds include Special Revenue Funds, Enterprise Funds, Internal Service Funds, and Successor Agency Funds. These funds are kept separately for specific expenditures authorized by laws or City policies. The FY 2024-2025 Operating, Debt and Capital Budget expenditures for the restricted funds are \$110.3 million and total projected revenues and transfers are \$101.7 million. Below is a discussion of the major restricted funds.

Special Revenue Funds These funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes.

Retirement Fund Funding of the City’s pension programs comes from a special property tax approved by the voters in 1946 and 1952. The City’s retirement tax rate has remained at \$0.091175 per \$100 of the assessed valuation since 1983. For 2024-2025, the projected retirement revenue is \$9.1 million, and total appropriations are \$13 million. The difference comes from various fund supplemental of \$3.5 million and the remaining Retirement Fund reserve. The supplements are projected to grow much higher in the next five years due to changes in CalPERS discount rates.

Proposition A, C, Measure R, M, and W Fund These funds continue to be used for the City’s Spirit Bus, Dial-a-Ride, taxi coupons, bus pass programs, traffic signal upgrades, and various street and roadway improvements. For 2024-2025, total estimated revenue is \$6.1 million and total budgeted expenditures are \$6.2 million.

Road Maintenance and Rehabilitation Act (SB1) Fund The Road Repair and Accountability Act of 2017 provides substantial new and more stable funding for state and local streets and roads over a period of ten years. For 2024-2025, the City expects to receive over \$1.5 million from the SB1 funds and will be used for various street resurfacing rehabilitations per the City’s Pavement Management Study.

Maintenance District Fund The City formed a Maintenance District in 1993 to finance the maintenance and operation of streetlights, street trees, and medians in accordance with the Landscaping and Lighting Act of 1972. Rates have not been adjusted since 1996. The projected revenue is \$1 million.

This revenue combined with a General Fund supplemental payment of \$991,291 to fund the total district maintenance expenditure of \$2 million.

Development Impact Fee Fund Pursuant to Chapter 3.110 of the MPMC and City Ordinance No. 2134, the City established development impact fees for safety, circulation, water, sewer, library, and parks. Estimated amount for FY2024-25 is \$369,555. These funds will be used for improvements per Government Code Section 66006.

Grants Fund The City received \$15 million in one-time ARPA funds. These one-time funds have allowed the City to return to pre-pandemic service levels. Once these funds are depleted by December 2024, the City will have to reduce services or find another sustainable funding source.

Enterprise Funds These funds account for activities financed and operated like those of business enterprise and are restricted for that specific purpose. The City completed a Proposition 218 rate increase for water and sewer, and new rates were implemented in February 2024 for sewer and March 2024 for water.

Refuse Fund The refuse service includes trash collection, waste management, and recycling. The City refuse rates, which were last established on September 1, 2017, reflect calculated payments for the franchise contract with the disposal company and the City's administrative costs of the services. The City has awarded a contract to a new hauling company which begins services in September 2024. A Proposition 218 process will be completed in the fall of 2024 to assess new rates. The projected budget for 2024-25 is currently estimated to be \$7.6 million pending results of proposition 218 study.

Sewer Fund The sewer rate is charged based on the meter size. The Sewer Master Plan provided the City with a comprehensive assessment to address 35% of the City's sewer system. The projected budget for 2024-2025 is \$7.1 million for revenue and \$6.9 million for expenses and capital improvements.

Water Fund The City's water system serves approximately 95% of Monterey Park residents. The system has 12 wells, 13 reservoirs, 5 treatment plants, 11 pumping stations, and 134 miles of water mains. The projected water revenues for water operation and treatment funds for 2024-2025 total \$25.5 million and proposed operating and capital improvement expenses are \$25.4 million. Capital project expenses funded with Water Revenue Bond Series 2024 are \$14.4 million. The water revenues cover the costs for the production, distribution, commercial, and treatment operating expenses.

Internal Service Funds

The purpose of Internal Service (IS) funds is to centralize services such as general liability claims, workers' compensation insurance, motor pool operations and replacement, technology development, employee separation benefits, and post-employment medical liability. These funds are a cost allocation tool and financed through charges to departments. The 2024-2025 internal service fund charges are: \$1.7 million for building maintenance, \$4.1 million for workers' compensation, \$3.5 million for motor shop pool, \$2.1 million for separation benefits, \$1.9 million for technology, \$7.9 million for general liability, and \$2.2 million for post-employment medical liability.

Debt Service and Outstanding Loans

Ongoing update and replacement of City’s infrastructure and capital assets is important to ensure quality service delivery. Capital improvements are costly and often times it is not feasible for the City to use a pay-as-you go method or to bank funds until a sufficient amount can be accumulated. To fund improvement needs in a timely manner, the City has secured loans to finance various major improvements. The table below is a summary of the debt service payments for 2024-2025 and loan maturity years.

Debt Services for 2024-2025

| Fund | Type of Debt | Description | Fiscal Year 2023-2024 | Fiscal Year 2024-2025 |
|-------------|---------------------|---|------------------------------|------------------------------|
| 621 | Bonds | Sales Tax Revenue Bonds Series 2021 (Final date: 06/2051) | 1,051,200 | 1,050,200 |
| 101 | Lease Purchase | SIEMENS Energy Efficiency Project | 142,033 | 150,167 |
| 401 | | (Final date: 06/2030) | 804,850 | 850,950 |
| | | Sub-Total | <u>946,883</u> | <u>1,001,117</u> |
| 308 | Lease Purchase | Police Mobile Radios & System (Final date: 09/2032) | 307,745 | 307,745 |
| 202 | Bonds | Pension Obligation Bonds 2004 | 1,072,761 | 1,433,588 |
| | | Pension Obligation Bonds 2021 Series A Merge with 2004 POBs (Final date: 06/2043) | 6,265,609 | 5,906,132 |
| | | Sub-Total | <u>7,338,370</u> | <u>7,339,720</u> |
| 401 | Bonds | Water Revenue Bonds (Final date: 02/2054) | 0 | 1,211,803 |
| 401 | Loan | SGVMWD (Final date: 12/2033) | 0 | 400,000 |
| 501 | Lease Purchase | Fire Ladder & Engine Trucks | 1,017,806 | 0 |
| | | Total | <u>\$10,662,004</u> | <u>\$11,310,585</u> |

Compensation and Staffing Level

As with most public agencies, personnel costs are the City's single largest operating expenditure. Total staffing for 2024-2025 is 389.25 full-time equivalent (FTE) positions, adjusted up by 1 full time staff member from 2023-2024. The City continues evaluating its organizational structure for the most efficient core staffing combination. It has always been the City's goal to achieve the optimal service delivery within a given personnel budget.

The table below summaries position changes in 2024-2025 to meet the proposed service levels.

**Proposed Staffing Changes
2024-2025**

| Department | Position | FTE | Salary & Benefits |
|-----------------------------------|--|-------------|-------------------|
| Fire Department | Reallocate 2 Firefighter positions to 2 Firefighter Paramedics positions | 0 | \$57,412 |
| Public Works Department | GIS Analyst | 1.0 | \$78,600 |
| Recreation and Community Services | Reallocate 1 Janitor position to 1 Recreation Specialist | 0 | \$25,000 |
| Total FTE | | 1.00 | \$161,012 |

Pension Funding

On February 16, 2021, the City issued Pension Obligation Bonds in the amount of \$106,335,000, paying off in its entirety the City's Unfunded Accrued Liability (UAL). This payment brought the City's UAL to a zero balance in February of 2021. The CalPERS discount rate has sense been reduced to 6.8%, causing a new UAL balance of \$23,003,897 as of June 2022. The City has implemented an Unfunded Pension Liability Policy to mitigate additional UAL costs and will follow policy to reduce its liability.

Pension costs including bond payment are projected to be \$13 million for 2024-2025, which will be funded by the Retirement Fund and various other funds. Other funds supplement the pension cost for 2024-2025 at \$3.5 million. The City's personnel costs represent 60% of the City's operating budget. Like many state and local governments, the City has experienced fiscal pressures in meeting its retirement plan obligations and will continue to seek remedies.

The table below shows the required and projected employer contributions for the next five fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. The projected normal cost percentages in the projections below reflect that the normal cost will continue to decline over time as new employees are hired into PEPRA or other lower cost benefit tiers.

| Plan | Projected 2024-2025 | Projected 2025-2026 | Projected 2026-2027 | Projected 2027-2028 | Projected 2028-2029 |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Safety | 20.80% | 20.10% | 19.40% | 18.80% | 18.30% |
| UAL Payment | \$347,780 | \$663,000 | \$978,000 | \$1,294,000 | \$1,609,000 |
| Miscellaneous | 12.25% | 11.90% | 11.60% | 11.30% | 11.00% |
| UAL Payment | \$393,664 | \$598,000 | \$802,000 | \$1,006,000 | \$1,210,000 |

Other Post-Employment Benefits (OPEB) Funding

Post-employment medical benefits are important because they are a form of promised deferred compensation and represent a significant and often growing element of employee-related costs. The net OPEB liability is reported on the annual financial report, which is approximately \$21.7 million based on a 30-year amortization. The City began to address unfunded liabilities associated with retiree health care in 2012 and established a formal trust account with CalPERS CERBT Program to systematically accumulate resources in trust to fund the retiree health care liabilities. Through this funding advancement method, the City ensures its promises are sustainable over time and systematically reduces the unfunded accrued liabilities, thus achieving the City's goal in addressing the retiree medical liabilities. For 2024-2025, the City continues a \$1.0 million OPEB trust contribution to proactively manage the retiree medical unfunded liability.

Infrastructure and Capital Improvements

Continued investment in the City's infrastructure and capital improvements is the key to long-term economic success and better quality of life for our community. For 2024-2025, the City is proposing a total of \$23.1 million from various funds for our infrastructure and capital investments. All project information is in the Capital Improvement Program chapter of the document.

In Closing

As City Manager my commitment is to execute the directives set forth by the City Council while ensuring that the City's operations are financially sustainable. This entails actively seeking opportunities to foster economic growth, nurture local businesses, and uphold revenue streams essential for delivering outstanding services.

The FY 2024-25 Adopted Budget addresses Council priorities for the next fiscal year and continues the work of the City to deliver high quality services to the community. This budget reflects changes to services that include the reallocation of public safety staff to increase paramedic services for our residents, businesses, and visitors. We will continue to deliver high levels of service with even greater efficiency.

I extend my appreciation to the City Council for their exceptional leadership and direction. Additionally, I wish to express my thanks to our City departments and the dedicated Finance staff for their efforts in finalizing the 2024-2025 Adopted Budget.

Respectfully,



Inez Alvarez
City Manager

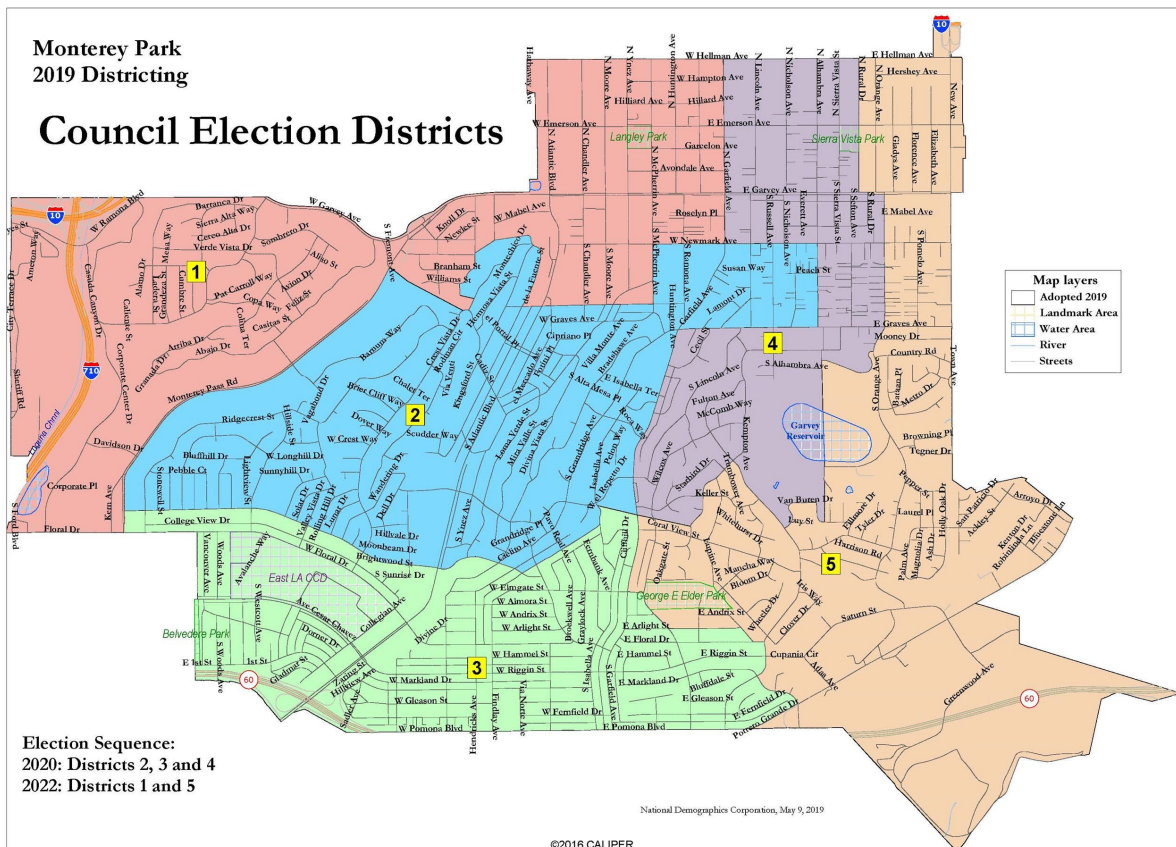
City Maps & Statistics

FY2024-2025 Budget

About the City of Monterey Park

Monterey Park Government

Monterey Park was incorporated in 1916 as a general law city. The City operates under the council/manager form of government. Council Members are elected by districts for four-year, overlapping terms of office. The Mayor, who is selected during each Council reorganization every nine and half months, presides over all Council meetings and is the ceremonial head of the City for all official functions. In November 2024, voters in Districts 2, 3, and 4 will vote for candidates vying to represent their respective district. The current elected positions of City Treasurer and City Clerk were voted into office in November 2022. The term of office for all City elected positions is four years. The City Council appoints the City Manager, who has the responsibilities of overseeing all City services and operations.



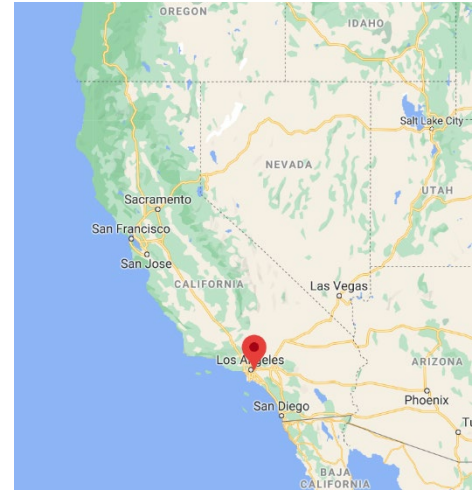
City Maps & Statistics

FY2024-2025 Budget

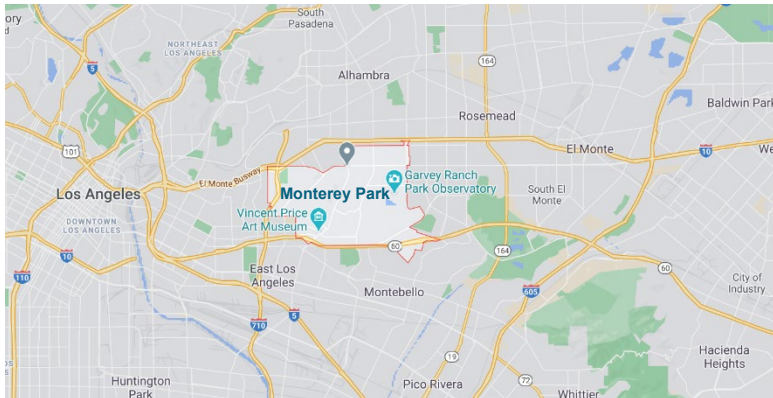
City History

The City of Monterey Park is located at the western gateway to the San Gabriel Valley, in Los Angeles County, California, just a few miles east of downtown Los Angeles. It is a vibrant and culturally diverse community of medium size population. Its municipal boundaries encompass 7.73 square miles.

The area in which the City is now located was originally inhabited by the Tongva Indians, later renamed Gabrielino Indians by the Spaniards. Following Spanish settlement of the region during the early 1800's, the area was part of the Mission San Gabriel de Arcangel.



Some years later, Richard Garvey, a mail rider for the U.S. Army, settled in Kings Hills and began developing the nearby land. To pay for the development (and personal debts), Garvey sold off portions of his property. In 1906, the first subdivision in the area, Ramona Acres, was formed.



In 1916, residents of the area, initiated action to incorporate as a California city when the neighboring communities of Pasadena, South Pasadena, and Alhambra proposed the construction of a large waste treatment facility in the area.

Monterey Park voted itself into cityhood on May 29, 1916, by a 455 to 33 margin. The City's first Board of Directors immediately outlawed sewage plants within City boundaries. Then they gave their new city a name taken from old government maps that described the oak-covered inclines that made up the area as Monterey Hills. This year, 2023, marks the 107th Birthday of the City of Monterey Park!

Today, the City of Monterey Park is a General Law city operating under the Council-Manager form of municipal government. The City of Monterey Park is a full-service municipal government, offering its residents police and fire and emergency medical protection, water, sewer and refuse collections, public infrastructure improvements and culture and leisure programming.

City Maps & Statistics

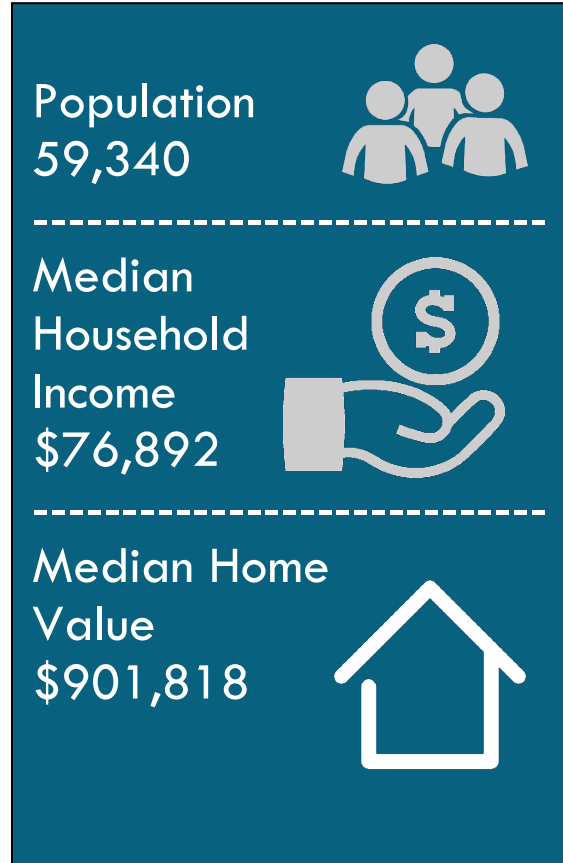
FY2024-2025 Budget

City's Economic Condition and Priority Development

Monterey Park covers an area of 7.73 square miles with a population of approximately 59,340. The City is located six miles east of Los Angeles and is primarily a residential community, with 78% of its land zoned for single and multiple family housing uses. The median home price in Monterey Park is \$901,818. The net taxable property value during the FY 2023-2024 assessment period was \$9.7 billion, representing a 4.91% increase over the previous year. Major businesses include food and drug, auto sales and service, banking, restaurants, hotels, hospitals and medical offices, printing, and light manufacturing.

Housing assistance programs in the City include residential critical maintenance, and rental rehabilitation. The City's own Housing Fund, Community Development Block Grant, and Home Fund monies primarily finance these activities. In most cases, public/private partnerships are formed.

The Market Place, which is located along the Pomona Freeway, is the largest commercial shopping center ever developed in the community. Some of the well-known national and regional tenants in operation include Home Depot, Costco, Chick-fil-A, Guitar Center, In-N-Out, Buffalo Wild Wings, Mod Pizza, Ono Hawaiian BBQ, and Starbucks.



City Maps & Statistics

FY2024-2025 Budget

In April of 2021, a new 288 room Courtyard by Marriott hotel opened along the 10 FWY (San Bernardino Freeway) and is generating much needed revenue for the City.



In May of 2024, a new Holiday Inn Suites Hotel opened. The project, located on a two-acre site at 420 North Atlantic Boulevard, consists of a five-story edifice containing a 136-room hotel, 84 condominiums, and 5,381 square feet of ground floor restaurant space. The new construction replaces a smaller 55-room motel and a 13-unit apartment building.



Additional commercial projects which were recently approved and are in the Building & Safety plan check process or under construction include:

- A self-storage facility on 2500 Davidson Drive;
- A 63-unit two-story townhome project on 126 New Avenue; and
- A new 5,000 square foot market project on 283 East Garvey Avenue.

City Maps & Statistics

FY2024-2025 Budget

- Transportation Services and Information

Public transportation services that are available to the community of Monterey Park include a local fixed-route circulator - the Spirit Bus - and regional bus service that is provided by two operators - Los Angeles County Metro Bus and Montebello Bus Lines. Also available to the community are Metrolink commuter trains, local Dial-A-Ride service for seniors and disabled persons, and regional paratransit service for disabled persons that is provided by Access Services, Inc.

- Spirit Bus

The Spirit Bus Service links residential neighborhoods to schools and the commercial and retail areas. The service includes 5 routes that run every 30 to 40 minutes and operates 6 days a week, Monday through Saturday.

- Regional Transportation Services

The Metro Bus operates 6 lines in the City: 30/31 (Pico/First Street), 68 (West LA, Montebello Town Center), 70 (LA/El Monte), 170 (Cal State LA, South El Monte Station), 258 (Arizona Ave., Fremont Ave., Alhambra), and 260 (Pasadena, Artesia Blue Line Station).

- Commuter Train Service

Commuter Train Service is provided by Metrolink. The nearest station is located less than half a mile from the city boundary, on Campus Drive at the California State University, Los Angeles (CSULA) campus, adjacent to the Busway Station.

- Paratransit Service - Dial A Ride and Access Services

Paratransit service, door-to-door service, is available to senior citizens and disabled persons. Through the Langley Senior Citizen Center, the City operates a local paratransit service (within the City jurisdiction) for residents who are 55 years or older and/or disabled.



City Maps & Statistics

FY2024-2025 Budget

Annual Community Events

Each year Monterey Park delivers a variety of recreational and leisure time activities to promote the well-being and enjoyment of life for its residents, as well as to light the way for more understanding among residents of its community's multitude of rich cultures.

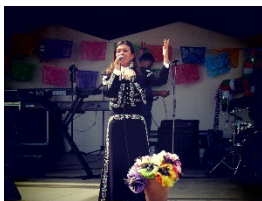


Monterey Park Birthday – The event is to celebrate the annual birthday of the City of Monterey Park. The event is held in May, featuring a four days of carnival rides, game booths, food, and live entertainment.

Cherry Blossom Festival – It is a celebration of the sights, sounds, and tastes of Japanese culture. The two-day event in April features Taiko drumming, martial arts, contemporary Japanese music, crafts, games, and displays.



Spring Egg Hunt – This event provides games, entertainment, and an opportunity to collect some of the over 10,000 plastic eggs with candy and prizes. Eggs are scattered throughout Barnes Park field in designated sections separated by age groups. The event also features games, resource booths and is in conjunction with the Farmers' Market.



A Tribute to Cinco de Mayo – This Fiesta offers an unforgettable evening during the Play Days carnival. The event celebrates the Mexican Culture and features Mariachi music and dancing to a live latin band.

Independence Day Celebration – A wide variety of food, spectacular entertainment, fireworks, games, and music are all on tap for Monterey Park's celebration of Independence Day.

Veterans, Military, and Public Safety Recognitions - Ceremonies commence each Memorial Day, Veterans Day, and Patriot Day to recognize and honor those who have served in the armed forces and remember those that have lost their lives.

City Maps & Statistics

FY2024-2025 Budget

Monterey Park Community Clean-up Days - Held throughout the year and in various locations, these free events provide an opportunity for residents to dispose of non-hazardous bulky items and electronic waste.

Farmers' Market – Every Thursday night, the Monterey Park Farmers Market features the freshest fruits and vegetables, delicious bread, and a number of hot food items, plus entertainment and surprises - a great way to start the weekend.



Electric Park - Get ready to dance! This family-friendly event features DJs playing house and electronic dance music in the Barnes Park field. It also includes food, resource vendors, and tons of local artists displaying their creations.

Monster Mash Halloween Event – Each October, the monsters come out to play. This event features carnival games, trick-or-treating, food trucks, and live entertainment for all to enjoy.

Holiday Snow Village – Held in early December, this event features over 20 tons of snow, including a play area and two snow sled rides. Attendees can also enjoy live entertainment, the Farmers' Market, games, and pictures with Santa.

Lunar New Year Festival – Each year the Business Advisory Committee hosts a Lunar New Year celebration by holding a street festival along Garvey Avenue. Entertainment, vendors and community organizations are brought together for this two-day event that has attracted over 200,000 people to Monterey Park.

San Gabriel Valley PRIDE – Co-hosted with the Alhambra Teachers Association and West San Gabriel Vally Boys and Girls Club during LGBTQ+ Pride Month, this event includes a community march from Mark Keppel High School to a festival at Barnes Park with music, resource booths and giveaways.

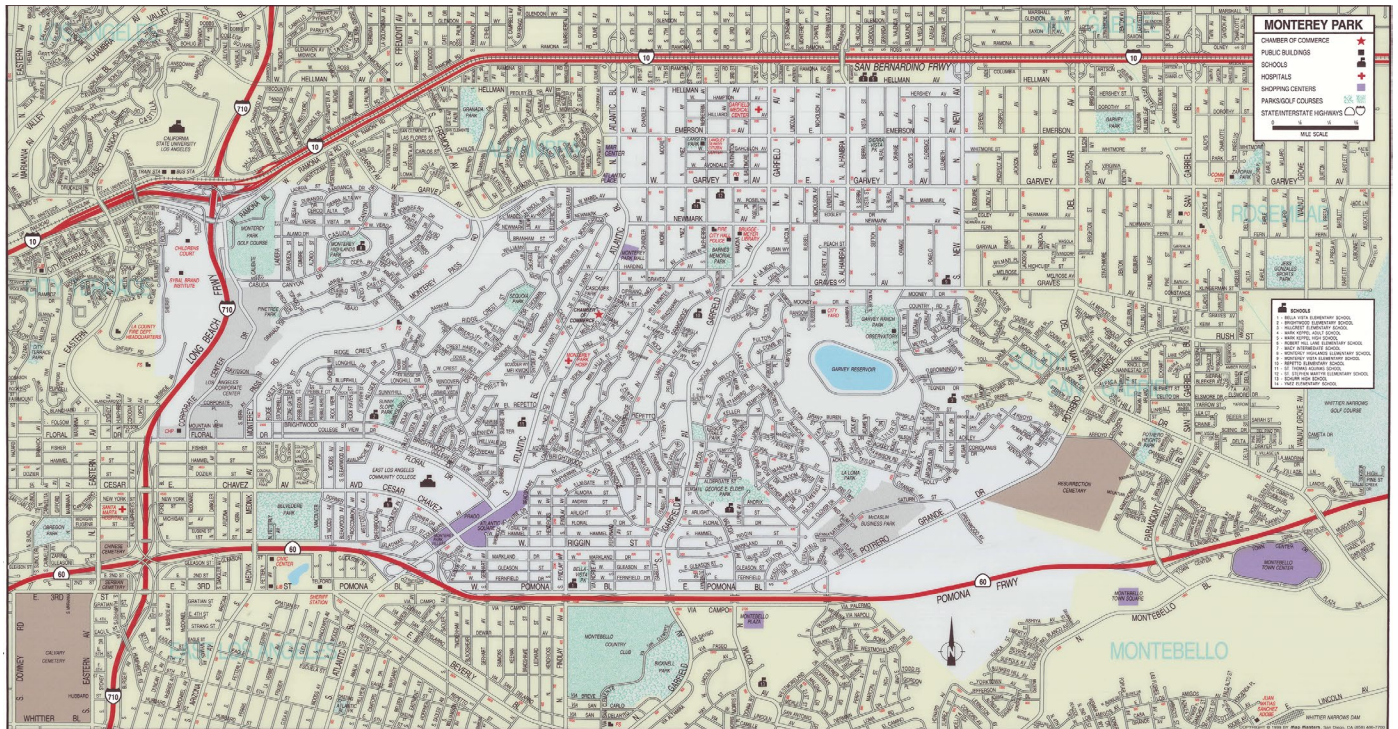


Summer Movie Night – Being held throughout the summer months, these free events bring the community together to experience movies in various parks throughout the City.

City Maps & Statistics

FY2024-2025 Budget

City Maps



City Maps & Statistics

FY2024-2025 Budget

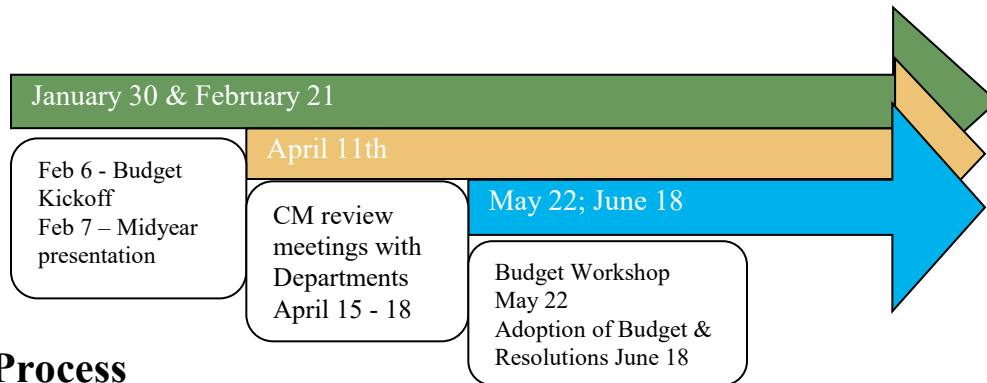
Miscellaneous Statistics

| | |
|---|-------------------|
| Date of Incorporation: | May 29, 1916 |
| Form of Government: | Council / Manager |
| Area: | 7.73 Square Miles |
| Miles of Streets: | 119.27 |
| Number of Street Lights: | 3,359 |
| Fire Protection: | |
| Number of Fire Stations: | 3 |
| Number of Sworn Firefighters and Non-Sworn Personnel: | 65 |
| Police Protection: | |
| Number of Stations: | 1 |
| Number of Sworn Police Officers and Non-Sworn Personnel: | 129 |
| Municipal Water Department: | |
| Number of Water Meters: | 13,293 |
| Average Daily Consumption: | 6,730,000 |
| Miles of Water Distribution Lines: | 134 |
| Number of Fire Hydrants: | 1,063 |
| Number of Gate Valves: | 2,073 |
| Miles of Sewers: | |
| Sanitary Sewers: | 126 |
| Storm Drains: | 12.43 |
| Building Permits Issued: | 515 |
| Recreation and Culture: | |
| Number of Parks & Gardens: | 14 (107.64 Acres) |
| Number of Pools: | 1 |
| Number of Libraries: | 1 |
| Number of Library Collection Volumes: | 104,200 |
| Number of Library Cardholders: | 47,000 |
| Number of Employees: | |
| Elected Officials: | 7 |
| Full-Time: | 336 |
| Part-Time: | 59 |
| Population: | 59,288 |



Budget Calendar

FY2024-2025 Budget



Budget Process

Each year the City develops an annual financial plan. The budget offers a road map for the City to deliver vital core services and infrastructure improvements. The City used the following process to develop the annual budget:

January /March Work began on the 2023-2024 Midyear Budget Review Report. The Midyear Report, includes a comprehensive Long-Term Financial Plan, establishes preparatory guidelines for the 2024-2025 Budget. It contains estimations of budgetary outcomes as well as discussion of important financial issues facing the City, many of which are reproduced in the Budget document. The Mid-Year Financial Report was presented to Council on February 7, 2024.

January /March Based on community priorities, the Finance Division developed and allocated resources for each activity. Budget targets, together with other materials requisite to the budgeting process, were distributed to departments for assembly of budget proposals to fund their activity Action Plans. Budget Kick-Off meeting was held on February 7, 2024.

March / April The Budget preparation month and proposal submission deadline was scheduled on March 22, 2024. City Manager's proposal review meetings with department representatives were scheduled during the week of April 15 to April 18, 2024.

May Following department proposal revisions, the City Manager's proposed budget reflected both external and internal expectations, was assembled and published for City Council consideration on May 15, 2024. The City Council public meeting was conducted on May 22, 2024.

June Staff revises the preliminary budget by incorporating all Council directions and policies into the final budget. City Council formally approved the Final Budget by Resolution on June 18, 2024.

City of Monterey Park

STRATEGIC GOALS AND 12 MONTH OBJECTIVES

The proposed budget echoes our continued investment in City services to our residents and businesses, but also to those we invite to work and/or visit the City of Monterey Park. A number of economic development efforts have been a City focus for several years, with job creation and economic growth being at the forefront. This continues to be a priority for our City, including ensuring a positive working relationship with the business community, so that the City's business attraction efforts successfully bring targeted industries and retailers to our community. Monterey Park strives to provide services that promote a safe community to our residents, businesses, and visitors.

The financial plan reflects the desired operational outcomes of each City department as they relate to the City's strategic goals and provide a clear direction for the City to move toward achieving the quality and desired community of the future as its further articulated in the City's General Plan.

Here are the six strategic goals that the City prioritizes for the next year:

1. Goal - MAINTAIN PUBLIC SAFETY WITH A FLEXIBLE AND ENHANCED SERVICE MODEL

Objectives

- a. Strengthen Community Outreach
 - Implement targeted outreach initiatives to foster stronger relationships between public safety and community members, promoting trust and cooperation.
- b. Address Ongoing Safety Challenges
 - Identify and address public safety issues, exploring innovative solutions to enhance community safety.
- c. Provide In-Service Training
 - Develop and implement training programs to ensure personnel are equipped with the necessary skills and knowledge to adapt to evolving community needs and maintain operational continuity.

2. Goal - TO MAINTAIN FISCAL STABILITY OF OUR CITY'S FINANCIAL RESOURCES

Objectives

- a. Review and Revise City Revenue Sources
 - Conduct comprehensive review and analysis to ensure City charges accurately reflect the cost of services and assess revenue enhancement programs.
- b. Assess Cost Recovery Strategies
 - Evaluate and refine cost recovery strategies for City services to optimize resource allocation and promote efficiency while minimizing financial burdens on residents and businesses.

City of Monterey Park

STRATEGIC GOALS AND 12 MONTH OBJECTIVES

3. Goal - STRENGTHEN OUR LOCAL ECONOMY AND ENHANCE HOUSING OPPORTUNITIES

Objectives

- a. Implement Economic Development Strategic Plan
 - Actively pursue the objectives outlined in the Economic Development Strategic Plan to promote business growth and attract investment to the City.
 - b. Support Local Businesses
 - Provide comprehensive support and assistance programs for local businesses to enhance the economic health of the City.
 - c. Encourage Housing Development
 - Encourage developers to submit housing projects during the enforcement suspension of the City's Inclusionary Housing Ordinance to address housing affordability challenges.
- ### 4. Goal - MAINTAIN, BUILD AND MODERNIZE INFRASTRUCTURE AND FACILITIES TO SUPPORT THE CURRENT AND FUTURE NEEDS OF OUR CITY AND COMMUNITY

Objectives

- a. Prioritize Water Projects and 710 Mobility Projects
 - Prioritize water related CIP projects related to the water bond to ensure these projects can be designed and completed within the three-year bond period.
 - Continue to work with Metro to utilize 710 funding for transit and mobility improvement projects
 - b. Continue Roadway Resurfacing
 - Maintain momentum on roadway resurfacing projects and initiate plans for alleyway resurfacing to enhance infrastructure quality and safety.
 - c. Expand EV Charger Network
 - Install electric vehicle chargers at key public facilities to encourage sustainable transportation options and support the transition to electric vehicles.
- ### 5. Goal - ENHANCE ACCESS TO RESOURCES FOR MENTAL HEALTH, SOCIAL SERVICES, AND UNHOUSED NEEDS

Objectives

- a. Compile Comprehensive Resource List
 - Ensure the list of City-provided resources is regularly updated and easily accessible to residents in multiple languages.
- b. Research Local Collaborations
 - Actively seek out partnerships with local organizations to expand the range of available resources and support networks.
- c. Conduct Workshops and Seminars
 - Organize regular workshops and seminars focused on mental health, social

City of Monterey Park

STRATEGIC GOALS AND 12 MONTH OBJECTIVES

services, and unhoused resources, providing educational opportunities and support for residents.

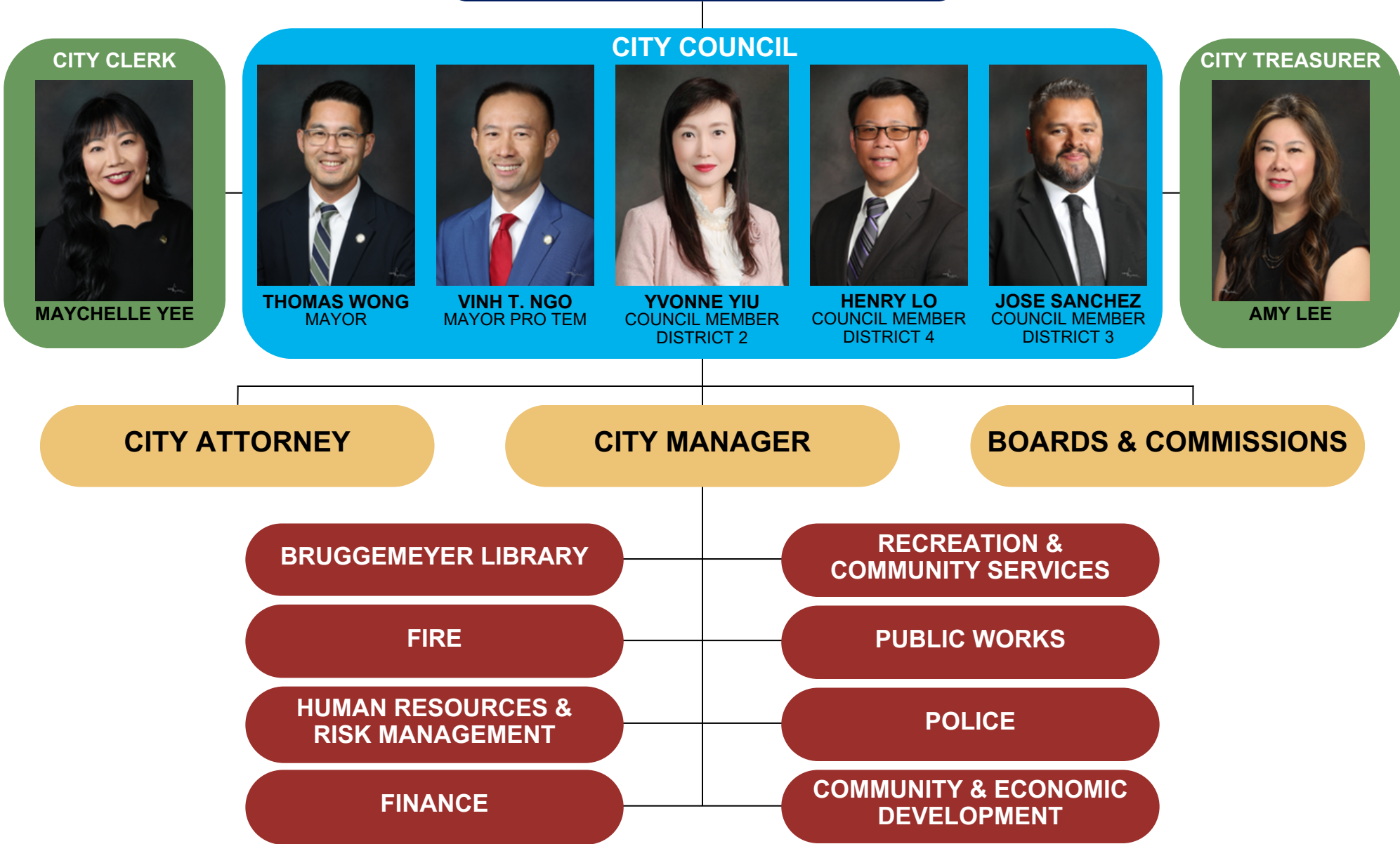
6. Goal - ENHANCE PUBLIC COMMUNICATION AND CIVIC ENGAGEMENT TO REACH ALL MEMBERS OF OUR COMMUNITY

Objectives

- a. Refine Communications Plan
 - Update and refine the City's Communications Plan to ensure it effectively engages all residents through diverse channels and platforms.
- b. Craft Mission, Vision, and Values Statements
 - Develop clear statements that reflect the City's identity, goals, and commitment to serving its community.
- c. Refresh Branding Materials
 - Update visual branding elements, including letterhead, business cards, and certificates, to maintain consistency and reflect a renewed vision.

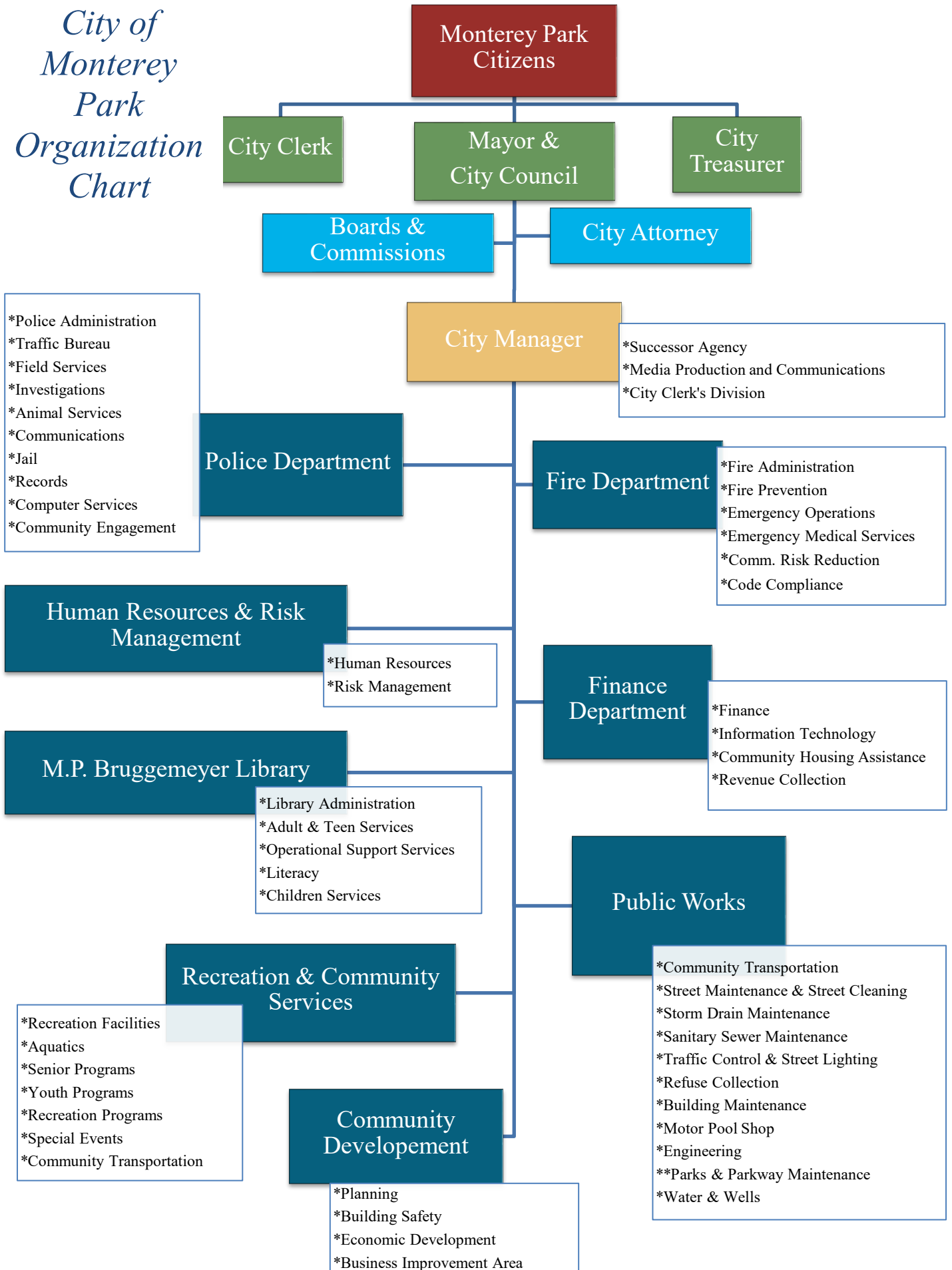
CITY OF MONTEREY PARK ORGANIZATIONAL CHART

CITIZENS OF MONTEREY PARK



The City is a council-manager government, whose five council members are elected for a four-year, overlapping term of office

*City of
Monterey
Park
Organization
Chart*



City of Monterey Park

FUND ACTIVITY

The City of Monterey Park's fiscal activities are budgeted and accounted for through the use of funds. A fund is a separate fiscal entity, which is self-balancing and free standing. The use of funds enables the maintaining of separate records for particular purposes. Government Finance Officers Association (GFOA) recommends that every state or local government that uses fund accounting establish clear criteria for determining whether a given fund in its accounting system should be treated as a fund for purposes of external financial reporting. The application of these criteria to individual funds should be documented and then periodically reviewed to take into account changes in circumstances (for example, a significant decrease in a revenue source reported as a separate special revenue fund). A government's periodic review of its fund structure ought to specifically consider whether the goals of general purpose external financial reporting could better be achieved by combining similar funds in the accounting system into a single fund for financial reporting purposes. For example, for budget reporting, all small Special Revenue funds are consolidated in this financial plan.

The fund categories are: Governmental Funds, Proprietary Funds, and Fiduciary Funds. The five fund types are: General, Special Revenue, Enterprise, Internal Services, and Agency.

Governmental Funds – Funds generally used to account for tax-supported activities.

- The **General Fund** is the primary operating fund of the City. The General Fund is used to account for resources traditionally associated with government which are not required by law or by sound financial management practice to be accounted for in another fund.
- **Special Revenue Funds** (SRFs) account for the proceeds of revenue sources that are restricted by law or administrative action to expend for specific purposes. Primary sources of SRF revenue are federal, state, local and private grants; contractual agreements. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Proprietary Funds – Funds used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis.

- **Enterprise Funds** are established to account for activities of a government that provide goods or services primarily to the public at large on a consumer charge basis. Most business-type activities of a government are accounted for and reported in this fund.

City of Monterey Park

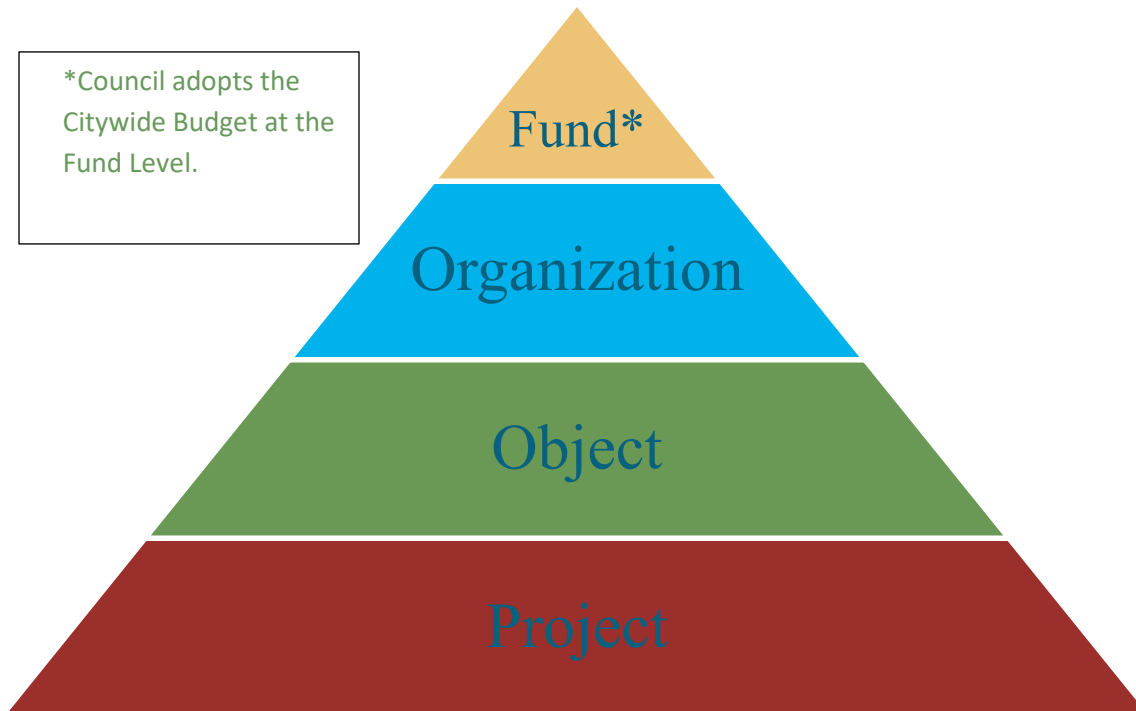
FUND ACTIVITY

- **Internal Service Funds** are established to finance, administer, and account for departments or agencies of a government whose exclusive or nearly exclusive purpose is to provide goods or services (e.g. Technology services) to the government's other departments on a cost reimbursement basis.

Fiduciary Funds – Funds account for assets held by the government in a trustee or agent capacity such as taxes collected and held on behalf of local governments, pension plans, and trusts that receive external donations for the benefit of parties external to the government.

- **Agency Funds** are holding accounts for assets belonging to an entity other than the government. For example, Successor Agency funds for the payment of bonds are agency funds.

City of Monterey Park Account Structure:



The City's financial system is organized around a structure that is commonly found in most public agencies.

City of Monterey Park

FUND ACTIVITY

Fund: Each fund represents a self-balancing group of accounts and a balance sheet that allows for the segregation of resources from all others maintained by the City. For example, the General Fund accounting structure accumulates, and tracks monies collected for the purpose of providing the services that fulfill the general government role of the City. These costs include those for central administration including the City Manager's Office, Human Resources and the Management Services Department. Other general government costs included are Police, Fire Protection, Recreation and Library.

Organization: The organization or org code identifier (also referred to as division) is used within the City's accounting system to identify a specific program assigned to a department division. Thus, a single department can have one or more organization codes assigned to it in order to capture revenues and expenses for each separate function.

Object: The basic unit of the City's accounting structure is the object code. The purpose of the object code is to provide a means for separating each type of revenue and expense from another. For example, full-time salaries are charged to Object Code 5103.

Project: A project tracks Capital and/or a specific revenue or expense. For example, within each project, there could be specific revenue funding the project such as grant revenue.

City of Monterey Park

SOURCE OF FUNDS

GOVERNMENTAL FUNDS

General Fund:

General Fund (101/105) The City's primary operating fund and support for most basic services. All revenues that by law or the requirements of sound financial management do not have to be placed in a separate, restricted fund are deposited in the General Fund.

Recreation Fund (102) accounts for the costs of adult recreational activities, after-school daycare programming and community classes offered by the Recreation and Parks Department.

Passport Services (111/112) accounts for cost for services providing to U.S. citizens applying for their passport.

Special Revenue Funds:

Public Safety Augmentation Fund (201) accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1993, as applied exclusively to public safety services.

Retirement Fund (202) accounts for revenue received for voter-approved tax on real property to fund employee retirement costs, as established pursuant to Monterey Park Municipal Code Section 2.40.060.

Development Impact Fee Fund (204/205/231) accounts for the proceeds of a development fee used for the purpose of improvements and related expenditures for Law Enforcement, Fire Suppression /Medic, Circulation, Water Distribution, Sewer Collection, Library Facilities and Collection, Public Meeting Facilities, Community Facilities, Aquatics Facilities and Park Land Improvements, as established pursuant to Monterey Park Municipal Code ordinance No. 2134.

Housing Fund (206) accounts for the SERAF loan payments to fund the housing activities including the City's rental rehabilitation programs, the critical maintenance program and the new affordable housing programs to reach a greater number of eligible residents.

CERCLA Liability Fund (216) accounts for fees collected from waste haulers to provide protection against environmental liability exposure, particularly incidents falling under the Comprehensive Environmental Response Cleanup and Liability Act (CERCLA). Haulers are assessed on the basis of waste tonnage disposed as a prerequisite to obtaining a business license.

Business Improvement Area #1 Fund (219) accounts for receipts and expenditures relating to the development and promotion of business activities in the downtown area of the City.

City of Monterey Park

SOURCE OF FUNDS

Maintenance District 93-1 Fund (220) accounts for receipts and expenditures relating to the Citywide benefit assessment district for street lighting and median maintenance.

Bike Routes Fund (236) accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements.

Road Maintenance and Rehabilitation SB1 (237) accounts for the City's share of RMRP funds to address deferred maintenance of the local streets and road systems. SB1 was approved and filed in April of 2017.

Proposition A Fund (238) accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1980 and collected by the County of Los Angeles to finance transportation programming and related capital projects.

Measure R Fund (239) accounts for revenue derived from the one-half percent sales tax approved pursuant to Assembly bill 2321, Measure R Ordinance of the LACMTA. The funds are to be used to augment for transportation purpose.

Measure M Fund (240) accounts for the City's share of a one-half percent sales tax approved by the electorate in November 2016, to finance transit operations, local street improvements, bicycle and pedestrian connections, and transit services.

Proposition C Fund (241) accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1990, as collected by the County of Los Angeles to finance transportation programming and related capital projects.

Gas Tax Fund (242) accounts for expenditures financed by money apportioned from taxes on the purchase of gasoline fuel under the Streets and Highway Code of the State of California.

Air Quality Improvement Fund (247) accounts for the City's share of additional motor vehicle registration fees imposed by the South Coast Air Quality Management District to finance the implementation of mobile source emission reduction programs and the provisions of the California Clean Air Act.

Grant Funds (300s) accounts for special purpose financing provided by Federal, State, County or other agencies requiring segregated fund accounting.

Asset Forfeiture Fund (301/302/307) accounts for revenues derived from monies and property seized by the Police Department in drug-related incidents. Application of funds restricted to enhancement of drug enforcement activities.

City of Monterey Park

SOURCE OF FUNDS

PROPRIETARY FUNDS

Enterprise Funds:

Water Operation Fund (401) used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan.

Water Treatment Fund (402) used to account for financial resources for the treatment of certain chemical contaminations to meet water quality standards.

Sewer Fund (411) accounts for construction and improvement to deficient sanitary sewer mains identified in the Sewer Master Plan, as established pursuant to Monterey Park Municipal Code Section 14.06.060.

Refuse Fund (421) accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.

Internal Service Funds:

City Shop Fund (501) accounts for the purchase and upkeep of all motorized equipment used by City departments.

Technology/Data Processing Fund (502) accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system.

General Liability Fund (503) accounts for the City's general liability insurance program, including claims management, legal and other expenses.

Workers' Compensation Fund (504) accounts for the City's workers' compensation insurance program, including claims management, legal and other expenses.

Separation Benefits Fund (505) accounts for costs resulting from employee separation from service (accrued vacation, sick, compensatory, and holiday leave time).

Building Maintenance Fund (506) accounts for costs related to the upkeep of city owned structures 16 major structures and numerous smaller structures.

Other Post-Employment Benefits (OPEB) Fund (507) accounts for annual set-asides for retiree medical costs per Governmental Accounting Standards Board Statement 45.

Summary of Revenues and Transfers-In FY 2024-2025 Budget

| Fund | Description | Actual | Adopted Budget | Revised Budget | Proposed Budget |
|------|--|-------------------|-------------------|-------------------|-------------------|
| | | 2022-2023 | 2023-2024 | 2023-2024 | 2024-2025 |
| 101 | GENERAL FUND | 56,107,766 | 62,996,091 | 62,996,091 | 65,609,558 |
| 102 | RECREATION | 205,802 | 340,000 | 340,000 | 437,750 |
| 112 | LIBRARY PASSPORT SERVICES | 197,013 | 50,000 | 50,000 | 84,600 |
| | Total General Fund | 56,510,581 | 63,386,091 | 63,386,091 | 66,131,908 |
| 201 | PUBLIC SAFETY AUGMENTATION FUND | 954,149 | 900,000 | 900,000 | 1,000,000 |
| 202 | RETIREMENT FUND | 12,948,477 | 12,187,627 | 12,187,627 | 12,980,902 |
| 203 | NATIONAL OPIOIDS SETTLEMENT | 59,630 | 0 | 0 | 30,800 |
| 204 | CIRCULATION SYSTEM DIF FUND | 209,048 | 200,000 | 200,000 | 101,500 |
| 205 | LAW ENFORCEMENT_FIRE DIF FUND | 48,346 | 227,100 | 227,100 | 33,394 |
| 206 | CITY HOUSING SPECIAL REVENUE FUND | 36,007 | 137,342 | 137,342 | 262,342 |
| 216 | CERCLA LIABILITY FUND | 168,563 | 145,100 | 145,100 | 151,000 |
| 218 | SAFE STREETS FOR ALL | 0 | 984,000 | 984,000 | 984,000 |
| 219 | BUSINESS IMPROVEMENT AREA 1 | 40,100 | 84,000 | 84,000 | 85,000 |
| 220 | MAINTENANCE DISTRICT 93_1 | 1,037,841 | 1,004,990 | 1,004,990 | 1,020,051 |
| 231 | PARKS_LIBRARY_PUBLIC AND AQUATICS | 225,951 | 170,500 | 170,500 | 153,000 |
| 232 | PROP A_PER PARCEL | 0 | 0 | 0 | 157,500 |
| 236 | BIKE ROUTE FUND | 9,750 | 70,443 | 70,443 | 60,886 |
| 237 | ROAD MAINTENANCE AND REHABILITATION ACCOUN | 1,421,258 | 1,556,219 | 1,556,219 | 1,486,806 |
| 238 | PROPOSITION A FUND | 1,683,026 | 1,891,047 | 1,891,047 | 1,694,072 |
| 239 | MEASURE R FUND | 1,019,953 | 1,083,493 | 1,083,493 | 1,047,405 |
| 240 | MEASURE M FUND | 1,189,901 | 1,226,825 | 1,226,825 | 1,200,726 |
| 241 | PROPOSITION C FUND | 1,387,511 | 1,444,323 | 1,444,323 | 1,408,207 |
| 242 | STATE GAS TAX FUND | 1,561,184 | 1,559,719 | 1,559,719 | 1,643,298 |
| 246 | HIGHWAY SAFETY IMPROVEMENT | 326,519 | 1,064,323 | 1,064,323 | 700,000 |
| 247 | AIR QUALITY IMPROVEMENT FUND | 88,994 | 80,000 | 80,000 | 85,000 |
| 248 | MEASURE W FUND | 745,243 | 0 | 0 | 730,000 |
| 280 | MEASURE B | 110,505 | 0 | 0 | 0 |
| | Sub-Total Other Special Revenues | 25,271,955 | 26,017,051 | 26,017,051 | 27,015,889 |
| 302 | ASSET FOREFEITURE FUND - TREASURY | 20,594 | 100 | 100 | 24,000 |
| 303 | BULLETPROOF VEST POLICE GRANT | 5,207 | 6,251 | 6,251 | 7,803 |
| 304 | STC STANDARDS_TRAINING_CORREC | 7,184 | 6,600 | 6,600 | 6,600 |
| 305 | POST | 43,810 | 35,000 | 35,000 | 35,000 |
| 308 | STATE LAW ENFORCE SVC_COPS | 179,850 | 165,000 | 165,000 | 185,000 |
| 310 | SELECTIVE TRAFFIC ENFORCE | 50,800 | 49,848 | 49,848 | 0 |
| 313 | URBAN AREA INITIATIVE - (UASI) POLICE | 34,592 | 238,182 | 238,182 | 238,182 |
| 314 | HOMELAND SECURITY - FIRE | 176,659 | 342,500 | 342,500 | 230,000 |
| 320 | CALIFORNIA FIRE FOUNDATION | 11,151 | 0 | 0 | 0 |
| 321 | GROUND EMERGENCY MEDICAL TRANSPORTION | 456,363 | 40,000 | 40,000 | 0 |
| 322 | CALOES HIGH COMM. EQUIPMENT | 0 | 60,000 | 60,000 | 0 |
| 323 | CALOES HIGH COMM. HAZARD | 0 | 63,000 | 63,000 | 0 |
| 325 | ASSISTANCE TO FIREFIGHTERS | 0 | 182,000 | 182,000 | 182,000 |
| 332 | COMMUNITY DEVELOPMENT GRANTS | 0 | 0 | 0 | 27,600 |
| 334 | OTS - POLICE | 49,302 | 380,000 | 380,000 | 58,300 |
| 335 | CANNABIS TAX GRANT PROGRAM | 40,725 | 0 | 0 | 184,011 |
| 351 | WIOA GRANT | 40,702 | 49,000 | 49,000 | 40,000 |
| 353 | CALLIBRARY LITERACY SERVICES GRANT | 103,606 | 39,000 | 39,000 | 69,952 |
| 354 | STATE LIBRARY GRANT | -65 | 0 | 0 | 5,000 |
| 360 | LIBRARY GRANTS' | 0 | 0 | 0 | 700,178 |
| 361 | HOME HOUSING PROGRAM | 353,556 | 375,733 | 375,733 | 278,235 |
| 362 | CDBG FUND | 170,772 | 786,842 | 786,842 | 576,795 |
| 363 | ARPA FUNDS | 6,356,741 | 0 | 0 | 0 |
| 367 | PERMANENT LOCAL HOUSING ALLOCATION | 0 | 343,238 | 343,238 | 1,359,916 |
| 368 | HOME - ARPA | 0 | 1,175,039 | 1,175,039 | 1,175,039 |
| 371 | USED OIL RECYCLING BLOCK GRANT | 421 | 51,333 | 51,333 | 0 |
| 373 | BEVERAGE CONTAINER RECYCLING | 17,607 | 15,306 | 15,306 | 0 |
| 381 | PUBLIC WORK GRANTS | 0 | 0 | 0 | 1,500,000 |
| 383 | ELAC INSTRUCTIONAL GRANT | 48,605 | 0 | 0 | 50,500 |
| 385 | LEAP | 0 | 0 | 0 | 300,000 |

| Fund | Description | Actual | Adopted Budget | Revised Budget | Proposed Budget |
|------|--|-------------|----------------|----------------|-----------------|
| | | 2022-2023 | 2023-2024 | 2023-2024 | 2024-2025 |
| | Sub-Total Grants | 8,168,182 | 4,403,972 | 4,403,972 | 7,234,111 |
| | Total Special Revenues Funds | 33,440,137 | 30,421,023 | 30,421,023 | 34,250,000 |
| 401 | WATER FUND | 8,587,240 | 12,369,977 | 12,369,977 | 20,634,627 |
| 402 | WATER TREATMENT WQA EPA FUND | 4,671,510 | 5,025,000 | 5,025,000 | 4,860,895 |
| 409 | WATER DIF | 143,518 | 165,000 | 165,000 | 71,144 |
| 411 | SEWER FUND | 3,469,241 | 4,057,934 | 4,057,934 | 7,046,812 |
| 419 | SEWER DIF | 21,458 | 26,000 | 26,000 | 10,517 |
| 421 | REFUSE FUND | 7,041,201 | 6,860,000 | 6,860,000 | 7,200,000 |
| | Total Enterprise Funds | 23,934,169 | 28,503,911 | 28,503,911 | 39,823,994 |
| 501 | CITY SHOP FUND | 3,117,678 | 3,713,800 | 3,713,800 | 3,783,800 |
| 502 | TECHNOLOGY INTERNAL SERVICE FUND | 1,003,643 | 1,381,816 | 1,381,816 | 1,905,200 |
| 503 | GENERAL LIABILITY FUND | 5,039,019 | 6,898,767 | 6,898,767 | 7,833,285 |
| 504 | WORKERS COMP FUND | 3,773,730 | 3,986,537 | 3,986,537 | 4,776,998 |
| 505 | SEPARATION BENEFITS FUND | 1,045,994 | 1,225,000 | 1,225,000 | 2,130,508 |
| 506 | BUILDING MAINTENANCE FUND | 0 | 1,585,956 | 1,585,956 | 1,790,842 |
| 507 | OPEB INTERNAL SERVICE FUND | 1,000,000 | 2,200,000 | 2,200,000 | 2,215,371 |
| | Total Internal Services Funds | 14,980,064 | 20,991,876 | 20,991,876 | 24,436,004 |
| 621 | SALES TAX STREET BONDS-TRANSFER IN | 1,053,450 | 0 | 1,051,200 | 1,050,200 |
| | Total Measure R, Measure M, Prop C Transfer-In | 1,053,450 | 0 | 1,051,200 | 1,050,200 |
| | Total City-Wide Revenues | 128,864,951 | 143,302,901 | 144,354,101 | 165,692,106 |
| 841 | ATLANTIC_GARVEY SA | 1,560,644 | 1,472,757 | 1,472,757 | 1,436,731 |
| 842 | MERGED SA | 1,012,593 | 755,957 | 755,957 | 747,731 |
| | Total Successor Agency | 2,573,237 | 2,228,714 | 2,228,714 | 2,184,462 |
| | Total City-Wide & SA Funds | 131,438,188 | 145,531,615 | 146,582,815 | 167,876,568 |

City of Monterey Park

FY2024-25 Fund Balance Change Summary

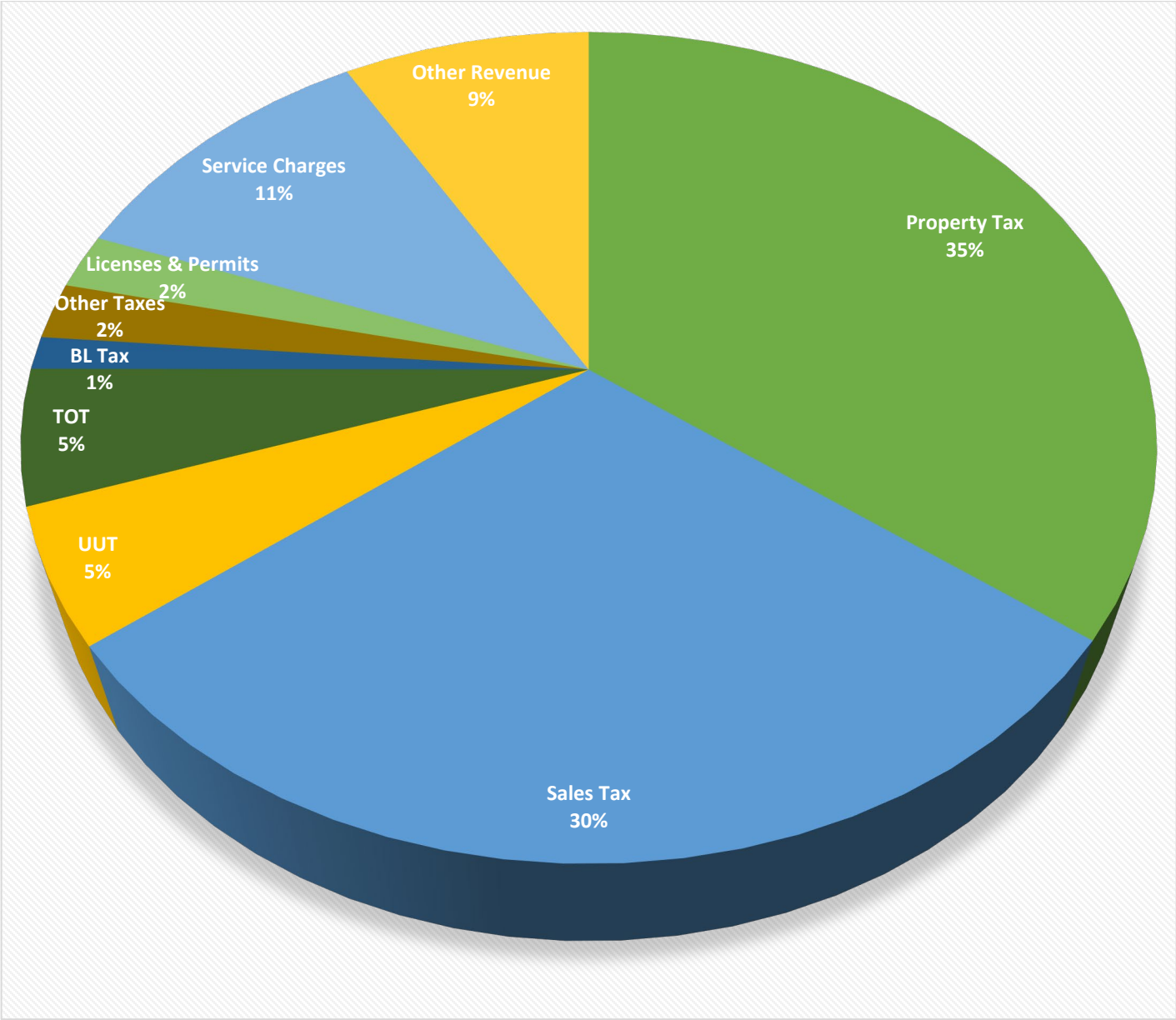
| Fund | Description | Estimated Fund | | | Estimated Fund | | Fund Balance Change |
|------|---|-----------------------|-------------------|---------------------|--------------------|-----------------------|---------------------|
| | | Balance June 30, 2024 | Revenue Budget | Available Resources | Expenditure Budget | Balance June 30, 2025 | |
| 101 | GENERAL FUND | 27,933,455 | 65,609,558 | 93,543,013 | 65,426,925 | 28,116,089 | 182,633 |
| 102 | RECREATION | (83,153) | 437,750 | 354,597 | 168,965 | 185,632 | 268,785 |
| 112 | LIBRARY PASSPORT SERVICES | 519,766 | 84,600 | 604,366 | 102,915 | 501,450 | (18,315) |
| | Total General Fund | 28,370,068 | 66,131,908 | 94,501,976 | 65,698,805 | 28,803,171 | 433,103 |
| 201 | PUBLIC SAFETY AUGMENTATION FUND | 950,864 | 1,000,000 | 1,950,864 | 1,000,000 | 950,864 | 0 |
| 202 | RETIREMENT FUND | 4,695,756 | 12,980,902 | 17,676,658 | 12,987,056 | 4,689,601 | (6,154) |
| 203 | OPIOID SETTLEMENT | 59,630 | 30,800 | 90,430 | 24,500 | 65,930 | 6,300 |
| 204 | CIRCULATION SYSTEM DIF FUND | 332,588 | 101,500 | 434,088 | 0 | 434,088 | 101,500 |
| 205 | LAW ENFORCEMENT_FIRE DIF FUND | 1,022 | 33,394 | 34,416 | 131,392 | (96,976) | (97,998) |
| 206 | CITY HOUSING SPECIAL REVENUE FUND | 3,680,890 | 262,342 | 3,943,232 | 0 | 3,943,232 | 262,342 |
| 216 | CERCLA LIABILITY FUND | 152,403 | 151,000 | 303,403 | 401,191 | (97,788) | (250,191) |
| 218 | SAFE STREETS FOR ALL | 0 | 984,000 | 984,000 | 0 | 984,000 | 984,000 |
| 219 | BUSINESS IMPROVEMENT AREA 1 | 204,355 | 85,000 | 289,355 | 73,950 | 215,405 | 11,050 |
| 220 | MAINTENANCE DISTRICT 93_1 | 138,195 | 1,020,051 | 1,158,246 | 1,020,051 | 138,195 | 0 |
| 231 | PARKS_LIBRARY_PUBLIC AND AQUATICS | 870,608 | 153,000 | 1,023,608 | 56,000 | 967,608 | 97,000 |
| 232 | PROP A PARCEL GRANT | 0 | 157,500 | 157,500 | 585 | 156,915 | 156,915 |
| 236 | BIKE ROUTE FUND | 5,547 | 60,886 | 66,433 | 0 | 66,433 | 60,886 |
| 237 | ROAD MAINTENANCE AND REHABILITATION ACCOUNT | 2,566,730 | 1,486,806 | 4,053,536 | 1,461,806 | 2,591,730 | 25,000 |
| 238 | PROPOSITION A FUND | 3,820,313 | 1,694,072 | 5,514,385 | 2,956,542 | 2,557,843 | (1,262,470) |
| 239 | MEASURE R FUND | 1,080,834 | 1,047,405 | 2,128,239 | 830,119 | 1,298,119 | 217,286 |
| 240 | MEASURE M FUND | 3,274,261 | 1,200,726 | 4,474,987 | 663,438 | 3,811,548 | 537,288 |
| 241 | PROPOSITION C FUND | 3,103,272 | 1,408,207 | 4,511,479 | 1,521,060 | 2,990,419 | (112,853) |
| 242 | STATE GAS TAX FUND | 1,405,703 | 1,643,298 | 3,049,001 | 2,126,292 | 922,709 | (482,994) |
| 246 | HIGHWAY SAFETY IMPROVEMENT | 34,439 | 700,000 | 734,439 | 0 | 734,439 | 700,000 |
| 247 | AIR QUALITY IMPROVEMENT FUND | 426,337 | 85,000 | 511,337 | 60,304 | 451,033 | 24,697 |
| 248 | MEASURE W FUND | 243,894 | 730,000 | 973,894 | 241,063 | 732,831 | 488,937 |
| 282 | SB1383 | 58,804 | 0 | 58,804 | 116,619 | (57,815) | (116,619) |
| 302 | ASSET FOREFEITURE FUND - TREASURY | 751,921 | 24,000 | 775,921 | 61,000 | 714,921 | (37,000) |
| 303 | BULLETPROOF VEST POLICE GRANT | (1,726) | 7,803 | 6,077 | 8,348 | (2,271) | (545) |
| 304 | STC STANDARDS_TRAINING_CORREC POLICE | 11,747 | 6,600 | 18,347 | 6,600 | 11,747 | 0 |
| 305 | POST POLICE | (199,379) | 35,000 | (164,379) | 0 | (164,379) | 35,000 |
| 306 | AB109 TASK FORCE GRANT POLICE | 201,735 | 0 | 201,735 | 26,000 | 175,735 | (26,000) |
| 307 | ASSET FOREFEITURE FUND - STATE & COUNTY | 5,347 | 0 | 39,210 | 8,828 | 32,195 | 26,848 |
| 308 | STATE LAW ENFORCE SVC_COPS | 634,060 | 185,000 | 819,060 | 307,745 | 511,315 | (122,745) |
| 310 | OFFICER WELLNESS GRANT | 50,800 | 0 | 50,800 | 49,848 | 953 | (49,848) |
| 313 | URBAN AREA INITIATIVE - (UASI) POLICE | 3,541 | 238,182 | 241,723 | 192,926 | 48,797 | 45,256 |
| 314 | HOMELAND SECURITY - FIRE | (72,015) | 230,000 | 157,985 | 260,000 | (102,015) | (30,000) |
| 315 | URBAN AREA INITIATIVE - (UASI) FIRE | 66,974 | 0 | 66,974 | 644,000 | (577,026) | (644,000) |
| 320 | CALIFORNIA FIRE FOUNDATION | 11,787 | 0 | 11,787 | 0 | 11,787 | 0 |
| 321 | GROUND EMERGENCY MEDICAL TRANSPORTION | 262,824 | 0 | 262,824 | 35,000 | 227,824 | (35,000) |
| 322 | CALOES HIGH COMM. EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| 323 | CALOES HIGH COMM. HAZARD | 0 | 0 | 0 | 25,000 | 0 | 0 |
| 325 | ASSISTANCE TO FIREFIGHTERS | (21,559) | 182,000 | 160,441 | 90,000 | 0 | 21,559 |
| 326 | ASSIST TO FF COVID SUPPLE | (19,266) | 0 | (19,266) | 0 | (19,266) | 0 |
| 332 | COMMUNITY DEVELOPMENT GRANTS | 0 | 27,600 | 27,600 | 27,600 | 0 | 0 |
| 334 | OTS - POLICE | (102,809) | 58,300 | (44,509) | 24,743 | (69,252) | 33,557 |
| 335 | CANNABIS TAX GRANT PROGRAM | (8,966) | 184,011 | 175,045 | 8,588 | 166,457 | 175,423 |
| 340 | SGVCOG HOMELESS PROGRAM GRANT | 760 | 0 | 40,000 | 0 | 40,000 | 39,240 |
| 343 | PROP A PARCEL GRANT | 17,173 | 0 | 0 | 0 | 0 | (17,173) |
| 351 | WIOA GRANT | 29,685 | 40,000 | 69,685 | 10,018 | 59,667 | 29,982 |
| 353 | CALLIBRARY LITERACY SERVICES GRANT | 30,308 | 69,952 | 100,260 | 25,714 | 74,545 | 44,238 |
| 354 | STATE LIBRARY GRANTS | (75) | 5,000 | 4,925 | 0 | 4,925 | 5,000 |
| 360 | STATE LIBRARY GRANTS | 16,299 | 700,178 | 716,477 | 0 | 716,477 | 700,178 |
| 361 | HOME HOUSING PROGRAM | 255,139 | 278,235 | 533,374 | 280,143 | 253,232 | (1,908) |
| 362 | CDBG FUND | 58,067 | 576,795 | 634,862 | 629,554 | 5,308 | (52,759) |
| 363 | ARPA FUNDS | 859,753 | 0 | 859,753 | 859,753 | 0 | (859,753) |
| 367 | PERMANENT LOCAL HOUSING ALLOCATION | 0 | 1,359,916 | 1,359,916 | 392,780 | 967,136 | 967,136 |
| 368 | HOME - ARPA | 0 | 1,175,039 | 1,175,039 | 1,175,039 | 0 | 0 |
| 371 | USED OIL RECYCLING BLOCK GRANT | 16,766 | 0 | 16,766 | 0 | 16,766 | 0 |
| 373 | BEVERAGE CONTAINER RECYCLING | 102,435 | 0 | 102,435 | 30,170 | 72,265 | (30,170) |
| 381 | PUBLIC WORK GRANTS | 97,778 | 1,500,000 | 1,597,778 | 0 | 1,597,778 | 1,500,000 |
| 383 | ELAC INSTRUCTIONAL SERVICE PROGRAM | 137,353 | 50,500 | 187,853 | 43,765 | 144,088 | 6,735 |
| 385 | LEAP | 47,457 | 300,000 | 347,457 | 0 | 347,457 | 300,000 |
| 401 | WATER FUND | 15,372,915 | 20,634,627 | 36,007,542 | 20,531,378 | 15,476,163 | 103,248 |
| 402 | WATER TREATMENT WQA EPA FUND | 0 | 4,860,895 | 4,860,895 | 4,860,895 | 0 | 0 |
| 408 | WATER REVENUE BONDS PROJECTS | 20,600,000 | 0 | 20,600,000 | 14,441,690 | 6,158,310 | (14,441,690) |
| 409 | WATER DIF FUND | 645,656 | 71,144 | 716,800 | 0 | 716,800 | 71,144 |
| 411 | SEWER FUND | 10,906,485 | 7,046,812 | 17,953,297 | 6,863,398 | 11,089,899 | 183,414 |
| 419 | SEWER DIF FUND | 80,695 | 10,517 | 91,212 | 0 | 91,212 | 10,517 |
| 421 | REFUSE FUND | 400,404 | 7,200,000 | 7,600,404 | 7,573,642 | 26,762 | (373,642) |
| 501 | CITY SHOP FUND | 6,581 | 3,783,800 | 3,790,381 | 3,512,621 | 277,760 | 271,179 |

| Fund | Description | Estimated Fund | | | Estimated Fund | | |
|------|------------------------------------|--------------------------|-------------------|------------------------|-----------------------|--------------------------|------------------------|
| | | Balance June 30, 2024 | Revenue Budget | Available Resources | Expenditure Budget | Balance June 30, 2025 | Fund Balance Change |
| 502 | TECHNOLOGY INTERNAL SERVICE FUND | 607,470 | 1,905,200 | 2,512,670 | 1,882,422 | 630,248 | 22,778 |
| 503 | GENERAL LIABILITY FUND | (7,862,109) | 7,833,285 | (28,824) | 7,788,608 | (7,817,432) | 44,677 |
| 504 | WORKERS COMP FUND | (8,237,674) | 4,776,998 | (3,460,676) | 4,119,893 | (7,580,569) | 657,105 |
| 505 | SEPARATION BENEFITS FUND | 7,982 | 2,130,508 | 2,138,490 | 2,105,000 | 33,490 | 25,508 |
| 506 | BUILDING MAINTENANCE FUND | 0 | 1,790,842 | 1,790,842 | 1,656,017 | 134,824 | 134,824 |
| 507 | OPEB INTERNAL SERVICE FUND | 0 | 2,215,371 | 2,215,371 | 2,200,000 | 15,371 | 15,371 |
| 601 | SALES TAX STREET BONDS PROJECTS | 13,691 | 0 | 13,691 | 13,691 | 0 | (13,691) |
| 621 | SALES TAX STREET BONDS-TRANSFER IN | 0 | 1,050,200 | 1,050,200 | 1,050,200 | 0 | 0 |
| 841 | ATLANTIC_GARVEY SA | 2,446,050 | 1,436,731 | 3,882,781 | 1,467,840 | 2,414,941 | (31,109) |
| 842 | MERGED SA | 348,687 | 747,731 | 1,096,418 | 782,038 | 314,380 | (34,307) |
| | | 94,301,153 | 167,876,568 | 262,233,652 | 177,449,174 | 84,740,850 | (9,560,303) |

Revenues by Type

FY 2024-2025

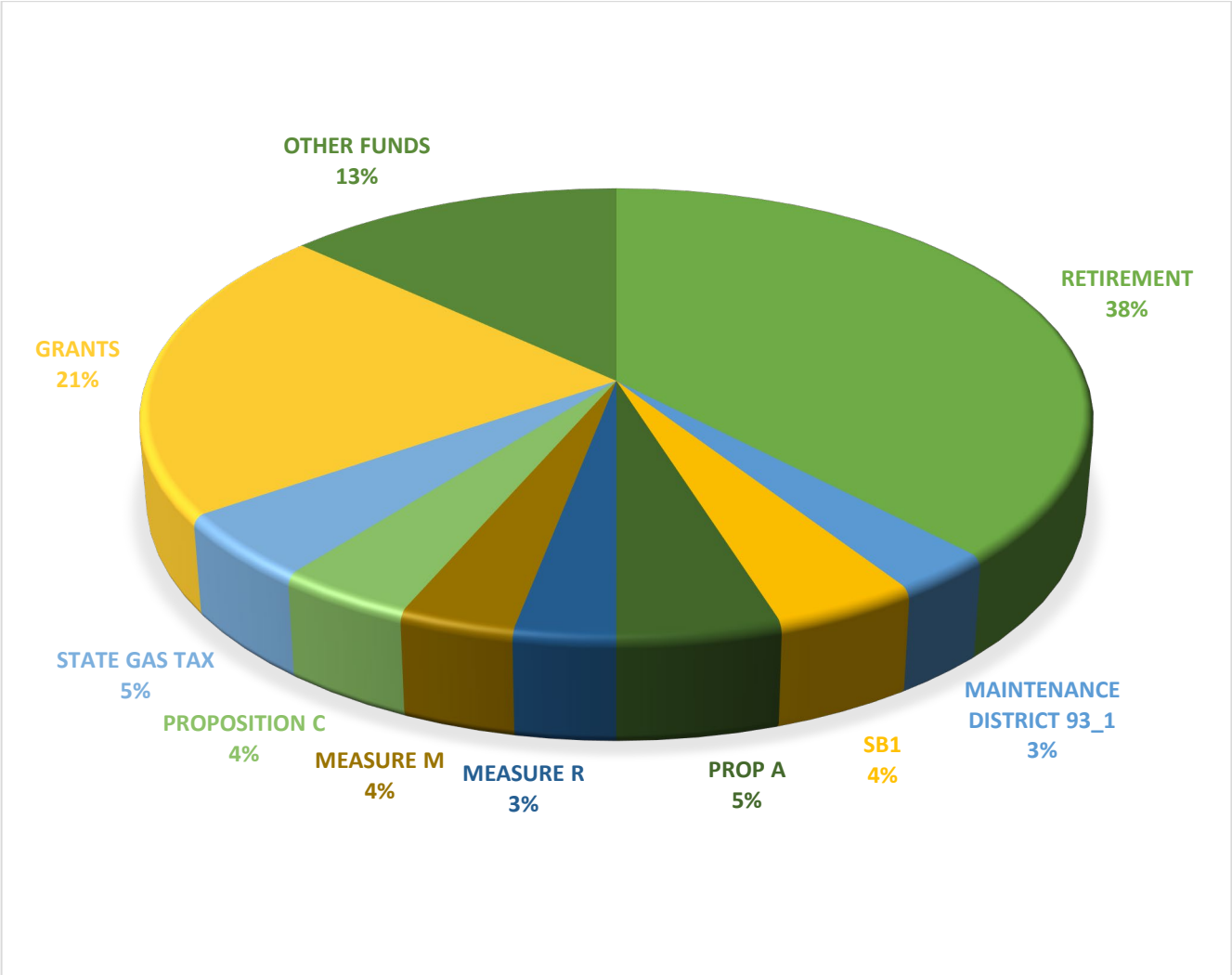
General Fund



Revenues by Type

FY 2024-2025

Special Revenues Funds



**Five-Year Summary of Revenues & Transfers-In by Fund Types
FY2024-2025 Budget**

| | Actual 2021 | Actual 2022 | Actual 2023 | Revised 2024 | Proposed 2025 |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| General Fund | | | | | |
| General Fund | 146,232,939 | 49,071,598 | 56,510,581 | 63,386,091 | 66,131,908 |
| Special Revenue | | | | | |
| Retirement | 11,485,784 | 11,868,762 | 12,948,477 | 12,187,627 | 12,980,902 |
| Maintenance District | 1,000,490 | 1,003,590 | 1,037,841 | 1,004,990 | 1,020,051 |
| RMRA SB1 | 1,134,820 | 1,224,804 | 1,421,258 | 1,556,219 | 1,486,806 |
| Proposition A | 1,261,962 | 1,808,639 | 1,683,026 | 1,891,047 | 1,694,072 |
| Measure R | 783,501 | 958,759 | 1,019,953 | 1,083,493 | 1,047,405 |
| Measure M | 888,929 | 1,087,412 | 1,189,901 | 1,226,825 | 1,200,726 |
| Proposition C | 1,039,279 | 1,281,794 | 1,387,511 | 1,444,323 | 1,408,207 |
| Gas Taxes | 1,326,733 | 1,421,252 | 1,561,184 | 1,559,719 | 1,643,298 |
| Other Funds | 1,919,896 | 2,338,133 | 3,334,305 | 5,114,008 | 5,584,622 |
| Grants | 3,554,303 | 4,025,316 | 7,856,680 | 4,403,972 | 7,234,111 |
| Enterprise | | | | | |
| Refuse | 6,911,320 | 6,846,375 | 7,041,201 | 6,860,000 | 7,200,000 |
| Sewer | 3,302,096 | 3,280,593 | 3,490,699 | 4,083,934 | 7,057,329 |
| Water | 15,788,276 | 15,121,944 | 13,402,269 | 17,559,977 | 25,566,665 |
| Internal Service | | | | | |
| City Shop Fund | 2,183,900 | 2,166,341 | 3,117,678 | 3,713,800 | 3,783,800 |
| Technology & Communication | 438,604 | 496,151 | 1,003,643 | 1,381,816 | 1,905,200 |
| General Liability | 4,229,642 | 4,100,368 | 5,039,019 | 6,898,767 | 7,833,285 |
| Workers' Compensation | 2,900,945 | 3,085,274 | 3,773,730 | 3,986,537 | 4,776,998 |
| Seperation Benefits | 1,098,645 | 986,500 | 1,045,994 | 1,225,000 | 2,130,508 |
| Building Maintenance | 0 | 0 | 0 | 1,585,956 | 1,790,842 |
| Other Post Employment Benefit | 1,000,000 | 1,000,000 | 1,000,000 | 2,200,000 | 2,215,371 |
| Successor Agency | | | | | |
| Successor Agency | 2,855,389 | 2,904,164 | 2,573,237 | 2,228,714 | 2,184,462 |
| Total | 211,337,452 | 116,077,769 | 131,438,188 | 146,582,815 | 167,876,568 |

**Five-Year Summary of Expenditures & Transfers-In by Fund Types
FY2024-2025 Budget**

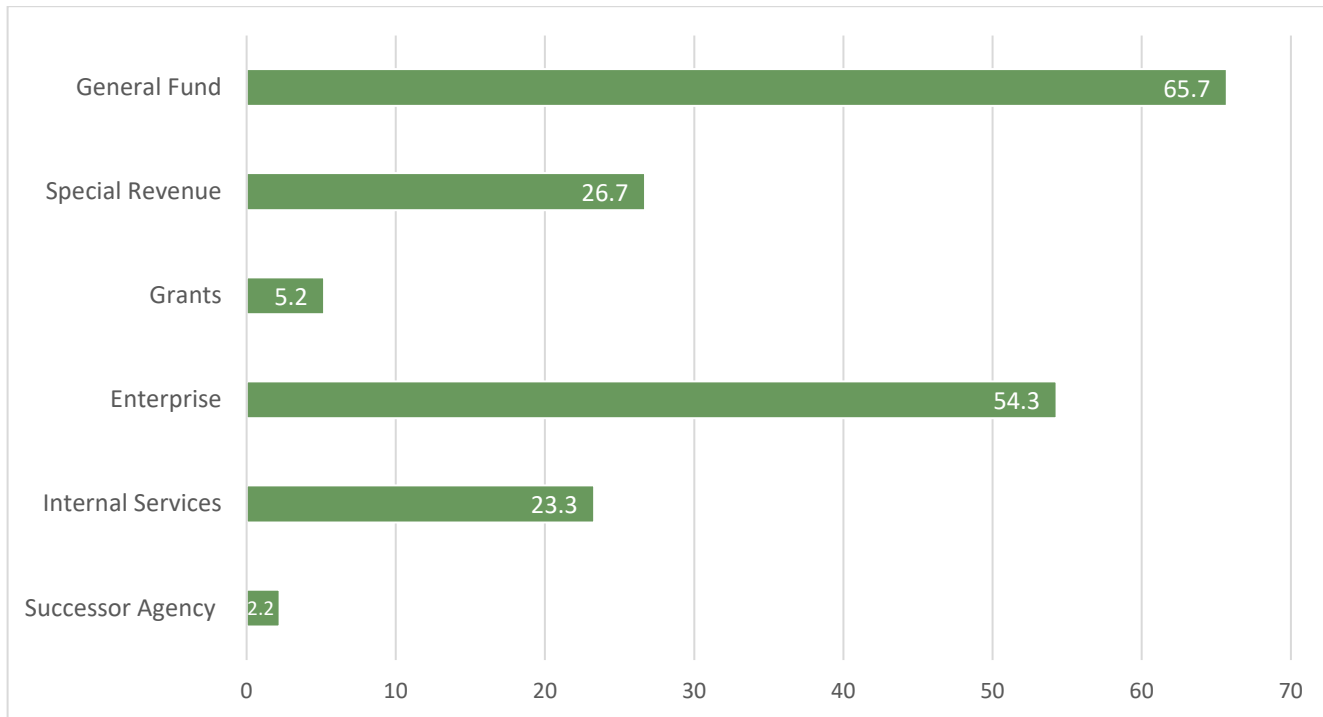
| | Actual 2021 | Actual 2022 | Actual 2023 | Revised 2024 | Proposed 2025 | \$ Change over 2024 |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| General Administration | | | | | | |
| City Council / Regional Associatons | 158,266 | 241,710 | 192,072 | 214,792 | 223,315 | 8,523 |
| City Manager | 814,865 | 1,049,290 | 1,656,051 | 2,098,430 | 2,565,125 | 466,695 |
| City Treasurer | 22,002 | 25,273 | 18,819 | 24,251 | 18,885 | (5,366) |
| City Attorney | 601,173 | 444,490 | 787,512 | 722,488 | 761,212 | 38,724 |
| City Clerk | 707,340 | 461,052 | 12,701 | 23,135 | 11,635 | (11,500) |
| Finance | 4,927,652 | 4,215,033 | 5,013,202 | 5,727,301 | 6,265,329 | 538,027 |
| HR & Risk Management | 1,039,312 | 749,646 | 1,397,523 | 1,665,099 | 1,626,618 | (38,481) |
| General Administration | 8,270,610 | 7,186,495 | 9,077,880 | 10,475,497 | 11,472,119 | 499,547 |
| Public Safety | | | | | | |
| Fire | 16,147,803 | 15,682,884 | 16,653,597 | 19,446,725 | 20,940,063 | 1,493,338 |
| Police | 21,858,082 | 20,518,649 | 22,510,340 | 30,648,860 | 31,969,969 | 1,321,109 |
| Public Safety | 38,005,884 | 36,201,533 | 39,163,936 | 50,095,585 | 52,910,033 | 2,814,447 |
| Community Services & Improvements | | | | | | |
| Library | 2,293,721 | 2,178,878 | 2,255,185 | 2,902,337 | 3,167,866 | 265,529 |
| Recreation & Communtiy Services | 1,983,947 | 2,115,223 | 2,351,015 | 3,192,293 | 3,829,565 | 637,272 |
| Community & Economic Development | 1,623,177 | 1,265,944 | 2,566,599 | 3,602,539 | 3,553,148 | (49,391) |
| Community Services & Improvements | 5,900,845 | 5,560,045 | 7,172,799 | 9,697,169 | 10,550,579 | 587,881 |
| City Infrastructure | | | | | | |
| Public Works | 31,517,762 | 33,301,204 | 40,297,137 | 47,100,540 | 49,870,383 | 2,769,843 |
| Capital Improvement Projects | 1,485,152 | 942,176 | 11,652,962 | 24,529,139 | 23,783,060 | (746,079) |
| City Vehicles | | | 0 | 1,237,791 | 750,000 | (487,791) |
| City Infrastructure | 33,002,914 | 34,243,381 | 51,950,099 | 72,867,470 | 74,403,443 | 1,535,973 |
| Non-Department/Internal Services | | | | | | |
| Worker's Compensation | 2,526,133 | 3,700,146 | 3,807,304 | 3,586,907 | 3,804,130 | 217,223 |
| General Liability | 4,993,048 | 6,298,787 | 7,025,616 | 7,652,133 | 8,088,077 | 435,943 |
| Post-Employment Activity | 107,598,258 | 10,853,781 | 11,407,969 | 11,338,370 | 13,111,164 | 1,772,794 |
| | 115,117,440 | 20,852,714 | 22,240,889 | 22,577,410 | 25,003,370 | 2,425,959 |
| ARPA Projects | | 2,239,920 | 6,034,356 | 5,909,156 | 859,753 | (5,049,403) |
| Successor Agency | 13,429,835 | 5,816,250 | 2,084,715 | 2,233,659 | 2,249,878 | 16,219 |
| Total | 213,727,528 | 109,860,418 | 137,724,675 | 173,855,946 | 177,449,174 | 2,830,624 |

Expenditures by Fund and Character

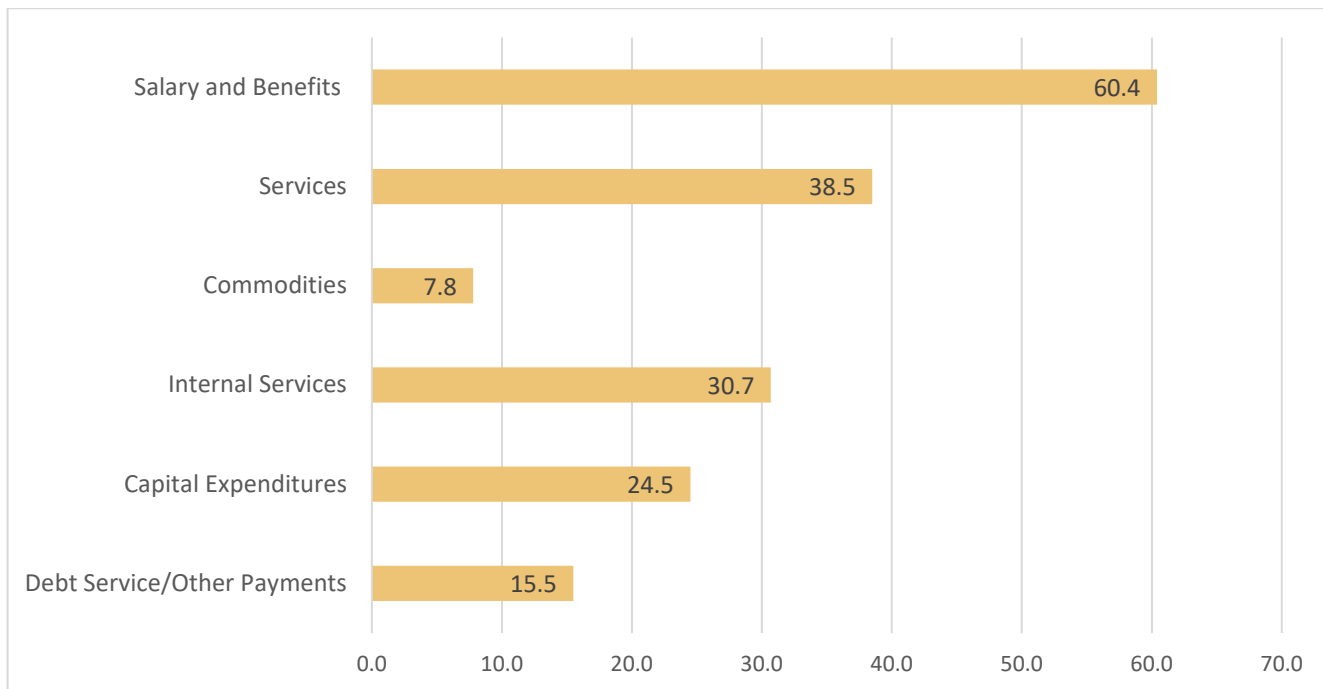
FY 2024-2025

Combined City and Successor Agency

Expenditures by Fund:



Expenditures by Character:



Source of Funds by Department FY 2024-2025 Budget

| SOURCE OF FUNDS BY DEPARTMENT | | | | | | | | | | | | | | | | |
|-------------------------------|---------------------|---------------------|--------------------|--------------------|--------------------|------------------|------------------|--------------------|--------------------|--------------------|---------------------|--------------------|--------------------|---------------------|--------------------|----------------------|
| DEPARTMENT | General Fund | Retirement | State Gas Tax | 241 Prop C | 238 Prop A | Measure M 240 | Measure R 239 | MD 220 | 300 Grants | Other Special Rev. | Water | Sewer | Refuse | Internal Services | Successor Agency | Total |
| City Council | \$223,315 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$223,315 |
| City Manager | \$2,456,384 | \$108,741 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,249,878 | \$4,815,003 |
| City Clerk | \$11,635 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$11,635 |
| City Treasurer | \$18,885 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$18,885 |
| City Attorney | \$761,212 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$761,212 |
| Finance | \$2,885,603 | \$129,145 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$747,477 | \$0 | \$227,291 | \$215,327 | \$178,064 | \$1,882,422 | \$0 | \$6,265,329 |
| HR/Risk Management | \$668,645 | \$18,939 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$939,033 | \$0 | \$1,626,618 |
| Community Development | \$2,960,406 | \$94,639 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$27,600 | \$73,950 | \$175,951 | \$205,667 | \$14,935 | \$0 | \$0 | \$3,553,148 |
| Police | \$26,742,000 | \$2,529,899 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,412,538 | \$517,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$32,201,937 |
| Fire | \$17,210,970 | \$1,621,345 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,097,765 | \$638,392 | \$119,111 | \$198,534 | \$53,946 | \$0 | \$0 | \$20,940,063 |
| Library | \$2,974,602 | \$157,531 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$217,386 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,349,519 |
| Recreation/Community Sr | \$2,598,352 | \$101,869 | \$0 | \$0 | \$1,005,079 | \$0 | \$0 | \$0 | \$446,130 | \$56,584 | \$39,127 | \$14,386 | \$14,168 | \$0 | \$0 | \$4,275,694 |
| Public Works | \$3,011,247 | \$68,785 | \$1,626,292 | \$1,455,109 | \$1,951,463 | \$13,438 | \$830,119 | \$1,020,051 | \$30,170 | \$1,468,186 | \$22,684,870 | \$3,229,484 | \$7,312,530 | \$5,168,639 | \$0 | \$49,870,383 |
| Capital Expenses | \$2,004,000 | \$0 | \$500,000 | \$65,951 | \$0 | \$650,000 | \$0 | \$0 | \$250,000 | \$1,475,497 | \$16,587,612 | \$3,000,000 | \$0 | \$0 | \$0 | \$24,533,060 |
| Non-Departmental | \$1,171,548 | \$8,156,164 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$401,191 | \$0 | \$0 | \$0 | \$15,274,468 | \$0 | \$25,003,370 |
| Total Funds | \$65,698,805 | \$12,987,056 | \$2,126,292 | \$1,521,060 | \$2,956,542 | \$663,438 | \$830,119 | \$1,020,051 | \$5,229,066 | \$4,631,300 | \$39,833,962 | \$6,863,398 | \$7,573,642 | \$23,264,562 | \$2,249,878 | \$177,449,172 |

Fund Codes:

- General Fund: General Fund, Recreation, Passport Services
- Special Revenues: Retirement; State Gas Tax; Prop C; Prop A; Measure M; Measure R; SB1; Maintenance District; Development Impact Fees; Grants; SB2; Measure W; Business Improvement Area 1; CERCLA; Other Special Revenues
- Proprietary:
 - Enterprise: Water; Sewer; Refuse
 - Internal Services: City Shop; Information Technology; General Liability; Worker's Comp; Separation Benefits; Building Maintenance; OPEB

General Fund Five Year Projection FY 2024-2025 Budget

| | 5-Year Long-Term Projection | | | | | | Notes |
|-------------------------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------|
| | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | |
| Beginning Fund Balance | 32,509,447 | 28,453,221 | 32,014,380 | 32,447,483 | 32,177,010 | 32,309,956 | |
| Prepaid | 77,450 | 77,450 | 77,450 | 77,450 | 77,450 | 77,450 | |
| Committed - Catastrophic | 5,340,000 | 5,840,000 | 6,340,000 | 6,840,000 | 7,340,000 | 7,340,000 | (1) |
| Committed - Stabilization | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 | |
| Committed - Comm.Devt | 1,886,927 | 1,886,927 | 1,886,927 | 1,886,927 | 1,886,927 | 1,886,927 | |
| Assigned - Capital Improv | 18,029,418 | 21,090,577 | 20,723,680 | 20,223,680 | 19,723,680 | 19,923,680 | |
| Unassigned | 119,426 | 119,426 | 419,426 | 148,953 | 281,899 | 223,680 | |
| Ending Fund Balance | 28,453,221 | 32,014,380 | 32,447,483 | 32,177,010 | 32,309,956 | 32,451,738 | |
| Recurring Revenues: | | | | | | | |
| Property Taxes | 22,821,864 | 22,385,158 | 23,292,714 | 24,038,081 | 24,807,299 | 25,601,133 | (3) |
| Sales Tax | 11,640,655 | 18,586,329 | 19,396,608 | 19,382,511 | 20,177,194 | 21,004,459 | (4) |
| Utility User Tax | 3,799,736 | 3,327,789 | 3,468,658 | 3,538,031 | 3,608,792 | 3,680,968 | (5) |
| Transient Occupancy Tax | 2,653,156 | 2,880,130 | 3,465,416 | 3,569,378 | 3,676,460 | 3,786,753 | (6) |
| Business License Tax | 713,015 | 911,582 | 843,316 | 868,615 | 894,674 | 921,514 | (7) |
| Other Taxes | 1,245,172 | 1,435,909 | 1,456,052 | 1,502,646 | 1,550,730 | 1,600,354 | (8) |
| Licenses & Permits | 1,820,391 | 1,716,200 | 1,430,392 | 1,473,304 | 1,517,503 | 1,563,028 | (7) |
| Charges for Services | 7,499,865 | 7,193,723 | 7,452,139 | 7,601,182 | 7,753,205 | 7,908,269 | (9) |
| Other Revenue | 4,235,738 | 4,949,271 | 5,326,613 | 5,433,145 | 5,541,808 | 5,652,645 | (9) |
| Transfers-In | | | | | | | |
| Total Revenues | 56,429,592 | 63,386,091 | 66,131,908 | 67,406,893 | 69,527,666 | 71,719,123 | |
| Expenditures: | | | | | | | |
| Salaries & Benefits | 31,381,082 | 35,559,720 | 38,373,431 | 40,024,634 | 41,225,373 | 42,462,134 | (10) |
| Services | 8,789,849 | 6,583,174 | 8,507,288 | 8,677,434 | 8,850,983 | 9,028,003 | (11) |
| Commodities | 1,487,081 | 1,616,206 | 1,764,829 | 1,450,126 | 1,479,128 | 1,508,711 | (11) |
| Internal Service Chgs | 7,722,508 | 9,270,799 | 10,498,913 | 11,548,805 | 12,126,245 | 12,732,557 | (12) |
| Capital Projects | 361,994 | 2,257,791 | 2,004,000 | 1,000,000 | 1,000,000 | 1,000,000 | |
| GF Suppl to Pension | 2,764,400 | 2,469,498 | 2,643,022 | 2,643,022 | 2,643,022 | 2,643,022 | |
| OPEB | 798,100 | 1,617,981 | 1,757,154 | 1,757,154 | 1,757,154 | 1,757,154 | (13) |
| Debt Service - Motorola | 307,745 | 307,745 | 0 | 0 | 0 | 0 | |
| Debt Service - Siemens | 134,329 | 142,019 | 150,167 | 156,766 | 163,862 | 163,862 | |
| Total Expenditures | 53,747,088 | 59,824,932 | 65,698,805 | 67,257,940 | 69,245,767 | 71,295,442 | |
| Surplus/(Deficit) | 2,682,504 | 3,561,159 | 433,103 | 148,953 | 281,899 | 423,680 | |

**General Fund Five Year Projection
FY 2022-2023 Budget**

- (1) City recommendation to increase Committed-Catastrophic by \$500K each Fiscal Year to reach \$7.3 million by end of 2026-27
- (3) HdL Property Tax Consultants are projecting an average increase of 3.2% for the next four Fiscal Years
- (4) HdL Sales Tax Consultants are projecting a sales tax increase of 3.5% in FY23-24; and 4.1% for future year. Costco sales tax share with Montebello decreased from 50% to 18% in FY23-24. Forecast includes estimated \$8M in Measure MP sales tax annually
- (5) 2% increase calculated using historical trends and current economy
- (6) Projection includes the opening of the Holiday Inn May 2024 and an estimated 3% annual increase
- (7) 3% increase calculated using historical trends and current economy and the opening businesses
- (8) 3.2% increase calculated using historical trends, current economy, and last five year average
- (9) 2% increase calculated using historical trends, current economy and last five year average
- (10) FY24-25 includes a GF increase of \$500K due to expiration of on-time ARPA funds
- (11) 2% Services and Commodities increase. FY25-26 includes a reduction of one-time expenses from FY24-25
- (12) 10% Increase in General Liability & Worker's Compensation Costs
- (13) Includes reallocation of other pension cost from general fund to OPEB.

City of Monterey Park
Citywide Personnel Summary - 2024-2025

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|-------------------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| CITY COUNCIL - 1100 | | | | | | |
| Mayor | 1 | - | 1 | - | 1 | - |
| Mayor Pro Tem | 1 | - | 1 | - | 1 | - |
| Council Members | 3 | - | 3 | - | 3 | - |
| CITY COUNCIL TOTAL | 5 | - | 5 | - | 5 | - |
| CITY MANAGER - 1200 | | | | | | |
| City Manager | 1 | - | 1 | - | 1 | - |
| Assistant City Manager | 1 | - | 1 | - | 1 | - |
| Administrative Intern | - | - | - | 0.50 | - | 0.50 |
| Assistant Deputy City Clerk | 1 | - | 1 | - | 1 | - |
| Community Media Specialist | - | 0.50 | - | 0.50 | - | 0.50 |
| Deputy City Clerk | 1 | - | 1 | - | 1 | - |
| Director of Finance | 0.20 | - | 0.20 | - | 0.20 | - |
| Media Specialist | 1 | 0 | 1 | - | 1 | - |
| Media Supervisor | 1 | 0 | 1 | - | 1 | - |
| Office Assistant I | - | 0.50 | - | 0.50 | - | 0.50 |
| Office Assistant II | 1 | - | 1 | - | 1 | - |
| Principal Management Analyst | - | - | 1 | - | 1 | - |
| Secretary to the City Manager | 1 | - | 1 | - | 1 | - |
| CITY MANAGER TOTAL | 8.20 | 1.00 | 9.20 | 1.50 | 9.20 | 1.50 |
| CITY CLERK - 1300 | | | | | | |
| City Clerk - Elected Official | 1 | - | 1 | - | 1 | - |
| CITY CLERK TOTAL | 1 | - | 1 | - | 1 | - |
| FINANCE - 1400 | | | | | | |
| Director of Finance | 1 | - | 1 | - | 1 | - |
| Account Clerk | 1 | 1.00 | 1 | 1.50 | 1 | 1.50 |
| Accountant | 2 | - | 2 | - | 2 | - |
| Admin Intern | - | 0.50 | 0 | - | 0 | - |
| Admin Secretary | 1 | - | 1 | - | 1 | - |
| Finance Manager | 1 | - | 1 | - | 1 | - |
| Financial Analyst | 2 | - | 2 | - | 2 | - |

City of Monterey Park
Citywide Personnel Summary - 2024-2025

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|-----------------------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| Information System Specialist | 2 | - | 2 | - | 2 | - |
| Information Technology Manager | 1 | - | 1 | - | 1 | - |
| Information Technology Technician | 1 | - | 1 | - | 1 | - |
| Payroll Technician | - | - | 0 | - | 0 | - |
| Principal Management Analyst | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Senior Account Clerk | 6 | - | 6 | - | 6 | - |
| Senior Accountant | 0.50 | - | 0.50 | - | 0.50 | - |
| Support Services Manager | - | - | - | - | - | - |
| Support Services Supervisor | - | - | - | - | - | - |
| FINANCE TOTAL | 18.50 | 2.00 | 18.50 | 2.00 | 18.50 | 2.00 |

CITY TREASURER - 1500

| | | | | | | |
|-----------------------------------|----------|----------|----------|----------|----------|----------|
| City Treasurer - Elected Official | 1 | - | 1 | - | 1 | - |
| CITY TREASURER TOTAL | 1 | - | 1 | - | 1 | - |

COMMUNITY DEVELOPMENT - 1700

| | | | | | | |
|------------------------------------|-----------|-------------|-----------|-------------|-----------|-------------|
| Director of Community Development | 1 | - | 1 | - | 1 | - |
| Assistant Planner | 1 | - | 1 | - | 1 | - |
| Building Inspector | 2 | - | 2 | - | 2 | - |
| Building Official | 1 | - | 1 | - | 1 | - |
| Economic Development Manager | 1 | - | 1 | - | 1 | - |
| Economic Development Specialist | 1 | - | 1 | - | 1 | - |
| Permit Technician I | 1 | - | 1 | - | 1 | - |
| Permit Technician II | 1 | - | 1 | - | 1 | - |
| Plan Checker | 1 | - | 1 | - | 1 | - |
| Planning Intern | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Planning Manager | 1 | - | 1 | - | 1 | - |
| Planning Technician | 1 | - | 1 | - | 1 | - |
| Senior Clerk Typist | 1 | - | 1 | - | 1 | - |
| Senior Planner | 1 | - | 1 | - | 1 | - |
| COMMUNITY DEVELOPMENT TOTAL | 14 | 0.50 | 14 | 0.50 | 14 | 0.50 |

HUMAN RESOURCES AND RISK MANAGEMENT - 1800

| | | | | | | |
|---|----------|----------|----------|----------|----------|----------|
| Director of Human Resources/Risk Management | 1 | - | 1 | - | 1 | - |
| Human Resources Analyst | 1 | - | 1 | - | 1 | - |
| Human Resources Assistant | 1 | - | 1 | - | 1 | - |
| Human Resources Technician | 2 | - | 2 | - | 2 | - |
| Human Resources/Risk Manager | 1 | - | 1 | - | 1 | - |
| HR AND RISK MANAGEMENT TOTAL | 6 | - | 6 | - | 6 | - |

**City of Monterey Park
Citywide Personnel Summary - 2024-2025**

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|---|-----------------|--------------|-----------------|--------------|-----------------|--------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| POLICE - 3100 | | | | | | |
| Police Chief | 1 | - | 1 | 0 | 1 | 0 |
| Animal Services Officer | 2 | - | 2 | 0 | 2 | 0 |
| Community Services Officer | 3 | 2.50 | 3 | 2.50 | 3 | 2.50 |
| Communications Supervisor | 1 | - | 1 | 0 | 1 | 0 |
| Crime Analyst | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Crossing Guard | - | 4.50 | 0 | 4.50 | 0 | 4.50 |
| Dispatcher | 8 | 1.25 | 9 | 1.25 | 9 | 1.25 |
| Evidence Officer | 2 | 0.00 | 2 | 0 | 2 | 0 |
| Jailer | 4 | 1.00 | 4 | 1 | 4 | 1 |
| Jailer Supervisor | 1 | - | 1 | 0 | 1 | 0 |
| Principal Management Analyst | 1 | - | 1 | 0 | 1 | 0 |
| Outreach and Housing Navigation Coordinator | 1 | - | 1 | 0 | 1 | 0 |
| Police Administrative Assistant | 1 | - | 1 | 0 | 1 | 0 |
| Police Cadet | - | 2 | 0 | 2 | 0 | 2 |
| Police Captain | 2 | - | 2 | 0 | 2 | 0 |
| Police Clerk | 10 | - | 10 | 0 | 10 | 0 |
| Police Corporal | 14 | - | 14 | 0 | 14 | 0 |
| Police Lieutenant | 7 | - | 7 | 0 | 7 | 0 |
| Police Officer | 43 | - | 45 | 0 | 45 | 0 |
| Police Records Cadet | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Police Records Clerk | - | 1 | 0 | 1 | 0 | 1 |
| Police Records Management System Technician | 1 | - | 1 | 0 | 1 | 0 |
| Police Records Supervisor | 1 | - | 1 | 0 | 1 | 0 |
| Police Sergeant | 9 | - | 9 | 0 | 9 | 0 |
| Secretary | 1 | - | 1 | 0 | 1 | 0 |
| POLICE TOTAL | 113 | 13.25 | 116 | 13.25 | 116 | 13.25 |

City of Monterey Park
Citywide Personnel Summary - 2024-2025

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|-------------------------------------|-----------------|-----------|-----------------|-----------|-----------------|-----------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| FIRE - 3200 | | | | | | |
| Fire Chief | 1 | - | 1 | - | 1 | - |
| Code Enforcement Officer | 3 | - | 3 | - | 3 | - |
| Division Chief | 3 | - | 4 | - | 4 | - |
| Fire Captain | 12 | - | 12 | - | 12 | - |
| Fire Engineer | 12 | - | 12 | - | 12 | - |
| Fire Fighter | 11 | - | 11 | - | 9 | - |
| Fire Fighter/Paramedic | 13 | - | 13 | - | 15 | - |
| Fire Marshal | 1 | - | 1 | - | 1 | - |
| Fire Prevention Permit Technician I | 1 | - | 1 | - | 1 | - |
| Fire Safety Specialist | 2 | - | 2 | - | 2 | - |
| Principal Management Analyst | 1 | - | 1 | - | 1 | - |
| Senior Account Clerk | 2 | - | 2 | - | 2 | - |
| Senior Clerk Typist | 1 | - | 1 | - | 1 | - |
| Senior Code Compliance Officer | 1 | - | 1 | - | 1 | - |
| FIRE TOTAL | 64 | - | 65 | - | 65 | - |

| | | | | | | |
|------------------------------------|---|------|---|------|---|------|
| PUBLIC WORKS - 4200 | | | | | | |
| Director of Public Works | 1 | - | 1 | - | 1 | - |
| Assistant City Engineer | 1 | - | 1 | - | 1 | - |
| Assistant Water Utility Manager | - | - | 1 | - | 1 | - |
| Administrative Intern | - | 0.25 | 0 | 0.25 | 0 | 0.25 |
| Administrative Secretary | 1 | - | 1 | - | 1 | - |
| Auto Shop Technician | 1 | - | 1 | - | 1 | - |
| Building Trades Technician | 1 | - | 2 | - | 2 | - |
| Civil Engineering Assistant | 1 | - | 1 | - | 1 | - |
| Civil Engineering Associate | 2 | - | 2 | - | 2 | - |
| Civil Engineering Technician | 2 | - | 1 | - | 1 | - |
| Consumer Services Representative | 2 | - | 2 | - | 2 | - |
| Crew Leader | 3 | - | 3 | - | 3 | - |
| Cross Connection Control Inspector | 2 | - | 2 | - | 2 | - |
| Electrician | 1 | - | 1 | - | 1 | - |
| Engineering Aide | - | 1.00 | - | 1.00 | 0 | 1.00 |
| Equipment Mechanic | 2 | - | 2 | 0 | 2 | 0 |
| Equipment Service Specialist | - | 0.50 | - | 0.50 | 0 | 0.50 |

City of Monterey Park
Citywide Personnel Summary - 2024-2025

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|---|-----------------|--------------|-----------------|-------------|-----------------|-------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| Facilities Maintenance Supervisor | 1 | - | 1 | - | 1 | 0 |
| Geographic Information System Analyst | - | - | - | - | 1 | 0 |
| Lead Equipment Mechanic | 1 | - | 1 | - | 1 | 0 |
| Maintenance Worker | 9 | 7.00 | 11 | 1.50 | 11 | 1.50 |
| Management Analyst | 1 | - | 1 | - | 1 | - |
| Park Maintenance Crew Leader | 2 | - | 2 | - | 2 | - |
| Park Maintenance Worker | 3 | - | 3 | - | 3 | - |
| Park Supervisor | 1 | - | 1 | - | 1 | - |
| Principal Management Analyst | 1 | - | 1 | - | 1 | - |
| Public Works Inspector | - | - | 1 | - | 1 | - |
| Public Works Maintenance Manager | 1 | - | 1 | - | 1 | - |
| Public Works Maintenance Supervisor | 1 | - | 1 | - | 1 | - |
| Public Works Manager | 1 | - | 1 | - | 1 | - |
| Senior Civil Engineer | 1 | - | 1 | - | 1 | - |
| Senior Clerk Typist | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Senior Maintenance Worker | 4 | - | 4 | - | 4 | - |
| Senior Water Production System Operator | 1 | - | 1 | - | 1 | - |
| Water Distribution Crew Supervisor | 1 | - | 0 | - | 0 | - |
| Water Distribution Lead Worker | 2 | - | 2 | - | 2 | - |
| Water Operation Supervisor | 1 | - | 2 | - | 2 | - |
| Water Production Supervisor | 1 | - | 1 | - | 1 | - |
| Water Production System Operator | 4 | - | 4 | - | 4 | - |
| Water Utility Maintenance Worker | 5 | 1.00 | 5 | 1.00 | 5 | 1.00 |
| Water Utility Manager | 1 | - | 1 | - | 1 | - |
| Sr. Accountant | 0.5 | - | 0.5 | - | 0.5 | - |
| PUBLIC WORKS TOTAL | 63.50 | 10.25 | 67.50 | 4.75 | 68.50 | 4.75 |

MONTEREY PARK BRUGGEMEYER LIBRARY - 6000

| | | | | | | |
|-------------------------------------|--------------|-------------|--------------|-------------|--------------|-------------|
| City Librarian | 1 | - | 1 | - | 1 | - |
| Adult Literacy Coordinator | 1 | - | 1 | - | 1 | - |
| Administrative Secretary | 1 | - | 1 | - | 1 | - |
| Janitor | - | - | 0 | - | 0 | - |
| Librarian | 4 | 1.00 | 4 | 1.00 | 4 | 1.00 |
| Library Assistant | 5 | 3.50 | 5 | 6.00 | 5 | 6.00 |
| Library Circulation Serv Supervisor | - | - | 0 | - | 0 | - |
| Library Page | - | 2.50 | 0 | 2.50 | 0 | 2.50 |
| Library Technician | 2 | - | 2 | - | 2 | - |
| Senior Librarian | 3 | - | 3 | - | 3 | - |
| Senior Library Assistant | - | - | 0 | - | 0 | - |
| LIBRARY TOTAL | 17.00 | 7.00 | 17.00 | 9.50 | 17.00 | 9.50 |

City of Monterey Park
Citywide Personnel Summary - 2024-2025

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|---|-----------------|--------------|-----------------|--------------|-----------------|--------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| RECREATION / COMMUNITY SERVICES - 6500 | | | | | | |
| Director of Recreation/Community Services | 1 | - | 1 | - | 1 | - |
| Administrative Aide | 1 | - | 1 | - | 1 | - |
| Assistant Pool Manager | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Dial-A-Ride Driver | 3 | - | 3 | - | 3 | - |
| Cashier | - | - | 0 | - | 0 | - |
| Child Care Coordinator | 1 | - | 1 | - | 1 | - |
| Child Care Teacher | - | 3.25 | 0 | 3.25 | 0 | 3.25 |
| Clerk Typist | - | - | 0 | - | 0 | - |
| Dial-A-Ride Dispatcher | 1 | - | 1 | - | 1 | - |
| Janitor | 1 | - | 1 | - | 0 | - |
| Junior Lifeguard | - | - | 0 | - | 0 | - |
| Lifeguard | - | 1.50 | 0 | 1.50 | 0 | 1.50 |
| Locker Room Attendant | - | - | 0 | - | 0 | - |
| Pool Maintenance Worker | 1 | - | 1 | - | 1 | - |
| Pool Manager | - | 3.50 | 0 | 3.50 | 0 | 3.50 |
| Program Coordinator | 2 | - | 2 | - | 2 | - |
| Recreation Leader | - | 10.50 | 0 | 10.50 | 0 | 10.50 |
| Recreation Manager | 1 | - | 1 | - | 1 | - |
| Recreation Specialist | - | - | 0 | - | 1 | - |
| Recreation Supervisor | 2 | - | 2 | - | 2 | - |
| Senior Clerk Typist | 1 | - | 1 | - | 1 | - |
| Senior Lifeguard | - | 1.00 | 0 | 1.00 | 0 | 1.00 |
| Senior Recreation Leader | - | 1.50 | 0 | 1.50 | 0 | 1.50 |
| RECREATION / COMM. SERVICES TOTAL | 15.00 | 21.75 | 15.00 | 21.75 | 15.00 | 21.75 |
| CITYWIDE TOTAL | 326 | 55.75 | 335 | 53.25 | 336 | 53.25 |

City Council Department

FY 2024-2025 Adopted Budget

Department Overview

Under the Council-Manager form of government, the Monterey Park City Council is responsible for the legislative functions of the City, which includes establishing policies and priorities, developing an overall vision, and approving annual spending plans for the City.

Programs and Services

The activities provide the resources and support needed by the City Council to carry out the legislative and fiduciary responsibilities and establish City policies based on information provided by staff, advisory boards and commissions, and the community. The City Council has identified the following core strategies:

- Maintain a fiscally healthy and financially sound municipal government;
- Provide a safe, well-maintained community that affords a good quality of life
- Create a civil, fair, and democratic community that maintains a well-balanced lifestyle for its residents and businesses;
- Ensure a responsive and transparent municipal government that facilitates opportunities for community involvement in decision-making;
- Seek and support solutions to regional issues such as public health, housing/homelessness, economic growth, job creation, and environmental sustainability that promote intergovernmental relationships and public-private partnerships.

Department Budget Summary

| Expenditures by Program | | | | | |
|-------------------------|--------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Division Name | Division No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| City Council | 1101 | \$133,217 | \$133,792 | \$133,792 | \$142,315 |
| Regional Associations | 1110 | \$58,855 | \$81,000 | \$81,000 | \$81,000 |
| Total Expenditures | | \$192,072 | \$214,792 | \$214,792 | \$223,315 |

Authorized Full-Time
Equivalent Positions

| | | | | |
|--|------|------|------|------|
| | 5.00 | 5.00 | 5.00 | 5.00 |
|--|------|------|------|------|

Significant Changes

There are no significant changes for Fiscal Year 2024 - 2025.

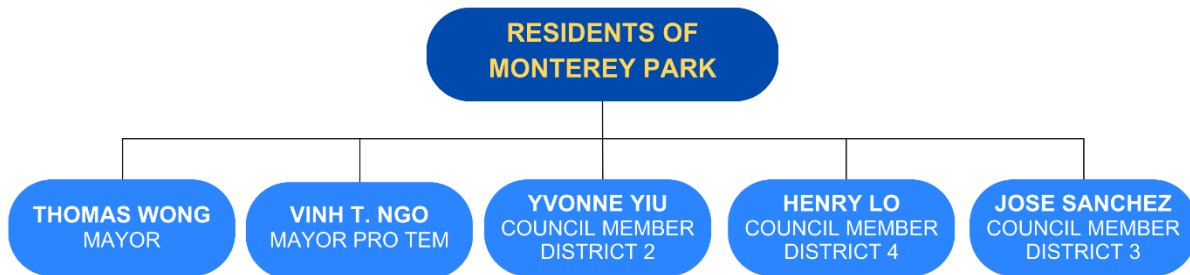
City Council Department

FY 2024-2025 Adopted Budget

Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|----------------------------|--------------|-----------|--------------|-----------|--------------|-----------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| CITY COUNCIL - 1100 | | | | | | |
| Mayor | 1 | - | 1 | - | 1 | - |
| Mayor Pro Tem | 1 | - | 1 | - | 1 | - |
| Council Members | 3 | - | 3 | - | 3 | - |
| CITY COUNCIL TOTAL | 5 | - | 5 | - | 5 | - |

Department Organizational Chart



Funding Source by Type

| | FY 2022-23 | FY 2023-24 | FY 2023-24 | FY 2024-25 |
|-------------------------|------------------|------------------|------------------|------------------|
| Funding Sources by Type | Actual | Original Budget | Projected Budget | Budget |
| General Fund | \$191,487 | \$209,905 | \$209,905 | \$223,315 |
| Special Revenue | \$586 | \$4,888 | \$4,888 | \$0 |
| Total | \$192,072 | \$214,792 | \$214,792 | \$223,315 |

City Council Department

FY 2024-2025 Adopted Budget



Division: City Council
Division No.: 1101

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$46,789 | \$46,483 | \$46,483 | \$31,995 |
| Services | \$65,227 | \$49,500 | \$49,500 | \$55,500 |
| Commodities | \$3,491 | \$8,000 | \$8,000 | \$8,000 |
| Internal Services | \$17,710 | \$29,810 | \$29,810 | \$46,820 |
| Total Expenditures | \$133,217 | \$133,792 | \$133,792 | \$142,315 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 5.00 | 5.00 | 5.00 | 5.00 |
|-------------|-------------|-------------|-------------|

City Council Department

FY 2024-2025 Adopted Budget

Program Details

The City Council is the legislative and policy-making body for the City of Monterey Park. In May 2019, the City Council adopted Ordinance No. 2160 transitioning from at-large to by-district elections creating 5 districts. Under the new by-district election, the Council Members are elected by-district for four-year, overlapping terms of office. Per City Ordinance No. 2096, each public official can only serve no more than two consecutive terms or a full eight-year term. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions. The City Council reorganizes in accordance with the resolution allowing rotation of the Mayor.

The City Council is responsible to the electorate for keeping pace with changing community needs; for establishing the quality of municipal services and the community environment; for promoting accountability and confidence in local government through open conduct of public affairs; and for encouraging constructive citizen participation. The Council determines service levels and revenue obligations through the adoption of an annual budget; authorizes City contracts and expenditures; establishes municipal service goals and operating policies; and adopts such regulatory measures as may be necessary to establish community protection.

Council Members represent the City on various intergovernmental organizations to achieve governmental cooperation, legislation, and programs that are consistent with the needs of the community.

2024-2025 Goals and Objectives

- Coordinate and implement 2024-25 Strategic Plan goals and objectives.
- Establish a permanent memorial committee to recommend and propose a permanent memorial honoring the victims of the January 21 Mass Shooting Incident.
- Spearhead efforts to form a business alliance to support local businesses.

2023-2024 Major Accomplishments

- Developed a 2024-2025 Strategic Plan listing prioritized goals and objectives.
- Adopted firearm safety ordinances and added new chapters to the Monterey Park Municipal Code to protect the community from violence resulting from firearms.
- Hosted a Gun Violence Restraining Order (GVRO) Training to educate the public on how a GVRO can protect themselves, their loved ones, and the community.

City Council Department

FY 2024-2025 Adopted Budget

- Presented the *Roundtable on Healing & Hope* on January 21, 2024, at the Bruggemeyer Library to reflect on the past year since the January 21 incident and discussed ways to prevent similar occurrences in the future.
- Collaborated with a local community-based organization to establish a community resiliency center and supported community healing.
- Engaged with the community through a series of Town Hall Meetings, hosted school field trips to City Hall, and attended Junior Friends Meetings at the Bruggemeyer Library

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$132,631 | \$128,905 | \$128,905 | \$142,315 |
| Special Revenue | \$586 | \$4,888 | \$4,888 | \$0 |
| Total | \$133,217 | \$133,792 | \$133,792 | \$142,315 |

City Council Department

FY 2024-2025 Adopted Budget

Division: Regional Associations

Division No.: 1110

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Services | \$58,855 | \$81,000 | \$81,000 | \$81,000 |
| Total Expenditures | \$58,855 | \$81,000 | \$81,000 | \$81,000 |

Program Details

This activity provides financial support for memberships in outside agencies and organizations interested in achieving regional, state, and federal action and programming consistent with the articulated needs of the community. Memberships in outside agencies and organizations include, without limitation, the California Contract Cities Association, Independent Cities Association, League of California Cities (Los Angeles County Division), San Gabriel Valley Council of Governments, and Southern California Association of Governments.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$58,855 | \$81,000 | \$81,000 | \$81,000 |
| Total Expenditures | \$58,855 | \$81,000 | \$81,000 | \$81,000 |

City Manager Department

FY 2024-2025 Adopted Budget

Department Overview

The City Manager serves as the Chief Executive Officer of the City under the direction of the City Council. As a result of organizational realignments, Media Production and Communications as well as the City Clerk’s Office are moved under the purview of the City Manager’s Office. This move increases efficiency and communication which in turn will work to promote the economic vitality of the City.

Programs and Services

- Provide overall direction and coordination of City operations and community programs to ensure that the City Council’s adopted service objectives are met or exceeded and that costs do not exceed budget restrictions.
- Provide continual monitoring and evaluation of services and programming to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.
- Provide useful and timely data to the City Council so that alternatives are considered and decisive policy action is taken to accommodate changing needs and conditions without crisis and without interruption in services.
- Oversee an aggressive program of resource development that results in measurable increases in the productivity of City operations each year, procurement of available grant funds to achieve special projects, and new commercial and industrial development that expands the economic base of the City.
- Continues preparing the Recognized Obligation Payment Schedule (ROPS) to the Department of Finance (DOF) and secure administrative costs to reduce General Fund expenditures.

Department Budget Summary

| Expenditures by Program | | | | | |
|---------------------------|-------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Program Name | Program No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| City Manager | 1201 | \$777,182 | \$1,086,553 | \$1,086,553 | \$1,189,364 |
| SA For Former RDA | 1203 | \$2,084,715 | \$2,233,659 | \$2,233,659 | \$2,249,878 |
| Media Production & Comm. | 1209 | \$215,067 | \$423,855 | \$423,855 | \$425,536 |
| City Clerk | 1213 | \$663,802 | \$588,002 | \$588,002 | \$950,225 |
| Total Expenditures | | \$3,740,766 | \$4,332,068 | \$4,332,068 | \$4,815,003 |

| | | | | |
|--|-------------|--------------|--------------|--------------|
| Authorized Full-Time Equivalent Positions | 9.20 | 10.70 | 10.70 | 10.70 |
|--|-------------|--------------|--------------|--------------|

City Manager Department

FY 2024-2025 Adopted Budget

Significant Changes

As a result of organizational realignments, Media Production and Communications as well as the City Clerk’s Office are moved under the purview of the City Manager’s Office. This move increases efficiency and communication which in turn will work to promote the economic vitality of the City.

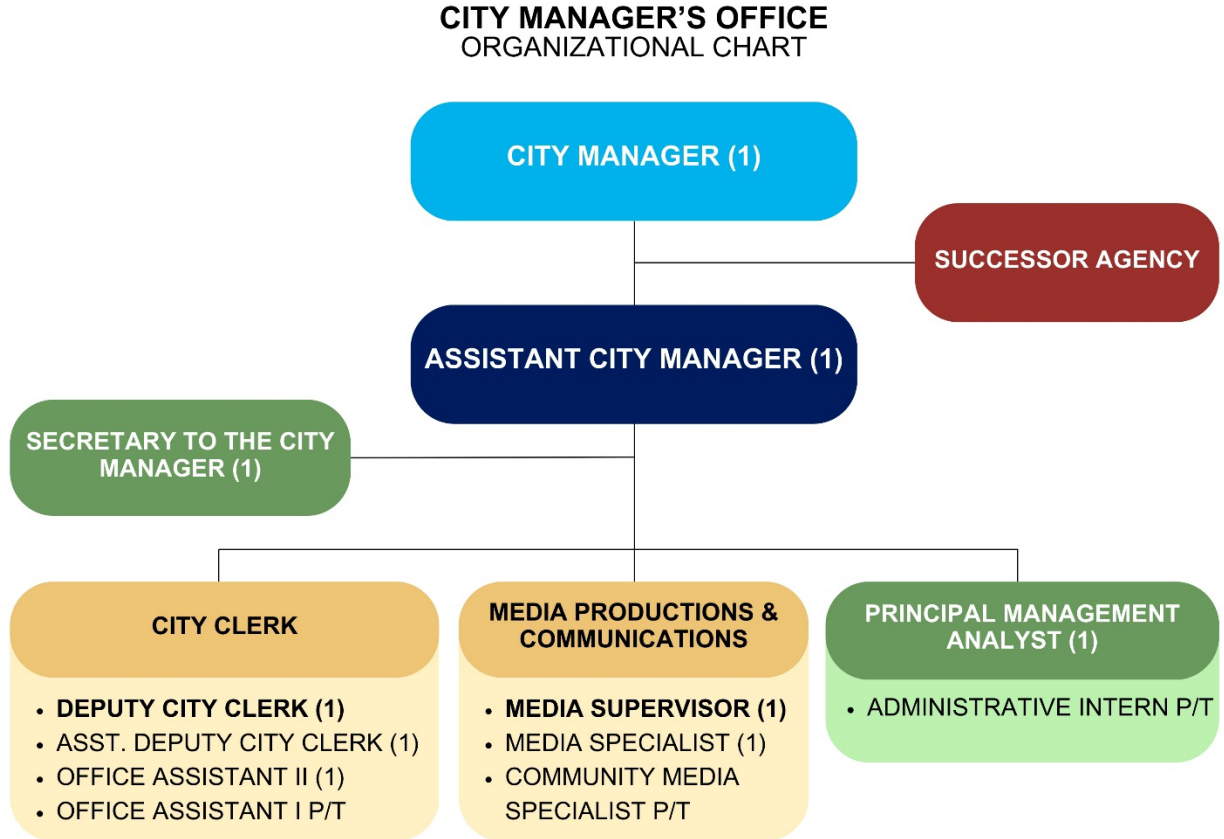
Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|-------------------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| CITY MANAGER - 1200 | | | | | | |
| City Manager | 1 | - | 1 | - | 1 | - |
| Assistant City Manager | 1 | - | 1 | - | 1 | - |
| Administrative Intern | - | - | - | 0.50 | - | 0.50 |
| Assistant Deputy City Clerk | 1 | - | 1 | - | 1 | - |
| Community Media Specialist | - | 0.50 | - | 0.50 | - | 0.50 |
| Deputy City Clerk | 1 | - | 1 | - | 1 | - |
| Director of Finance | 0.20 | - | 0.20 | - | 0.20 | - |
| Media Specialist | 1 | 0 | 1 | - | 1 | - |
| Media Supervisor | 1 | 0 | 1 | - | 1 | - |
| Office Assistant I | - | 0.50 | - | 0.50 | - | 0.50 |
| Office Assistant II | 1 | - | 1 | - | 1 | - |
| Principal Management Analyst | - | - | 1 | - | 1 | - |
| Secretary to the City Manager | 1 | - | 1 | - | 1 | - |
| CITY MANAGER TOTAL | 8.20 | 1.00 | 9.20 | 1.50 | 9.20 | 1.50 |

City Manager Department

FY 2024-2025 Adopted Budget

Department Organizational Chart



Funding Source by Type

| Funding Sources by Type | Actual | Original Budget | Projected Budget | Budget |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
| General Fund - Administration | \$1,568,339 | \$1,983,048 | \$1,983,048 | \$2,456,384 |
| General Fund | \$11,361 | \$0 | \$0 | \$0 |
| Special Revenue | \$76,352 | \$97,283 | \$97,283 | \$108,741 |
| ARPA | \$0 | \$18,078 | \$18,078 | \$0 |
| Successor Agency | \$2,084,715 | \$2,233,659 | \$2,233,659 | \$2,249,878 |
| Total | \$3,740,766 | \$4,332,068 | \$4,332,068 | \$4,815,003 |

City Manager Department

FY 2024-2025 Adopted Budget



Division: City Manager
Division No.: 1201

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$594,520 | \$793,514 | \$793,514 | \$832,535 |
| Services | \$50,470 | \$62,900 | \$62,900 | \$80,155 |
| Commodities | \$1,636 | \$28,200 | \$28,200 | \$39,645 |
| Internal Services | \$130,557 | \$201,939 | \$201,939 | \$237,029 |
| Total Expenditures | \$777,182 | \$1,086,553 | \$1,086,553 | \$1,189,364 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 2.80 | 3.80 | 4.30 | 4.30 |
|-------------|-------------|-------------|-------------|

Program Details

As a result of an initiative measure adopted by the voters of Monterey Park in 1948, the City Manager serves as the Chief Executive Officer of the City under the direction of the City Council. The initiative imposes specific duties and powers, which are outlined in Municipal Code Section 2.08. Specific service objectives are:

City Manager Department

FY 2024-2025 Adopted Budget

- Provide overall direction and coordination of City operations to ensure that the City Council adopted service objectives are met or exceeded and that costs do not exceed budget restrictions.
- Provide continual monitoring and evaluation of services and programming to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.
- Provide useful and timely data to the City Council so that alternatives are considered and decisive policy action is taken to accommodate changing needs and conditions without crisis and without interruption in services.
- Continues preparing the Recognized Obligation Payment Schedule (ROPS) to the Department of Finance (DOF) and secure administrative costs to reduce General Fund expenditures.

2024-2025 Goals and Objectives

- Implement and execute the City Council FY 20224-2025 Strategic Plan
- Conduct a mission, vision, and values statement workshop with city personnel
- Reorganize and upgrade necessary workspaces/office furniture to improve organizational efficiency

2023-2024 Major Accomplishments

- Completed hillside stabilization of the Goodviews Abatement Project (GAP)
- Coordinated response efforts resulting from the January 21st Mass Shooting Incident
- Provided support to the City Council in establishing a City Council Strategic Plan for FY 2024-2025

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$725,107 | \$1,014,102 | \$1,014,102 | \$1,106,933 |
| General Fund | \$31 | \$0 | \$0 | \$0 |
| Special Revenue | \$52,045 | \$72,450 | \$72,450 | \$82,431 |
| Total Expenditures | \$777,182 | \$1,086,553 | \$1,086,553 | \$1,189,364 |

City Manager Department

FY 2024-2025 Adopted Budget

Division: Successor Agency for the Former RDA

Division No.: 1203

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$111,811 | \$130,753 | \$130,753 | \$142,052 |
| Services | \$64,244 | \$65,868 | \$65,868 | \$65,868 |
| Commodities | \$1,756 | \$4,010 | \$4,010 | \$4,010 |
| Internal Services | \$12,189 | \$36,315 | \$36,315 | \$37,985 |
| Debt Service | \$1,894,715 | \$1,996,713 | \$1,996,713 | \$1,999,963 |
| Total Expenditures | \$2,084,715 | \$2,233,659 | \$2,233,659 | \$2,249,878 |

**Authorized Full-Time
Equivalent Positions**

0.40

0.40

0.40

0.40

Program Details

Under AB1X 26 redevelopment agencies were dissolved and replaced with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Under Resolution No. 11455 City of Monterey Park became the Successor Agency for its former redevelopment agency as well as retained housing assets and functions. The Successor Agency became operative on February 1, 2012. The Successor Agency continues preparing the Recognized Obligation Payment Schedule (ROPS) for the Department of Finance (DOF).

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Successor Agency | \$2,084,715 | \$2,233,659 | \$2,233,659 | \$2,249,878 |
| Total Expenditures | \$2,084,715 | \$2,233,659 | \$2,233,659 | \$2,249,878 |

City Manager Department

FY 2024-2025 Adopted Budget

Division: Media Production and Communications

Division No.: 1209

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$104,783 | \$251,893 | \$251,893 | \$213,033 |
| Services | \$7,492 | \$13,180 | \$13,180 | \$34,010 |
| Commodities | \$70,181 | \$88,938 | \$88,938 | \$95,200 |
| Internal Services | \$32,611 | \$69,844 | \$69,844 | \$83,293 |
| Total Expenditures | \$215,067 | \$423,855 | \$423,855 | \$425,536 |

**Authorized Full-Time
Equivalent Positions**

2.50

2.50

2.50

2.50

Program Details

The Media Production Division coordinates the City’s Cable Television, general and community-based programming, and original productions. Additionally, the division also oversees the City’s website and social media accounts. The Division also coordinates and assists the City Contractor with the publication of the Monterey Park Cascades newspaper.



Service objectives are:

- Through a variety of media sources, provide communication and dissemination of information for events, projects, and cultural and recreational activities to residents and businesses in the City.
- Assist City Departments through the creation of brochures, cable programs, public service announcements and/or graphic design, to allow them to enhance, promote and inform residents of the various City programs, services, activities and events.
- Manage the agreements for the City website, Cascades Newspaper and council meeting video streaming products.
- Oversee the State’s Cable Television Franchise Agreement and stay up to date on the latest changes in local, State and Federal regulations pertaining to cable television.

City Manager Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Increase staffing to enhance and improve public communication efforts and outreach strategies organization-wide.
- Continue to develop community communications utilizing various channels including the Cascades Newspaper, social media, news releases, e-newsletters, virtual meetings, and MPK-TV cable TV; work with city departments to improve visual consistency, accuracy, and ADA compliance.
- Update the City Council Chamber video projection system; provide additional live streaming coverage of on-location events.

2023-2024 Major Accomplishments

- Produced original programming for internet streaming and MPK-TV cable TV broadcasts such as the January 21 anniversary events, Gun Violence Restraining Order Training (GVRO), new playground equipment ribbon cuttings, new business grand openings, Recreation Department special events, and more.
- Assisted the Community Development Department and the Library in creating unique and customer service-focused web portals with their department header projects.
- Collaborated with the Monterey Park Green Team to deliver messaging to increase awareness and participation in sustainability initiatives.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$203,737 | \$405,777 | \$405,777 | \$425,536 |
| General Fund | \$11,330 | \$0 | \$0 | \$0 |
| ARPA | \$0 | \$18,078 | \$18,078 | \$0 |
| Total Expenditures | \$215,067 | \$423,855 | \$423,855 | \$425,536 |

City Manager Department

FY 2024-2025 Adopted Budget

Division: City Clerk

Division No.: 1213

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$332,402 | \$352,191 | \$352,191 | \$397,431 |
| Services | \$220,327 | \$85,230 | \$85,230 | \$363,800 |
| Commodities | \$24,501 | \$51,500 | \$51,500 | \$55,000 |
| Internal Services | \$86,571 | \$99,080 | \$99,080 | \$133,994 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$663,802 | \$588,002 | \$588,002 | \$950,225 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 3.50 | 3.50 | 3.50 | 3.50 |
|-------------|-------------|-------------|-------------|

Programs and Services

The Office of the City Clerk is responsible for keeping a complete and accurate record of City Council proceedings, maintaining official city records, providing public information and conducting municipal elections according to the stipulations of State and Federal laws. Specific service objectives are:

- Ensure that legal requirements regarding public meetings, hearings, attestations and petitions are handled properly and according to applicable rules and laws.
- Accurately record the proceedings and actions of the City Council for legal references, historic information, and continuity of government.
- Keeping and maintaining safe, efficient storage of official city documents and records.
- Ensure that municipal elections are consolidated and conducted by the County of Los Angeles Registrar Recorder' office in an economical and error-free manner with maximum convenience to the voters, while complying with the Federal Voting Rights Act.
- Administer the provisions of the Political Reform Act so that all related reports are filed in a timely manner according to law.
- Maintain accurate records of all City Commissioner terms of office and posting of vacancies in accordance with state regulations; accept applications for commissions and provide applications for City Council's consideration.

City Manager Department

FY 2024-2025 Adopted Budget

Program Measurements

| | <u>Actual 2022-2023</u> | <u>Estimated 2023-2024</u> | <u>Projected 2024-2025</u> |
|---|-----------------------------|--------------------------------|--------------------------------|
| General Municipal Election Voter Turnout | November 2022 40% | Not an Election Year | November 2024 76% |
| Public Records Act Requests | 375 | 400 | 440 |
| Certificate Requests | 446 | 587 | 625 |

2024-2025 Goals and Objectives

- Prepare, plan, and conduct the General Municipal Election in November 2024 to fill three City Council seats, District Nos. 2, 3 and 4, and possibly ballot measure(s).
- Develop and execute community outreach programs to educate residents on the upcoming election and to encourage civic engagement in the democratic process.
- Research for implementation of an agenda management or a document workflow solution to improve organizational efficiency and effectiveness.

2023-2024 Major Accomplishments

- Streamlined the City Council certificates policy and procedure and created a new modernized certificate design and an online request form.
- Completed and updated the City’s retention schedule in accordance with laws and regulations.
- Implemented an online California Public Records Request tracking portal to promote transparency and access to the public and improve efficiency in response time.

City Manager Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$639,495 | \$563,169 | \$563,169 | \$923,916 |
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$24,307 | \$24,832 | \$24,832 | \$26,310 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$663,802 | \$588,002 | \$588,002 | \$950,225 |

City Clerk Department

FY 2024-2025 Adopted Budget

Department Overview

The City Clerk is an elected position and is responsible for keeping a complete and accurate record of City Council proceedings, maintaining official city records, providing public information and conducting municipal elections according to the stipulations of State and Federal laws. Specific service objectives are:

The City Clerk is charged with the duty of conducting elections.

The City Clerk administers Oaths or Affirmations and presents the Certificates of Appointment to newly appointed Boards, Commissions and Committees members.

The City Clerk is the custodian of the official City records and City Seal.

The statutes of the State of California prescribe the basic functions and duties of the City Clerk, and the Government Code and Elections Code provide precise and specific responsibilities and procedures to follow.

Department Budget Summary

| Expenditures by Division | | | | | |
|---------------------------|--------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Division Name | Division No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| City Clerk | 1301 | \$12,701 | \$23,135 | \$23,135 | \$11,635 |
| Total Expenditures | | \$12,701 | \$23,135 | \$23,135 | \$11,635 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 1.00 | 1.00 | 1.00 | 1.00 |
|--|-------------|-------------|-------------|-------------|

Significant Changes

The City Clerk’s Department is moved under the purview of the City Manager’s Office to reflect ongoing practice. This move increases efficiency and communication of the City Clerk Departments staff which in turn will work to promote the economic vitality of the City.

City Clerk Department

FY 2024-2025 Adopted Budget

Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|-------------------------------|--------------------------|-----------|-----------------|-----------|-----------------|-----------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| | CITY CLERK - 1300 | | | | | |
| City Clerk - Elected Official | 1 | - | 1 | - | 1 | - |
| CITY CLERK TOTAL | 1 | - | 1 | - | 1 | - |

Division: City Clerk
Division No.: 1301

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$2,624 | \$6,000 | \$6,000 | \$0 |
| Services | \$1,473 | \$8,337 | \$8,337 | \$2,837 |
| Commodities | \$105 | \$300 | \$300 | \$300 |
| Internal Services | \$8,498 | \$8,498 | \$8,498 | \$8,498 |
| Total Expenditures | \$12,701 | \$23,135 | \$23,135 | \$11,635 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 1.00 | 1.00 | 1.00 | 1.00 |
|--|-------------|-------------|-------------|-------------|

2024-2025 Goals and Objectives

- Provides general overview for conduct of the General Municipal Election in November 2024 to fill three City Council seats, District Nos. 2, 3 and 4, and possibly ballot measure(s).
- Administers Oaths of Office and presents Certificates of Appointment to newly appointed Board, Commissions and Committees members.
- Sign and attestation of the official signatures for resolutions, ordinances, agreements and minutes approved by the City Council.

City Clerk Department

FY 2024-2025 Adopted Budget

2023-2024 Major Accomplishments

- Administered 16 Oaths of Office and presented 16 Certificates of Appointment to newly appointed Boards, Commissions, and Committees members.
- Attested to approximately 86 resolutions, 15 ordinances, 171 agreements, and signed approximately 55 sets of minutes.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$12,701 | \$23,135 | \$23,135 | \$11,635 |
| Total Expenditures | \$12,701 | \$23,135 | \$23,135 | \$11,635 |

City Treasurer Department

FY 2024-2025 Adopted Budget

Department: City Treasurer
Division: City Treasurer
Division No.: 1501

Department Budget Summary

| Expenditures by Division | | | | | |
|---------------------------|--------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Division Name | Division No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| City Treasurer | 1501 | \$18,819 | \$24,251 | \$24,251 | \$18,885 |
| Total Expenditures | | \$18,819 | \$24,251 | \$24,251 | \$18,885 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 1.00 | 1.00 | 1.00 | 1.00 |
|--|-------------|-------------|-------------|-------------|

Department Overview

The City Treasurer is an elected position and is responsible for overseeing the custody and investment of the City monies. Specific service objectives include:

- Receive and safely keep the City Funds and schedule their availability to meet cash disbursement requirements.
- Provide overall investment management and strategy in the order of safety, liquidity, and yield in order to safeguard public funds in accordance with the City’s investment policy and State laws.
- Provide monthly and annual investment reporting to the City Council.
- Update and submit the City’s investment policy reflecting current law changes to the City Council on an annual basis.

Significant Changes

There are no significant changes for Fiscal Year 2024 - 2025.

City Treasurer Department

FY 2024-2025 Adopted Budget

Department Personnel Summary

| CITY TREASURER - 1500 | | | | | | |
|-----------------------------------|----------|----------|----------|----------|----------|----------|
| City Treasurer - Elected Official | 1 | - | 1 | - | 1 | - |
| CITY TREASURER TOTAL | 1 | - | 1 | - | 1 | - |

2024-2025 Goals and Objectives

- Continue evaluating investment options and investing City funds using the criteria of safety, liquidity, and yields.
- Continue reviewing City’s investment policy and internal controls over investment and treasury functions to ensure the proper segregation of duties and asset safeguarding.
- Submit monthly and annual investment reports.

2023-2024 Major Accomplishments

- Presented Monthly Investment Reports timely.
- Presented a revised Annual City Investment Policy to the City Council on September 06, 2023, and received the California Municipal Treasurers Association Investment Policy Certification.
- Diversified the City’s Investment Portfolio by investing a portion of idle funds with Chandler Asset Management.
- Managed the City’s investment portfolio prudently and conservatively in maximizing interest earnings during the 2023-2024 fiscal year.

City Treasurer Department

FY 2024-2025 Adopted Budget

California Municipal Treasurers Association



Investment Policy Certification



Issued on 12/26/2023

City of Monterey Park

The California Municipal Treasurers Association certifies that the investment policy of the City of Monterey Park complies with the current State statutes governing the investment practices of local government entities located within the State of California.





President

12/26/2023

Date

City Treasurer Department

FY 2024-2025 Adopted Budget

Expenditures by Character

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$11,796 | \$10,893 | \$10,893 | \$6,407 |
| Services | \$406 | \$1,955 | \$1,955 | \$2,500 |
| Commodities | \$522 | \$400 | \$400 | \$400 |
| Internal Services | \$6,095 | \$11,003 | \$11,003 | \$9,578 |
| Total Expenditures | \$18,819 | \$24,251 | \$24,251 | \$18,885 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 1.00 | 1.00 | 1.00 | 1.00 |
|-------------|-------------|-------------|-------------|

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|----------------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$18,526 | \$21,685 | \$21,685 | \$18,885 |
| Special Revenue | \$293 | \$2,566 | \$2,566 | \$0 |
| Total Expenditures | \$18,819 | \$24,251 | \$24,251 | \$18,885 |

City Attorney Department

FY 2024-2025 Adopted Budget

Department: City Attorney
Division: City Attorney
Division No.: 1601

Department Budget Summary

| Expenditures by Division | | | | | |
|---------------------------|--------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Division Name | Division No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| City Attorney | 1601 | \$787,512 | \$722,488 | \$722,488 | \$761,212 |
| Total Expenditures | | \$787,512 | \$722,488 | \$722,488 | \$761,212 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 0.00 | 0.00 | 0.00 | 0.00 |
|--|-------------|-------------|-------------|-------------|

Department Overview

The City Attorney acts as the City’s legal counsel. In this capacity, the City Attorney advises the City Council and Staff on legal matters relating to the operation of the municipal government and is responsible for the review and preparation of resolutions, ordinances, and agreements. The services of the City Attorney are provided via contractual services with a private legal firm.

In addition, special legal services for personnel matters, labor relations, and municipal code prosecutions that are provided by other private legal firms are also included in this Activity. Specific service objectives are:

- Provide expert legal advice to the City Council and its committees and commissions, as well as the City Manager, the Library Board of Trustees, and all City departments so that policies are established, and programs are administered according to the legal guidelines established by City, State and Federal laws.
- Ensure the City and its officers are properly represented in all actions arising from the performance of City business.
- Ensure that all City ordinances, resolutions, agreements, and contracts are correct as to form.

City Attorney Department

FY 2024-2025 Adopted Budget

Significant Changes

There are no significant changes for Fiscal Year 2024 - 2025.

Expenditures by Character

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Services | \$787,512 | \$722,488 | \$722,488 | \$761,212 |
| Total Expenditures | \$787,512 | \$722,488 | \$722,488 | \$761,212 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 0.00 | 0.00 | 0.00 | 0.00 |
|--|-------------|-------------|-------------|-------------|

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|----------------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$787,512 | \$722,488 | \$722,488 | \$761,212 |
| Total Expenditures | \$787,512 | \$722,488 | \$722,488 | \$761,212 |

Finance Department

FY 2024-2025 Adopted Budget



Department Overview

The goals of Finance Department are: to employ best practices and be transparent in financial management, to strengthen and make judicious use of financial resources to achieve and build City financial resilience, and to focus on internal and external customer services in various support services. The Department works to preserve a strong financial condition by creating responsible financial strategies, effectively managing the City's resources, and providing analysis and recommendations that ensure optimal economic outcomes.

Programs and Services

The Finance Department provides centralized revenue collection, financial planning, budgeting, reporting and analysis, treasury and investment, debt management, grant accounting, purchasing, accounts payable, payroll, and audits. In addition, the Department establishes and maintains the City's administrative policies and procedures for internal controls. The Department follows Federal and State laws, rules, and regulations to prepare many mandated reports.

The Finance Department oversees and maintains the City's information systems and communication systems. The Department maintains a customer service counter and serves as the central cashiering point for the City. It prepares utility billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

In addition, the City's HUD CDBG, Home, and Housing programs are also managed by the Finance Department, under Activity 1405, Community Assistance Housing.

Finance Department

FY 2024-2025 Adopted Budget

Department Budget Summary

| Expenditures by Program | | | | | |
|------------------------------|-------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Program Name | Program No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| Finance | 1403 | \$1,606,952 | \$1,848,582 | \$1,848,582 | \$2,072,637 |
| Information Technology | 1404 | \$1,378,666 | \$2,372,803 | \$2,372,803 | \$1,882,422 |
| Community Housing Assistance | 1405 | \$969,477 | \$795,379 | \$795,379 | \$747,477 |
| Revenue Collection | 1406 | \$568,419 | \$1,482,128 | \$1,482,128 | \$1,562,793 |
| Central Support Services | 1407 | \$536,951 | \$0 | \$0 | \$0 |
| Communication/Duplication | 1408 | \$171,822 | \$0 | \$0 | \$0 |
| Total Expenditures | | \$5,232,286 | \$6,498,893 | \$6,498,893 | \$6,265,329 |

| | | | | |
|--|--------------|--------------|--------------|--------------|
| Authorized Full-Time Equivalent Positions | 20.50 | 20.50 | 20.50 | 20.50 |
|--|--------------|--------------|--------------|--------------|

Significant Changes

There are no significant changes for Fiscal Year 2024 - 2025.

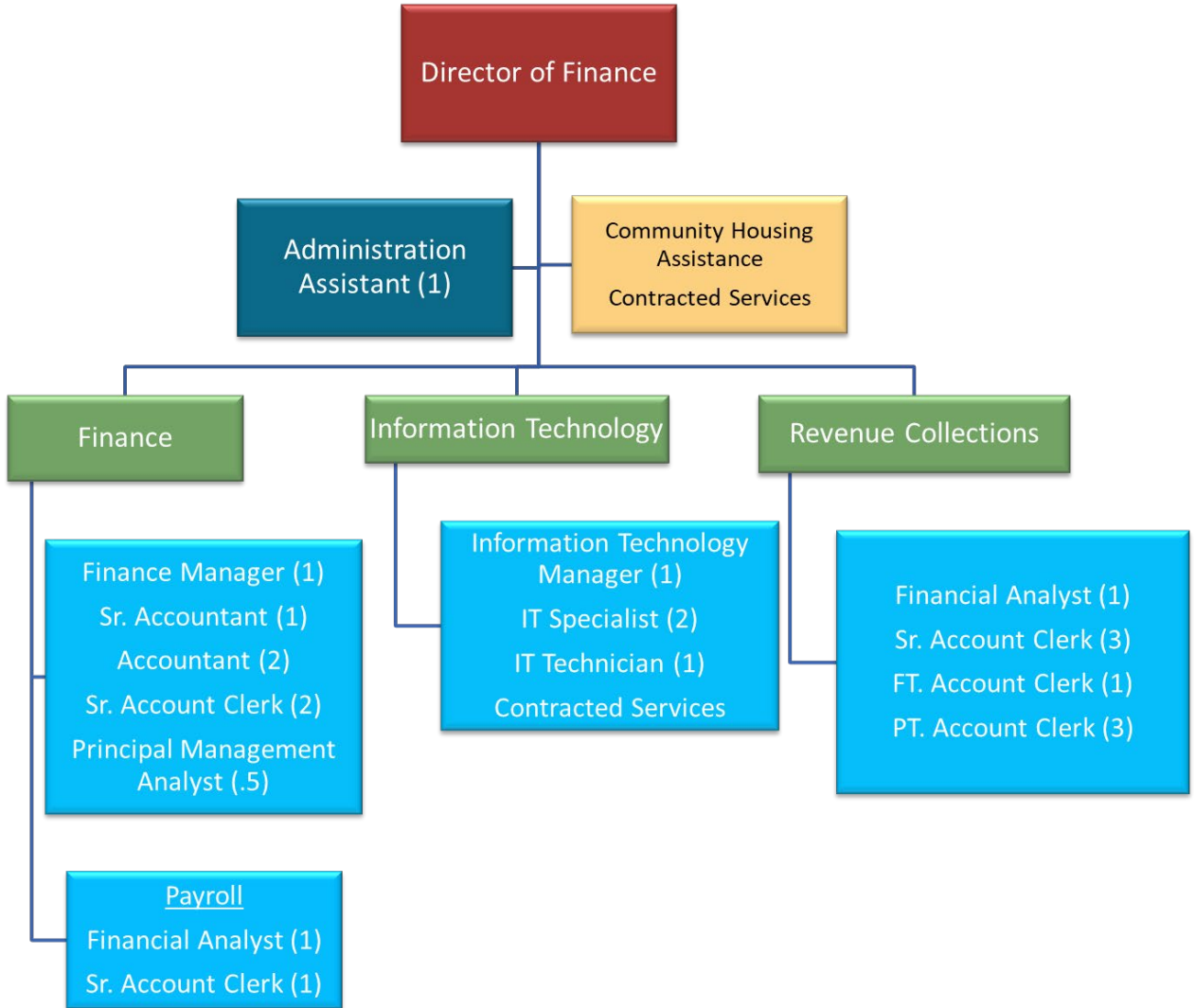
Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|-----------------------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| FINANCE - 1400 | | | | | | |
| Director of Finance | 1 | - | 1 | - | 1 | - |
| Account Clerk | 1 | 1.00 | 1 | 1.50 | 1 | 1.50 |
| Accountant | 2 | - | 2 | - | 2 | - |
| Admin Intern | - | 0.50 | 0 | - | 0 | - |
| Admin Secretary | 1 | - | 1 | - | 1 | - |
| Finance Manager | 1 | - | 1 | - | 1 | - |
| Financial Analyst | 2 | - | 2 | - | 2 | - |
| Information System Specialist | 2 | - | 2 | - | 2 | - |
| Information Technology Manager | 1 | - | 1 | - | 1 | - |
| Information Technology Technician | 1 | - | 1 | - | 1 | - |
| Payroll Technician | - | - | 0 | - | 0 | - |
| Principal Management Analyst | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Senior Account Clerk | 6 | - | 6 | - | 6 | - |
| Senior Accountant | 0.50 | - | 0.50 | - | 0.50 | - |
| Support Services Manager | - | - | - | - | - | - |
| Support Services Supervisor | - | - | - | - | - | - |
| FINANCE TOTAL | 18.50 | 2.00 | 18.50 | 2.00 | 18.50 | 2.00 |

Finance Department

FY 2024-2025 Adopted Budget

Department Organizational Chart



Finance Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$2,100,579 | \$2,592,124 | \$2,592,124 | \$2,885,603 |
| General Fund | \$7,291 | \$0 | \$0 | \$0 |
| Special Revenue | \$1,095,592 | \$949,733 | \$949,733 | \$876,622 |
| ARPA | \$285,424 | \$771,592 | \$771,592 | \$0 |
| Enterprise | \$443,589 | \$584,233 | \$584,233 | \$620,682 |
| Internal Service | \$1,299,811 | \$1,601,212 | \$1,601,212 | \$1,882,422 |
| Total | \$5,232,286 | \$6,498,893 | \$6,498,893 | \$6,265,329 |

Finance Department

FY 2024-2025 Adopted Budget

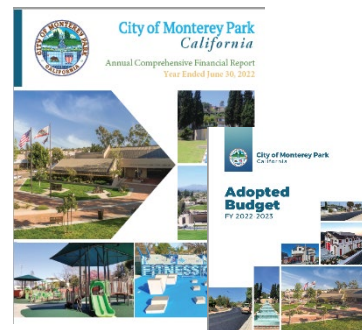
Division: Finance
Division No.: 1403

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$1,071,956 | \$1,173,094 | \$1,173,094 | \$1,174,958 |
| Services | \$287,572 | \$299,500 | \$299,500 | \$451,300 |
| Commodities | \$12,547 | \$22,300 | \$22,300 | \$22,700 |
| Internal Services | \$234,676 | \$353,687 | \$353,687 | \$423,679 |
| Total Expenditures | \$1,606,952 | \$1,848,582 | \$1,848,582 | \$2,072,637 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 9.65 | 9.65 | 9.65 | 9.65 |
|--|-------------|-------------|-------------|-------------|

Programs Details

The Finance Division is responsible for the accounting operations of the City, which includes cash management, debt administration, accounts payable, accounts receivable, payroll, grant accounting, auditing, financial reporting, and the development and monitoring of the City Budget.



Finance prepares various financial reports to City Council, City management and departments for fiscal monitoring. Finance also publishes the City’s Annual Comprehensive Financial Report, Single Audit Report, Cost Allocation Plan, Investment Report, Midyear Financial Report, and Budget Manual, and prepares the citywide lighting and landscaping assessment district tax submittals.

Finance maintains the City’s financial records and prepares financial reports to various State and Federal agencies. Finance works with City Treasurer in monitoring the City’s cash flow and investing idle funds in accordance with the City’s investment policy.

Program Measurements

The City’s Annual Budget and the Annual Comprehensive Financial Report, prepared by the Finance Division, have received numerous awards for excellence from various professional organizations at both the state and national levels.

Finance Department

FY 2024-2025 Adopted Budget

| | <u>Actual</u> <u>2022-23</u> | <u>Estimated</u> <u>2023-24</u> | <u>Projected</u> <u>2024-25</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Number of years received awards from Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers Association (CSMFO) for excellence in budgeting. | 34 | 35 | 36 |
| Number of years received awards from GFOA for excellence in financing reporting. | 34 | 35 | 36 |
| Number of audits performed. | 14 | 14 | 14 |

2024-2025 Goals and Objectives

- Continue the task of automating processes in the City’s Enterprise Resource Planning (ERP) System to increase efficiencies.
- Continue to analyze and monitor revenues, including but not limited to, sales tax, property tax, and transient occupancy tax.
- Continue to review and update administrative policies and procedures.

2023-2024 Major Accomplishments

- Implemented new utility rates to enhance City Water and Sewer infrastructure.
- Implemented salary changes resulting from bargaining unit negotiations
- Received awards for excellence from (GFOA) for the City’s 2022-23 Annual Budget and from (GFOA) for the 2021-22 Annual Comprehensive Financial Report.
- Updated Investment Policy to meet industry best practices for public sector agencies and received certification from California Municipal Treasurers Association (CMTA).
- Issued water revenue bonds for water infrastructure projects.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$1,296,031 | \$1,738,900 | \$1,738,900 | \$1,968,241 |
| General Fund | \$7,291 | \$0 | \$0 | \$0 |
| Special Revenue | \$62,501 | \$109,681 | \$109,681 | \$104,396 |
| APRA | \$206,569 | \$0 | \$0 | \$0 |
| Enterprise | \$34,560 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,606,952 | \$1,848,582 | \$1,848,582 | \$2,072,637 |

Finance Department

FY 2024-2025 Adopted Budget

Division: Information Technology

Division No.: 1404

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$495,330 | \$453,450 | \$453,450 | \$484,614 |
| Services | \$445,999 | \$901,370 | \$901,370 | \$1,125,370 |
| Commodities | \$64,402 | \$41,447 | \$41,447 | \$20,500 |
| Internal Services | \$97,776 | \$226,392 | \$226,392 | \$251,938 |
| Capital Expenditures | \$25,487 | \$750,145 | \$750,145 | \$0 |
| Debt Service | \$249,671 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,378,666 | \$2,372,803 | \$2,372,803 | \$1,882,422 |

**Authorized Full-Time
Equivalent Positions**

3.00

4.00

4.00

4.00

Programs Details

The Information Technology Division (IT) has the responsibility of supporting and maintaining the computer and network infrastructure, cybersecurity, all IT related hardware, approved software, and operating systems used by the City of Monterey Park agency. In addition, IT is responsible for the design, build out, and integration of new infrastructure and technology solutions needed to meet demands; for ensuring security of the environment by configuring, maintaining, and supporting firewalls, anti-virus/anti-malware tools, spam filtering, and backups for all application server; and evaluating the short and long-term technology needs of both the organization and community to facilitate the efficient delivery of services and promote continued economic development.

Services

- Designs, builds, and integrates new infrastructure and technology solutions as needed
- Ensures security of the technology environment.
- Provides desktop support for approximately 500 computers and 100 tablets.
- Provides application support for over 300 different software applications.
- Provides Phone support for approximately 450 desk phones and 70 cell phones.
- Supports and maintains network all type servers, network and wireless infrastructure, telephone and e-mail systems.



Finance Department

FY 2024-2025 Adopted Budget

- Supports and maintains technology infrastructure switches and routers, database servers, firewalls, application servers, routers for connectivity between sites.
- Supports and Maintain data systems Tyler MUNIS ERP, CRW for Permits, Microsoft SQL Server, Microsoft Windows Server, Microsoft SharePoint, Tyler New World CAD/RMS (Police), ESRI Geographic Information Systems (GIS), Microsoft Exchange Email, Accella, Invoice Cloud, Granicus for streaming public meetings, VMWare virtualization, Veeam backup and recovery, Other departmental system applications.

2024-2025 Goals and Objectives

- Complete segmentation of Network to improve security
- Continue improving Cyber Security positioning of City-Wide IT Infrastructure
- Move DNS Service from AT&T to CloudFlare for better cyber security and protect against DDOS attack and other network attacks
- Upgrade all remote connection routers to more secure updated routers and to improve connection speeds
- Create and implement a robust backup and recovery policy

2023-2024 Major Accomplishments

- Full upgrade of wifi systems for Langley, Delta, City Yards, and various areas of City facilities.
- Upgraded Email Exchange Servers
- Upgraded primary firewalls for City and Police
- Began partial segmentation of Network to improve security
- Upgraded PBX phone system with a state of the art VoIP Phone System City Wide including backup failover system
- Upgraded Network Infrastructure on all remote site to gigabyte poe switches
- Implemented SPF, DKIM, and DMARC email security
- Implemented new cell phone policy
- Maintained PCI Compliance for the City

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| ARPA | \$78,855 | \$771,592 | \$771,592 | \$0 |
| Internal Service | \$1,299,811 | \$1,601,212 | \$1,601,212 | \$1,882,422 |
| Total Expenditures | \$1,378,666 | \$2,372,803 | \$2,372,803 | \$1,882,422 |

Finance Department

FY 2024-2025 Adopted Budget

Division: Community Housing Assistance
Division No.: 1405

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$40,502 | \$64,399 | \$64,399 | \$98,403 |
| Services | \$383,358 | \$730,388 | \$730,388 | \$648,949 |
| Commodities | \$14 | \$592 | \$592 | \$125 |
| Debt Service | \$545,603 | \$0 | \$0 | \$0 |
| Total Expenditures | \$969,477 | \$795,379 | \$795,379 | \$747,477 |

**Authorized Full-Time
Equivalent Positions**

| | | | | |
|--|-------------|-------------|-------------|-------------|
| | 0.10 | 0.10 | 0.10 | 0.10 |
|--|-------------|-------------|-------------|-------------|

Programs Details

Responsibilities within this activity include general administration of the City’s Community Development Block Grant (CDBG) program and Home/Housing programs. HUD grant funds received annually from the U.S. Department of Housing and Urban Development (HUD), are the primary source of funding for the Division’s activities.

Community Development Block Grant (CDBG) funds are utilized to provide assistance with fair housing, public facilities improvements including streets, curb gutters, bathroom renovations and to cover administrative costs.

The HOME program, distinct from the CDBG program, provides funds only for affordable housing activities. Acquisition, rehabilitation, rental assistance, and new construction are all eligible uses for the program monies. The City is allowed two years to commit and five years to exhaust its annual HOME entitlement. The City continues to use its HOME funds to provide loans and lead-based paint abatement grants to income qualified homeowners through its Residential Rehabilitation Program.

Through the American Rescue Plan Act of 2021, the City was allocated a one-time HOME-ARP grant. This primary objective of this grant is to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country.

Annually, the California Department of Housing and Community Development (HCD) issues a Notice of Funding Availability (NOFA) for Permanent Local Housing Allocation Program Entitlement funds. This NOFA provides the City with an opportunity to apply for PLHA Program

Finance Department

FY 2024-2025 Adopted Budget

grant funds that provide a permanent source of funding to cities and counties to help meet the unmet need for affordable housing and increase the supply of affordable housing units. The City currently uses the majority of these funds for salaries and benefits for the Neighborhood Engagement Team whose focus in on providing outreach services to the homeless population. The PLHA funds are also used to provide housing rehabilitation loans to households with incomes at or below 150% f the Los Angeles County area median and a pilot program the production of Accessory Dwelling Units made available to low income renters.

Under AB 1x26 redevelopment agencies are dissolved and replaced with Successor Agencies responsible for winding down the affairs of the former redevelopment agency including disposing of their assets. The City continues receiving repayment of SERAF and Housing Deferral funds from the State Department of Finance once the State approves the repayment schedule. The City will continue evaluating various affordable housing projects and programs.

PROGRAM MEASUREMENTS

CDBG

| | <u>Actual</u> <u>2022-23</u> | <u>Estimated</u> <u>2023-24</u> | <u>Projected</u> <u>2024-25</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| Agencies assisted from Community Fund | 1 | 1 | 1 |
| Number of Housing Rights Center clients assisted | 92 | 100 | 100 |
| Number of Businesses assisted | - | - | 8 |

HOME

| | | | |
|--------------------------------|---|---|----|
| Residential Rehab Participants | 4 | 4 | 4 |
| Homeless Supportive Services | 0 | 0 | 20 |

PLHA

| | | | |
|--------------------------------|---|---|----|
| Residential Rehab Participants | 0 | 0 | 2 |
| Homeless Supportive Services | 0 | 0 | 80 |

Finance Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Work with the Monterey Police Department to create a transitional housing and support services program to assist persons and households experiencing homelessness or at risk of homelessness.
- Continue implementing all goals as identified in the City of Monterey Park 2020-2024 Five-Year Consolidated Plan.
- Continue implementing goals identified in the City of Monterey Park 2020-2024 Five-Year Consolidated Plan
- Prepare the City of Monterey Park 2025-2029 Five-Year Consolidated Plan.
- Apply for 2023 State of California Permanent Local Housing Allocation (PLHA) funds to be used for homeless services and housing rehabilitation.
- Implement new housing rehabilitation loan program that will be available to households earning up to 150% of the Los Angeles County Median Area Income.
- Work with the Community Development Department to create a business improvement program to revitalize eligible City businesses.

2023-2024 Major Accomplishments

- Prepared and obtained HUD approval of the substantial amendment to the City of Monterey Park Consolidated Plan One Year Action Plan adding two new public works projects (Langley Center and Barnes Park Bathroom Improvements).
- Promoted fair housing through the Housing Rights Center by providing four workshops for tenants and landlords.
- Began developing a plan for the implementation of a transitional housing and supportive services program in collaboration with the Monterey Park Police Department.
- Applied for and received \$1,359,916 in State of California Permanent Local Housing Allocation (PLHA) funds.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Special Revenue | \$969,477 | \$795,379 | \$795,379 | \$747,477 |
| Total Expenditures | \$969,477 | \$795,379 | \$795,379 | \$747,477 |

Finance Department

FY 2024-2025 Adopted Budget

Division: Revenue Collection

Division No.: 1406

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$328,676 | \$810,854 | \$810,854 | \$853,194 |
| Services | \$88,910 | \$315,862 | \$315,862 | \$305,860 |
| Commodities | \$6,552 | \$53,765 | \$53,765 | \$28,765 |
| Internal Services | \$144,282 | \$301,648 | \$301,648 | \$374,974 |
| Total Expenditures | \$568,419 | \$1,482,128 | \$1,482,128 | \$1,562,793 |

**Authorized Full-Time
Equivalent Positions**

5.35

6.50

6.50

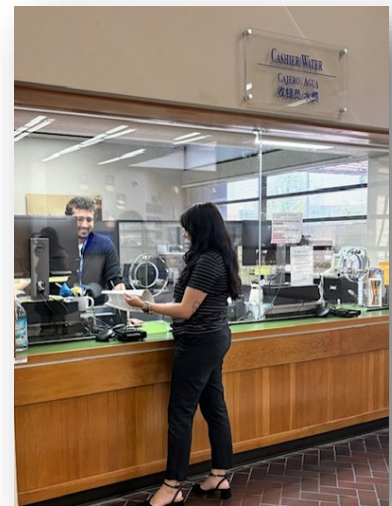
6.50

Programs Details

This activity provides for a range of revenue-related services, including preparing the Master Schedule of Fees and Charges, accounts receivable, cashiering services for all departments, the billing and collection of utility charges, the managing of license applications for new businesses, utility applications for water and refuse services, the processing of special permits, and the collection of delinquent accounts.

Specific service objectives are:

- Ensure prompt and courteous customer service
- Collect all revenue received by the City
- Maintain customer information on water utility, trash and business license services
- Bill and collect for water/sewer/refuse accounts on a monthly basis
- Manage the yearly collection of business tax and the issuance of business licenses
- Ensure prompt and courteous enforcement of the City's business license regulations
- Administer and monitor various revenue programs such as Transient Occupancy Tax, Admissions Tax, and Utility Users Tax
- Administer and monitor the Senior Utility Users Tax Exemption program and the Lifeline program for water discount
- Independent Contractor Reporting (ICR) to the state
- Maintain city postage equipment and oversee processing of mail



Finance Department

FY 2024-2025 Adopted Budget

PROGRAM MEASUREMENTS

| | <u>Actual</u> 2022-23 | <u>Estimated</u> 2023-24 | <u>Projected</u> 2024-25 |
|--------------------------|--------------------------|-----------------------------|-----------------------------|
| Business Licenses Issued | 4,381 | 4,330 | 4,379 |
| Utility Bills Generated | 76,023 | 121,000 | 162,000 |

**2023-2024 transitioned to monthly billing*

2024-2025 Goals and Objectives

- Upgrade and combine the City’s online payment systems to a single more robust payment platform.
- Create progressive strategies to reform and simplify the City’s various revenue structures to create equity and opportunity.
- Promote paperless options for staff and customers alike to better align with the City’s goal of prioritizing sustainability.
- Work with City departments to implement the adopted Master Schedule of Fees and Charges.

2023-2024 Major Accomplishments

- Upgraded the City’s utility billing system to include a payment-plan feature to better assist customers.
- Following the completion of the utility rate study and Prop. 218 process, implemented the new utility rates for water and sewer.
- Completed citywide user fee study and updated the Master Schedule of Fees to better reflect the true full cost of services and activities provided by all departments.
- Successfully completed the transition from bi-monthly to monthly utility billing to better assist our customers.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$236,959 | \$853,223 | \$853,223 | \$917,362 |
| Special Revenue | \$11,859 | \$44,672 | \$44,672 | \$24,749 |
| Enterprise | \$319,601 | \$584,233 | \$584,233 | \$620,682 |
| Total Expenditures | \$568,419 | \$1,482,128 | \$1,482,128 | \$1,562,793 |

Human Resources and Risk Management Department

FY 2024-2025 Adopted Budget

Department Overview

The Human Resources & Risk Management Department is responsible for the administration of a comprehensive personnel system based on merit principles and the City’s risk management program. Its primary function is to provide recruitment, employment, employee relations and training services to other City departments and to minimize risk exposure through loss prevention and control.



Department Budget Summary

| Expenditures by Division | | | | | |
|---------------------------|--------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Division Name | Division No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| Human Resources | 1801 | \$682,108 | \$1,001,210 | \$1,001,210 | \$934,416 |
| Risk Management | 1802 | \$863,129 | \$663,888 | \$663,888 | \$692,202 |
| Total Expenditures | | \$1,545,237 | \$1,665,099 | \$1,665,099 | \$1,626,618 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 6.00 | 6.00 | 6.00 | 6.00 |
|--|-------------|-------------|-------------|-------------|

Programs and Services

The Human Resources Division is the core of the City’s employment, benefit administration and training operations. HR centralizes recruitment and selection, job classifications, benefits, employment records management, employer/employee relation’s administration, employee development programs and contract negotiations.



The Risk Management Division provides loss prevention control services, which includes insurance procurement, claims process management for property, workers compensation, general liability losses, and oversight of the City’s safety management and training programs.



Human Resources and Risk Management Department

FY 2024-2025 Adopted Budget

Significant Changes

There are no significant changes for Fiscal Year 2024 - 2025.

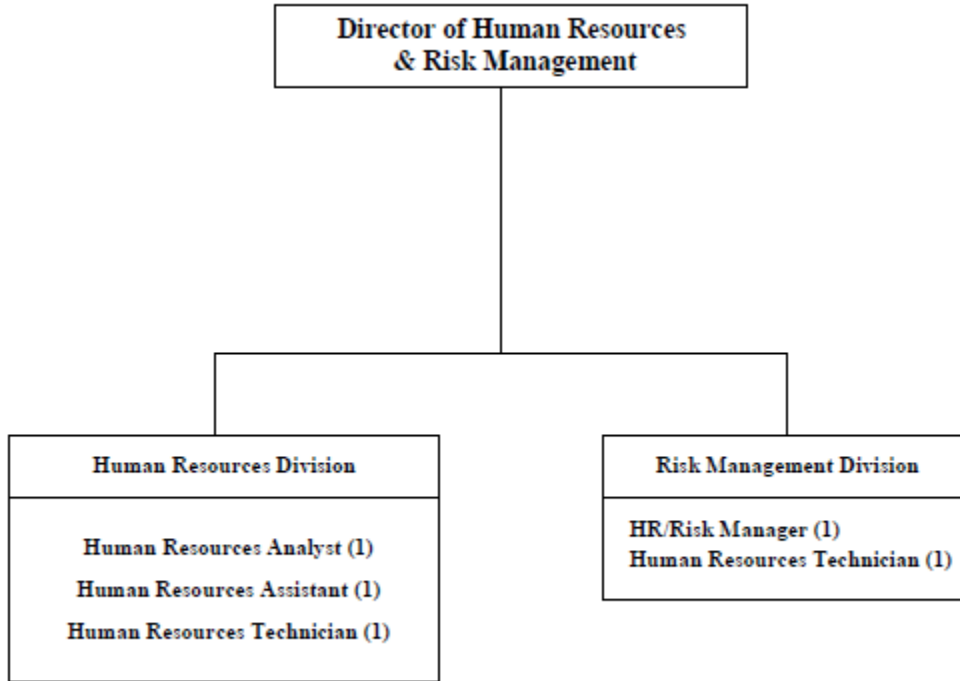
Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|---|-----------------|-----------|-----------------|-----------|-----------------|-----------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| HUMAN RESOURCES AND RISK MANAGEMENT - 1800 | | | | | | |
| Director of Human Resources/Risk Management | 1 | - | 1 | - | 1 | - |
| Human Resources Analyst | 1 | - | 1 | - | 1 | - |
| Human Resources Assistant | 1 | - | 1 | - | 1 | - |
| Human Resources Technician | 2 | - | 2 | - | 2 | - |
| Human Resources/Risk Manager | 1 | - | 1 | - | 1 | - |
| HR AND RISK MANAGEMENT TOTAL | 6 | - | 6 | - | 6 | - |

Human Resources and Risk Management Department

FY 2024-2025 Adopted Budget

Department Organizational Chart



Funding Source by Type

| | FY 2022-23 | FY 2023-24 | FY 2023-24 | FY 2024-25 |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
| Funding Sources by Type | Actual | Original Budget | Projected Budget | Budget |
| General Fund - Administration | \$518,220 | \$695,338 | \$695,338 | \$668,645 |
| General Fund | \$4,476 | \$0 | \$0 | \$0 |
| Special Revenue | \$15,069 | \$36,211 | \$36,211 | \$18,939 |
| ARPA | \$147,714 | | | |
| Enterprise | \$20,088 | \$0 | \$0 | \$0 |
| Internal Service | \$839,672 | \$933,550 | \$933,550 | \$939,033 |
| Total | \$1,545,237 | \$1,665,099 | \$1,665,099 | \$1,626,618 |

Human Resources and Risk Management Department

FY 2024-2025 Adopted Budget

Division: Human Resources
Division No.: 1801

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$152,662 | \$537,359 | \$537,359 | \$401,747 |
| Services | \$370,571 | \$258,400 | \$258,400 | \$293,855 |
| Commodities | \$64,603 | \$6,100 | \$6,100 | \$6,000 |
| Internal Services | \$94,273 | \$199,352 | \$199,352 | \$232,814 |
| Total Expenditures | \$682,108 | \$1,001,210 | \$1,001,210 | \$934,416 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 3.50 | 3.50 | 3.50 | 3.50 |
|--|-------------|-------------|-------------|-------------|

Program Details

The Human Resources Division supports all departments by providing a wide range of personnel services, which are divided among the following separate, but integrated program areas:

Employee Development: Training and development programs to enhance employees' job skills and abilities as well as assist them in achieving career development goals. Supervisory training, tuition reimbursement for approved formal education, and in-house workshops are coordinated by and funded through the Human Resources Division. The department will continue to evaluate training needs and the required training needed to support the employee groups.

Employee Relations: An effective program of employer/employee relations has been built through the negotiation process and through administration of labor contracts with the City's eight represented employee groups. This also includes employee and supervisory counseling on personnel policies, procedures, and best practices, providing assistance in handling employee grievances and disciplinary actions, negotiation and implementation of new labor contract provisions, communication meetings with labor representatives, and promoting new programs to enhance the quality, efficiency and responsiveness of municipal services.

Recruitment and Selection: Recruitment and selection activities include job analyses, advertising, focused outreach efforts, testing administration, pre-employment medical examinations, comprehensive background checks, including Live Scan fingerprinting, reference checks and other testing as needed. This section also ensures that recruitment efforts are in compliance with adopted merit system requirements and related employment laws.

Human Resources and Risk Management Department

FY 2024-2025 Adopted Budget

Employee Benefits: The City provides a comprehensive group benefits program, including medical insurance obtained through CalPERS, dental insurance, long-term disability, life insurance, vision insurance, deferred compensation, an employee assistance program (EAP), Flexible Spending Account (FSA), Dependent Care Account (DCA), and retired medical savings plan and retirement plans.

Personnel Management: The City reviews and revises class specifications, administrator employee performance evaluations, continue to evaluate processes and procedures and develop administrative policies and procedures relating to personnel issues.

Occupational Health: Activities that ensure employment candidates and employees are medically and psychologically qualified for the job. Additionally, the Division coordinates Fire Department biennial physicals, medical examinations for respiratory fitness, DMV Class B license renewal, Hepatitis A inoculations for first responders, fitness-for-duty medical evaluations and statutory drug testing.

2024-2025 Goals and Objectives

- Prepare for negotiations with Memorandum of Understanding agreements that expire June 30, 2025.
- Evaluate City's evaluation form.

2023-2024 Major Accomplishments

- Completed negotiations with eight associations.
- Revised Personnel Rules and Regulations.
- Changed the City's ancillary benefits broker.

Human Resources and Risk Management Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$518,199 | \$695,338 | \$695,338 | \$668,645 |
| General Fund | \$4,476 | \$0 | \$0 | \$0 |
| Special Revenue | \$15,069 | \$36,211 | \$36,211 | \$18,939 |
| ARPA | \$122,876 | \$0 | \$0 | \$0 |
| Enterprise | \$13,717 | \$0 | \$0 | \$0 |
| Internal Service | \$7,772 | \$269,662 | \$269,662 | \$246,831 |
| Total Expenditures | \$682,108 | \$1,001,210 | \$1,001,210 | \$934,416 |

Human Resources and Risk Management Department

FY 2024-2025 Adopted Budget

Division: Risk Management
Division No.: 1802

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$745,411 | \$454,937 | \$454,937 | \$451,857 |
| Services | \$7,142 | \$39,900 | \$39,900 | \$38,850 |
| Commodities | \$381 | \$1,450 | \$1,450 | \$1,200 |
| Internal Services | \$110,195 | \$167,601 | \$167,601 | \$200,295 |
| Total Expenditures | \$863,129 | \$663,888 | \$663,888 | \$692,202 |

**Authorized Full-Time
Equivalent Positions**

2.50

2.50

2.50

2.50

Program Details

The Risk Management Division serves to protect the personnel and physical assets of the City from injury and loss. To accomplish this, a variety of program services are established including: identification and measurement of potential losses, loss prevention, programs for elimination of unsafe working conditions, safety training, insurance purchase, and claims handling for liability, property damage, unemployment, and workers' compensation.

The City maintains General Liability and Auto Liability insurance coverage through the City's participation in a Joint Power Authority risk sharing pool for Liability and Workers Compensation Programs.

The Risk Management Division seeks to minimize the City's financial exposure by ensuring that tort liability claims are processed and brought to closure as expeditiously as possible, fully investigating all claims, and by subrogating claims where third party liability exists, to recover losses.

The City maintains workers compensation insurance coverage to statutory limits per occurrence (policy will pay out per statute with no coverage limit) through the City's participation in a Joint Power Authority risk sharing pool Workers Compensation Program. The Risk Management Division seeks to minimize the City's workers compensation financial exposure by performing risk exposure analysis, loss control programs, and by thorough claim investigation, evaluation and processing, and continuing an active safety training program for employees.

Human Resources and Risk Management Department

FY 2024-2025 Adopted Budget

The Risk Management Division manages the City’s insurance and self-insurance programs for property, public official bonds, automobile, and property damage. The division tracks and administers the City’s unemployment insurance claims as well.

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

| | Actual 2021-2022 | Actual 2022-2023 | Actual 2023-2024* |
|-----------------------|---------------------|---------------------|----------------------|
| Community Development | 0 | 0 | 0 |
| Fire | 1 | 1 | 2 |
| General Government | 3 | 2 | 4 |
| Finance | 0 | 0 | 0 |
| Police | 2 | 2 | 6 |
| Public Works | 13 | 24 | 15 |
| Recreation & Comm Svc | 0 | 0 | 0 |
| TOTAL | 19 | 29 | 27 |

*As of March 28, 2024

WORKERS’ COMPENSATION CLAIMS FILED

| | Actual 2021-2022 | Actual 2022-2023 | Actual 2023-2024* |
|-----------------------|---------------------|---------------------|----------------------|
| Fire | 13 | 27 | 10 |
| General Government | 0 | 0 | 0 |
| Library | 0 | 0 | 1 |
| Finance | 2 | 0 | 0 |
| Police | 38 | 23 | 8 |
| Public Works | 6 | 2 | 3 |
| Recreation & Comm Svc | 1 | 1 | 0 |
| TOTAL | 60* | 53* | 22* |

*Includes all claims that are OSHA recordable. As of April 4, 2024

2024-2025 Goals and Objectives

- Evaluate Third Party Administrator for general liability claims
- Evaluate safety committee

Human Resources and Risk Management Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund - Administration | \$20 | \$0 | \$0 | \$0 |
| ARPA | \$24,838 | \$0 | \$0 | \$0 |
| Enterprise | \$6,370 | \$0 | \$0 | \$0 |
| Internal Service | \$831,900 | \$663,888 | \$663,888 | \$692,202 |
| Total Expenditures | \$863,129 | \$663,888 | \$663,888 | \$692,202 |

Community Development Department

FY 2024-2025 Adopted Budget

Department Overview

The Community Development Department has the most direct impact on the City's local economy through its work to help businesses thrive in the City, implementation of land use and zoning regulations, and process permits for construction projects. The Department is the main point of contact for anyone who wants to open a new business, make additions to or alternations to existing buildings, or construct a new development in the City, among others. The Department protects the public health, safety, and general welfare through its implementation of the General Plan, Zoning Code, and State and local standards concerning structural integrity, fire and life safety, sanitation, security, accessibility, and energy efficiency of construction. The Department listens to the needs of the community to attract new businesses and support the creation of new jobs in the City.



Programs and Services

Building & Safety Division

The Building & Safety Division enforces Title 16 of the Monterey Park Municipal Code. Building & Safety staff enforces the Uniform Building Codes (i.e., Building, Plumbing, etc.), as well as State and Federal regulations relating to the construction of structures and their safety through plan check review and inspection of construction project. The Building Division also is responsible for taking updates to the Uniform Building Codes that occur every 3 years to the City Council for adoption.

Community Development Department

FY 2024-2025 Adopted Budget

Planning Division

The Planning Division administers Title 21 of the Monterey Park Municipal Code. Planning Division staff comments on and processes all applications for Design Review and Planning Commission land use actions. Staff conduct field inspections and research which provides the basis for professionally prepared staff reports, and recommendations made for approval, denial, or approval with conditions. It also is the lead agency for all environmental reviews consistent with the California Environmental Quality Act (CEQA).

Economic Development Division

The Economic Development Division creates and implements strategies that promote economic growth and job creation within the community, working closely with businesses, investors, and other stakeholders to attract and retain businesses, promote investment, and create jobs. In addition, the Division encourages business investment opportunities, expands the City's tax base, supports business retention and attraction activities, and assists business rebuilding efforts. Staff assists and supports local businesses, developers, and property owners while balancing private sector needs with neighborhood quality of life issues. The Division also provides staff support to the Economic Development Advisory Commission and the Business Improvement District Advisory Committee, which have a common goal of building a solid economic foundation for the community.



Community Development Department

FY 2024-2025 Adopted Budget

Significant Changes

There are no significant changes for Fiscal Year 2024 - 2025.

Department Budget Summary

| Expenditures by Division | | | | | |
|---------------------------|--------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Division Name | Division No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| Planning | 1701 | \$817,395 | \$1,160,422 | \$1,160,422 | \$1,173,721 |
| Building & Safety | 1702 | \$1,324,669 | \$1,847,506 | \$1,847,506 | \$1,821,300 |
| Economic Development | 1705 | \$432,302 | \$505,072 | \$505,072 | \$484,177 |
| Business Improvement Area | 1711 | \$23,477 | \$89,539 | \$89,539 | \$73,950 |
| Total Expenditures | | \$2,597,842 | \$3,602,539 | \$3,602,539 | \$3,553,148 |

Authorized Full-Time
Equivalent Positions

14.50

14.50

14.50

14.50

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$2,040,041 | \$3,041,293 | \$3,041,293 | \$2,960,406 |
| Special Revenue | \$220,209 | \$106,762 | \$106,762 | \$122,239 |
| ARPA | \$31,243 | \$0 | \$0 | \$0 |
| Enterprise | \$306,349 | \$454,484 | \$454,484 | \$470,502 |
| Total | \$2,597,842 | \$3,602,539 | \$3,602,539 | \$3,553,148 |

Community Development Department

FY 2024-2025 Adopted Budget

Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|-------------------------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| COMMUNITY DEVELOPMENT - 1700 | | | | | | |
| Director of Community Development | 1 | - | 1 | - | 1 | - |
| Assistant Planner | 1 | - | 1 | - | 1 | - |
| Building Inspector | 2 | - | 2 | - | 2 | - |
| Building Official | 1 | - | 1 | - | 1 | - |
| Economic Development Manager | 1 | - | 1 | - | 1 | - |
| Economic Development Specialist | 1 | - | 1 | - | 1 | - |
| Permit Technician I | 1 | - | 1 | - | 1 | - |
| Permit Technician II | 1 | - | 1 | - | 1 | - |
| Plan Checker | 1 | - | 1 | - | 1 | - |
| Planning Intern | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Planning Manager | 1 | - | 1 | - | 1 | - |
| Planning Technician | 1 | - | 1 | - | 1 | - |
| Senior Clerk Typist | 1 | - | 1 | - | 1 | - |
| Senior Planner | 1 | - | 1 | - | 1 | - |
| COMMUNITY DEVELOPMENT TOTAL | 14 | 0.50 | 14 | 0.50 | 14 | 0.50 |

Community Development Department

FY 2024-2025 Adopted Budget

City of Monterey Park – Community Development Department Organization Chart



Community Development Department

FY 2024-2025 Adopted Budget

Division: Planning
Division No.: 1701

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$557,729 | \$701,038 | \$701,038 | \$776,547 |
| Services | \$137,768 | \$63,000 | \$63,000 | \$108,000 |
| Commodities | \$11,345 | \$7,100 | \$7,100 | \$8,700 |
| Internal Services | \$110,553 | \$389,284 | \$389,284 | \$280,474 |
| Total Expenditures | \$817,395 | \$1,160,422 | \$1,160,422 | \$1,173,721 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 5.50 | 5.50 | 5.50 | 5.50 |
|--|-------------|-------------|-------------|-------------|

Program Details

This program is intended to promote the orderly physical development of the City and to maintain a high quality, resident, and business- friendly community consistent with applicable State laws and the goals, policies, objectives, and programs of the General Plan, Specific Plans, and Monterey Park Municipal Code. The Planning Division is responsible for this program. Currently, the program is comprised of Administrative Project Review, Discretionary Project Review, Subdivision Review, Environmental Review, General Plan Implementation, and Zoning Administration. In addition, the Division provides support for the Planning Commission.

- **Administrative Project Review** provides the review and processing of ministerial permits and applications that are subject to the review and approval of the City Planner to ensure projects comply with City, County, and State development regulations. Planning Division staff processes these permits and applications and work closely with other divisions and departments who may also contribute to the review of these permits and applications.
- **Discretionary Project Review** provides the review and processing necessary to ensure projects comply with City, County, and State development regulations. The Planning Division works closely with property owners, developers, designers, architects, and the interested public from inception of a development project to completion of a project.
- **Subdivision Review** Many of the residential, commercial, and industrial projects reviewed and approved by the City involve the subdivision of land, which may involve creating individual lots or reconfiguring properties lines. The subdivision review process involves coordination with City departments, public utilities, and outside agencies. The Planning Division is responsible to ensure all projects are consistent with the goals and objectives of the General Plan, as required by the State Subdivision Map Act.

Community Development Department

FY 2024-2025 Adopted Budget

- **Environmental Review** Under provisions of the California Environmental Quality Act (CEQA), most discretionary projects within the City are required to receive some level of environmental review. This review provides information regarding environmental impacts associated with particular projects and identifies mitigation measures, which may reduce or eliminate significant impacts. The Planning Division ensures environmental review occurs in a rapid and cost-effective manner while complying with CEQA. In addition, the City monitors all construction projects for compliance with mitigation measures according to State law.
- **General Plan Implementation** The Planning Division is responsible for maintaining and updating the City's General Plan so that the goals, policies, and implementation measures are current and reflect the existing and future needs of the City as required by State law. Subdivision maps, Specific Plans, capital improvement projects, and various land use permits must be consistent with an up-to-date, adopted General Plan.
- **Zoning Code Administration** The Planning Division prepares Zoning Code Amendments to address emerging issues or to comply with changing statutes. The Planning Division works closely with the City Attorney's Office to ensure that proposed amendments are consistent with local, State, and Federal regulations, as well as, with the City's General Plan.



Community Development Department

FY 2024-2025 Adopted Budget

Program Measurements

DISCRETIONARY APPLICATIONS: These types of applications require, as necessary, Planning Commission, and City Council review. The Planning entitlements listed below will take from 2 to 6 months to process depending on the complexity of the project.

| | Actual 2022-23 | Estimated 2023-24 | Projected 2024-25 |
|-------------------------------------|---------------------------|------------------------------|------------------------------|
| Code Amendments* | 7 | 2 | 4 |
| Conditional Use Permits | 3 | 6 | 6 |
| General Plan Amendments | 2 | 0 | 0 |
| Specific Plan | 2 | 0 | 1 |
| Parcel Maps | 3 | 3 | 3 |
| Tentative Tract Maps | 0 | 3 | 3 |
| Time Extensions | 1 | 2 | 2 |
| Variances | 0 | 1 | 0 |
| Zone Changes | 2 | 2 | 3 |
| CEQA | | | |
| Environmental Impact Reports | 0 | 0 | 0 |
| Negative Declarations | 1 | 0 | 2 |
| Categorical Exemptions | 21 | 19 | 15 |

*Most Code Amendments are City initiated. Therefore, no fees were collected.

ADMINISTRATIVE APPLICATIONS: These types of applications subject to the review and approval of the City Planner. These applications may be issued same day approval or some may take up to 2 months to process depending on the complexity of the project.

| | Actual 2022-23 | Estimated 2023-24 | Projected 2024-25 |
|-----------------------------------|---------------------------|------------------------------|------------------------------|
| Administrative Use Permits | 3 | 4 | 3 |
| Banners | 13 | 4 | 10 |
| Landscape Review | 0 | 4 | 3 |
| Minor Modification | 1 | 0 | 0 |
| Short Term Rentals | 14 | 7 | 10 |
| Site Plan Review | 8 | 5 | 4 |
| Temporary Use Permits | 8 | 8 | 8 |
| Traffic/Parking Study | 0 | 7 | 5 |
| Yard Sales | 91 | 70 | 75 |

Community Development Department

FY 2024-2025 Adopted Budget

| DESIGN REVIEW | | | |
|--|----|----|----|
| Signs | 34 | 20 | 25 |
| Remodels, No increase of floor area | 1 | 4 | 3 |
| New Construction < 10,000 SF | 3 | 1 | 1 |
| New Construction > 10,000 SF | 0 | 2 | 3 |
| Single-Family Residential (>2,000 sq. ft.) | 22 | 15 | 18 |

2024-2025 Goals and Objectives

- Planning Division will continue to provide excellent planning services to help residents make home improvements, business owners open their businesses, and developers build new commercial, industrial and residential buildings, among others.
- As part of the implementation of the adopted General Plan Land Use and Urban Element and Housing Element, the Planning Division will continue to update to the zoning code to create consistency amongst the General Plan, Zoning Code and Zoning Map.
- Conduct a series of updates to the Monterey Park Municipal Code to correct inconsistencies and to implement recent changes to State law as they pertain to accessory dwelling units, and Senate Bill (SB) 9, among others.
- Work collaboratively with the City’s Economic Development Division to help existing businesses thrive, streamline the approval of new businesses, and identify new development opportunities with interested developers.
- Work collaboratively with other departments/divisions providing development services, including, Building & Safety Division, Fire Department, and Public Works Department, to provide guidance to developers, residents and business owners developing properties within the City.
- Implementation of electronic plan review and plan submittal for all Planning related applications to automate manual processes for efficiency and consistency.

Community Development Department

FY 2024-2025 Adopted Budget



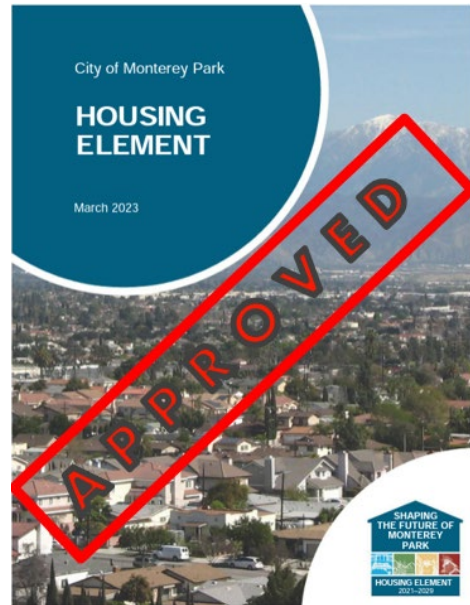
2023-2024 Major Accomplishments

- The California Department of Housing and Community Development (HCD) certified the City's Housing Element (6th Cycle – 2021- 2029) making the City eligible for State grant funding and providing programs that will enhance housing opportunities for all. To date, the City has received \$1.3 million dollars as a direct result of this.

Community Development Department

FY 2024-2025 Adopted Budget

- The Planning Division began implementation of the certified Housing Element including an update of the Density Bonus Ordinance, creation of the Inclusionary Housing Ordinance, and becoming a member of the San Gabriel Valley Regional Housing Trust.
- Planning Division launched the *Our City, Our Plan* campaign to advance efforts in creating consistency between the General Plan and the Zoning Code which will help with downtown revitalization, expand housing opportunities and streamline development. Efforts resulted in successful public outreach sessions and zone changes.
- Planning Division continued to spearhead the community-wide *Going Green* campaign, which involves all City Departments and will be rooted in the community to develop and implement strategies which will help mitigate climate change and adapt to climate change that is already occurring. Staff connected with over 1,000 constituents during outreach related to the campaign, through a survey, community workshops, and at City events, among others to develop a Sustainability Plan for adoption by the City Council in April 2024.
- Planning Division updated the Monterey Park Market Place Specific Plan to help provide various alternatives for the eventual build-out of the Monterey Park Market Place.
- Processed planning entitlements for new development projects and conditionally permitted uses.
- Regularly met with Economic Development Division staff to collaborate on various initiatives to support economic vitality in the City.



Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$596,575 | \$1,079,439 | \$1,079,439 | \$1,080,885 |
| Special Revenue | \$198,678 | \$57,184 | \$57,184 | \$45,939 |
| ARPA | \$8,902 | \$0 | \$0 | \$0 |
| Enterprise | \$13,239 | \$23,800 | \$23,800 | \$46,896 |
| Total Expenditures | \$817,395 | \$1,160,422 | \$1,160,422 | \$1,173,721 |

Community Development Department

FY 2024-2025 Adopted Budget

Division: Building & Safety

Division No.: 1702

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$218,845 | \$760,138 | \$760,138 | \$628,589 |
| Services | \$950,189 | \$791,300 | \$791,300 | \$828,300 |
| Commodities | \$5,216 | \$16,719 | \$16,719 | \$16,800 |
| Internal Services | \$150,419 | \$279,349 | \$279,349 | \$347,610 |
| Total Expenditures | \$1,324,669 | \$1,847,506 | \$1,847,506 | \$1,821,300 |

**Authorized Full-Time
Equivalent Positions**

6.00

6.00

6.00

6.00

Program Details

The Building & Safety Division is established per the mandate of California Health and Safety Code to facilitate compliance with State and local building standards concerning structural integrity, fire and life safety, sanitation, security, accessibility, and energy efficiency of construction within the local jurisdiction. It provides staff support to the City Council, and other City departments in analyzing issues relating to safety of buildings.



Community Development Department

FY 2024-2025 Adopted Budget

The Division's specific service objectives include:

- Review building plans, issue building permits, and inspect construction work for compliance with building safety technical codes. The State and local codes that are enforced by the Division include the building code, electrical code, mechanical code, plumbing code, building conservation code, spa and swimming pool code, energy conservation standards and accessibility standards.
- Provide code interpretation, reference resources and other technical assistance to the public in a manner that facilitates compliance of design and construction with applicable building standards.
- Coordinate with various departments and outside agencies in the plan review process and serve as the contact point for permit applications.
- Monitor property maintenance and abate life safety hazards through Certificate of Occupancy inspections and special abatement programs such as the un-reinforced masonry (URM) buildings retrofit program.
- Maintains building plans and permit records and make the information readily available to the public.



Community Development Department

FY 2024-2025 Adopted Budget

Program Measurements

| | Actual <u>2022-23</u> | Estimated <u>2023-24</u> | Projected <u>2024-25</u> |
|--------------------------------------|--------------------------|-----------------------------|-----------------------------|
| PERMITS | | | |
| Building Permits: | | | |
| <i>a. Residential, New</i> | 3 | 8 | 8 |
| <i>b. Residential, Add/Alter</i> | 670 | 598 | 658 |
| <i>c. Non-Residential, New</i> | 2 | 1 | 1 |
| <i>d. Non-Residential, Add/Alter</i> | 89 | 35 | 39 |
| <i>e. Miscellaneous</i> | <u>375</u> | <u>190</u> | <u>209</u> |
| Building Permits Total | 1,139 | 832 | 915 |
| Electrical Permits | 578 | 449 | 493 |
| Mechanical Permits | 289 | 225 | 247 |
| Plumbing Permits | <u>329</u> | <u>268</u> | <u>295</u> |
| All Permits Total | 2,335 | 1,774 | 1,950 |
| ANNUAL PERMIT VALUATION | 59 | 30.5 | 33.5 |
| PLAN CHECKS | | | |
| Total Number Processed | <u>787</u> | <u>492</u> | <u>542</u> |
| Processed In-House | 0 | 0 | 0 |
| Contracted Out | 100 | 100 | 100 |
| INSPECTIONS | | | |
| Construction Inspections | 6,723 | 5,608 | 6,168 |
| Certificate of Occupancy | <u>0</u> | <u>0</u> | <u>0</u> |
| All Inspections Total | 6,723 | 5,672 | 6,168 |

2024-2025 Goals and Objectives

Building & Safety Division aims to enhance the efficiency of the plan submission and permit issuance process by seamlessly integrating a payment module into our new online portal and permit management software, Accela Citizen Access. This integration will enable applicants to conveniently pay for permit and plan review fees without having to visit City Hall.

Community Development Department

FY 2024-2025 Adopted Budget

2023-2024 Major Accomplishment

The Building Division began implementation of SolarApp+, which is a permitting software enabling applicants to instantly secure permits for residential and commercial solar projects. This innovative software will operate 24/7, allowing individuals to conveniently obtain permits from the comfort of their homes or offices in real-time. Technology upgrades were made to the City’s permit management software (Accela) to further streamline the permitting process for additional permit types converting manual processes into automated processes. This work has a direct impact on economic development in the City because streamlining the City’s processes enables construction to begin quicker and business to open their doors faster.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$1,046,756 | \$1,476,988 | \$1,476,988 | \$1,423,121 |
| Special Revenue | \$5,939 | \$29,373 | \$29,373 | \$48,523 |
| ARPA | \$2,341 | \$0 | \$0 | \$0 |
| Enterprise | \$269,633 | \$341,146 | \$341,146 | \$349,656 |
| Total Expenditures | \$1,324,669 | \$1,847,506 | \$1,847,506 | \$1,821,300 |

Community Development Department

FY 2024-2025 Adopted Budget

Division: Economic Development

Division No.: 1705

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$195,952 | \$263,910 | \$263,910 | \$285,193 |
| Services | \$89,284 | \$77,001 | \$77,001 | \$77,405 |
| Commodities | \$59,361 | \$38,700 | \$38,700 | \$38,700 |
| Internal Services | \$87,705 | \$125,460 | \$125,460 | \$82,879 |
| Total Expenditures | \$432,302 | \$505,072 | \$505,072 | \$484,177 |

**Authorized Full-Time
Equivalent Positions**

3.00

3.00

3.00

3.00

Program Details

The Economic Development Division is responsible for creating and implementing strategies that promote economic growth and job creation within the community, working closely with businesses, investors, and other stakeholders to attract and retain businesses, promote investment, and create jobs. In addition, the Division encourages business investment opportunities, expands the City’s tax base, supports business retention and attraction activities, and assists business rebuilding efforts post-pandemic. Staff assists and supports local businesses, developers, and property owners while balancing community needs with neighborhood quality of life issues. The Division also provides staff support to the Economic Development Advisory Commission and the Business Improvement District Advisory Committee, which have a common goal of building a solid economic foundation for the community.

The Division’s specific service objectives include:

- Take steps to speed recovery after the worst health crisis, rebuild the local economy, and make recovery and growth more robust, resilient, and sustainable.
- Attract a variety of needed services, commercial/retail, and restaurant uses, minimizing sales tax and revenue loss and leakage to the surrounding communities, enabling the City to provide essential services to the community.
- Develop and maintain a marketing program promoting the City through various media channels.
- Work with the Economic Development Advisory Commission and the Business Improvement Advisory Committee to improve the City’s image and sales tax base.

Community Development Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Complete and launch the new 5-year Economic Development Strategic Plan, establishing a monitoring and reporting system to track progress.
- Target new business sectors that align with the strategic plan and contribute to a diversified tax base.
- Create incentives and targeted programs using CDBG and other resources to support business retention and expansion.
- Implement a comprehensive social media and business visitation strategy to promote and support the local business community.



2023-2024 Major Accomplishments

- The Economic Development Division merged with the Community Development Division to provide enhanced development related services to the community in coordination with building, and planning staff.
- Successfully concluded the Monterey Park Rewards shop local program, which generated over \$900,000 in economic activity and boosted civic pride.
- Aided businesses impacted by the 2023 shooting, providing critical SBA EIDL loan resources and application assistance, especially for non-English speaking business owners.
- Launched the development of a new 5-year Economic Development Strategic Plan, setting the course for the City's economic future.

Community Development Department

FY 2024-2025 Adopted Budget

- Represented the City at the 2023 ICSC retail convention, securing promising leads for new businesses.
- Secured nonprofit grants for eight local restaurants through the California Restaurant Foundation and the Latino Restaurant Association.
- Conducted five workshops on various topics to support the small business community.
- Launched Business Connect, a new monthly e-newsletter that provides resources and information to support local businesses.



Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$396,710 | \$484,867 | \$484,867 | \$456,400 |
| Special Revenue | \$15,592 | \$20,205 | \$20,205 | \$27,777 |
| ARPA | \$20,000 | \$0 | \$0 | \$0 |
| Total Expenditures | \$432,302 | \$505,072 | \$505,072 | \$484,177 |

Community Development Department

FY 2024-2025 Adopted Budget

Division: Business Improvement District Area No. 1
Division No.: 1711

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Services | \$23,477 | \$89,539 | \$89,539 | \$73,950 |
| Total Expenditures | \$23,477 | \$89,539 | \$89,539 | \$73,950 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 0.00 | 0.00 | 0.00 | 0.00 |
|--|-------------|-------------|-------------|-------------|

Program Details

Pursuant to California Streets and Highway Code Section 36500 et seq, the Business Improvement District (BID) is allowed to impose an assessment on businesses within self-designated downtown areas, beyond the general business license tax. The revenue can be used for the following purposes:

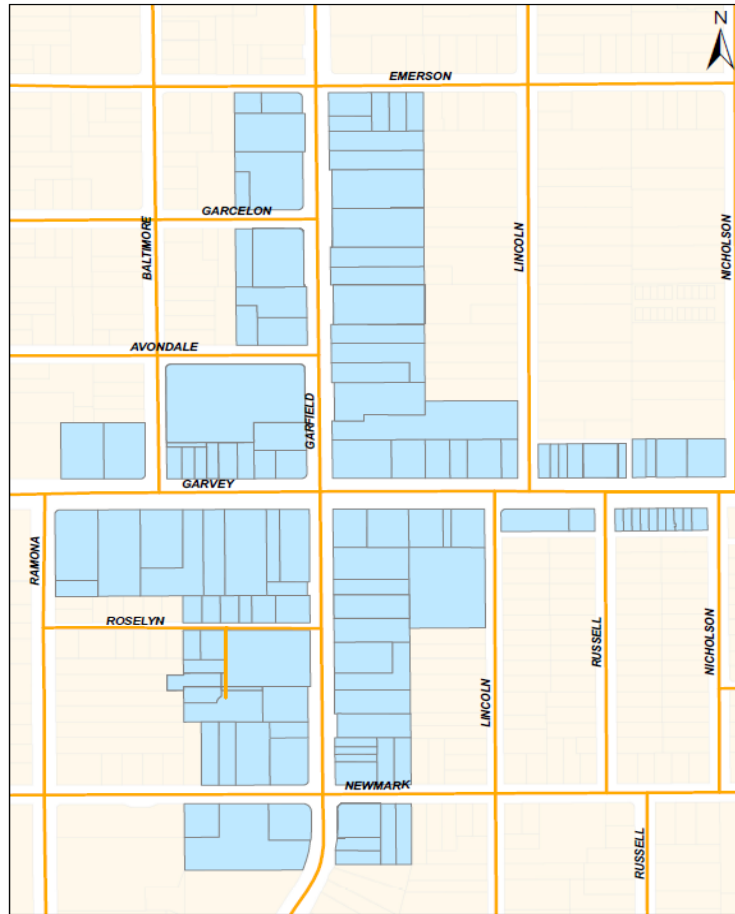
- Public amenities such as benches, trash receptacles, fountains, kiosks and street lighting;
- Landscaping;
- Promotion of public events to promote businesses within the business district including decorations and music; and
- Creation of activities to promote businesses within the area.

Monterey Park established a business improvement district in 1983. The district encompasses the commercial area on Garvey Avenue, from Ramona Avenue to Nicholson Avenue, and Garfield Avenue from Emerson Avenue to south of Newmark Avenue as shown in the following map:

Community Development Department

FY 2024-2025 Adopted Budget

BUSINESS IMPROVEMENT DISTRICT NO.1



2024-2025 Goals and Objectives

- Continue improving district beautification, providing janitorial services and Christmas Holiday decorations to the district.
- Promote district economic growth through collaboration with Business Improvement Advisory Committee (BIDAC) to implement strategies identified in the new 5-year Economic Development Strategic Plan to enhance economic growth within the district.
- Use allotted assessment revenues to fund promotional activities and special events to benefit the downtown BID members.

Community Development Department

FY 2024-2025 Adopted Budget

2023-2024 Major Accomplishments

- Continued janitorial services within the district and added the downtown parking lot on Garvey and Lincoln Avenues to the City’s maintenance contract while minimizing the total maintenance cost for the BID compared to previous years.
- Continued Christmas decorations on Garvey Avenue within the district, while locking-in the contracted installation cost for the next two years as a hedge against inflation.
- Implemented a downtown BID-specific MPK Rewards promotion and social media campaign to benefit the BID businesses impacted by the mass shooting in January 2023.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Special Revenue | \$23,477 | \$89,539 | \$89,539 | \$73,950 |
| Total Expenditures | \$23,477 | \$89,539 | \$89,539 | \$73,950 |

Police Department

FY 2024-2025 Adopted Budget



“We are dedicated to serving our community with respect and pride.”

HONOR · INTEGRITY · ACCOUNTABILITY



Police Department

FY 2024-2025 Adopted Budget

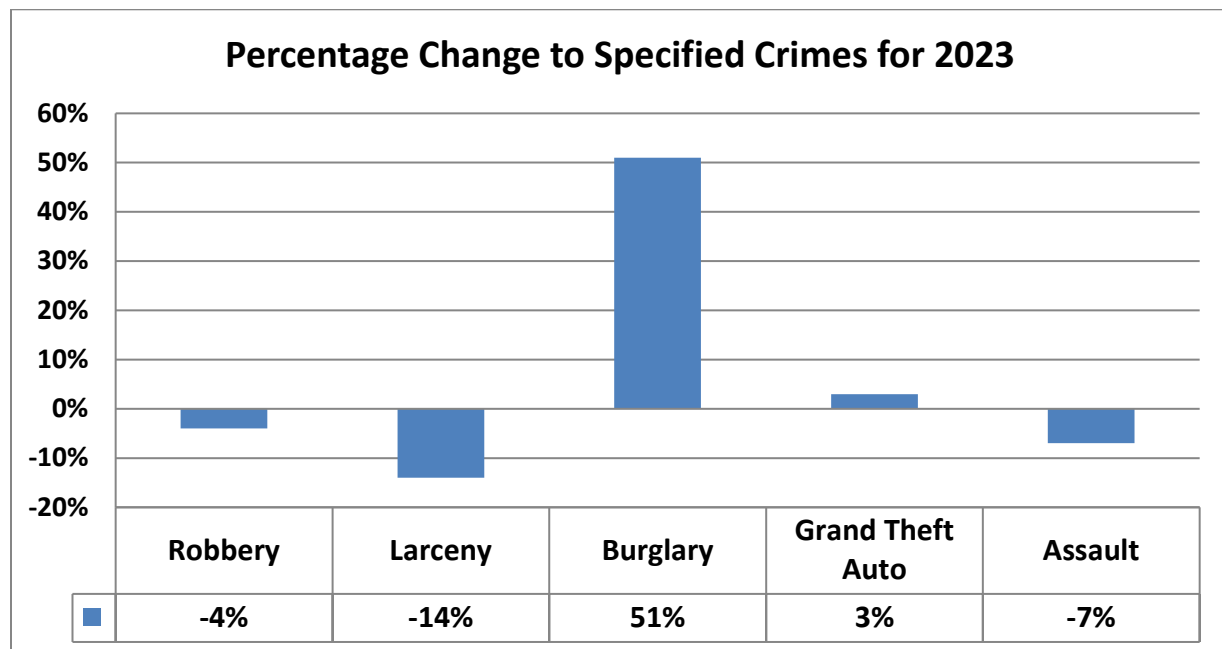
Department Overview

The Monterey Park Police Department is a full-service police department providing public safety and law enforcement services to the City of Monterey Park. The Department is committed to providing professional, fair, compassionate, and dedicated law enforcement with honor, integrity, and accountability. The Department coordinates with other City Departments to produce outstanding overall service to the community.

Members of the Monterey Park Police Department recognize that to deliver the highest level of police services, contemporary issues in our community and challenges facing the Police Department must be studied on a continuous basis. Identifying the best solutions to address community safety and quality of life issues is a core responsibility of the Police Department. To strengthen our community partnership, we maintain a high level of attention to significant issues that impact the community’s safety and quality of life.

The Department is organized into two divisions that perform various activities, each overseen by a captain. The Operations Division comprises Field Services, Investigations, and the Traffic Bureau. The Support Services Division comprises Administration, Animal Services, the Community Engagement Bureau, Jail Operations, the Records Bureau, and Computer Services.

An analysis of the crime statistics in Monterey Park reflects that for 2023, there was a significant increase in NIBRS Group A crimes compared to the previous year. In 2023, the categories of robbery, theft, burglary, and grand theft auto increased. These increases can be attributed to the return to work for many people and are consistent with general crime trends in Los Angeles County, mainly due to the lack of criminal prosecution penalties and the decriminalization of many offenses.



Police Department

FY 2024-2025 Adopted Budget

An annual account of Monterey Park’s Part I crime trends and traffic fatalities are listed below:

| <u>Calendar Year</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>2021</u> | <u>2022</u> |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| % Change in Part I Crime | -3% | 16% | -10% | 26% | 23% | -14% | 0% | -14% | -8% | 2% | -2% |
| # Traffic Fatalities | 2 | 3 | 5 | 4 | 4 | 0 | 2 | 3 | 4 | 1 | 3 |

Programs and Services

The Department strongly partners with the community to address crime and quality of life issues. The Monterey Park Police Department is meeting the challenges of increased crime and homelessness and the demand for police accountability through proper planning, strategic implementation, training, and commitment to delivering the highest level of police services to our community. All officers received de-escalation, additional use-of-force training, and mental health and dependency training.

Our staff has done an excellent job of adapting and has worked diligently to engage the community through social media and community engagement sessions. We are building the Police Department's neighborhood watch, business watch, social media, and virtual engagement programs to proactively engage with the community through dialogue, collaboration, community input, panel discussions, and working with community leaders to better understand the community's needs and concerns. With the end of COVID-19 restrictions, the Department has begun a robust re-engagement with the community at many in-person functions.

The Department has built on our multidisciplinary approach to providing services to individuals experiencing homelessness and/or having a mental health crisis. The multidisciplinary model brings together different disciplines and areas of expertise to provide wraparound services to various community members through creative strategies and collaboration with various community stakeholders.

The Department continues to focus on recruitment, hiring, and succession planning. The Department continues to update our brand and hiring process. Resources have been dedicated to hiring new employees and training all employees to ensure our members serve with a public servant's heart with an understanding of de-escalation and community-oriented policing and its application. The Department has a Peer Support Program to help decrease the day-to-day stress and support our members throughout their careers.

The Police Department is a source of pride for many employees and volunteers who live in Monterey Park. Police Reserves, Monterey Park Emergency Communications, Citizen's Patrol, Police Explorers, Chaplains, and interns volunteered over 3,000 hours in 2023.

Police Department

FY 2024-2025 Adopted Budget

Significant Changes

The City of Monterey Park Police Department’s current (CAD) Computer Aided Dispatch, (RMS) Records Management System and Mobile Field Reporting database has been in use for 18 years. It is an antiquated patchwork of various databases that lacks modern features with poor support from the current service provider. The current CAD/RMS system does not meet the technological needs of the police department. The system has an anticipated increased cost for the yearly maintenance service set to increase and surpass the cost of migrating to a new system. By migrating the police department’s databases to a new system, the police department will gain efficiency and advanced technologies that will better meet the demands of the department and the community, while saving the city an anticipated cost of \$1,207,856.50 over ten years.

Department Budget Summary

| Expenditures by Program | | | | | |
|--|-------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Program Name | Program No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| Police Admin | 3101 | \$2,430,653 | \$4,838,829 | \$4,838,829 | \$5,095,256 |
| Traffic Bureau | 3102 | \$2,039,782 | \$2,296,468 | \$2,296,468 | \$2,748,952 |
| Field Services | 3103 | \$11,549,651 | \$12,837,653 | \$12,837,653 | \$11,915,364 |
| Investigations | 3104 | \$2,782,083 | \$3,127,589 | \$3,127,589 | \$3,727,935 |
| Animal Services | 3111 | \$255,513 | \$393,909 | \$393,909 | \$448,479 |
| Communications | 3112 | \$1,898,791 | \$4,045,630 | \$2,097,576 | \$1,887,298 |
| Jail | 3113 | \$681,422 | \$772,726 | \$772,726 | \$877,722 |
| Records | 3114 | \$991,586 | \$1,043,521 | \$1,043,521 | \$1,310,271 |
| Computer Services | 3115 | \$545,946 | \$665,157 | \$665,157 | \$1,685,646 |
| Community Engagement | 3120 | \$1,584,629 | \$1,826,496 | \$1,826,496 | \$2,505,014 |
| Total Expenditures | | \$24,760,055 | \$31,847,979 | \$29,899,924 | \$32,201,938 |
| Authorized Full-Time Equivalent Positions | | 126.30 | 129.50 | 129.50 | 129.50 |

Police Department

FY 2024-2025 Adopted Budget

Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|---|-----------------|--------------|-----------------|--------------|-----------------|--------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| POLICE - 3100 | | | | | | |
| Police Chief | 1 | - | 1 | 0 | 1 | 0 |
| Animal Services Officer | 2 | - | 2 | 0 | 2 | 0 |
| Community Services Officer | 3 | 2.50 | 3 | 2.50 | 3 | 2.50 |
| Communications Supervisor | 1 | - | 1 | 0 | 1 | 0 |
| Crime Analyst | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Crossing Guard | - | 4.50 | 0 | 4.50 | 0 | 4.50 |
| Dispatcher | 8 | 1.25 | 9 | 1.25 | 9 | 1.25 |
| Evidence Officer | 2 | 0.00 | 2 | 0 | 2 | 0 |
| Jailer | 4 | 1.00 | 4 | 1 | 4 | 1 |
| Jailer Supervisor | 1 | - | 1 | 0 | 1 | 0 |
| Principal Management Analyst | 1 | - | 1 | 0 | 1 | 0 |
| Outreach and Housing Navigation Coordinator | 1 | - | 1 | 0 | 1 | 0 |
| Police Administrative Assistant | 1 | - | 1 | 0 | 1 | 0 |
| Police Cadet | - | 2 | 0 | 2 | 0 | 2 |
| Police Captain | 2 | - | 2 | 0 | 2 | 0 |
| Police Clerk | 10 | - | 10 | 0 | 10 | 0 |
| Police Corporal | 14 | - | 14 | 0 | 14 | 0 |
| Police Lieutenant | 7 | - | 7 | 0 | 7 | 0 |
| Police Officer | 43 | - | 45 | 0 | 45 | 0 |
| Police Records Cadet | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Police Records Clerk | - | 1 | 0 | 1 | 0 | 1 |
| Police Records Management System Technician | 1 | - | 1 | 0 | 1 | 0 |
| Police Records Supervisor | 1 | - | 1 | 0 | 1 | 0 |
| Police Sergeant | 9 | - | 9 | 0 | 9 | 0 |
| Secretary | 1 | - | 1 | 0 | 1 | 0 |
| POLICE TOTAL | 113 | 13.25 | 116 | 13.25 | 116 | 13.25 |

Police Department

FY 2024-2025 Adopted Budget

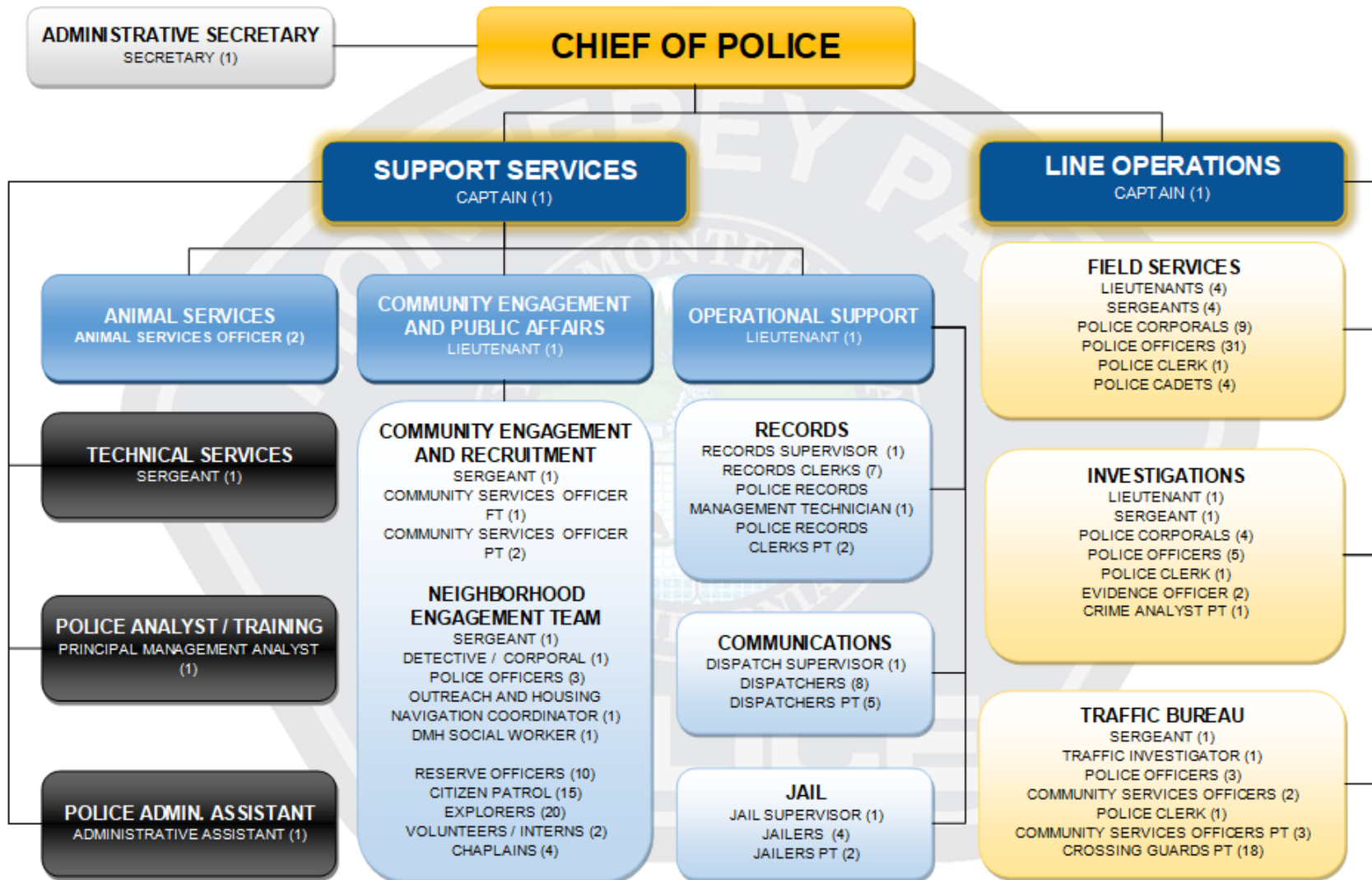
Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$19,824,213 | \$25,461,752 | \$23,513,697 | \$26,742,000 |
| Special Revenue | \$2,669,279 | \$5,187,108 | \$5,187,108 | \$5,227,969 |
| ARPA | \$2,054,188 | \$1,199,119 | \$1,199,119 | \$231,969 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$16,847 | \$0 | \$0 | \$0 |
| Total | \$24,564,528 | \$31,847,979 | \$29,899,924 | \$32,201,938 |

Police Department

FY 2024-2025 Adopted Budget

MONTEREY PARK POLICE DEPARTMENT ORGANIZATIONAL CHART



Police Department

FY 2024-2025 Adopted Budget

Division: Police Administration



Police Department

FY 2024-2025 Adopted Budget

Division No.: 3101

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$1,636,914 | \$2,032,861 | \$2,032,861 | \$2,423,335 |
| Services | \$149,425 | \$1,656,852 | \$1,656,852 | \$1,335,811 |
| Commodities | \$222,880 | \$37,872 | \$37,872 | \$42,223 |
| Internal Services | \$421,436 | \$1,111,245 | \$1,111,245 | \$1,293,887 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$2,430,653 | \$4,838,829 | \$4,838,829 | \$5,095,256 |

**Authorized Full-Time
Equivalent Positions**

8.00

8.00

8.00

8.00

Program Details

The Administration Bureau is responsible for ensuring that the administrative needs of the Police Department are met and that the Police Department's mission is carried out in the most efficient manner. The Administration Bureau is commanded by the Chief of Police. The Chief of Police is a cooperative and collaborative member of the City Manager's executive team who leads, directs, and coordinates the activities of the Police Department to ensure the community's safety by providing effective and positive police services.

Preparing and maintaining the Department's budget, grants, policies, preparing payroll for the entire department, contracts and procurement of goods/services/equipment, administrative investigations, and various staff projects are assigned to the Administration Bureau. This Bureau is also responsible for the Police Department's compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC) training mandates and guidelines, and maintenance of all technology-related equipment within the Police Department.

2024-2025 Goals and Objectives

- Continually evaluate the Department's organizational effectiveness and make changes as needed that further the Department's commitment to the principles and practice of service through a Community Policing model.
- Maintain and update personnel records of Department employees and ensure compliance with State and Federal laws regarding personnel files.
- Prepare required reports to governmental and other oversight agencies regarding concealed weapons permits, citizen complaints, use of force, and other matters.

Police Department

FY 2024-2025 Adopted Budget

- Implement liability controls by conducting internal audits, inspecting various agency processes, researching, developing best practices, and updating Lexipol policy manual.
- Process and conduct administrative investigations.
- Manage Police Department’s State and Federal grant funds to ensure the receipt and expenditure of funds are completed within grant requirements, ensuring that all required reporting and deadlines are met.
- Facilitate Police Department purchases to ensure all contract requirements are met.
- Ensure the timely and accurate completion of payroll and budget.
- Provide training and career development for all members of the Department and maintain compliance with POST and STC training requirements.
- Implementation of technology initiatives to ensure organizational efficiencies and effectiveness.

2022-2023 Major Accomplishments

- Continued to recruit, hire, and promote personnel
- Increased the Police Department’s social media presence
- Held monthly community engagement meetings and other in-person community events such as Cookie with a Rookie
- Established new protocols to ensure the Police Department is compliant with the reporting requirements outlined in Senate Bill (SB) 2
- Hired a part-time Crime Analyst specifically assigned to the Investigations Bureau to enhance the Bureau’s capabilities.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$1,895,349 | \$2,940,268 | \$2,940,268 | \$3,473,194 |
| Special Revenue | \$322,929 | \$1,898,561 | \$1,898,561 | \$1,622,063 |
| ARPA | \$195,528 | \$0 | \$0 | \$0 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$16,847 | \$0 | \$0 | \$0 |
| Total Expenditures | \$2,430,653 | \$4,838,829 | \$4,838,829 | \$5,095,256 |

Police Department FY 2024-2025 Adopted Budget

Division: Traffic Bureau



Police Department

FY 2024-2025 Adopted Budget

Division No.: 3102

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$1,432,306 | \$1,530,929 | \$1,530,929 | \$1,937,123 |
| Services | \$9,648 | \$57,504 | \$57,504 | \$68,048 |
| Commodities | \$64,057 | \$103,542 | \$103,542 | \$130,213 |
| Internal Services | \$519,490 | \$565,493 | \$565,493 | \$613,568 |
| Capital Outlay | \$14,281 | \$39,000 | \$39,000 | \$0 |
| Total Expenditures | \$2,039,782 | \$2,296,468 | \$2,296,468 | \$2,748,952 |

**Authorized Full-Time
Equivalent Positions**

14.00

14.00

14.00

14.00

Program Details

The Traffic Bureau addresses traffic safety issues within the City of Monterey Park. The Bureau places emphasis on reducing and preventing traffic collisions, enforcing parking laws, and educating the community on traffic safety and pertinent laws.

Traffic Bureau personnel provide the City with five-day-a-week Motorcycle Officer coverage and seven-day-a-week Parking Enforcement Officer coverage. The Traffic Bureau also includes a Traffic Investigator who is assigned to handle all post-collision investigations and related arrests. In providing a full range of services, the Traffic Investigator's skill and expertise in collision reconstruction assist in the identification of collision patterns and trends so that specific education and enforcement efforts can be implemented in problem areas.

Parking Enforcement Officers provide enforcement for all parking-related issues such as permit parking, street sweeping, parking for the disabled, fire lane violations as well as respond to citizens' requests for services. Parking Enforcement personnel help ensure safe and orderly parking around schools, in commercial districts, and on all City streets. Removal of abandoned vehicles is also a primary responsibility of these officers.

2024-2025 Goals and Objectives

- Identify the five highest traffic collision locations per month for enforcement of primary collision factor violations.
- Conduct weekly lidar enforcement in areas where speed has been identified as the primary collision factor.
- Conduct two Merit Badge training course in collaboration with Scouts BSA covering the subjects of traffic safety, crime prevention, and fingerprinting.

Police Department

FY 2024-2025 Adopted Budget

- Conduct six community Traffic Safety Presentations to educate students and the public on the topic of pedestrian safety, bicycle, and safe driving practices.
- Conduct 12 DMV certified Mature Driver training courses.

| | <u>Actual</u> 2022-23 | <u>Estimated</u> 2023-24 | <u>Projected</u> 2024-25 |
|------------------------------|--------------------------|-----------------------------|-----------------------------|
| Number of Citations:++ | | | |
| Traffic | 2,860 | 3,382 | 3,121 |
| Parking | 8,489 | 9,279 | 8,884 |
| Traffic Collision Incidents: | | | |
| Fatal | 4 | 1 (YTD) | 2 |
| Injury | 183 | 208 | 195 |
| Non-injury | 325 | 310 | 317 |
| Persons Injured | 260 | 280 | 270 |

2023-2024 Major Accomplishments

- Received a \$178,000 grant from the California Office of Traffic Safety to enhance safety in the community through DUI, Distracted Driving, Pedestrian and Bike Enforcement operations. The overall goal was to lower the number of both injury and fatal collisions.
- Received a \$25,000 grant from the California office of Traffic safety to enhance safety in the community through a Pedestrian and Bicycle Safety education program.
- Received a \$184,010.89 grant from the Department of California Highway Patrol-Cannabis Tax Fund Grant Program to enhance community safety through DUI enforcement operations, and purchase a 2024 Dodge Durango DUI Pursuit vehicle.
- The Traffic Bureau conducted two community Traffic Safety Presentations. One presentation was conducted for BSA Scouts Merit Badges. The other presentation provided awareness to youth, during SNOW Village, about the importance of pedestrian safety, teen driver safety, bicycle safety, and the dangers of DUI/DUID.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$1,522,893 | \$1,686,511 | \$1,686,511 | \$2,375,432 |
| Special Revenue | \$326,102 | \$340,491 | \$340,491 | \$262,830 |
| ARPA | \$190,786 | \$269,466 | \$269,466 | \$110,690 |
| Total Expenditures | \$2,039,782 | \$2,296,468 | \$2,296,468 | \$2,748,952 |

Police Department FY 2024-2025 Adopted Budget

Division: Field Services



Police Department

FY 2024-2025 Adopted Budget

Division No.: 3103

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$7,547,337 | \$9,397,801 | \$9,397,801 | \$8,681,920 |
| Services | \$28,113 | \$43,100 | \$43,100 | \$55,441 |
| Commodities | \$266,880 | \$408,633 | \$408,633 | \$356,063 |
| Internal Services | \$2,194,703 | \$2,482,406 | \$2,482,406 | \$2,821,940 |
| Capital Outlay | \$1,512,618 | \$505,714 | \$505,714 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$11,549,651 | \$12,837,653 | \$12,837,653 | \$11,915,364 |

**Authorized Full-Time
Equivalent Positions**

51.00

52.00

52.00

52.00

Division Details

Field Services Bureau personnel are the first responders to calls for service. Most of the Departments' officer-citizen contacts occur within this Bureau. As first responders, these officers handle all emergencies, alarms, crime report requests, disputes, hazards, traffic enforcement, traffic accident investigations and various other calls for service. As time permits these officers also address problem oriented policing concerns to enhance the quality of life in the community. Services are provided twenty-four hours a day, seven days a week, ranging from low priority (parking complaints, keep the peace, etc.) to high priority (preliminary investigations of serious crimes like homicides and felony assaults) calls for service. The Special Weapons and Tactics team (SWAT) supports Field Services when necessary. The team has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary.

Attached to the Field Services Bureau is the Canine Unit. The canine teams are a valuable part of daily law enforcement operations. Police dogs are trained in handler protection, searching techniques, article searches, and narcotics detection. A canine team can search quickly and effectively, resulting in increased officer safety, the apprehension of suspects, and increased safety for the community. The canine teams have effectively apprehended dangerous suspects, located evidence, and recovered narcotics that were hidden by drug dealers. Canine officers provide demonstrations and education programs to community groups and students.

Police Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

| | <u>Actual</u> <u>2022-</u> <u>23</u> | <u>Estimated</u> <u>2023-24</u> | <u>Projected</u> <u>2024-25</u> |
|--|---|------------------------------------|------------------------------------|
| <u>Calls for Service</u> | | | |
| Citizen Requests | 33,958 | 36,344 | 35,560 |
| Officer Observed | <u>11,983</u> | <u>15,204</u> | <u>14,875</u> |
| Total Calls for Service: | 45,941 | 51,548 | 50,435 |
| | | | |
| Priority I (Emergency) Response | | | |
| Time (minutes/seconds): 9,837 calls | 3:39 | 4:16 | 4:05 |
| Priority II Response Time: 9,863 calls | 5:09 | 5:57 | 5:36 |
| | | | |
| Priority I: | Where danger to life and/or property is imminent, or a crime of a serious nature is in progress. | | |
| | Examples: (1) An armed robbery (2) A person shot | | |
| | | | |
| Priority II: | Where a threat to a person or property is possible, or a breach of the peace is occurring. | | |
| | Examples: (1) A trespass in progress (2) Disturbances caused by juveniles | | |
| | | | |
| | <ul style="list-style-type: none"> • Each of the four patrol teams will identify a quality of life issue in the service areas of the City, and develop a plan to address the issue(s) utilizing Problem Oriented Policing strategies or Crime Prevention Through Environmental Design strategies. These efforts will reduce crime and calls for service in problem areas. • To maintain adequate staffing of line level supervisors in patrol, Corporals in specialized assignments will rotate into a patrol team a minimum of once per deployment period and work as field supervisors to keep up to date with patrol operations and supplement staffing when needed. • Maintain and enhance social media communication with the community. • Patrol Teams in conjunction with the Traffic Bureau will identify problematic traffic areas and implement enforcement to reduce traffic collisions and pedestrian injuries. • Field Services will maintain an average response time of four minutes and thirty seconds or less for Priority 1 calls. | | |

2023-2024 Major Accomplishments

- The Police Department service area lieutenants, as well as field service personnel, attended six Town Hall Meetings in their designated service areas.

Police Department

FY 2024-2025 Adopted Budget

- The bicycle patrol program was successfully created in efforts to reduce/prevent crime in the city. This program is comprised of seven members from both Patrol and the Neighborhood Engagement Team (NET). Staff supplemented burglary suppression at the Market Place as well as deploying at city events such as the Lunar Festival.
- Field Services Bureau maintained an average response time of four minutes and thirty seconds or less for Priority 1 calls.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$8,481,027 | \$10,194,722 | \$10,194,722 | \$10,098,809 |
| Special Revenue | \$1,463,574 | \$2,077,603 | \$2,077,603 | \$1,798,858 |
| ARPA | \$1,605,051 | \$565,329 | \$565,329 | \$17,696 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$11,549,651 | \$12,837,653 | \$12,837,653 | \$11,915,364 |

Police Department

FY 2024-2025 Adopted Budget

Division: Investigation



Division No.: 3104

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$2,050,423 | \$2,324,663 | \$2,324,663 | \$2,821,966 |
| Services | \$63,718 | \$78,132 | \$78,132 | \$97,132 |
| Commodities | \$24,790 | \$20,385 | \$20,385 | \$21,835 |
| Internal Services | \$631,151 | \$696,653 | \$696,653 | \$787,001 |
| Capital Outlay | \$12,000 | \$7,755 | \$7,755 | \$0 |
| Total Expenditures | \$2,782,083 | \$3,127,589 | \$3,127,589 | \$3,727,935 |

**Authorized Full-Time
Equivalent Positions**

14.30

14.50

14.50

14.50

Police Department

FY 2024-2025 Adopted Budget

Program Details

The Investigations Bureau conducts follow-up investigations on all crimes occurring within the City. The Bureau is responsible for the resolution and disposition of all criminal and non-criminal cases ranging from homicides to identity theft, as well as non-criminal matters, such as missing persons and lost property. This Bureau is also responsible for tracking registered sex offenders, parolees, and probationers, and conducting compliance checks on those persons.

The Property and Evidence Section is under the management of the Investigations Bureau. The Property and Evidence Technicians are responsible for the care and custody of all property booked into the Monterey Park Police Department, submitting evidence to the crime lab for analysis, preparing evidence for court proceedings including all body camera/in-car video, booked property to be returned to owner, and property destruction in accordance with applicable laws.

2024-2025 Goals and Objectives

- Collaborate with the department Neighborhood Engagement Team to increase the conviction rate of Welfare and Institution Code violations.
- Purchase fifteen additional Flock Safety LPR Cameras and have them strategically mounted throughout the city to prevent and solve crime.
- Develop the Investigations Bureau Response Vehicle.
- Send new detectives to homicide investigation training.
- Create a new office for the investigation’s bureau sergeant and future detective.
- Purchase four computers to replace current computers in the evidence/discovery room.

| | <u>Actual</u> <u>2022-23</u> | <u>Estimated</u> <u>2023-24</u> | <u>Projected</u> <u>2024-25</u> |
|---------------------------------|---------------------------------|------------------------------------|------------------------------------|
| Group A Offenses Investigated | 2248 | 2340 | 2434 |
| Group A Offenses Clearance Rate | 28% | 23% | 25% |

2023-2024 Major Accomplishments

- The Investigations Bureau transitioned from Lexis/Nexis data analytics to TransUnion TLO data analytics & Cellhawk Analytics for cost savings and additional technological resources.
- The Investigation Bureau worked with the LA County District Attorney’s Office and their Evidence.com program to increase discovery request/processing from the DA’s office.

Police Department

FY 2024-2025 Adopted Budget

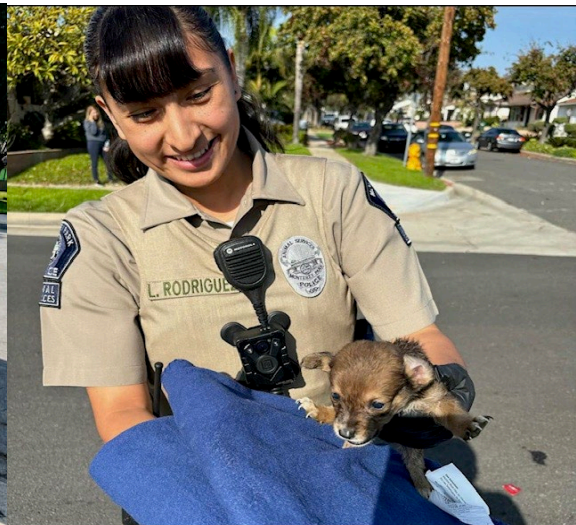
- Four investigators receive advance homicide investigations training and new investigations will be attending as training becomes available.
- Investigators utilized social media to better communicate crime trends with the public regarding fraud by posting PSAs on Instagram and posting their interview with the Chinese Daily News on Youtube.com, which received over 19,000 views.
- Investigators attended and participated in council members' Town Hall Meetings, Neighborhood/Business Watch Meetings, and community events to educate the public.
- The Investigations Bureau handled its first sole homicide investigation that resulted in two felony filings.
- The Investigation Bureau assisted the Traffic Bureau by apprehending a felony hit & run suspect that fled to another county.
- The Investigation Bureau coordinated a Regional Investigators monthly recurring meeting involving seven surrounding agencies to combat burglaries in the San Gabriel Valley.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$2,500,108 | \$2,746,916 | \$2,746,916 | \$3,320,136 |
| Special Revenue | \$238,819 | \$340,065 | \$340,065 | \$407,799 |
| ARPA | \$43,155 | \$40,608 | \$40,608 | \$0 |
| Total Expenditures | \$2,782,083 | \$3,127,589 | \$3,127,589 | \$3,727,935 |

Police Department FY 2024-2025 Adopted Budget

Division: Animal Services



Police Department

FY 2024-2025 Adopted Budget

Division No.: 3111

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$102,943 | \$179,815 | \$179,815 | \$184,825 |
| Services | \$102,633 | \$149,950 | \$149,950 | \$190,315 |
| Commodities | \$560 | \$2,500 | \$2,500 | \$4,350 |
| Internal Services | \$49,376 | \$61,644 | \$61,644 | \$68,989 |
| Total Expenditures | \$255,513 | \$393,909 | \$393,909 | \$448,479 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 2.00 | 2.00 | 2.00 | 2.00 |
|-------------|-------------|-------------|-------------|

Program Details

The Animal Services Bureau is responsible for the enforcement of all Municipal, County, and State codes, which pertain to the care, welfare, and protection of all animals. The Animal Services Bureau investigates reports of animal neglect, animal abuse, animal bites, and complaints on pet shops or anywhere animals are sold. The Animal Services Bureau is also responsible for the enforcement of leash laws and stray animal services.

2024-2025 Goals and Objectives

- The Animal Services Bureau will utilize a mainstream social media outlet page such as Facebook or Instagram to focus on reuniting lost pets with their owners in a timely fashion and promote services/events.
- The Animal Services Bureau will develop a wildlife /coyote management program that will focus on educating the community and address problematic wildlife /coyote behavior.
- The Animal Services Bureau will conduct one vaccination and licensing clinic during the fiscal year.

| | <u>Actual 2022-23</u> | <u>Estimated 2023-24</u> | <u>Projected 2024-25</u> |
|----------------------------------|---------------------------|------------------------------|------------------------------|
| Number of Dog Bites Investigated | 10 | 10 | 10 |
| Stray Animals | 522 | 500 | 500 |
| Warnings/Citations | 67 | 50 | 50 |
| Injured Animals | 81 | 80 | 100 |
| Dead Animals | 339 | 300 | 400 |

Police Department

FY 2024-2025 Adopted Budget

Calls for service:

| | | | |
|-----------------------------------|------------|------------|------------|
| Citizen Initiated | 934 | 1000 | 1,200 |
| Calls Handled by L.A.C.D.A.C.C. * | 87 | 70 | 60 |
| Officer Observed | <u>402</u> | <u>400</u> | <u>600</u> |
| Total calls for service: | 1,423 | 1,470 | 1,860 |

*L.A.C.D.A.C.C. = Los Angeles County Department of Animal Care and Control

2023-2024 Major Accomplishments

- The Animal services Bureau added one full-time Animal Services Officer position.
- Animal Services Bureau began providing the community with services seven days a week.
- A second animal services vehicle that was retired was mechanically and cosmetically refurbished and reinstated back into the fleet to provide service for the community.
- The Animal Services Bureau successfully reunited 35 lost pets with their owners this fiscal year. This number is significant when comparing it to the overall cost of housing animals at the LA County Animal Shelter. Additionally, by reuniting lost pets with their owners we are reducing the risk of stress and illness in our animal community.

Funding Source by Type:

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$228,084 | \$363,027 | \$363,027 | \$431,094 |
| Special Revenue | \$6,658 | \$8,980 | \$8,980 | \$17,385 |
| ARPA | \$20,770 | \$21,902 | \$21,902 | \$0 |
| Total Expenditures | \$255,513 | \$393,909 | \$393,909 | \$448,479 |

Police Department

FY 2024-2025 Adopted Budget

Division: Communications



Division No.: 3112

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$1,108,597 | \$1,267,178 | \$1,267,178 | \$1,304,000 |
| Services | \$230,615 | \$232,120 | \$232,120 | \$241,885 |
| Commodities | \$994 | \$5,220 | \$5,220 | \$6,725 |
| Internal Services | \$250,841 | \$285,313 | \$285,313 | \$334,688 |
| Debt Service | \$307,745 | \$2,255,799 | \$307,745 | \$0 |
| Total Expenditures | \$1,898,791 | \$4,045,630 | \$2,097,576 | \$1,887,298 |

**Authorized Full-Time
Equivalent Positions**

10.25

11.25

11.25

11.25

Police Department

FY 2024-2025 Adopted Budget

Program Details

The Communications Bureau serves the community by maintaining twenty-four hours a day, seven days a week, communication services for the Police Department in the City of Monterey Park. The Communications Bureau is the central answering point for all traditional landline, wireless voice and text 9-1-1 calls within the City limits. Communications Dispatchers are tasked with quickly identifying problems and sending the appropriate assistance to the caller, including transferring calls to Verdugo Fire Communications. The Communications Supervisor has immediate oversight of the Bureau, while the Support Services Lieutenant has overall responsibility for the Bureau.

In critical incidents, when danger is imminent, it is imperative to have highly trained personnel who can quickly identify and solve problems by effectively utilizing available resources in a timely manner. Deployment of public safety services and other resources depends on the ability of this Bureau to make timely and accurate decisions based on the information obtained from the callers. Immediate access to translation services through on-duty, bilingual personnel and telephone translation services for the non-English speaking and the hearing-impaired community enhances our service.

To better serve the community and enhance the safety of our first responders, Communications Bureau personnel input and maintain critical premise history information received from all City departments as well as other governmental agencies.

2024-2025 Goals and Objectives

- To set a high standard of professionalism and conduct in the Bureau by providing effective leadership and direction while continually assessing employee performance.
- Develop and encourage professional and personal growth for Dispatchers, enabling collaboration with management to achieve the goals and objectives of the Department.
- Implementation of a new Dispatch work schedule which would allow for personnel to take breaks and the Communications Supervisor to primarily focus attention on administrative duties.
- Support Services Commander and Communications Supervisor to meet at least monthly to identify and address issues relating to equipment, training, personnel, and the overall efficiency of the Bureau.

Police Department

FY 2024-2025 Adopted Budget

| | <u>Actual</u> 2022-23 | <u>Estimated</u> 2023-24 | <u>Projected</u> 2024-25 |
|---|--------------------------|-----------------------------|-----------------------------|
| Police Service Calls | 33,662 | 33,109 | 33,342 |
| Officer Observations | 15,004 | 17,990 | 16,497 |
| Animal Service Calls | <u>1,233</u> | <u>1,053</u> | <u>1,143</u> |
| Total Police Service Calls | 49,899 | 52,152 | 50,982 |
| | | | |
| Priority I Dispatch Time Emergency (min/sec): | 1:01 | 1:01 | 1:02 |
| | | | |
| Calls Transferred to Verdugo Fire Communications | 2,351 | 2,564 | 2,458 |

2023-2024 Major Accomplishments

- The 911 telephone system has been modernized with an upgrade from legacy 911 (E911) to Next Generation 911 (NG911). E911 is an older, voice-centric system that relies primarily on location information from cellular and landline networks, while NG911 is a newer, IP-based system that can integrate a wider range of data sources and communication technologies to improve emergency response. This upgrade allows for seamless communications across various types of technology.
- Two Dispatcher trainees were successfully processed through training and are now performing their regular duties. This has greatly reduced overtime usage and increased overall morale in the Bureau
- The Communications Center acquired six new wide screen computer monitors to provide the dispatchers with an increased amount of screen space. This will enable them to efficiently display the numerous databases they access daily to carry out their duties. Four of the monitors were installed in the Communications Center, and the remaining two have been placed at the back up positions in the EOC.

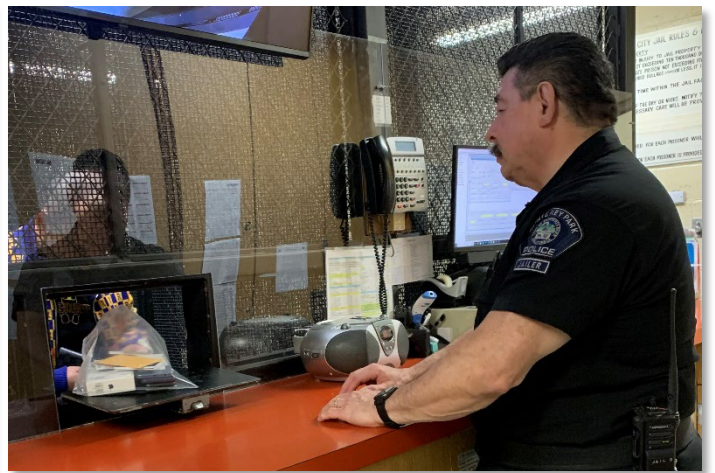
Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$1,794,852 | \$3,833,203 | \$1,885,149 | \$1,739,704 |
| Special Revenue | \$71,514 | \$99,628 | \$99,628 | \$117,610 |
| ARPA | \$32,425 | \$112,799 | \$112,799 | \$29,985 |
| Total Expenditures | \$1,898,791 | \$4,045,630 | \$2,097,576 | \$1,887,298 |

Police Department

FY 2024-2025 Adopted Budget

Division: Jail



Division No.: 3113

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$488,211 | \$537,322 | \$537,322 | \$618,443 |
| Services | \$36,518 | \$48,175 | \$48,175 | \$48,175 |
| Commodities | \$11,926 | \$35,850 | \$35,850 | \$36,850 |
| Internal Services | \$144,768 | \$151,380 | \$151,380 | \$174,254 |
| Total Expenditures | \$681,422 | \$772,726 | \$772,726 | \$877,722 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 6.00 | 6.00 | 6.00 | 6.00 |
|-------------|-------------|-------------|-------------|

Police Department

FY 2024-2025 Adopted Budget

Program Details

The Jail Bureau is responsible for operating and maintaining a safe and secure jail environment as it receives, and processes persons booked for violations of the law. It is a critical component of the criminal justice process and serves a tremendously diverse population. The jail has the responsibility to appropriately house and manage this diverse population while they are in custody. Bookings involving juveniles and warrant arrests are short-term detentions. Arrests for serious crimes may require processing and prisoner maintenance over several days.

2024-2025 Goals and Objectives

- Jail personnel will help contribute to the community by presenting at the Citizen’s Academy. Offering knowledge and information regarding the jail booking process.
- Jail personnel will attend formal STC-certified Officer Wellness Training. This training will help Jailers with mental health and work-related stress.
- Jail personnel will attend formal STC-certified Mental Illness and the Inmate Population Training, this training will help better identify the needs of the jail population.
- Jail Management will collaborate with surrounding cities who operate a Type 1 Jail Facility and discuss emerging changes and common challenges.
- Participate in the research for CAD/RMS/JMS Systems.

| | <u>Actual</u> <u>2022-23</u> | <u>Estimated</u> <u>2023-24</u> | <u>Projected</u> <u>2023-24</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Prisoners Booked (Excluding fee-paying) | 627 | 745 | 730 |
| Fee-Paying Prisoners Booked | <u>1</u> | <u>15</u> | <u>3</u> |
| Total Prisoners Booked | 628 | 760 | 733 |

2023-2024 Major Accomplishments

- The Jail Policy and Procedure Manual revised and updated with 2023 BCSS Title 15 Regulations.
- In October 2023 The Annual Health Department inspection was completed and in September 2023 the Grand Jury Audit was completed all with zero deficiencies and upholding State and County compliance guidelines.
- Successfully train and educate personnel on the implementation of Pretrial Risk Evaluation Program.

Police Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$624,748 | \$701,348 | \$701,348 | \$805,603 |
| Special Revenue | \$36,515 | \$49,476 | \$49,476 | \$50,508 |
| ARPA | \$20,159 | \$21,902 | \$21,902 | \$21,612 |
| Total Expenditures | \$681,422 | \$772,726 | \$772,726 | \$877,722 |

Police Department FY 2024-2025 Adopted Budget

Division: Records



Police Department

FY 2024-2025 Adopted Budget

Division No.: 3114

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$674,600 | \$731,544 | \$731,544 | \$958,157 |
| Services | \$92,688 | \$102,780 | \$102,780 | \$104,530 |
| Commodities | \$25,015 | \$31,360 | \$31,360 | \$38,970 |
| Internal Services | \$199,284 | \$177,838 | \$177,838 | \$208,614 |
| Total Expenditures | \$991,586 | \$1,043,521 | \$1,043,521 | \$1,310,271 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|--------------|--------------|--------------|--------------|
| 11.00 | 11.00 | 11.00 | 11.00 |
|--------------|--------------|--------------|--------------|

Program Details

The Records Bureau systematically processes, maintains, and distributes records and reports of all documented police incidents occurring within the City’s boundaries. Significant Bureau tasks include: compiling crime statistics and information; inputting data into the Records Management System, accessing information in State and National law enforcement databases; maintaining and preparing purchasing requests of Police Department supplies; preparing complaints for court; providing assistance at the Police public counter; responding to requests for information and assistance of citizens; compiling, auditing and submitting monthly data to the California National Incident Based Reporting system; and receiving fees for services provided at the public counter.

2024-2025 Goals and Objectives

- Coordinate destruction of official Department records pursuant to the City’s Retention Policy.
- Process and transmit complaints for court eight days in advance of the appearance date.
- Submit the monthly statistical reports to the Department of Justice by the tenth day of each month with a less than three percent NIBRS error rate.
- Process requests for reports within ten days of receiving the request.
- Complete data entry of reports into the Records Management System within seven days of receipt.
- Implementation of a report purging system to use to purge decades old reports using the City’s retention schedule and the guidelines provided by the state.
- Implementation of a record sealing procedure to be in compliance with court ordered sealings.
- Procure a new CAD/RMS system, data transfer all existing data into the new system, train all existing personnel on the use of the new system and troubleshoot with the vendor any potential issues.

Police Department

FY 2024-2025 Adopted Budget

- Assist in the implementation of the city-wide PRA portal NextRequest to streamline the current process in which PRA’s are handled within PD.
- Process and enter all applicable firearms into the Automated Firearms System so that we may remain in compliance with DOJ.

| | <u>Actual</u> <u>2022-23</u> | <u>Estimated</u> <u>2023-24</u> | <u>Projected</u> <u>2024-25</u> |
|--|---|--|--|
| Reports Processed: | 4,000 | 4,477 | 4,750 |
| Traffic Citations Processed: | 2,803 | 3,323 | 3,500 |
| Data Entry Completion (within 7 days) | 96% | 92% | 94% |
| Complaints Processed for Court (within 8 days) | 98% | 91% | 94% |

2023-2024 Major Accomplishments

- Maintained a less than three percent error rate with monthly NIBRS submissions which allowed MPPD to get certified with the state.
- Implementation of the LA County’s DA’s Office Evidence.com into our everyday court complaint process.
- Group projects established to begin the implementation of a procedure to purge and seal records.

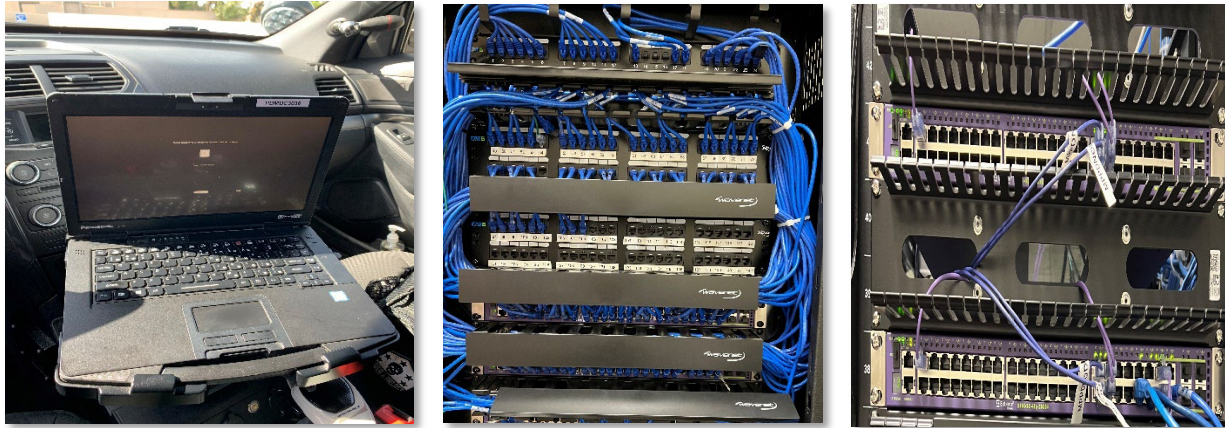
Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$896,341 | \$941,963 | \$941,963 | \$1,212,172 |
| Special Revenue | \$50,755 | \$68,705 | \$68,705 | \$67,527 |
| ARPA | \$44,491 | \$32,853 | \$32,853 | \$30,573 |
| Total Expenditures | \$991,586 | \$1,043,521 | \$1,043,521 | \$1,310,271 |

Police Department

FY 2024-2025 Adopted Budget

Division: Computer Services



Division No.: 3115

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$0 | \$0 | \$0 | \$0 |
| Services | \$481,138 | \$553,857 | \$553,857 | \$1,352,001 |
| Commodities | \$4,402 | \$25,900 | \$25,900 | \$25,900 |
| Capital Outlay | \$60,406 | \$85,400 | \$85,400 | \$0 |
| Total Expenditures | \$545,946 | \$665,157 | \$665,157 | \$1,685,646 |

**Authorized Full-Time
Equivalent Positions**

| | | | | |
|--|-------------|-------------|-------------|-------------|
| | 0.00 | 0.00 | 0.00 | 0.00 |
|--|-------------|-------------|-------------|-------------|

Program Details

The Computer Services Bureau provides data processing and basic maintenance and configuration of Police Department computers and networks. Computer Services is also tasked with identifying emerging technologies that can be implemented to increase the effectiveness and efficiency of the Police Department.

Contract personnel provide training to employees on a variety of applications and use of external systems operated by Federal, State, and local criminal justice organizations. Contract personnel also provide consulting services in developing strategies to bring the Department to optimal operating levels.

Police Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Segment department Traffic to be on its own network
- Upgrade NetMotion Software to recent version
- Upgrade Crossroads software on desktops and iPads in Traffic Bureau

2023-2024 Major Accomplishments

- Upgraded internet speed from 200 MB to 1 GB
- Completed the installation of dual modem cradle point system in police cars
- Upgrade desk phones from PBX to VoIP phones
- Added two Surface Pro 9 to Detectives Bureau, allowing them to work more efficiently in the field
- Upgraded primary firewall
- Traffic installation of robo dot and other 3d Rendering Hardware/Software including high powered Workstation

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$482,539 | \$579,757 | \$579,757 | \$1,377,901 |
| Special Revenue | \$0 | \$0 | \$0 | \$307,745 |
| ARPA | \$63,407 | \$85,400 | \$85,400 | \$0 |
| Total Expenditures | \$545,946 | \$665,157 | \$665,157 | \$1,685,646 |

Police Department FY 2024-2025 Adopted Budget

Division: Community Engagement Bureau



Police Department FY 2024-2025 Adopted Budget



Police Department

FY 2024-2025 Adopted Budget

Division No.: 3120

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$1,222,725 | \$1,410,606 | \$1,410,606 | \$2,042,796 |
| Services | \$8,133 | \$8,468 | \$8,468 | \$8,468 |
| Commodities | \$5,448 | \$27,270 | \$27,270 | \$28,170 |
| Internal Services | \$339,539 | \$374,111 | \$374,111 | \$425,580 |
| Capital Outlay | \$8,784 | \$6,041 | \$6,041 | \$0 |
| Total Expenditures | \$1,584,629 | \$1,826,496 | \$1,826,496 | \$2,505,014 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|--------------|--------------|--------------|
| 9.75 | 10.75 | 10.75 | 10.75 |
|-------------|--------------|--------------|--------------|

Program Details

The Community Engagement Bureau is overseen by a Lieutenant and is divided into two divisions: the Neighborhood Engagement Team and Community Engagement Team.

The Neighborhood Engagement Team (NET) is a multidisciplinary team including one Sergeant, one Detective, three Officers, one Mental Health Clinician from the Los Angeles County Department of Mental Health, and one Outreach and Housing Navigation Coordinator. The team is tasked with the primary function of identifying and formulating long-term solutions to resolve community issues rather than a reactive response to calls for service. As a Community-Based Policing program, NET uses creative strategies to solve problems through collaboration with various community stakeholders (i.e. residents, business owners, apartment owners/managers, private and public organizations, and all departments within the municipality) to provide a permanent solution to an identified problem.

Part of the strategy is to build on our multidisciplinary approach to provide services to individuals experiencing homelessness and/or having a mental health crisis. The team uses an outreach and service connection approach to engage people experiencing unsheltered homelessness and not place handcuffs on them. The team has worked to establish linkages with the local faith-based community, service groups, and regional providers to secure resources for people experiencing homelessness, connect people with emergency food and motel resources, transportation to reconnect with families, and interim and permanent housing resources. Team members are projected to make over 1,000 contacts this year and facilitate shelter for approximately 48 individuals experiencing homelessness.

The Mental Health Clinician assists patrol officers with crisis intervention and mental health calls. The co-response model is designed to bring together different disciplines and areas of expertise to provide holistic services to various community members. The team also reaches out to those hospitalized for a mental health crisis and their families to ensure proper support and ongoing care by providing connections with service providers.

Police Department

FY 2024-2025 Adopted Budget

The Detective assigned to this unit handles crimes with a victim or suspect who is homeless, crimes with a mental health nexus, psychiatric holds and follow-up, prostitution, gambling, vandalism, Alcohol Beverage Control (ABC) issues, and narcotics.

The Community Engagement Team also has a Sergeant and part-time Community Service Officer, who offer services to the community, such as Neighborhood and Business Watch programs, residential and business inspections, and various virtual engagement sessions designed to meet the specific needs of the community. This Sergeant is responsible for the recruitment/hiring of all Police Department personnel, as well as the Training Manager, to ensure that all Police Department personnel are in compliance with all training mandates.

The Monterey Park Citizen's Patrol, Chaplain, Reserve Officers, Police Explorers, and social media programs are also part of this team's responsibility. These programs enable the community to become an integral part of the Police Department.

2024-2025 Goals and Objectives

- The Community Engagement Team will continue to actively engage in community events, to foster open communication and build trust with the community.
- Increase participation in community policing programs such as neighborhood watch meetings and citizen academies to engage in dialogue with the residents to promote trust, transparency and a better understanding of the needs and priorities of the community.
- Re-establish partnerships with local businesses, organizations, and schools for dialogue on community needs and collaborate on crime prevention and safety.
- Develop a recruitment team to implement an organic recruitment strategy approach to hire qualified police officer recruits and lateral police officers that understand community orienting policing, customer service and cultural competency.
- Develop and utilize social media platforms to hire and recruit new employees and to foster transparency, build trust and connect with the community to share information, community events, and crime prevention.
- The Neighborhood Engagement Team will work with the Los Angeles County Department of Mental Health to provide trauma services/resources to assist trauma victims, including the availability of comfort dogs. This resource will be utilized in collaboration with Monterey Park Police Detectives to assist with providing resources to trauma victims or victims experiencing homelessness.
- The Neighborhood Engagement Team will produce a quarterly peer support/wellness newsletter to be distributed to department staff.
- Implement the use of the Monterey Park Police Department Bike Patrol to assist with homeless outreach.

Police Department

FY 2024-2025 Adopted Budget

- Work with the San Gabriel Valley Council of Government (SGVCOG) to secure funding and resources that will provide supportive services, housing, and long-term solutions to our unhoused population.
- Develop a Police Explorer Shooting Team and compete in police explorer competitions.

2023-2024 Major Accomplishments

- The Monterey Police Department hired new employees to include police officers, police cadets, police dispatchers and a part-time crime analyst to maintain public safety and address community needs.
- The Monterey Park Police Department Bike Patrol Program was implemented and provided high visibility and proactive policing in high targeted crime areas and police events.
- Monterey Park Police Department Police Explorer Advisors enhanced the Explorer Program and won 6 trophies in multiple categories throughout various competitions.
- Enhanced the development and training for Police Explorers to ride-along with patrol officers to promote mentorship and gain valuable skills and insight to the duties and responsibility of a police officer.
- The Community Engagement Bureau, in partnership with local business, held community events throughout the city including National Night Out, Coffee with A Cop, Cookie with A Rookie and a Toy Drive during the Christmas holiday which provided toys for underprivileged children.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$1,398,272 | \$1,474,037 | \$1,474,037 | \$1,907,955 |
| Special Revenue | \$152,413 | \$303,599 | \$303,599 | \$575,646 |
| ARPA | \$33,944 | \$48,860 | \$48,860 | \$21,414 |
| Total Expenditures | \$1,584,629 | \$1,826,496 | \$1,826,496 | \$2,505,014 |

Fire Department

FY 2024-2025 Adopted Budget



Department Overview

The Fire Department is entrusted with the responsibility of providing the Monterey Park community, its citizens, and visitors, with the highest level of prehospital care and emergency response in support of our organizational mission. This mission is the preservation of life, property, and environment. Typical of most Southern California cities, Monterey Park is subjected to naturally occurring events, such as earthquakes, brush fires, flooding, wind events, and mud slides. The Fire Department is charged with the task of managing numerous human-caused hazards as well, including building and outdoor fires, environmental hazardous conditions, multi-casualty incidents, and other all-risk occurrences. Three of the most heavily traveled state highways border our city. This proximity results in numerous accident responses which require specialized training, mitigation equipment, and the treatment and transportation of injured patients to appropriate receiving hospitals. These and other complex incidents remain a major concern to the Fire Department and the community.



Programs and Services

The Department is organized into six divisions: Fire Administration, Fire Prevention, Emergency Operations, Emergency Medical Services, Community Risk Reduction, and Code Enforcement.

Fire Department

FY 2024-2025 Adopted Budget

The Fire Chief is the administrative manager of the Department with the Emergency Operation Division being divided into three platoons with each managed by a Battalion Chief.

The Operations Division is primarily responsible for emergency response, training, vehicle fleet and Fire/EOC facilities maintenance. The Emergency Medical Services Division is responsible for operating advanced life support ambulance fleet and overseeing our Paramedic program. The Community Risk Reduction and Fire Prevention Divisions are responsible for the development and operation of the Monterey Park Emergency Operations Center, disaster preparedness needs, identifying community risks, arson investigations, life safety code enforcement, and community outreach education. The Code Enforcement Division enforces Section 4.30 of the Monterey Park Municipal Code (i.e., Property Maintenance Ordinance), but also enforces portions of Chapter 21 (Zoning Code) along with other related sections of the Monterey Park Municipal Code. The Code Enforcement Division is responsible for the City’s coordination of the annual L.A. County “Weed Abatement” program. The men and women of the Fire Department take great pride in providing service to the community with character, commitment, and competency.

Significant Changes

Beginning in Fiscal Year 2024-2025, two vacant Firefighter positions have been reallocated to Firefighter Paramedic positions. The positions have been reallocated due to an increase in medical related calls. The positions change will ensure the department retains its high level of service in the community.

Department Budget Summary

| Expenditures by Division | | | | | |
|----------------------------|--------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Division Name | Division No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| Fire Admin | 3201 | \$1,125,244 | \$1,274,375 | \$1,274,375 | \$1,260,138 |
| Fire Prevention | 3205 | \$659,092 | \$1,152,692 | \$1,152,692 | \$1,427,573 |
| Emergency Operations | 3210 | \$10,119,600 | \$11,753,720 | \$11,753,720 | \$10,892,223 |
| Emergency Medical Services | 3220 | \$4,257,238 | \$4,293,429 | \$4,293,429 | \$5,686,794 |
| Community Risk Reduction | 3230 | \$654,956 | \$797,737 | \$797,737 | \$772,643 |
| Code Enforcement | 3240 | \$592,432 | \$677,532 | \$677,532 | \$900,692 |
| Total Expenditures | | \$17,408,563 | \$19,949,485 | \$19,949,485 | \$20,940,063 |

| | | | | |
|--|--------------|--------------|--------------|--------------|
| Authorized Full-Time Equivalent Positions | 63.50 | 65.00 | 65.00 | 65.00 |
|--|--------------|--------------|--------------|--------------|

Fire Department

FY 2024-2025 Adopted Budget

Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|-------------------------------------|-----------------|-----------|-----------------|-----------|-----------------|-----------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| FIRE - 3200 | | | | | | |
| Fire Chief | 1 | - | 1 | - | 1 | - |
| Code Enforcement Officer | 3 | - | 3 | - | 3 | - |
| Division Chief | 3 | - | 4 | - | 4 | - |
| Fire Captain | 12 | - | 12 | - | 12 | - |
| Fire Engineer | 12 | - | 12 | - | 12 | - |
| Fire Fighter | 11 | - | 11 | - | 9 | - |
| Fire Fighter/Paramedic | 13 | - | 13 | - | 15 | - |
| Fire Marshal | 1 | - | 1 | - | 1 | - |
| Fire Prevention Permit Technician I | 1 | - | 1 | - | 1 | - |
| Fire Safety Specialist | 2 | - | 2 | - | 2 | - |
| Principal Management Analyst | 1 | - | 1 | - | 1 | - |
| Senior Account Clerk | 2 | - | 2 | - | 2 | - |
| Senior Clerk Typist | 1 | - | 1 | - | 1 | - |
| Senior Code Compliance Officer | 1 | - | 1 | - | 1 | - |
| FIRE TOTAL | 64 | - | 65 | - | 65 | - |

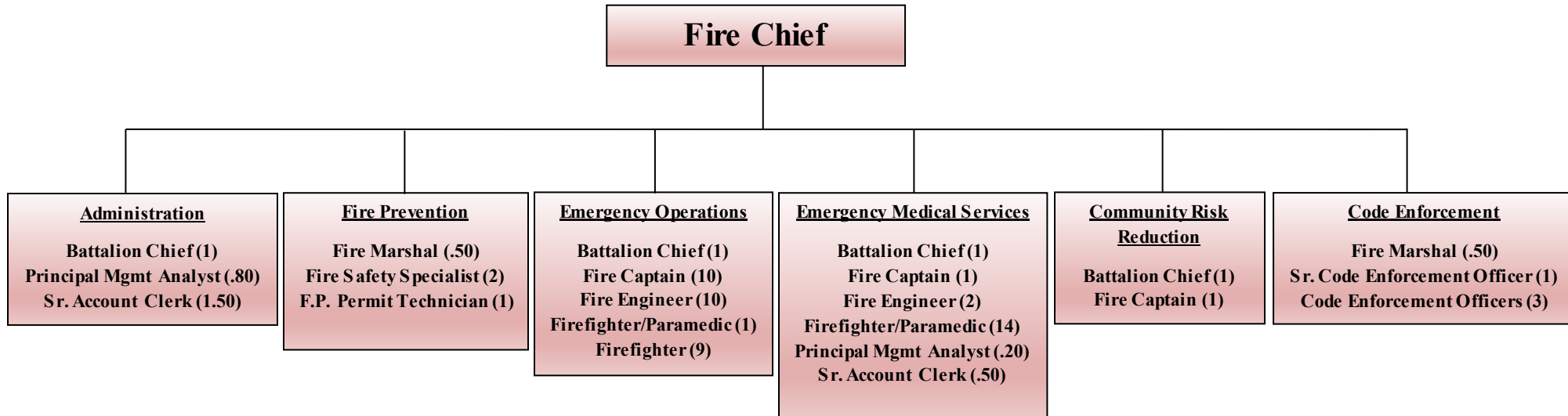
Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$14,178,967 | \$16,141,385 | \$16,141,385 | \$17,210,970 |
| Special Revenue | \$2,115,835 | \$2,590,041 | \$2,590,041 | \$3,357,502 |
| ARPA | \$754,966 | \$502,760 | \$502,760 | \$0 |
| Enterprise | \$241,469 | \$257,957 | \$257,957 | \$371,592 |
| Internal Service | \$117,326 | \$457,343 | \$457,343 | \$0 |
| Total | \$17,408,563 | \$19,949,485 | \$19,949,485 | \$20,940,063 |

Fire Department

FY 2024-2025 Adopted Budget

Monterey Park Fire Department Organizational Chart



Fire Department

FY 2024-2025 Adopted Budget

Division: Fire Administration



Division No.: 3201

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$364,339 | \$536,645 | \$536,645 | \$533,214 |
| Services | \$374,884 | \$181,337 | \$181,337 | \$554,655 |
| Commodities | \$45,720 | \$92,828 | \$92,828 | \$72,039 |
| Internal Services | \$82,096 | \$88,565 | \$88,565 | \$100,229 |
| Capital Outlay | \$258,205 | \$375,000 | \$375,000 | \$0 |
| Total Expenditures | \$1,125,244 | \$1,274,375 | \$1,274,375 | \$1,260,138 |

**Authorized Full-Time
Equivalent Positions**

2.50

4.00

4.00

4.00

Program Details

Fire Administration consists of the Fire Chief and his/her Administrative Staff. The Fire Chief, under the direction of the City Manager and City Council, is responsible for long-range planning, budgeting, and personnel development. The Fire Chief is also tasked with setting and meeting goals and objectives relative to maintaining and improving levels of services to the community. The Fire Chief maintains consistent levels of performance and productivity by continuous evaluation and review of the progress made towards the stated objectives.

Fire Department

FY 2024-2025 Adopted Budget

The Fire Chief achieves these standards by employing a variety of modern management techniques and leadership. The Fire Chief recruits, selects, and provides continuous employee development to ensure a high level of competence and integrity in his/her staff. The service objectives of the Fire Department are currently achieved by maintaining three strategically located fire stations and one Emergency Operations Center within the community. Residents benefit from prompt 24-hour response of emergency service units.

The Fire Chief and his/her administrative staff seek to develop and implement new programs and innovations to maintain the highest level of service to the community at the most reasonable cost. This occurs through participation in area automatic and mutual aid agreements that augment our emergency resources available for single and multiple alarms within the City. This is also accomplished through programs that utilize our CERT volunteers and improved life-safety programs that includes the citizens we serve.

2024-2025 Goals and Objectives

- Research and apply for additional industry specific grant funding to enhance public safety services and equipment in the community and region.
- Work collaboratively with Public Works on the rebuilding of Fire Station 63
- Work collaboratively with Public Works on the upgrades of Fire Station 61

2023-2024 Major Accomplishment

- Received \$3.5 million in local and federal grant funds for Fire Station 61 upgrades and the rebuilding of Fire Station 63
- Added a Battalion Chief position to assist in the oversight of the Administration Division
- Hired an additional Senior Account Clerk to assist in the Administration Division

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$453,029 | \$650,200 | \$650,200 | \$758,490 |
| Special Revenue | \$306,457 | \$142,424 | \$142,424 | \$501,648 |
| ARPA | \$365,759 | \$481,751 | \$481,751 | \$0 |
| Total Expenditures | \$1,125,244 | \$1,274,375 | \$1,274,375 | \$1,260,138 |

Fire Department

FY 2024-2025 Adopted Budget

Division: Fire Prevention



Division No.: 3205

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$279,350 | \$514,779 | \$514,779 | \$661,248 |
| Services | \$231,602 | \$151,300 | \$151,300 | \$204,540 |
| Commodities | \$7,344 | \$15,700 | \$15,700 | \$17,400 |
| Internal Services | \$140,796 | \$470,913 | \$470,913 | \$544,385 |
| Total Expenditures | \$659,092 | \$1,152,692 | \$1,152,692 | \$1,427,573 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 3.50 | 3.50 | 3.50 | 3.50 |
|-------------|-------------|-------------|-------------|

Programs Details

The Fire Prevention Division is dedicated to enhancing public safety and safeguarding property by conducting thorough on-site fire and life safety inspections, carrying out field investigations, implementing engineering solutions, overseeing construction projects for adherence to fire safety standards, and fostering community awareness.

Fire Department

FY 2024-2025 Adopted Budget

The Division is tasked with enforcing California Health and Safety Code regulations by conducting compliance inspections and promoting adherence to state and local standards for both new and existing buildings and facilities.

Its initiatives are categorized into two main programs: Fire Safety Programs, aimed at minimizing risks associated with potential loss of life or property, and Environmental Safety Programs, which focus on mitigating hazards that may pose threats to the environment, including the handling of hazardous materials and industrial waste mitigation.

Additionally, the Division is responsible for recouping costs associated with inspection services, plan reviews, fire permits, and field investigations as stipulated by the California Fire Code and local ordinances.

2024-2025 Goals and Objectives

- Improve organizational effectiveness and efficiency: Digitize Fire Prevention plans, inspections, Industrial waste, and records management. This system places all properties into one platform for effective analytics, reporting, and accurate documentation. The use of a cloud-based software platform to create a centralized depository of this data in an electronic format aids in efficiency and fulfills the requirements of the Insurance Service Office (ISO). The Insurance Service Office sets the fire insurance rates for all the properties within the City to maintain the Fire Department's Class 1 rating.
- Complete Holiday Inn on 400 N. Atlantic Blvd. and other major projects: Continue to collaborate with design professionals for Celedon, the Market Place Development, multiple mixed-use developments and other major development projects. This is done with permits for their fire protection systems, fire service features, and operations. The Fire Prevention Division works in collaboration with City Building, Planning, and Public Works departments to complete major projects in a timely manner.
- Hire and onboard one additional Fire Safety Specialist, ensuring they receive comprehensive training, necessary equipment, and a vehicle. This investment will bolster the fire prevention team, enhancing its capacity to conduct inspections effectively and achieve program objectives efficiently.
- Implement Industrial Waste inspections into our FOG programs through collaboration with John L. Hunter company. Discontinue the current Industrial Waste contract with LA County.
- Through training create and manage a strategic plan looking at overall short term and long-term goals for staff development. The professional strategic plan will develop a strong vision to achieve and guide professional development, goals and direction to staff.
- Adopt the 2025 California Code of Regulations, Title 24, to include the California Fire Code with local code amendments.

Fire Department

FY 2024-2025 Adopted Budget

2023-2024 Major Accomplishments

- Completion of Self Storage on Monterey Pass Road, multiple single-family residence finals and opened numerous new businesses. Collaborated with developers, design professionals, and contractors for the construction to facilitate fire clearance for tenant occupancy for many new projects. Comprehensive review of the installation for fire protection systems under construction for the projects and other developments in the city.
- Diligent and effective management of the annual vapor mitigation system permits. This system ensures properties continue to maintain and test the soil gas mitigation systems at the Market Place in accordance with the Declaration of Covenant Agreement with the City.
- Communicating fire and life safety to the public and raising awareness about community risk reduction programs through social media, sending letters to multi-family property owners and publishing articles in our Cascades Newspaper to promote the safety and well-being of all community members.
- Digitized inspection records into an electronic format. This process included the Apartment Inspection Program, Business Inspection program, and fire permits. This was done for migration into the City's Go Gov software to aid in enforcement, improve efficiency, and create a centralized depository of the data.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$635,176 | \$1,105,723 | \$1,105,723 | \$1,300,797 |
| Special Revenue | \$23,916 | \$44,869 | \$44,869 | \$36,626 |
| Enterprise | \$0 | \$0 | \$0 | \$90,150 |
| Internal Service | \$0 | \$2,100 | \$2,100 | \$0 |
| Total Expenditures | \$659,092 | \$1,152,692 | \$1,152,692 | \$1,427,573 |

Fire Department

FY 2024-2025 Adopted Budget

Division: Emergency Operations Division



Division No.: 3210

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$7,656,446 | \$8,524,425 | \$8,524,425 | \$7,154,378 |
| Services | \$373,583 | \$825,097 | \$825,097 | \$398,700 |
| Commodities | \$326,465 | \$253,346 | \$253,346 | \$900,526 |
| Internal Services | \$1,763,105 | \$2,129,843 | \$2,129,843 | \$2,438,619 |
| Capital Outlay | \$0 | \$21,009 | \$21,009 | \$0 |
| Total Expenditures | \$10,119,600 | \$11,753,720 | \$11,753,720 | \$10,892,223 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|--------------|--------------|--------------|--------------|
| 34.00 | 34.00 | 34.00 | 34.00 |
|--------------|--------------|--------------|--------------|

Program Details

The Emergency Operations Division is charged with providing rapid and efficient emergency response to fires, hazardous conditions, rescues, illnesses, or other incidents where the health, safety, and welfare of the public is in jeopardy. One measurement of the Emergency Operations Division's efficiency is the class rating assigned to the City by the Insurance Service Organization (I.S.O.). This national rating system reviews and takes into consideration the municipal water system, 911 communications system, response staffing, employee training, and readiness of city facilities. This rating classification is used by the insurance industry to determine fire insurance rates for homeowners and businesses within the community. On a national scale of one to ten, with one being the highest to obtain and maintain. The City of Monterey Park enjoys a rating of "Class 1" for three national evaluation periods.

Fire Department

FY 2024-2025 Adopted Budget

Command and control of Emergency Operations is provided on a daily basis by three 24-hour platoon schedule Battalion Chiefs. In addition to daily emergency operations, each Battalion Chief performs several staff assignments. These include: Emergency Medical Coordinator, Personnel Administration, Training Coordinator, Disaster Preparedness Coordinator, Incident Safety Officer, and Fleet/Facility Maintenance.

The Emergency Operations Division strives to achieve the highest quality of dependable, economical services possible. This is accomplished through the use of clearly established operational guidelines and by recruiting, training, and focused career development of the most motivated and skilled personnel.

Specific service objectives are:

- Mitigate and, wherever possible, prevent the loss of life and/or property destruction. To protect the environment from fires and human-caused, or natural disasters.
- Effectively manage disaster incidents resulting from natural, human-caused, and civil actions; minimize loss of life, property damage, and environmental impact through Emergency Disaster Preparedness and training.
- Develop and implement long-range fire/rescue planning objectives for future fire needs through best practices, continuing education, and regional operational forecasting.
- Provide for the initial determination of causation and origin of all fires occurring within the jurisdiction.
- Make effective use of all methods and means available to educate and advertise the services and programs offered to the community through social media, print media, public event participation.
- Provide training and career development opportunities for personnel using accepted models with an emphasis on meeting long-range organizational goals.

2024-2025 Goals and Objectives

- Continue infrastructure assessment of department facilities in collaboration with other city departments
- Continue training of probationary members
- Conduct and complete recruitment to fill positions

2023-2024 Major Accomplishments

- Participated in numerous multi-city/multi-agency drills which enhanced interoperability and efficient response
- Promoted six new Fire Captains
- Promoted five new Fire Engineers
- Hired three new Firefighters

Fire Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$8,293,970 | \$9,495,120 | \$9,495,120 | \$8,748,138 |
| Special Revenue | \$1,319,096 | \$1,824,348 | \$1,824,348 | \$2,144,085 |
| ARPA | \$389,207 | \$21,009 | \$21,009 | \$0 |
| Internal Service | \$117,326 | \$413,243 | \$413,243 | \$0 |
| Total Expenditures | \$10,119,600 | \$11,753,720 | \$11,753,720 | \$10,892,223 |

Fire Department

FY 2024-2025 Adopted Budget

Division: Emergency Medical Services



Division No.: 3220

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$2,945,967 | \$2,921,844 | \$2,921,844 | \$4,270,798 |
| Services | \$413,157 | \$437,942 | \$437,942 | \$445,368 |
| Commodities | \$87,195 | \$185,050 | \$185,050 | \$109,050 |
| Internal Services | \$700,414 | \$748,592 | \$748,592 | \$861,578 |
| Capital Outlay | \$110,505 | \$0 | \$0 | \$0 |
| Total Expenditures | \$4,257,238 | \$4,293,429 | \$4,293,429 | \$5,686,794 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|--------------|--------------|--------------|--------------|
| 17.00 | 17.00 | 17.00 | 17.00 |
|--------------|--------------|--------------|--------------|

Program Details

The Emergency Medical Services Division is charged with the responsibility of providing prompt and efficient emergency medical care for our community. This division provides a fee-for-service and/or subscription Paramedic ambulance transport service using cross-trained, dual-role, Firefighter/Paramedics. The program operates two fully equipped advanced life support Paramedic ambulances and two Paramedic Assessment Engine Companies.

Fire Department

FY 2024-2025 Adopted Budget

Specific Service Objectives are:

- Maintain advance life support (ALS) service in a timely manner to all areas of the community using state-of-the-art equipment and personnel trained in the most modern emergency medical techniques.
- Maintain the highest level of emergency medical services to the community using best practices for training, in person Nurse education, and re-evaluation of these skills through our UCLA contracted Quality Improvement Program.

2024-2025 Goals and Objectives

- Strengthen collaboration with the Police Department on the Tactical EMS Program, with a focus on securing grant funds for a new tactical response vehicle to enhance emergency response capabilities in critical situations.
- Proactively prepare for an upcoming audit from the County EMS Agency, ensuring compliance with regulations and best practices to maintain the department's reputation for excellence.
- Implement EMS Supply vending machines to streamline the procurement process and enhance cost-tracking of consumable EMS supplies, optimizing resource utilization and operational efficiency.

2023-2024 Major Accomplishments

- Several EMS staff members contributed to panel discussions, including those hosted by prestigious institutions like USC Keck School of Medicine, to share insights and lessons learned from the January 21st incident.
- Four firefighters were sent to UCLA's Center for Pre-Hospital Care for Paramedic Training, reflecting our commitment to ongoing education and skill enhancement within the department.
- Successfully secured funding and ordered two new rescue ambulances to bolster our department fleet and improve emergency response capabilities.

Fire Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$3,860,191 | \$3,779,050 | \$3,779,050 | \$5,111,388 |
| Special Revenue | \$397,047 | \$482,878 | \$482,878 | \$575,406 |
| Internal Service | \$0 | \$31,500 | \$31,500 | \$0 |
| Total Expenditures | \$4,257,238 | \$4,293,429 | \$4,293,429 | \$5,686,794 |

Fire Department

FY 2024-2025 Adopted Budget

Division: Community Risk Reduction



Division No.: 3230

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$470,368 | \$584,832 | \$584,832 | \$538,808 |
| Services | \$31,980 | \$62,850 | \$62,850 | \$63,550 |
| Commodities | \$15,426 | \$29,750 | \$29,750 | \$29,750 |
| Internal Services | \$137,182 | \$120,305 | \$120,305 | \$140,536 |
| Total Expenditures | \$654,956 | \$797,737 | \$797,737 | \$772,643 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 2.00 | 2.00 | 2.00 | 2.00 |
|-------------|-------------|-------------|-------------|

Program Details

The Community Risk Reduction Division within the Fire Department has several key responsibilities that fall under two categories. The first is the organization and operational readiness of the Monterey Park Emergency Operations Center. This includes maintaining the readiness of the EOC as well as training City personnel to assume their roles during planned and unplanned events or disasters. The second category of this Division is Emergency Preparedness Services. This component is the public interface for disaster planning and response. It also includes the CERT Program and community education events and services.

Through this Division, the City provides a comprehensive Emergency Preparedness program that includes both an Emergency Operations Plan and Local Hazards Mitigation Plan. Both of which are reviewed biannually and approved by Cal OES and FEMA.

Fire Department

FY 2024-2025 Adopted Budget

The following are the specific service objectives:

EOC Development and Operations

- Develop hardware and program elements using “Best practices” whenever practical to ensure that the City of Monterey Park is ready and able to respond to all-risk hazards, both natural and man-made.
- Coordinate with all City departments to produce a cohesive emergency response framework.
- Follow the National Response Framework and comply with the requirements of the National Incident Management System (NIMS).
- Prepare for and participate in planned events that require a unified command for efficiency and success.
- Highest level of readiness, utilize all resources made available to the City to further disaster readiness and training of City personnel to function before, during, and after an incident.

Emergency Preparedness Services

- Maintain the CERT Program, lines of communication with CERT members, exchange of information, etc.
- Conduct classes for new CERT members to increase community preparedness and the City’s volunteer corps.
- Work with community groups interested in emergency preparedness, trailer presentations, Neighborhood Watch, business watch, and local civic organizations.

Community Risk Reduction

- Develop partnerships with the community to implement programs, initiatives, and services that prevent and/or mitigate the risk of human caused or natural disasters and their long-term impact on the city as a whole.

Fire Prevention & Arson

- Combine resources with Community Risk Reduction and Fire Prevention to identify existing and potential hazards in the community for the implementation of an efficient identification and prevention component, risk reduction measures, and the environmentally sensitive mitigation of those hazards.

Fire Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Reduce the number and severity of fires
- Improve the public safety through education and outreach
- Enhance community capabilities to prepare, respond to, and recover from emergencies
- Encourage ongoing evaluation and improvement of our emergency response resiliency
- Interoperability to more effectively communicate and manage information
- Ongoing operational training to stay current with best practices in emergency management
- Complete and implement the City’s updated Local Hazard Mitigation Plan

2023-2024 Major Accomplishments

- Conducted community outreach meetings in the development of the City’s Local Hazard Mitigation Plan

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$605,024 | \$714,120 | \$714,120 | \$711,876 |
| Special Revenue | \$49,932 | \$73,117 | \$73,117 | \$60,767 |
| Internal Service | \$0 | \$10,500 | \$10,500 | \$0 |
| Total Expenditures | \$654,956 | \$797,737 | \$797,737 | \$772,643 |

Fire Department

FY 2024-2025 Adopted Budget

Division: Code Compliance

Division No.: 3240

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$343,236 | \$396,834 | \$396,834 | \$553,768 |
| Services | \$24,074 | \$79,970 | \$79,970 | \$82,470 |
| Commodities | \$3,498 | \$8,980 | \$8,980 | \$11,380 |
| Internal Services | \$221,624 | \$191,748 | \$191,748 | \$253,074 |
| Total Expenditures | \$592,432 | \$677,532 | \$677,532 | \$900,692 |

**Authorized Full-Time
Equivalent Positions**

4.50

4.50

4.50

4.50

Program Details

The role of Code Compliance is dedicated to enhancing the overall quality of life within our community, encompassing both residential and business sectors. In alignment with the objectives outlined by the City Council, as well as the Monterey Park Municipal Code and other relevant regulations, the primary goal is to foster a secure and thriving environment.

The Code Compliance Division diligently upholds municipal codes pertaining to various aspects such as substandard housing, building standards, property maintenance, and land-use, with the overarching goal of enhancing the aesthetic and functional aspects of properties citywide.

In response to citizen concerns conveyed to the City, as well as through proactive measures, Code Compliance employs a range of strategies to address identified issues. These include providing guidance to property owners on rectifying deficiencies and, when necessary, issuing civil citations and overseeing public nuisance hearings. However, the primary emphasis is on fostering voluntary compliance among property owners, tenants, and business operators.

The division places significant emphasis on conducting thorough on-site inspections and engaging in public education initiatives. Moreover, collaboration with various City departments and external agencies is integral to the Code Compliance team's efforts, ensuring a coordinated and holistic approach to community enhancement.

Fire Department

FY 2024-2025 Adopted Budget

2023-2024 Goals and Objectives

- Continue to educate the community on quality-of-life issues and code compliance matters. Create and translate new forms to promote transparency and provide resources to the community.
- Continue to organize professional training for Division staff. Continue ongoing and interactive training of office and field staff with an emphasis on quality customer service and educating the public.
- Develop flow charts for Division functions and programs. Continue to improve procedures and processes in the Division.
- Create and maintain a log of all permits and plan check fees code compliance has contributed to general fund.
- Continue to respond to complaints in a timely manner, depending on the severity of complaint(s).
- Update the code compliance website to better assist and serve property owners, tenants, and the business community.

2023-2024 Major Accomplishments

- Continued to improve the operations of the Code compliance Division.
- Partnered with the Fire Prevention Division to inspect multi-family properties for enforcement of the City's property maintenance regulations.
- Successfully implemented resolutions recognizing National Code Enforcement Appreciation Week and National Human Trafficking Awareness Day.
- Partnered with John L. Hunter to conduct fat, oil, and grease inspections at business throughout the City and improved the integrity of the City's sewer system.
- Actively participated in City events, disseminated educational materials, and proficiently addressed inquiries related to the City's municipal code.
- Facilitated collaborative efforts with Fire Department and Police Department personnel in the enforcement of citations. In the year 2023, a total of 15 citations were issued, amounting to the sum of \$15,000.
- Worked with other Departments and Division to achieve goals established by the City Council and City Manager.
- Remained active in the professional organization of the California Association of Code Enforcement Officers.

Fire Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|--------------------------------|------------------------------|---------------------------------------|--|------------------------------|
| General Fund | \$331,577 | \$397,172 | \$397,172 | \$580,280 |
| Special Revenue | \$19,386 | \$22,404 | \$22,404 | \$38,970 |
| Enterprise | \$241,469 | \$257,957 | \$257,957 | \$281,442 |
| Total Expenditures | \$592,432 | \$677,532 | \$677,532 | \$900,692 |

Library Department

FY 2024-2025 Adopted Budget



MONTEREY PARK
BRUGGEMEYER LIBRARY



Department Overview

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park.

Library Department

FY 2024-2025 Adopted Budget

Programs and Services

The Library serves the entire community by maintaining a diversified collection of print and electronic books, magazines, periodicals and audio-visual materials in community languages; providing public computer access, Wi-Fi in the building, internet hotspots and laptops for home use to support digital literacy and address the digital divide; teaching English and helping residents become citizens; supporting children and families with collections, services and partnerships to encourage early literacy, school readiness and academic success, and lifelong learning; providing opportunities for personal growth and workforce development through Career Center services; and preserving Monterey Park’s heritage by collecting local information and materials of historical significance.

Significant Changes

There are no significant changes for Fiscal Year 2024 - 2025.

Department Budget Summary

| Expenditures by Program | | | | | |
|------------------------------|-------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Program Name | Program No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| Library Admin | 6001 | \$620,093 | \$682,606 | \$682,606 | \$693,626 |
| Adult & Teen Services | 6002 | \$542,669 | \$804,641 | \$804,641 | \$798,989 |
| Operational Support Services | 6003 | \$427,745 | \$503,554 | \$503,554 | \$674,327 |
| Circulation | 6004 | \$45,605 | \$0 | \$0 | \$0 |
| Literacy | 6005 | \$396,028 | \$526,393 | \$526,393 | \$568,273 |
| Children Services | 6006 | \$406,825 | \$727,877 | \$727,877 | \$614,305 |
| Total Expenditures | | \$2,438,965 | \$3,245,071 | \$3,245,071 | \$3,349,520 |

Library Department

FY 2024-2025 Adopted Budget

Department Personnel Summary

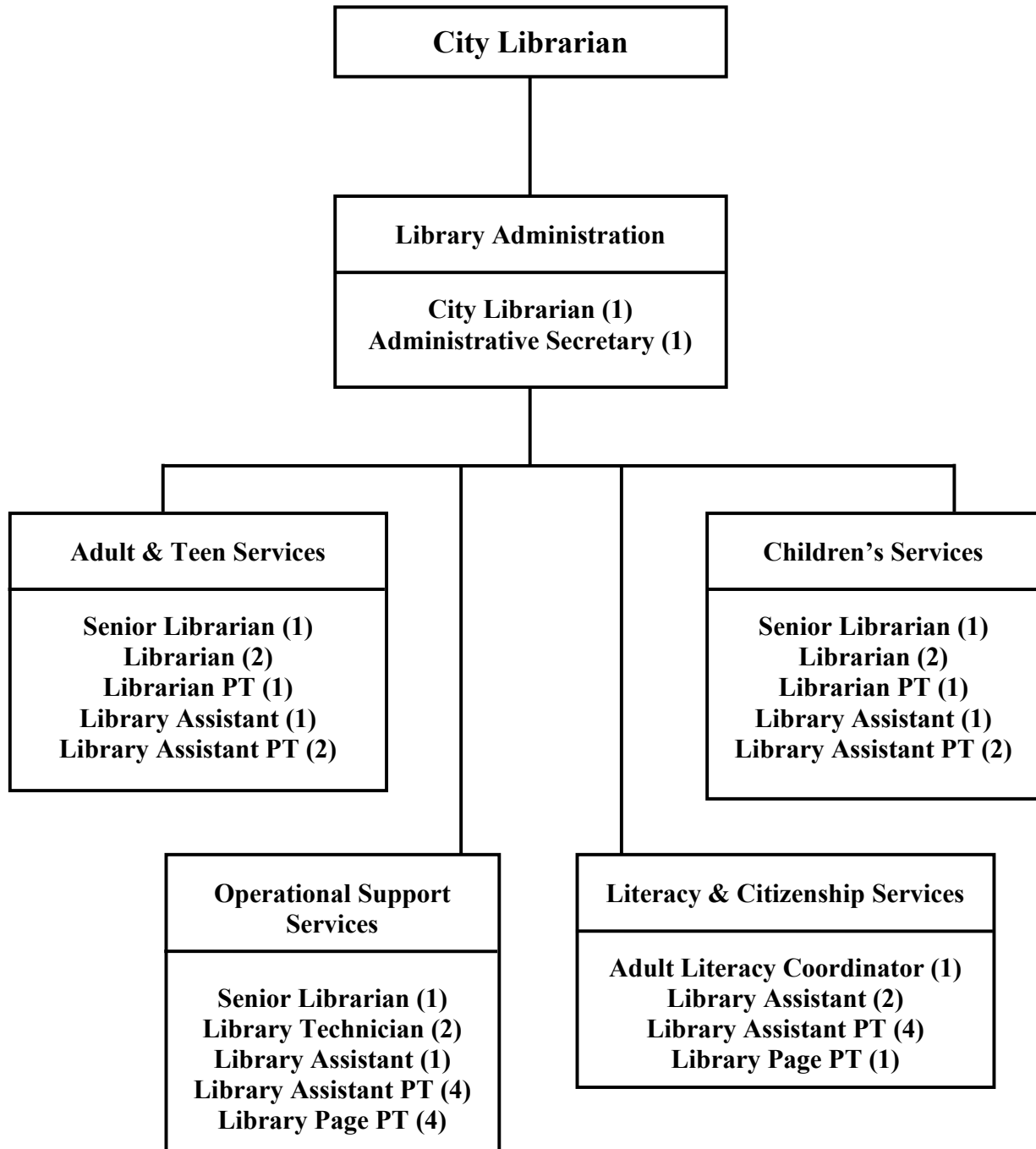
| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|---|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| MONTEREY PARK BRUGGEMEYER LIBRARY - 6000 | | | | | | |
| City Librarian | 1 | - | 1 | - | 1 | - |
| Adult Literacy Coordinator | 1 | - | 1 | - | 1 | - |
| Administrative Secretary | 1 | - | 1 | - | 1 | - |
| Janitor | - | - | 0 | - | 0 | - |
| Librarian | 4 | 1.00 | 4 | 1.00 | 4 | 1.00 |
| Library Assistant | 5 | 3.50 | 5 | 6.00 | 5 | 6.00 |
| Library Circulation Serv Supervisor | - | - | 0 | - | 0 | - |
| Library Page | - | 2.50 | 0 | 2.50 | 0 | 2.50 |
| Library Technician | 2 | - | 2 | - | 2 | - |
| Senior Librarian | 3 | - | 3 | - | 3 | - |
| Senior Library Assistant | - | - | 0 | - | 0 | - |
| LIBRARY TOTAL | 17.00 | 7.00 | 17.00 | 9.50 | 17.00 | 9.50 |

Library Department

FY 2024-2025 Adopted Budget

Department Organizational Chart

Monterey Park Bruggemeyer Library



Library Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$1,995,884 | \$2,636,875 | \$2,636,875 | \$2,974,602 |
| Special Revenue | \$296,235 | \$265,463 | \$265,463 | \$193,264 |
| ARPA | \$146,846 | \$342,734 | \$342,734 | \$181,654 |
| Total | \$2,438,965 | \$3,245,071 | \$3,245,071 | \$3,349,520 |

Library Department

FY 2024-2025 Adopted Budget

Division: Library Administration

Division No.: 6001

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$257,354 | \$309,429 | \$309,429 | \$314,485 |
| Services | \$265,719 | \$157,410 | \$157,410 | \$181,366 |
| Commodities | \$19,647 | \$16,300 | \$16,300 | \$16,300 |
| Internal Services | \$71,873 | \$153,406 | \$153,406 | \$181,474 |
| Capital Outlay | \$5,500 | \$46,062 | \$46,062 | \$0 |
| Total Expenditures | \$620,093 | \$682,606 | \$682,606 | \$693,626 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 2.00 | 2.00 | 2.00 | 2.00 |
|-------------|-------------|-------------|-------------|

Programs Details

The Administration Division is responsible for the overall leadership, management, coordination and marketing of the Monterey Park Bruggemeyer Library. Specific service objectives are to:

- Direct the operations of all divisions of the Library.
- Develop policies and procedures to ensure free and open access to Library services.
- Serve as liaison to the Library Board of Trustees, which promotes and strengthens the development of the Monterey Park Bruggemeyer Library.
- Coordinate with the Friends of the Monterey Park Library and Monterey Park Library Foundation to support Library programs through fundraising.
- Partner with community organizations and agencies to expand public services.
- Seek out state, federal and private grants to provide additional public services and programs.
- Analyze community needs and library usage to develop collections and services which meet the identified needs.
- Network and share resources with other state and local libraries, and actively participate as a member of the Southern California Library Cooperative (SCLC).

Library Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Reconfigure library spaces to better meet contemporary needs.
- Continue to explore funding options for mobile library services in order to extend the Library’s services to hard to reach or underserved residents.
- Develop a plan with local school districts to issue library cards to all students by third grade in response to California SB 321: Local Public Library Partnership Program.

2023-2024 Major Accomplishments

- Expanded the Library’s open hours to provide 6 day per week service to make using library resources and services easier and more convenient for residents.
- Redesigned the Library’s website to make the Library’s virtual presence appealing and easy to use.
- Completed Storytime Room renovations and installed the stained-glass windows from the original 1929 Library building to improve the functionality, aesthetics, comfort and appeal of the Library.
- Partnered with community organizations to provide programs and services to support the mental health and wellness of community members in the wake of the January 21, 2023 tragic incident.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$534,249 | \$608,617 | \$608,617 | \$664,351 |
| Special Revenue | \$80,344 | \$27,927 | \$27,927 | \$29,274 |
| APRA | \$5,500 | \$46,062 | \$46,062 | \$0 |
| Total Expenditures | \$620,093 | \$682,606 | \$682,606 | \$693,626 |

Library Department

FY 2024-2025 Adopted Budget

Division: Adult and Teen Services

Division No.: 6002

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$368,389 | \$609,799 | \$609,799 | \$590,596 |
| Services | \$360 | \$2,000 | \$2,000 | \$5,281 |
| Commodities | \$27,134 | \$48,398 | \$48,398 | \$32,100 |
| Internal Services | \$146,786 | \$144,444 | \$144,444 | \$171,012 |
| Total Expenditures | \$542,669 | \$804,641 | \$804,641 | \$798,989 |

**Authorized Full-Time
Equivalent Positions**

6.00

6.50

6.50

6.50

Programs Details

The Adult and Teen Services Division helps adults and teens access information and materials through the library collection, online and through other research resources. This Division is responsible for organizing, selecting and maintaining the adult, teen, and international collections, as well as Government Documents and Special Collection materials. Specific service objectives are to:

- Develop and implement a broad variety of adult programs that target diverse community audiences and provide opportunities for recreation, education, health and wellness, cultural enrichment, career and life-skill development, and legal and social support.
- Provide teens with programming that is driven by their interests and encompasses academic support, recreation and cultural activities, and mental health and wellness.
- Answer information requests in-person, by telephone, online and by email.
- Help library patrons select leisure reading materials suitable for their taste and reading level.
- Provide adults and teens with information referrals to community partners and local organizations.
- Instruct library users on how to locate materials and information using the Online Public Access Catalog, electronic resources and the internet.
- Assist with technology including computers, laptops, tablets and 3D printing, and provide programs for developing technological skills.
- Maintain a Home Delivery Program that provides seniors and homebound members of the community with access to library materials and readers' advisory services.

Library Department

FY 2024-2025 Adopted Budget

- Provide a volunteer program for teens to develop leadership skills by assisting library staff with developing and implementing programs for teens at the Library and in the community.
- Partner with schools, nonprofits and community organizations to expand and enhance library services.

| | <u>Actual 2022-2023</u> | <u>Estimated 2023-2024</u> | <u>Projected 2024-2025</u> |
|-----------------------------|-----------------------------|--------------------------------|--------------------------------|
| Reference Transactions | 6918 | 5870 | 2720 |
| Adult/YA Programs Presented | 195 | 387 | 480 |
| Adult/YA Program Attendance | 2322 | 4528 | 5000 |

2024-2025 Goals and Objectives

- Reorganize and expand the Adult collection to make it more appealing and relevant to users and to highlight underutilized materials such as graphic novels.
- Develop book-focused programming and introduce readers’ advisory resources that help patrons select appropriate reading materials in order to increase usage of the Adult and Young Adult collections.
- Provide targeted programming for new adults (18-30-year-olds) in order to address the needs of an underserved group within the community.
- Work with community partners to enhance career readiness and employment skills for a broader spectrum of the community including teens, community language-speakers and retirees/seniors.

2023-2024 Major Accomplishments

- Doubled the number of adult programs from approximately 11 per month to over 20 per month.
- Received a State Library Parks Pass Grant and organized three community trips to State beaches attended by 300 patrons of all ages. Also created 20 Parks Packs which patrons can borrow to increase their engagement with outdoor and wilderness areas.
- Introduced a suite of teen-driven educational and recreational programs including Speaking of English: Teen Conversation Club for ESL speakers, Study Hall, Anime Club, Teen Operation Recreation and the Teen Winter Reading Challenge.

Library Department

FY 2024-2025 Adopted Budget

- Diversified the young adult collection, with approximately 60% of new acquisitions being works by authors of color, LGBTQIA+ authors and authors with disabilities. Also increased the number of Chinese graphic novels and high interest-low reading level titles.
- Delivered two college preparation workshops and three job readiness workshops with Chinatown Service Center to support teen career-readiness.
- Received an OWL (Opportunities for Water Leadership) Grant from the San Gabriel Valley Municipal Water District and collaborated with Junior Friends teen volunteer group to develop conservation-focused book collections and programs.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$486,060 | \$693,485 | \$693,485 | \$718,144 |
| Special Revenue | \$27,157 | \$73,164 | \$73,164 | \$48,613 |
| ARPA | \$29,451 | \$37,992 | \$37,992 | \$32,233 |
| Total Expenditures | \$542,669 | \$804,641 | \$804,641 | \$798,989 |

Library Department

FY 2024-2025 Adopted Budget

Division: Operational Support Services
Division No.: 6003

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$280,378 | \$337,592 | \$337,592 | \$490,445 |
| Services | \$36,997 | \$54,260 | \$54,260 | \$48,502 |
| Commodities | \$3,762 | \$2,000 | \$2,000 | \$5,500 |
| Internal Services | \$106,608 | \$109,702 | \$109,702 | \$129,880 |
| Total Expenditures | \$427,745 | \$503,554 | \$503,554 | \$674,327 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 5.50 | 6.50 | 6.50 | 6.50 |
|-------------|-------------|-------------|-------------|

Programs Details

The Operational Support Services Division is responsible for ordering, invoicing, receiving, cataloging and preparing for circulation all materials acquired by the library. Staff maintains the library automation system and electronic resources and loans all circulating print and non-print materials to cardholders. Collection maintenance and the repair of all materials fall within this program. Staff installs and replaces new computers and software, printers and network connections, and makes recommendations for repair and upgrades.

Specific service objectives are to:

- Implement library circulation policies established by the Library Board of Trustees.
- Manage library card registrations, maintain patron records and ensure patron privacy.
- Check in and check out all circulating library materials; shelve and organize materials to facilitate access to the collection.
- Manage patron reserves of requested materials, including retrieval, notification, processing and pick up.
- Notify cardholders of long overdue, lost or damaged materials; calculate and collect fees; record and deposit money daily.
- Order, receive and catalog all library materials; process invoices for print and non-print items. Coordinate and monitor budget allocations and expenditures.
- Manage and administer, in conjunction with the City Librarian, the library’s integrated automation system and assist as a liaison with the vendor.
- Purchase, install and maintain all in-house and circulating computers, tablets, hotspots, printers, peripherals and network software.

Library Department

FY 2024-2025 Adopted Budget

- Maintain the collection by managing the processing of all materials for public and staff use and repairing damaged items.
- Sort and process donations and discarded items from the collection; prepare items for recycling.
- Conduct training on the usage of new technology for staff and for the public.
- Conduct technology assistance program for the public.
- Purchase and manage scanning hardware and software; assist users to digitize photos and videos.
- Keep circulation and technology use statistics.

PROGRAM MEASUREMENTS

| | Actual <u>2022-23</u> | Estimated <u>2023-24</u> | Projected <u>2024-25</u> |
|--|--------------------------|-----------------------------|-----------------------------|
| <u>ITEMS CIRCULATED</u> | | | |
| Total | 154,482 | 174,000 | 175,000 |
| Annual Circulation Per Capita ¹ | 2.5 | 2.8 | 2.8 |
| Annual Hours of Opening | 1,746 | 2,200 | 2,200 |
| Amount Saved by Borrowing Instead of Purchasing | \$1,246,788 | \$1,140,140 | \$1,150,000 |

¹ Population figure used for calculation: 61,096 2020 Federal Census

| | Actual <u>2022-23</u> | Estimated <u>2023-24</u> | Projected <u>2024-25</u> |
|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <u>LIBRARY USERS</u> | | | |
| User Visits Per Day | 544 | 723 | 750 |
| Total User Visits Per Year | 140,872 | 200,000 | 210,000 |
| New Cardholders Registered | 3004 | 3,400 | 3,800 |
| Total Library Cardholders | 44,014 | 46,000 | 47,000 |
| Number of Holds Fulfilled | 4507 | 4,800 | 5,000 |

| | Actual <u>2022-23</u> | Estimated <u>2023-24</u> | Projected <u>2024-25</u> |
|-----------------------------|--------------------------|-----------------------------|-----------------------------|
| <u>NEW ITEMS ADDED</u> | | | |
| Cataloged Books | 4,353 | 4000 | 4,000 |
| Cataloged Audio-Visual | 194 | 140 | 125 |
| Government Documents | <u>59</u> | <u>25</u> | <u>0</u> |
| Total Cataloged Items Added | 4,839 | 4464 | 4,400 |

COLLECTION TOTALS

| | | | |
|-----------|---------|---------|---------|
| All Items | 102,023 | 103,000 | 104,000 |
|-----------|---------|---------|---------|

Library Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Launch a one-on-one technology assistance program for community members to receive assistance with devices and learn basic technology skills.
- Coordinate with local businesses to offer library card sign-up events and promote relevant services to underserved and hard-to-reach residents.
- Research scanning technology that allows patrons to email and fax documents in order to make library resources and services easier and more convenient for every resident.

2023-2024 Major Accomplishments

- Replaced public black-and-white printers with color, thereby expanding residents’ access to technology tools.
- Increased the number of Wi-Fi hotspots available for checkout to 47 to assist in bridging the digital divide.
- Received a California State Library Zip Books grant which allowed the library to diversify and expand the Library’s book collection.
- Migrated 240 historical photos to Flickr, a more user-friendly online platform.
- Launched the Scan & Save digitization station, which allows residents to digitize personal photos, documents and VHS tapes, in order to expand resident’s access to technology tools to preserve their family records and historical photos.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$383,071 | \$446,037 | \$446,037 | \$587,375 |
| Special Revenue | \$21,032 | \$27,070 | \$27,070 | \$36,888 |
| ARPA | \$23,641 | \$30,447 | \$30,447 | \$50,063 |
| Total Expenditures | \$427,745 | \$503,554 | \$503,554 | \$674,327 |

Library Department

FY 2024-2025 Adopted Budget

Division: Literacy
Division No.: 6005

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$281,024 | \$422,465 | \$422,465 | \$454,182 |
| Services | \$6,967 | \$10,201 | \$10,201 | \$7,661 |
| Commodities | \$18,057 | \$17,857 | \$17,857 | \$16,705 |
| Internal Services | \$89,980 | \$75,870 | \$75,870 | \$89,725 |
| Total Expenditures | \$396,028 | \$526,393 | \$526,393 | \$568,273 |

**Authorized Full-Time
Equivalent Positions**

5.00

5.50

5.50

5.50

Programs Details

The Literacy Services Division provides individual tutoring to adult learners with low literacy skills and classroom instruction to English language learners. This division recruits and trains volunteers to tutor adults in one-to-one, small group or large class settings; provides instruction to adult learners to improve their speaking, reading and writing skills to get a job, assist their family or become naturalized citizens; develops partnerships with workforce programs to help new immigrants find work; and maintains program data and generates reports for federal and state grants. Specific service objectives are to:

- Recruit, train, match, monitor and support volunteer tutors.
- Assess learners and assist them in setting personal goals and a path to reach them.
- Monitor, support and provide educational guidance for tutor-learner pairs.
- Select print and non-print consumable and non-consumable materials appropriate to the interest, level and needs of the program's participants.
- Network with neighboring literacy programs, community partners and agencies to provide literacy activities in response to the needs of the community.
- Execute U.S. passport applications following federal regulations through verifying documents, the identity and signatures of applicants and forwarding application materials to the U. S. Department of State for an issuance determination.

Library Department

FY 2024-2025 Adopted Budget

PROGRAM MEASUREMENTS

| | <u>Actual 2022-23</u> | <u>Estimated 2023-24</u> | <u>Projected 2024-25</u> |
|---|---------------------------|------------------------------|------------------------------|
| Number of Students Participating | 651 | 545 | 660 |
| Number of Student Hours | 7,839 | 6,315 | 7,920 |
| Number of Tutors | 27 | 35 | 35 |
| Number of Tutor Volunteer Hours | 1,078 | 1,120 | 1,120 |
| Number of Students who became U.S. Citizens | 24 | 20 | 30 |
| Number of Passports Executed | 1,467 | 1,000 | 1,450 |

2024-2025 Goals and Objectives

- Improve access to and browsability of literacy materials for English language learners by reorganizing and expanding the literacy collection.
- Partner with community organizations to provide programming that targets life and work goals and meets the evolving needs of English language learners.

2023-2024 Major Accomplishments

- Partnered with Chinatown Service Center and the Monterey Park Police Department to provide Health Literacy and Talking with the Police workshops to address current learning goals of adult learners.
- Initiated a Writing Club for English language learners. Twelve adult learners participated in this bi-monthly creative-writing program to practice writing letters, poetry and memoirs.
- Partnered with Asian Americans Advancing Justice to provide a Housing Rights Clinic where lawyers provided free legal consultation on housing rights.
- Increased the number of English language classes, including an additional day for the Beginning-High English Class, an afternoon Citizenship Class, evening Beginning Literacy and a Conversation Class for beginning-level English language learners.
- Secured a three-year English as a Second Language Literacy Grant from the California State Library’s California Library Literacy Services (CLLS).

Library Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$203,623 | \$363,473 | \$363,473 | \$436,605 |
| Special Revenue | \$147,369 | \$103,013 | \$103,013 | \$60,779 |
| ARPA | \$45,037 | \$59,907 | \$59,907 | \$70,889 |
| Total Expenditures | \$396,028 | \$526,393 | \$526,393 | \$568,273 |

Library Department

FY 2024-2025 Adopted Budget

Division: Children Services

Division No.: 6006

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$297,253 | \$591,833 | \$591,833 | \$438,741 |
| Services | \$699 | \$1,889 | \$1,889 | \$1,889 |
| Commodities | \$31,577 | \$28,000 | \$28,000 | \$48,000 |
| Internal Services | \$77,296 | \$106,154 | \$106,154 | \$125,675 |
| Total Expenditures | \$406,825 | \$727,877 | \$727,877 | \$614,305 |

**Authorized Full-Time
Equivalent Positions**

5.50

6.00

6.00

6.00

Program Details

The Children’s Services Division is responsible for services to children from birth to middle school, caregivers, educators and schools. This division assists children, teachers and caregivers in locating and using library resources; selects and manages the library’s print, audiovisual and electronic collections in the Children’s area; conducts storytimes, reading programs and other children’s events; and provides outreach into the community as well as tours and storytimes for visiting school groups.

Specific service objectives are to:

- Answer requests for information and advise the community in the use of materials and services through individual instruction.
- Instruct the community on locating materials and information via the Online Public Access Catalog, electronic databases and the Internet.
- Conduct library tours and provide instruction in the use of library materials and services for school classes, community organizations and other interested groups.
- Select print, audiovisual and electronic materials for children in the languages used in the community to meet the educational, informational and recreational needs of the residents.
- Target the informational and educational needs of the community by working with the community and governmental groups to respond with appropriate library services and materials.
- Encourage reading and promote the pleasure of reading by conducting storytimes.
- Encourage reading and improve literacy by conducting reading programs for infants through sixth grade students.

Library Department

FY 2024-2025 Adopted Budget

- Schedule cultural and educational programs for children that reflect the needs and desires of the community.
- Provide homework assistance services for elementary school students during the school year via high school volunteers.
- Partner with City departments to expand and enhance services for children and their families.

Program Measurements

| | <u>Actual 2022-2023</u> | <u>Estimated 2023-2024</u> | <u>Projected 2024-2025</u> |
|--------------------------------|-----------------------------|--------------------------------|--------------------------------|
| Reference Transactions | 4,099 | 6,000 | 6,500 |
| Children’s Programs | 358 | 375 | 400 |
| Children’s Program Attendance | 21,931 | 22,000 | 23,000 |
| Children’s Outreach Attendance | 6,655 | 7,000 | 7,500 |

2024-2025 Goals and Objectives

- Develop and implement a weekly Preschool Storytime for children ages 3 – 5 to promote literacy, language development and school readiness.
- Organize a monthly Caregiver Meet-Up event in collaboration with local parents and organizations to increase community connections and foster the Library as a meeting space for the community.
- Strengthen international languages collection in the Children’s Division by purchasing new materials in community languages and removing old and outdated materials to increase the relevance and access of children’s materials.
- Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.

Library Department

FY 2024-2025 Adopted Budget

2023-2024 Major Accomplishments

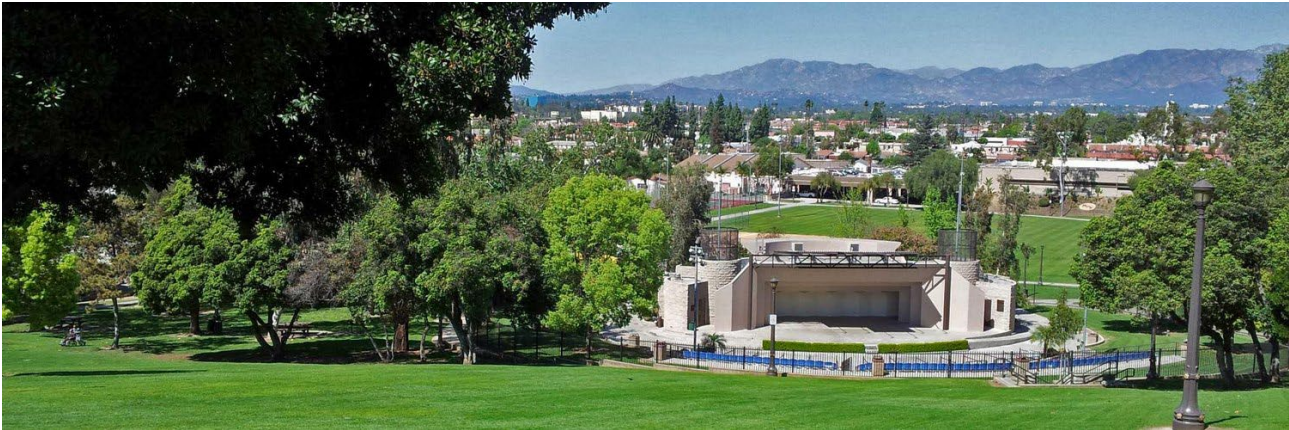
- Developed and implemented an inclusive Sensory Storytime for children with autism and other sensory processing challenges.
- Implemented new programming including STEAM Train, which introduces children ages 3-5 to basic science, technology, engineering, art, and math concepts with engaging and hands-on activities, and Art Zone, a program that introduces children ages 5 – 12 to impactful artists from history.
- Deepened relationships with local schools by assigning librarians as staff liaisons to the districts and conducting extensive outreach.
- Collaborated with Recreation and Community Services to provide a rotating mobile library at the Monterey Park Day Care and Tiny Tots program.
- Recruited high school volunteers to offer Homework Help to elementary school children during the school year.
- Provided performances, reading incentives, and a wide variety of programs for children during Summer Reading Program, which saw a 20% increase in participation.
- Offered the Read & Ride reading program in partnership with Recreation and Community Services, which rewarded children with free ride tickets for the City’s Play Days carnival.
- Revitalized the Children’s Play Area by purchasing additional toys, puzzles and new furniture.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$343,275 | \$525,263 | \$525,263 | \$568,127 |
| Special Revenue | \$20,333 | \$34,288 | \$34,288 | \$17,709 |
| ARPA | \$43,216 | \$168,326 | \$168,326 | \$28,469 |
| Total Expenditures | \$406,825 | \$727,877 | \$727,877 | \$614,305 |

Recreation and Community Services Department

FY 2024-2025 Adopted Budget



Department Overview

The Recreation and Community Services Department strives to enrich lives and foster harmony within the community through an array of citywide programs and special events. The Department believes quality of life is improved through healthy life styles, educational and recreational opportunities, public participation, respect, compassion, and the enhancement of our urban forest. The Department accomplishes their goals through community outreach, quality programming, activities and events, safe, and well-maintained parks and facilities, and an aesthetically pleasing environment that is provided by professional and caring employees, contractors and volunteers.



Programs and Services

The Recreation and Community Services Department is responsible for the development, implementation, coordination, and delivery of a variety of recreational and leisure time activities and programs to promote the well-being and enjoyment of life of the City's residents through the fulfillment of their recreation, cultural, social and educational needs.

In addition to traditional programs, the Recreation and Community Services Department operates Community Dial-A-Ride, a volunteer program, and state-licensed Childcare programs and schedules Facility and Picnic Reservations. The department is also the liaison to three City Commissions: Recreation and Parks Commission, Commission on Aging, and Community Participation Commission.

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

The Recreation and Community Services Department operates many of its programs through alternative revenue sources. Specialized Recreation classes, Aquatics, Day Care, and Reservations are partially self-supported through the levy of user fees and charges. The Dial-A-Ride Program is financed by Los Angeles County voter-approved one-quarter percent sales tax revenue.

Significant Changes

Deleted Janitor position and added Recreation Specialist. The Recreation Specialist position provides additional support needed for the growing recreational programming and the position will continue to assist with maintaining clean and safe facilities.

Department Budget Summary

| Expenditures by Program | | | | | |
|---------------------------|-------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Program Name | Program No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| Facilities Supervision | 6502 | \$695,711 | \$1,154,485 | \$1,154,485 | \$1,111,972 |
| Aquatics | 6503 | \$803,392 | \$766,959 | \$766,959 | \$811,788 |
| Langley Center | 6505 | \$555,204 | \$712,337 | \$712,337 | \$721,765 |
| Childcare Activities | 6506 | \$261,170 | \$297,256 | \$297,256 | \$241,504 |
| Recreation Activities | 6507 | \$85,467 | \$80,127 | \$80,127 | \$163,687 |
| Community Participation | 6508 | \$150,179 | \$293,883 | \$293,883 | \$235,253 |
| Community Transportation | 6511 | \$626,153 | \$897,355 | \$897,355 | \$989,727 |
| Total Expenditures | | \$3,177,277 | \$4,202,402 | \$4,202,402 | \$4,275,696 |

Authorized Full-Time
Equivalent Positions

| | | | | |
|--|--------------|--------------|--------------|--------------|
| | 36.75 | 36.75 | 36.75 | 36.75 |
|--|--------------|--------------|--------------|--------------|

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$1,590,396 | \$2,064,961 | \$2,064,961 | \$2,598,352 |
| Special Revenue | \$691,079 | \$1,063,172 | \$1,063,172 | \$1,163,532 |
| ARPA | \$845,112 | \$1,010,823 | \$1,010,823 | \$446,130 |
| Enterprise | \$50,690 | \$63,446 | \$63,446 | \$67,682 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total | \$3,177,277 | \$4,202,402 | \$4,202,402 | \$4,275,696 |

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

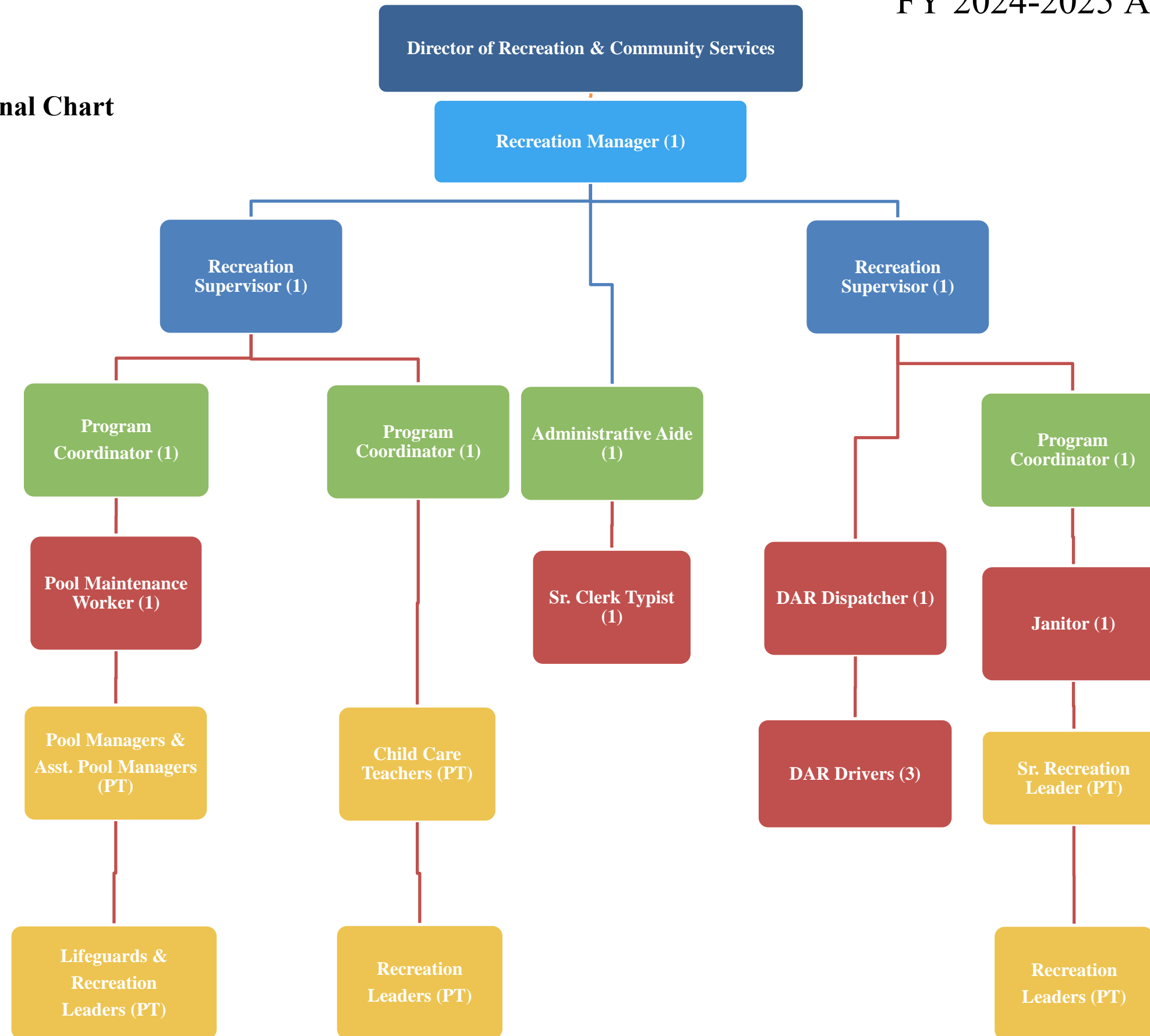
Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|---|-----------------|--------------|-----------------|--------------|-----------------|--------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| RECREATION / COMMUNITY SERVICES - 6500 | | | | | | |
| Director of Recreation/Community Services | 1 | - | 1 | - | 1 | - |
| Administrative Aide | 1 | - | 1 | - | 1 | - |
| Assistant Pool Manager | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Dial-A-Ride Driver | 3 | - | 3 | - | 3 | - |
| Cashier | - | - | 0 | - | 0 | - |
| Child Care Coordinator | 1 | - | 1 | - | 1 | - |
| Child Care Teacher | - | 3.25 | 0 | 3.25 | 0 | 3.25 |
| Clerk Typist | - | - | 0 | - | 0 | - |
| Dial-A-Ride Dispatcher | 1 | - | 1 | - | 1 | - |
| Janitor | 1 | - | 1 | - | 0 | - |
| Junior Lifeguard | - | - | 0 | - | 0 | - |
| Lifeguard | - | 1.50 | 0 | 1.50 | 0 | 1.50 |
| Locker Room Attendant | - | - | 0 | - | 0 | - |
| Pool Maintenance Worker | 1 | - | 1 | - | 1 | - |
| Pool Manager | - | 3.50 | 0 | 3.50 | 0 | 3.50 |
| Program Coordinator | 2 | - | 2 | - | 2 | - |
| Recreation Leader | - | 10.50 | 0 | 10.50 | 0 | 10.50 |
| Recreation Manager | 1 | - | 1 | - | 1 | - |
| Recreation Specialist | - | - | 0 | - | 1 | - |
| Recreation Supervisor | 2 | - | 2 | - | 2 | - |
| Senior Clerk Typist | 1 | - | 1 | - | 1 | - |
| Senior Lifeguard | - | 1.00 | 0 | 1.00 | 0 | 1.00 |
| Senior Recreation Leader | - | 1.50 | 0 | 1.50 | 0 | 1.50 |
| RECREATION / COMM. SERVICES TOTAL | 15.00 | 21.75 | 15.00 | 21.75 | 15.00 | 21.75 |

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Department Organizational Chart



Recreation and Community Services Department

FY 2024-2025 Adopted Budget



Division: Recreation Facilities
Division No.: 6502

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$363,360 | \$555,011 | \$555,011 | \$825,459 |
| Services | \$92,720 | \$102,500 | \$102,500 | \$101,533 |
| Commodities | \$64,784 | \$35,614 | \$35,614 | \$32,189 |
| Internal Services | \$110,645 | \$388,961 | \$388,961 | \$152,791 |
| Capital Outlay | \$64,203 | \$72,399 | \$72,399 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$695,711 | \$1,154,485 | \$1,154,485 | \$1,111,972 |

**Authorized Full-Time
 Equivalent Positions**

| | | | |
|--------------|--------------|--------------|--------------|
| 10.00 | 10.00 | 10.00 | 10.00 |
|--------------|--------------|--------------|--------------|

Program Details

This activity provides for the supervised operation, maintenance, programming, and scheduling of the City’s facilities: gymnasiums, picnic shelters, meeting rooms, buildings, ball fields, sports fields that are used by the public, civic organizations, youth and senior citizen groups, schools, and education classes.

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Service objectives are:

- Provide for safe use of parks, facilities, and playgrounds in the participation of activities, programs, and events.
- Provide sufficient diversified facilities conveniently accessible so that residents of all ages may participate in various leisure, community, and athletic activities.
- Provide various locations for youth and/or adult groups to carry out their athletic, social, and cultural programs.
- Provide facilities for non-profit groups, community-based organizations, and the public to utilize for parties, receptions, meetings, concerts, and athletic events.

2024-2025 Goals and Objectives

1. Modernize and enhance Barnes Park gymnasium by working with the Public Works Department to complete the renovation of the indoor restrooms and replace the gymnasium floor.
2. Build three new picnic pavilions at Garvey Ranch Park to modernize and enhance infrastructure.
3. Enhance public communication by developing a marketing plan to increase reservations at the newly renovated Barnes Park Amphitheater.

2023-2024 Major Accomplishments

1. Improved community beautification and enhanced park amenities by working with the Public Works to complete the installation of seven (7) new playgrounds.
2. Enhanced environmental sustainability by promoting the use of alternative modes of transportation with the installation of new bicycle racks in city parks.
3. Developed a license agreement with Chinatown Service Center to operate the Resiliency Center where mental health and wellness services are provided.

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$311,019 | \$659,095 | \$659,095 | \$843,350 |
| Special Revenue | \$7,673 | \$15,950 | \$15,950 | \$35,340 |
| APRA | \$377,020 | \$479,439 | \$479,439 | \$233,282 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$695,711 | \$1,154,485 | \$1,154,485 | \$1,111,972 |

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Program: Aquatics
Program No.: 6503

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$437,061 | \$439,741 | \$439,741 | \$465,976 |
| Services | \$177,156 | \$153,850 | \$153,850 | \$156,250 |
| Commodities | \$40,587 | \$123,500 | \$123,500 | \$135,770 |
| Internal Services | \$148,588 | \$49,868 | \$49,868 | \$53,792 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$803,392 | \$766,959 | \$766,959 | \$811,788 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 8.00 | 8.00 | 8.00 | 8.00 |
|--|-------------|-------------|-------------|-------------|

Program Details

This activity supports the operation and maintenance of the Cascades Waterfall and the George Elder Park pool. The pool provides opportunities for Swim Development, swim instruction, and public swimming. Mark Keppel High School Water Polo and Swim Teams utilize the pool during the school year. The George Elder Park pool is open for year-round lap swim, the Manta Rays competitive swim team workouts, private party rentals, and for use by elementary schools and local youth organizations for graduation parties, fun days, and year-end awards programs.



Service objectives are:

- Provide an Aquatics instructional program for all levels to ensure that all residents have an opportunity to learn to swim.
- Provide a variety of aquatic programs that include social, recreational, education, safety, fitness, and competitive activities for public enjoyment.
- Maintain optimum water temperature and facility conditions to meet accepted health standards for the overall enjoyment of patrons.
- Provide highly trained and customer service-friendly aquatics personnel to ensure safe and efficient operations and quality programming at the swimming pool.

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

1. Modernize the pool facility by adding new lane line anchors to allow a range of aquatic programs. The new anchors will allow the pool to serve multiple programs simultaneously.
2. Enhance pool access to residents by reinstating summer aquatic programs, including public night swim and adult swim lessons.

2023-2024 Major Accomplishments

1. Improved organizational effectiveness by having Aquatics Division staff obtain Aquatics Facility Operator (AFO) and Lifeguard Instructor (LGI) certifications.
2. To maintain pool efficiency, a CO2 system was installed to assist with pool chemistry and prolong the life of the pool equipment.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$519,279 | \$437,061 | \$437,061 | \$616,473 |
| Special Revenue | \$13,714 | \$74,859 | \$74,859 | \$78,529 |
| ARPA | \$270,399 | \$255,039 | \$255,039 | \$116,786 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$803,392 | \$766,959 | \$766,959 | \$811,788 |

Recreation and Community Services Department

FY 2024-2025 Adopted Budget



Division: Senior Programs
Division No.: 6505

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$365,945 | \$497,862 | \$497,862 | \$479,786 |
| Services | \$51,177 | \$67,300 | \$67,300 | \$67,300 |
| Commodities | \$26,533 | \$38,000 | \$38,000 | \$42,857 |
| Internal Services | \$111,549 | \$109,175 | \$109,175 | \$131,823 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$555,204 | \$712,337 | \$712,337 | \$721,765 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 5.00 | 5.00 | 5.00 | 5.00 |
|--|-------------|-------------|-------------|-------------|

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Program Details

This activity provides for the operation of Langley Center, the City's Senior Citizen Center. Langley Center provides activities for local seniors and active older adults, including specialized classes, trips and tours, health and wellness screening, and a range of other services. Activities include dances, lunch programs, billiards, table tennis, fitness classes, computer and technology classes, mature driver training course, social clubs, health fairs, and special events.

Langley Center offers a comprehensive community-wide program that promotes good health, independence, recreation, education, and social fulfillment for all older adults.

Service objectives are:

- Provide needed services and programs for senior citizens at Langley Center.
- Provide free health screenings, including eye exams, blood pressure checks, periodic heart disease, and stroke screenings, and flu shots through the assistance of local agencies and non-profit organizations.
- Provide a variety of senior programs to include social, recreational, educational, and fitness activities for the seniors' enjoyment.
- Work with local senior citizen clubs and organizations to further cultural goodwill among the growing ethnic community.
- Provide lunches for seniors at Langley Center. The City currently works in conjunction with YWCA Intervale Senior Services of San Gabriel Valley to provide meals at Langley Center.
- Provide a "Cooling Center" relief center on days when the outside temperature is over 95 degrees, or when designated by Los Angeles County.



2024-2025 Goals and Objectives

1. Modernize and enhance Langley Center by working with the Public Works Department to complete the renovation of east wing restrooms.
2. Maintain public safety by working with the Fire Department to offer emergency preparedness workshops for Langley Center participants.
3. Develop a comprehensive list of available mental health and social services resources.

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

2023-2024 Major Accomplishments

1. Expanded mental and emotional health services access by working with agencies to provide ongoing workshops, seminars, and resources.
2. Developed and implemented a free fitness class, “Silverback Club,” to provide seniors with the confidence and knowledge to utilize the Langley fitness equipment with proper techniques.
3. Awarded a grant from the United Way to help enhance the lobby seating area with new furniture and a mobile phone charging station.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$433,594 | \$506,958 | \$506,958 | \$618,249 |
| Special Revenue | \$32,791 | \$51,470 | \$51,470 | \$48,177 |
| ARPA | \$88,820 | \$153,909 | \$153,909 | \$55,339 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$555,204 | \$712,337 | \$712,337 | \$721,765 |

Recreation and Community Services Department

FY 2024-2025 Adopted Budget



Division: Youth Programs

Division No.: 6506

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$201,506 | \$240,380 | \$240,380 | \$175,225 |
| Services | \$897 | \$2,500 | \$2,500 | \$3,000 |
| Commodities | \$13,828 | \$12,000 | \$12,000 | \$12,040 |
| Internal Services | \$44,939 | \$42,376 | \$42,376 | \$51,240 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$261,170 | \$297,256 | \$297,256 | \$241,504 |

Authorized Full-Time Equivalent Positions

| | | | |
|------|------|------|------|
| 4.50 | 4.50 | 4.50 | 4.50 |
|------|------|------|------|

Program Details

The City of Monterey Park provides quality and affordable youth activities. This activity provides after-school recreational programs and care to youth year around. This division also operates a state-licensed program that provides accountability, safety, and a high-quality, low-cost program to the participating families.

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Service objectives are:

- Provide an after-school program at Barnes Park Community Center. The program operates during the school year from 11:00 a.m. to 6:00 p.m. and 6:30 a.m. to 6:00 p.m. when schools are closed for vacation or staff development days.
- Provide a Tiny Tots program that gives children 3 to 5 years old an introduction to reading, social skills, math, science, and helps develop motor skills in a fun environment.
- Provide positive reinforcement and build self-esteem in the youth of our community through their participation in the programs and activities offered by the Recreation and Community Services Department.

2024-2025 Goals and Objectives

1. Modernize the electronic infrastructure to allow online registration and payment for the Day Care and Summer Day Camp programs.
2. Implement youth mental health and wellness activities in the Day Care program to teach the youth helpful skills that can be applied as they develop.
3. Develop marketing for the Summer Day Camp that will result in a 25% enrollment increase.

2023-2024 Major Accomplishments

1. Collaborated with Bruggemeyer Library to curate a remote reading selection in the Day Care program that includes inspirational and educational themes.
2. Art and craft projects were utilized in the Tiny Tots and After School programs, allowing participants to produce event decorations for the Monster Mash, Holiday Snow Village, and Spring Egg Hunt events.

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$144,492 | \$172,066 | \$172,066 | \$192,971 |
| Special Revenue | \$7,804 | \$12,258 | \$12,258 | \$7,810 |
| ARPA | \$108,874 | \$112,932 | \$112,932 | \$40,723 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$261,170 | \$297,256 | \$297,256 | \$241,504 |

Recreation and Community Services Department

FY 2024-2025 Adopted Budget



Division: Recreation Programs

Division No.: 6507

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$0 | \$46,346 | \$46,346 | \$0 |
| Services | \$70,321 | \$19,110 | \$19,110 | \$159,110 |
| Commodities | \$0 | \$0 | \$0 | \$0 |
| Internal Services | \$15,146 | \$14,671 | \$14,671 | \$4,577 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$85,467 | \$80,127 | \$80,127 | \$163,687 |

Authorized Full-Time
Equivalent Positions

1.63

1.50

1.50

1.50

Program Details

This activity provides the public with special interest recreation and leisure time programs and activities. Programs include Specialized Recreation Activity Classes, Summer Youth Lunch Program, and Adult Athletic Leagues. The programs represented in this activity category are self-sustaining programs and require either a registration or league fee, grant funds, or sponsor donations to cover the cost.



Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Service objectives are:

- To offer a variety of specialized programs, adult athletic leagues, and special events to allow residents the opportunity to participate and identify with the community, to expand their skills and interests, and social, cultural, and educational horizons.
- Continue to provide opportunities for individuals to initiate and/or maintain physical and mental fitness through a variety of activities.
- Provide opportunities for community residents of all ages to learn, utilize, improve, and enjoy new skills; and to experience recreational, social, cultural relationships through expanded programs, activities, and events.

2024-2025 Goals and Objectives

1. Expand access to leisure class programming by working with local businesses and entrepreneurs to establish opportunities that promote classes outside of city facilities.
2. Grow the “MPK Mini’s” program to include youth soccer and volleyball clinics to teach the fundamentals of each sport.

2023-2024 Major Accomplishments

1. Implemented the Civic Superstar program at the City Council meetings to increase civic engagement opportunities for the youth.
2. Established “MPK Minis” program for young children to learn the fundamentals of basketball.
3. Developed and implemented an adult pickleball league for recreational and competitive players.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$85,467 | \$80,127 | \$80,127 | \$163,687 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| ARPA | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$85,467 | \$80,127 | \$80,127 | \$163,687 |

Recreation and Community Services Department

FY 2024-2025 Adopted Budget



Division: Special Events
Division No.: 6508

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$36,241 | \$121,453 | \$121,453 | \$46,437 |
| Services | \$7,170 | \$19,950 | \$19,950 | \$20,450 |
| Commodities | \$86,646 | \$111,291 | \$111,291 | \$118,300 |
| Internal Services | \$20,122 | \$41,189 | \$41,189 | \$50,066 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$150,179 | \$293,883 | \$293,883 | \$235,253 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 1.00 | 1.00 | 1.00 | 1.00 |
|--|-------------|-------------|-------------|-------------|

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Program Details

This Division coordinates all Citywide Special Events. Traditional events conducted annually include, but are not limited to Lunar New Year Celebration, Cherry Blossom Festival, Cinco de Mayo, MPK Birthday, Summer Movies, Electric Park, Holiday Snow Village, and the Independence Day Celebration. Special functions include Council Reorganization Functions, Farmers' Market, and Volunteer Recognition. The Department serves as the liaison to Commissioners, Special Contractors, and/or Community Organizations in promoting, fundraising, planning, coordinating, and administering community events and cultural activities. In addition, this division organizes a special recognition program for the volunteers who supplement the City's workforce.



Service objectives are:

- Assist with the recruitment and recognition of volunteers for special programs and events.
- Maintain the overall success of the Special Event Programs through continuous coordination with the individuals and groups.
- Assist with planning, logistics, and implementation of citywide special events.

2024-2025 Goals and Objectives

1. Commemorate Asian American and Pacific Islander (AAPI), and Native American Heritage months by developing and implementing cultural activities.
2. Increase public engagement by maximizing community participation in the Parks System Master Plan process.
3. Enhance public communication by expanding a marketing plan to increase resident participation at Santa's Jolly Journey.

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

2023-2024 Major Accomplishments

1. Received the “Better Together” award from California Parks and Recreation Society District 13 for the positive impact and collaborative effort of the SGV Pride Parade and Festival event.
2. Developed a “How do you Rec?” social media campaign to encourage residents to share the unique ways they enjoy activities and utilize City parks.
3. Implemented activities and performances in conjunction to the Farmers’ Market to commemorate Hispanic Heritage Month.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$96,545 | \$209,653 | \$209,653 | \$163,622 |
| Special Revenue | \$2,944 | \$11,338 | \$11,338 | \$3,950 |
| ARPA | \$0 | \$9,446 | \$9,446 | \$0 |
| Enterprise | \$50,690 | \$63,446 | \$63,446 | \$67,682 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$150,179 | \$293,883 | \$293,883 | \$235,253 |

Recreation and Community Services Department

FY 2024-2025 Adopted Budget



Division: Community Transportation

Division No.: 6511

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$378,891 | \$501,774 | \$501,774 | \$456,243 |
| Services | \$16,900 | \$75,878 | \$75,878 | \$168,643 |
| Commodities | \$1,665 | \$11,000 | \$11,000 | \$16,113 |
| Internal Services | \$228,697 | \$308,703 | \$308,703 | \$348,729 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$626,153 | \$897,355 | \$897,355 | \$989,727 |

**Authorized Full-Time
Equivalent Positions**

6.75

6.75

6.75

6.75

Program Details

This activity provides for the City's Dial-A-Ride transportation services for Senior Citizens and persons with disabilities. The transit program allows senior citizens opportunities for mobility and independence to meet their medical, shopping, recreational, cultural, social, and nutritional needs.

Recreation and Community Services Department

FY 2024-2025 Adopted Budget

Service objectives are:

- Provide for the mobility of the City’s residents to accommodate their medical, shopping, social, and recreation needs in the safe, reliable, and courteous operation of the City’s Dial-A-Ride transportation service.
- Subsidize M.T.A. bus fares through the sale of TAP cards to encourage residents, especially seniors, and students, to utilize public transit facilities.
- Oversee the supplemental service agreement utilizing taxi services.

2024-2025 Goals and Objectives

1. Establish an annual leisure group excursion to the Vincent Price Museum for cultural and social engagement.
2. Enhance public communication of subsidized M.T.A. bus fares available to seniors and students.

2023-2024 Major Accomplishments

1. Worked with the Aging Commission to offer and expand leisure group excursions by 250%.
2. Developed vehicle magnets as mobile marketing tools on Dial-A-Ride vehicles for city programming.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$626,153 | \$897,297 | \$897,297 | \$989,727 |
| ARPA | \$0 | \$58 | \$58 | \$0 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$626,153 | \$897,355 | \$897,355 | \$989,727 |

Public Works Department

FY 2024-2025 Adopted Budget



Department Overview

The Public Works Department is responsible for providing and maintaining the City's infrastructure in a manner that ensures the health, safety, and welfare of the City's residents and visitors. This includes the design, construction, repair and maintenance of public land, roadways, sidewalks, sewers, and storm drains; public buildings and structures; water production, storage and delivery facilities; the repair and maintenance of City vehicles and equipment; and transportation services. The Department is made up of five divisions: Maintenance Services, Engineering, Community Transportation, Water Utility, and Parks.

Programs and Services

Maintenance Services Division

The Public Works Maintenance Services Division is responsible for the maintenance and repair of the City's streets, alleys, sidewalks, curbs, and gutters. Maintenance activities include street striping, asphalt, and concrete patching and replacement, sidewalk grinding, and traffic and street name sign replacement. The Division also oversees Fleet Maintenance for the City's vehicles and equipment.

Engineering Division

The Engineering Division is responsible for providing all engineering services to the City, including the design and construction of all public streets, storm drains, traffic signals, parks, recreational facilities, and public buildings that are authorized by the City Council. Additionally, the Division reviews and makes recommendations on development and zoning matters such as

Public Works Department

FY 2024-2025 Adopted Budget

tracts, parcel maps, variances, conditional use permits, and building permits. The Division also issues grading permits, public works construction permits, encroachment permits, etc. Another function of the Division is traffic engineering. All traffic issues, including signal timing, traffic related improvements, and citizen complaints are handled by the Division. The Division coordinates retrofits to City facilities necessary under the Americans With Disabilities Act (ADA).

The Division also administers the City's contract for solid waste collection and recycling services, street sweeping services, and storm water pollution prevention program. It is also responsible for being the liaison to the City's Environmental Commission and Traffic Commission.

Community Transportation Division

The Community Transportation Division is responsible for providing the local, fixed-route bus system, and coordinating regional transit service including the Spirit Bus Transportation Program, recreational transit for the youth, and Dial-A-Ride services for senior citizens and residents. The Division also oversees the City's Employee Rideshare Program and Air Quality Management District (AQMD) Rule 2202 Employee Commute Reduction Program compliance.

Water Utility Division

The Water Utility Division is responsible for supplying water to 95% of Monterey Park's residents. Private water companies service the remaining portions of the City, which include the southwesterly corner, a small neighborhood in the southeasterly corner, and a few properties on North New Avenue.

The City's water system is composed of 12 deep wells in the vicinity of the Rio Hondo River outside the City limits, 134 miles of 2" to 24" mains, approximately 2,073 gate valves, approximately 1,063 fire hydrants, 13 storage reservoirs, and 11 pumping stations. There are approximately 13,643 water meters connected to the City's mains. In addition, the City has five treatment facilities to ensure the City's water meets and exceeds safe drinking water standards.

The quality of water in the City's system is regulated by federal, state and county agencies. The Water Utility Division ensures that the City stays in full compliance with the State and Federal standards. Since the Water Utility Division produces all its water supply from an adjudicated basin, the Main San Gabriel Basin, and the City's annual production exceeds its production rights, the City must replace the amount of water it over-pumps.

Public Works Department

FY 2024-2025 Adopted Budget

Parks Division

The Parks Division responsibilities include the development and maintenance of public parks and facilities, landscaped areas, and street medians and trees.

Significant Changes

A full-time Geographic Information Systems (GIS) Analyst has been added to the budget to support the development and implementation of GIS solutions. The City recently acquired GIS enterprise license that allows for enhanced capabilities with GIS technology. The GIS Analyst will help to continue to advance to development of GIS data to maintain accurate and reliable information on City infrastructure, construction projects, and other data for various departments. The GIS technology will keep the community informed about City projects and information.

A Fleet and Fuel Management system, recently awarded to Faster Asset Solutions on 2/21/24, will provide a cost effective and efficient management solution to our City Fleet. The new system which includes hardware, software, and training will upgrade the existing management system. This new system will also integrate with three (3) fuel delivery systems operated by the Fleet Maintenance Division of Public Works.

On April 17, 2024, City Council approved the issuance of water revenue bonds. On April 30, 2024, the purchase of \$20,555,000 water revenue bonds was successfully completed at a rate of 4.14% with a 30-year term. The first payment of \$1,211,803.13 has been scheduled for FY2024-25 and funds for capital projects have been appropriated.

Public Works Department

FY 2024-2025 Adopted Budget

Department Budget Summary

| Expenditures by Program | | | | | |
|-----------------------------|-------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Program Name | Program No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| Community Transportation | 4201 | \$1,839,494 | \$2,036,585 | \$2,036,585 | \$3,109,203 |
| Street Maintenance | 4202 | \$2,306,384 | \$2,535,779 | \$2,535,779 | \$2,554,657 |
| Storm Drain Maintenance | 4203 | \$343,678 | \$442,922 | \$442,922 | \$422,418 |
| Sanitary Sewer Maintenance | 4204 | \$2,474,004 | \$2,636,665 | \$2,636,665 | \$2,743,655 |
| Street Cleaning | 4205 | \$373,328 | \$416,510 | \$416,510 | \$417,358 |
| Traffic Control | 4206 | \$677,899 | \$702,431 | \$702,431 | \$775,229 |
| Street Lighting | 4207 | \$785,239 | \$760,850 | \$760,850 | \$862,102 |
| Refuse Collections | 4208 | \$7,133,530 | \$7,314,154 | \$7,314,154 | \$7,299,856 |
| Building Maintenance | 4210 | \$943,698 | \$1,650,311 | \$1,650,311 | \$1,821,185 |
| Motor Pool Shop | 4211 | \$3,612,914 | \$3,924,362 | \$3,924,362 | \$3,512,621 |
| Engineering | 4212 | \$1,363,570 | \$1,609,478 | \$1,609,478 | \$1,661,400 |
| Parkway Maintenance | 4216 | \$992,631 | \$1,108,400 | \$1,108,400 | \$1,129,189 |
| Parks | 4217 | \$1,349,727 | \$1,658,025 | \$1,658,025 | \$1,522,937 |
| Water Admin | 4220 | \$1,836,817 | \$1,094,347 | \$1,094,347 | \$2,304,367 |
| Water Commercial | 4221 | \$1,533,424 | \$1,845,405 | \$1,845,405 | \$2,446,597 |
| Water Production | 4222 | \$3,929,937 | \$5,688,127 | \$5,688,127 | \$6,426,444 |
| Water Distribution | 4223 | \$5,387,302 | \$4,752,536 | \$4,752,536 | \$5,400,039 |
| Well No. 5 | 4226 | \$706,059 | \$1,702,729 | \$1,702,729 | \$371,058 |
| Well No. 12 Treatment Plant | 4227 | \$955,229 | \$1,906,839 | \$1,906,839 | \$577,498 |
| Well No's 1, 3, & 10 | 4229 | \$739,064 | \$1,345,941 | \$1,345,941 | \$1,087,715 |
| Well No. 15 | 4231 | \$421,488 | \$1,322,437 | \$1,322,437 | \$297,354 |
| Well No. 12 Dual Barrier | 4230 | \$531,588 | \$645,707 | \$645,707 | \$0 |
| CGT System | 4234 | \$0 | \$0 | \$0 | \$3,127,500 |
| Total Expenditures | | \$40,297,137 | \$47,100,540 | \$47,100,540 | \$49,870,383 |

Authorized Full-Time
Equivalent Positions

| | | | | |
|--|--------------|--------------|--------------|--------------|
| | 74.16 | 72.25 | 72.25 | 73.25 |
|--|--------------|--------------|--------------|--------------|

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$3,150,735 | \$2,878,515 | \$2,878,515 | \$3,011,247 |
| Special Revenue | \$5,364,655 | \$6,215,180 | \$6,215,180 | \$7,413,414 |
| Enterprise | \$27,122,632 | \$31,538,207 | \$31,538,207 | \$33,226,884 |
| Internal Service | \$3,605,664 | \$5,417,438 | \$5,417,438 | \$5,168,639 |
| Debt Service | \$1,053,450 | \$1,051,200 | \$1,051,200 | \$1,050,200 |
| Total | \$40,297,137 | \$47,100,540 | \$47,100,540 | \$49,870,383 |

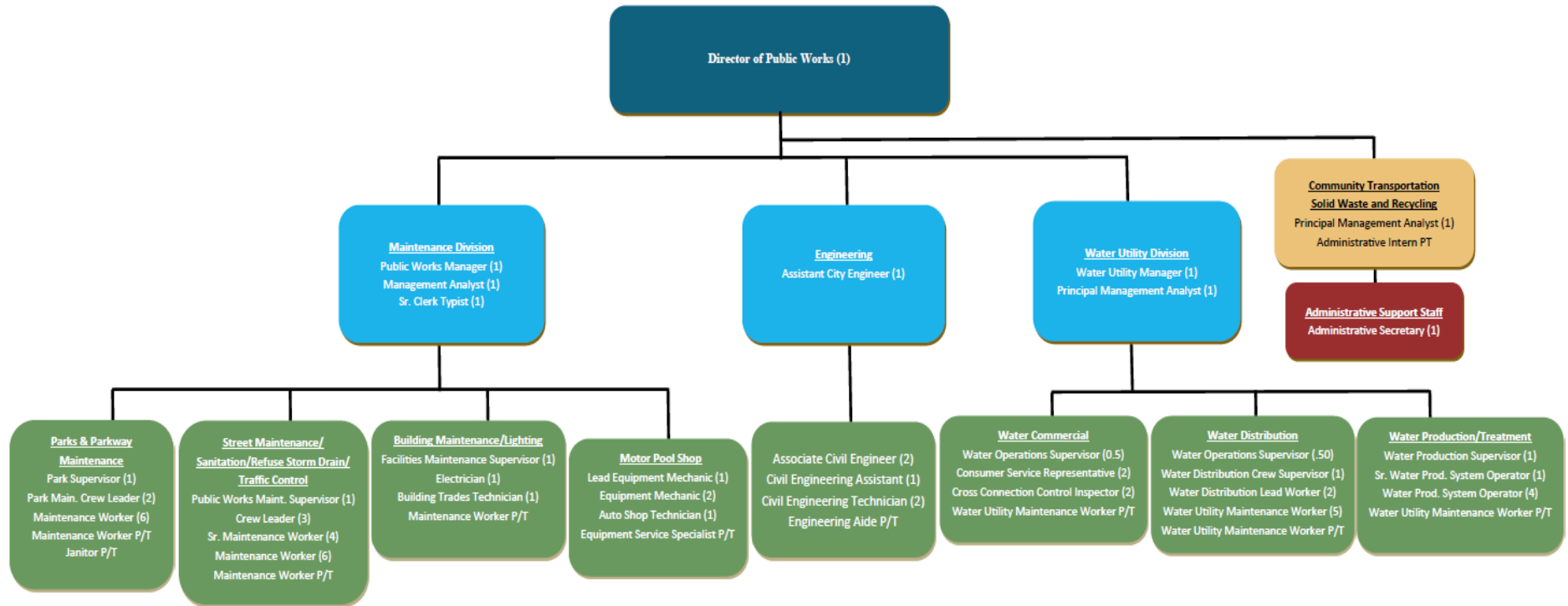
Public Works Department

FY 2024-2025 Adopted Budget

Department Personnel Summary

| | FY 2022-2023 | | FY 2023-2024 | | FY 2024-2025 | |
|---|-----------------|--------------|-----------------|-------------|-----------------|-------------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| PUBLIC WORKS - 4200 | | | | | | |
| Director of Public Works | 1 | - | 1 | - | 1 | - |
| Assistant City Engineer | 1 | - | 1 | - | 1 | - |
| Assistant Water Utility Manager | - | - | 1 | - | 1 | - |
| Administrative Intern | - | 0.25 | 0 | 0.25 | 0 | 0.25 |
| Administrative Secretary | 1 | - | 1 | - | 1 | - |
| Auto Shop Technician | 1 | - | 1 | - | 1 | - |
| Building Trades Technician | 1 | - | 2 | - | 2 | - |
| Civil Engineering Assistant | 1 | - | 1 | - | 1 | - |
| Civil Engineering Associate | 2 | - | 2 | - | 2 | - |
| Civil Engineering Technician | 2 | - | 1 | - | 1 | - |
| Consumer Services Representative | 2 | - | 2 | - | 2 | - |
| Crew Leader | 3 | - | 3 | - | 3 | - |
| Cross Connection Control Inspector | 2 | - | 2 | - | 2 | - |
| Electrician | 1 | - | 1 | - | 1 | - |
| Engineering Aide | - | 1.00 | - | 1.00 | 0 | 1.00 |
| Equipment Mechanic | 2 | - | 2 | 0 | 2 | 0 |
| Equipment Service Specialist | - | 0.50 | - | 0.50 | 0 | 0.50 |
| Facilities Maintenance Supervisor | 1 | - | 1 | - | 1 | 0 |
| Geographic Information System Analyst | - | - | - | - | 1 | 0 |
| Lead Equipment Mechanic | 1 | - | 1 | - | 1 | 0 |
| Maintenance Worker | 9 | 7.00 | 11 | 1.50 | 11 | 1.50 |
| Management Analyst | 1 | - | 1 | - | 1 | - |
| Park Maintenance Crew Leader | 2 | - | 2 | - | 2 | - |
| Park Maintenance Worker | 3 | - | 3 | - | 3 | - |
| Park Supervisor | 1 | - | 1 | - | 1 | - |
| Principal Management Analyst | 1 | - | 1 | - | 1 | - |
| Public Works Inspector | - | - | 1 | - | 1 | - |
| Public Works Maintenance Manager | 1 | - | 1 | - | 1 | - |
| Public Works Maintenance Supervisor | 1 | - | 1 | - | 1 | - |
| Public Works Manager | 1 | - | 1 | - | 1 | - |
| Senior Civil Engineer | 1 | - | 1 | - | 1 | - |
| Senior Clerk Typist | - | 0.50 | 0 | 0.50 | 0 | 0.50 |
| Senior Maintenance Worker | 4 | - | 4 | - | 4 | - |
| Senior Water Production System Operator | 1 | - | 1 | - | 1 | - |
| Water Distribution Crew Supervisor | 1 | - | 0 | - | 0 | - |
| Water Distribution Lead Worker | 2 | - | 2 | - | 2 | - |
| Water Operation Supervisor | 1 | - | 2 | - | 2 | - |
| Water Production Supervisor | 1 | - | 1 | - | 1 | - |
| Water Production System Operator | 4 | - | 4 | - | 4 | - |
| Water Utility Maintenance Worker | 5 | 1.00 | 5 | 1.00 | 5 | 1.00 |
| Water Utility Manager | 1 | - | 1 | - | 1 | - |
| Sr. Accountant | 0.5 | - | 0.5 | - | 0.5 | - |
| PUBLIC WORKS TOTAL | 63.50 | 10.25 | 67.50 | 4.75 | 68.50 | 4.75 |

PUBLIC WORKS DEPARTMENT ORGANIZATIONAL CHART



Public Works Department

FY 2024-2025 Adopted Budget

Division: Community Transportation
Division No.: 4201

| Expenditures by Character | Actual | Original Budget | Projected Budget | Budget |
|---------------------------|--------------------|--------------------|--------------------|--------------------|
| Salary and Benefits | \$51,524 | \$86,797 | \$86,797 | \$90,375 |
| Services | \$1,192,714 | \$1,290,776 | \$1,290,776 | \$2,293,255 |
| Commodities | \$249 | \$2,200 | \$2,200 | \$2,200 |
| Internal Services | \$595,006 | \$656,812 | \$656,812 | \$723,372 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,839,494 | \$2,036,585 | \$2,036,585 | \$3,109,203 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 0.40 | 0.40 | 0.40 | 0.40 |
|--|-------------|-------------|-------------|-------------|

Program Details

The Community Transportation Program is responsible for the fixed-route transit operation and Employee Ridership Program. Specific service objectives are to:

- Provide for a transit system that is safe, convenient, and reliable through the operation of the local, fixed-route bus – Spirit – and the support of the Dial-A-Ride service.
- Work with outside agencies to improve regional transportation services.
- Establish and maintain a transportation infrastructure that encourages the use of public transit, affords mobility, and supports the City's goals of economic vitality and community beautification. Implement a commute program for City employees to comply with air quality requirements and reduce mobile emissions.



Public Works Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Implement recommendations from the Transit System evaluation to improve and revitalize the City’s public transportation program to better address the community’s mobility needs.
- Evaluate and identify potential improvements for existing bus stop amenities, such as bus shelters, trash receptacles, signage, and bus pads, to provide an improved transit experience.
- Replace aging fleet for continued operations.



2023-2024 Major Accomplishments

- Extended service hours and resumed bus service for Route 5 and the Link Shuttle.
- Continued to evaluate ridership trends post-pandemic.



Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$62,265 | \$0 | \$0 | \$0 |
| Special Revenue | \$1,777,229 | \$2,036,585 | \$2,036,585 | \$3,109,203 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,839,494 | \$2,036,585 | \$2,036,585 | \$3,109,203 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Street Maintenance
Division No.: 4202

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$458,612 | \$570,998 | \$570,998 | \$505,869 |
| Services | \$114,543 | \$88,237 | \$88,237 | \$93,100 |
| Commodities | \$214,950 | \$284,610 | \$284,610 | \$323,600 |
| Internal Services | \$466,830 | \$540,735 | \$540,735 | \$581,888 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$1,051,450 | \$1,051,200 | \$1,051,200 | \$1,050,200 |
| Total Expenditures | \$2,306,384 | \$2,535,779 | \$2,535,779 | \$2,554,657 |

| | | | | |
|--|--------------|--------------|--------------|--------------|
| Authorized Full-Time Equivalent Positions | 10.49 | 10.50 | 10.50 | 10.50 |
|--|--------------|--------------|--------------|--------------|

Program Details

Monterey Park has 119.27 miles of improved streets, 10 miles of alleys and 225.22 miles of sidewalks, curbs and gutters. In addition, the City has within its 7.7 square miles two public parking districts, three Civic Center parking lots, one police and fire parking lot, 10 parking lots serving City parks, and 5 parking lots at various other City facilities. To ensure the City maintains the integrity of a sound structural road system, Street Maintenance crews inspect all streets to detect pavement failures. The need for street repair is mainly caused by pavement stresses, base failures, increased traffic volume, pavement oxidation due to age, wear and/or weather conditions. Maintenance of sidewalks, curbs and gutters is also imperative to both safe movement of pedestrian traffic and free flow of runoff nuisance water. Street Maintenance also provides weed abatement services on public rights-of-way throughout the City. Citywide graffiti removal and clean team task are also included in this activity.



Public Works Department

FY 2024-2025 Adopted Budget

Specific Service objectives are:

- Inspect the areas scheduled to be slurry sealed to locate pavement failures, assess the extent of these failures, prioritize the need for their repair, and schedule repairs according to the project schedule.
- Inspect sidewalks to locate uplifted sections that may obstruct or impede pedestrian travel and schedule those for timely repair and/or replacement. Identify and schedule for repair sections of sunken or displaced curbs and gutters that may impede pedestrians or the normal flow of water off the roadway.
- Within two days of notification, ramp sidewalks that are raised ½ inch or more with temporary asphalt, grind down sidewalks that are raised ½ inch or less, and cut problem tree roots to eliminate future uplifts.

2024-2025 Goals and Objectives

- Continue sidewalk and tree well grinding on the main boulevards in conjunction with the ongoing intrusive tree removal and replacement project.
- Continue the implementation of a defined cross-training based rotation of divisional employees between asphalt/concrete operations, sanitary sewer operations, traffic painting/sign operations, and graffiti/clean team operations.

2023-2024 Major Accomplishments

- Completed 3,033 citizen Government Outreach (GO) street related requests that included repair to 26,563 potholes, 864 Graffiti removals @ 97,727 linear feet, and 8,587 bulky item pick-ups.
- Provided assistance during White House visits. Maintenance staff worked with the Monterey Park Police Department and other public safety agencies to implement necessary street closures, and traffic control. Monterey Park successfully maintained safety, crowd control and traffic flow during the visits of the VPOTUS and POTUS.
- Provided assistance to complete facility improvements to the Barnes Park Amphitheater. Maintenance staff removed existing concrete stairs and landings that were adjacent to the amphitheater seating.



Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$406,860 | \$441,442 | \$441,442 | \$424,819 |
| Special Revenue | \$715,186 | \$912,792 | \$912,792 | \$994,226 |
| Enterprise | \$130,888 | \$130,346 | \$130,346 | \$85,411 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$1,053,450 | \$1,051,200 | \$1,051,200 | \$1,050,200 |
| Total Expenditures | \$2,306,384 | \$2,535,779 | \$2,535,779 | \$2,554,657 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Storm Drain Maintenance

Division No.: 4203

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$51,837 | \$76,598 | \$76,598 | \$64,418 |
| Services | \$230,731 | \$315,836 | \$315,836 | \$290,110 |
| Commodities | \$0 | \$0 | \$0 | \$0 |
| Internal Services | \$61,111 | \$50,488 | \$50,488 | \$67,891 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$343,678 | \$442,922 | \$442,922 | \$422,418 |

**Authorized Full-Time
Equivalent Positions**

| | | | | |
|--|-------------|-------------|-------------|-------------|
| | 1.45 | 1.45 | 1.45 | 1.45 |
|--|-------------|-------------|-------------|-------------|

Program Details

Monterey Park’s storm sewer system is maintained to ensure that all storm water runoff is carried out of the City to prevent and minimize flooding and soil erosion in the community. This system is comprised of 12.43 miles of main lines and 298 catch basins, and 25 miles of open slope drains that are located on 1,096 private properties.

Specific Service objectives are:

- Routinely inspect and clean catch basins and grates prior to the rainy season. During the rainy season, crews supplemented by other Public Works Division personnel, substantially increase the number of catch basins and grates inspected and cleaned to ensure that all drains function properly.
- Inspect and maintain in clean order all 298 City-owned catch basins at a minimum of once a year. Clean priority A & B catch basins quarterly.
- Inspect and clean the 11 City-owned slope drains located on city property.



Public Works Department

FY 2024-2025 Adopted Budget

- Implement the City's National Pollution Discharge Elimination System (NPDES) program and comply with the Los Angeles County municipal storm water permit requirements.
- The City is committed through the MS4 NPDES Permit to implementing its Enhanced Watershed Management Program (EWMP).

2024-2025 Goals and Objectives

- Develop a Storm Drain Master Plan that will catalogue existing storm drain facilities, create a condition assessment, and propose capital improvement recommendations for the City's storm drain infrastructure.
- Continue to identify locations that require additional and recurring cleaning to provide the most efficient follow-up in removing restricting debris from roadway gutters.
- Complete a stormwater capture project that will reduce trash draining into the storm drain system to comply with the Total Maximum Daily Load (TMDL) requirements.

2023-2024 Major Accomplishments

- Completed installation of more than 100 trash capture devices to prevent debris from entering the City's storm drain system.
- Continued to monitor the storm drain system program and implementation of the City's Enhanced Watershed Management Program (EWMP) for compliance with MS4 NPDES Permit requirements.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$39,056 | \$45,870 | \$45,870 | \$0 |
| Special Revenue | \$108,464 | \$202,334 | \$202,334 | \$293,386 |
| Enterprise | \$196,159 | \$194,718 | \$194,718 | \$129,033 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$343,678 | \$442,922 | \$442,922 | \$422,418 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Sanitary Sewer Maintenance
Division No.: 4204

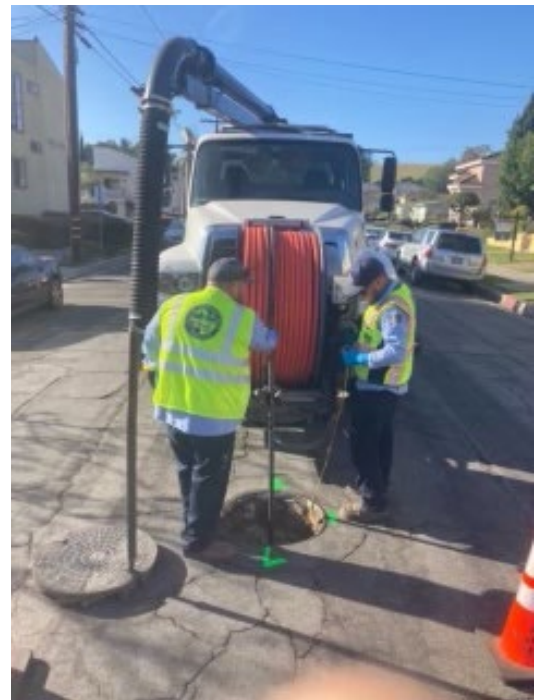
| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$526,207 | \$596,018 | \$596,018 | \$366,746 |
| Services | \$110,551 | \$31,800 | \$31,800 | \$91,800 |
| Commodities | \$15,179 | \$39,700 | \$39,700 | \$29,500 |
| Internal Services | \$1,243,054 | \$1,524,754 | \$1,524,754 | \$1,784,551 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service/ Other Payments | \$579,015 | \$444,393 | \$444,393 | \$471,057 |
| Total Expenditures | \$2,474,004 | \$2,636,665 | \$2,636,665 | \$2,743,655 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 6.75 | 6.75 | 6.75 | 6.75 |
|-------------|-------------|-------------|-------------|

Program Details

The City’s sanitary sewer system is a gravity-flow system connecting to seven county sanitation district trunk lines. These lines collect more than two billion gallons of raw sewage annually and convey it out of the City. While these lines are cleaned annually, these lines are monitored and evaluated to determine if repairs or additional lines are warranted as the City’s residential and business footprint grows. The sewer system is comprised of 126 miles of mainline sewers ranging in size from 8” to 15” pipe and approximately 2,498 sewer manholes.



Specific Service objectives are:

- Inspect and clean all main lines annually to ensure proper functioning of the system.
- Minimize stoppages by cleaning mainline sewers that have restricted flow velocity. Clean selected lines that are known for accumulation of grease deposits. These lines are cleaned at 2-week, 6-week, 3-month, or 6-month intervals depending upon either a history of stoppages or position in the conveyance tract.

Public Works Department

FY 2024-2025 Adopted Budget

- Respond to all sewer problems within 15 minutes during working hours and within 30-45 minutes upon being dispatched after-hours.
- Oversee the construction of infrastructure improvements that are identified in the Sewer Master Plan.

2024-2025 Goals and Objectives

- Continue to conduct visual inspections of City sewer main lines via a Closed-Circuit Television camera (CCTV) as a standard maintenance practice. This maintenance operation is performed in-house with a CCTV equipped truck by trained personnel assigned to Sewer operations.
- Adopt and implement a sewer manhole/access point repair and rehabilitation program which can address approximately 100 manholes annually.

2023-2024 Major Accomplishments

- Completed the Sewer System Management Plan. This comprehensive plan is used to identify capital improvement projects focused on system rehabilitation, and improved flow capacity while greatly reducing the amount of sanitary sewer failures.
- Inspected 10.47 miles of sewer main lines via CCTV as part of the preventative maintenance program and as a best management practice precursor required for the success of capital improvement projects.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$2,474,004 | \$2,636,665 | \$2,636,665 | \$2,743,655 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$2,474,004 | \$2,636,665 | \$2,636,665 | \$2,743,655 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Street Cleaning
Division No.: 4205

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$8,315 | \$15,148 | \$15,148 | \$13,804 |
| Services | \$340,827 | \$370,000 | \$370,000 | \$370,000 |
| Commodities | \$0 | \$0 | \$0 | \$0 |
| Internal Services | \$24,186 | \$31,362 | \$31,362 | \$33,554 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$373,328 | \$416,510 | \$416,510 | \$417,358 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 0.05 | 0.05 | 0.05 | 0.05 |
|--|-------------|-------------|-------------|-------------|

Program Details

Monterey Park has 119.27 miles of streets, 10.7 miles of alleys, and 22 City-owned parking lots, each of which accumulates several thousand cubic yards of litter and debris annually. An effective street cleaning program is necessary to maintain the sanitation and aesthetic requirements of the City’s rights-of-way. This program keeps gutters and storm drains clear, and helps protect the value of private properties within the community. In addition, street cleaning is major component of complying with the Los Angeles County municipal storm water permit requirements. The City has an outlay of a.m. / p.m. restricted parking for street sweeping throughout the City. A private contractor provides the City with sweeping services. Approximately 20,576 curb miles are swept annually.



Specific Service objectives are:

- Sweep all residential streets and alleys once every week, and all boulevards four times a week.

Public Works Department

FY 2024-2025 Adopted Budget

- Sweep center medians and parking lots once a week, and commercial Parking Districts No. 1 and No. 2 twice a week

2024-2025 Goals and Objectives

- Continue to maintain a collaborative and mutually communicative relationship with the City’s contractor to provide the highest level of service to the community. The City’s 24-hour response time requirement to address complaints and concerns is a vital component of the customer service standards the City endeavors to consistently provide for its residents.
- Begin the procurement process for new street sweeping contract

2023-2024 Accomplishments

- Completed over 18,000 miles of annual street sweeping resulting in 944 tons of trash collected.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$373,328 | \$416,510 | \$416,510 | \$417,358 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$373,328 | \$416,510 | \$416,510 | \$417,358 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Traffic Control

Division No.: 4206

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$113,101 | \$144,625 | \$144,625 | \$131,962 |
| Services | \$418,766 | \$310,500 | \$310,500 | \$365,250 |
| Commodities | \$40,669 | \$141,500 | \$141,500 | \$141,500 |
| Internal Services | \$105,363 | \$105,806 | \$105,806 | \$136,518 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$677,899 | \$702,431 | \$702,431 | \$775,229 |

**Authorized Full-Time
Equivalent Positions**

1.81

1.25

1.25

1.25

Program Details

This program is essential to the safe and orderly flow of vehicular and pedestrian traffic throughout the City by providing the maintenance and installation of regulatory and warning signs, maintenance and installation of street name signs, painting of traffic legends that include stops, stop bars, centerlines, curbs, and approximately 335 crosswalks. In addition, there are 62 City-owned, five City/County-owned, six City/State-owned, and two City/County/State-owned traffic signals located in the City that are maintained through this program.

Specific Service objectives are:

- Repaint 35 miles of centerline and lane striping on boulevards annually.
- Repaint 30 miles of centerline on residential streets annually.
- Repaint 148 school crosswalks and 39 school pavement markings once a year. Repaint pavement markings on streets that are resurfaced or slurry sealed as soon as the projects are completed.



Public Works Department

FY 2024-2025 Adopted Budget

- Annually replace stop signs that have lost legibility or reflectivity.
- Replace missing or damaged regulatory signs within eight hours after notification and missing or damaged warning signs within 24 working hours after notification.
- Maintain 62 City-owned traffic signals to ensure that all emergency repairs are made within 24 hours of notification.
- Replace regulatory signs to meet new standards according to the Manual on Uniform Traffic Control Devices (MUTCD) yearly.

2024-2025 Goals and Objectives

- Continue the City-wide installation of blue raised pavement markers on all City streets. These blue reflective markers assist Fire Department Engineers in visually locating hydrants during nighttime hours under emergency conditions.
- Continue to analyze all successful traffic control implementations, and then apply them to additional areas identified by MPPD and areas identified in our Local Road Safety Plan.



2023-2024 Major Accomplishments

- Using the Monterey Park 5-year Caltrans California Road System Report, City Staff isolated the top seven (7) areas identified as in the most need of safety measures implementation. These areas were all completed during fiscal year 23-24. These areas included Graves, Atlantic, Garfield, Orange, Newmark, and Garvey.
- Replaced 430 traffic/advisory signs City-wide. Installed enhanced stop signs which included illuminated flashing units and high visibility reflective posts.
- Installed three (3) solar powered speed display units in high speed traffic areas. These units serve as a warning device to drivers. These units are also programmed to provide City Staff with all requested traffic data via Bluetooth connectivity to City equipment.

Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$293,435 | \$185,450 | \$185,450 | \$185,450 |
| Special Revenue | \$384,463 | \$516,981 | \$516,981 | \$589,779 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$677,899 | \$702,431 | \$702,431 | \$775,229 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Street Lighting
Division No.: 4207

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$118,852 | \$128,805 | \$128,805 | \$130,265 |
| Services | \$603,631 | \$511,975 | \$511,975 | \$600,000 |
| Commodities | \$4,082 | \$28,500 | \$28,500 | \$28,500 |
| Internal Services | \$58,674 | \$91,570 | \$91,570 | \$103,337 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$785,239 | \$760,850 | \$760,850 | \$862,102 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 0.94 | 0.95 | 0.95 | 0.95 |
|--|-------------|-------------|-------------|-------------|

Program Details

Monterey Park’s street lighting system consists of 3,359 streetlights, including 376 City-owned lights. Generally, the lighting system assists nighttime driving, reduces nighttime crime while aiding police patrols, facilitates evening traffic flow, and promotes local business and industry during the evening hours.



Specific Service objectives are:

- Replace burned out City-owned lamps within two days after an outage has been reported.
- Repair City-owned faulty circuits within seven days after a failure has been detected.
- Replace City-owned light poles that are damaged in traffic accidents within 14 days of notification.
- Inspect streetlights once a year.
- Inspect bus shelter lighting once a month and perform necessary maintenance.

Public Works Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Continue to conduct annual after-hours City-wide street light inspections, which proactively yield lighting repairs in addition to those submitted by the citizen Government Outreach (GO).

2023-2024 Major Accomplishments

- City staff completed 18 street light repairs on City-owned lights and light poles. City staff submitted and tracked 42 repair requests on So. Cal. Edison lights and light poles. These were assigned to and completed by So. Cal. Edison.



Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$73,955 | \$92,903 | \$92,903 | \$368,186 |
| Special Revenue | \$711,285 | \$667,947 | \$667,947 | \$493,917 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$785,239 | \$760,850 | \$760,850 | \$862,102 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Refuse Collection

Division No.: 4208

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$276,055 | \$194,121 | \$194,121 | \$136,810 |
| Services | \$5,838,489 | \$5,959,058 | \$5,959,058 | \$6,004,114 |
| Commodities | \$1,619 | \$5,600 | \$5,600 | \$5,600 |
| Internal Services | \$1,006,967 | \$1,155,375 | \$1,155,375 | \$1,153,333 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$10,400 | \$0 | \$0 | \$0 |
| Total Expenditures | \$7,133,530 | \$7,314,154 | \$7,314,154 | \$7,299,856 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 0.62 | 0.50 | 0.50 | 0.50 |
|-------------|-------------|-------------|-------------|

Program Details

The Waste Management Program provides for the removal of refuse and recyclables from the City and ensures Monterey Park’s compliance with environmental regulations, most notably the State Assembly Bill 939 (AB 939) waste diversion mandate.

The City’s residential and commercial waste streams are processed through a Materials Recovery Facility (MRF) to allow for the recovery of recyclables prior to waste being sent to the landfill. Solid waste collection for single-family residential properties is a two-container program:

one container for refuse and recyclables and a second for organics waste. Multiple-family dwellings and commercial properties are provided roll-off bin service. Residents are also provided with year-round bulky item pickup (pre-scheduled) to allow for the disposal of large items not classified as normal household refuse. Public education and recycling programs have been implemented to ensure that hazardous materials such as used automobile oil and electronics are properly disposed of either at special collection events or at permanent collection facilities.



Specific service objectives are:

Public Works Department

FY 2024-2025 Adopted Budget

- Oversee the removal of refuse from the City’s residential and commercial properties in an environmentally safe and efficient manner.
- Maintain trash containers placed at public locations and ensure that those that are located in high-litter areas are emptied at a frequency that prevents spillover.
- Resolve all collection-related service complaints within 24 hours.
- Encourage the participation of Monterey Park residents in City- and Los Angeles County-sponsored “Household Hazardous Waste and Electronic Waste Roundups.”

2024-2025 Goals and Objectives

- Work with solid waste haulers to maintain a comprehensive waste collection program in compliance with applicable law and to ensure that the City’s overall per capita diversion rate does not exceed the State’s target rate of five (5) pounds per person per day.
- Ensure a successful completion of new franchise agreements.
- Augment community clean up events by adding collection of Household Hazardous Waste through CalRecycle grant funding.

2023-2024 Major Accomplishments

- Continued to educate residents and businesses about state recycling laws, including Mandatory Commercial Organics Recycling (AB1826) and Organic Waste Methane Emissions Reductions (SB1383) to ensure the City is in compliance with state regulations.
- Hosted two community clean-up events providing the community an opportunity to dispose of unwanted bulky items.
- Partnered with the Salvation Army to collect donations as part of clean-up events.
- Completed the procurement process for a new solid waste and recycling franchise agreement.

Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$51,303 | \$64,133 | \$64,133 | \$143,458 |
| Enterprise | \$7,082,227 | \$7,250,021 | \$7,250,021 | \$7,156,399 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$7,133,530 | \$7,314,154 | \$7,314,154 | \$7,299,856 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Building Maintenance
Division No.: 4210

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$80,296 | \$456,244 | \$456,244 | \$334,520 |
| Services | \$490,740 | \$646,433 | \$646,433 | \$955,130 |
| Commodities | \$91,448 | \$128,430 | \$128,430 | \$127,000 |
| Internal Services | \$146,885 | \$277,185 | \$277,185 | \$254,367 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$134,329 | \$142,019 | \$142,019 | \$150,167 |
| Total Expenditures | \$943,698 | \$1,650,311 | \$1,650,311 | \$1,821,185 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 2.75 | 3.00 | 3.00 | 3.00 |
|--|-------------|-------------|-------------|-------------|

Program Details

Building Maintenance is responsible for the upkeep of City-owned structures. Monterey Park presently owns 16 major structures and numerous smaller structures that require varying degrees of maintenance, upkeep, rehabilitation, and remodeling. Regular structural, plumbing, electrical, janitorial, and heating and air-conditioning maintenance must be performed to ensure operable working conditions and encourage the public use of all facilities.



Specific Service objectives are:

- Complete minor repairs (leaky faucets, vandalism, light outages, broken windows, etc.) within three days after requests are received.
- Complete major repairs (painting, cabinet work, structural alterations, etc.) within 30 days after work order requests are received.
- Respond to emergency building maintenance repairs such as sewer stoppages, leaking pipes, etc.
- Monitor heating and air-conditioning maintenance contract for City facilities to ensure contractor is performing all required services.
- Perform preventive maintenance on all heating, ventilating and air conditioning units.

Public Works Department

FY 2024-2025 Adopted Budget

2024-2025 Goals and Objectives

- Begin Phase I of the City building roof replacement project which targets the oldest and most in need of replacement. This phase includes Langley Center, George Elder Gymnasium, and Garvey Ranch Museum / Classroom / Observatory.
- Work with the City contractor to review City traffic signal maintenance records to identify needed equipment improvements such as control cabinets upgrades, modifications, and replacements.



2023-2024 Major Accomplishments

- Replaced 25 HVAC units as part of the City's Phase I of the City-wide HVAC replacement project. Replacements included City Hall, Fire Station 1 and Bruggemeyer Library.
- Removed and replaced the fire system at historic site El Encanto. The old system and panel were no longer functioning nor had the capability to communicate with City Fire dispatch. The new system replaced the dialer, detectors, and has 24-hour monitoring that can report to City dispatch in real-time.
- Completed Phase I & II of the City-wide Master Key project for all City buildings.
- Provided assistance to complete facility improvements to the Barnes Park Amphitheater Facilities. Staff removed and rewired the entire electrical system that serves the new Barnes Amphitheater stairway aisles and seating.
- Removed all sink, lavatory faucets, and actuators to efficient and safer no-touch style fixtures throughout City Hall.



Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$682,738 | \$142,019 | \$142,019 | \$150,167 |
| Special Revenue | \$9,077 | \$15,215 | \$15,215 | \$15,000 |
| Enterprise | \$251,855 | \$0 | \$0 | \$0 |
| Internal Service | \$28 | \$1,493,077 | \$1,493,077 | \$1,656,017 |
| Total Expenditures | \$943,698 | \$1,650,311 | \$1,650,311 | \$1,821,185 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Motor Pool Shop
Division No.: 4211

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$624,115 | \$624,869 | \$624,869 | \$632,786 |
| Services | \$331,703 | \$436,930 | \$436,930 | \$464,400 |
| Commodities | \$690,891 | \$690,084 | \$690,084 | \$759,700 |
| Internal Services | \$1,104,609 | \$1,434,721 | \$1,434,721 | \$1,611,736 |
| Capital Outlay | \$73,198 | \$317,500 | \$317,500 | \$44,000 |
| Debt Service | \$788,396 | \$420,257 | \$420,257 | \$0 |
| Total Expenditures | \$3,612,914 | \$3,924,362 | \$3,924,362 | \$3,512,621 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 4.65 | 4.65 | 4.65 | 4.65 |
|--|-------------|-------------|-------------|-------------|

Program Details

Monterey Park’s motorized fleet consists of 197 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 454 non-driver type units (air compressors, pumps, lawn mowers, chain saws, etc.). Effective and timely maintenance and repairs are required to ensure all vehicles and equipment are operating in a safe and efficient manner, thus maximizing life expectancy. The shop is operated on a revolving fund basis with vehicle operational costs and depreciation charged to the appropriate department.



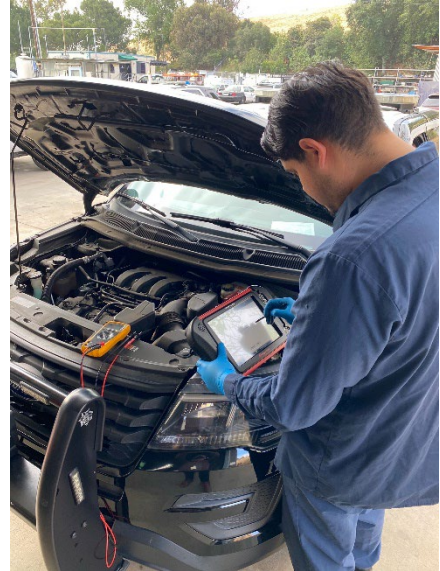
Specific Service objectives are:

- Annually identify and replace vehicles that have exceeded their useful life expectancy through an annual appropriation, lease-purchase financing arrangement, or lease.

Public Works Department

FY 2024-2025 Adopted Budget

- Perform preventive maintenance service on vehicles and equipment at regularly required intervals.
- Conduct safety inspections on vital items such as brakes, suspension systems, and fluid levels, etc. on all vehicles during preventive maintenance service.
- Complete mandated reports and maintain City fleet vehicles and equipment to be in compliance with BAR (Bureau of Automotive Repair), SCAQMD (South Coast Air Quality Management District), CARB (California Air Resources Board), CUPA (Certified Unified Program Agencies) and DOSH (Division of Occupational Safety and Health) regulations.



- Purchase fuel for the operation of City vehicles and Monterey Park Spirit buses.
- Complete smog checks of fleet vehicles to meet State requirements. This is a bi-annual program using an odd-even year system that corresponds with the last digit of a vehicle's identification number.
- Maintain City-owned vehicles and equipment per manufacturer's specifications. Maintain records of preventive maintenance and repairs to track the cost for each vehicle to create a cost-based potential schedule for vehicle replacement.

2024-2025 Goals and Objectives

- To complete installation and implementation of the new Fleet Management software program.
- To complete the installation of the new Fuel Delivery system by July 2024. This system serves all City vehicles at Fire Station 1 and the City Yard. This system also serves the public CNG pumps located outside the City Yard.
- To complete 2024 conversion goals of low emission and EV fleet per CARB requirements.

Public Works Department

FY 2024-2025 Adopted Budget

2023-2024 Major Accomplishments

- Completed repairs to 216 units comprised of 2 axle vehicles and other over the road equipment.
- Awarded a contract to replace a 20 year-old Fleet management software program.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$7,278 | \$0 | \$0 | \$0 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$3,605,636 | \$3,924,362 | \$3,924,362 | \$3,512,621 |
| Total Expenditures | \$3,612,914 | \$3,924,362 | \$3,924,362 | \$3,512,621 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Engineering
Division No.: 4212

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$524,645 | \$941,501 | \$941,501 | \$813,387 |
| Services | \$374,001 | \$204,935 | \$204,935 | \$282,200 |
| Commodities | \$14,584 | \$27,850 | \$27,850 | \$27,650 |
| Internal Services | \$450,341 | \$435,192 | \$435,192 | \$538,162 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,363,570 | \$1,609,478 | \$1,609,478 | \$1,661,400 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 9.19 | 8.25 | 8.25 | 9.25 |
|--|-------------|-------------|-------------|-------------|

Program Details

The Engineering Division is responsible for providing all engineering services to the City, including the design and construction of all public facilities, streets, water, sewers, storm drains, sidewalks, traffic signals, parks, and recreation facilities. The Division manages the programming, design, contracting, and inspection of all capital improvement projects, and reviews and comments on various development and zoning matters such as tract and parcel maps, variances, and conditional use permits. The Division conducts specialized engineering functions, including studies on grading, geology, traffic, pavement, water systems, sewer systems, and assessment districts, and handles the survey and disposition of City real property. The Division also manages emergency projects involving the repair/reconstruction of City streets and facilities during and after major environmental disasters such as storms, mudslides, and earthquakes.

The Engineering Division coordinates the administrative activities of the Public Works Department and is also responsible for working with and advising the City Council, the City Manager, the Traffic Commission, the Planning Commission, and other public and private



Public Works Department

FY 2024-2025 Adopted Budget

agencies regarding the planning, design, construction, and financing of public works and capital improvement projects in the City. The Division also oversees the City's Americans with Disabilities Act (ADA) Title II compliance activities.

Specific Service objectives are:

- Implement the Water Master Plan and develop a comprehensive street maintenance program in accordance with the City's Pavement Management Study.
- Annually administer the capital improvement program for City streets, water system, and parks.
- Leverage Local Return Funds and various State and Federal Program funds to obtain maximum use of financial resources for local roadway improvement projects and actively pursue additional funding sources.
- Work with other City Departments/Divisions to support various City programs, such as economic development projects and community events.

2024-2025 Goals and Objectives

- Implementation of Capital Improvement Plan (CIP), to include annual paving and slurry seal projects, annual sidewalk repair project, N. Atlantic sewer improvements, Russell street reservoir improvements and others as identified in the CIP budget.
- Seek grant funding for infrastructure improvement projects.
- Work with SCE to finalize and complete the undergrounding of power poles along Monterey Pass Road.
- Development and completion of the Vision Zero Plan using SS4A grant funding.
- Complete the Adaptive traffic signal program for Atlantic, Garfield and Garvey.

2023-2024 Major Accomplishments

- Completed street resurfacing and rehabilitation improvements at various locations throughout the City as recommended by the Pavement Management Study

Public Works Department

FY 2024-2025 Adopted Budget

- The following Capital Improvement Projects were completed in fiscal year 2023-24:
 - Edison Trail Park Playground
 - Garvey Ranch Park, Highland Park, Sequoia Park, Bella Vista Park Playgrounds
 - Sanitary Sewer lining – 10,000 l f.
 - Road overlay – 13.9 miles
 - Road slurry seal – 8.01 miles
 - City Hall Generator
 - Library Story Time
 - Groundwater Treatment Plant
 - Water Main Replacement - Northeast Phase 3
 - City Hall AC units
 - Catch basin CPS units
 - Garfield Avenue Traffic Signal Improvements – HSIP Cycle 9
 - Barnes Park Amphitheater seating
 - Sidewalk and bus pads repairs-citywide
 - Sanitary Sewer Management Plan
 - Water Master Plan

Public Works Department

FY 2024-2025 Adopted Budget

Program Measurements

| | <u>Actual</u> 2021-22 | <u>Actual</u> 2022-23 | <u>Projected</u> 2023-2024 |
|--|--------------------------|--------------------------|-------------------------------|
| Capital Improvement Projects (CIP) Commenced and/or Completed | 32 | 43 | 53 |
| Dollar Value of CIP Projects Completed (\$ Millions) | \$4.5 | \$5.4 | \$23.5 |
| Subdivisions Processed: | | | |
| <i>Tentative Tract Maps</i> | 3 | 3 | 2 |
| <i>Tentative Parcels Maps</i> | 2 | 2 | 3 |
| <i>Final Tract Maps</i> | 2 | 2 | 2 |
| <i>Final Parcel Maps</i> | 2 | 2 | 2 |
| <i>Lot Line Adjustments Reviewed</i> | 3 | 3 | 3 |
| Conditional Use Permits Reviewed | 3 | 3 | 5 |
| Variances Reviewed | 0 | 0 | 0 |
| Site and Plan Checks for Building Permits | 87 | 87 | 30 |
| Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued | 723 | 723 | 795 |
| Grading Permits Issued | 14 | 14 | 12 |
| Traffic Engineering Issues Investigated | 18 | 18 | 24 |

Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$179,302 | \$364,736 | \$364,736 | \$334,312 |
| Special Revenue | \$402,676 | \$405,445 | \$405,445 | \$359,010 |
| Enterprise | \$781,593 | \$839,297 | \$839,297 | \$968,078 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,363,570 | \$1,609,478 | \$1,609,478 | \$1,661,400 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Parkway Maintenance
Division No.: 4216

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$277,374 | \$341,238 | \$341,238 | \$333,222 |
| Services | \$611,092 | \$612,880 | \$612,880 | \$622,655 |
| Commodities | \$12,062 | \$18,300 | \$18,300 | \$19,325 |
| Internal Services | \$92,102 | \$135,982 | \$135,982 | \$153,987 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$992,631 | \$1,108,400 | \$1,108,400 | \$1,129,189 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 3.55 | 3.00 | 3.00 | 3.00 |
|--|-------------|-------------|-------------|-------------|

Program Details

This activity provides for the care and maintenance of approximately 10,000 City Street & Parkway trees and 358,087 sq. ft. of work areas that include 68 boulevard medians, gardens, selected parkways, and parking lots. City trees consist of 37 different species, and are of various sizes, shapes and age. These trees are strategically placed along approximately 203 miles of easements and parkways, to create visually appealing neighborhoods. Trees are an excellent means for enhancement of the environment, by way of air filtration, noise absorption, aesthetics, and safety of vehicular and pedestrian movement. The City boulevard medians cover 182,990 sq. ft. of turf, trees, plants, and irrigation.



This division plays a vital role in maintaining the City’s attractive overall appearance. The results of this Division’s efforts serve to create a positive impression of the City for current and potential homeowners, and businesses. The work accomplished by this division in properly maintaining the tree inventory, helps the environment by providing the cooling and cleaning effect trees have on surrounding air quality.

Public Works Department

FY 2024-2025 Adopted Budget

The majority of tree work tasked to this division is provided by contractors. Each tree, under contract, is electronically inventoried and trimmed based on our 14-grid system that schedules between four to five grids each year. Trees may also be trimmed when service requests are submitted by residents. The trees located along the three main corridors (Atlantic, Garvey, & Garfield) are trimmed every year, and are delegated to their own separate grid (Grid #13). The contractor is also responsible for tree removals and planting of new trees. Specific service objectives are:

- Trimming of trees as needed to provide for effective aesthetic value, traffic sign visibility, streetlamp clearance, and for proper mobility on streets and sidewalks.
- Provide attractive and healthy trees through regularly scheduled inspection, trimming, removal, and replacement when possible.



2024-2025 Goals and Objectives

- Completion and implementation of the City Urban Forest Master Plan for the current inventory of 10,000 City trees. This plan would incorporate defined tree care guidelines, including future removal and replacement of nuisance and intrusive trees causing infrastructure damage on City boulevards.
- Continue maintaining the tree replacement ration on removals with a ratio of 1.5 : 1 replacement to removal ratio.
- To plant new trees around the Parks new playground areas which will provide shade and carbon sequestration.

2023-2024 Major Accomplishments

- Completed another fiscal year of maintaining a -0- hazardous tree rating within the entire City inventory. This is accomplished annually by City contracted arborists identifying and reporting dead, dying or otherwise hazardous trees. The City then removes them within 15 days of notification. The City of Monterey Park has been rated #1 in the State of California annually for this achievement.

Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$361,335 | \$364,851 | \$364,851 | \$354,703 |
| Special Revenue | \$631,296 | \$743,549 | \$743,549 | \$774,486 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$992,631 | \$1,108,400 | \$1,108,400 | \$1,129,189 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Parks
Division No.: 4217

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$461,127 | \$733,356 | \$733,356 | \$566,211 |
| Services | \$299,508 | \$262,225 | \$262,225 | \$285,625 |
| Commodities | \$70,299 | \$71,450 | \$71,450 | \$124,225 |
| Internal Services | \$518,320 | \$590,994 | \$590,994 | \$546,876 |
| Capital Outlay | \$473 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,349,727 | \$1,658,025 | \$1,658,025 | \$1,522,937 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 6.07 | 6.00 | 6.00 | 6.00 |
|--|-------------|-------------|-------------|-------------|

Program Details

This activity provides for the maintenance of the City’s eight large parks, five small parks, one hiking trail, and one demonstration garden, totaling 113.64 acres. There is a park located within one-half mile of every Monterey Park household. This activity also provides for the exterior maintenance of 13 free standing restroom facilities, 16 tennis courts and two warm up courts, three outdoor basketball courts, and multiple picnic facilities. Additionally, this Division also provides the landscape maintenance for the Monterey Park Bruggemeyer Library, the Service Club House, Langley Center, El Encanto, Beth Ryan Park, and City employee parking lots.



The Parks Division maintains a very important part of our City’s infrastructure. The Division makes a significant impact, helping enrich the lives of residents and all Park users. This Division provides staffing to all parks, 365 days a year. The Parks Division plays an integral role part in maintaining a safe and clean environment. Residents and all Park users can relax, exercise, and enjoy their family and friends in parks that are clean and green. Residents have the choice of participating in various programs and sports leagues that all are offered in our healthy and friendly atmosphere. Our park sites are host to many of the City’s special event celebrations throughout the year that welcomes thousands of participants.

Public Works Department

FY 2024-2025 Adopted Budget

Specific service objectives are:

- Maintain Parks to meet or exceed the Standards as set forth by the Recreation and Parks Commission, providing safe, attractive, and user-friendly recreation facilities.
- With water conservation no longer a goal, but a standard, continued use of drought tolerant turf, plants and shrubs, and irrigation techniques.



2024-2025 Goals and Objectives

- Secure funding to remove and replace worn benches (125) and picnic tables (33) throughout City Parks.
- Review, develop and secure funding for viable ideas involving targeted areas for potential modification and improvement. These locations include the frontage roads/median islands of S. Atlantic between El Repetto and Brightwood & S. Garfield between El Repetto and Keller.
- Secure funding that will be used towards the remaining 9 irrigation systems in the City which are not currently on the Calsense Smart System.

2023-2024 Major Accomplishments

- Provided assistance to the Engineering Division and the Recreation Department to complete playground replacement projects at 5 City parks. Parks division staff completed area improvements adjacent to the new Playground installations at Highlands, Sequoia, Bella Vista, Garvey Ranch (2), and Edison Trails. These improvements also included the planting of an additional 36 trees and the rehabilitation of Edison Trails Restrooms to ADA access standards.
- Purchased Calsense smart controllers and irrigation systems for City Hall and Barnes Park through grant funding. These systems are targeted for installation by Spring 2024.

Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$991,658 | \$1,241,244 | \$1,241,244 | \$1,193,609 |
| Special Revenue | \$193,072 | \$233,690 | \$233,690 | \$223,592 |
| Enterprise | \$164,997 | \$183,091 | \$183,091 | \$105,736 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,349,727 | \$1,658,025 | \$1,658,025 | \$1,522,937 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Water Administration
Division No.: 4220

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$1,014,867 | \$555,791 | \$555,791 | \$142,235 |
| Services | \$209,561 | \$208,600 | \$208,600 | \$228,468 |
| Commodities | \$465,539 | \$23,250 | \$23,250 | \$23,250 |
| Internal Services | \$146,041 | \$306,706 | \$306,706 | \$298,611 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$810 | \$0 | \$0 | \$1,611,803 |
| Total Expenditures | \$1,836,817 | \$1,094,347 | \$1,094,347 | \$2,304,367 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 1.00 | 1.75 | 1.75 | 1.75 |
|-------------|-------------|-------------|-------------|

Programs Details

This activity provides the overall direction and administrative guidance for the Water Utility Division, including preparation of all required water quality and production reports.

Specific Service objectives are:

- Represent the City in the management of the Main San Gabriel Basin WaterMaster by attending monthly meetings.
- Develop long range planning alternatives and strategies to enable the utility to maintain water usage, including the development and construction of water treatment facilities and alternatives, to conform to State and Federal potable water quality requirements.
- Monitor and assess the costs to produce, treat, and deliver water to each category of customer and determine the overall efficiency of water operations.
- Prepare numerous operations, production, and water quality reports to meet WaterMaster, Federal, State, County, and City requirements.
- Continue involvement with the San Gabriel Valley Groundwater clean-up projects with special emphasis on the South El Monte Operable Unit (SEMOU) to recover costs and the possibility of obtaining Title 16 and/or Federal Restoration Funds.

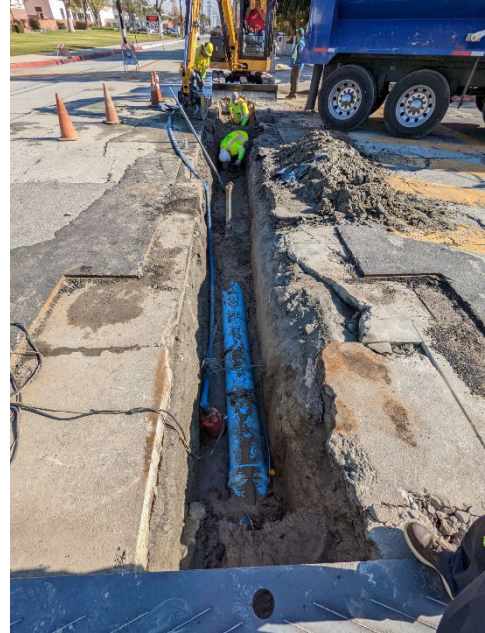
Public Works Department

FY 2024-2025 Adopted Budget

- Identify and track Federal and State regulations that could require large capital investments for treatment of specific contaminants (e.g., PFOS/PFOA, arsenic, volatile organic compounds, Perchlorate, 1,4-Dioxane, 1,1-DCA, MTBE, Chromium 6, etc.).

2024-2025 Goals and Objectives

- Ensure compliance with all State and Federal requirements for potable water.
- Continue to work with the Water Quality Authority (WQA), the Environmental Protection Agency (EPA), and the California Department of Toxic Substances Control (DTSC) on the reimbursement of ground water treatment costs.
- Identify new funding sources for remediation of per-and polyfluoroalkyl substances (PFAS) that have been found in the groundwater basin.



2023-2024 Major Accomplishments

- Start-up of the Centralized Groundwater Treatment System (CGTS) and began production of water to the Monterey Park community.
- Completed the 2024 Water Master Plan, which is an update of the 2012 plan. This comprehensive report is an essential planning guide for upgrading the domestic water system to meet current and future needs.

Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$1,836,817 | \$1,094,347 | \$1,094,347 | \$2,304,367 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,836,817 | \$1,094,347 | \$1,094,347 | \$2,304,367 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Water Commercial
Division No.: 4221

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$652,293 | \$804,232 | \$804,232 | \$850,736 |
| Services | \$58,507 | \$43,100 | \$43,100 | \$84,600 |
| Commodities | \$91,261 | \$153,500 | \$153,500 | \$158,700 |
| Internal Services | \$718,084 | \$844,572 | \$844,572 | \$1,352,561 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$13,279 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,533,424 | \$1,845,405 | \$1,845,405 | \$2,446,597 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 6.85 | 6.75 | 6.75 | 6.75 |
|--|-------------|-------------|-------------|-------------|

Programs Details

This program, in coordination with the Management Services Department, provides for approximately 80,249 meter readings, billing, and collection of revenue from approximately 13,643 water meters. The City’s consumers average 917 requests for service per month for routine problems including billing, leaks, water quality, general water service inquiries, backflow/cross-connection, and water conservation education.



Specific Service objectives are:

- Provide all City served water accounts with a water meter calibrated to American Water Works Association (AWWA) standards for accuracy to be read, billed, and maintained on a bi-monthly schedule.
- Notify consumers of high consumption when readings appear to be significantly higher than normal.
- Perform annual tests on 101 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.

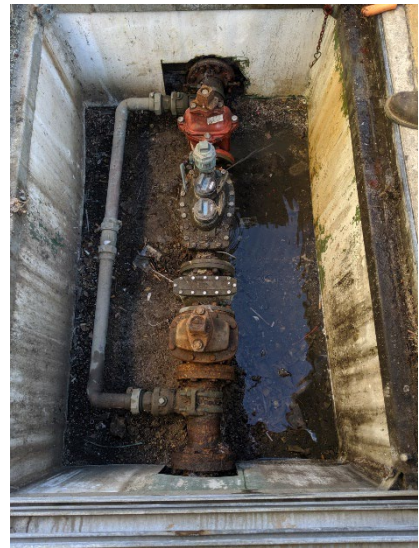
Public Works Department

FY 2024-2025 Adopted Budget

- Track and maintain 1,383 private backflow prevention assemblies for water system protection as required by the State Water Resources Control Board Division of Drinking Water (DDW) standards.
- On a bimonthly reading cycle, report any safety hazards or code violations to the proper department.
- In conjunction with the Water Distribution section continue to evaluate and upgrade large meter installations to replace older water meters to ensure meter accuracy.

2024-2025 Goals and Objectives

- Continue to remove single check backflows that are no longer compliant and install Double Check Detector Assemblies (DCDAs) that provide for a better level of protection to prevent contamination through backflow.
- Initiate a meter reading system for the changeout of Automated Meter Reading (AMR) to Advanced Metering Infrastructure (AMI) meters.
- Enforce the new Cross Connection Policy Handbook that was adopted by the State in December 2023.



2023-2024 Major Accomplishments

- Replaced 29 non-compliant fire-line backflow assemblies with new Double Check Detector Assemblies (DCDAs).
- Tested 30 large meters to maintain accuracy of heavy users.
- Transitioned from bi-monthly meter reads to monthly meter reads in accordance with new water rates.

Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$1,533,424 | \$1,845,405 | \$1,845,405 | \$2,446,597 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$1,533,424 | \$1,845,405 | \$1,845,405 | \$2,446,597 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Water Production

Division No.: 4222

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$52,394 | \$86,404 | \$86,404 | \$232,839 |
| Services | \$2,413,230 | \$3,774,939 | \$3,774,939 | \$3,924,283 |
| Commodities | \$172,447 | \$243,700 | \$243,700 | \$243,700 |
| Internal Services | \$1,244,603 | \$1,473,139 | \$1,473,139 | \$2,025,622 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$47,264 | \$109,945 | \$109,945 | \$0 |
| Total Expenditures | \$3,929,937 | \$5,688,127 | \$5,688,127 | \$6,426,444 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 1.00 | 1.00 | 1.00 | 1.00 |
|-------------|-------------|-------------|-------------|

Programs Details

This program provides for producing, treating, and delivering to the City's customers, potable water that meets or exceeds all water quality standards established by Federal and State regulatory agencies. The operation and inspection of 12 wells, 11 pumping stations, and 13 reservoirs are provided by California Department of Public Health certified water treatment personnel to meet an average daily demand of approximately 8 million gallons of water.



Water quality is ensured by use of mandated State Water Resources Control Board Division of Drinking Water (DDW) certified water treatment operators and regulated operations for the safe and efficient production of water for the community. In compliance with Title 22, State of California, Department of Public Health, weekly, monthly, quarterly, and yearly samples are collected for volatile organic chemicals, perchlorate, and general mineral levels. Additionally, production personnel collect a monthly average of 180 chlorine residuals, 90 bacteriological samples, and 19 general physical samples at

Public Works Department

FY 2024-2025 Adopted Budget

the wells, pump stations, treatment plants, reservoirs and at various locations in the water distribution system. Continuously conduct maintenance and/or supervise the maintenance of the wells, pump stations, treatment plants, and reservoirs. In addition, maintain, monitor, and control the wells, booster stations, and pumps through use of the newly integrated SCADA System.

2024-2025 Goals and Objectives

- Finalize the full implementation of the Centralized Groundwater Treatment System with a technical training program and establish a spare part inventory at a secured storage on site.
- Upgrade existing PLC (Programable Logic Control) at Delta , Well 5, and Well 12 to standardize and improve reliability. The upgrade to current technology will allow for future upgrades as the current units are over 20 years old and obsolete.
- Purchase and install the second phase of the Delta Chlorine Pump Upgrade from two pumps to three pumps to accommodate higher demand and serve as a redundant back-up system.

Public Works Department

FY 2024-2025 Adopted Budget

2023-2024 Major Accomplishments

- Upgraded the Claval Automated Control Equipment at the interconnection with San Gabriel Valley Water Company.



- Installed new Ubiquiti Radios for the Supervisory Control and Data Acquisition

(SCADA) system at the Sequoia and Bradshaw Reservoirs. The new high-performance radios are more reliable and have a longer-range capability.

- Activated the Centralized Groundwater Treatment System and began production.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$3,929,937 | \$5,688,127 | \$5,688,127 | \$6,426,444 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$3,929,937 | \$5,688,127 | \$5,688,127 | \$6,426,444 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Water Distribution
Division No.: 4223

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|--------------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$318,515 | \$501,787 | \$501,787 | \$552,905 |
| Services | \$260,302 | \$407,825 | \$407,825 | \$456,450 |
| Commodities | \$154,258 | \$245,250 | \$245,250 | \$245,450 |
| Internal Services | \$1,064,628 | \$1,036,902 | \$1,036,902 | \$1,538,286 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service/Other Payments | \$3,589,599 | \$2,560,773 | \$2,560,773 | \$2,606,947 |
| Total Expenditures | \$5,387,302 | \$4,752,536 | \$4,752,536 | \$5,400,039 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 6.85 | 6.75 | 6.75 | 6.75 |
|-------------|-------------|-------------|-------------|

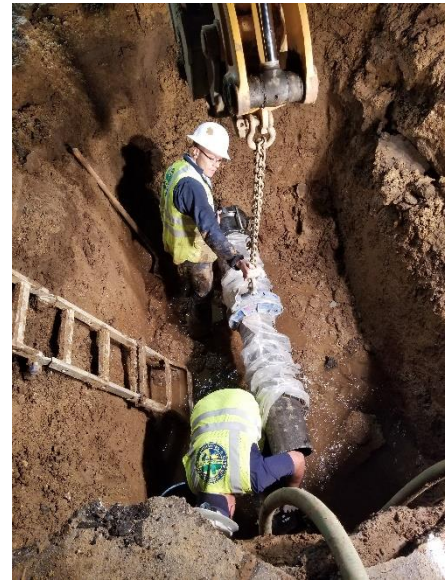
Programs Details

This program provides for the installation of new service taps, renewed water service taps, repair of water mains and services as necessary, and the maintenance of water facilities. Within the distribution system there are 13,456 water accounts, 134 miles of distribution mains, approximately 1,063 fire hydrants, and 2,073 gate valves.

This program also provides maintenance and new installations of piping for the entire system. Water Distribution personnel are California Department of Health Services certified, licensed and prepared to perform expedient and professional services under emergency conditions.

Specific service objectives are:

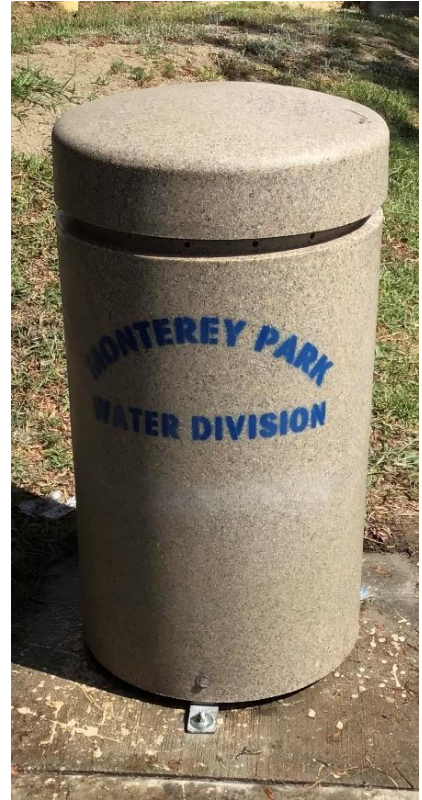
- Ensure water section personnel productivity and safety through adherences to annual training objectives.
- Operate annual valve exercise program for 2,073 distribution system valves.
- Maintain water service standards by repairing City water distribution facilities to ensure that residents and commercial accounts will have reliable water service.



Public Works Department

FY 2024-2025 Adopted Budget

- Continue to upgrade service and meter installation to current standards.
- Help maintain water quality with an active flushing program.
- Maintain all pressure relief stations, pressure-sustaining stations, and check valve stations in the distribution system to increase reliability.
- Identify needs to improve distribution system reliability.



2024-2025 Goals and Objectives

- Assist engineering with the watermain replacement at South Atlantic Boulevard.
- Assist engineering with the watermain replacement at South Garfield Atlantic.
- Replace inoperable valves in the distribution system.

2023-2024 Major Accomplishments

- Assisted engineering with the completion of the Phase 3 North/East Watermain Replacement Project.
- Replaced two plug valves in the distribution system that will improve water reliability for the community.
- Completed the Emergency Watermain Replacement Project on Monterey Pass Road.

Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$5,387,302 | \$4,752,536 | \$4,752,536 | \$5,400,039 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$5,387,302 | \$4,752,536 | \$4,752,536 | \$5,400,039 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Well No. 5

Division No.: 4226

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$112,577 | \$171,032 | \$171,032 | \$87,045 |
| Services | \$203,843 | \$334,750 | \$334,750 | \$95,500 |
| Commodities | \$30,904 | \$800,000 | \$800,000 | \$25,000 |
| Internal Services | \$358,735 | \$396,947 | \$396,947 | \$163,513 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$706,059 | \$1,702,729 | \$1,702,729 | \$371,058 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|------|------|------|------|
| 2.19 | 2.00 | 2.00 | 2.00 |
|------|------|------|------|

Program Details

This activity provides for the costs associated with Well No. 5. This includes the operation and maintenance of the well that is an Environmental Protection Agency (EPA)-designated *remedy* well, along with Wells 12 and Well 15. EPA-remedy wells are part of a regional control program to contain volatile organic compound (VOC) contamination in the groundwater basin.

Costs for this activity include personnel costs, electricity, and laboratory analyses. This activity will also cover costs for possible future remediation.

In 2018, Well 5 was connected to the Centralized Groundwater Treatment System (CGTS) where its groundwater will be treated. The Granular Activated Carbon (GAC) treatment system that was previously located at this well was re-purposed into the per-and polyfluoroalkyl substances (PFAS) treatment system that was constructed at the CGTS.



Public Works Department

FY 2024-2025 Adopted Budget

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain plant per State Water Resources Control Board Division of Drinking Water (DDW) requirements.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$706,059 | \$1,702,729 | \$1,702,729 | \$371,058 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$706,059 | \$1,702,729 | \$1,702,729 | \$371,058 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Well No. 12

Division No.: 4227

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$125,181 | \$159,895 | \$159,895 | \$136,301 |
| Services | \$378,941 | \$447,625 | \$447,625 | \$190,000 |
| Commodities | \$121,148 | \$900,000 | \$900,000 | \$75,000 |
| Internal Services | \$329,959 | \$399,319 | \$399,319 | \$176,197 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$955,229 | \$1,906,839 | \$1,906,839 | \$577,498 |

**Authorized Full-Time
Equivalent Positions**

2.25

2.50

2.50

2.50

Program Details

This activity provides for the costs associated with Well No. No. 12 that include personnel, electricity, laboratory analyses, rehabilitation/equipment maintenance, and legal fees.

In 2018, the Air Stripper Treatment Plant that was previously included with this activity was replaced by the CGTS.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$955,229 | \$1,906,839 | \$1,906,839 | \$577,498 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$955,229 | \$1,906,839 | \$1,906,839 | \$577,498 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Well No. 1, 3, & 10
Division No.: 4229

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$115,671 | \$553,572 | \$553,572 | \$99,049 |
| Services | \$303,812 | \$313,375 | \$313,375 | \$515,000 |
| Commodities | \$39,920 | \$200,000 | \$200,000 | \$350,000 |
| Internal Services | \$279,661 | \$278,994 | \$278,994 | \$123,666 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$739,064 | \$1,345,941 | \$1,345,941 | \$1,087,715 |

**Authorized Full-Time
Equivalent Positions**

1.86

2.00

2.00

2.00

Program Details

This activity provides for the costs associated with ground water remediation for Wells No. 1, No. 3, No. 10 and Fern Well for volatile organic compounds (VOC) and future contaminants that may be found in the system. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment system for these wells. This treatment plant has a capacity of 4,500 gallons per minute and requires continual scheduled maintenance and monitoring.



Costs for this activity include personnel costs, GAC replacement, electricity, capital lease payments, equipment maintenance, and laboratory analyses. This activity will also cover costs for possible future remediation activities.

Public Works Department

FY 2024-2025 Adopted Budget

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$739,064 | \$1,345,941 | \$1,345,941 | \$1,087,715 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$739,064 | \$1,345,941 | \$1,345,941 | \$1,087,715 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Well No. 15

Division No.: 4231

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$105,508 | \$137,292 | \$137,292 | \$0 |
| Services | \$135,304 | \$184,500 | \$184,500 | \$110,500 |
| Commodities | \$27,877 | \$800,000 | \$800,000 | \$50,000 |
| Internal Services | \$152,799 | \$200,644 | \$200,644 | \$136,854 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$421,488 | \$1,322,437 | \$1,322,437 | \$297,354 |

**Authorized Full-Time
Equivalent Positions**

| | | | |
|-------------|-------------|-------------|-------------|
| 1.68 | 1.50 | 1.50 | 1.50 |
|-------------|-------------|-------------|-------------|

Program Details

This activity is for the operation and maintenance of Well No. 15. Costs for this activity include equipment maintenance.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$421,488 | \$1,322,437 | \$1,322,437 | \$297,354 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$421,488 | \$1,322,437 | \$1,322,437 | \$297,354 |

Public Works Department

FY 2024-2025 Adopted Budget

Division: Centralized Groundwater Treatment System

Division No.: 4234

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$0 | \$0 | \$0 | \$0 |
| Services | \$0 | \$0 | \$0 | \$777,500 |
| Commodities | \$0 | \$0 | \$0 | \$2,350,000 |
| Internal Services | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$0 | \$0 | \$0 | \$3,127,500 |

**Authorized Full-Time
Equivalent Positions**

| | | | | |
|--|-------------|-------------|-------------|-------------|
| | 1.79 | 1.50 | 1.50 | 1.50 |
|--|-------------|-------------|-------------|-------------|

Program Details

The Central Groundwater Treatment System (CGTS) project was initiated in 2016 to address the contaminant, 1,4-dioxane, and to create one central treatment facility using the latest combination of technologies including ultraviolet advanced oxidation processes (UVAOP). The new treatment system was constructed at the existing facility - Delta Plant - in the City of Rosemead. Another benefit of the CGTS project was to be able to increase the flow of the Delta Plant - if needed - to serve the future demands of the city. The new UVAOP system was further enhanced to include an ion exchange system to be used with catalytic Granular Activated Carbon (CGAC) for the purpose of removing per-and polyfluoroalkyl substances (PFAS).

Groundwater pumped from Wells 5, 9, 12 and 15 are treated at this centralized treatment system. The Division of Drinking Water (DDW) issued the permit for the new CGTS project on March 20, 2023 and water production started on November 7, 2023.

Water treatment prior to the CGTS included the *GAC Treatment Plant* at Well 5, the *Air Stripper Treatment Plant* at Well 12, and the *Dual Barrier Facility* at the Delta Plant. These three systems have been re-purposed into the CGTS. In the FY 2025 Budget, Activities 4226 and 4227 have been modified accordingly, and Activity 4230 has been removed. Costs for this activity include personnel, electricity, chemical and GAC media, laboratory analyses, contractual maintenance, and legal fees. Costs related to VOC removal are reimbursed by EPA.

Public Works Department

FY 2024-2025 Adopted Budget

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain plant per State Water Resources Control Board Division of Drinking Water (DDW) requirements.

Funding Sources by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$0 | \$0 | \$0 | \$3,127,500 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$0 | \$0 | \$0 | \$3,127,500 |

Non-Department FY 2024-2025 Adopted Budget

Department Overview

The Non-Departmental function accounts for costs that are not generally associated with a specific department. These programs include General Liability, Post Employment, and Workers' Compensation.

Programs and Services

The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the General Liability Fund.

The costs of retiree medical insurance premiums and separation benefits are included in the Post-Employment program. Charges are made to all City funds to pay for the benefits at separation and for the retiree medical insurance premiums. A true-up is completed at year-end.

The Workers' Compensation Internal Service Fund was established for the management and funding of the City's workers' compensation risk exposure. Charges are made to all City funds to pay for operating expenses as well as to fund the liabilities of the Worker's Compensation Fund.

Non-Department Budget Summary

| Expenditures by Division | | | | | |
|---------------------------|--------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Division Name | Division No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| General Liability | 5101 | \$7,025,616 | \$7,652,133 | \$7,652,133 | \$8,088,077 |
| Post-Employment | 5102 | \$11,407,969 | \$11,338,370 | \$11,338,370 | \$13,111,164 |
| Worker's Comp | 8301 | \$3,807,304 | \$3,586,907 | \$3,586,907 | \$3,804,130 |
| Total Expenditures | | \$22,240,889 | \$22,577,410 | \$22,577,410 | \$25,003,370 |

| | | | | |
|--|------|------|------|------|
| Authorized Full-Time Equivalent Positions | 0.00 | 0.00 | 0.00 | 0.00 |
|--|------|------|------|------|

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$3,130,873 | \$1,051,191 | \$1,051,191 | \$1,171,548 |
| Special Revenue | \$7,700,471 | \$7,814,561 | \$7,814,561 | \$8,557,354 |
| Enterprise | \$42,186 | \$0 | \$0 | \$0 |
| Internal Service | \$11,367,358 | \$13,711,659 | \$13,711,659 | \$15,274,468 |
| Total | \$22,240,889 | \$22,577,410 | \$22,577,410 | \$25,003,370 |

Non-Department FY 2024-2025 Adopted Budget

Division: General Liability Division No.: 5101

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Services | \$6,439,679 | \$6,397,890 | \$6,397,890 | \$6,691,058 |
| Internal Services | \$585,938 | \$1,250,743 | \$1,250,743 | \$1,393,519 |
| Debt Service | \$0 | \$3,500 | \$3,500 | \$3,500 |
| Total Expenditures | \$7,025,616 | \$7,652,133 | \$7,652,133 | \$8,088,077 |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Authorized Full-Time Equivalent Positions | 0.00 | 0.00 | 0.00 | 0.00 |
|--|-------------|-------------|-------------|-------------|

Program Details

The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City maintains General Liability and Auto Liability insurance coverage through the City's participation in a Joint Power Authority risk sharing pool for Liability and Workers Compensation Programs.

Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the City. FY 2024-2025 expenses are anticipated to be \$8.1 million. This includes earthquake, property damage insurance, and the City's JPA member costs.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$1,844,409 | \$401,191 | \$401,191 | \$521,548 |
| Special Revenue | \$292,969 | \$401,191 | \$401,191 | \$401,191 |
| Internal Service | \$4,888,239 | \$6,849,752 | \$6,849,752 | \$7,165,338 |
| Total Expenditures | \$7,025,616 | \$7,652,133 | \$7,652,133 | \$8,088,077 |

Non-Department FY 2024-2025 Adopted Budget

Division: Post Employment
Division No.: 5102

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$4,143,117 | \$3,925,000 | \$3,925,000 | \$5,696,444 |
| Services | \$103,893 | \$75,000 | \$75,000 | \$75,000 |
| Internal Services | \$20,744 | \$0 | \$0 | \$0 |
| Debt Service | \$7,140,215 | \$7,338,370 | \$7,338,370 | \$7,339,720 |
| Total Expenditures | \$11,407,969 | \$11,338,370 | \$11,338,370 | \$13,111,164 |

**Authorized Full-Time
Equivalent Positions**

| | | | | |
|--|-------------|-------------|-------------|-------------|
| | 0.00 | 0.00 | 0.00 | 0.00 |
|--|-------------|-------------|-------------|-------------|

Programs Details

Separation Benefits

The Separation Benefits Internal Service Fund provides an ongoing method of financing the costs associated with employee separation from City service. Upon separation, an employee is entitled to compensation for accrued vacation, holiday, compensation time earned in-lieu of overtime, and a percentage of his or her accrued sick leave depending on provisions of each particular bargaining unit. Charges are made to City departments to pay for operating expenses as well as to fund outstanding liabilities of the Separation Benefits Fund. Liabilities and charges of employee accrued leaves are recorded as compensated absences payable in the general ledger and the amount for 2023-2024 is estimated for \$5.6 million.

Post-Employment Benefits

The costs of retiree medical insurance premiums are presented in this activity, as are contributions to the Empower Retirement Plan. Administrative and actuarial fees for retirement plan administration are also presented herein. The City joined in the OPEB trust program to pre-fund its OPEB liabilities. As a result of this prefunding plan, the City's retiree medical unfunded liabilities were substantially reduced. The Actuarially Determined Contribution (ADC) for the fiscal year ending June 30, 2023, is \$4 million. The Empower Retirement Plan predates the commencement of the City's participation in the California Public Employees' Retirement System (CalPERS) in 1976. The Plan provides partial retirement benefits for miscellaneous employees over age 55 at April 1, 1976 and currently, there are 32 vested members in the Empower Plan. As for the OPEB, there are 556 inactive employees, retirees, and active employees eligible for City-paid retiree medical benefits.

Non-Department FY 2024-2025 Adopted Budget

On February 16, 2021, the City issued Pension Obligation Bonds in the amount of \$106,335,000; paying off in its entirety the City’s Unfunded Accrued Liability. The fourth bond payment is scheduled for July 2024.

Costs in this division include OPEB Medical prefunding of \$1,000,000 million to be deposited in the retiree medical trust account (CERBT) and the fourth payment of the Pension Obligation Bond Series 2021 in the amount of \$7,339,720 million.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| General Fund | \$1,286,464 | \$650,000 | \$650,000 | \$650,000 |
| Special Revenue | \$7,407,503 | \$7,413,370 | \$7,413,370 | \$8,156,164 |
| Enterprise | \$42,186 | \$0 | \$0 | \$0 |
| Internal Service | \$2,671,815 | \$3,275,000 | \$3,275,000 | \$4,305,000 |
| Total Expenditures | \$11,407,969 | \$11,338,370 | \$11,338,370 | \$13,111,164 |

Non-Department FY 2024-2025 Adopted Budget

Division: Workers' Compensation

Division No.: 8301

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$2,926,563 | \$2,410,000 | \$2,410,000 | \$2,364,103 |
| Services | \$880,741 | \$942,000 | \$942,000 | \$1,005,860 |
| Internal Services | \$0 | \$234,907 | \$234,907 | \$434,167 |
| Total Expenditures | \$3,807,304 | \$3,586,907 | \$3,586,907 | \$3,804,130 |

Authorized Full-Time
Equivalent Positions

0.00

0.00

0.00

0.00

Program Details

The Workers' Compensation Internal Service Fund was established for the management and funding of the City's workers' compensation risk exposure. Workers' compensation laws in the State of California, both those of constitutional and statutory origin, create a compulsory responsibility for all employers to compensate any and all of their workers for injuries or disabilities arising out of the scope and in the course of employment.

California workers' compensation law provides medical treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits, medical benefits and death benefits for work related injuries. The law also provides for preventative measures in the form of safety laws and administrative rules.

The City maintains workers compensation insurance coverage to statutory limits per occurrence (policy will pay out per statute with no coverage limit) through the City's participation in a Joint Power Authority risk sharing pool Workers Compensation Program. Both the Human Resources/Risk Management and Finance Departments manage the Workers' Compensation Fund.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Internal Service | \$3,807,304 | \$3,586,907 | \$3,586,907 | \$3,804,130 |
| Total Expenditures | \$3,807,304 | \$3,586,907 | \$3,586,907 | \$3,804,130 |

Capital Improvement Program

FY 2024-2025 Adopted Budget

Department Overview

The Capital Improvement Program (CIP) is a projection of the City’s capital investments over a five-year period. The CIP is a fiscal and planning tool that allows the City to monitor all capital project costs, funding sources, departmental responsibilities, and timing. Each year, the CIP will be reviewed within the context of ongoing city, county, state, and federal planning programs and policies. Capital investments involve major City projects that produce outputs having long and useful life spans.

Programs and Services

The CIP includes projects and funding sources in the following three (3) categories:

- Enterprise Capital Projects
- Street Construction Projects
- Community Improvement Capital Projects

Capital Improvement Program Budget Summary

| Expenditures by Program | | | | | |
|-------------------------------|-------------|----------------------|-------------------------------|--------------------------------|----------------------|
| Program Name | Program No. | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
| Enterprise Capital | 5005 | \$952,199 | \$4,060,344 | \$4,060,344 | \$19,587,612 |
| Street Construction | 5001 | \$9,517,739 | \$19,881,586 | \$19,881,586 | \$2,941,448 |
| Community Capital Improvement | 5002 | \$572,524 | \$3,062,791 | \$3,062,791 | \$2,004,000 |
| | | \$11,042,461 | \$27,004,721 | \$27,004,721 | \$24,533,060 |

FY 2024-2025 Proposed Projects

Enterprise Capital Projects

- \$5,441,690 from fund 408 for the Russell Street reservoir,
- \$345,922 from fund 401 for the N. Atlantic water improvement,
- \$4,000,000 from fund 408 for water meter replacement,
- \$1,800,000 from fund 401 for water main replacement Northeast (phase 4) exterior pipeline,
- \$3,000,000 from fund 408 for Garfield main replacement (Garvey to Coral View),
- \$2,000,000 from fund 408 for N. Atlantic water main replacement (Newmark to Harding), and
- \$3,000,000 from fund 411 for new sewer lines – various locations

Capital Improvement Program

FY 2024-2025 Adopted Budget

Street Construction Projects

- \$13,691 Sales Tax Revenue (Street) Bonds Fund 601 for pavement management study,
- \$65,951 Proposition C Fund 241 Traffic Signal upgrades,
- \$500,000 Gas Tax Fund 242 Slurry Seal,
- \$250,000 CDBG Fund 362 ADA improvements,
- \$650,000 Measure M Fund 240 Pavement improvements – various locations, and
- \$1,461,806 SB1 Fund 237 Pavement improvements – various locations.

Community Improvement Capital Projects

- \$260,000 from General Fund 101 for the Barnes Park Gym flooring,
- \$118,000 from General Fund 101 for the Underground Storage Tank removal & replacement,
- \$750,000 from General Fund 101 for the replacement of City Vehicles,
- \$26,000 from General Fund 101 for the Garvey Ranch Museum paint and exterior gate rehabilitation,
- \$350,000 from General Fund for La Loma Park ADA restroom and utilities, and
- \$500,000 from General Fund for the Barnes Pool demolition.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|-------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$213,391 | \$2,257,791 | \$2,257,791 | \$2,004,000 |
| Special Revenue | \$1,237,363 | \$12,063,668 | \$12,063,668 | \$2,927,757 |
| ARPA Funds | \$333,379 | \$0 | \$0 | \$0 |
| Enterprise | \$952,199 | \$4,060,344 | \$4,060,344 | \$19,587,612 |
| Internal Service | \$0 | \$360,000 | \$360,000 | \$0 |
| Bond Funds | \$8,306,129 | \$8,262,918 | \$8,262,918 | \$13,691 |
| Total | \$11,042,461 | \$27,004,721 | \$27,004,721 | \$24,533,060 |

Capital Improvement Program

FY 2024-2025 Adopted Budget

Division: Street Construction

Division No.: 5001

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$0 | \$0 | \$0 | \$0 |
| Services | \$0 | \$0 | \$0 | \$0 |
| Commodities | \$0 | \$0 | \$0 | \$0 |
| Internal Services | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | \$9,517,739 | \$19,881,586 | \$19,881,586 | \$2,941,448 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$9,517,739 | \$19,881,586 | \$19,881,586 | \$2,941,448 |

Programs Details

The City contains 119.27 miles of streets, 225.22 miles of sidewalk, 75 traffic signals and 10 miles of improved alleys. Major improvements are needed to accommodate the increased flow of pedestrian and vehicle traffic. This program provides for street improvements including parking, lighting, traffic signals, and landscaping administered through the Public Works Department. The 2024-2025 street improvements include the following:

- \$13,691 Sales Tax Revenue (Street) Bonds Fund 601 for pavement management study,
- \$65,951 Proposition C Fund 241 Traffic Signal upgrades,
- \$500,000 Gas Tax Fund 242 Slurry Seal,
- \$250,000 CDBG Fund 362 ADA improvements,
- \$650,000 Measure M Fund 240 Pavement improvements – various locations, and
- \$1,461,806 SB1 Fund 237 Pavement improvements – various locations.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$11,386 | \$0 | \$0 | \$0 |
| Special Revenue | \$1,200,223 | \$11,618,668 | \$11,618,668 | \$2,927,757 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Bond Funds | \$8,306,129 | \$8,262,918 | \$8,262,918 | \$13,691 |
| Total Expenditures | \$9,517,739 | \$19,881,586 | \$19,881,586 | \$2,941,448 |

Capital Improvement Program

FY 2024-2025 Adopted Budget

Division: Community Improvements

Division No.: 5002

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$0 | \$0 | \$0 | \$0 |
| Services | \$0 | \$0 | \$0 | \$0 |
| Commodities | \$0 | \$0 | \$0 | \$0 |
| Internal Services | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | \$572,524 | \$3,062,791 | \$3,062,791 | \$2,004,000 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$572,524 | \$3,062,791 | \$3,062,791 | \$2,004,000 |

Programs Details

Community capital improvements includes any physical improvement to the City’s capital assets of a permanent nature as well as acquisition of equipment. Community capital improvements are typically funding by grants, reserves, and specified revenue sources. The FY 2024-2025 community improvements include the following:

- \$260,000 from General Fund 101 for the Barnes Park Gym flooring,
- \$118,000 from General Fund 101 for the Underground Storage Tank removal & replacement,
- \$750,000 from General Fund 101 for the replacement of City Vehicles,
- \$26,000 from General Fund 101 for the Garvey Ranch Museum paint and exterior gate rehabilitation,
- \$350,000 from General Fund for La Loma Park ADA restroom and utilities, and
- \$500,000 from General Fund for the Barnes Pool demolition.

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$202,005 | \$2,257,791 | \$2,257,791 | \$2,004,000 |
| Special Revenue | \$37,139 | \$445,000 | \$445,000 | \$0 |
| ARPA Funds | \$333,379 | \$0 | \$0 | \$0 |
| Enterprise | \$0 | \$0 | \$0 | \$0 |
| Internal Service | \$0 | \$360,000 | \$360,000 | \$0 |
| Total Expenditures | \$572,524 | \$3,062,791 | \$3,062,791 | \$2,004,000 |

Capital Improvement Program

FY 2024-2025 Adopted Budget

Division: Enterprise Capital Projects

Division No.: 5005

| Expenditures by Character | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| Salary and Benefits | \$0 | \$0 | \$0 | \$0 |
| Services | \$0 | \$0 | \$0 | \$0 |
| Commodities | \$0 | \$0 | \$0 | \$0 |
| Internal Services | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | \$952,199 | \$4,060,344 | \$4,060,344 | \$19,587,612 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$952,199 | \$4,060,344 | \$4,060,344 | \$19,587,612 |

Programs Details

This program provides for the continued capital replacement, improvement and upgrading of the Enterprise (Water, Sewer and Refuse) projects. The FY 2024-2025 community improvements include the following:

- \$5,441,690 from fund 408 for the Russell Street reservoir,
- \$345,922 from fund 401 for the N. Atlantic water improvement,
- \$4,000,000 from fund 408 for water meter replacement,
- \$1,800,000 from fund 401 for water main replacement Northeast (phase 4) exterior pipeline,
- \$3,000,000 from fund 408 for Garfield main replacement (Garvey to Coral View),
- \$2,000,000 from fund 408 for N. Atlantic water main replacement (Newmark to Harding), and
- \$3,000,000 from fund 411 for new sewer lines – various locations

Funding Source by Type

| Funding Sources by Type | FY 2022-23 Actual | FY 2023-24 Original Budget | FY 2023-24 Projected Budget | FY 2024-25 Budget |
|---------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| General Fund | \$0 | \$0 | \$0 | \$0 |
| Special Revenue | \$0 | \$0 | \$0 | \$0 |
| Enterprise | \$952,199 | \$4,060,344 | \$4,060,344 | \$19,587,612 |
| Internal Service | \$0 | \$0 | \$0 | \$0 |
| Debt Service | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$952,199 | \$4,060,344 | \$4,060,344 | \$19,587,612 |

**Five Year Capital Improvement Program
FY 2023-2024 Adopted Budget**

| Project | Fund | Project Description | Appropriation Amount | Year To Date Estimated Expenditures | FY 2023-2024 Carryover Balance | New Funding Request FY 2024-2025 | Planned FY 2025-2026 | Planned FY 2026-2027 | Planned FY 2027-2028 | Planned FY 2028-2029 | Planned FY 2029-2030 | Total Project Needs |
|---|------|---|------------------------|-------------------------------------|--------------------------------|----------------------------------|-----------------------|------------------------|------------------------|-----------------------|-----------------------|------------------------|
| Enterprise Capital Projects | | | | | | | | | | | | |
| 86005 | 411 | SEWER MASTER PLAN | \$200,000.00 | \$0.00 | \$200,000.00 | \$0.00 | \$0.00 | \$178,013.00 | \$0.00 | \$0.00 | \$0.00 | \$378,013.00 |
| 86005 | 411 | SEWER SYSTEM INVENTORY & MAPPING AND STAFF TRAINING | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 86005 | 419 | SEWER MASTER PLAN | \$24,457.00 | \$1,182.00 | \$23,275.00 | \$0.00 | \$0.00 | \$46,720.00 | \$0.00 | \$0.00 | \$0.00 | \$71,177.00 |
| 99011 | 411 | EMERSON AVENUE PARALLEL PIPELINE | \$1,630,000.00 | \$0.00 | \$1,630,000.00 | \$0.00 | \$0.00 | \$270,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,900,000.00 |
| 99021 | 411 | PIPELINE REPLACEMENT - CIPRIANO AND EL PORTAL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$304,886.00 | \$0.00 | \$0.00 | \$0.00 | \$304,886.00 |
| 99026 | 411 | SEWER MANHOLE REHABILITATION | \$300,000.00 | \$0.00 | \$300,000.00 | \$0.00 | \$0.00 | \$300,000.00 | \$300,000.00 | \$300,000.00 | \$300,000.00 | \$1,500,000.00 |
| 99027 | 411 | SEWER REPAIRS AT VARIOUS LOCATIONS | \$1,500,000.00 | \$0.00 | \$1,500,000.00 | \$0.00 | \$0.00 | \$1,500,000.00 | \$1,500,000.00 | \$1,500,000.00 | \$1,500,000.00 | \$7,500,000.00 |
| NEW | 411 | NEW SEWER LINES - VARIOUS LOCATIONS | \$0.00 | \$0.00 | \$0.00 | \$3,000,000.00 | \$0.00 | \$2,300,000.00 | \$0.00 | \$0.00 | \$0.00 | \$5,300,000.00 |
| | | Sewer Sub-total | \$3,654,457.00 | \$1,182.00 | \$3,653,275.00 | \$3,000,000.00 | \$0.00 | \$4,899,619.00 | \$1,800,000.00 | \$1,800,000.00 | \$1,800,000.00 | \$16,954,076.00 |
| 99012 | 402 | GROUNDWATER TREATMENT SYSTEM | \$0.00 | \$3,734.00 | -\$3,734.00 | \$0.00 | \$0.00 | \$105,541.00 | \$0.00 | \$0.00 | \$0.00 | \$105,541.00 |
| 99012 | 403 | GROUNDWATER TREATMENT SYSTEM | \$2,794,149.42 | \$617,459.69 | \$2,176,689.73 | \$0.00 | \$0.00 | \$4,042,851.00 | \$0.00 | \$0.00 | \$0.00 | \$6,837,000.42 |
| 99005 | 401 | MIRA VALLE WATER PROJECT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$540,000.00 | \$0.00 | \$0.00 | \$0.00 | \$540,000.00 |
| 99006 | 401 | MPK GOLF COURSE WATER MAIN EXTENSION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$630,000.00 | \$0.00 | \$0.00 | \$0.00 | \$630,000.00 |
| 99007 | 408 | RUSSELL STREET RESERVOIR | \$68,060.00 | \$22,573.80 | \$45,486.20 | \$5,441,690.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,509,750.00 |
| 96001 | 401 | N. ATLANTIC WATER IMPROVEMENT | \$1,673,253.40 | \$0.00 | \$1,673,253.40 | \$345,922.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,019,175.40 |
| 99022 | 409 | PLC UPGRADE | \$600,000.00 | \$0.00 | \$600,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$600,000.00 |
| 99024 | 408 | WATER METER REPLACEMENTS | \$5,005,840.00 | \$5,840.00 | \$5,000,000.00 | \$4,000,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$9,005,840.00 |
| NEW | 401 | WATER MAIN REPLACEMENT - NORTHEAST (PHASE 4) NICHOLSON & GARFIELD | \$0.00 | \$0.00 | \$0.00 | \$1,800,000.00 | \$600,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,800,000.00 |
| NEW | 401 | WATER MAIN REPLACEMENT - NORTHEAST (PHASE 5) EXTERIOR PIPELINE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,700,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,700,000.00 |
| NEW | 401 | DE LA FUENTE ST MAINLINE REPLACEMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,000,000.00 | \$0.00 | \$0.00 | \$0.00 | \$6,000,000.00 |
| NEW | 401 | MONTECHICO DR MAINLINE REPLACEMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,300,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,300,000.00 |
| NEW | 401 | RUSSELL BOOSTER STATION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,800,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,800,000.00 |
| NEW | 401 | BROCKWELL AVE MAINLINE REPLACEMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,500,000.00 | \$0.00 | \$0.00 | \$5,500,000.00 |
| NEW | 401 | REPLACE DELTA SETTLING TANKS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,700,000.00 | \$0.00 | \$0.00 | \$2,700,000.00 |
| NEW | 401 | EAST GRAVES AVE MAINLINE REPLACEMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$670,000.00 | \$0.00 | \$670,000.00 |
| NEW | 401 | BRIGHTWOOD BOOSTER STATION REHAB | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,900,000.00 | \$0.00 | \$0.00 | \$1,900,000.00 |
| NEW | 401 | GRAYLOCK AVE MAINLINE REPLACEMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000,000.00 | \$0.00 | \$0.00 | \$3,000,000.00 |
| NEW | 401 | PIPELINE SEISMIC UPGRADE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$200,000.00 | \$0.00 | \$200,000.00 |
| NEW | 401 | DELTA BOOSTER STATION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,100,000.00 | \$1,100,000.00 |
| NEW | 401 | DONCREST ST MAINLINE REPLACEMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$578,000.00 | \$578,000.00 |
| NEW | 408 | GARFIELD WATER MAIN REPLACEMENT (GARVEY TO CORAL VIEW) | \$0.00 | \$0.00 | \$0.00 | \$3,000,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000,000.00 |
| NEW | 408 | N. ATLANTIC WATER MAIN REPLACEMENT (NEWMARK TO HARDING) | \$0.00 | \$0.00 | \$0.00 | \$2,000,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000,000.00 |
| NEW | 401 | Emergency Generator for Water Facilities | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,612,600.00 | \$0.00 | \$0.00 | \$0.00 | \$12,612,600.00 |
| NEW | 401 | HIGHLAND SCHOOL WATERLINE LOOP | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | Water Sub-total | \$10,141,302.82 | \$649,607.49 | \$9,491,695.33 | \$16,587,612.00 | \$1,100,000.00 | \$30,730,992.00 | \$8,200,000.00 | \$5,770,000.00 | \$1,678,000.00 | \$73,107,906.82 |
| | | Enterprise Capital Projects Subtotal | \$13,795,759.82 | \$650,789.49 | \$13,144,970.33 | \$19,587,612.00 | \$1,100,000.00 | \$35,630,611.00 | \$10,000,000.00 | \$7,570,000.00 | \$3,478,000.00 | \$90,061,982.82 |
| Street Construction Capital Projects | | | | | | | | | | | | |
| 96012 | 101 | POTRERO GRANDE RENOVATION | \$3,509,089.20 | \$57,645.60 | \$3,451,443.60 | \$0.00 | \$0.00 | \$79,769.40 | \$0.00 | \$0.00 | \$0.00 | \$3,588,858.60 |
| 96013 | 379 | MTA MONTEREY PASS BIKE GRANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| XXXXX | 239 | GARFIELD AVENUE CAPACITY IMPROVEMENT | \$699,787.50 | \$14,787.50 | \$685,000.00 | \$0.00 | \$0.00 | \$212.50 | \$0.00 | \$0.00 | \$0.00 | \$700,000.00 |
| 96024 | 239 | ATLANTIC AVENUE CAPACITY IMPROVEMENT | \$1,899,607.50 | \$22,107.50 | \$1,877,500.00 | \$0.00 | \$0.00 | \$392.50 | \$0.00 | \$0.00 | \$0.00 | \$1,900,000.00 |
| 96025 | 239 | RAMONA ROAD CAPACITY IMPROVEMENT | \$747,904.00 | \$137,904.00 | \$610,000.00 | \$0.00 | \$0.00 | \$1,002,096.00 | \$650,000.00 | \$0.00 | \$0.00 | \$2,400,000.00 |
| 96026 | 239 | ADAPTIVE TRAFFIC/TRAFFIC RESPONSIVE CONTROL SYSTEM | \$3,952,981.25 | \$329,268.37 | \$3,623,712.88 | \$0.00 | \$0.00 | \$5,047,018.75 | \$0.00 | \$0.00 | \$0.00 | \$9,000,000.00 |
| 96027 | 601 | PAVEMENT MANAGEMENT STUDY | \$94,269.00 | \$32,960.00 | \$61,309.00 | \$13,691.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$107,960.00 |
| 96031 | 601 | STREET REHABILITATION - VARIOUS LOCATIONS | \$10,692,041.21 | \$10,650,906.58 | \$41,134.63 | \$0.00 | \$0.00 | \$7,726,595.79 | \$0.00 | \$0.00 | \$0.00 | \$18,418,637.00 |
| 96031 | 101 | STREET REHABILITATION-VARIOUS LOCATIONS | \$28,200.00 | -\$119,402.80 | \$147,602.80 | \$0.00 | \$0.00 | \$7,150.00 | \$0.00 | \$0.00 | \$0.00 | \$35,350.00 |
| 96034 | 239 | SCHOOL AND CROSSWALK SAFETY ENHANCEMENT PROJECT - ATP CYCLE 4 | \$409,258.21 | \$132,019.55 | \$277,238.66 | \$0.00 | \$0.00 | \$80,398.79 | \$0.00 | \$0.00 | \$0.00 | \$489,657.00 |
| 96035 | 239 | CESAR CHAVEZ AVE. PAVING PROJECT | \$53,670.00 | \$0.00 | \$53,670.00 | \$0.00 | \$0.00 | \$1,330.00 | \$0.00 | \$0.00 | \$0.00 | \$55,000.00 |

**Five Year Capital Improvement Program
FY 2023-2024 Adopted Budget**

| | | | | | | | | | | | | |
|--|-----|---|------------------------|------------------------|------------------------|-----------------------|---------------|------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| 96038 | 240 | MAT CYCLE 1- POTRERO GRANDE REGIONAL PROJECT | \$108,750.00 | \$50,000.00 | \$7,399,117.00 | \$0.00 | \$0.00 | \$5,975,865.00 | \$281,610.00 | \$0.00 | \$0.00 | \$6,366,225.00 |
| 96005 | 241 | TRAFFIC SIGNAL UPGRADES | \$173,313.50 | \$39,264.50 | \$134,049.00 | \$65,951.00 | \$0.00 | \$200,000.00 | \$200,000.00 | \$200,000.00 | \$200,000.00 | \$1,039,264.50 |
| 96046 | 246 | MONTEREY PASS STREET REHABILITATION | \$1,064,323.00 | \$10,000.00 | \$1,054,323.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,064,323.00 |
| 96041 | 242 | SLURRY SEAL | \$500,000.00 | \$500,000.00 | \$0.00 | \$500,000.00 | \$0.00 | \$500,000.00 | \$500,000.00 | \$500,000.00 | \$500,000.00 | \$3,000,000.00 |
| 96042 | 237 | STREET REHABILITATION - VARIOUS STREETS | \$1,500,000.00 | \$1,431,964.57 | \$68,035.43 | \$0.00 | \$0.00 | \$1,500,000.00 | \$1,500,000.00 | \$1,500,000.00 | \$1,500,000.00 | \$6,150,000.00 |
| 96043 | 241 | SIDEWALK REPAIRS - CITYWIDE | \$179,557.00 | \$116,909.50 | \$62,647.50 | \$0.00 | \$0.00 | \$180,000.00 | \$180,000.00 | \$180,000.00 | \$180,000.00 | \$899,557.00 |
| 96043 | 236 | SIDEWALK REPAIRS - CITYWIDE | \$70,443.00 | \$70,443.00 | \$0.00 | \$0.00 | \$0.00 | \$70,000.00 | \$70,000.00 | \$70,000.00 | \$70,000.00 | \$350,443.00 |
| 96044 | 218 | SAFE STREETS FPR ALL (SS4A) | \$984,000.00 | \$0.00 | \$984,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$984,000.00 |
| 96044 | 239 | SAFE STREETS FPR ALL (SS4A) | \$246,000.00 | \$0.00 | \$246,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$246,000.00 |
| 96045 | 241 | BUS STOP IMPROVEMENTS | \$600,000.00 | \$0.00 | \$600,000.00 | \$0.00 | \$0.00 | \$600,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200,000.00 |
| NEW | 242 | ALLEYS REHABILITATION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,930,000.00 | \$2,544,000.00 | \$2,671,000.00 | \$2,804,000.00 | \$10,949,000.00 |
| NEW | 242 | PAVEMENT MANAGEMENT STUDY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$75,000.00 | \$0.00 | \$0.00 | \$0.00 | \$75,000.00 |
| NEW | 362 | ADA IMPROVEMENTS | \$0.00 | \$0.00 | \$0.00 | \$250,000.00 | \$0.00 | \$250,000.00 | \$250,000.00 | \$250,000.00 | \$250,000.00 | \$1,250,000.00 |
| NEW | 237 | PAVEMENT IMPROVEMENTS (LOCATIONS TO BE DETERMINED) | \$0.00 | \$0.00 | \$0.00 | \$1,461,806.00 | \$0.00 | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,486,806.00 |
| NEW | 240 | PAVEMENT IMPROVEMENTS (LOCATIONS TO BE DETERMINED) | \$0.00 | \$0.00 | \$0.00 | \$650,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$650,000.00 |
| Street Sub-total | | | \$27,513,194.37 | \$13,476,777.87 | \$21,376,783.50 | \$2,941,448.00 | \$0.00 | \$26,250,828.73 | \$6,175,610.00 | \$4,021,000.00 | \$5,504,000.00 | \$72,406,081.10 |
| 96040 | 248 | STORM DRAIN MASTER PLAN/TMDL STUDY | \$153,233.00 | \$0.00 | \$153,233.00 | \$0.00 | \$0.00 | \$146,767.00 | \$0.00 | \$0.00 | \$0.00 | \$300,000.00 |
| NEW | 248 | CATCH BASIN CPS UNITS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100,000.00 | \$0.00 | \$0.00 | \$0.00 | \$100,000.00 |
| NEW | 248 | STORMWATER INFILTRATION TRENCHES/DEMONSTRATION GARDEN | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$350,000.00 | \$0.00 | \$0.00 | \$0.00 | \$350,000.00 |
| NEW | | STORM DRAIN LINING ON BRADSHAW RESERVOIR TO GRANDRIDGE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Drainage Sub-total | | | \$153,233.00 | \$0.00 | \$153,233.00 | \$0.00 | \$0.00 | \$596,767.00 | \$0.00 | \$0.00 | \$0.00 | \$750,000.00 |
| Street Construction Capital Projects Subtotal | | | \$27,666,427.37 | \$13,476,777.87 | \$21,530,016.50 | \$2,941,448.00 | \$0.00 | \$26,847,595.73 | \$6,175,610.00 | \$4,021,000.00 | \$5,504,000.00 | \$73,156,081.10 |
| Community Capital Improvement Projects | | | | | | | | | | | | |
| 81401 | 502 | IT EMERGENCY / MASTER PLAN | \$50,000.00 | \$0.00 | \$50,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 |
| 87001 | 101 | COMPREHENSIVE GENERAL PLAN | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 91401 | 502 | NETWORK EQUIPMENT (ERP) | \$367,498.89 | \$227,203.11 | \$140,295.78 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$367,498.89 |
| 91402 | 502 | NETWORK EQUIPMENT (ERP) PSA | \$197,710.00 | \$43,174.39 | \$154,535.61 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$197,710.00 |
| 96018 | 101 | DOWNTOWN PARKING LOT IMPROVEMENTS | \$567,153.00 | \$0.00 | \$567,153.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$567,153.00 |
| 95013 | 231 | BARNES GYM RESTROOMS UPGRADES | \$240,167.00 | \$17,670.00 | \$222,497.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$240,167.00 |
| 95014 | 231 | LANGLEY RESTROOMS UPGRADES | \$211,200.00 | \$22,930.00 | \$188,270.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$211,200.00 |
| 95014 | 362 | LANGLEY RESTROOMS UPGRADES | \$545,603.00 | \$0.00 | \$545,603.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$545,603.00 |
| 95025 | 363 | DUAL MODEM MDC'S | \$47,580.64 | \$18,021.53 | \$29,559.11 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$47,580.64 |
| EFD03 | 501 | PUBLIC SAFETY | \$60,000.00 | \$0.00 | \$60,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$60,000.00 |
| EPW02 | 501 | PUBLIC WORKS VEHICLE | \$150,000.00 | \$0.00 | \$150,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$150,000.00 |
| E0001 | 501 | PUBLIC WORKS VEHICLE | \$360,000.00 | \$0.00 | \$360,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$360,000.00 |
| ECS02 | 238 | RECREATION AND COMMUNITY SERVICES VEHICLES | \$245,000.00 | \$0.00 | \$245,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$245,000.00 |
| ### | 401 | PUBLIC WORKS VEHICLE (WATER) | \$0.00 | \$0.00 | \$70,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 95031 | 362 | PARK RESTROOM IMPROVEMENTS - BARNES PARK | \$445,000.00 | \$0.00 | \$445,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$445,000.00 |
| NEW | 362 | PARK RESTROOM IMPROVEMENTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 | \$400,000.00 | \$400,000.00 | \$1,600,000.00 |
| EFD01 | 101 | AMBULANCE | \$800,000.00 | \$875,416.37 | -\$75,416.37 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$800,000.00 |
| 95032 | 101 | ELDER GYM ROOF REPAIR | \$433,000.00 | \$0.00 | \$433,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$433,000.00 |
| 95033 | 101 | CITY HALL SKYLIGHTS ATRIUM REPLACEMENT | \$300,000.00 | \$0.00 | \$300,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$300,000.00 |
| 95034 | 101 | CITY HALL ROOF REPAIR | \$693,000.00 | \$0.00 | \$693,000.00 | \$0.00 | \$0.00 | \$507,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200,000.00 |
| 95035 | 101 | GARVEY RANCH PARK MUSEUM ROOF REPAIRS | \$140,000.00 | \$0.00 | \$140,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$140,000.00 |
| 95036 | 101 | LANGLEY CENTER ROOF | \$100,000.00 | \$0.00 | \$100,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100,000.00 |
| 95037 | 101 | BARNES GYM ROOF | \$100,000.00 | \$0.00 | \$100,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100,000.00 |
| EPD01 | 101 | POLICE VEHICLE | \$196,790.65 | \$126,790.03 | \$70,000.62 | \$0.00 | \$0.00 | \$200,000.00 | \$0.00 | \$0.00 | \$0.00 | \$396,790.65 |
| NEW | 101 | Library Grant - new project | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,400,374.00 | \$0.00 | \$0.00 | \$0.00 | \$1,400,374.00 |
| NEW | 101 | LIBRARY GRANT - NEW PROJECT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| NEW | 101 | FIRE STATION #63 REMODEL/RELOCATION DESIGN (YR1) & CONSTRUCTION (YR2) | \$100,000.00 | \$20,258.00 | \$79,742.00 | \$0.00 | \$0.00 | \$1,700,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,800,000.00 |
| NEW | 101 | BARNES PARK GYM FLOORING | \$0.00 | \$0.00 | \$0.00 | \$260,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$260,000.00 |
| NEW | 101 | CONCRETE BARRIER WALL AT EOC | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 |
| NEW | 101 | COUNCIL CHAMBERS SEATING REMOVAL & REPLACEMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$108,000.00 | \$0.00 | \$0.00 | \$0.00 | \$108,000.00 |

**Five Year Capital Improvement Program
FY 2023-2024 Adopted Budget**

| | | | | | | | | | | | | |
|--|-------|---|------------------------|------------------------|------------------------|------------------------|-----------------------|------------------------|------------------------|------------------------|---------------------|-------------------------|
| NEW | 101 | PARK RESTROOM INTERIOR FIXTURE REMOVAL & REPLACEMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$110,000.00 | \$0.00 | \$0.00 | \$0.00 | \$110,000.00 |
| NEW | 101 | UNDERGROUND STORAGE TANK REMOVAL & REPLACEMENT | \$0.00 | \$0.00 | \$0.00 | \$118,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$118,000.00 |
| NEW | 101 | AIR CONDITIONING UNIT REPLACEMENT - PHASE 2 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$550,000.00 | \$0.00 | \$0.00 | \$0.00 | \$550,000.00 |
| NEW | 101 | CITYWIDE VEHICLES | \$0.00 | \$0.00 | \$0.00 | \$750,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$750,000.00 |
| NEW | 101 | GARVEY RANCH MUSEUM/OBSERVATORY PAINT & EXTERIOR GATE REHAB | \$0.00 | \$0.00 | \$0.00 | \$26,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$26,000.00 |
| NEW | 101 | LA LOMA PARK ADA RESTROOM & UTILITIES | \$0.00 | \$0.00 | \$0.00 | \$350,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$350,000.00 |
| NEW | 101 | BARNES POOL DEMO | \$0.00 | \$0.00 | \$0.00 | \$500,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500,000.00 |
| Community Capital Improvement Projects Subtotal | | | \$6,349,703.18 | \$1,351,463.43 | \$5,068,239.75 | \$2,004,000.00 | \$0.00 | \$5,025,374.00 | \$400,000.00 | \$400,000.00 | \$400,000.00 | \$14,579,077.18 |
| ALL FUNDS | | | | | | | | | | | | |
| | 101 | GENERAL FUND | \$6,967,232.85 | \$960,707.20 | \$6,006,525.65 | \$2,004,000.00 | \$0.00 | \$4,712,293.40 | \$0.00 | \$0.00 | \$0.00 | \$13,183,526.25 |
| | 218 | SS4A | \$984,000.00 | \$0.00 | \$984,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$984,000.00 |
| | 231 | PUBLIC/PARKS/LIBRARY DIF | \$451,367.00 | \$40,600.00 | \$410,767.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$451,367.00 |
| | 236 | TRANSPORTATION DEVELOPMENT ACT 3 | \$70,443.00 | \$70,443.00 | \$0.00 | \$0.00 | \$0.00 | \$70,000.00 | \$70,000.00 | \$70,000.00 | \$0.00 | \$350,443.00 |
| | 237 | SB1 | \$1,500,000.00 | \$1,431,964.57 | \$68,035.43 | \$1,461,806.00 | \$0.00 | \$1,525,000.00 | \$1,500,000.00 | \$150,000.00 | \$0.00 | \$7,636,806.00 |
| | 238 | PROP A | \$245,000.00 | \$0.00 | \$245,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$245,000.00 |
| | 239 | MEASURE R | \$8,009,208.46 | \$636,086.92 | \$7,373,121.54 | \$0.00 | \$0.00 | \$6,131,448.54 | \$650,000.00 | \$0.00 | \$0.00 | \$14,790,657.00 |
| | 240 | Measure M | \$108,750.00 | \$50,000.00 | \$7,399,117.00 | \$650,000.00 | \$0.00 | \$5,975,865.00 | \$281,610.00 | \$0.00 | \$0.00 | \$7,016,225.00 |
| | 241 | PROP C | \$952,870.50 | \$156,174.00 | \$796,696.50 | \$65,951.00 | \$0.00 | \$980,000.00 | \$380,000.00 | \$380,000.00 | \$0.00 | \$3,138,821.50 |
| | 242 | GAS TAX | \$500,000.00 | \$500,000.00 | \$0.00 | \$500,000.00 | \$0.00 | \$3,505,000.00 | \$3,044,000.00 | \$3,171,000.00 | \$0.00 | \$14,024,000.00 |
| | 246 | HIGHWAY SAFETY IMPROV PROGRAM | \$1,064,323.00 | \$10,000.00 | \$1,054,323.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,064,323.00 |
| | 248 | MEASURE W | \$153,233.00 | \$0.00 | \$153,233.00 | \$0.00 | \$0.00 | \$596,767.00 | \$0.00 | \$0.00 | \$0.00 | \$750,000.00 |
| | 281 | ATP CYCLE 4 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | 362 | CDBG | \$990,603.00 | \$0.00 | \$990,603.00 | \$250,000.00 | \$0.00 | \$650,000.00 | \$650,000.00 | \$650,000.00 | \$0.00 | \$3,840,603.00 |
| | 363 | ARPA | \$47,580.64 | \$18,021.53 | \$29,559.11 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$47,580.64 |
| | 379 | MTA MONTEREY PASS BIKE GRANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | 387 | PER CAPITA 68 GRANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | 401 | WATER | \$1,673,253.40 | \$0.00 | \$1,743,253.40 | \$2,145,922.00 | \$1,100,000.00 | \$26,582,600.00 | \$8,200,000.00 | \$5,770,000.00 | \$0.00 | \$46,049,775.40 |
| | 402 | WATER TREATMENT | \$0.00 | \$3,734.00 | -\$3,734.00 | \$0.00 | \$0.00 | \$105,541.00 | \$0.00 | \$0.00 | \$0.00 | \$105,541.00 |
| | 403 | WATER TREATMENT | \$2,794,149.42 | \$617,459.69 | \$2,176,689.73 | \$0.00 | \$0.00 | \$4,042,851.00 | \$0.00 | \$0.00 | \$0.00 | \$6,837,000.42 |
| | 408 | WATER REVENUE BONDS | \$5,073,900.00 | \$28,413.80 | \$5,045,486.20 | \$14,441,690.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$19,515,590.00 |
| | 409 | WATER - DIF | \$600,000.00 | \$0.00 | \$600,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$600,000.00 |
| | 411 | SEWER | \$3,630,000.00 | \$0.00 | \$3,630,000.00 | \$3,000,000.00 | \$0.00 | \$4,852,899.00 | \$1,800,000.00 | \$1,800,000.00 | \$0.00 | \$16,882,899.00 |
| | 419 | SEWER - DIF | \$24,457.00 | \$1,182.00 | \$23,275.00 | \$0.00 | \$0.00 | \$46,720.00 | \$0.00 | \$0.00 | \$0.00 | \$71,177.00 |
| | 501 | SHOP | \$570,000.00 | \$0.00 | \$570,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$570,000.00 |
| | 502 | TECHNOLOGY | \$615,208.89 | \$270,377.50 | \$344,831.39 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$615,208.89 |
| | 601 | STREET BONDS | \$10,786,310.21 | \$10,683,866.58 | \$102,443.63 | \$13,691.00 | \$0.00 | \$7,726,595.79 | \$0.00 | \$0.00 | \$0.00 | \$18,526,597.00 |
| | 621 | SALES TAX BONDS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | GRANT | GRANTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL ALL FUNDS | | | \$47,811,890.37 | \$15,479,030.79 | \$39,743,226.58 | \$24,533,060.00 | \$1,100,000.00 | \$67,503,580.73 | \$16,575,610.00 | \$11,991,000.00 | \$0.00 | \$177,297,141.10 |



Debt Service

FY2024-2025 Adopted Budget

DEBT SERVICE

Debt service obligations of the City and budgeted amounts required to meet these obligations are presented in this section. These obligations involve long-term debt, which was used to build capital facilities or to acquire equipment that the City is now using.

Sales Tax Revenue Bonds Series 2021

On October 1, 2021, the City issued Sales Tax Revenue Bonds Series 2021 to fund the rehabilitation a various City streets. This is a 30-year bond funded with Measure M, Measure R and Proposition C revenues.

Siemens Energy Efficiency Project

On September 23, 2014, the City entered into a 15-year lease purchase agreement with Siemens Public, Inc. for the purchase and installation of interior lighting retrofits, exterior lighting retrofits, HVAC equipment replacement at select sites, building automation system and water meter replacements. Funding for this lease purchase is approximately 85% water fund,401, and 15% general fund,101.

Police Mobile Radios & System

In March 2021, the City entered into a 10-year lease purchase agreement with Motorola Solutions, Inc., for the purchase of Motorola APX radios and related accessories for the Police Department. This lease purchase is funded using the COPS Fund, 308.

Pension Obligation Bonds 2021 Series A

On February 16, 2021, the City issued Pension Obligation Bond 2021 Series A. The bond merged POB 2004 and paid off the full Unfunded Actuarial Liability through FY2020-2021. This is a 22-year bond payment and is funded with the City's retirement fund, 506.

Water Revenue Bond

On May 1, 2024, the City issued Water Revenue Bonds Series 2024 to fund aging water infrastructure. This is a 30-year bond with an aggregate interest rate of 4.14%.



Debt Service

FY2024-2025 Adopted Budget

San Gabriel Valley Municipal Water District

In March of 2021, the City entered into a 10-year loan agreement with the San Gabriel Valley Municipal Water District for the PFAS treatment system. This loan is funded using the water fund, 401.

Fire Ladder & Engine Trucks

On September 28, 2018, the City entered into a 7-year lease purchase agreement with Banc of America Capital Corp., Inc. for the purchase of two fire engines and one fire ladder truck. Funding for this lease purchase is from the internal service shop fund, 501.



Debt Service

FY2024-2025 Adopted Budget

| Fund | Type of Debt | Description | Fiscal Year 2023-2024 | Fiscal Year 2024-2025 |
|------------------|-------------------|---|--------------------------|--------------------------|
| 621 | Bonds | Sales Tax Revenue Bonds Series 2021 (Final date: 06/2051) | 1,051,200 | 1,050,200 |
| 101 | Lease | SIEMENS Energy Efficiency Project (Final date: 06/2030) | 142,033 | 150,167 |
| 401 | Purchase | | 804,850 | 850,950 |
| Sub-Total | | | 946,883 | 1,001,117 |
| 308 | Lease Purchase | Police Mobile Radios & System (Final date: 09/2032) | 307,745 | 307,745 |
| 202 | Bonds | Pension Obligation Bonds 2004 Pension Obligation Bonds 2021 Series A Merge with 2004 POBs (Final date: 06/2043) | 1,072,761 | 1,433,588 |
| Sub-Total | | | 6,265,609 | 5,906,132 |
| Sub-Total | | | 7,338,370 | 7,339,720 |
| 401 | Bonds | Water Revenue Bonds (Final date: 02/2054) | 0 | 1,211,803 |
| 401 | Loan | SGVMWD (Final date: 12/2033) | 0 | 400,000 |
| 501 | Lease Purchase | Fire Ladder & Engine Trucks | 1,017,806 | 0 |
| Total | | | \$10,662,004 | \$11,310,585 |

RESOLUTION NO. 2024-R43 / SA-189 / MPFA-4 / MPHA-2 / MPK GHAD-3

A RESOLUTION ADOPTING THE FISCAL YEAR 2024-2025 FINAL OPERATING, DEBT AND CAPITAL BUDGET FOR THE CITY OF MONTEREY PARK; THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY; THE MONTEREY PARK FINANCING AUTHORITY; THE MONTEREY PARK HOUSING AUTHORITY; AND THE GEOLOGIC HAZARD ABATEMENT DISTRICT

The City Council for the City of Monterey Park and the City Council acting on behalf of the Successor Agency (collectively referred to, for convenience, as the "City") does resolve as follows:

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

- A. The City Council reviewed the proposed final Operating and Debt Budget ("Budget") for the City and Capital Improvement Plan ("CIP") for fiscal year 2024-2025;
- B. The Budget and CIP are based upon appropriate estimates and financial planning for the City's operations, debt and capital improvements;
- C. The City Council conducted public study sessions on May 22, 2024;
- D. The City Council is fully informed regarding the City's current finances, projected revenue, and financial obligations; and
- E. It is in the public interest for the City Council to adopt the Budget and CIP as proposed by the City Manager.

SECTION 2: Adoption. The Budget and the Capital Improvement Projects as incorporated by reference to this Resolution are approved and adopted subject only to the authorizations set forth below. Such approval and adoption includes, without limitation, the Position Control Listing of Authorized Positions, Classification and Compensation Plans set forth in the Budget which recognizes new classifications and removes unused classifications.

SECTION 3: Appropriations Limit.

- A. Article XIII B of the California Constitution requires the City to set its Appropriations Limit on an annual basis;
- B. The City's Appropriations Limit may be adjusted annually based upon inflation and population growth.
- C. The City Council may choose the method of calculating adjustments to the City's Appropriations Limit on an annual basis. For inflation, pursuant to Article XIII B, § 8(e)(2), adjustments to the Appropriations Limit may be calculated using either the percentage change in per capita personal

income from the preceding year or the percentage change in the local assessment roll from the preceding year because of local nonresidential new construction. For population growth, pursuant to Government Code § 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.

- D. Pursuant to Article XIII B of the California Constitution, and those Government Code sections adopted pursuant to Article XIII B, § 8(f), the City Council chooses to adjust the City's Appropriations Limit by calculating inflation using the California per capita personal income growth and calculating population growth by using the percentage change in population in Los Angeles County.
- E. As a result of the adjustments made to the City's Appropriations Limit, the City Council sets the Appropriations Limit for fiscal year 2024-2025 at \$113.5 million.

SECTION 4: Budget Appropriations. Based upon the Budget, the total General Fund operating budget, including transfers, is \$65.7 million. The Overall City Budget is \$177.4 million including Capital Improvement Projects. The City Manager, or designee, is authorized to implement the appropriations for City Departments.

SECTION 5: CIP Appropriations. Based upon the CIP, a total of \$24.5 million is appropriated for capital improvement projects for fiscal year 2024-2025. The City Manager, or designee, is authorized to implement the CIP.

SECTION 6: Reappropriation. The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of fiscal year 2024-2025 for the Budget and CIP.

SECTION 7: Fund Operating Reserves. The City Manager, or designee, may appropriate any remaining revenues at the close of fiscal year 2024-2025 into the applicable Fund operating reserve per Governmental Accounting Standards Board (GASB) Statement No. 54.

SECTION 8: Budget Adjustments. The Budget may be subsequently adjusted as follows:

- A. By majority vote of the City Council;
- B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay) within programs;
- C. Objects code expenditures within appropriation units in a program are not

restricted so long as funding is available in the appropriation unit as a whole.

SECTION 9: Contracting Authority.

- A. Pursuant to Monterey Park Municipal Code (“MPMC”) Chapter 3.20, the City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.
- B. Pursuant to MPMC § 3.90.050(c), the City Manager or designee, is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.
- C. For all other services, equipment, and supplies, the City Manager or designee, is authorized to execute contracts in accordance with the MPMC.

SECTION 10: Electronic Signatures. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.


SECTION 11: Recordation. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 12: Effective Date. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 18^h day of June 2024.

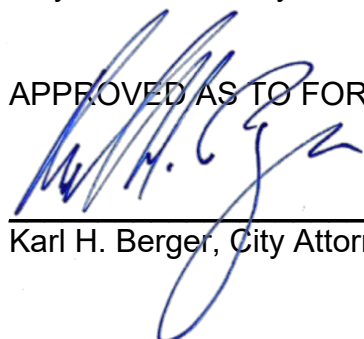

Thomas Wong, Mayor

ATTEST:



Maychelle Yee, City Clerk

APPROVED AS TO FORM:




Karl H. Berger, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF MONTEREY PARK)

I, Maychelle Yee, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 2024-R43 / SA-189 / MPFA-4 / MPHA-2 / MPK GHAD-3 was duly adopted and passed at a special meeting of the Monterey Park City Council on the 18th day of June, 2024 by the following vote:

Ayes: Council Members: Sanchez, Lo, Yiu, Ngo, Wong
Noes: Council Members: None
Abstain: Council Members: None
Absent: Council Members: None
Recusal Council Members: None

Dated this 18th day of June, 2024.



Maychelle Yee, City Clerk
Monterey Park, California

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

Management and Budget Policies are developed and maintained to set forth the framework for not only the development of the budget for the upcoming year, but the ongoing operations and future needs of the citizens of Monterey Park. The following policies are the foundation that supports the services that our citizens expect and deserve.

- 1. Legal Requirements Regarding Annual Budget*
- 2. Budgetary/Accounting Basis*
- 3. Description of Reporting Entities*
- 4. Budgetary Fund Structure*
- 5. General Management and Budget Policies*
- 6. Revenue Policy*
- 7. Purchasing Policy*
- 8. Fund Balance Policy for Governmental Funds*
- 9. Other Postemployment Benefits (OPEB) Sustainability Policy*
- 10. Capital Improvement Program Policy*
- 11. Investment Policy*
- 12. Debt Administration and Policies*
- 13. Grant Administration Policy*
- 14. Cost Accounting Application*
- 15. Article XIII B Appropriations Limit*
- 16. Source of Funds By Departments*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

1. LEGAL REQUIREMENTS REGARDING ANNUAL BUDGET

Monterey Park Municipal Code Section 2.08.070, Subsection 8, establishes the City Manager's responsibility to prepare and submit to the City Council the annual budget for the operations of the City of Monterey Park during each fiscal year.

The annual budget adopted by the City Council serves as a guideline for operations of the City. From the effective date of the budget, the date of formal adoption by the City Council, expenditure amounts as proposed are appropriated to departments and offices for the respective expenditure objects and purposes named or described.

Budgeted expenditures are controlled at the fund and department level. The City Manager is authorized to transfer appropriations between the accounts of any department within individual funds. Council approval is required only for transfers between funds, or for an increase in total appropriations.

2. BUDGETARY/ACCOUNTING BASIS

The annual budget adopted by the City Council serves as a guideline for operations of the City. It includes proposed expenditures and estimated revenues and is legally adopted for all General, Special Revenue, and Proprietary Fund Types.

Budgets for the General, and Special Revenue Fund Types are adopted on a basis consistent with generally accepted accounting principles (GAAP). The modified-accrual basis of accounting is employed in the preparation of the budget for these fund types.

Budgets for proprietary funds are adopted on the "funds available" basis. Major differences for the GAAP basis of accounting include: Capital outlay is budgeted as expenditure in the year purchased; Accrued compensated absences are not considered expenditures until paid; Purchases of inventories are considered expenditures when purchased; Depreciation is not budgeted.

The budget is formally integrated into the accounting system and employed as a management control device during the year for all funds. At fiscal year-end, unexpended and unencumbered budget appropriations lapse. Encumbrances outstanding at year-end are carried into the following year for continuing appropriation.

3. DESCRIPTION OF REPORTING ENTITIES

Monterey Park's Municipal Services Program includes presentation of the annual budgets and operational activities of four distinct reporting entities: The City of Monterey Park, the Monterey Park Public Financing Authority, and the Monterey Park Housing Authority.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

The City of Monterey Park

The City of Monterey Park was incorporated on May 29, 1916, under the general laws of the State of California and enjoys all rights and privileges pertaining to general law cities.

The Monterey Park Financing Authority

The Monterey Park Public Financing Authority was established in June of 2021 under a joint exercise of power agreement to provide for the financing of public capital improvements for the City and Agency through the acquisition of obligations pursuant to debt purchase agreements.

The Monterey Park Housing Authority

The Monterey Park Housing Authority was established in September 1992 to provide affordable housing within the City. The members of the City Council act as the governing board of the Monterey Park Housing Authority.

The Successor Agency

The Successor Agency was established in February 2012 to replace the Former Monterey Park Redevelopment Agency. The members of the City Council act as the governing board of the Successor Agency.

4. BUDGETARY FUND STRUCTURE

□ **Governmental Fund Types**

- General Fund – the general operating fund of the City.
- Special Revenue Funds – are utilized to account for revenues derived from specific sources, which are usually required, by law or administrative regulations to be accounted for in a separate fund. Special Revenue Funds include Retirement, Gas Taxes, Park Facilities, Proposition A, Proposition C, Measure R, Measure M, Measure W, RMRA (SB1), SB2, Asset Forfeiture, Business Improvement District #1, Air Quality, Maintenance District 1972 Act, Developer Impact Fees, Public Safety Augmentation, CERCLA Liability, Housing, and Grant Funds.
- Major Funds include General Fund, Grants Fund, Retirement Fund, and Housing Fund.

□ **Proprietary Fund Types**

- Water Operation Fund – is used to account for water operations that are financed and operated in a manner similar to private business enterprises.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

- Water Treatment Fund – is used to account for water treatment activities that are financed and operated in a manner similar to private business enterprises.
- Refuse Fund – is used to account for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.
- Sewer Fund – is used to account for construction and improvement to deficient sanitary sewer mains identified in the Sewer Master Plan, as established pursuant to Monterey Park Municipal Code Section 14.06.060.
- Internal Service Funds – are used to account for the financing of services provided by one department to the other departments of the City on a cost-reimbursement basis. Internal Service Funds include Auto Shop, Separation Benefits, Workers’ Compensation, Technology/Communications, Building Maintenance, General Liability, and Other Post-Employment Benefits (OPEB) Funds.

All funds indicated in the above are included in the audited financial statements.

5. GENERAL MANAGEMENT AND BUDGET POLICIES

- The City’s long-term financial plan takes into account of its capital improvement plan (CIPs) and financial forecast as part of its expenditure projections, revenue estimates as well as future debt position.
- The City will avoid budgetary procedures that finance current expenditures at the expense of meeting future year's obligations, such as postponing expenditures, accruing future year revenues, or rolling over short-term debt.
- Budgetary and accounting procedures will conform to Generally Accepted Accounting Principles (GAAP) for government agencies.
- The City Council shall be presented a midyear fiscal (budget) review, which provides written analysis of the City's financial health. The Midyear Review document is an update for significant events and charges occurring since the last update in the previous year. All of the key assumptions are reviewed and revised as necessary.
- The City Manager will provide a financial impact analysis of all policy initiatives, service changes and new projects.
- The City's General Fund will be self-supporting, as will the various enterprise or special purpose funds. The objective is to maintain budgets, which do not borrow from one fund to support another. Where fund transfers are made, they are to be based on sound financial policy and will not be carried out for the sake of expedience.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

- The City is required to adopt a balanced budget for its General Fund prior to the beginning of the fiscal year. A balanced budget means current revenues equal current expenditures. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

6. REVENUE POLICY

- The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations on revenue accumulation.
- The City will estimate revenue using objective, analytical processes; in cases of assumption uncertainty, conservative projections will be utilized. The estimated growth rates used to project revenues are based on analysis, as adjusted for Monterey Park's experience and outlook, as well as state economic conditions.
- The City will fund all current expenditures from current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
- The City will identify basic tax-provided services and will establish user fees and charges for services provided in excess of basic services and/or to non-taxpaying users.

7. PURCHASING POLICY

- MPMC Chapter 3.90, entitled "Execution of Contracts," establishes the means by which the City can generally become legally obligated under a contract. Persons authorized to sign contracts on the City's behalf include the mayor, the City Manager for contracts up to \$60,000, and department directors for contracts up to \$25,000.
- MPMC Chapter 3.20 and 3.90 generally establishes the procedures for obtaining supplies and services. The purchasing officer must approve purchases of supplies that either are not identified in the City's current budget or constitute special supplies.
- Departments will be responsible to inform to the Finance Department for the use of the City's credit card in accordance with the City's Credit Card Usage Policy.
- Purchase Orders must be complete and have supporting documentation attached i.e., agreement cover page, quotes/bids/justification memo, etc.
- MPMC Section 3.20.040 requires formal bidding for matters over \$60,000. MPMC Section 3.20.060 allows informal bidding for matters up to \$60,000.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

- Please refer to MPMC §3.90.050 Signature authority for approved signature authority thresholds.
- Please refer to Administrative Policy #50-09 for the disposal of surplus property.
- MPMC Chapter 3.90.010 requires that the City Attorney approve all contracts.
- Whenever Federal Award funds are used the following criteria must be followed in addition to the City's Purchasing Policy guidelines. The Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule (aka Uniform Guidance) which applies to all non-federal entities receiving Federal awards, and to all new federal awards and existing awards that receive additional funding (or funding increments) after December 12, 2014.

8. FUND BALANCE POLICY

- The City's fund balance classification includes five components: Nonspendable, Restricted, Committed, Assigned, and Unassigned.
- Unrestricted General Fund balance, including Committed, Assigned, and Unassigned, will be maintained at a minimum level of two months, as recommended by the Government Finance Officers' Association (GFOA), of the General Fund regular revenues or operating expenditures. The City's maximum unrestricted fund balance shall not exceed 50% of General Fund operating expenditures.
- General Fund committed fund balance will include amounts for Potential Catastrophic Events and Economic Stabilization. The funding of this committed fund balance account will be reviewed each year during the midyear fiscal review.
- An Assigned Fund Balance for future Capital Projects account will be established to capture accumulated, nonrecurring or unanticipated revenues or expenditures savings, and will be carried forward from year to year to provide resources for the City Council to fund future infrastructure and other onetime expenditure needs of the City.
- The City will maintain adequate reserve to fund annual paid and committed claims in the General Liability Fund and Workers' Compensation Fund, scheduled vehicle maintenance and replacement in the Auto Shop Fund, accrued leave liability in the Separation Benefit Fund, technology and telephone replacement in the Technology/Data Processing Fund.
- Working Capital (current assets minus current liabilities) in the City's Enterprise Funds, including Water, Refuse, and Sewer, must be maintained at a minimum of two months' annual operating expenses. In addition, of one quarter (25%) of accumulated depreciation of the Capital Assets of the enterprise funds is necessary to ensure adequate resources for reconstructing or rehabilitating capital assets as they

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

reach the end of their useful lives.

- It is the City’s goal to reduce its total future pension and retiree medical liabilities. The City participates in the California Employers’ Retiree Benefit Trust Program (“CERBT”) to prefund its Other Post Employment Benefits (OPEB) and funding is set aside through the annual budget process.
- The City issued Pension Obligation Bonds 2021 Series A on February 16, 2021, reducing the Unfunded Actuarial Liability (UAL) to zero during fiscal year 2020-2021. Mitigation strategies to pay or reduce any new UAL are included with the UAL policy included in the Budget Book under tab Resolutions & Policies and are presented to the Council each year and updated according to Council’s directions.

9. OTHER POSTEMPLOYMENT BENEFITS (OPEB) SUSTAINABILITY

- The City’s post-employment medical benefits represent a significant employee-related compensation cost.
- The City adopted Resolution No. 11663 to prefund retiree health care benefits through the California Employers’ Retiree Benefit Trust Program (CERBT).
- The CERBT program is an irrevocable trust and funds set aside in the Program cannot be used to meet any other City needs.
- The total annual contributions to the CERBT will be determined each year through the budget process and payments are shared by the City’s various funds.
- The City will continue to search and implement healthcare cost containment measures to meet the OPEB funding challenge, including besting rules which are commensurate with years of service and a tiered system of benefits based on hiring dates.

10. CAPITAL IMPROVEMENT PROGRAM POLICY

- The City will utilize a Five-Year Capital Improvement Program to systematically plan, schedule, and finance capital projects as determined by the City Council. The Five-Year Program will include major ongoing maintenance and rehabilitation costs to existing infrastructure and facilities, as well as the cost of new facilities or capital improvements.
- The City’s Capital Improvement Plan (CIP) identifies each proposed project, the year the project will start, and the proposed method of financing.
- The City will actively pursue grant and other outside funding sources for all capital

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

improvements projects.

- The City will maintain all of its assets at a level adequate to protect the City's capital infrastructure and to minimize future maintenance and replacement costs.
- Whenever the City finances capital projects by issuing bonds, it will repay the bonds within a period not to exceed the expected useful life of the project.
- The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.

11. INVESTMENT POLICY

- This Statement is intended to provide guidelines for the prudent investment of the City's temporary idle cash and outline the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.
- The policy shall direct the investment of the City's temporarily idle monies for all funds, including the general fund, special revenue funds, debt service funds, trust and agency funds, and proprietary funds. Employee deferred compensation, pension, and bond reserves are not managed by the City and are not subject to the City's Investment Policy.
- Criteria for selecting investments and the order of priority are: Safety, Liquidity, and Yield.
- The Policy provides for the creation of a Treasury Committee (“The Committee”). The Committee is comprised of the City Treasurer, the City Manager, the Assistant City Manager, and the Director of Finance.
- It should be noted that any newly developed derivative of an allowable investment that is not specifically mentioned in the policy must be recommended by the City Treasurer for inclusion in the policy and any amendments to the policy must be submitted to the City Council for approval.
- The Treasury Committee shall maintain an approved list of primary security dealers and brokers and government sponsored investment pools. The Committee will review and amend the approved list periodically to ensure that the institutions continue to meet the selection criteria.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

- Purchases of investments shall, whenever practical, be made directly from the issuer, from a member of a Federal regulated securities exchange, from a national or state chartered bank, or from a brokerage firm.
- Only commercial banks and savings and loan associations that demonstrate financial strength and are insured by the federal government may be selected to provide investment services.
- Only primary dealers registered with the Federal Reserve Bank of New York shall be used for Broker/Dealer instrument transactions.
- Other financial institutions shall be selected using the following selection criteria: financial strength, reputation, area of expertise and ability to conform to the City and state mandated investment parameters.
- All transactions described above shall be executed on a delivery versus payment basis. The custodian shall hold assets until the investments mature or the bank receives a request from the City to dispose of the securities.
- Maturities of investment instruments in the portfolio shall be staggered as much as practical and shall be consistent with projected cash requirements.
- All forecasted operating requirements shall be satisfied by maintaining an adequate level of liquidity in the portfolio.
- Within the parameters established by Section III., Investment Selection Criteria, and Section VI., Allowable Investments, investments should be diversified by security type and institution.
- The Annual Investment Report shall provide a summary of the year's investment activities and shall include a proposed statement of Investment Policy to be approved by the City Council during the first sixty days of the fiscal year.
- The City of Monterey Park will follow the prudent investor standards of Government Code Section 53600.3. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectation are reported in a timely and accurate fashion and appropriate action is taken to control adverse developments.
- As part of the City's annual audit, the City's external auditor shall review the City's investment activities to ensure compliance with the Investment Policy.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

- At the direction of the City Treasurer, the City's Investment Policy shall be reviewed and updated annually by the Committee to reflect changes in the California State Codes, general market conditions or to provide further clarification of the City's policies. The Investment Policy shall be adopted by the City Council annually.

12. DEBT ADMINISTRATION AND POLICIES

(A) COMPUTATION OF LEGAL DEBT MARGIN

(Fiscal Year 2022-2023) (In thousands)

| | | |
|--|--------|----------------------|
| Total Assessed Value of all Real and Personal Property | \$ | 9,260,168 |
| Debt Limit Percentage | | 15% |
| Total Debt Limit | | 1,389,025 |
| Amount of Debt Applicable to Debt Limit | | 110,270 |
| Legal Debt Margin | \$ | 1,278,755 |

(1) In accordance with California Government Code Section 43605, total general obligation bonds outstanding cannot exceed 15 percent of total assessed valuation. **As of June 30, 2023, the City had no general obligation bonds outstanding.**

(B) DEBT POLICY

The City’s key debt management goal is to protect and enhance the viability of the General Fund and other associated operating funds to enable the City to continue to deliver top services to Monterey Park residents.

- The City uses debt financing only for capital improvements or projects that cannot be financed from current revenues.
- The project’s useful life, or the estimated service life of the equipment (lease-purchase), will be equal to or exceed the term of the financing.
- Debt financing is not considered appropriate for any recurring purpose such as current operating and normal maintenance expenditures.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

- The City will comply with a policy of full disclosure on every financial report and bond prospectus. The City will maintain good communications with bond rating agencies regarding the City’s financial condition and other relevant data related to the debt.
- The City’s complete Debt Policy and Disclosure Policy is included in the Budget Book under tab Resolutions & Policies.

(C) ANNUAL DEBT SERVICES BY PROJECT

| Fund | Type of Debt | Description | Fiscal Year 2023-2024 | Fiscal Year 2024-2025 |
|-------------|---------------------|---|----------------------------------|----------------------------------|
| 621 | Bonds | Sales Tax Revenue Bonds Series 2021 (Final date: 06/2051) | 1,051,200 | 1,050,200 |
| 101 | Lease Purchase | SIEMENS Energy Efficiency Project (Final date: 06/2030) | 142,033 | 150,167 |
| 401 | | | 804,850 | 850,950 |
| | | Sub-Total | <u>946,883</u> | <u>1,001,117</u> |
| 308 | Lease Purchase | Police Mobile Radios & System (Final date: 09/2032) | 307,745 | 307,745 |
| 202 | Bonds | Pension Obligation Bonds 2004 Pension Obligation Bonds 2021 Series A Merge with 2004 POBs (Final date: 06/2043) | 1,072,761 | 1,433,588 |
| | | Sub-Total | 6,265,609 | 5,906,132 |
| | | | <u>7,338,370</u> | <u>7,339,720</u> |
| 401 | Bonds | Water Revenue Bonds (Final date: 02/2054) | 0 | 1,211,803 |
| 401 | Loan | SGVMWD (Final date: 12/2033) | 0 | 400,000 |
| 501 | Lease Purchase | Fire Ladder & Engine Trucks | 1,017,806 | 0 |
| | | Total | <u>\$10,662,004</u> | <u>\$11,310,585</u> |

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

13. GRANT ADMINISTRATION POLICY

To aggressively seek and apply for federal, state and other agencies grant funding to support a variety of social, recreation, public safety, and public works programs. And, to effectively administer grants to ensure the grants can be best integrated into the City's service goals and financial planning.

Grant Application:

- Programs and projects proposed for grant funding should be those that are consistent with the City's service goals, objectives and priorities.
- When contemplating a grant application, the applying department shall consider the cost and benefit of the grant activity including the cost of administering the proposed grant, the matching requirement, and the potential impact on the operating budget.
- Regardless of grant dollar amount or application medium, the department shall, prior to application, submit a report to the City Manager.
- Applications for grants that require the City to provide matching funds of \$15,000 or more must first be submitted to the City Manager, and then, seek formal Council approval.

Expending the Grant Funds:

- Grant expenditures are appropriated and expended following the City's budget and accounting procedures. The department shall not expend or commit any grant funds until the grant is incorporated into the accounting system.
- If the grant expenditures are funded by multiple sources, the most restricted funding source should be used first. Grant funds should be planned so they will be fully expended at the grant expiration.

Grant Compliance:

- The department in charge is to administer the grant, to ensure compliance with grant requirements, to submit to the grantor any compliance or progress reports of a programmatic nature and to monitor grant expenditures. Finance is responsible for preparing all financial reports to the granting agency as well as coordinating all financial audits relating to grant activities.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

14. COST ACCOUNTING APPLICATION

The City applies cost accounting in the two following areas: cost recovery from Federal, State and other agencies, and internal service operations.

Indirect Cost Allocation Plan

Indirect costs are costs that cannot be practically assigned to any particular department and/or division, but are necessary for the functioning of the City as a whole. Most of the City's indirect costs are either for general administrative support or facilities maintenance. Each year, the City updates its Indirect Cost Allocation Plan according to OMB Circular A-87 to establish the indirect costs.

Internal Services Charges

Internal Service Funds account for goods and services provided by one department to other departments on a cost reimbursement basis. Currently, the City maintains six Internal Services Funds; they are: Shop Fund, Technology/Data Processing Fund, Building Maintenance Fund, General Liability Fund, Workers' Compensation Fund, and Separation Benefits Fund. Internal service charges are developed as follows: Shop Fund based on mileage and annual depreciation, Technology/Data Processing Fund based on the number of computer equipment and telephones, Building Maintenance is based on square footage, General Liability Fund and Workers' Compensation Fund based on claims history, Separation Benefits Fund based on the number of employees, and other Post-Employment Benefits Fund based on Council Budget directions.

The City routinely updates internal service charges to ensure adequate charges for the City's current costs and future liabilities.

15. ARTICLE XIII B APPROPRIATIONS LIMIT (GANN APPROPRIATIONS LIMIT)

Background and Calculations

Article XIII B of the California State Constitution, more commonly known as the Gann or "Prop 4" Appropriations Limit, was adopted by the California voters in 1980. The Gann Limit places limits on the amount of tax proceeds that government agencies can receive and appropriate each year.

The appropriations limit is based on actual appropriations during the 1978-79 Fiscal Year, and is adjusted each year using the growth in population and inflation. The City's limit is adopted each year via resolution of the City Council.

In 1990, Proposition 111 made changes to the manner in which the Appropriations Limit is calculated by allowing government agencies choice of annual growth factors. Proposition 111 also provides for the exclusion from the limit capital expenditures for fixed assets of \$100,000 or more in value that have an expected life of ten years or more.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2024-2025**

Derivation of the 2024-2025 Gann Appropriations Limit follows:

FISCAL YEAR 2024-2025 ARTICLE XIII B APPROPRIATIONS LIMIT

A. Appropriations Limit:

| | | |
|-------------------------------|--------|-----------------|
| 2023-2024 Adopted Limit | | \$109,465,117 |
| Annual Adjustment Factors: | | |
| Change in CA Personal Income | 1.0362 | |
| Change in Population | 1.0005 | <u>1.036718</u> |
| 2024-2025 Appropriation Limit | | \$113,484,468 |


B. Appropriations Subject to Limit and Amount Under Legal Limit:

| | | |
|--|--|---------------------|
| 2024-2025 Adopted Budget Total | | \$150,472,928 |
| Less Exclusions: | | |
| Non-Proceeds of Taxes | | (\$3,194,744) |
| Budget Appropriations Subject to Limit | | <u>\$68,880,182</u> |
| Amount Under Legal Limit | | <u>\$44,604,286</u> |

Implications and Future Trends of GANN Limit

The margin between the City’s appropriations limit and its appropriations subject to limit remains high. As it has been the case in many years, the City’s budget appropriations subject to limit are on average 40% below the legal limit.

Based on the past trend and projected future growth, the City believes its appropriations will continue remaining within the legal limit.

| | |
|--|---|
| City of Monterey Park Administrative Policy | Policy Number: 20-28 |
| | Issue Date: 01/20/2021 |
| | Revised Date: |
| Subject: DEBT ISSUANCE AND MANAGEMENT POLICY | Approved by:  Ron Bow, City Manager |
| | Page Number Page 1 of 19 |

PURPOSE

The purpose of this Debt Issuance and Management Policy (this “Policy”) is to establish guidelines and parameters for the effective governance, management and administration of debt and other financing obligations issued by the City of Monterey Park and its related entities.

“City” means the City of Monterey Park and any related entity; “debt” means, without limitation, bonds, notes, certificates of participation, financing leases or other financing obligations. The use of “debt” in this Policy is solely for convenience and may not be interpreted to characterize any such obligation as an indebtedness or debt within the meaning of any statutory or constitutional debt limitation where the substance and terms of the obligation fall within exceptions to such limitation. This Policy applies to all debt issued or sold to third party lenders or investors and does not pertain to City internal interfund borrowings or any employee benefit obligations.

BACKGROUND

The City is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserves levels and employing prudent practices in governance, management, budget administration and financial reporting.

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. A disciplined thoughtful approach to debt management includes policies that provide guidelines for the City to manage its collective debt program. An objective of this Policy, therefore, is to provide written guidelines and restrictions concerning the amount and type of debt and other financing obligations issued by the City and the ongoing management of its debt portfolio.

This Policy is intended to improve the quality of decisions, assist with the determination of the structure of debt issuance, identify policy goals and demonstrate a commitment to long-term financial planning, including a multi-year capital plan. Adherence to a Debt Issuance and Management Policy signals to rating agencies and the capital markets that a government is well managed and should meet its obligations in a timely manner.

CONDITIONS AND PURPOSES OF DEBT ISSUANCE

1. Acceptable Conditions for the Use of Debt

The City believes that prudent amounts of debt can be an equitable and cost-effective means of financing infrastructure, and capital asset and project needs of the City. Debt will be considered to finance such projects if:

- a) The project is included in the City's capital improvement plan or has otherwise been coordinated with the City Council's planning goals and objectives.
- b) The project can be financed with debt not exceeding the term specified in Section E.1 of this Policy, to assure that long-term debt is not issued to finance projects with a short useful life.
- c) It is the most cost-effective funding means available to the City, taking into account cash flow needs and other funding alternatives.
- d) It is fiscally prudent and meets the guidelines of this Policy. Any consideration of debt financing must consider financial alternatives, including pay-as-you-go funding; proceeds derived from development or redevelopment of existing land and capital assets owned by the City; and use of existing or future cash reserves, or combinations thereof.

2. Acceptable Uses of Debt and Proceeds of Debt

The primary purpose of debt is to finance one of the following:

- a) The City will consider long-term financing for the acquisition, substantial refurbishment, replacement, or expansion of capital assets (including, without limitation, land improvements, infrastructure projects, and equipment) for the following purposes:
 - i. *Acquisition and or improvement of land, right-of-way or long-term easements.*
 - ii. *Acquisition of a capital asset with a useful life of three or more years.*
 - iii. *Construction or reconstruction of a facility.*
 - iv. *Although not the primary purpose of the financing effort, project reimbursables that include project planning design, engineering and other preconstruction efforts; project-associated furniture fixtures and equipment; capitalized interest (prefunded interest); original issue discount; underwriter's discount; and other costs of issuance.*
- b) Refunding, refinancing or restructuring debt (including, without limitation, the refinancing or advance funding of City pension obligations), subject to refunding objectives and parameters discussed in Section G.

3. Short-Term Debt

- a) In the event of temporary shortfalls in cash flow for City operation costs due to timing of receipt of revenues and the lack of cash on hand to cover a temporary deficit, the City may consider interim or cash flow financing, such as anticipation notes. In compliance with California law, any such notes must be payable either: (i) not later than the last day of the fiscal year in which it is issued; or (ii) during the fiscal year succeeding the fiscal year in which issued, but in no event later than 15 months after the date of issue, and only if such note is payable only from revenue received or accrued during the fiscal year in which it was issued.
- b) Short-term debt may also be used to finance short-lived capital projects, such as lease-purchase financing or equipment.
- c) Before the City issues any short-term debt, it must identify a reliable revenue source for repayment of the debt.

4. Internal Control Procedures Concerning Use of Proceeds of Debt

One of the City's priorities in the management of debt is to ensure that the proceeds of the debt will be directed to the intended use for which the debt has been issued. In furtherance of this priority, the following procedures apply:

- a) The Management Services Director must retain, for the applicable period specified in Section H.4. of this Policy, a copy of each annual report filed with the California Debt and Investment Advisory Commission ("CDIAC") pursuant to Government Code § 8855(k) concerning (1) debt authorized during the applicable reporting period (whether issued or not); (2) debt outstanding during the reporting period; and (3) the use during the reporting period of proceeds of issued debt.
- b) In connection with the preparation of each annual report to be filed with CDIAC pursuant to Government Code § 8855(k), the Management Services Director must keep a record of the original intended use for which the debt has been issued, and provide a written statement whether the proceeds spent during the applicable one-year reporting period for such annual report comport with the intended use (at the time of original issuance or as modified pursuant to the following sentence). If a change in intended use is authorized after the original issuance of the debt, the Management Services Department must provide a written statement when the change in use was authorized and whether the City Council, City Manager or another City official has authorized the change in intended use. The Management Services Director or designee must report apparent deviations from the intended use in debt proceeds to the City Manager for further discussion. Additionally, the City Attorney and City Council must be informed.
- c) If the debt is issued to finance a capital project and the project timeline or scope of project changed in a way that all or a portion of the debt proceeds cannot be expended on the original project, the Management Services Director must consult with the City Manager and City Attorney as to available alternatives for the expenditure of the remaining debt proceeds (including prepayment of the debt).

TYPES OF FINANCING INSTRUMENTS; AFFORDABILITY AND PLANNING POLICIES

The City recognizes that there are numerous types of financing structures and funding sources available, each with specific benefits, risks and costs. All potential funding sources are reviewed by management within the context of this Policy and the overall portfolio to ensure that any financial product or structure is consistent with the City's objectives. Regardless of what financing structure(s) is utilized, due diligence review must be performed for each transaction, including the quantification of potential risks and benefits and analysis of the impact on City creditworthiness and debt affordability and capacity.

Before the City issues debt or assumes other financing obligations to finance a project, the City will carefully consider the overall long-term affordability of the proposed debt issuance. The City may not assume more debt or other financing obligations without conducting an objective analysis of the City's ability to assume and support additional debt service payments. The City will consider its long-term revenue and expenditure trends, the impact on operational flexibility and the overall debt burden on the taxpayers. The evaluation process must include a review of generally accepted measures of affordability and will strive to achieve and or maintain debt levels consistent with its current operating and capital needs.

- 1. General Fund-Supported Debt** – General Fund Supported Debt generally include Certificates of Participation (“COPs”) and Lease Revenue Bonds (“LRBs”) which are lease obligations that are secured by a lease-back arrangement between the City and another public entity. Typically, the City appropriates available General Fund moneys to pay the lease payments to the other public entity and, in turn, the public entity uses such lease payments received to pay debt service on the bonds or Certificates of Participation.

General Fund Supported Debt may also include bonds issued to refund obligations imposed by law, such as judgments (judgment obligation bonds (“JOBs”)) or unfunded accrued actuarial liabilities for pension plans (pension obligation bonds (“POBs”)).

These obligations do not constitute indebtedness under the state constitutional debt limitation and, therefore, are not subject to voter approval.

Without limiting the foregoing, the City may also enter into operating leases and lease purchase agreements on an as-needed basis without voter approval.

Payments to be made under valid leases are payable only in the year in which use and occupancy of the leased property is available, and lease payments may not be accelerated as a default remedy. Lease financing requires the fair market rental value of the leased property to be equal to or greater than the required debt service or lease payments. The lessee (the City) is obligated to include in its Annual Budget and appropriate the rental payments that are due and payable during each fiscal year the lessee has use of the leased property.

The City should strive to maintain its net General Fund-backed annual debt service at or less than 8% of available annually budgeted revenue. This ratio is defined as the City's annual debt service requirements on General Fund Supported Debt (including, but not limited to, COPs, LRBs, JOBs, and POBs) compared to total annual General Fund Revenues net of interfund transfers out.

- 2. Revenue Bonds** – Long-term obligations payable solely from specific special fund sources, in general, are not subject to a debt limitation. Examples of such long-term obligations include those

which are payable from a special fund consisting of restricted revenues or user fees (e.g., enterprise revenues) and revenues derived from the system of which the project being funded is a part.

In determining the affordability of proposed revenue bonds, the City will perform an analysis comparing projected annual net revenues (exclusive of depreciation which is a non-cash related expense) to estimated annual debt service. The City should strive to maintain an annual coverage ratio of 110% (or such higher coverage ratio included in the City's existing financing documents), using historical and/or projected net revenues to cover annual debt service for bonds. To the extent necessary, the City must undertake proceedings for a rate increase to cover both operations and debt service costs, and create debt service reserve funds to maintain the required coverage ratio.

3. **Special Districts Financing** – The City may undertake proceedings to form Community Facilities Districts pursuant to the Mello-Roos Community Facilities District Act of 1982 or assessment districts pursuant to the Improvement Act of 1911, the Municipal Improvement Act of 1913, or other applicable law. The City will consider requests for special district formation and debt issuance when such requests address a public need or provide a public benefit. Each application will be considered on a case by case basis, and the Management Services Director may not recommend a financing if it is determined that the financing could be detrimental to the debt position or the best interests of the City.
4. **General Obligation Bonds** – Notwithstanding their name, General Obligation Bonds are not general obligations of the City, but instead they are payable from and secured by a dedicated, voter-approved property tax override rate (*i.e.*, a property tax in excess of the 1% basic *ad valorem* property tax rate which has received the approving two-thirds vote of the City's electorate). While the dedicated revenue stream to repay the debt makes General Obligation Bonds an attractive option, additional considerations for this financing mechanism include the time and expense of an election, the possibility that the electorate will not approve the ballot measure, and the legal bonding capacity limit of the assessed value of all taxable property within the City.
5. **Tax Increment Financing** – Tax increment financing is a financing method whereby a portion of *ad valorem* property taxes (commonly called the “tax increment”) that are allocated to an entity, such as an enhanced infrastructure financing district (“EIFD”), a community revitalization and investment authority (“CRIA”) or an infrastructure and revitalization financing district (“IRFD”), and the entity is permitted to incur debt payable from and secured by the tax increment revenues. While tax increment debt for redevelopment agencies and Successor Agencies is entitled to the benefits of Article XVI, Section 16, of the California Constitution, no similar provision exists for EIFDs, CRIAs and IRFDs at the time of adoption of this Policy. Therefore, when considering EIFD, CRIA or IRFD financing or other types of tax increment financing which may be permitted by law in the future, debt limit concerns should be analyzed with respect to the proposed structure and taken into account in determining the practical viability of the proposed financing.
6. **Conduit Debt** – Conduit financing provides for the issuance of securities by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City's faith and credit.

STRUCTURE OF DEBT

1. **Term of Debt** – To comply with Internal Revenue Service regulations for tax-exempt financing obligations, the weighted average maturity of the debt should not exceed 120% of the weighted average useful life of the facilities or projects to be financed, unless specific circumstances exist that would mitigate the extension of time to repay the debt and it would not cause the City to breach any covenants to maintain the tax-exempt status of such debt, if applicable.
2. **Rapidity of Debt Payment; Level Payment** – To the extent practical, bonds will be amortized on a level repayment basis, and revenue bonds will be amortized on a level repayment basis considering the forecasted available pledged revenues to achieve the lowest rates possible. Bond repayments should not increase on an annual basis in excess of 2% without a dedicated and supporting revenue funding stream.

Accelerated repayment schedules reduce debt burden faster and reduce total borrowing costs. The Management Services Director will amortize debt through the most financially advantageous debt structure and to the extent possible, match the City's projected cash flow to the anticipated debt service payments. "Backloading" of debt service will be considered only when one or more of the following occur:

- a) Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
 - b) The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
 - c) Such structuring is beneficial to the City's aggregate overall debt payment schedule or achieves measurable interest savings.
 - d) Such structuring will allow debt service to more closely match projected revenues, whether due to lower project revenues during the early years of the project's operation, inflation escalators in the enterprise user rates, or other quantifiable reasons.
3. **Serial Bonds, Term Bonds, and Capital Appreciation Bonds** – For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds ("CABs") may be used. The decision to use term bonds, serial bonds, or CABs is driven based on market conditions. However, the use of CABs should be used as a last resort unless a compelling financing need is presented and acceptable rates and terms can be secured.
 4. **Reserve Funds** – To the extent that the use of available City moneys to fund a reserve fund provides an economic benefit that offsets the cost of financing the reserve fund from bond proceeds (as determined by the Management Services Director in consultation with the City's municipal advisor and, if applicable, the underwriter for the bonds), the City may use legally permitted moneys to fund a reserve fund (in cash or through the purchase of a debt service reserve surety bond or insurance policy) for the proposed bonds, up to the maximum amount permitted by applicable law or regulation. Typically, this amount is equal to the least of: (i) maximum annual debt service on the bonds, (ii) 10% of the principal amount of the bonds (or 10% of the sale proceeds of the bonds, within the meaning of Section 148 of the federal Internal Revenue Code), or (iii) 125% of average annual debt service on the bonds.

USE OF ALTERNATIVE DEBT INSTRUMENTS

Alternative debt instruments and financing structures sometimes can provide a lower cost of borrowing in the short run, but may involve greater medium-term or long-term risk. Due diligence review must be performed for each transaction, including the quantification of potential risks and benefits, analysis of the impact on City creditworthiness and debt affordability and capacity, and an evaluation of the ability of the City to withstand the medium-term or long-term risk attendant to alternative debt instruments, including the feasibility of exit strategies.

1. Variable Rate Debt

Variable rate debt affords the City the potential to achieve a lower cost debt depending on market conditions. However, the City will seek to limit the use of variable-rate debt due to the potential risks of such instruments.

a) Purpose

The City may consider the use of variable rate debt for the purposes of:

- i. Reducing the costs of debt issues.
- ii. Increasing flexibility for accelerating principal repayment and amortization.
- iii. Enhancing the management of assets and liabilities (matching short-term “priced debt” with the City’s short-term investments).

b) Considerations and Limitations on Variable-Rate Debt

The City may consider the use of all alternative structures and modes of variable rate debt to the extent permissible under California law and will make determinations among different types of modes of variable rate debt based on cost, benefit, and risk factors. The Management Services Director must consider the following factors in considering whether to utilize variable rate debt:

- i. With respect to General Fund supported debt, one of the following two criteria should be met as determined by the Management Services Director in his or her discretion: 1) any variable rate debt should not exceed 20% of total City General Fund supported debt; or 2) annual debt service on any variable rate debt should not exceed 5% of the annual General Fund Revenue.
- ii. Any variable rate debt should be fully hedged by expected future capital fund reserves or unrestricted General Fund reserve levels, as applicable.
- iii. Whether interest cost and market conditions (including the shape of the yield curves and relative value considerations) are unfavorable for issuing fixed rate debt.
- iv. The likelihood of projected debt service savings when comparing the cost of fixed rate bonds.

- v. Costs, implementation and administration are quantified and considered.
- vi. Cost and availability of liquidity facilities (lines of credit necessary for variable rate debt obligations and commercial paper in the event that the bonds are not successfully remarketed) are quantified and considered.
- vii. Whether the ability to convert debt to another mode (daily, monthly, fixed) or redeem at par at any time is permitted.
- viii. Cost and availability of derivative products to hedge interest rate risk.
- ix. The findings of a thorough risk management assessment.

c) Risk Management

A decision to issue variable rate debt first requires a rigorous risk assessment including, without limitation, factors discussed in this section. Variable rate debt subjects the City to additional financial risks (compared to fixed rate bonds) including interest rate risk, tax risk, and certain risks related to providing liquidity for certain types of variable rate debt.

The City will properly manage the risks as follows:

- i. ***Interest Rate Risk and Tax Risk*** – The risk that market interest rates increase on variable-rate debt because of market conditions, changes in taxation of municipal bond interest or reductions in tax rates. *Mitigation* – Limit total variable rate exposure per the defined limits, match the variable rate liabilities with short term assets, and/or purchase appropriate derivative products to hedge against the risk (see also Section F.2 below).
- ii. ***Liquidity/Remarketing Risk*** – The risk that holders of variable rate bonds exercise their “put” option, tender their bonds, and the bonds cannot be remarketed requiring the bond liquidity facility provider to repurchase the bonds. This will result in the City paying a higher rate of interest to the facility provider and the potential rapid amortization of the repurchased bonds. *Mitigation* - Limit total direct variable-rate exposure. Seek liquidity facilities which allow for longer (5-10 years) amortization of any draws on the facility. Endeavor to secure credit support facilities that result in bond ratings of the highest short-term ratings and long-term ratings not lower than the second highest rating category (without taking into account numerical or plus/minus sign modifiers). If the City’s bonds are downgraded below these levels (or such other rating levels as provided in the applicable financing documents) as a result of the facility provider’s ratings, a replacement provider shall be sought.
- iii. ***Liquidity/Rollover Risk*** – The risk that arises due to the shorter term of most liquidity provider agreements (1-5 years) compared to the longer-term amortization schedule of the City’s variable-rate bonds. Liquidity and rollover risk includes the following risks: (1) the City may incur higher renewal fees when renewal agreements are negotiated; and (2) the liquidity bank market may constrict

such that it is difficult to secure third party liquidity at any interest rate. *Mitigation*
– Negotiate longer terms on provider contracts to minimize the number of rollovers.

2. Derivatives

Using certain derivative products to hedge variable rate debt, such as interest rate swaps, may be considered by the City to the extent it has such outstanding debt. The City must exercise extreme caution in the use of derivative instruments for hedging purposes and will consider their utilization only when sufficient understanding of the products and sufficient expertise for their appropriate use is developed by the Management Services Director. A comprehensive derivative policy must be adopted by the City Council before any utilization of such instruments.

REFUNDING GUIDELINES

The Management Services Director must monitor all outstanding City debt obligations for potential refinancing opportunities. The City will consider refinancing of outstanding debt to achieve annual savings or to refinance a bullet payment or spike in debt service. Except for instances in which a bullet payment or spike in debt service is being refinanced, absent a compelling reason or financial benefit to the City, any refinancing should not result in an increase to the weighted average life of the refinanced debt.

Except for instances in which a bullet payment or spike in debt service is being refinanced or another City policy objective is being accomplished, the City will generally seek to achieve debt service savings which, on a net present value basis, are at least 3% of the debt being refinanced. The net present value assessment shall factor in all costs, including issuance, escrow, and foregone interest earnings of any contributed funds on hand. Any potential refinancing must additionally consider whether an alternative refinancing opportunity with higher savings is reasonably expected in the future. Refunding which produce a net present value savings of less than 3% will be considered on a case-by-case basis.

MARKET COMMUNICATION, ADMINISTRATION, AND REPORTING

- 1. Rating Agency Relations and Annual or Ongoing Surveillance** – The Management Services Director is responsible for maintaining the City’s relationships with the major rating agencies that rate municipal bond issues (such as S&P Global Ratings, Fitch Ratings and Moody’s Investors Service). These agencies’ rating criteria often change and the City cannot control the decisions made by any rating agency. However, for each debt issue that the City will seek a rating assignment, the City will strive to obtain and maintain the highest possible underlying, uninsured rating. In addition to general communication, the Management Services Director must:
 - a)** Ensure the rating agencies are provided updated financial statements of the City as they become publicly available.
 - b)** Communicate with credit analysts at each agency as may be requested by the agencies.
 - c)** Before each proposed new debt issuance, schedule meetings or conference calls with agency analysts and provide a thorough update on the City’s financial position, including the impacts of the proposed debt issuance.

2. **Council Communication** – The Management Services Director should report to the City Council regarding feedback from rating agencies, when and if available, on the City’s financial strengths and weaknesses and areas of concern relating to weaknesses as they pertain to maintaining the City’s existing credit ratings.
3. **Continuing Disclosure Compliance** – The City will remain in compliance with Securities and Exchange Commission Rule 15c2-12 (17 CFR § 240.15c2-12) by filing (to the extent required by the applicable continuing disclosure undertaking). To that end, the “Continuing Disclosure Compliance Procedures,” attached as Appendix I, is incorporated as part of this Policy as if fully set forth.
4. **Debt Issue Record-Keeping** – A copy of all debt-related records must be retained in the City Clerk’s office. At minimum, these records must include all official statements, bond legal documents/transcripts, resolutions, trustee statements, leases, and title reports for each City financing (to the extent available).

Such records must be retained while any bonds of an issue are outstanding and during the six-year period following the final maturity or redemption of the bond issue or, if later, while any bonds that refund bonds of that original issue are outstanding and for the six year period following the final maturity or redemption date of the latest refunding bond issue.

5. **Arbitrage Rebate** – The use of bond proceeds and their investments must be monitored to ensure compliance with all arbitrage rebate requirements of the Internal Revenue Code and related Internal Revenue Service regulations, in keeping with the covenants of the City and/or related entity in the tax certificate for any federally tax-exempt financing. The Management Services Director must ensure that all bond proceeds and investments are tracked in a manner which facilitates accurate calculation; and, if a rebate payment is due, such payment is made in a timely manner.

CREDIT RATINGS

The City will consider published ratings agency guidelines regarding best financial practices and guidelines for structuring its capital funding and debt strategies to maintain the highest possible credit ratings consistent with its current operating and capital needs.

CREDIT ENHANCEMENT

Credit enhancement may be used to improve or establish a credit rating on a City debt obligation. Types of credit enhancement include letters of credit, bond insurance and surety policies. The City, in consultation with the City municipal advisor, may determine the use of a credit enhancement, for any debt issue, if it reduces the overall cost of the proposed financing or if the use of such credit enhancement furthers the City’s overall financing objectives.

SB 1029 COMPLIANCE

Government Code § 8855 requires issuers to adopt debt policies addressing each of the five items below:

- i. *The purposes for which the debt proceeds may be used.*

Section C.2 (Acceptable Uses of Debt and Proceeds of Debt) and Section C.3 (Short-Term Debt) address the purposes for which debt proceeds may be used.

ii. The types of debt that may be issued.

Section C.3 (Short-Term Debt), Section D (Types of Financing Instruments; Affordable and Planning Policies), Section E (Structure of Debt) and Section F (Use of Alternative Debt Instruments) are among the provisions that provide information regarding the types of debt that may be issued.

iii. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.

Section C.1 (Acceptable Conditions for the Use of Debt) provides information regarding the relationship between the City's debt and Capital Improvement Program.

iv. Policy goals related to the issuer's planning goals and objectives.

As described in Section B (Background), Section D (Types Of Financing; Affordability and Planning Policies) and other sections, this Policy has been adopted to assist with the City's goal of maintaining fiscal sustainability and financial prudence.

v. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

Section C.4 (Internal Control Procedures Concerning Use of Proceeds of Debt) provides information regarding the City's internal control procedures designed to ensure that the proceeds of its debt issues are spent as intended.

GLOSSARY

Ad Valorem Tax: A tax calculated “according to the value” of property. In California, property which is subject to *ad valorem* taxes is classified as “secured” or “unsecured.” The secured classification includes property on which any property tax levied by a county becomes a lien on that property. A tax levied on unsecured property does not become a lien against the unsecured property, but may become a lien on certain other property owned by the taxpayer.

Annual Coverage Ratio: With respect to any bonds that are secured by a particular source of revenue for a particular 12 month period, the ratio obtained from dividing the estimated dollar amount of the revenue during such period by the scheduled principal and interest payment for the bonds during such period.

Anticipation Notes: Short term notes (such as Tax and Revenue Anticipation Notes, Grant Anticipation Notes and Bond Anticipation Notes) issued to provide interim financing anticipated to be paid off from sources to be received at or before the maturity date of the anticipation notes (such as tax revenues, grant funds, proceeds of long-term bonds).

Arbitrage: The gain that may be obtained by borrowing funds at a lower (often tax-exempt) rate and investing the proceeds at higher (often taxable) rates. The ability to earn arbitrage by issuing tax-exempt securities has been severely curtailed by the Internal Revenue Code of 1986, as amended.

Assessed Valuation: The “value” of property as set by a taxing authority (such as the county assessor) on the tax roll for purposes of ad valorem taxation.

Bond: A security that represents an obligation to pay a specified amount of money on a specific date in the future, typically with periodic interest payments.

Bond Anticipation Notes: Short-term notes issued usually for capital projects and paid from the proceeds of the issuance of long-term bonds. Provide interim financing in anticipation of bond issuance.

Bond Counsel: A specialized, qualified attorney retained by the issuer to give a legal opinion concerning the validity of securities. The bond counsel’s opinion usually addresses the subject of tax exemption. Bond counsel typically prepares and/or advises the issuer regarding legal structure, authorizing resolutions, trust indentures and the like.

Bond Insurance: A type of credit enhancement whereby an insurance company indemnifies an investor against default by the issuer. In the event of failure by the issuer to pay principal and interest in full and on time, investors may call upon the insurance company to do so. Once issued, the municipal bond insurance policy is generally irrevocable. The insurance company receives its premium when the policy is issued and this premium is typically paid out of the bond issue.

Capital Appreciation Bond: A municipal security on which the investment return on an initial principal amount is reinvested at a stated compounded rate until maturity, at which time the investor receives a single payment representing both the initial principal amount and the total investment return.

CDIAC: California Debt and Investment Advisory Commission.

Certificates of Participation: A financial instrument representing a proportionate interest in payments (such as lease payments) by one party (such as a city acting as a lessee) to another party (often a JPA or non-profit).

Competitive Sale: A sale of bonds in which an underwriter or syndicate of underwriters submit sealed bids to purchase the bonds. Bids are awarded on a true interest cost basis (TIC), providing that other bidding requirements are satisfied. Competitive sales are recommended for simple financings with a strong underlying credit rating. This type of sale is in contrast to a Negotiated Sale

Continuing Disclosure: An issuer’s obligations under its continuing disclosure agreements executed in connection with its bond issues. See “Rule 15c2-12” below. Under each continuing disclosure agreement, the issuer agrees to periodically provide certain relevant information and make such information available to the investing market. The information is generally required to be posted on MSRB’s Electronic

Municipal Market Access (EMMA) website.

Credit Enhancement: An instrument (such as a bond insurance policy, a debt service reserve insurance policy or surety bond, a letter of credit) which may be purchased to provide additional assurance that the repayment of the debt will be honored, and hence may enhance the credit rating for the debt issue.

Credit Rating Agency: A company that rates the relative credit quality of a bond issue and assigns a letter rating. These rating agencies include Moody's Investors Service, Standard & Poor's, and Fitch Ratings.

Debt Limit: The maximum amount of debt that is legally permitted by applicable charter, constitution, or statutes.

Debt Service: The amount necessary to pay principal and interest requirements on outstanding bonds for a given year or series of years.

Default: The failure to pay principal or interest in full or on time and, in some cases, the failure to comply with non-payment obligations after notice and the opportunity to cure.

Derivative: A financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a stock, bond, or an underlying reference such as an interest rate index.

Disclosure Counsel: A specialized, qualified attorney retained to provide advice on issuer disclosure obligations, to prepare the official statement and to prepare the continuing disclosure undertaking.

Discount: The difference between a bond's par value and the price for which it is sold when the latter is less than par. Also known as "underwriter discount," this is the fee paid to the underwriter its banking and bond marketing services.

Enterprise Activity: Specific activity that generates revenues. Common examples include water, wastewater and solid waste enterprises. A use of revenues generated by an enterprise activity for purposes unrelated to that enterprise is often subject to restrictions imposed by law. Debt service on bonds issued to finance facilities or projects for an enterprise is usually paid with the revenues of such enterprise.

Financing Team: The working group of City staff and outside consultants necessary to complete a debt issuance.

Indenture: A contract between the issuer and the trustee stipulating the characteristics of the financial instrument, the issuer's obligation to pay debt service, and the remedies available to the trustee in the event of default.

Issuance Costs: The costs incurred by the bond issuer during the planning and sale of securities. These costs include by are not limited to municipal advisory, bond counsel, disclosure counsel, printing, advertising costs, credit enhancement, rating agencies fees, and other expenses incurred in the marketing of an issue.

Lease: An obligation wherein a lessee agrees to make payments to a lessor in exchange for the use of certain property. The term may refer to a capital lease or to an operating lease.

Lease Revenue Bonds: Bonds that are secured by the revenue from lease payments made by one party to another.

Maturity Date: The date upon which a specified amount of debt principal or bonds matures, or becomes due and payable by the issuer of the debt.

Municipal Advisor: A consultant who provides the municipal issuer with advice on the structure of the bond issue, timing, terms and related matters for a new bond issue.

Municipal Securities Rulemaking Board (MSRB): A self-regulating organization established on September 5, 1975 upon the appointment of a 15-member board by the Securities and Exchange Agreement. The MSRB, comprised of representatives from investment banking firms, dealer bank representatives, and public representatives, is entrusted with the responsibility of writing rules of conduct for the municipal securities market. The MSRB hosts the EMMA website, which hosts information posted by issuers under their continuing disclosure undertakings.

Negotiated Sale: A sale of securities in which the terms of the sale are determined through negotiation

between the issuer and the purchaser, typically an underwriter, without competitive bidding. The negotiated sales process provides control over the financing structure and issuance timing. Negotiated sales are recommended for unusual financing terms, period of market volatility and weaker credit quality. A thorough evaluation, usually with the assistance of the City's Municipal Advisor, of the proposed bond's credit characteristics in conjunction with market conditions will be performed to ensure reasonable final pricing and underwriting spread.

Net Present Value (NPV) – A financial measurement whereby savings of a transaction are discounted back to money into a “today's” dollars equivalent. Often the discount rate used is the true interest cost (TIC—see definition below) rate on the proposed new bond issuance. Typically, in the municipal market place it is common to then divide the NPV value by the outstanding par amount of the bonds that are to be refunded to develop a percentage value.

Official Statement (Prospectus): A document published by the issuer in connection with a primary offering of securities that discloses material information on a new security issue including the purposes of the issue, how the securities will be repaid, and the financial, economic and social characteristics of the security for the bonds. Investors may use this information to evaluate the credit quality of the securities.

Par Value: The face value or principal amount of a security.

Pension Obligation Bonds: Financing instruments used to pay some or all of the unfunded pension liability of a pension plan. POBs are issued as taxable instruments over a 10-40 year term or by matching the term with the amortization period of the outstanding unfunded actuarial accrued liability.

Premium: The excess of the price at which a bond is sold over its face value.

Present Value: The value of a future amount or stream of revenues or expenditures.

Private Placement: A bond issue that is structured specifically for a small number of purchasers or a single purchaser. Private placements are typically carried out when extraneous circumstances preclude public offerings. A private placement is considered to be a negotiated sale.

Redemption: Depending on an issue's call provisions, an issuer may on certain dates and at certain premiums, redeem or call specific outstanding maturities. When a bond or certificate is redeemed, the issuer is required to pay the maturities' par value, the accrued interest to the call date, plus any premium required by the issue's call provisions.

Refunding: A procedure whereby an issuer refinances an outstanding debt issue by issuing a new debt issue.

Rule 15c2-12: Rule adopted by the Securities and Exchange Commission setting forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offering of municipal securities, (ii) underwriters to obtain continuing disclosure agreements from issuers and other obligated persons to provide ongoing annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities in the secondary market.

Reserve Fund: A fund established by the indenture of a bond issue into which money is deposited for payment of debt service in case of a shortfall in current revenues.

Revenue Bond: A bond which is payable from a specific source of revenue and to which the full faith and credit of an issuer is not pledged. Revenue bonds are payable from identified sources of revenue, and do not permit the bondholders to compel a jurisdiction to pay debt service from any other source. Pledged revenues often are derived from the operation of an enterprise.

Secondary Market: The market in which bonds are sold after their initial sale in the new issue market.

Serial Bonds: Bonds of an issue that mature in consecutive years or other intervals and are not subject to mandatory sinking fund provisions.

Tax and Revenue Anticipation Notes (TRANS): Short term notes issued in anticipation of receiving tax receipts and revenues within a fiscal year. TRANS allow the municipality to manage the period of cash shortfalls resulting from a mismatch between timing of revenues and timing of expenditures.

Term Bonds: Bonds that come due in a single maturity but where the issuer may agree to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity and for payment at maturity.

True Interest Cost (TIC): Under this method of computing the interest expense to the issuer of bonds, true interest cost is defined as the rate necessary to discount the amounts payable on the respective principal and interest payment dates to the purchase price received for the new issue of bonds. Interest is assumed to be compounded semi-annually. TIC computations produce a figure slightly different from the net interest cost (NIC) method because TIC considers the time value of money while NIC does not.

Trustee: A bank retained by the issuer as custodian of bond proceeds and official representative of bondholders. The trustee ensures compliance with the indenture. In many cases, the trustee also acts as paying agent and is responsible for transmitting payments of interest and principal to the bondholders.

Underwriter: A broker-dealer that purchases a new issue of municipal securities from the issuer for resale in a primary offering. The bonds may be purchased either through a negotiated sale with the issuer or through a competitive sale.

Weighted Average Useful Life: In reference to a particular bond issue, the weighted average useful life of the assets financed with the proceeds of the bonds is calculated by giving weight to both the relative dollar amount spent on each asset and the useful life of that asset.

Yield: The net rate of return, as a percentage, received by an investor on an investment. Yield calculations on a fixed income investment, such as a bond issue, take purchase price and coupon into account when calculating yield to maturity.

APPENDIX I

CONTINUING DISCLOSURE COMPLIANCE PROCEDURES

BACKGROUND AND TRAINING

SEC Rule 15c2-12 requires certain information be disclosed to the municipal bond marketplace. The SEC stated that it has a mandate “to adopt rules reasonably designed to prevent fraudulent, deceptive or manipulative acts or practices in the market for municipal securities.” The SEC takes the position that material non-compliance by an issuer with past continuing disclosure obligations may warrant, without corrective actions, an underwriter being prohibited from underwriting the issuer’s bonds, and thus prevent the issuer from accessing the municipal bond marketplace.

The following procedures will help ensure compliance by the City of Monterey Park (“City”) with SEC Rule 15c2-12 and its continuing disclosure obligations under continuing disclosure agreements or similar instruments executed in connection with its municipal bond offerings. Certain capitalized terms herein will have the meanings ascribed to them in the respective continuing disclosure agreements or similar instruments.

DESIGNATION OF RESPONSIBLE OFFICER

The Responsible Officer will be the officer or other employee responsible for compiling and filing Annual Reports (as defined in the continuing disclosure agreements) and notices regarding enumerated events (“Event Notices”), if required to be filed pursuant to the continuing disclosure agreements or similar instruments. The initial Responsible Officer is the City’s Management Services Director. From time to time, the City Manager may designate a different person to serve as the Responsible Officer.

1. RESPONSIBLE OFFICER TO BECOME FAMILIAR WITH “EMMA” AND FILING REQUIREMENTS UNDER CONTINUING DISCLOSURE AGREEMENTS

- A. The Responsible Officer will take such action as may be necessary or appropriate to become familiar with the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (“EMMA”) website. The Responsible Officer should understand how to locate on EMMA the filings made by the City in connection with bonds issued by the City. If the City is serving as its own Dissemination Agent, the Responsible Officer will establish a user identification and password for EMMA and become familiar with uploading documents onto EMMA.
- B. For each separate issue of the City’s outstanding bonds, the Responsible Officer will read the related continuing disclosure agreement or similar instrument and identify the following:
 - (i) The date by which the Annual Report must be filed;
 - (ii) The contents needed to be included in the Annual Report;
 - (iii) The Event Notices that must be filed; and
 - (iv) When Event Notices are required to be filed.
- C. The Responsible Officer should be aware of the types of events (the “Listed Events”) that would require the filing of an Event Notice. If clarification is required regarding what is meant by a Listed Event, the City’s bond counsel or disclosure counsel should be contacted to seek such clarification.

2. PREPARATION AND FILING OF ANNUAL REPORTS AND EVENT NOTICES

- A. The City will strive to begin the process of completing its audited financial statements as soon as practicable after the close of each Fiscal Year. Such audited financial statements should be completed in time to be submitted to the City Council (or other governing board) before the date that the Annual Report must be filed.
- B. The Responsible Officer will identify any information that is required to be included in the Annual Report but is not part of the City's audited financial statements, and contact the sources necessary to compile such information as soon as possible after the close of each Fiscal Year. The Responsible Officer will consider adding any information required by its continuing disclosure agreements or similar instrument not already included in its audited financial statements into a supplementary information section of audited financial statements.
- C. Following the compilation of the information that is to be included in the Annual Report, the Responsible Officer will (or will cause the Dissemination Agent to) submit the Annual Report to EMMA on or before the date on which the Annual Report must be filed.
- D. Each year, by not later than the date that the Annual Report is required to be filed on EMMA, the Responsible Officer will review the EMMA website to confirm that the Annual Report was posted with respect to all applicable securities. If the Annual Report was not posted, the dissemination agent will be notified, or the Responsible Officer will file the Annual Report, as applicable.
- E. The Responsible Officer will identify, or with the assistance of consultants engaged to monitor compliance will identify, the occurrence of a Listed Event and prepare, or have prepared, the appropriate Event Disclosure. The Responsible Officer will file (or will cause the dissemination agent to file) Event Notices on EMMA in a timely manner, when so required by the continuing disclosure agreements or similar instrument. The Responsible Officer will contact the City's bond counsel or disclosure counsel if there are any questions regarding whether an event constitutes a Listed Event, and whether such occurrence will require the filing of an Event Notice.
- F. In connection with amendments to SEC Rule 15c2-12 adopted in 2018, for any new continuing disclosure agreement executed on or after February 27, 2019 with respect to a debt issue (the "Debt"), the Responsible Officer must, before the Debt issuance date, review the City's financial records and create a list of the City's existing financial obligations (as such term is defined by SEC Rule 15c2-12) (the "Financial Obligations List"). The Financial Obligations List must be continuously updated by the Responsible Officer. Whenever the City prepares to enter into a new financial obligation or modify the terms of an existing financial obligation, the Responsible Officer must determine whether the incurrence of such financial obligation or modification of terms would require an Event Notice under the continuing disclosure agreement. If a determination is made that an Event Notice would be required, the Responsible Officer, in consultation with legal counsel, must cause the Event Notice to be filed on a timely basis, when so required by the continuing disclosure agreements or similar instrument.
- G. Certain Listed Events are qualified by a materiality standard. Materiality is determined according to SEC guidance available at the time. If clarification is required regarding materiality on any potential Listed Event, the Responsible Officer must contact the City's bond counsel or disclosure counsel to seek clarification. The Responsible Officer's determination of materiality will depend on the facts and circumstances surrounding the event and will take into consideration many factors including, without limitation, the following:

- Source of security pledged for repayment of the financial obligation,
- Rights associated with such a pledge (e.g., senior versus subordinate),
- Principal amount or notional amount (in the case of a derivative instrument or guarantee of a derivative instrument),
- Covenants,
- Events of default,
- Remedies,
- Other similar terms that affect security holders to which the issuer agreed at the time of incurrence,
- Size of the overall balance sheet,
- Size of existing obligations, and
- Size of the overall bond portfolio.

RETENTION OF RECORDS

- A. The documents identified below should be retained for a period of at least six years following the termination of the City's obligations (*i.e.*, the legal defeasance, prior redemption or payment in full of the related issue of municipal securities) under a continuing disclosure agreement or similar instrument.
- B. The City will retain, in its records, the transcripts containing the documents related to each issue of bonds or other obligations of the City.
- C. The City will retain copies, in paper or electronic form, of each Listed Event Notice submitted to EMMA.
- D. The City will retain copies, in paper or electronic form, of each Annual Report submitted to EMMA.
- E. To the extent that the content of an Annual Report is based on source materials created or obtained by the City, the City will retain in its records, such source materials created or obtained by the City.


CERTIFICATION AND RECEIPT OF UNDERSTANDING

I certify that I have received a copy of the City of Monterey Park Policy for Disclosure Procedures. I have reviewed and understand its contents and agree to abide by the principles and requirements in the Disclosure Procedures.

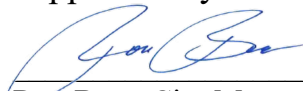
Name:  _____

Date: 01/20/2021

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

| | |
|--|---|
| City of Monterey Park Administrative Policy | Policy Number: 20-29 |
| | Issue Date: 01/20/2021 |
| | Revised Date: |
| Subject: POLICY FOR DISCLOSURE PROCEDURES | Approved by:  Ron Bow, City Manager |
| | Page Number |
| | Page 1 of 6 |

PURPOSE

The purpose of this Policy for Disclosure Procedures (the “Policy”) is to memorialize and communicate the policies and procedures in connection with obligations, including notes, bonds and certificates of participation, issued by the City of Monterey Park (the “City”) to ensure that the City continues to comply with all applicable disclosure obligations and requirements under the federal securities laws.

BACKGROUND

The City occasionally issues certificates of participation, assessment bonds, notes or other obligations (collectively, “Obligations”) in order to fund or refund capital investments, or other long-term programs. In offering Obligations to the public, and at other times when the City makes certain reports, the City must comply with the “anti-fraud rules” of federal securities laws (the “anti-fraud rules” includes Section 17 of the Securities Act of 1933 [15 U.S.C. § 77a, *et seq.*] and Section 10(b) of the Securities and Exchange Act of 1934 [15 U.S.C.A. § 78j], and regulations promulgated by the Securities and Exchange Commission under those Acts (particularly “Rule 10b-5” under the 1934 Act at 17 C.F.R. § 240.10b-5).

The core requirement of these rules is that potential investors in Obligations must be provided with all “material” information relating to the offered Obligations. The information provided to investors must not contain any material misstatements, and the City must not omit material information which would be necessary to provide to investors a complete and transparent description of the Obligations and the City’s financial condition.

When the City issues Obligations, the two central disclosure documents which are prepared are a preliminary official statement (“POS”) and a final official statement (“OS”; collectively with the POS, “Official Statement”). The Official Statement generally consists of (i) a description of the specific transaction including maturity dates, interest rates, redemption provisions, the specific type of financing, the leased premises (in certificate of participation financings) and other matters particular to the financing; (ii) information on the source of payment for the Obligations (discussed in the next paragraph); and (iii) various other appendices, including the City’s audited financial report, form of the proposed legal opinion, and form of continuing disclosure undertaking. Investors use the Official Statement as one of their primary resources for making informed investment decisions regarding the City’s Obligations.

The City issues Obligations payable from different sources, including the City’s General Fund. The Official Statement for a given transaction must reflect the particular source of payment. In General Fund-backed financings, the Official Statement will include a section which provides information on the financial condition of the City’s General Fund and other relevant City financial data (the “City Section”).

ENGAGEMENT OF OUTSIDE DISCLOSURE COUNSEL

The City engages outside legal counsel with expertise in securities laws for advice with respect to the City's disclosure obligations and requirements under the federal securities laws ("Disclosure Counsel"). Disclosure Counsel assists the City in preparing the Official Statement and reviews all new data and updates to the Official Statement. Throughout the process of receiving and incorporating material, Disclosure Counsel provides advice as to standards of materiality and other securities law issues. Disclosure Counsel has a confidential, attorney-client relationship with the City.

Disclosure Counsel provides a negative assurance letter to the underwriters as to the disclosure set forth in the Official Statement for each Obligation. The letter advises the underwriters that, as a matter of fact and not opinion, no information came to the attention of the attorneys working on the transaction which caused them to believe that the Official Statement as of its date and as of the date of their letter (except for any financial, statistical, economic or demographic data or forecasts, charts, tables, graphs, estimates, projections, assumptions or expressions of opinion, and other customary exclusions), contained or contains any untrue statement of a material fact or omitted or omits to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

DISCLOSURE PROCESS

When the City determines to issue Obligations, the Director of Management Services requests involved City Department Directors to commence preparation of the portions of the Official Statement for which they are responsible. While the general format and content of the Official Statement secured by a particular revenue source does not normally change substantially from offering to offering, except as necessary to reflect major events, the City Manager, Director of Management Services, and City Attorney (or their designees) are separately responsible for reviewing and preparing or updating certain portions of the Official Statement which are within their particular area of knowledge. Additionally, all participants in the disclosure process are separately responsible for reviewing the entire Official Statement.

Disclosure Counsel and the City's Municipal Advisor assists the Director of Management Services and City Manager in determining the materiality of any particular item, and the development of specific language in the Official Statement. Disclosure Counsel also assists the City in the development of a "big picture" overview of the financial condition of the General Fund or particular enterprise included in the Official Statement. This overview highlights particular areas of concern. Disclosure Counsel has a confidential, attorney-client relationship with the City.

The Director of Management Services schedules one or more meetings or conference calls of the financing team working group (which includes City officials, the City's municipal advisor, Bond and Disclosure Counsel, the underwriter of the Obligations, and its counsel), and new drafts of the Official Statement are circulated and discussed. During this part of the process, there is substantial contact among City Department Directors (or their designees), other members of the financing team and Disclosure Counsel, to discuss issues which may arise, determine the materiality of particular items and ascertain the prominence in which the items should be disclosed.

Before distributing a POS to potential investors, there is a formal meeting which includes City officials involved in the preparation of the POS and the underwriters and their counsel, during which the Official Statement is reviewed in its entirety, page by page or section by section, to obtain final comments and to allow the underwriters to ask questions of the City's senior officials. This is referred to as a "due diligence" meeting.

A substantially final form of the POS is provided to the City Council and, if applicable, the Board of Directors of the Monterey Park Public Financing Authority (the “Authority”) in advance of approval to afford the City Council an opportunity to review the POS, ask questions and make comments. The substantially final form of the POS is approved by the City Council which generally authorizes certain senior staff to make additional corrections, changes and updates to the POS in consultation with the City Attorney and Disclosure Counsel.

At the time the POS is posted for review by potential investors, senior City officials execute certificates deeming certain portions of the POS complete (except for certain pricing terms) as required by Securities and Exchange Commission (“SEC”) Rule 15c2-12.

Between the posting of the POS for review by potential investors and delivery of the final OS to the underwriter for redelivery to actual investors in the Obligations, any changes and developments will have been incorporated into the POS, including particularly the City Section, if required. If necessary, to reflect developments following publication of the POS or OS, as applicable, supplements will be prepared and published.

In connection with the closing of the transaction, one or more senior City officials execute certificates stating that certain portions of the OS, as of the date of each OS and as of the date of closing, do not contain any untrue statement of material fact or omit to state any material fact necessary to make the statements contained in the OS in light of the circumstances under which they were made, not misleading. The City Attorney also provides an opinion letter for underwriters. Generally, that opinion letter will inform underwriters that information contained in the section of the OS relating to the City and its operations (or specified portions thereof) as of the date of the opinion letter did not, and as of the date of the closing, does not, contain any untrue statement of a known material fact or omitted or omits to state any known material fact necessary to make the statements within the OS, in light of the circumstances under which they were made, not misleading. The City Attorney does not opine to any financial, statistical, economic or demographic data or forecasts, charts, tables, graphs, estimates, projections, assumptions or expressions of opinion, and certain other customary matters.

DEVELOPMENT OF INFORMATION FOR THE OBLIGATIONS

The information contained in the City Section is developed by City personnel under the direction of the Director of Management Services, with the assistance of the financing team. In certain circumstances, additional City officials will be involved, as necessary. The following principles govern the work of the respective City personnel that contribute information to the City Section:

- City employees involved in the disclosure process are responsible for being familiar with federal securities laws as they relate to disclosure.
- City employees involved in the disclosure process should be instructed to err on the side of raising issues when preparing or reviewing information for disclosure. Officials and other personnel are encouraged to consult with Disclosure Counsel if there are questions regarding whether an issue is material or not.
- Care should be taken not to shortcut or eliminate any steps outlined in the Policy on an ad hoc basis. However, the Policy is not necessarily intended to be a rigid list of procedural requirements, but instead to provide guidelines for disclosure review. If warranted, based on experience during financings or because of additional SEC pronouncements or other reasons, the City should consider revisions to the Procedures.
- The process of updating Official Statements from transaction to transaction should not be viewed as being limited to updating tables and numerical information. While it is not anticipated that there will be major changes in the form and content of the Official Statements secured by a particular revenue source at the

time of each update, everyone involved in the process should consider the need for revisions in the form, content and tone of the sections for which they are responsible at the time of each update.

- The City must make sure that the particular officials involved in the disclosure process are of sufficient seniority such that it is reasonable to believe that, collectively, they are in possession of material information relating to the City and its finances.

DISTRIBUTION OF PROCEDURES; TRAINING

The Procedures must be provided to all senior City officials and any other member of the City staff that is involved in the City's disclosure obligations and must also be provided to the members of the City Council and the members of the Board of Directors of the Authority.

Periodic training for the personnel involved in the preparation of the Official Statement is coordinated by the office of the Director of Management Services, with the assistance of Disclosure Counsel. These training sessions are provided to assist staff members involved in identifying relevant disclosure information to be included in Official Statements. The training sessions also provide an overview of federal laws relating to disclosure, situations in which disclosure rules apply, the purpose of the Official Statement, a description of previous SEC enforcement actions and a discussion of recent developments in the area of municipal disclosure. Attendees at the training sessions are provided the opportunity to ask questions of Disclosure Counsel concerning disclosure obligations and are encouraged to contact Disclosure Counsel at any time if they have questions.

ANNUAL CONTINUING DISCLOSURE REQUIREMENTS

In connection with issuing of Obligations, the City entered into a number of agreements ("Continuing Disclosure Certificates") to provide annual reports related to its financial condition (including its audited financial statements) as well as notice of certain events relating to the Obligations specified in the Continuing Disclosure Certificates. The City must comply with the specific requirements of each Continuing Disclosure Certificate. The City's Continuing Disclosure Certificates generally require that the annual reports be filed within nine months after the end of the City's fiscal year, and event notices are generally required to be filed within 10 days of their occurrence.

Specific events which require "enumerated event" notices are set forth in each particular Continuing Disclosure Certificate.

The Director of Management Services is responsible for preparing and filing the annual reports and enumerated event notices required pursuant to the Continuing Disclosure Certificates and for other secondary market disclosures as described under the caption "Secondary Market Disclosure." Particular care must be paid to the timely filing of any changes in credit ratings on Obligations (including changes resulting from changes in the credit ratings of insurers of particular Obligations).

The City Attorney or Director of Management Services will provide written notice to the City Council and the Board of Directors of the Authority of any receipt by the City or the Authority of any default, event of acceleration, termination event, modification of terms (only if material or may reflect financial difficulties), or other similar events (collectively, a "Potentially Reportable Event") under any agreement or obligation to which the City is a party and which may be a "financial obligation" as discussed below. Such written notice should be provided by the City Attorney or Director of Management Services to the City Council and the Board of Directors of the Authority as soon as the City Attorney or Director of Management Services is provided written notice or otherwise informed by knowledgeable City personnel, consultants, or external parties of such event. The Director of Management Services, with the assistance of Bond and Disclosure Counsel, will determine whether notice of such Potentially Reportable Event is required to be filed on the Electronic Municipal Market Access ("EMMA")

pursuant to the disclosure requirements of SEC Rule 15c2-12 (the “Rule”). If filing on EMMA is required, the filing is due within 10 business days of such Potentially Reportable Event to comply with the continuing disclosure undertaking for the various debt obligations of the City. The Director of Management Services will notify the City Council and the Board of Directors of the Authority of such events.

The City Attorney or Director of Management Services will report to the City Council and the Board of Directors of the Authority regarding the execution by the City of any agreement or other obligation which might constitute a “financial obligation” for purposes of the Rule. Amendments to existing City agreements or obligations with “financial obligation,” which relate to covenants, events of default, remedies, priority rights, or other similar terms, should be reported to the City Council and the Board of Directors of the Authority as soon as the City Attorney or Director of Management Services is provided written notice or otherwise notified by knowledgeable City personnel, consultants, or external parties of such event. The Director of Management Services will determine, in consultation with the City Attorney and with the assistance of Bond and Disclosure Counsel, whether such agreement or other obligation constitutes a material “financial obligation” for purposes of the Rule. If such agreement or other obligation is determined to be a material “financial obligation” or a material amendment to a “financial obligation” described above, notice thereof would be required to be filed on EMMA within 10 business days of execution or incurrence. The types of agreements or other obligations that could constitute “financial obligations” and would need to be reported on EMMA include:

1. Bank loans or other obligations which are privately placed;
2. State or federal loans;
3. Commercial paper or other short-term indebtedness for which no offering document has been filed on EMMA;
4. Letters of credit, surety policies or other credit enhancement with respect to the City’s publicly offered debt;
5. Letters of credit, including letters of credit which are provided to third parties to secure the City’s obligation to pay or perform (an example of this is a standby letter of credit delivered to secure the City’s obligations for performance under a mitigation agreement);
6. Capital leases for property, facilities, fleet or equipment; and
7. Agreements which guarantee the payment or performance obligations of a third party (regardless of whether the agreements constitute guarantees under California law).

Types of agreements that could be a “financial obligation” under the Rule include:

1. Payment agreements which obligate the City to pay a share of another public agency’s debt service (for example, an agreement with a joint powers agency whereby the City agrees to pay a share of the joint powers agency’s bonds, notes or other obligations); and
2. Service contracts with a public agency or a private party pursuant to which the City is obligated to pay a share of such public agency or private party’s debt service obligation (for example, certain types of Public-Private Partnership arrangements).

Types of agreements that may be a “financial obligation” subject to the Rule include:

1. Any agreement the payments under which are not characterized as an operation and maintenance expenses for accounting purposes if such agreement could be characterized as the borrowing of money;

The Director of Management Services will continue to work with the City Attorney and Bond and Disclosure Counsel to refine the definition of financial obligation going forward based on future SEC guidance.

SECONDARY MARKET DISCLOSURE

On February 7, 2020, the SEC released a staff legal bulletin (the "Bulletin") concerning secondary market disclosure in the municipal bond market. The Bulletin included SEC views on a variety of matters including, without limitation, the applicability of the federal securities law to public agency websites, reports delivered to governmental and institutional bodies and statements made by public officials including elected board members. Documents, reports and other written statements of the City which contain current financial and operational conditions of the City will be included in a section of the City's website appropriately identified. The City and its Bond and Disclosure Counsel have reviewed the Bulletin and have incorporated certain SEC staff recommendations into this Policy and into disclosure training for staff and City Council members. The City and its Bond and Disclosure Counsel will be cognizant of those reviews and will consider whether those reviews require the City to make secondary market disclosures.

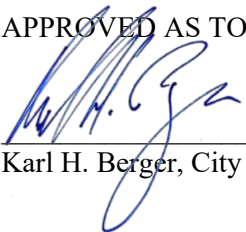
CERTIFICATION AND RECEIPT OF UNDERSTANDING

I certify that I have received a copy of the City of Monterey Park Policy for Disclosure Procedures. I have reviewed and understand its contents and agree to abide by the principles and requirements in the Disclosure Procedures.

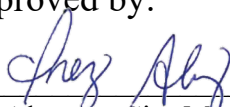
Name:  _____

Date: 1/20/2021 _____

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

| | |
|--|---|
| City of Monterey Park Administrative Policy | Policy Number: |
| | Issue Date: 04/ 27 /2021 |
| | Revised Date: 5/22/2024 |
| Subject: POLICY FOR UNFUNDED PENSION LIABILITY | Approved by:  _____ Inez Alvarez, City Manager |
| | Page Number Page 1 of 5 |

PURPOSE

The purpose of this Unfunded Pension Liability Policy (“Policy”) is to provide guidance on the development and adoption of a funding plan for any Unfunded Accrued Liabilities (“UAL”) that are calculated annually by the California Public Employee Retirement System (“CalPERS”), or for any unfunded accrued liabilities remaining immediately after the issuance of a Pension Obligation Bond (“POB”). This funding Policy should also support the decision making process of the City Council and should be consistent with the overall purpose and goals of the City of Monterey Park’s pension plan. As used in this Policy, “City” means the City of Monterey Park and affiliated, but separate, legal entities such as the Monterey Park Financing Authority, as the context may require.

The City recognizes that a fiscally prudent Policy should:

- Maintain the City’s sound financial position;
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenditures;
- Protect the City’s creditworthiness;
- Ensure that all pension funding decisions are structured to protect both current and future taxpayers, ratepayers, employees and residents of the City; and
- Ensure that the structure of the City’s POB and future UAL amortization is consistent with the City’s strategic planning goals, objectives, capital improvement program, budget, and/or debt policy.

BACKGROUND

The primary goal of funding defined benefit pension plans is to ensure that sufficient assets will be accumulated to deliver promised benefits when they come due and to protect pension benefits in situations that involve employer insolvency or bankruptcy. Establishing sound funding guidelines promotes pension benefit security. The City’s overall objective is to fund its CALPERS pension plan up to 100% of the total accrued liability and not less than 80%, whenever possible. In addition to the Section 115 Trust, the City will also create a Pension Rate Stabilization Assignment in the General Fund, the goal of which is to maintain additional savings that can be used to pay off accrued pension liabilities. The Pension Rate Stabilization Assignment allows the City to set-aside funds in the General Fund to contribute to the pension plan funded percentage and manage ongoing pension costs.

The City is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels, and employing prudent practices in governance, management, budget administration, and financial reporting. This Policy is intended to make all relevant information readily available to decision-

makers and the public to improve the quality of decisions, identify policy goals, and to demonstrate a commitment to long-term financial planning. Adherence to this Policy signals to rating agencies and the capital markets that the City is well managed and able to meet its obligations in a timely manner.

The purpose of this funding policy is to establish a framework for funding the City's defined benefit pension plan, taking into account factors that are relevant to the plan and the City. These factors include:

- The City's financial position;
- Stability of the plan and/or the affordability of the annual contributions;
- Benefit security;
- The terms of the CALPERS contract for Monterey Park, along with any related collective bargaining agreements; and
- Minimum funding requirements under California law.

There are several advantages to developing a funding policy to address an unfunded accrued liability. These advantages include the following:

- Provides the framework to ensure the proper management of future liabilities and to minimize the effects on operations. Adopting a funding policy will help ensure a disciplined decision-making process, which will contribute to better predictability in funding.
- Having a written summary of the funding policy that is accessible to the employees and the public will help improve the transparency of funding decisions and increase the understanding of pension funding issues.
- Developing this funding policy improves the identification, understanding, and management of the risk factors that affect the variability of funding requirements and the security of benefits to the employees and retirees.

The City contracts with CalPERS to manage its employee pension plan. CalPERS collects contributions from the City and its employees, invests the money, and pays monthly benefits to retirees. The market value of investments in the plan at any point in time may be less than the liability for benefits already earned, which means the City has an Unfunded Pension Liability. Each year, the amount of the liability changes based upon actual plan results. The liability grows when actual plan results do not meet CalPERS assumptions, such as retirees living longer than expected. Conversely, the liability decreases when actual plan results exceed CalPERS assumptions, such as investments earning more than the assumed rate of return. CalPERS also charges interest on the liability each year, based on the plan's discount rate, equivalent to the assumed rate of return. CalPERS requires the City to make annual contributions to reduce the unfunded liability.

STRATEGIES

New Unfunded Accrued Liability

Every June 30th, CALPERS will complete a new actuarial valuation report and will calculate the City's pension liability as of the new valuation date. If the value of the funded assets is not equivalent to this new liability amount, the City will incur a new unfunded accrued liability at that point in time. The unfunded accrued liability may increase or decrease from year to year, due to the following factors:

- Changes in actuarial assumptions and experience changes (e.g., changes in the discount rate and changes in demographic experience);
- Changes in actuarial gains and losses due to asset returns being higher or lower than expected;
- Changes in plan benefits;
- Changes in number of employees participating (Classic/PEPRA), employee pickup of plan contributions, etc.

There are two basic strategies to reduce the City's cost for the unfunded accrued liability:

1. Contribute more than required by CalPERS (an Additional Discretionary Payment) to reduce the accrual of interest; or
2. Refinance the liability, which is a legal debt of the City, at a lower interest rate.

Within these two basic strategies, there are a variety of options and associated risks.

Application of Additional Discretionary Payments

When the City identifies funding for an Additional Discretionary Payment (ADP), there is a strategy to apply the ADP to the unfunded pension liability.

The unfunded liability is comprised of layers, or "bases," related to each year of actual plan results. Each base is either a loss or gain. CalPERS amortizes the bases over twenty years to calculate the annual required contribution to reduce the liability. Loss bases at the beginning of an amortization cycle are desirable targets for an ADP to maximize overall savings. Conversely, loss bases at the end of an amortization cycle are desirable targets to maximize short-term savings.

It is the City's policy to apply any ADP to loss bases at the beginning of an amortization cycle to maximize overall savings.

Use Accumulated Fund Balance or One-Time Money

The City uses its General Fund to pay for unrestricted revenues and expenditures. It also uses many other "restricted" fund accounts for revenues with spending restrictions imposed by law, other governmental agencies, or legally enforceable agreements. The City allocates its unfunded pension liability to each fund based upon the prior year normal cost charged to the fund through payroll.

When the City receives more revenue than expected, or spends less than budgeted, a fund balance accumulates. Much like spending from a savings account, accumulated fund balance is a one-time resource the City can use to pay down a fund's allocation of the unfunded pension liability. The City has a separate "reserve" policy to establish the minimum fund balance to keep on hand for emergencies and operational cash flow.

It is the City's policy to consider an additional discretionary payment to reduce the unfunded pension liability during each annual budget process, when the City Manager, or designee, identifies accumulated fund balance in excess of reserve policy requirements. It is the City's goal to allocate up to 50% of any General Fund year end savings for additional payments to CalPERS, or deposits into the City's Section 115 Trust account.

This table lays out an estimate of **CalPERS’ paying off / funding schedule of new UAL:**

| New Unfunded Accrued Liability (Any new liability incurred after the June 30, 2020 valuation date report) | Payoff / Funding Time Period |
|---|-------------------------------------|
| \$0 to \$2,000,000 | 5 Years |
| \$2,000,001 to \$5,000,000 | 8 Years |
| \$5,000,001 to \$15,00,000 | 10 Years |
| Over \$15,000,000 | 15 Years |

Each year, when the City is provided with the annual valuation report from CALPERS, the City Manager, or designee, will present to the City Council, as part of the next budgetary cycle, the following:

- The dollar amount of the new liability (new amortization base);
- The number of years that staff is recommending to pay off/fund the liability;
- The dollar amount of the annual contribution to be made;
- The funding source(s) of the payments; and
- The short-term and long-term financial impacts on the City’s General Fund reserve balance.

Use Cash Planned for Capital Projects and Issue Tax-Exempt Debt

When the City has unrestricted cash on hand to fund capital projects, the City may consider using the cash to reduce the unfunded pension liability and instead issue tax-exempt debt to pay for the project. Tax-exempt debt carries a lower interest rate, and this strategy effectively swaps a higher-rate debt for a lower-rate debt.

The City funds most of its capital projects with restricted money. Therefore, the restricted funds’ allocation of unfunded pension liability, and the cash available for a project, limits the use of this strategy. In addition, frequent debt issues can negatively affect the City’s credit rating.

It is the City’s policy to consider paying down the unfunded pension liability when there is at least \$10 million of unrestricted cash available for capital projects and it is feasible to issue tax-exempt debt for the projects.

Irrevocable Section 115 Trust

As an alternative to making an ADP to CalPERS, the City can choose to set aside additional money in a “Section 115 Trust.” The Section 115 Trust refers to Internal Revenue Code Section 115. Money placed into the Section 115 Trust is irrevocable, funds are committed for the essential function specified in the Trust Agreement. The City previously established a Section 115 Trust in 2012 for Other Post-Employee Benefits (OPEB).

There are two primary benefits associated with a Section 115 Trust. The City has more control over the investment, and the City can use the Trust for pension cost stabilization. If there are future spikes in pension costs, the City could use money from the Section 115 Trust to help pay some of the required CalPERS contributions. However,

to utilize the Trust, funds must be deposited in advance to have available when needed.

It is the City's policy to consider adding money to the Section 115 Trust account during each annual budget process.

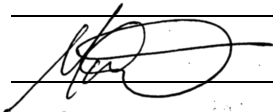
Pension Obligation Bonds

The City may consider issuing Pension Obligation Bonds (POBs) to refinance its unfunded pension liability. When low interest rates are available, issuing POBs can significantly reduce the City's pension costs. However, there is risk associated with the refinancing. If actual pension plan results consistently exceed CalPERS assumptions, the City may pay more overall.

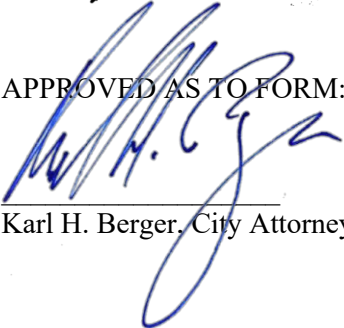
CERTIFICATION AND RECEIPT OF UNDERSTANDING

I certify that I have received a copy of the City of Monterey Park Policy for Disclosure Procedures. I have reviewed and understand its contents and agree to abide by the principles and requirements in the Disclosure Procedures.

Name: 5/22/2024

Date: 

APPROVED AS TO FORM:


Karl H. Berger, City Attorney