

City of Monterey Park *California*



2013 - 2014 Adopted Budget

City of Monterey Park, California

ADOPTED BUDGET

Atlantic Times Square



MAYOR

Teresa Real Sebastian

MAYOR PRO TEM

Anthony Wong

COUNCIL MEMBERS

Hans Liang / Peter Chan / Mitchell Ing

CITY CLERK

Vincent D. Chang

CITY TREASURER

Joseph Leon

CITY MANAGER

Paul Talbot

For the Fiscal Year Beginning July 1, 2013
Adopted by the City Council on June 19, 2013
Incorporated: May 29, 1916 Population: 61,445

Prepared by Finance



Pride in the Past... Faith in the Future...

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

Citywide 3-Year Goals

- Improve organizational effectiveness and efficiency
- Attract and retain quality employees
- Achieve financial stability
- Improve communitywide beautification
- Complete Towne Center and Marketplace

CITY OF MONTEREY PARK

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CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.ci.monterey-park.ca.us



City Council
Mitchell Ing
Peter Chan
Hans Liang
Teresa Real Sebastian
Anthony Wong

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

June 19, 2013

Honorable Mayor and City Council Members:

It is my privilege to present to you the City's 2013-2014 adopted budget. The budget is balanced and it reflects a spending plan that continues to hold back operating expenditures, focus on funding much needed community services, maintain better-quality infrastructure, and enhance organizational efficiency.

Under the AB x1 26, the Monterey Park Community Redevelopment Agency was dissolved in 2012. This dissolution has a great impact to our community. Because of the loss of redevelopment revenues of \$10.6 million each year, the City must prudently use funding shifts and work with employee groups through to share in the cost of retirement contributions, and continue accepting lower compensation through furlough programs to address the budget challenges.

Economic recession is one of the most visible causes of financial distress. This year, the City has begun to realize a much needed rebound in some revenues as the economic recovery begins to slowly take hold. Staff is confident that the City's 2013-14 adopted budget was developed in the most responsive manner toward achieving the goals and strategic programs following City Council's priorities and policy direction.

Economic Environment

The nation's economy continues to recover gradually from the steepest and most prolonged economic downturn since the 1930s. The higher payroll tax that began January 1 and the automatic federal budget cuts known as sequestration make consumers anxious about the economy. Still, many economists expressed more pessimism about the state of the economy and their long-term outlook. The nation's unemployment rate is at 7.5 percent, the State's at 9.0 percent, and the Los Angeles County at 8.4 percent. Employment in state government and local government shows no change from a year earlier.

The President's 2014 budget proposal included a combination of revenue raises and spending cuts. The largest revenue increase proposed in the President's budget would come from a reduction in the value of certain tax benefits, including tax-exempt interest on municipal bonds. The budget will have changes to funding for federal programs to support state and local public safety, including the COPS program, the Assistance to Firefighter grants program, the Homeland Security Grant program, and the Urban Areas Security Initiative program.

The State's 2013-14 budget is balanced. Proposition 30, which temporarily raises sales and income taxes by about \$6 billion a year, plays the key balancing role. Governor's budget assumes that California's economy will continue a slow but steady recovery, thus increasing retail sales and personal incomes on which those revenues are based. The one major concern is that the State budget plan ignores ever-growing unfunded liabilities for retirees' pensions and health care. But, dealing with just those two items would absorb all of the money generated by the tax increase.

The City's 2013-2014 Budget

Our 2013-2014 adopted budget development is based on the City's three-year citywide goals. These goals serve as the guidelines to identify community priorities and effectively align resources to achieve our mission. The City continues exploring the development and implementation of long-term treatments for fiscal sustainability, such as outsourcing or eliminating non-essential programs and services, consolidating functions, and implementing new service delivery models.

The adopted budget for 2013-14 presents a spending plan that anticipates \$77.1 million in estimated operating revenues and transfers from all funds combined and \$77.7 million in operating, capital improvement project expenditures and transfers. This budget includes a City Council approved capital improvement project expenditures, \$3.2 million for the park improvement master plan projects, which will be drawn from the Assigned General Fund Capital Improvement Reserve. Excluding this drawdown, General Fund is balanced with revenues estimated at \$32.2 million and appropriations totaled \$32.2 million.

The budget also includes the Successor Agency (SA) budget of \$2.8 million for enforceable obligations and administrative costs for winding down procedures of the former redevelopment agency.

General Fund Estimated Revenues

General Fund is the main operating fund of the City and it pays for the majority of the police, fire, building, zoning, public works, park maintenance, recreation, and library services. The City's two primary revenue sources are property and sales tax and we project steady growth for 2013-2014. It is our practice to conservatively estimate all revenues included in the budget to avoid over committing to future service expansions. A more detailed discussion of each key revenue assumption for 2013-2014 is summarized in the City's Midyear Report.

(Table 1)

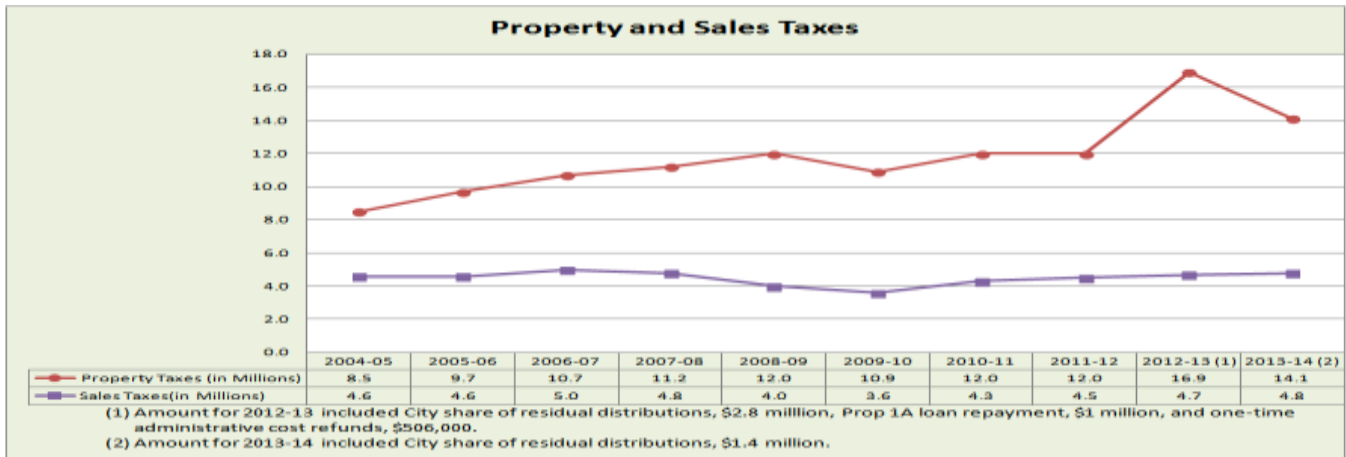
(Amounts in 000s)	Actual 2011-12	Approved 2012-13	Est. Actual 2012-13	Estimated 2013-14
Property Tax	\$11,975	\$12,365	\$12,550	\$12,735
One-Time Residual/Refunds (A)+(B)		700	3,307	1,400
One-Time Prop 1A Loan Repayment (C)			1,043	
Sales Tax	4,491	4,437	4,732	4,820
Utility Tax	3,093	3,275	3,010	3,100
Other Taxes	1,961	1,893	1,973	1,948
Licenses & Permits	1,857	2,145	1,951	2,022
Service Charges	4,060	4,432	4,094	4,280
Other Revenue	4,287 (1)	2,045	1,788	1,940
Total	\$31,724	\$31,292	\$34,448	\$32,245

(1) Amounts included a \$1.8 million parking lot sale.

Property Tax The property tax is imposed on real and personal property. Under Proposition 13, assessed value increases are limited to inflation adjustment not to exceed 2% per year. In 2012-13, (A) the City received one-time \$2.8 million residual distributions from the State's elimination of the RDA and (B) \$507,000 overcharged administrative costs refunds. (C) As you recalled during the 2009-10 State budget process, the State Legislature passed Assembly Bill 15 (Proposition 1A Suspension), which allowed the State to borrow from the local entities' 2009-10 property tax revenue. The law required that this forced loan be repaid by the State within three years. As a result, the City expects to receive repayment of a \$1 million loan from the State in June 2013.

Property tax is calculated based on the assessed value. Monterey Park has a stable property tax base and the total assessed value for 2013 is \$5.82 billion, up 4.7% from last year. The City's

property tax revenue for 2013-2014 is projected for a 3% increase, excluding one-time residual distributions and refunds. As for 2013-14 one-time residual distributions, the City expects \$1.4 million.



Sales Tax The sales tax is imposed on the retail sale of goods. The City’s sales tax is not generated evenly by the 2,000 retail businesses in the City and the City’s top 25 producers collectively generate near 60% of the City’s total sales tax. Any changes in these businesses could have a major impact to the City’s budget. The projected sales tax revenue for 2013-2014 assumes a 2 percent increase as the economy continues to recovery.

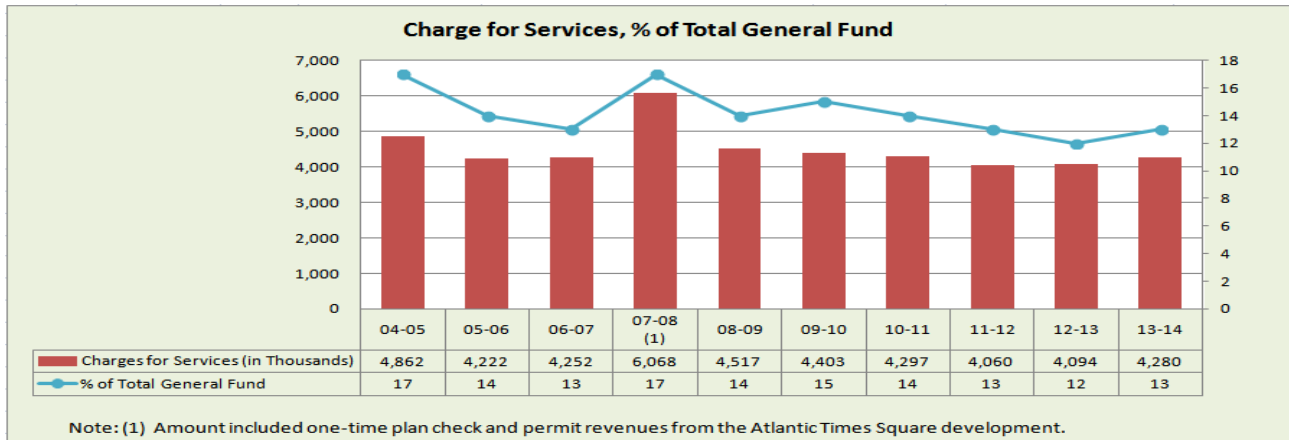
Utility Tax The City’s utility tax rates are 3% for residential and 5.5% for commercial users. The tax is applied to the consumption of gas, telephone, and electric services. In March 2013, the City passed Measure DD, which puts in place modern telecommunications definitions and removes ambiguities as to whether certain services are subject to UUT. The Measure has no change in the tax rates. We project the tax revenue from telephone services to continue to decrease and the overall UUT revenue is projected to remain flat for 2013-2014.

Other Taxes This category consists of property transfer tax, franchise tax, and transient occupancy tax. The property transfer tax is the real estate transfer tax at a rate of \$1.10 per \$1,000 of value transferred. Cities and county share the tax equally. Franchise tax is imposed by the City on gas, electric, refuse companies, and cable television for the privilege of using City streets. Transient occupancy tax is imposed on the rent of hotels and motels in the City. The current tax rate is 12%. Revenues in Other Taxes are projected to be at the same level as 2012-2013.

Licenses and Permits Business licenses are expected to remain at the current level. Without any major development project, the permit revenue is projected to be flat for 2013-14.

Charge for Services This category includes charges for fee-supported City services, including police and fire services, library services, plan checking, engineering services, zoning review, and recreational classes. Total combined revenue for fees and charges is expected to be approximately \$4.3 million for fiscal year 2013-2014.

The City’s Cost Allocation Plan and Master Schedule of Fees and Charges serve as the basis for its service charges. The City has done a comprehensive fee study to ensure that service fees have been developed for maximum cost recovery. After Council’s approval in June 2013, staff will adjust revenue projections to reflect updated fees and charges.



Other Revenues This category includes investment earnings, rents, fines, and various miscellaneous revenue accounts. With weakness in the projected second-quarters earnings and revenue and the Fed's recent bond buying activity, the overall investment return continues to be lower. In the refunds and rebates category, the City expects fewer state mandate reimbursements and other refunds. Total other revenues are projected to be approximately \$1.9 million.

General Fund Estimated Expenditures

Table 2 below is a summary of the General Fund expenditures, which include one-time capital costs and transfers. The 2012-13 adopted budget was amended at the midyear review process to include three priority capital improvement projects in a total amount of \$1.2 million, utilizing one-time property tax residual distributions. The 2013-14 capital improvements budget includes the park improvement master plan projects for eight city parks. The park improvements total \$3.2 million and are funded by the assigned General Fund capital improvement reserve.

(Table 2)

(Amounts in 000s)	Amended 2012-13	Est. Actual 2012-13	Adopted 2013-14
Police	\$12,476	\$12,000	\$12,766
Fire	8,429	8,495	8,703
Public Works	2,567	2,550	2,560
Library	1,534	1,534	1,577
Community/Economic Development	913	950	1,219
Recreation/Community Services	1,859	1,855	1,917
General Administration	1,712	1,808	2,067
Post Employment/General Liabilities	1,643	1,643	1,158
Capital Improvements	1,465	1,465	3,402(1)
Total	\$32,598	\$32,300	\$35,369

(1) Amount includes park improvement master plan projects, totaling \$3.2 million.

General Fund Reserve

Reserves are often used to bridge economic cycles so that community services can continue to be provided uninterrupted. Total reserves for fiscal year 2013-14 are projected to be \$13.9 million,

including the budget for park improvement master plan projects to reflect community needs. A total of \$3.2 million for the park improvements is one-time in nature and is authorized by the City Council to utilize the assigned General Fund capital improvement reserves.

(Amounts in 000s)	Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-13	Projected 2013-14
Unassigned	\$ 2,520	\$ 2,505	\$ 2,505	\$ 2,505	\$ 2,505
Assigned					
Capital Improvements	5,221	4,590	5,146	7,295 ⁽¹⁾	4,169 ⁽²⁾
Committed					
Catastrophic Events	2,000	2,000	2,000	2,000	2,000
Working Capital	3,000	3,000	3,000	3,000	3,000
Unemployment	340	340	340	340	340
Econ Development			1,833	1,833	1,833
Total	\$ 13,081	\$ 12,435	\$ 14,825	\$ 16,973	\$ 13,848

⁽¹⁾ The increase shown in the assigned balance for 2012-13 is due primarily to the one-time residual distribution of \$2.8 million, repayment of the Proposition 1A loan of \$1 million, and admin cost refunds of \$506,000.

⁽²⁾ Amounts for Capital Improvement Reserve reflect budgets for Park Improvement Master Plan projects, \$3.2 million in the Community Capital Improvement Activity (5002).

Restricted Funds Budget

Other City funds are classified as restricted funds. The restricted funds include Special Revenue Funds, Internal Service Funds, Enterprise Funds, and Successor Agency Funds. The funds are kept separately for specific expenditures authorized by laws or City policies. The 2013-2014 budget expenditures for the restricted funds are \$42.4 million and total projected revenues are \$41.7 million. The difference of \$0.7 million is funded by restricted fund reserves.

Many of these funds are also expected to face severe financial challenges over the next several years due to escalating costs and weak revenue growth. It is important to note that increased costs in trash, sewer and water services may necessitate rate increases in those funds supported by rate-payers to maintain existing service levels. Below is a discussion of budget for the major restricted funds.

Retirement Special Revenue 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. This is also the maximum tax rate under AB 13. There is always a projected underfunding of pension costs, which demands a transfer of \$250,000 from the General Fund. For 2013-2014, the projected retirement revenue is \$5.9 million and the appropriations are 6.7 million.

Asset Forfeiture Special Revenue Fund Federal and State laws allow law enforcement agencies to retain assets seized in the drug-related arrests. These funds can only be used to augment investigation and enforcement activities. Distributions through the justice system are irregular. For 2013-2014, the estimated revenue is \$207,500 and budgeted expenditures total \$303,000, with the balance coming from the Asset Forfeiture Fund reserves.

Maintenance District Special Revenue 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. The City has completed the District renewal for 2013-2014 and these rates have never been adjusted since 1996. The City continues using General Fund to supplement significant shortfalls due to increased operating costs. The projected revenue for 2013-14 is \$981,500. This revenue combines with a General Fund assistance payment of \$320,000 to fund the total district expenditure for \$1.3 million.

Public Safety Impact Fee Special Revenue Fund This is a development impact fee applied to new commercial and residential constructions. The fee is to offset the increased demand for public safety services generated by the new developments. Unless there are more development activities, the projected revenue for 2013-2014 is \$110,000.

Park Facilities Special Revenue Fund This is a developer fee used to acquire and develop the City's parks. The City uses this fund for parks' improvements and rehabilitations. The projected revenue for 2013-2014 is \$100,000. For 2013-2014, there are no budgeted expenditures from Park Facilities Fund due to low fund balances.

Library Tax Special Revenue Fund In 1998 Monterey Park voters approved a special library tax to finance the costs for the library expansion, additional hours, and book acquisitions. The tax has a term of 20 years. Majority of the library tax revenue (80%) is earmarked for debt service payment for the library expansion construction financing. The 2013-2014 library tax fund budget is \$502,300 for revenue and \$564,000 for appropriations, with the balance coming from the Library Tax Fund reserves.

Housing Program Fund Before the redevelopment agency's dissolution, the agency was required to set aside 20% of its revenue for affordable housing projects. The loss of the housing set-aside funds has been a major hit to the City's ability to build projects to help needy families. 2013-2014, \$178,000 is budgeted using existing housing fund reserves for property management, legal, and rental rehabilitation activities.

Grants Special Revenue Fund Revenue shared with local governments by the state or federal government has declined in years as fiscal stress at these levels trickled down. The projected grants for 2013-2014 are \$1,261,000, which includes \$78,000 library grants for various library programs; \$793,000 Community Development Block and Home HUD grants; \$60,000 park grants for the maintenance of parks and recreation facilities, \$144,000 public safety grants for police and fire training and equipment; \$34,000 recycling grants, and \$152,000 various trust special grants. The City should also expect a special tree grant to plant 440 new trees, which are funded by the Los Angeles County Board Supervisor Office and the Edison.

Because of the federal sequestration cuts, the impact to the allotment for Community Development Block Grant (CDBG) and Home Program federal assistance is about a 10 percent reduction. The amount of CDBG entitlement for 2013-14 is not enough to cover the City's Section 108 loan annual payment. Balances will come from the CDBG reserve. As a result, the commercial rehabilitation program will not be funded and a reallocation of staffing resources and operating expenditures to various city funds is required.

Sewer Enterprise Fund The Sewer Master Plan identifies a total of \$2.5 million of capital improvement required for updating the City's sewer system. In 2000, the City established a sewer maintenance fee to finance the implementation of the Sewer Master Plan. The sewer service fee imposed by Resolution 10478 will expire on June 30, 2015 unless renewed by the City Council. The projected 2013-2014 budget is \$273,000 for revenue and \$192,541 for expenditures.

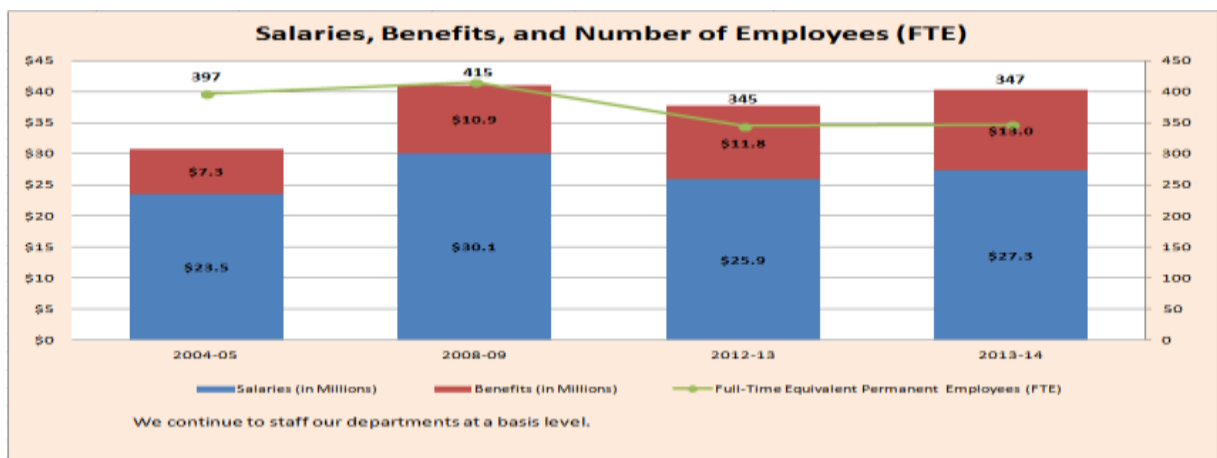
Refuse Enterprise Fund The City's refuse service includes trash collection, waste management, and recycling. In the past, refuse rates were adjusted annually based on the Department of Labor's Consumer Price Index in order to cover a corresponding increase in the refuse collection contract service expenditures. However, this annual CPI adjustment was halted since 2009-2010. The projected budget for 2013-2014 is \$6.1 million for revenue and \$6.6 million for expenditures. The projected revenue displays a 0% inflationary adjustment. The City will draw down \$555,000 from the Refuse reserves to fill the budget gap.

Water Enterprise Funds The projected water operation revenue for 2013-2014 is \$7.8 million and proposed expenditures are \$8.7 million. The water operation revenue is to cover the costs for the production, distribution, commercial, and capital improvements. The City's water rates are well below the average of those charged by the neighboring jurisdictions. The City has also established a water treatment surcharge to pay for the City's water treatment operations. The projected water treatment revenue is \$4.3 million and expenditures are \$2.9 million.

Internal Service Funds The purpose of these funds is to centralize the services such as general liability claims, workers' compensation insurance, motor pool operations and replacement, technology development, employee separation benefits, and post-employment medical benefits. These funds are financed through charges to departments. Charges must be updated each year to ensure adequate funding of operations and outstanding obligations. Any significant deficit in the internal service funds is an indication of those funds is not being charged their proportionate share of costs. The 2013-2014 internal service fund charges are: workers' compensation \$1.4 million, separation benefits \$1.3 million, technology \$139,000, general liability \$875,000, motor pool operating \$1.7 million, and other post-employment benefits \$500,000. Included in the budget, there is a one-time transfer of \$300,000 from the separation benefits fund to the general liability fund to cover general liability fund deficits caused by major sewage claim settlements.

Staffing Level and Compensation

The staffing for 2013-14 is 347.10 Full Time Equivalent positions. As with most public agencies, personnel costs are the City's single largest operating expenditure. The City has agreements in place for all bargaining unit groups for 2013-2014. Several vacant positions continue being frozen to save costs. The adopted budget reflects the labor agreement concessions, including furloughs for non-sworn personnel and pension contributions for all City employees.



Debt Service and Outstanding Loans

Ongoing update and replacement of City's capital assets is important to ensure quality service delivery. However, the cost for improvement is capital intensive. Often times it would not be feasible for the City to bank funds until sufficient amount can be accumulated. To fund improvement needs in a timely manner, the City has secured loans to finance various major improvements. Table 4 below is a summary of the debt service payments and loan maturity. Funding of the debt service payments include grants, special revenue funds, and water funds.

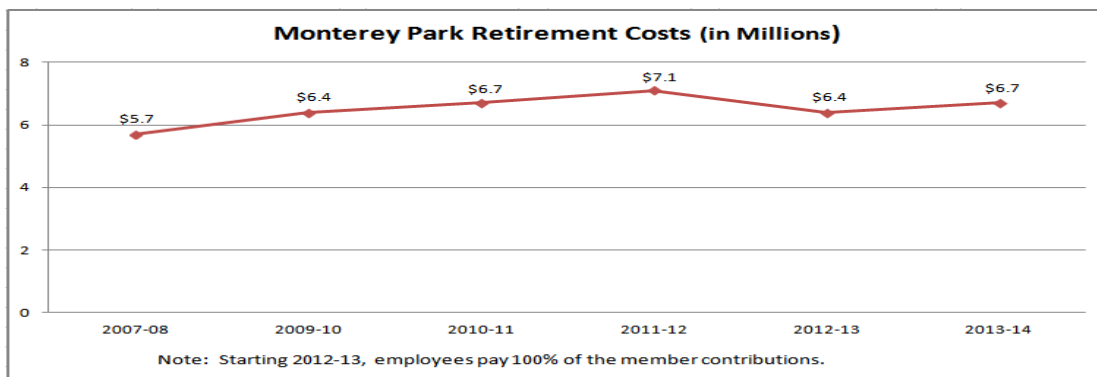
(Table 4)
Debt Services
2013-2014

<u>Department</u>	<u>Activity</u>	<u>Annual Payment</u>	<u>Description</u>	<u>Loan Expiration</u>
Police	Computer Services	\$165,869	CAD/RMS	2021
Library	Administration	383,197	Library Expansion	2018
Water	Water Production	114,705	Reservoirs	2030
	Water Distribution	186,167	Water Main	2020
	Well #1, 3, 10 & Fern	132,035	Treatment Plant	2018
	Well #12	37,965	Air Stripper	2018
	Wells 5 & 6	200,000	Treatment	2019
	Non-Dept	Post-Employment	1,394,315	Pension Bonds
Comm Dev	HCD Administration	551,142	Section 108 Loan	2022
SA	Successor Agency	1,667,250	2002 TI Bonds	2027
	Successor Agency	777,440	1998 TI Bonds	2028

Pension Funding

The City's retirement program is provided through the California Public Employees' Retirement System (CalPERS). Funding of the City's retirement costs comes from a special property tax levy that was approved by the voters in the 1950s. The current tax rate is 0.091175 per \$100 of property valuation which is also the maximum rate permitted by law. The City's retirement revenues can only increase as the property value increases.

The City has two retirement plans. The Safety Plan serves sworn Police and Fire safety employees. The Miscellaneous Plan serves all other employees. The costs for pension benefits have increased substantially. For 2012-13, the City would spend \$6.4 million on pensions. By 2013-2014, the City is projected to spend \$6.7 million on retirement costs.



Each year, States and municipalities are required to make an actuarially determined contribution to their pension funds. CalPERS board has adopted new amortization and smoothing policies on April 16, 2013, which will result in an increased likelihood of higher employer contribution rates over the next five years, starting with fiscal year 2015-16. The projected impact to the City's rates will be at least 13% higher than the current rates. Table 5 below displays the required employer contribution rates.

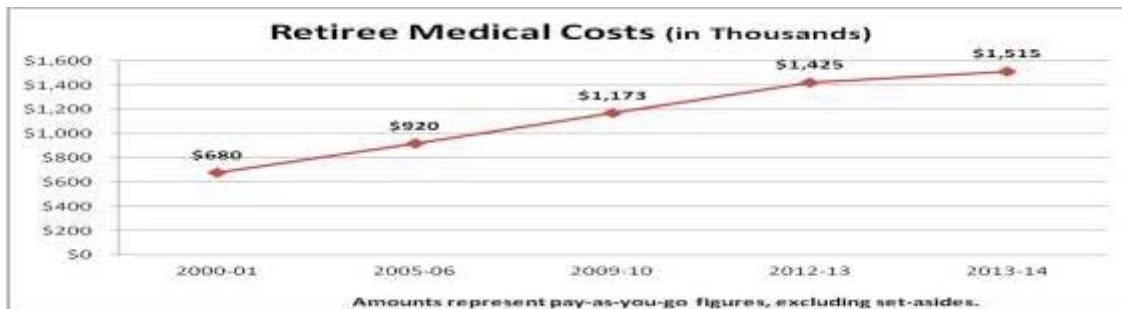
(Table 5)

City Contribution Rates			
Plan	2013-14	Projected 2014-15	Projected 2015-16
Safety (Police & Fire)	25.887%	28.100%	30.300%
Miscellaneous	21.676%	22.000%	24.500%

Over the years, the City has taken various actions in addressing the pension-funding shortfall. With the elimination of the redevelopment agency in 2012, pension override payments become a direct revenue distribution to our Retirement Fund. According to the June 30, 2011 *Valuation Report*, the City has a projected unfunded accrued liability of \$19.1 million and \$19.9 million for the Safety Plan and the Miscellaneous Plan, respectively. Without corrective actions, pension costs would have an adverse impact on city services. One of the City's strategic goals is to achieve financial stability for this community. The biggest challenge is to permanently resolve the City's pension funding issue.

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. Based on the recent actuarial report of March 2012, the projected total accrued liability amount is \$50.2 million. The accrued liabilities represent the ultimate cost of the City that will be paid from future revenues. To fully fund these liabilities, the actuarially determined annual funding would be \$3.7 million over the next 30 years. The exhibit below displays the City's retiree medical costs.



Monterey Park has been funding the retiree medical insurance on a pay-as-you go basis; that is, making annual appropriation to pay the actual costs instead of actuarially determined costs. Each year, the City sets aside funds in the OPEB Internal Service Fund for post-employment benefits to systematically accumulate resources to fund the unfunded accrued liabilities. It is the City's goal to systematically increase the annual contribution to fully fund the liability. Staff is working with labor associations to address the retiree medical liabilities.

Water System Funding

The City's water system serves approximately 95% of the area in Monterey Park with 13,000 accounts. The system has 12 wells, 13 reservoirs, 5 treatment plants, 11 pumping stations, and 134 miles of water mains. Due to the change in water quality standards since 1999, the City had to construct five treatment facilities to remove the contaminants. The construction was funded by grants, settlements, and loans.

The ongoing water treatment cost is estimated to be \$75 million for the next 30 years. The City has established a treatment surcharge to pay for the treatment operations. Barring from further changes to the water quality standards or new contaminations, the current water surcharge should provide sufficient revenue to support the water treatment operations. Based on a recent survey of water rates charged by the neighboring cities, such as Alhambra, Covina, El Monte, Glendora, La Verne, and Rosemead, Monterey Park's water rates are below average by 68% for residential and 70% for commercial. The City has prepared a water rate study to ensure an appropriate rate structure in order to maintain the high standards of water services. That study has indicated that a rate increase must be implemented and staff is currently preparing a request for proposals (RFP) to implement the increase via the Proposition 218 process.

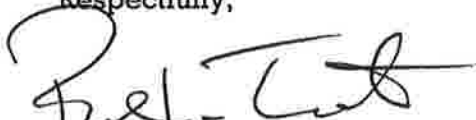
Maintenance Benefit Assessment District

In 1992-93, the state implemented the Education and Revenue Augmentation Fund transfer, which shifts property tax revenues from local governments to schools. The impact to Monterey Park is a \$1.2 million revenue loss per year. In 1993, the City formed a Benefit Assessment District. The District generates approximately \$1.0 million a year in revenue to finance the maintenance of lighting and landscaping of public streets. The assessment is determined based on the direct benefit received by each parcel. For a single-family parcel the assessment is \$40.97 a year. Due to a combination of stagnant revenues and escalating costs, the Maintenance Benefit Assessment District Fund had an operating deficit since 1995. For the past eighteen (18) years, the City's General Fund was used to fund the deficits. For 2013-14, the assistance payment from the General Fund to the district is approximately \$320,000. The City cannot increase the assessment without the approval by the majority of the property owners.

In Closing

The goal of this budget plan is to focus more on outcomes as well as to continue providing core City services commensurate with funding availability. "Business as usual" is over and our prudent management continues to experience transformational change to move beyond traditionally risk adverse culture and to ensure better government. We thank the City Council for your leadership and citizens for their support in directing the financial affairs of the City in a most responsible and progressive manner. We also extend our appreciation to Annie Yaung, Controller, and her Finance staff for their hard work in completing this proposed budget.

Respectfully,



Paul Talbot
City Manager

RESOLUTION NO. 11588 / SA-43

A RESOLUTION OF THE CITY COUNCIL AND THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY ADOPTING THE FISCAL YEAR 2013-2014 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK, AND THE CITY COUNCIL AND THE SUCCESSOR AGENCY ADOPTING THE FISCAL YEAR 2013-2014 CAPITAL IMPROVEMENT BUDGET

The City Council of 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: The City Council finds and declares as follows:

- A. The City Council reviewed the proposed final Operating Budget ("Budget") for the City and Capital Improvement Plan ("CIP") for fiscal years 2013-2014;
- B. The Budget and CIP are based upon appropriate estimates and financial planning for the City's operations, services, and capital improvements;
- C. The City Council conducted public study sessions on May 28 and 29, 2013;
- D. The City Council was fully informed regarding the City's current finances, projected revenue, and financial obligations;
- 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 CIP attached to this Resolution, and incorporated by reference, 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 2013-2014 at \$69,134,786.

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget including transfers is \$35.4 Million. The Overall City Budget is \$77.7 Million including Capital Improvement Projects. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Department	All Funds	General Fund	Other
City Council	\$ 154,050	\$ 96,842	\$ 57,208
Community Promotion	43,049	24,281	18,768
Business Improvement District No. 1	125,492	-	125,492
City Manager	378,205	138,578	239,627
City Clerk	427,977	364,593	63,384
City Treasurer	20,292	18,943	1,349
City Attorney	490,000	240,000	250,000
Management Services	2,064,381	750,644	1,313,737
Human Resources and Risk Management	772,336	433,429	338,907
Community and Economic Development	2,698,630	1,219,088	1,479,542
Police	15,540,707	12,765,850	2,774,857
Fire	10,837,026	8,703,182	2,133,844
Library	2,425,559	1,577,273	848,286
Recreation/Community Services	2,745,978	1,917,369	828,609
Public Works	22,553,473	2,559,550	19,993,923
Non-Departmental and Transfers	8,438,715	1,158,000	7,280,715
Successor Agency for the Former RDA	2,825,765		2,825,765
Total	\$72,541,635	\$31,967,622	\$40,574,013

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of \$5.2 million is appropriated for capital improvement projects for Fiscal Year 2013-2014. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts:

Department	All Funds	General Fund	Other
4224 Water Capital Projects	\$ 832,000	-	\$ 832,000
5001 Street Construction	690,000	-	690,000
5002 Community Capital Improvement	3,682,190	\$ 3,401,890	280,300
Total	\$ 5,204,190	\$ 3,401,890	\$ 1,802,300
Grand Total	\$77,745,825	\$35,369,512	\$42,376,313

SECTION 6: OVERHEAD. The City Manager, or designee, is authorized to use an overhead rate of 15 percent. This rate is set based upon an understanding that the City could set a rate as high as 46 percent for indirect costs based upon an analysis performed by Caporicci and Larson, Inc. and dated March 8, 2011.

SECTION 7: 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 2013-2014 for the Budget and CIP.

SECTION 8: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2013-2014 into the applicable Fund operating reserve per Governmental Accounting Standards Board (GASB) Statement No. 54.

SECTION 9: 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.

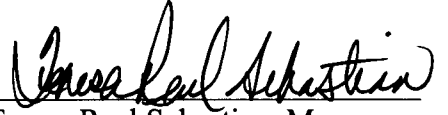
SECTION 10: CONTRACTING AUTHORITY.

- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget in accordance with the Monterey Park Municipal Code (“MPMC”).
- B. In accordance with the MPMC, 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.

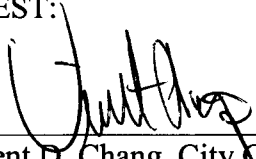
SECTION 11: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s original resolutions; and make a minute of the adoption of the Resolution in the City Council’s records and the minutes of this meeting.

SECTION 12: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED, APPROVED and ADOPTED this 19th day of June, 2013

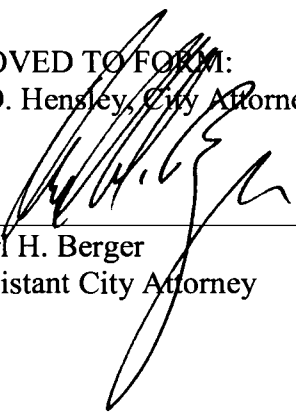


Teresa Real Sebastian, Mayor
City of Monterey Park

ATTEST:


Vincent D. Chang, City Clerk
City of Monterey Park

APPROVED TO FORM:
Mark D. Hensley, City Attorney

By: 

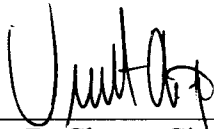
Karl H. Berger
Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF MONTEREY PARK)

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 11588 / SA-43 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 19th day of June 2013 by the following vote:

AYES: Council Members: Ing, Chan, Liang, Wong
NOES: Council Members: Real Sebastian
ABSTAIN: Council Members: None
ABSENT: Council Members: None

Dated this 19th day of June 2013



Vincent D. Chang, City Clerk
Monterey Park, California



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Monterey Park
California**

For the Fiscal Year Beginning

July 1, 2012

Christopher P. Merrill

President

Jeffrey R. Egan

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Monterey Park, CA** for its annual budget for the fiscal year beginning **July 1, 2012**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

*California Society of
Municipal Finance Officers*

Certificate of Award

*Operating Budget Excellence Award
Fiscal Year 2012-2013*

Presented to the

City of Monterey Park

For meeting the criteria established to achieve the Operating Budget Excellence Award.

February 6, 2013



Laura M. Nomura

*Laura Nomura
CSMFO President*

Scott Catlett

*Scott Catlett, Chair
Professional Standards and
Recognition Committee*

Dedicated Excellence in Municipal Financial Reporting

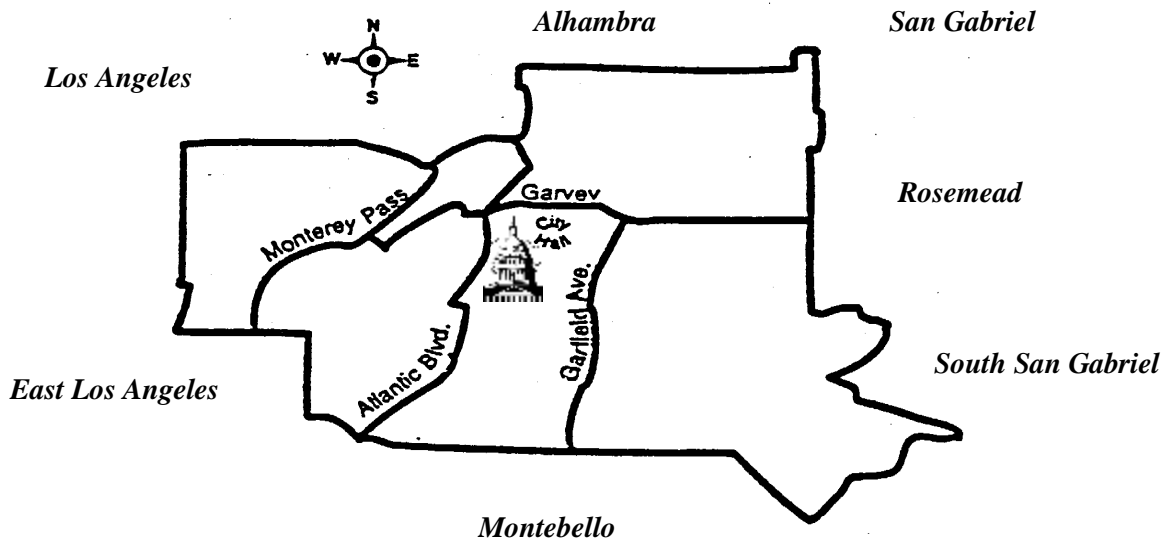
ABOUT THE CITY OF MONTEREY PARK

Monterey Park Government

Monterey Park was incorporated in 1916 as a general law city. The City operates under the council/manager form of government. The City Council, which consists of five members, is elected at large and each serves a term of four years. The City Council appoints the City Manager, who has the responsibilities of overseeing all City services and operations. The Citizens also elect the City Clerk and the City Treasurer.

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 mixed 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 Shoshone 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 square 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.

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's Economic Condition and Priority Development

Monterey Park covers an area of 7.73 square miles with a population of approximately 61,445. 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. Major businesses include food and drug, auto sales and service, banking, restaurants, hospitals and medical offices, printing and light manufacturing.

Housing development in the City includes mixed-use projects, residential critical maintenance, rental rehabilitation, and first time homebuyer programs. 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 City's commercial development includes redevelopment of commercial properties and business support. Major commercial development projects in planning are: Market Place, Towne Centre, Northeast Corner of Garvey and Garfield Avenue.

Local and Regional Transportation

- 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, off of Campus Drive at the California State University, Los Angeles (CSULA), 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.

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.

Play Days – The event is to celebrate the annual birthday of the City of Monterey Park. The event is on the 3rd weekend of May, featuring a home town parade and four days of carnival rides, game booths, food, and 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.

Cinco de Mayo – This Fiesta offers an unforgettable afternoon of Mexican Culture, featuring Mariachi music, Mexican folkloric, and authentic Mexican food.

4th of July – A wide variety of food, spectacular entertainment, fireworks, games food, and music are all on tap for Monterey Park's celebration of Independence Day.

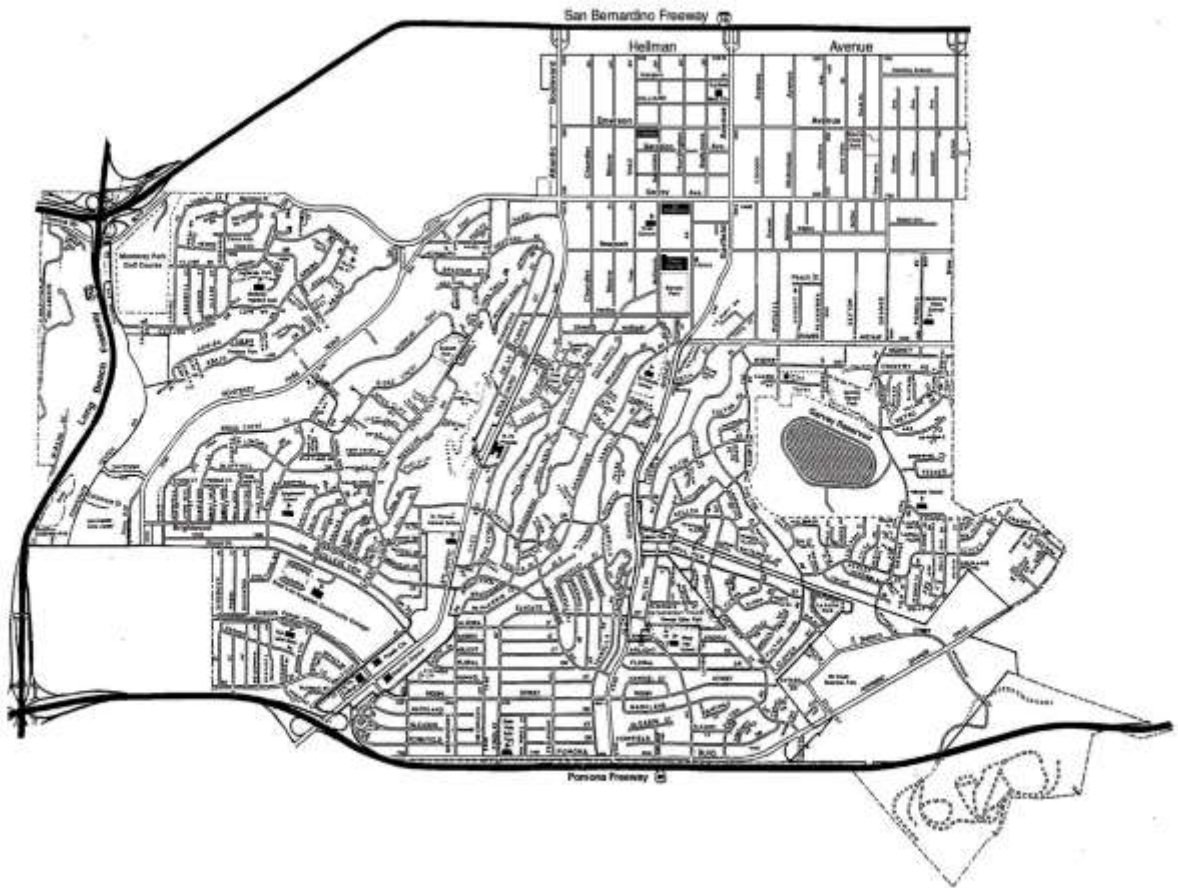
Artisans Faire - Every year in November, the City's Art and Culture Commission holds this special Arts and Crafts event allowing master crafters to display and sell their handicrafts in a serene and tranquil park setting.

Harmony Festival – This series of six events is designed to bring the community together to celebrate cultural diversity. The events are held in late September through October, including the Harmony Ball, the Town Hall meeting, the Harmony Film Festival, the Town Square Fair, and the Photo and Essay contest.

Farmers' Market – Every Friday 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.

Floral Street Fair / Lantern Festival – Each year the Business Advisory Committee hosts a Chinese New Year celebration by holding street festival along Garvey Avenue. Entertainment, vendors and community organizations are brought together for this two-day event that has attracted over 100,000 people to Monterey Park.

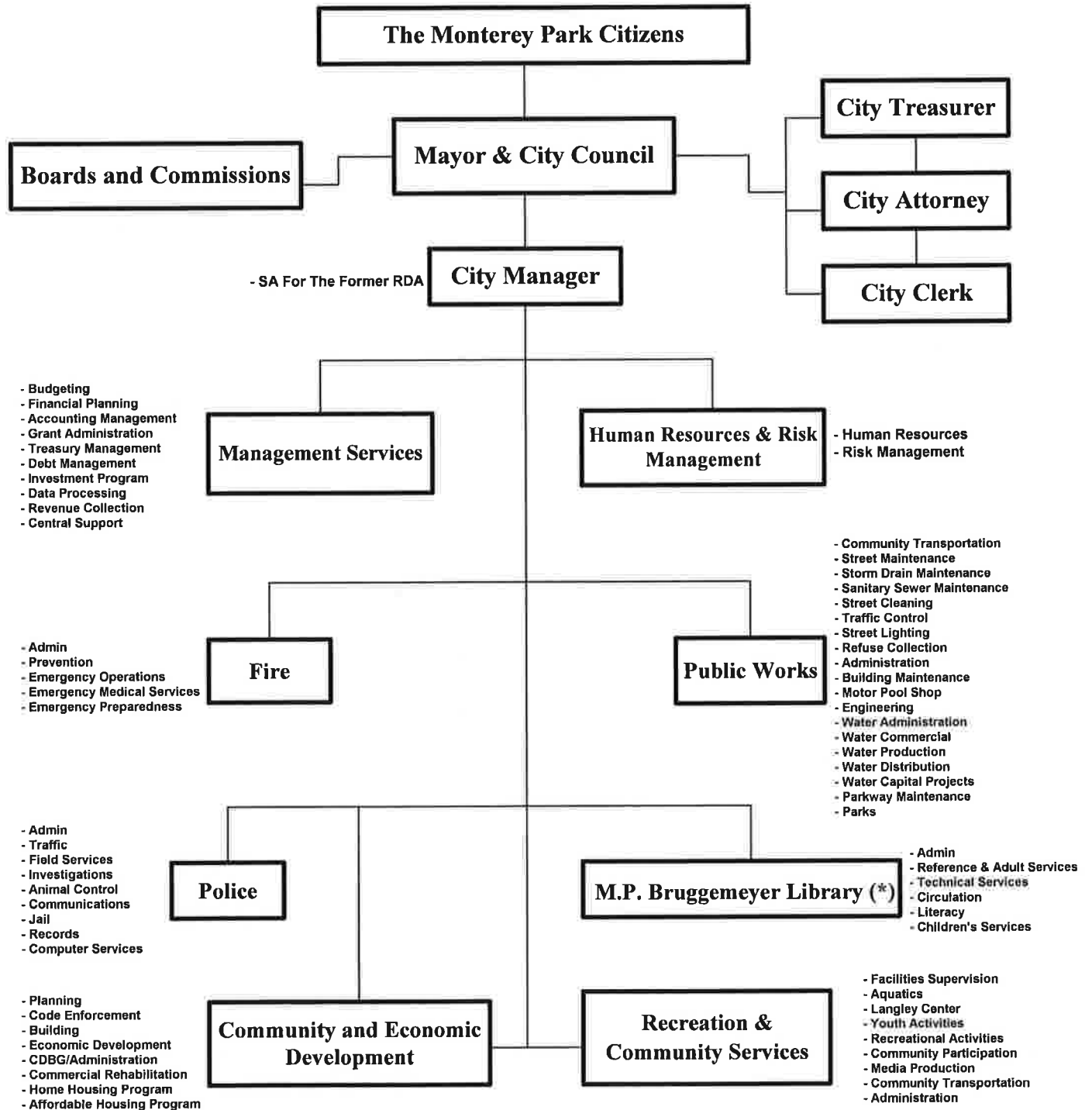
City Map



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:	57.50
Police Protection:	
Number of Stations:	1
Number of Sworn Police Officers and Non-Sworn Personnel:	113.86
Municipal Water Department:	
Number of Water Meters:	13,288
Average Daily Consumption:	7,540,000
Miles of Water Distribution Lines:	134
Number of Fire Hydrants:	1,063
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	12.43
Building Permits Issued:	666
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.64 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	181,300
Number of Library Cardholders:	58,500
Number of Employees:	
Elected Officials:	7
Full-Time:	290
Part-Time:	50.10
Population:	61,445

City of Monterey Park Organization Chart



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

() General operations of the M.P. Bruggemeyer Library are managed by the Library Board of Trustees, an independent commission appointed by the City Council.*

City of Monterey Park Budget Summary Section

The Budget Summary Section displays the following Revenues and Expenditures, Projected Fund Balance, Graphs, Staffing, Five-Year Financial Projections, City Management and Budget Policies, and Budget Preparation Process and Calendar.

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Combined Changes in Fund Balance

Fund Description	Estimated Fund Balance 7/1/2013	Estimated Revenues	Estimated Transfer-In	Adopted Expenditures	Adopted Transfer-Out	Estimated Fund Balance 6/30/2014
CITY FUNDS:						
GENERAL FUND		32,245,204		32,212,512		
Unassigned	2,505,441					2,505,441
Assigned:						
Capital Improvements	7,293,711		3,157,000 ⁽¹⁾		3,157,000 ⁽¹⁾	4,169,403
Committed:						
Potential Catastrophic Events	2,000,000					2,000,000
Working Capital	3,000,000					3,000,000
Unemployment Claims	340,000					340,000
Economic Development	1,833,519					1,833,519
Total GF Reserves	16,972,671					13,848,363
SPECIAL REVENUE FUNDS						
Retirement	1,022,799 ⁽⁵⁾	5,918,000		6,727,535		213,264
Gas Taxes	1,549,242	1,812,495		1,552,578		1,809,159
Park Facilities	16,168	100,000				116,168
Proposition A	2,052,864	1,181,259		1,019,147		2,214,976
Proposition C	716,838	863,200		850,784		729,254
Measure R	1,022,126	647,100		620,571		1,048,655
Asset Forfeiture	516,504	207,500		302,838		421,166
Business Impr Dx #1	217,758	60,060		125,492		152,326
Air Quality	183,146	74,300		28,500		228,946
Maint. District 1972 Act	104,492	981,695		999,716		86,471
Public Safety Impact	(88,761)	110,000		120,430		(99,191)
Public Safety Augmentation		580,000		580,000		0
Library Tax	158,427	502,300		564,280		96,447
CERCLA Liability	804,971	126,100		120,000		811,071
Housing	601,685			178,000		423,685
GRANT FUNDS						
Library	6,000	77,817		77,803		6,014
HUD	135,067	793,250		928,317		0
Parks & Recreation		60,000		60,000		0
Fire	77,753			71,661		6,092
Police	142,633	144,306		158,899		128,040
Engineering/Transportation	459,328	33,868		33,567		459,629
Gen Plan Review Trust	157,783	10,600		64,211		104,172
Passport Trust Fund	0	21,305		21,305		0
Specialty Maint Trust Account	109,908	82,000		82,000		109,908
Records Management Fee Trust		26,556		26,556		0
Langley Center Trust		11,000		11,000		0

Combined Changes in Fund Balance

Fund Description	Estimated Fund Balance 7/1/2013	Estimated Revenues	Estimated Transfer-In	Adopted Expenditures	Adopted Transfer-Out	Estimated Fund Balance 6/30/2014
ENTERPRISE FUND						
Sewer	750,976	273,000		192,541		831,435
Refuse	2,309,150	6,061,000		6,629,933		1,740,217
Water Operation	13,522,651	7,755,050		8,704,773 ⁽³⁾		12,572,928
Water Treatment	9,259,742	4,280,000		2,939,302		10,600,440
INTERNAL SERVICE FUNDS ⁽²⁾						
Auto Shop	1,350,251	1,704,478		1,967,393		1,087,336
Separation Benefits	3,340,013	1,269,697		945,000	300,000 ⁽⁴⁾	3,364,710
Workers' Compensation	(2,348,749)	1,397,000		1,363,787		(2,315,536)
General Liability	(8,626)	875,000	300,000 ⁽⁴⁾	1,094,979		71,395
Technology/Data Processing	966,126	138,642		81,650		1,023,118
Other Post-Employment Benefits	1,000,000	500,000				1,500,000
TOTAL CITY FUNDS	<u>57,080,936</u>	<u>70,923,782</u>	<u>3,457,000</u>	<u>71,457,060</u>	<u>3,457,000</u>	<u>53,390,658</u>
SUCCESSOR AGENCY (SA) FUNDS	<u>83,199</u>	<u>2,742,482</u>		<u>2,825,681</u>		<u>0</u>
TOTAL CITY AND SA FUNDS	<u>57,164,135</u>	<u>73,666,264</u>	<u>3,457,000</u>	<u>74,282,741</u>	<u>3,457,000</u>	<u>53,390,658</u>

Note:

- (1) Authorized Park Master Capital Improvement projects, drawn from the General Fund Capital Improvements Reserve.
- (2) Beginning fund balances for Internal Services Funds represented unrestricted fund balance.
- (3) Amount does not include depreciation expenditures and additional water assessment costs.
- (4) Authorized transfer to shore off General Liability Fund deficits.
- (5) Amount is preliminary pending per County's final remittance.

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated		
		2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014	
<u>General Fund</u>						
Property Taxes:						
Current Secured	0010- 01010	6,434,959	6,600,000	6,805,000	6,970,000	
Residual Property Tax Dist.	01015		700,000	2,800,000	1,400,000	
Prop 1A Loan Repayment	01016			1,042,925		
VLF Compensation	01010	5,102,553	5,000,000	5,340,000	5,340,000	
Current Unsecured	01020	230,294	250,000	220,000	220,000	
Homeowner Exemption	01030	60,543	60,000	60,000	60,000	
Prior Year Secured	01110	73,386	350,000	75,000	80,000	
Prior Year Unsecured	01120	9,313	15,000	10,000	15,000	
Interest & Penalties	01200	63,852	90,000	40,000	50,000	
Admin Cost Refunds (one-time)	01210			506,830		
Total Property Taxes		11,974,900	13,065,000	16,899,755	14,135,000	
Other Taxes:						
Admission Tax	01400	8,106	7,500	7,500	7,500	
Sales Tax	01500	3,432,648	3,368,000	3,500,000	3,570,000	
Sales Tax Compensation	01500	1,058,440	1,069,000	1,232,284	1,250,000	
Transient Tax	01550	876,482	780,000	880,000	880,000	
Franchise Tax	01600	942,985	980,000	950,000	950,000	
Transfer Tax	01800	101,247	125,000	102,000	110,000	
Utility Users Tax	01900	3,092,796	3,275,000	3,010,000	3,100,000	
Vehicle In-lieu Tax	04410	32,170		33,334		
Total Other Taxes		9,544,875	9,604,500	9,715,118	9,867,500	
Licenses & Permits:						
Licenses:						
Business Licenses	02010	945,367	950,000	930,000	946,000	
Business Lic Processing Fees	02020	539		1,000	1,000	
Tobacco Retailer Lic Fees	02025	1,747	700	1,000	1,000	
Dog Licenses Regular	02410/02430	5,134	8,700	12,000	12,000	
Dog Licenses Altered	02420/02450/02460	8,319	14,000	4,000	4,000	
Total Licenses		961,106	973,400	948,000	964,000	
Construction Permits:						
Building Permits	02500	629,014	868,000	650,000	700,000	
Electrical Permits	02600	117,831	140,000	160,000	170,000	
Plumbing Permits	02700	66,174	80,000	95,000	95,000	
Mechanical Permits	02900	55,992	70,000	80,000	75,000	
Total Construction Permits		869,012	1,158,000	985,000	1,040,000	

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Budgeted		Estimated	
		Actual 2011-2012	2012-2013	Actual 2012-2013	Estimated 2013-2014
Other Permits:					
Firework Permits	03540	5,200	1,600	5,200	5,200
Yard Sale Permits	03550	2,010	2,300	2,100	2,100
Misc Permits	03590	17,376	6,000	7,000	7,000
Parking Permits	03650	2,044	1,000	2,000	2,000
Newsrack / Banner Permits	06290/06710	256	2,600	1,500	1,700
Total Other Permits		26,886	13,500	17,800	18,000
Total Licenses & Permits		1,857,004	2,144,900	1,950,800	2,022,000
Fines:					
Traffic Fines	03580	266,944	250,000	200,000	200,000
Court Fines	03600	25,399	40,000	28,000	30,000
Parking Fines	03630	478,616	475,000	550,000	550,000
Court Restitutions	06405	1,911			
Total Court and Traffic Fines		772,870	765,000	778,000	780,000
Use of Money & Property:					
Interest Income	03700	212,100	150,000	110,000	130,000
Golf Course Rental	03800	43,948	44,000	40,000	40,000
MetroPCS (3500 Ramona)	03870	35,993	36,866	36,866	37,971
T-Mobile Rental (Fire Station 3)	03880	28,297	29,002	29,002	29,872
AT&T Rental (Fire Station 3)	03890	25,979	29,002	29,002	30,020
T-Mobile Rental (Sierra Vista)	03930	35,757	36,535	36,535	37,911
Nextel Rental (Ramona Blvd.)	03940	33,272	36,900	36,900	38,478
Acosta Grower (Delta & Fox Sites)	03960	5,137	12,328	12,328	12,328
Martinez Nursery (La Loma Site)	03961		3,164	2,957	
Specialty Restaurants	03970	148,252	160,000	148,000	150,000
Sublease Rent - SMSA (Pac Bell)	03980	9,889	10,060	10,032	10,465
Sublease Rent - Cox Communication	03990	7,244	7,488	7,488	7,713
Rental Income-325 E. Pomona	05451	2,272			
Rental Income-371 E. Pomona	05452	15,421			
Rental Income-341 E. Pomona	05453	12,563			
Rental Income-321 E. Pomona	05454	(1,248)			
Rental Income-534 N. Chandler	05455	19,479			
Total Use of Money & Property		634,354	555,345	499,110	524,758
Charges for Services:					
Police Services:					
Witness Fees	03610	2,551	2,800	3,000	3,000
Prisoner Housing	03640	97,073	133,000	70,000	70,000
Vehicle Release	03670	66,003	70,000	66,000	66,000
DUI Recovery	03680	55,918	50,000	55,000	58,000
Fingerprint	06390/03710	10,745	20,000	11,000	11,000
Correction Notices	03720	3,720	4,500	4,000	4,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated	
		2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014
Prisoner Booking Fees	03730/03760	720	120	400	400
Police Report	05990	3,018	2,000	3,000	3,000
Burglar Alarm	06400	42,798	40,000	40,000	40,000
Total Police Services		282,546	322,420	252,400	255,400
Fire Services:					
Fire Report Copy	06050	271	300	300	300
Fire Inspection	06320	96,146	80,000	95,000	95,000
Fire Plan Checks & Permits	06330/06340	128,081	105,000	105,000	99,750
Fire Response/Admin Citation	06350/06240	11,211	13,000	11,500	11,500
Business Fire Safety Inspection	06370	19,977	80,000	20,000	25,000
Ind Waste Permit/Inspection	06850	116,415	90,000	95,000	95,000
Citizen CPR/AED Training Program	06851		250		
Ambulance Subscription	07950	101,013	107,000	101,000	101,000
Ambulance Transport	07960	1,083,573	1,000,000	1,000,000	980,000
Fire Emergency Response	07970	178			
Total Fire Services		1,556,865	1,475,550	1,427,800	1,407,550
Community Development:					
Plan Check	06100	477,322	600,000	400,000	500,000
Comm Prop Insp	06120	65,562	60,000	60,000	65,000
Res Prop Insp	06150	58,856	46,000	60,000	80,000
Home Occup Insp	06160	13,838	14,000	10,000	15,540
Zoning	06200	31,296	30,000	28,000	41,000
Admin Citation - Code Compliance	06220/06130	51,311	30,000	40,000	50,000
Design Review	06250	7,079	7,000	7,000	8,000
Special Inspection	06450	6,671	8,000	6,500	8,500
Massage Application / Review Fee	06455		1,690		
Total Community Development Fees		711,934	796,690	611,500	768,040
Public Works Fees:					
Comm. Franchise in lieu fee	01610	125,999	122,000	122,000	122,000
Street Excavation	02910	8,795	8,000	6,000	8,000
Sewer Permits	02920	441	200	200	200
Driveway/Sidewalk	02930	1,758	2,500	2,000	2,500
Housemoving Permits	03520	1,056	1,392	1,056	1,056
Sale of Maps	06000	142	250	250	250
Sale of Plans	06010	1,368	3,000	1,500	2,000
Address Change	06140	2,552	2,552	2,552	3,100
Admin Citation - Public Works	06230	100	500	100	100
Engr Inspection	06210/06300	13,328	20,000	20,000	20,000
Engr Plan Check	06700	21,449	55,000	30,000	40,000
Soil Review	06910	14,406	8,500	14,000	14,000
Total Public Works Fees		191,395	223,894	199,658	213,206

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated	
		2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014
Library Fees:					
Calif Library Serv	05300	46	100	100	100
Library Fines	07410	18,972	19,000	19,000	19,000
Audio Visual	07420	4,748	5,000	5,000	5,000
Lost Books	07430	1,962	3,000	2,000	2,000
Misc Library Revenue	07460	40	100	50	100
Card Replacement	07480	2,245	2,500	2,000	2,000
Damaged Items	07490	551	600	550	600
Total Library Fees		28,564	30,300	28,700	28,800
Recreation / Community Services Fees:					
Rec. Facilities / Service Clubhouse	04020	60,833	60,000	55,000	62,000
Rec Registration	06090	18,772	20,000	20,000	20,000
Picnic Reservation	07050	18,758	18,000	18,000	21,000
Aquatics	07090	27,443	37,000	30,000	26,000
Child Care	07150	140,941	130,000	140,000	150,000
Barnes Pool Admission	07610	12,104	14,000	13,000	14,000
Elder Pool Admission	07620	4,030	5,000	2,000	5,000
Swim Lessons	07630	53,048	53,000	50,000	52,000
Barnes & Elder Pool Rental	07640	39,272	40,000	43,000	44,000
Adopt-A-Park	08020	1,000			
Langley Activity	08025	195		8,000	12,000
Other Rec. Revenue	07900/08030	40	8,300		
Rec Registration	0159- 06090	34,862	35,000	35,000	35,000
Summer Programs	0159- 07010	57,916	70,000	66,000	65,000
Fall Programs	0159- 07020	67,832	65,000	65,000	72,000
Winter Programs	0159- 07030	60,271	49,000	60,000	61,000
Spring Programs	0159- 07040	54,552	56,000	56,000	55,000
Adult Leagues	0159- 07100	11,623	18,000	9,000	9,000
Total Recreation / Community Services Fees		663,492	678,300	670,000	703,000
Administrative Charges:					
From City Funds	06020	619,900	900,000	900,000	900,000
Total Administrative Charges		619,900	900,000	900,000	900,000
Other Services:					
City Clerk Research	06040	268	500	280	300
Returned Check Fee	08150	4,565	4,000	4,000	4,000
Total Other Services		4,833	4,500	4,280	4,300
Total Charges for Services		4,059,531	4,431,654	4,094,338	4,280,296

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated	
		2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014
Other Revenue:					
Surplus Property Sale	04000	1,837,937	8,000	20,000	8,000
Refunds/Rebates	08100	674,565	280,000	60,000	130,000
Misc Revenue	07530/09203/ 09210/07500	17,240	17,000	10,000	17,000
Utility Billing Round Up	08200	750	650	650	650
Street Maintenance - Water	08155	350,000	420,000	420,000	480,000
Total Other Revenue		2,880,492	725,650	510,650	635,650
Transfer-In:					
Capital Improvements Reserve					3,157,000
Total General Fund		31,724,025	31,292,049	34,447,771	35,402,204
<u>Special Revenue Funds</u>					
Retirement Fund - 0012					
Property Taxes:					
Current Secured	01010	4,572,682	4,850,000	4,500,000	5,400,000
Current Unsecured	01020	78,570	68,000	120,000	120,000
Homeowner Exemption	01030	57,720	59,000	59,000	59,000
Prior Year Secured	01110	109,855	100,000	60,000	70,000
Prior Year Unsecured	01120	779	2,000	800	1,000
Interest & Penalties	01200/03750	15,346	20,000	18,000	18,000
ROPS Pension Override (one time)	07530			980,000	
General Fund Supplement for Pension	01300		885,382	885,382	250,000
Total Retirement Fund		4,834,951	5,984,382	6,623,182	5,918,000
State Gas Tax Funds - 0022					
Gas Tax:					
Section 2103 (Prop 42 Replacement)	0022-04530	770,641	705,845	770,000	770,000
Section 2105	0022-04540	284,381	314,305	314,305	315,000
Section 2106	0022-04500	161,560	215,021	215,021	217,000
Section 2107	0022-04510	400,697	451,072	451,072	452,000
Section 2107.5	0022-04520		7,500	7,500	7,500
Interest Income	0022-03700	2,278	1,200	1,200	1,200
SB 821 Bikeway	0023-05400	58,381	46,274	46,274	49,795
Total Gas Tax Fund		1,677,938	1,741,217	1,805,372	1,812,495
Park Facility Fund - 0070					
Park Facilities Fees	09000	25,455	50,000	100,000	100,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated	
		2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014
Proposition A Fund - 0109					
Proposition A Sales of Assets	04000	3,055			
Proposition A Local Return	05400	950,237	840,000	965,000	965,000
Proposition A Incentive Program	05430	95,715	110,000	95,000	95,000
Fares	07680	53,475	124,300	117,300	116,759
Interest Income	03700	4,741	4,400	4,400	4,500
Total Proposition A Fund		1,107,224	1,078,700	1,181,700	1,181,259
Measure R Fund - 0110					
Measure R	05400	587,323	540,000	588,000	645,000
Interest Income	03700	2,621	2,300	2,300	2,100
Total Measure R		589,944	542,300	590,300	647,100
Proposition C Fund - 0166					
Interest Income	05400	789,342	730,000	790,000	861,000
	03700	2,591	2,100	2,100	2,200
Total Proposition C		791,933	732,100	792,100	863,200
Asset Forfeiture Fund - 0160					
Asset Forfeiture-Justice	03690	54,214	80,000	60,000	80,000
Interest Income	03700	2,669		2,500	2,500
Asset Forfeiture-Treasury	03770	112,014	300,000	80,000	120,000
Asset Forfeiture-State	03780	15,805	2,500	2,500	5,000
Sales of Surplus Property	04000	1,190			
Total Asset Forfeiture Fund		185,893	382,500	145,000	207,500
Business Improvement Fund - 0077					
Business Improvement Fees	02110	58,395	60,000	59,700	59,700
Interest Income	03700	732	360	360	360
Total Business Improvement		59,127	60,360	60,060	60,060
Air Quality Improvement Fund - 0165					
Air Quality Allocation	05400	72,842	75,000	74,000	74,000
Interest Income	03700	395	300	300	300
Total Air Quality Improvement		73,236	75,300	74,300	74,300

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated	
		2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014
Maint. District -1972 Act - 0176					
Special Assessment	01060	977,552	981,500	981,500	981,695
Library Tax Fund - 0131					
Library Tax	01060	501,685	503,750	502,000	502,000
Interest Income	03700	465	350	350	300
Total Library Tax Fund		502,151	504,100	502,350	502,300
Public Safety Augmentation Fund - 0182					
Sales Tax Public Safety Augmentation	01510	566,044	550,000	550,000	580,000
Public Safety Impact Fund - 0071					
Public Safety Impact Fee	03570/08100	106,495	80,000	400,000	110,000
Interest Income	03700	124			
Total Public Safety Impact Fee		106,619	80,000	400,000	110,000
CERCLA Liability Fund - 0203					
CERCLA Fees	06950	124,310	122,000	124,000	124,000
Interest Income	03700	2,041	2,600	2,100	2,100
Total CERCLA Liability		126,351	124,600	126,100	126,100
Housing Program Fund - 0880					
SERAF Payment			628,000	628,000	
Interest Income	03700	8,609		1,000	
Program Income	05450	20,000			
Rental Income-325 E. Pomona	05451	3,500		9,964	
Rental Income-371 E. Pomona	05452	507		1,265	
Rental Income-341 E. Pomona	05453	653			
Rental Income-321 E. Pomona	05454			2,440	
Rental Income-534 N. Chandler	05455	8,296		29,583	
Other Revenue	07530			700	
Refunds and Rebates	08100			2,868	
Total Housing Program Fund - 0880		41,566	628,000	675,820	0

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Estimated				
		Actual 2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014	
Grants Fund						
Library Grants:						
Literacy and Civics Ed. Grant	0142- 05400	24,598	47,817	47,817	47,817	
Cal Literacy Grant	0163- 05400		28,411	28,411	30,000	
LACMTA	0356- 05400	1,584				
California Council for The Humanities	0428- 05400	7,500	6,509	6,509		
Literacy Trust Grant	0445- 05400	29,414	8,246	8,246		
Total Library Grants		63,096	90,983	90,983	77,817	
Parks and Recreation Grants:						
Park Discretionary (Maint.)	0178- 05400	60,000	60,000	60,000	60,000	
Pepsi Franchise Grant	0343- 05400		50,000	50,000		
Total Parks & Rec Grants		60,000	110,000	110,000	60,000	
Police Grants:						
STC Grant	0132- 05400	6,303	6,306	6,306	6,306	
POST Grant	0136- 04500	32,416	35,000	35,000	35,000	
Interest Income	0192- 03700	235				
State - COPS	0192- 05400	100,000	100,000	100,000	100,000	
Bullet Proof Vest Grant	0229- 05400	1,971	6,000	3,000	3,000	
Homeland Security Grant - 2008	0253- 05400	148,931				
Homeland Security Grant - 2009	0254- 05400	10,009				
Recovery Act JAG Grant	0402- 03700	230				
911 for Kids Grant	0404- 05400	4,235				
Urban Area Security Initiative	0460- 05400		47,050	47,050		
Total Police Grants		304,329	194,356	191,356	144,306	
Engineering Grants:						
Prop 1B Street Improvement Fund	0028- 03700/05400	2,102				
Used Oil Recycling Grant	0184- 03700/05400	42,863	17,706	17,706	17,706	
Beverage Container Recycling	0214- 05400	17,262	16,162	16,162	16,162	
DOE EEC Block Grant	0420- 05400	122,082				
CNG Fueling Station Grant	0450- 05400		300,000			
Total Engineering Grants		184,308	333,868	33,868	33,868	
Transportation Grants:						
Air Quality Investment Program	0233- 05400/07680	3,906				
Safetea-Lu	0342- 05400	240,928				
MTA - TEA21	0347- 05400	426,885				
MTA Call (Signage)	0353- 05400	59,000				
Total Transportation Grants		730,718	0	0	0	

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Estimated			
		Actual 2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014
Fire Grants:					
Homeland Security 2011 SHSGP	0255- 05400		13,000	13,000	
Urban Area Security Initiative-2009	0257- 05400	9,727			
Urban Area Security Initiative-2010	0258- 05400		53,809	53,809	
Urban Area Security Initiative-2011	0259- 05400		29,161	29,161	
Urban Area Security Initiative-2012	0460- 05400		22,000	22,000	
ELAC Instructional Serv Program	0349- 05400	67,179	40,000	40,000	
Assistance to Firefighters - 2010	0431- 05400	92,268			
Total Fire Grants		169,174	157,970	157,970	0
Community Development Grants:					
Sustainable Communities Planning	0440- 05400	1,748			
Total Community Development Grants		1,748	0	0	0
HUD Grants:					
CDBG	0169- 05400	1,088,554	576,072	567,072	518,464
CDBG - R	0395- 05400	11,963			
HOME Fund	0152- 05400/	340,959	294,380	294,380	273,486
	03700/05451/52/53/54/55	33,037			
EDI Grant/Interest Income	0211- 03700	1,482		1,300	1,300
Total HUD Grants		1,475,996	870,452	862,752	793,250
Other Special Grants (Trust Funds):					
Maintenance Grant (0075)	0344- 05400	103,633	79,600	79,600	82,000
Gen Plan Review Trust	0352- 05400	56,051	106,507	106,507	10,600
Passport Trust Grant (0075)	0415- 05400	15,000	21,305	21,305	21,305
Records Management Fee Trust (0075)	0442- 05400	26,199	25,638	25,638	26,556
Langley Center Trust (0075)	0500- 05400				11,000
Total Other Special Grants		200,883	233,050	233,050	151,461
Total Grant Funds		3,190,253	1,990,679	1,679,979	1,260,702
Total Special Revenue Funds		14,856,234	15,505,738	16,287,763	14,424,711
Enterprise Funds					
Sewer Fund - 0042					
Sewer Revenue	05200	273,496	260,000	273,000	273,000
Total Sewer Fund		273,496	260,000	273,000	273,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated	
		2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014
Refuse Fund - 0043					
Refuse Charges	05300/05350	5,690,836	5,750,000	5,750,000	5,750,000
Waste Mgmt Surcharge	05360	310,805	320,000	311,000	311,000
Total Refuse Fund		6,001,640	6,070,000	6,061,000	6,061,000
Water Fund					
Water Operation Fund:					
Sales of Surplus Property	0092- 04000	2,306			
Water Sales	0092- 07510	7,483,808	7,480,000	7,485,000	7,485,000
Connection Fee	0092- 07550	91,894	150,000	100,000	120,000
Meter Installation	0092- 07520	177,158	150,000	120,000	150,000
Other Revenue	0092- 07540	39	100	50	50
Water Rights/Reconnection	0092- 07530	2,417,056	1,900,000	2,862,000	
Total Water Operation Fund		10,172,260	9,680,100	10,567,050	7,755,050
Water Treatment Fund:					
Water Treatment Surcharge	0093- 07590	2,700,391	2,800,000	2,750,000	2,750,000
EPA Settlement / SEMOU Trustee	0093- 07575	2,203,224	500,000	3,230,000	1,500,000
Other - Insurance Reimb.	0093- 07530	75,271	30,000	30,000	30,000
Total Water Treatment Fund		4,978,886	3,330,000	6,010,000	4,280,000
Total Enterprise Funds		21,426,282	19,340,100	22,911,050	18,369,050
<u>Internal Service Funds</u>					
Auto Shop Fund - 0060					
Refunds & Rebates	08100/04000	(6,110)			
Vehicle Charges	08700	1,741,390	1,704,478	1,704,478	1,704,478
Total Shop Fund		1,735,280	1,704,478	1,704,478	1,704,478
Separation Benefits Fund - 0061					
Separation Charges	07900	1,530,142	1,248,697	1,248,697	1,269,697
General Liability Fund - 0062					
Insurance Charges	06020	792,000	790,000	790,000	875,000
Transfer from Separation Benefits					300,000
		792,000	790,000	790,000	1,175,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated	
		2011-2012	Budgeted 2012-2013	Actual 2012-2013	Estimated 2013-2014
Technology Fund - 0063					
Technology Charges	06020	141,746	131,538	131,538	138,642
OPEB Internal Service Fund - 0064					
OPEB set-aside	06020	500,000	500,000	500,000	500,000
Workers' Compensation Fund - 0080					
Insurance Charges	07900	1,167,545	1,269,932	1,269,932	1,397,000
Total Internal Service Funds		5,866,714	5,644,645	5,644,645	6,184,817
<u>Successor Agency (SA) Funds</u>					
Atlantic/Garvey	0860-				1,841,191
Merged	0870-				901,291
Total Successor Agency (SA) Fund		0	0	0	2,742,482
Total City and SA - All Funds		73,873,255	71,782,532	79,291,229	77,123,264

CITY OF MONTEREY PARK

Twelve-Year Summary of Revenues and Transfers-In by Fund Types

GOVERNMENTAL FUND TYPES

Fiscal Year Ending	SPECIAL REVENUE							ENTERPRISE		
	General Fund	Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Other ⁽²⁾ Funds	Water Utility	Refuse ⁽³⁾ Fund	Sewer ⁽³⁾ Funds
2003	25,556,407	2,802,628	4,229,167	934,239	1,834,796	1,172,990	7,113,397	7,478,178		
2004	26,280,411	3,232,316	4,328,039	932,002	1,764,606	1,297,822	6,943,551	11,729,336		
2005	29,137,558	3,313,202	8,096,498	1,000,204	1,878,564	1,206,271	6,875,863	11,286,024		
2006	29,630,803	3,588,839	5,236,375	1,049,143	2,147,907	1,198,503	7,576,802	9,553,289		
2007	31,785,552	3,754,210	6,392,842	940,103	2,168,749	1,199,952	9,847,555	11,610,346		
2008	34,673,497	4,008,746	4,214,919	922,091	2,210,243	1,164,578	9,550,088	11,914,442		
2009	31,934,697	4,089,370	4,169,354	960,905	1,955,824	1,061,589	9,670,913	11,410,895		
2010	29,286,109	4,095,945	6,363,421	1,002,399	1,706,145	1,046,559	8,759,499	11,503,110		
2011	29,653,645	4,175,477	4,272,061	970,020	1,780,763	1,607,963	2,435,101	15,011,698	5,980,597	271,984
2012	31,724,025	4,834,951	3,190,253	977,552	1,899,157	1,677,938	2,234,820	15,151,146	6,001,640	273,496
2013 ⁽¹⁾	34,447,771	6,623,182	1,679,979	981,500	1,973,800	1,805,372	2,548,110	16,577,050	6,061,000	273,000
2014 ⁽¹⁾	32,245,204	5,918,000	1,260,702	981,695	2,044,459	1,812,495	2,407,360	12,035,050	6,061,000	273,000

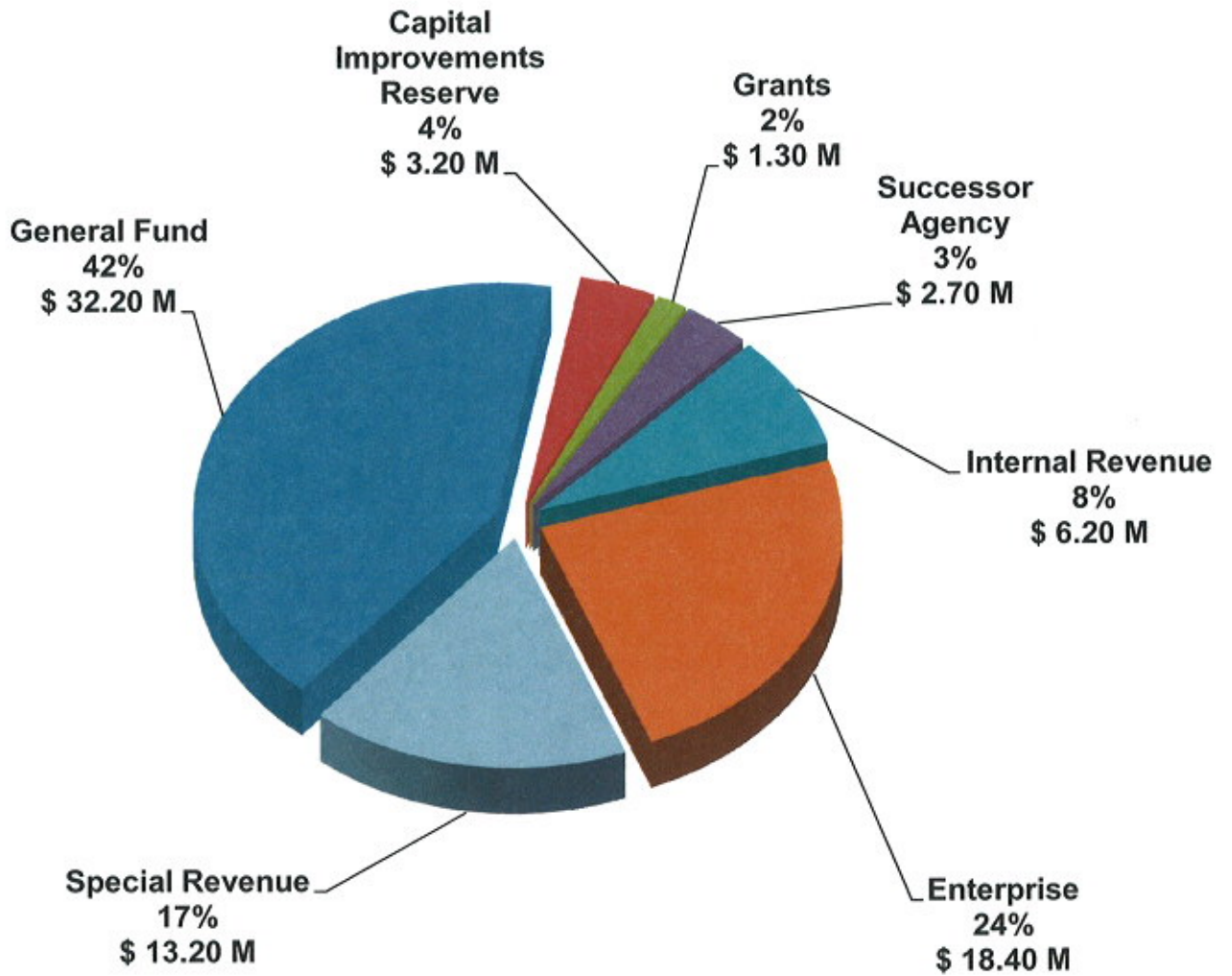
Notes:

- (1) Amounts for FYE 2013 display estimated actual and 2014 estimated revenues.
- (2) Other Funds category includes Park Facilities, Business Improvement, Asset Forfeiture, Air Quality Improvement Funds, Public Safety Impact, Public Safety Augmentation, Measure R, Library Tax, Environmental Liability, Refuse (from FYE 2002 to 2010), and Sewer (from FYE 2002 to 2010).
- (3) Starting 2010-11, Sewer & Refuse Funds were reclassified as Enterprise Fund.
- (4) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (5) Starting 2011-12, City establishes Other Post-Employment Benefits (OPEB) Fund.

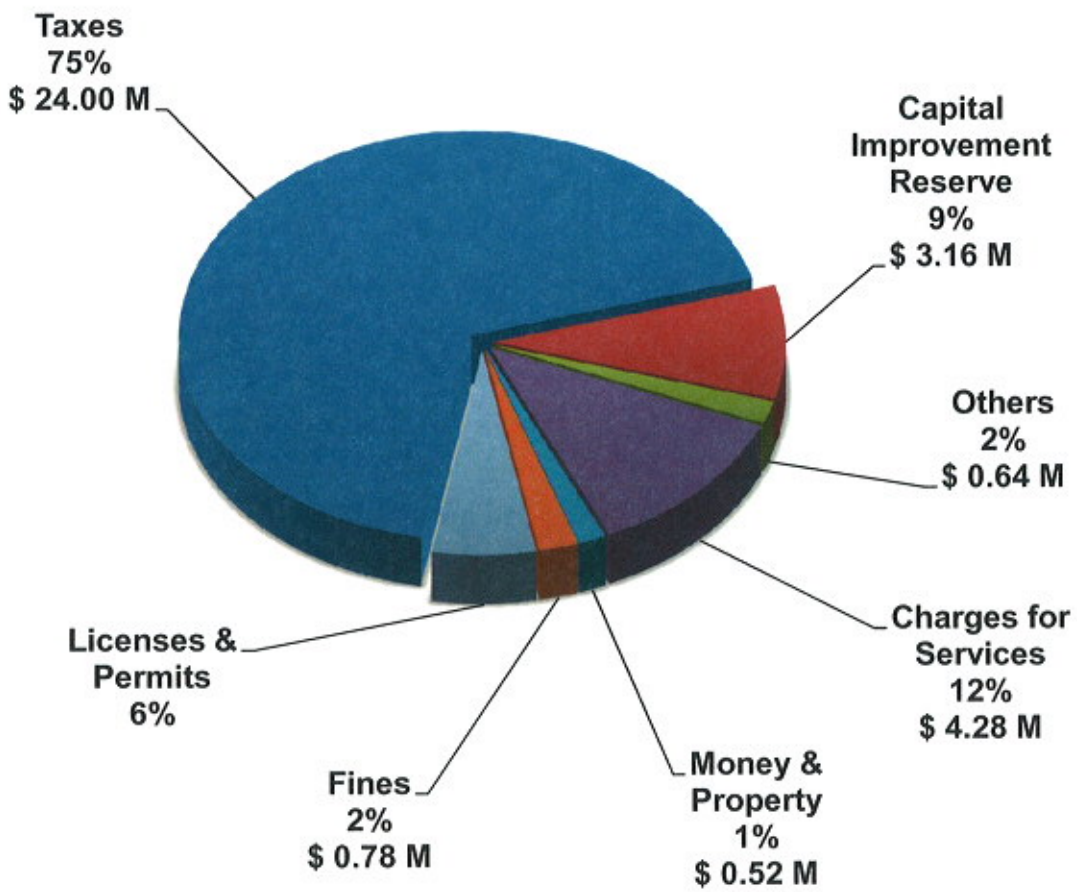
PROPRIETARY FUND TYPES

INTERNAL SERVICE					(4) REDEVELOPMENT AGENCY	(4) SUCCESSOR AGENCY	ALL FUNDS	
Auto Shop	Separation Benefits	General Liability	Technology / Comm.	Workers' Compensation	OPEB ⁽⁵⁾	CRA	SA	GRAND TOTAL
1,548,415	579,093	1,134,805	99,861	951,463		42,826,776		98,262,215
1,562,127	693,383	948,206	78,981	1,856,866		6,674,030		68,321,676
1,602,184	833,071	750,000	82,581	1,043,287		7,087,634		74,192,941
1,602,744	874,730	760,000	87,803	1,440,281		8,601,149		73,348,368
1,669,559	1,054,759	750,000	104,798	1,151,560		9,643,573		82,073,558
1,696,452	1,258,959	935,079	125,588	1,388,474		11,165,756		85,228,912
1,849,165	1,512,159	790,000	122,098	1,249,231		10,932,020		81,708,220
1,895,141	1,658,598	1,151,171	141,727	1,327,106		10,811,342		80,748,272
1,913,746	1,392,691	790,000	141,727	1,062,093		10,856,346		82,315,912
1,735,280	1,530,142	792,000	141,746	1,167,545	500,000		41,566	73,873,255
1,704,478	1,248,697	790,000	131,538	1,269,932	500,000		675,820	79,291,229
1,704,478	1,269,697	1,175,000	138,642	1,397,000	500,000		2,742,482	73,966,264

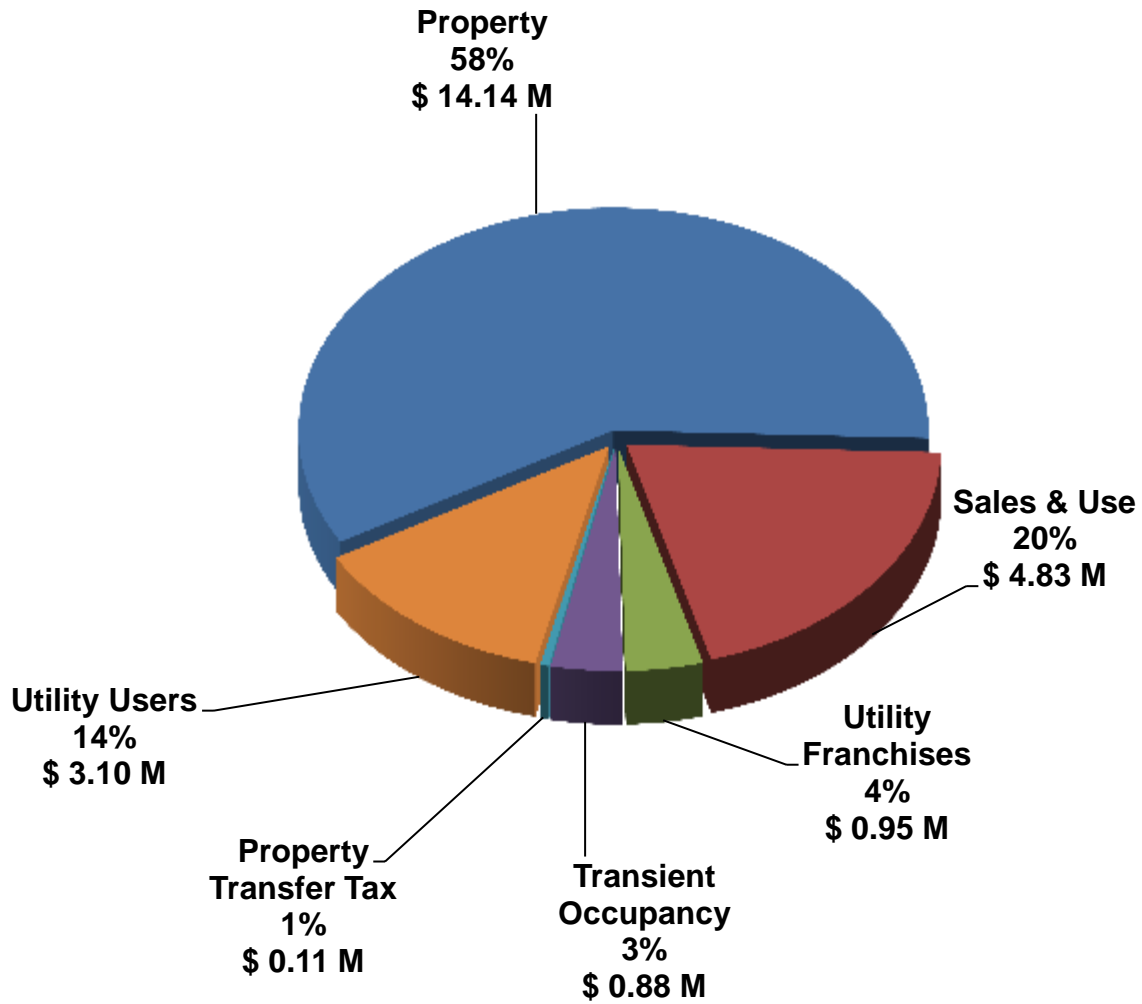
**Combined City and Successor Agency
Revenues By Source
Fiscal Year 2013-14**



**General Fund
Revenues By Source
Fiscal Year 2013-2014**

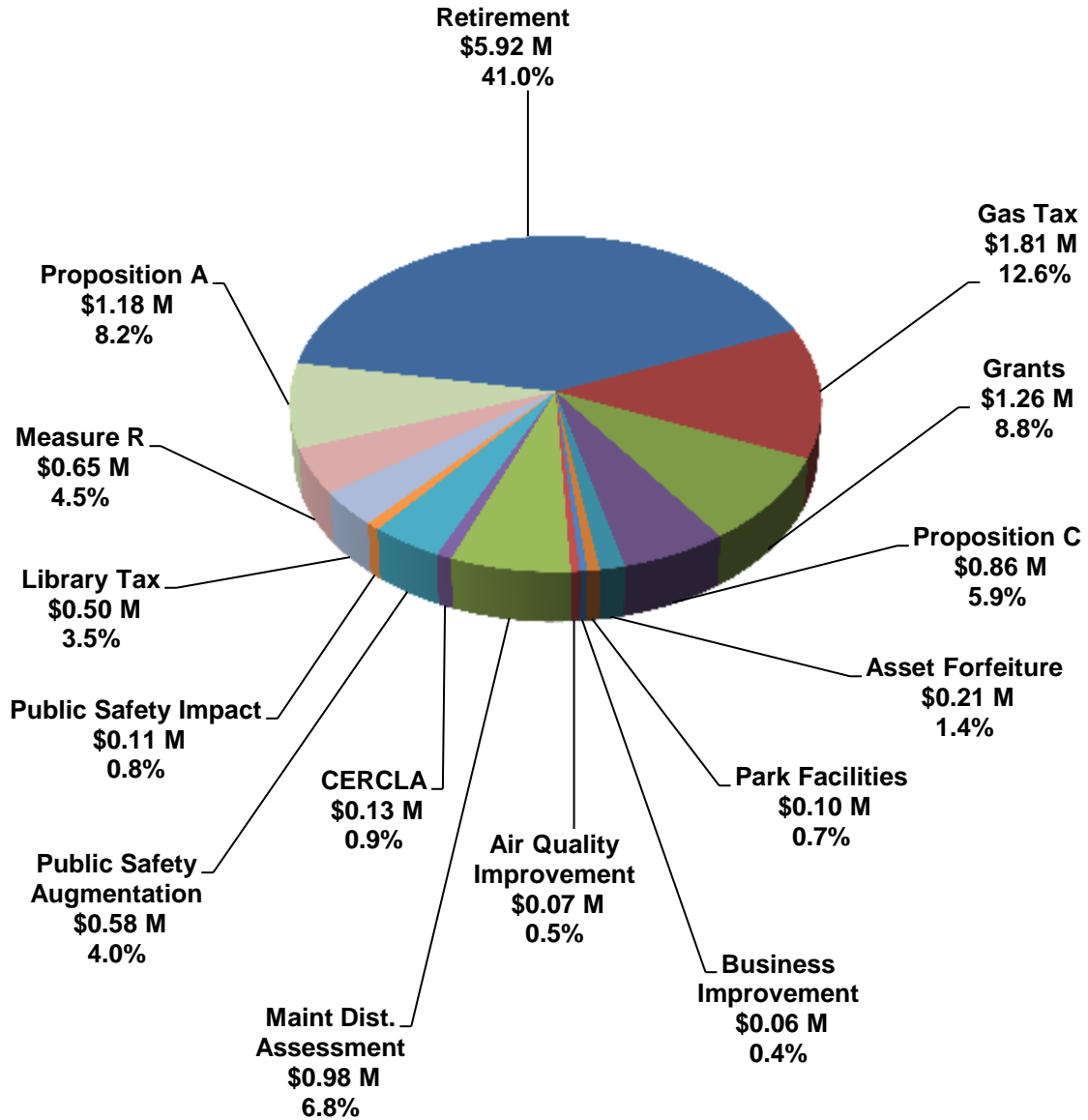


**General Fund
Tax Revenues By Category
Fiscal Year 2013-2014**



Special Revenue Funds Revenues By Source

Fiscal Year 2013-2014



Five Year Summary of Expenditures

Fund Description	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimated Actual 2012-13	Budgeted 2013-14
MAJOR FUNDS					
<i>General Fund</i>	32,622,760	30,285,009	29,341,132	31,615,225	35,369,512
<i>Retirement</i>	6,443,359	6,727,694	7,078,767	6,218,714	6,727,535
<i>Grant Funds</i>					
Library	80,739	99,436	172,371	70,169	77,803
HUD	2,153,715	1,432,849	1,474,514	790,092	928,317
Parks & Recreation	135,834	163,825	203,511	152,930	60,000
Police / Fire	509,790	337,738	553,420	343,038	230,560
Engineering / Transportation	3,427,305	1,400,954	1,469,792	297,053	33,567
Other Special Grant	154,319	190,542	261,009	191,775	205,072
NONMAJOR FUNDS					
<i>Special Revenue Funds</i>					
Gas Taxes	847,101	1,061,298	1,352,919	1,365,699	1,552,578
Library Tax	521,933	467,563	457,198	560,966	564,280
Proposition A	945,075	975,021	855,920	1,005,108	1,019,147
Proposition C	951,821	804,168	896,717	959,717	850,784
Measure R		22,744	467,975	624,009	620,571
Asset Forfeiture	1,086,798	469,565	321,935	595,012	302,838
Business Improv. District #1	23,584	63,330	20,495	141,288	125,492
Air Quality	40,460	84,748	53,342	83,150	28,500
Maint. District 1972 Act	863,647	992,589	932,240	1,065,178	999,716
Public Safety Impact	571,943	155,653	145,104	419,473	120,430
Public Safety Augmentation	500,954	527,246	566,044	550,000	580,000
Park Facilities	250,091	41,134	34,598		
CERCLA Liability	120,000	120,000	120,000	120,000	120,000
Housing Funds				73,298	178,000
Total Governmental Funds	52,251,227	46,423,107	46,779,004	47,241,894	50,694,702
PROPRIETARY FUNDS					
<i>Enterprise Fund</i>					
Water Utility	9,646,499	10,811,231	11,479,933	10,350,121	11,644,075
Refuse	5,793,221	5,814,961	6,139,272	6,416,212	6,629,933
Sewer	204,735	310,115	331,682	171,589	192,541
<i>Internal Service Funds</i>					
Auto Shop	1,869,976	1,922,909	1,708,316	1,960,976	1,967,393
Separation Benefits	1,372,965	996,180	987,632	945,642	1,245,000
Workers' Compensation	2,599,830	1,012,434	1,257,132	1,289,004	1,363,787
General Liability	789,559	815,123	1,497,508	1,129,494	1,094,979
Technology/Data Processing	73,921	107,356	146,666	117,396	81,650
Other Post-Employment Benefits ⁽³⁾					
Total Proprietary Funds	22,350,706	21,790,309	23,548,141	22,380,434	24,219,358

Five Year Summary of Expenditures

Fund Description	Actual			Estimated	
	2009-10	2010-11	2011-12	Actual 2012-13	Budgeted 2013-14
<i>Successor Agency (SA) ⁽²⁾</i>					
<i>Debt Service Funds</i>					
Atlantic/Garvey			407,831		
Merged Project			228,426		
<i>Capital Projects Funds</i>					
Atlantic/Garvey			1,749,206	2,631,450	1,844,234
Merged Project			11,065,054	1,704,120	987,531
Housing Funds			3,252,690		
Total Successor Agency	0	0	16,703,207	4,335,570	2,831,765
<i>Community Redevelopment Agency (CRA) ⁽²⁾</i>					
<i>Debt Service Funds ⁽¹⁾</i>					
Atlantic/Garvey	4,286,461	2,559,073	1,987,411		
Merged Project	2,386,049	1,450,750	507,772		
<i>Capital Projects Funds</i>					
Atlantic/Garvey	908,383	912,395	24,670,679		
Merged Project	1,661,828	960,983	36,986,608		
Housing Funds	1,133,509	1,121,057	452,804		
Total Community Redevelopment Agency	10,376,230	7,004,258	64,605,276	0	0
TOTAL CITY, SA, & CRA	84,978,163	75,217,674	151,635,628	73,957,898	77,745,825

Notes:

- (1) Actual includes County Deferral Loans for the Redevelopment Agency Project Areas, for 2009-10.
- (2) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (3) Pending an establishment of an OPEB Trust account with the third party.

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
CITY COUNCIL	83,814	66,478	89,250	33,969	35,500	64,800
COMMUNITY PROMOTION				31,485	43,049	43,049
BUSINESS IMPROVEMENT DISTRICT				20,495	141,288	125,492
CITY MANAGER ⁽¹⁾						
City Manager	341,012	232,823	314,216	20,343	44,536	63,989
Economic Rehabilitation				56,177		
Total City Manager	<u>341,012</u>	<u>232,823</u>	<u>314,216</u>	<u>76,521</u>	<u>44,536</u>	<u>63,989</u>
HUMAN RESOURCES AND RISK MANAGEMENT						
Human Resources Admin.	154,483	242,872	299,332	196,422	109,047	212,852
Risk Management	116,695	157,413	163,877	123,888	85,419	96,275
Total Human Resources /Risk Management	<u>271,179</u>	<u>400,285</u>	<u>463,209</u>	<u>320,309</u>	<u>194,466</u>	<u>309,127</u>
GEN. LIABILITY PROGRAM				1,645,245	1,235,354	1,275,000
POST-EMPLOYMENT ADMIN.	3,439,542	3,640,542	3,721,100	1,609,289	2,512,148	2,100,915
WORKERS' COMPENSATION				1,233,940	1,267,515	1,341,700
CITY CLERK	225,906	236,962	247,857	38,718	191,961	180,120

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
			117,783	101,978	154,050
			31,485	43,049	43,049
			20,495	141,288	125,492
			361,355	277,359	378,205
			56,177	0	0
0	0	0	417,533	277,359	378,205
			350,905	351,919	512,184
			240,583	242,832	260,152
0	0	0	591,488	594,751	772,336
			1,645,245	1,235,354	1,275,000
			5,048,830	6,152,690	5,822,015
			1,233,940	1,267,515	1,341,700
			264,624	428,923	427,977

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
MANAGEMENT SERVICES						
Finance	602,212	525,359	732,306	97,915	154,000	161,180
Data Processing Management				277,182	190,567	214,991
Revenue Collection	284,633	316,242	351,818	22,810	23,785	29,500
Central Support Services	146,088	176,718	189,674	14,036	17,926	17,826
Communication/Duplication	72,683	98,553	108,040	187,527	242,048	259,046
Total Management Services	1,105,616	1,116,872	1,381,838	599,470	628,326	682,543
CITY TREASURER	19,292	19,315	19,662	565	580	630
CITY ATTORNEY				486,883	453,000	490,000
COMMUNITY AND ECONOMIC DEVELOPMENT ^{(1) (3)}						
Planning	292,892	244,246	234,659	31,670	19,887	21,370
Code Enforcement	394,297	379,197	410,982	68,212	40,350	48,970
Building	524,195	502,522	539,085	42,930	80,030	30,549
Economic Development			72,693			250,000
CDBG Administration	54,693	3,921	9,586	733,003	670,775	629,250
Home Housing Program	11,663	3,921	9,586	360,972	94,836	263,900
Affordable Housing Program					73,298	178,000
Total Community Development	1,277,740	1,133,807	1,276,591	1,236,787	979,176	1,422,039
POLICE						
Administration	1,277,386	1,033,618	1,220,354	81,574	95,793	106,793
Traffic	1,082,042	972,851	1,048,721	95,113	103,195	103,195
Field Services	6,162,406	5,937,647	6,357,983	355,697	385,769	389,469
Investigations	2,014,180	1,920,968	2,169,902	225,621	247,602	247,602
Animal Control	71,852	66,072	73,354	188,658	206,045	206,045
Communications	940,203	890,301	846,684	214,615	249,950	250,235
Jail	395,962	551,621	601,634	60,639	83,350	83,350
Records	593,161	601,093	700,376	95,062	126,427	126,427
Computer Services				559,569	635,043	653,870
Community Relations	468,141	433,827	298,013	51,301	56,700	56,700
Total Police	13,005,332	12,407,998	13,317,021	1,927,850	2,189,874	2,223,686
FIRE						
Administration	387,234	427,277	445,730	221,747	206,911	165,745
Fire Prevention	287,301	291,532	326,252	56,964	57,562	64,200
Emergency Operations	9,195,747	8,637,205	8,765,688	609,144	688,204	718,982
Emergency Medical Services				242,145	242,662	272,041
Emergency Preparedness						69,150
Total Fire	9,870,283	9,356,014	9,537,670	1,130,000	1,195,339	1,290,118

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
			700,127	679,359	893,486
			277,182	190,567	214,991
			307,443	340,027	381,318
			160,125	194,644	207,500
			260,210	340,601	367,086
0	0	0	1,705,086	1,745,198	2,064,381
			19,858	19,895	20,292
			486,883	453,000	490,000
			324,562	264,133	256,029
			462,509	419,547	459,952
			567,125	582,552	569,634
			787,696	674,696	638,836
			372,635	98,757	273,486
			0	73,298	178,000
0	0	0	2,514,527	2,112,983	2,698,630
			1,358,960	1,129,411	1,327,147
			1,177,155	1,076,046	1,151,916
			6,518,102	6,323,416	6,747,452
			2,239,801	2,168,570	2,417,504
			260,510	272,117	279,399
			1,154,817	1,140,251	1,096,919
			456,601	634,971	684,984
			688,224	727,520	826,803
			559,569	635,043	653,870
			519,442	490,527	354,713
0	0	0	14,933,182	14,597,872	15,540,707
	13,000	9,238	608,981	647,188	620,713
			344,266	349,094	390,452
			9,804,891	9,325,409	9,484,670
			242,145	242,662	272,041
			0	0	69,150
0	13,000	9,238	11,000,283	10,564,353	10,837,026

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
PUBLIC WORKS ⁽¹⁾						
Community Transportation	47,447	47,497	49,681	1,133,436	1,176,603	1,182,610
Street Maintenance	617,165	670,823	803,818	328,467	462,422	461,844
Storm Drain Maintenance	79,707	68,025	85,655	76,174	105,800	105,800
Sanitary Sewer Maintenance	121,634	80,689	98,441	206,114	85,600	85,600
Street Cleaning	7,549	7,788	8,284	327,900	337,170	346,718
Traffic Control	235,035	251,737	258,871	255,986	293,940	296,412
Street Lighting	48,721	47,052	53,029	523,908	576,350	604,933
Refuse Collection	209,522	84,473	102,466	4,953,739	5,151,838	5,310,867
Administration	74,791	87,401	93,837	17,241	23,850	23,850
Building Maintenance	308,075	213,647	286,063	306,369	273,616	273,754
Motor Pool Shop	345,863	315,261	380,396	1,272,788	1,046,815	1,085,497
Engineering	721,600	680,049	754,948	52,671	54,134	54,161
Water Administration	386,289	203,635	295,540	2,932,755	959,798	1,003,915
Water Commercial	392,070	393,164	415,445	172,405	173,804	155,121
Water Production	262,798	267,157	281,779	909,376	1,017,506	1,106,131
Water Distribution	704,139	717,148	754,934	1,464,531	428,087	584,906
Well 5 Treatment Plant	88,698	119,977	116,656	185,407	494,623	538,979
Well 12 Treatment Plant	84,828	123,190	119,012	454,530	467,898	642,046
Delta Perchlorate Plant	87,863	53,822	64,382	69,863	67,237	292,564
Well 1,3,10 VOC Plant	78,569	84,968	87,098	333,951	462,251	511,362
Well 12 Dual Barrier	62,411	69,526	67,414	310,344	234,808	248,315
Well 15	61,893	74,170	75,160	104,006	77,265	87,751
Well 5 Perchlorate	64,570	40,727	47,366	17,373	7,135	31,197
Water Interconnection/Purchase				26,108	115,000	
Water Capital Projects						
Parkway Maintenance	304,167	304,969	321,343	267,679	270,280	295,383
Parks	643,392	648,312	690,188	238,532	255,806	259,051
Total Public Works	5,395,403	5,006,895	5,621,618	16,703,121	14,363,830	15,329,716
STREET CONSTRUCTION						
COMMUNITY CAPITAL IMPROVEMENTS						
LIBRARY						
Administration	232,442	252,399	259,019	522,761	540,757	546,482
Reference and Adult Services	283,356	282,534	302,192	54,963	48,749	41,117
Technical Services	329,805	329,860	348,116	81,449	86,504	86,673
Circulation	338,377	341,733	363,297	2,136	5,350	6,150
Literacy	126,476	164,568	181,915	6,757	27,144	16,680
Children's Services	222,960	226,871	252,059	24,157	30,900	21,859
Total Library	1,533,416	1,597,965	1,706,598	692,223	739,404	718,961

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
			1,180,883	1,224,100	1,232,291
			945,632	1,133,245	1,265,662
			155,881	173,825	191,455
			327,747	166,289	184,041
			335,449	344,958	355,002
			491,021	545,677	555,283
			572,629	623,402	657,962
			5,163,261	5,236,311	5,413,333
			92,031	111,251	117,687
			614,444	487,263	559,817
30,122	970,600	652,900	1,648,773	2,332,676	2,118,793
			774,271	734,183	809,109
			3,319,045	1,163,433	1,299,455
			564,475	566,968	570,566
	30,000		1,172,173	1,314,663	1,387,910
			2,168,671	1,145,235	1,339,840
			274,105	614,600	655,635
	60,000		539,358	651,088	761,058
			157,725	121,059	356,946
			412,520	547,219	598,460
			372,755	304,334	315,729
			165,900	151,435	162,911
			81,944	47,862	78,563
			26,108	115,000	0
25,936	782,508	832,000	25,936	782,508	832,000
			571,846	575,249	616,726
			881,923	904,118	949,239
56,058	1,843,108	1,484,900	22,154,583	21,213,833	23,385,473
2,046,347	852,001	690,000	2,046,347	852,001	690,000
1,156,310	2,013,994	3,682,190	1,156,310	2,013,994	3,682,190
			755,204	793,156	805,501
			338,319	331,283	343,309
			411,255	416,364	434,789
			340,513	347,083	369,447
			133,233	191,712	198,595
			247,117	257,771	273,918
0	0	0	2,225,639	2,337,369	2,425,559

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
RECREATION / COMMUNITY SERVICES ⁽¹⁾						
Facilities Supervision	453,694	452,827	474,632	180,712	191,497	209,648
Aquatics	371,398	319,741	326,954	137,138	168,300	184,722
Langley Center	207,923	173,647	206,721	101,129	111,906	120,645
Youth Activities	159,159	157,703	165,659	8,493	9,125	9,325
Recreational Activities	87,381	102,385	97,198	211,220	175,701	198,564
Community Participation	20,313	12,483	12,958	9,026	12,750	12,750
Media Productions	95,834	92,144	95,889	85,524	71,151	76,251
Dial-A-Ride	349,152	376,611	397,362	124,912	142,700	156,700
Total Recreation / Community Services	1,744,854	1,687,541	1,777,373	858,154	883,130	968,605
TOTAL CITY EXPENDITURES	38,313,390	36,903,497	39,474,003	28,645,024	27,098,476	28,630,490
SUCCESSOR AGENCY (SA) ⁽²⁾						
SA For the Former RDA Housing SA	105,011	177,308	161,205	9,070,957 3,095	4,152,396	2,664,560
TOTAL SUCCESSOR AGENCY EXPENDITURES	105,011	177,308	161,205	9,074,052	4,152,396	2,664,560
COMMUNITY REDEVELOPMENT AGENCY ⁽²⁾						
Capital Projects						
Atlantic/Garvey	59,036			117,403		0
Merged Project Area	58,979			168,516		0
Housing Set-Aside	121,532			72,920		0
Debt Service						
Atlantic/Garvey				1,987,411		0
Merged				507,772		0
TOTAL COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES	239,547	0	0	2,854,024	0	0
TOTAL CITY, SUCCESSOR AGENCY, AND REDEVELOPMENT AGENCY EXPENDITURES	38,657,947	37,080,805	39,635,208	40,573,099	31,250,872	31,295,050

Note:

- (1) In 2011-12, the City reorganized certain functions to improve coordination and effectiveness of City services: The Parks Activity was moved under Public Works, the Redevelopment Activity to the City manager, the CDBG and Home Programs to the Community Development.
- (2) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (3) In May 2013, City Council authorized merging of the Community Development Department with the Economic Development Department into Community and Economic Department.

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
			634,406	644,324	684,280
			508,536	488,041	511,676
			309,052	285,553	327,366
			167,652	166,828	174,984
			298,601	278,086	295,762
			29,339	25,233	25,708
			181,358	163,295	172,140
			474,063	519,311	554,062
0	0	0	2,603,007	2,570,671	2,745,978
3,258,715	4,722,103	5,866,328	70,217,129	68,724,076	74,920,060
6,560,640			15,736,607	4,329,704	2,825,765
957,505			960,600	0	0
7,518,145	0	0	16,697,207	4,329,704	2,825,765
24,240,463			24,416,902	0	0
36,505,335			36,732,831	0	0
			194,452	0	0
			1,987,411	0	0
			507,772	0	0
60,745,798	0	0	63,839,369	0	0
71,522,658	4,722,103	5,866,328	150,753,704	73,053,780	77,745,825

CITY OF MONTEREY PARK

Twelve-Year Summary of Expenditures by Function

Fiscal Year Ending	General Administration	Police	Fire	Community & Economic Development	Public Works	Recreation / Community Services
2002	4,225,426	11,310,931	6,479,326	2,005,916	14,302,786	3,615,683
2003	4,402,729	11,601,837	6,841,938	6,747,644	15,125,850	3,851,167
2004	4,899,947	11,707,761	7,480,958	2,334,819	17,360,782	3,970,265
2005	4,808,969	12,514,713	7,869,085	2,822,119	17,672,574	3,972,338
2006	5,044,596	13,286,623	8,470,584	2,810,345	18,123,404	4,219,624
2007	5,262,280	14,090,410	9,047,652	3,556,720	21,446,317	4,352,714
2008	5,545,039	15,167,719	9,884,758	2,580,649	19,625,401	4,671,412
2009	5,687,886	15,879,926	10,309,177	3,595,706	21,942,878	2,984,285
2010	5,475,856	16,176,164	10,612,787	3,587,479	21,653,235	2,689,895
2011	4,144,638	15,246,304	10,775,993	2,674,438	23,188,151	2,607,254
2012	3,578,562	14,933,182	11,000,283	2,591,199	23,036,507	2,603,007
2013	3,664,153	14,597,872	10,564,353	2,254,271	22,117,951	2,570,671
2014	4,350,290	15,540,707	10,837,026	2,824,122	23,385,473	2,745,978

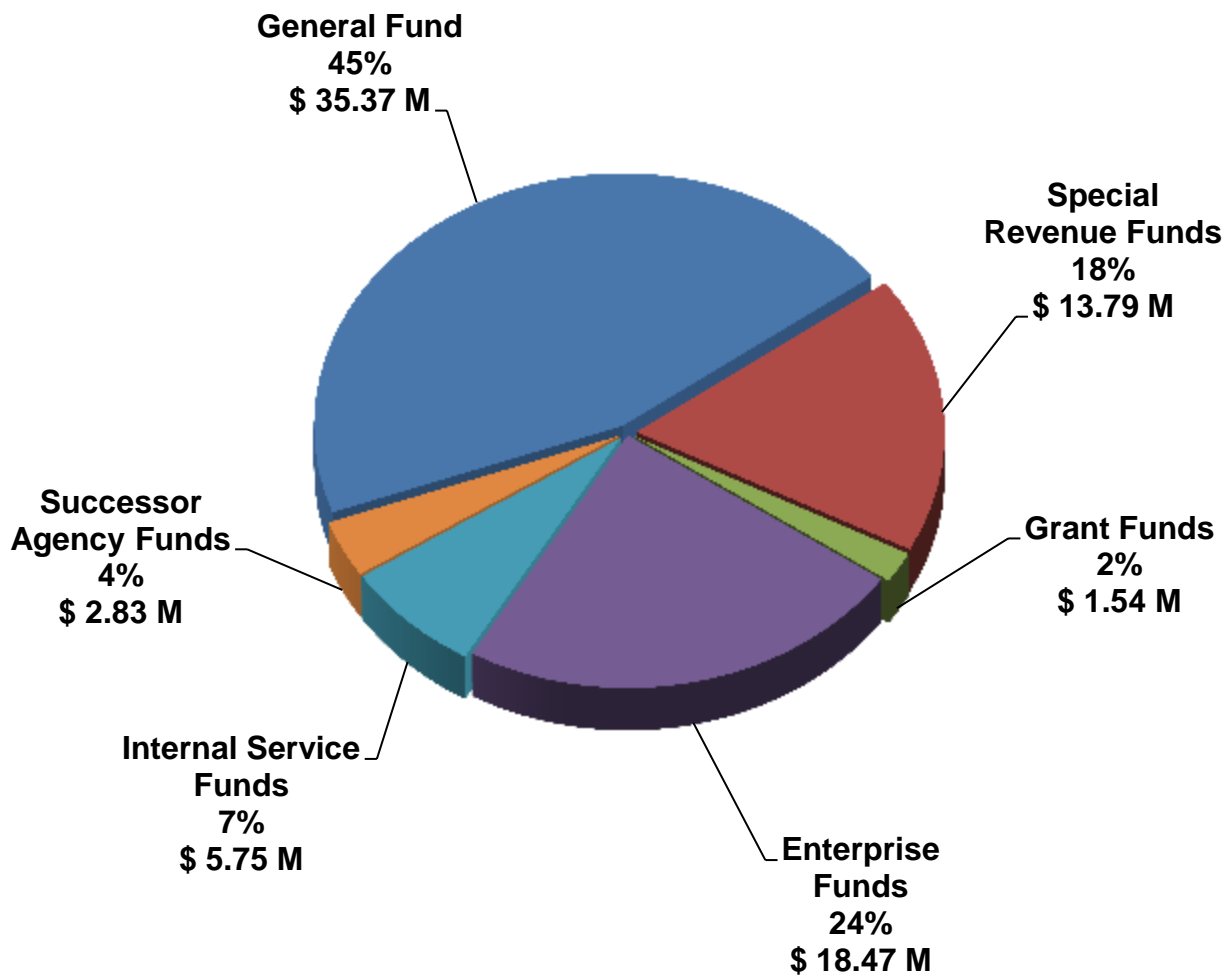
Notes:

- (1) In 2011-12, The City reorganized certain functions to improve coordination and effectiveness of City services.
- (2) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (3) In May 2013, City Council authorized merging of the Community Development Department with the Economic Development Department into Community and Economic Department.
- (4) Amounts for 2013 display estimated actual and 2014 estimated expenditures.

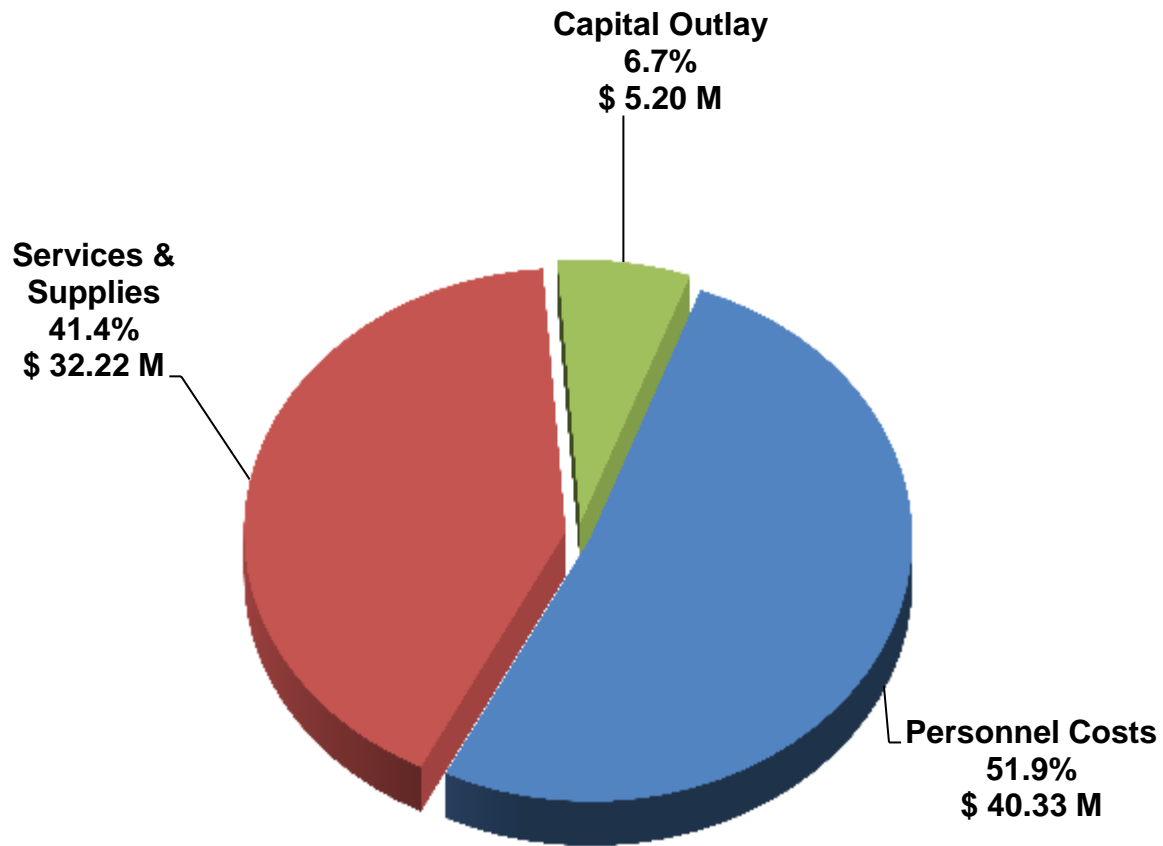
FY 2013-14 BUDGET

Library	Capital Improvement Projects	Non-Department/ Internal Service	Debt Service	Capital Projects	Successor Agency	GRAND TOTAL
1,694,114	4,799,313	4,220,818	6,040,465	3,152,494	0	61,847,272
1,562,932	3,106,821	4,444,294	4,815,788	2,460,906	0	64,961,905
1,627,567	2,489,942	21,717,989	3,476,758	1,946,877	0	79,013,665
1,426,590	8,672,764	4,569,731	5,360,250	2,083,179	0	71,772,312
1,913,100	8,441,660	4,737,136	5,585,046	2,234,988	0	74,867,107
2,088,869	6,876,645	5,699,888	5,649,290	2,453,488	0	80,524,272
2,289,734	2,348,813	5,554,749	6,063,129	2,028,965	0	75,760,367
2,406,037	1,971,305	5,864,605	3,783,710	1,937,229	0	76,362,745
2,329,056	5,482,404	8,041,104	6,672,510	2,257,673	0	84,978,163
2,217,990	1,838,450	6,763,115	3,999,823	1,761,517	0	75,217,674
2,225,639	3,202,657	7,928,015	2,495,184	61,344,185	16,697,207	151,635,628
2,337,369	2,865,995	8,655,559	0	0	4,329,704	73,957,898
2,425,559	4,372,190	8,438,715	0	0	2,825,765	77,745,825

**Combined City and Successor Agency
Expenditures By Fund**
Fiscal Year 2013 - 2014



**Combined City and Successor Agency
Expenditures By Function**
Fiscal Year 2013 - 2014



Citywide Personnel Summary - 2013-2014

	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13	FY 2013-14
MONTEREY PARK CITY COUNCIL					
Mayor	1.00	1.00	1.00	1.00	1.00
Mayor Pro Tem	1.00	1.00	1.00	1.00	1.00
Council Members	3.00	3.00	3.00	3.00	3.00
CITY COUNCIL TOTAL	5.00	5.00	5.00	5.00	5.00
CITY MANAGER					
Full-Time					
City Manager	1.00	1.00	1.00	1.00 (2)	1.00 (3)
Administrative Secretary	1.00	1.00	1.00		
Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00
Economic Development Manager			1.00		
Redevelopment Project Manager			1.00		
Acting Economic Development Specialist				1.00 (2)	
Administrative Aide			1.00		
Total Full-Time	3.00	3.00	6.00	3.00	2.00
Part-Time					
Account Clerk				0.50 (2)	0.50 (3)
Senior Clerk Typist	0.25	0.25	0.25		
Total Part-Time	0.25	0.25	0.25	0.50	0.50
CITY MANAGER TOTAL	3.25	3.25	6.25	3.50	2.50
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Full-Time					
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
Total Full-Time	2.00	2.00	2.00	2.00	2.00
Part-Time					
Elections Clerk	0.50	0.30	0.30	0.30	0.30
Minutes Clerk	0.50	0.50	0.50	0.50	0.50
Total Part-Time	1.00	0.80	0.80	0.80	0.80
CITY CLERK TOTAL	4.00	3.80	3.80	3.80	3.80
CITY TREASURER					
City Treasurer	1.00	1.00	1.00	1.00	1.00
CITY TREASURER TOTAL	1.00	1.00	1.00	1.00	1.00

Citywide Personnel Summary - 2013-2014

	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13	FY 2013-14
MANAGEMENT SERVICES					
Full-Time					
Director of Management Services	1.00	1.00	1.00	1.00	1.00
Account Clerk	3.00	2.00	3.00	3.00	3.00
Accountant	1.00	1.00	1.00	1.00 ⁽²⁾	1.00 ⁽³⁾
Controller					1.00 ⁽³⁾
Financial Services Manager	1.00	1.00	1.00	1.00 ⁽²⁾	
Financial Services Technician	1.00	1.00			
Payroll Technician	1.00	1.00	1.00	1.00	1.00
Revenue Collection Specialist			1.00	1.00	1.00
Senior Account Clerk	4.00	4.00	3.00	3.00	3.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Storekeeper/Buyer	1.00	1.00			
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time	16.00	15.00	14.00	14.00	14.00
Part-Time					
Clerk Typist			0.75	0.75	0.75
Revenue Collection Specialist	0.75	0.75			
Senior Account Clerk	1.00	0.70	0.20	0.20	0.20
Total Part-Time	1.75	1.45	0.95	0.95	0.95
MANAGEMENT SERVICES TOTAL	17.75	16.45	14.95	14.95	14.95
HUMAN RESOURCES AND RISK MANAGEMENT					
Full-Time					
Director of Human Resources/Risk Management	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00				
Human Resources Technician	2.00	2.00	2.00	2.00	2.00
Risk Manager	1.00				
Total Full-Time	6.00	4.00	4.00	4.00	4.00
Part-Time					
Senior Clerk Typist					0.50
Total Part-Time	0.00	0.00	0.00	0.00	0.50
HR AND RISK MANAGEMENT TOTAL	6.00	4.00	4.00	4.00	4.50

Citywide Personnel Summary - 2013-2014

	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13	FY 2013-14
COMMUNITY AND ECONOMIC DEVELOPMENT					
Full-Time					
Director of Community and Economic Development	1.00	1.00	1.00	1.00	1.00
Economic Development Specialist					1.00 ⁽³⁾
Administrative Aide	1.00	1.00			
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	
Building Inspector	2.00	2.00	2.00	2.00	2.00
Building Official	1.00	1.00			
Code Enforcement Officer	4.00	2.00	3.00	3.00	3.00
Housing Program & Grant Admin Coordinator			1.00		
Permit Technician I	1.00	1.00	1.00	1.00	1.00
Permit Technician II	1.00	1.00	1.00	1.00	1.00
Plan Checker	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00				
Senior Clerk Typist	2.00	1.00	2.00	1.00	1.00
Senior Planner					1.00
Total Full-Time	17.00	13.00	14.00	12.00	13.00
COMMUNITY AND ECONOMIC DEVELOPMENT TOTAL	17.00	13.00	14.00	12.00	13.00
FIRE					
Full-Time					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00				
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Deputy Fire Marshal				1.00	1.00
Fire Captain	12.00	12.00	12.00	12.00	12.00
Fire Engineer	12.00	12.00	12.00	12.00	12.00
Fire Fighter	9.00	9.00	12.00	11.00	11.00
Fire Fighter/Paramedic	17.00	17.00	13.00	13.00	13.00
Fire Marshal	1.00	1.00	1.00		
Fire Prevention Permit Technician I	1.00	1.00	1.00	1.00	1.00
Fire Safety Specialist	3.00	2.00	2.00	1.00	1.00
Principal Management Analyst	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time	62.00	60.00	59.00	57.00	57.00
Part-Time					
Fire Apprentice				0.50	0.50
Total Part-Time	0.00	0.00	0.00	0.50	0.50
FIRE TOTAL	62.00	60.00	59.00	57.50	57.50

Citywide Personnel Summary - 2013-2014

	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13	FY 2013-14
POLICE					
Full-Time					
Police Chief	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00	1.00
Animal Control Supervisor	1.00				
Community Services Officer	2.00	2.00	2.00	2.00	2.00
Dispatcher	10.00	9.00	9.00	9.00	9.00
Evidence Officer	1.00	1.00	1.00	1.00	1.00
Jailer	5.00	5.00	5.00	5.00	5.00
Police Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Police Agent	17.00	17.00	17.00	17.00	14.00
Police Captain	2.00	1.00	1.00	1.00	1.00
Police Clerk	13.00	12.00	11.00	11.00	11.00
Police Lieutenant	7.00	7.00	6.00	6.00	6.00
Police Officer	44.00	42.00	38.00	38.00	40.00
Police Records Management System Technician	1.00	1.00	1.00	1.00	1.00
Police Sergeant	9.00	9.00	9.00	9.00	10.00
Records/Communications Manager	1.00				
Secretary	1.00	1.00	1.00	1.00	1.00
Total Full-Time	117.00	110.00	104.00	104.00	104.00
Part-Time					
Cadet	1.00				
Community Services Officer	3.75	3.75	3.35	3.35	3.35
Crime Analyst	0.50	0.50	0.50	0.50	0.50
Crossing Guard	4.37	4.37	4.37	4.37	4.37
Dispatcher	0.24	0.24	0.24	0.24	0.24
Evidence Officer			0.40	0.40	0.40
Jailer	0.50	0.50	0.50	0.50	0.50
Police Records Clerk	0.50				
Police Records Intern	0.50				
Police Records Cadet					0.50
Total Part-Time	11.36	9.36	9.36	9.36	9.86
POLICE TOTAL	128.36	119.36	113.36	113.36	113.86

MONTEREY PARK BRUGGEMEYER LIBRARY

Full-Time					
City Librarian	1.00	1.00	1.00	1.00	1.00
Librarian	2.00	2.00	2.00	2.00	2.00
Library Circulation Serv Supervisor	1.00	1.00	1.00	1.00	1.00

Citywide Personnel Summary - 2013-2014

	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13	FY 2013-14
MONTEREY PARK BRUGGEMEYER LIBRARY (Cont'd)					
Library Clerk	6.00	5.00	5.00	5.00	5.00
Library Technician	2.00	2.00	2.00	2.00	2.00
Literacy Library Clerk	1.00	1.00	1.00	1.00	1.00
Literacy Program Administrator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time	19.00	18.00	18.00	18.00	18.00
Part-Time					
Janitor	2.13	1.80	1.80	1.80	1.80
Librarian	0.45	0.85	0.71	0.24	0.54
Library Clerk	2.33	1.54	1.35	1.72	1.67
Library Page	6.46	1.40	1.87	1.97	2.72
Library Technician	0.11				
Senior Librarian	0.10				
Total Part-Time	11.58	5.59	5.73	5.73	6.73
LIBRARY TOTAL	30.58	23.59	23.73	23.73	24.73

RECREATION / COMMUNITY SERVICES

Full-Time					
Director of Recreation/Community Services	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Bus/Child Care Driver	3.00	3.00	3.00	3.00	3.00
Child Care Asst. Coordinator	1.00	1.00	1.00		
Child Care Coordinator	1.00	1.00	1.00	1.00	1.00
Community Participation Coordinator	1.00				
Community TV Producer	1.00	1.00	1.00	1.00	1.00
Dial-A-Ride Dispatcher	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	9.00	7.00			
Maintenance Worker Irrigation Specialist	1.00				
Park Maintenance Crew Leader	3.00	2.00			
Park Superintendent	1.00	1.00			
Park Supervisor	1.00	1.00			
Pool Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Program Coordinator	3.00	2.00	3.00	3.00	3.00

Citywide Personnel Summary - 2013-2014

	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13	FY 2013-14
RECREATION / COMMUNITY SERVICES (Cont'd)					
Recreation Coordinator	1.00	1.00			
Recreation Superintendent	2.00	2.00	2.00	2.00	1.00
Recreation Supervisor					1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00
Special Events Manager	1.00	1.00	1.00		
Total Full-Time	34.00	28.00	17.00	15.00	15.00
Part-Time					
Assistant Manager	0.35	0.35	0.35	0.35	0.40
Bus/Child Care Driver	2.65	2.65	2.65	2.65	2.00
Custodian	0.00	0.00	0.75	0.00	0.00
Cashier	0.27	0.27	0.27	0.27	0.30
Child Care Teacher	2.40	2.40	2.40	3.40	3.40
Clerk Typist	0.44	0.44	0.25	0.25	0.25
Janitor					1.00
Junior Lifeguard	0.24	0.24	0.24	0.24	0.24
Lifeguard	0.46	0.46	0.46	0.46	0.48
Locker Room Attendant	0.34	0.34	0.34	0.34	0.34
Maintenance Worker	0.99	0.99			
Pool Manager	3.38	3.38	3.38	3.38	3.54
Recreation Leader	7.74	7.74	6.99	7.99	7.64
Senior Clerk Typist	0.50	0.50	0.50	0.75	0.75
Senior Lifeguard	0.65	0.65	0.65	0.65	0.67
Video Technician	0.26	0.26	0.26	0.26	0.26
Total Part-Time	20.67	20.67	19.49	20.99	21.27
RECREATION / COMM. SERVICES TOTAL	54.67	48.67	36.49	35.99	36.27

PUBLIC WORKS

Full-Time

Director of Public Works/City Engineer	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00			
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00
Assistant Civil Engineer	1.00	1.00			
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00
Auto Shop Technician	1.00	1.00	1.00	1.00	1.00
Building Trades Technician	1.00	1.00	1.00	1.00	1.00
Cement Finisher	1.00	1.00	1.00	1.00	1.00
Civil Engineering Technician	1.00	1.00	1.00	1.00	1.00
Consumer Services Representative	2.00	2.00	2.00	2.00	2.00
Consumer Services Supervisor	1.00	1.00	1.00	1.00	1.00

Citywide Personnel Summary - 2013-2014

	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13	FY 2013-14
PUBLIC WORKS (Cont'd)					
Crew Leader	4.00	4.00	3.00	3.00	3.00
Cross Connection Control Inspector	1.00	1.00	1.00	1.00	1.00
Electrician	2.00	2.00	2.00	2.00	2.00
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	7.00	5.00	10.00	10.00	10.00
Park Maintenance Crew Leader			2.00	2.00	2.00
Park Superintendent			1.00	1.00	1.00
Park Supervisor			1.00	1.00	1.00
Principal Management Analyst	2.00	2.00	2.00	2.00	2.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	1.00	1.00	1.00
Public Works Technician	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	3.00	3.00	3.00	3.00
Senior Water Production System Operator	1.00	1.00	1.00	1.00	1.00
Water Distribution Crew Supervisor	1.00	1.00	1.00	1.00	1.00
Water Distribution Lead Worker	3.00	3.00	3.00	3.00	3.00
Water Distribution Supervisor	1.00	1.00	1.00	1.00	1.00
Water Production Supervisor	1.00	1.00	1.00	1.00	1.00
Water Production System Operator	3.00	3.00	4.00	4.00	4.00
Water Utility Maintenance Worker	4.00	3.00	3.00	3.00	3.00
Water Utility Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time	58.00	55.00	61.00	61.00	61.00
Part-Time					
Administrative Intern	0.50				
Building Trades Technician	0.50	0.75			
Clerk Typist			0.19	0.19	0.19
Senior Account Clerk			0.50	0.50	0.50
Maintenance Worker	0.75	0.75	8.30	8.30	8.30
Total Part-Time	1.75	1.50	8.99	8.99	8.99
PUBLIC WORKS TOTAL	59.75	56.50	69.99	69.99	69.99

Citywide Personnel Summary - 2013-2014

	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13	FY 2013-14
ECONOMIC DEVELOPMENT					
Full-Time					
Economic Development Director	1.00	1.00			
Administrative Aide	1.00	1.00			
Administrative Secretary	1.00	1.00			
Housing Program & Grant Admin Coordinator	1.00	1.00			
Redevelopment Project Manager		1.00			
Senior Clerk Typist	1.00	1.00			
Total Full-Time	5.00	6.00	0.00	0.00	0.00
ECONOMIC DEVELOPMENT TOTAL	5.00	6.00	0.00	0.00	0.00
CITYWIDE TOTAL	394.36	360.62	351.57	344.82	347.10

CITYWIDE STAFFING TOTALS

Elected Officials	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	339.00	314.00	299.00	290.00	290.00
Part-Time (FTE) Employees	48.36	39.62	45.57	47.82	50.10
GRAND TOTAL CITYWIDE					
FULL-TIME EQUIVALENT POSITIONS	394.36	360.62	351.57	344.82	347.10
<i>(1.00 Position = 2,080 Working Hours)</i>					

(1) In 2011-2012, the City had organizational restructuring to promote operational efficiencies.

(2) Portion of the FTEs has been allocated in the Successor Agency (1203) for 2012-13. This FTE might not be able to tie in with the number shown on the department program detail.

(3) Portion of the FTEs has been allocated in the Successor Agency (1203) for 2013-14. This FTE might not be able to tie in with the number shown on the department program detail.

Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
2004-05	397.67	63,928	6.22
2005-06	399.17	64,614	6.18
2006-07	410.78	64,387	6.38
2007-08	414.29	64,508	6.42
2008-09	414.94	64,434	6.44
2009-10	394.36	64,874	6.08
2010-11	360.62	65,027	5.55
2011-12	351.57	60,435	5.82
2012-13	344.82	61,153	5.64
2013-14	347.10	61,445	5.65

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2013-2014

<u>Classification</u>	<u>Salary Range</u>		
Account Clerk	3,257	-	4,167
Accountant	4,699	-	6,011
Administrative Aide	4,118	-	5,268
Administrative Aide (Non-Conf)	4,098	-	5,243
Administrative Secretary	3,916	-	5,010
Animal Control Officer	3,553	-	4,545
Animal Control Supervisor	4,566		5,841
Assistant City Engineer	8,953	-	11,454
Assistant Planner	4,838	-	6,189
Associate Planner	5,492	-	7,026
Assistant Storekeeper	3,392	-	4,340
Auto Shop Technician	3,561	-	4,555
Battalion Chief	9,433	-	12,068
Building Clerk	3,392	-	4,340
Building Codes Technician	3,392	-	4,340
Building Inspector	5,411	-	6,923
Building Official	7,892	-	10,096
Building Trades Supervisor	5,692	-	7,282
Building Trades Technician	4,218	-	5,396
Cement Finisher	3,828	-	4,897
City Librarian	7,500	-	9,583
Civil Engineering Assistant	5,253	-	6,721
Civil Engineering Associate	6,463	-	8,269
Civil Engineering Technician	4,566	-	5,841
Child Care Assistant	3,257	-	4,167
Child Care Coordinator	4,098	-	5,243
Code Enforcement Officer	4,324	-	5,532
Communication Dispatcher	4,464	-	5,711
Communications Dispatcher Trainee	3,689	-	4,719
Community Participation Coordinator	5,127	-	6,559
Community Services Officer	3,547	-	4,538
Community TV Producer	4,098	-	5,243
Consumer Services Representative	3,989	-	5,103

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2013-2014**

Classification	Salary Range		
Consumer Services Supervisor	6,070	-	7,765
Controller	9,435	-	12,042
Crew Leader	4,218	-	5,396
Cross Connection Control Inspector	4,970	-	6,358
Deputy City Clerk	6,182	-	7,908
Deputy Fire Marshal	5,794	-	7,412
Dial-A-Ride Dispatcher	3,547	-	4,538
Dial-A-Ride Driver	2,322	-	2,971
Director of Community/Economic Development	9,667	-	12,333
Director of Human & Risk Management	9,667	-	12,333
Director of Management Services	9,667	-	12,333
Director of Public Works/City Engineer	9,667	-	12,333
Director of Recreation & Community Services	9,667	-	12,333
Economic Development Specialist	5,253	-	6,721
Electrician	4,566	-	5,841
Equipment Maintenance Supervisor	5,692	-	7,282
Equipment Services Specialist	3,561	-	4,555
Equipment Mechanic	4,218	-	5,396
Evidence Officer	3,830	-	4,900
Facilities Maintenance Supervisor	5,692	-	7,282
Financial Services Manager	9,087	-	11,625
Financial Services Technician	4,324	-	5,532
Fire Captain	7,040	-	8,557
Fire Chief	11,083	-	14,833
Fire Engineer	6,043	-	7,345
Firefighter	5,222	-	6,347
Fire Prevention Permit Technician I	3,897	-	4,985
Fire Prevention Permit Technician II	4,324	-	5,532
Fire Safety Specialist	5,127	-	6,559
Fleet Maintenance Supervisor	6,091	-	7,792
Housing Program/Grant Admin Coordinator	6,462	-	8,267
Human Resources Analyst	5,736	-	7,338
Human Resources Technician	4,244	-	5,249

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2013-2014

<u>Classification</u>	<u>Salary Range</u>		
Irrigation Specialist	3,561	-	4,555
Jailer	3,749	-	4,797
Librarian	4,838	-	6,189
Library Circulation Services Supervisor	3,718		4,756
Library Clerk	3,257	-	4,167
Library Technician	3,718	-	4,756
Literacy Program Administrator	5,692	-	7,282
Maintenance Worker	3,389	-	4,336
Park Maintenance Worker	3,389	-	4,336
Park Maintenance Crew Leader	4,098	-	5,243
Park Maintenance Lead Worker	3,922	-	5,017
Park Superintendent	6,182	-	7,908
Park Supervisor	5,692	-	7,282
Payroll Technician	4,326	-	5,535
Permit Technician I	3,897	-	4,985
Permit Technician II	4,324	-	5,532
Plan Checker	5,794	-	7,412
Planning Manager	8,563	-	10,955
Police Administrative Assistant	3,718	-	4,756
Police Agent	5,841	-	7,100
Police Captain	10,402	-	13,307
Police Chief	12,167	-	15,500
Police Chief's Secretary	3,916	-	5,010
Police Clerk	3,292	-	4,212
Police Lieutenant	8,381	-	10,187
Police Officer	5,482	-	6,664
Police Officer Recruit	4,289	-	4,289
Police Records / Dispatch Comm Manager	7,102	-	9,086
Police Records Management Technician	4,324	-	5,532
Police Sergeant	6,883	-	8,366
Pool Maintenance Worker	3,389	-	4,336
Principal Management Analyst	6,462	-	8,267
Program Coordinator	4,098	-	5,243

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2013-2014**

Classification	Salary Range		
Public Works Inspector	4,840	-	6,193
Public Works Maintenance Manager	7,481	-	9,570
Public Works Maintenance Supervisor	5,692	-	7,282
Public Works Technician	4,098	-	5,243
Recreation Superintendent	6,182	-	7,908
Recreation Superintendent / Senior Center	6,182	-	7,908
Recreation Supervisor	5,692	-	7,282
Redevelopment Project Manager	6,775	-	8,667
Revenue Collection Specialist	2,954	-	3,779
Secretary (Non-Conf)	3,897	-	4,985
Secretary to the City Manager (Conf)	4,874	-	6,235
Senior Account Clerk (Non-Conf)	3,897	-	4,985
Senior Accountant	6,182	-	7,908
Senior Clerk Typist (Non-Conf)	3,257	-	4,167
Senior Librarian	5,692	-	7,282
Senior Library Clerk	3,553	-	4,545
Senior Maintenance Worker	3,689	-	4,719
Senior Water Production System Operator	4,970	-	6,358
Special Events Manager	5,927	-	7,582
Storekeeper/Buyer	3,897	-	4,985
Support Services Manager	7,215	-	9,231
Support Services Supervisor	5,127	-	6,559
Transportation Program Manager	6,182	-	7,908
Water Distribution Crew Supervisor	4,970	-	6,358
Water Distribution Lead Worker	4,289	-	5,487
Water Distribution Supervisor	6,070	-	7,765
Water Production Supervisor	6,070	-	7,765
Water Production System Operator	4,289	-	5,487
Water Utility Maintenance Worker	3,620	-	4,631
Water Utility Manager	8,483	-	10,852

CITY OF MONTEREY PARK

**PART-TIME CLASSIFICATION AND HOURLY RATES LIST
FISCAL YEAR 2013-2014**

Classification	Hourly Rate		
Accountant	24.50	-	31.34
Account Clerk	16.05	-	20.53
Administrative Aide	19.82	-	25.36
Administrative Intern	10.83	-	13.85
Administrative Secretary	16.12	-	20.62
Animal Control Officer	17.04	-	21.80
Assistant Pool Manager	10.43	-	13.35
Attorney/Investigator	75.00	-	75.00
Assistant Planner	26.66	-	34.11
Building Inspector	26.66	-	34.11
Building Trades Technician	20.78	-	26.58
Cashier	8.00	-	10.23
Child Care Teacher	11.24	-	14.38
Civil Engineering Assoc.	33.24	-	42.52
Clerical Trainee	8.00	-	10.23
Clerk Typist	10.83	-	13.85
Code Enforcement Officer	23.05	-	29.49
Community Service Officer	16.37	-	20.94
Computer Clerk	8.00	-	10.23
Crime Analyst	16.84	-	21.54
Data Entry Clerk	9.53	-	12.19
Dial A Ride Driver	9.66	-	12.36
Dispatch Assistant	16.84	-	21.54
Dispatcher	21.99	-	28.13
Drafting Technician	10.83	-	13.85
Elections Clerk	13.34	-	17.06
Electrician	23.50	-	30.07
Engineering Aide	10.83	-	13.85
Equipment Mechanic	20.78	-	26.58
Evidence Officer	16.37	-	20.94
Fire Safety Specialist	23.40	-	29.94
Human Resources Technician	24.48	-	31.32
Jailer	17.13	-	21.91
Janitor	9.53	-	12.19
Junior Lifeguard	8.00	-	10.23
Laborer	8.00	-	10.23
Librarian	19.82	-	25.36

CITY OF MONTEREY PARK

PART-TIME CLASSIFICATION AND HOURLY RATES LIST FISCAL YEAR 2013-2014

<u>Classification</u>	<u>Hourly Rate</u>	
Library Clerk	13.34	- 17.06
Library Page	8.00	- 10.23
Library Technician	15.35	- 19.64
Lifeguard	8.89	- 11.37
Literacy Program Administrator	33.24	- 42.52
Locker Room Attendant	8.00	- 10.23
Lunch Program Monitor	9.36	- 11.97
Lunch Program Site Supervisor	8.63	- 11.04
Lunch Program Worker	8.00	- 10.23
Maintenance Worker	16.37	- 20.94
Management Analyst	28.98	- 37.08
Minutes Clerk	16.37	- 20.94
Permit Systems Technician	15.35	- 19.64
Permit Technician I	18.25	- 23.35
Planning Intern	8.76	- 11.21
Planning Technician	15.41	- 19.72
Police Cadet	9.66	- 12.36
Police Records Cadet	9.66	- 12.36
Police Records Clerk	13.34	- 17.06
Police Records Intern	9.66	- 12.36
Police Records Management Technician	21.38	- 27.34
Pool Manager	11.75	- 15.03
Principal Mgmt Analyst	36.39	- 46.55
Program Coordinator	18.25	- 23.35
Recreation Leader	8.63	- 11.04
Recreation Superintendent	28.98	- 37.08
Revenue Collection Specialist	17.04	- 21.80
School Crossing Guard	8.00	- 10.23
Senior Clerk Typist	16.05	- 20.53
Senior Account Clerk	19.82	- 25.36
Senior Librarian	23.50	- 30.07
Senior Lifeguard/Instructor	9.36	- 11.97
Storekeeper	10.83	- 13.85
Student Worker	8.00	- 10.23
Transportation Program Manager	28.98	- 37.08
Video Technical Assistant	9.36	- 11.97

City of Monterey Park Five-Year Financial Projections (Summary)

The City prepares 5-year Financial Projections for General Fund, Special Revenue Funds, Enterprise Fund, and Internal Service Funds. The projections allow the City to determine the fiscal impact of maintaining the current levels of service delivery and evaluate the long-term consequences if additional projects, new costs, and/or revenues are proposed. It helps the City spot long-term trends as well as considers the future consequences of current decisions.

- General Fund
- Special Revenue Funds
- Enterprise Fund
- Internal Service Funds

**City of Monterey Park
Summary Five Year Financial Projection
Government Fund Types**

The General Fund ⁽⁷⁾

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	
Beginning Fund Balance						
Unassigned	\$2,505,441	\$2,505,441	\$2,505,441	\$2,505,441	\$2,505,441	(1)
Others	14,467,230	11,347,922	11,373,362	11,034,051	11,107,813	
Revenues: (6)						
Taxes	24,002,500	24,704,000	25,401,000	26,118,000	26,854,000	(2)
Charges for Services	4,280,296	4,366,000	4,453,000	4,542,000	4,633,000	(3)
Licenses & Permits	2,802,000	2,858,440	2,915,689	2,973,763	3,033,678	(3)
Other	1,160,408	1,235,000	1,296,000	1,307,000	1,318,000	(4)
Total Revenues	<u>32,245,204</u>	<u>33,163,440</u>	<u>34,065,689</u>	<u>34,940,763</u>	<u>35,838,678</u>	
Expenditures: (6)						
Personnel Services	24,802,369	25,000,000	25,200,000	25,300,000	25,300,000	(5)
Maintenance & Operations	6,660,253	6,773,000	6,950,000	7,132,000	7,299,000	
Capital Outlay	244,890	465,000	465,000	465,000	465,000	
Transfer to Pension	250,000	900,000	990,000	970,000	910,000	
Economic Development Programs	250,000		800,000	1,000,000	1,000,000	
Park Improvement Master Plan	3,157,000					(8)
Total Expenditures	<u>35,364,512</u>	<u>33,138,000</u>	<u>34,405,000</u>	<u>34,867,000</u>	<u>34,974,000</u>	
Ending Fund Balance	<u>\$13,853,363</u>	<u>\$13,878,803</u>	<u>\$13,539,492</u>	<u>\$13,613,254</u>	<u>\$14,477,932</u>	

Notes:

- (1) Fund balance is classified per GASB Statement 54. Reduction of the fund balance is adjusted first from the assigned portion.
- (2) Include property, sales, utility users, vehicle-in-lieu, transfer, franchise, and transient taxes.
- (3) 2% growth in charges for services, and licenses and permits.
- (4) Other revenues include fines, rentals, and interest income.
- (5) Amounts reflect MOU labor obligations and merit increases.
- (6) Revenues are projected based on several factors, such as trend analysis, state budget implications, and Consumer Price Index. Expenditures for future years are projected based on trend analysis and availability of funds.
- (7) The General Fund is a Major Fund.
- (8) Council approved a drawdown of \$3.2 million from the General Fund Capital Improvements Reserve.

**City of Monterey Park
Summary Financial Projection
Governmental Fund Types**

Special Revenue Funds ⁽¹⁾

	2013-14	2014-15	2015-16	2016-17	2017-18
Beginning Fund Balance	\$8,276,574	\$7,829,796	\$7,702,313	\$8,504,811	\$9,357,647
Revenues: (5)					
Taxes	10,620,995	10,840,200	11,365,400	11,256,600	11,489,600
Charges for Services	1,332,454	1,430,559	1,631,559	1,432,559	1,438,559
Fines and Forfeitures	205,000	250,000	270,000	300,000	350,000
Measure R Grants	645,000	664,000	684,000	705,000	726,000
Special Grants	1,314,943	1,314,943	1,314,943	1,314,943	1,314,943
Other	110,560	118,080	115,600	114,850	114,850
SERAF Repayment	0	500,000	500,000	500,000	500,000
Transfer From Pension Liability Fund	250,000	900,000	990,000	970,000	910,000
Total Revenues	14,478,952	16,017,782	16,871,502	16,593,952	16,843,952
Expenditures: (5)					
Salaries & Benefits	77,571	78,000	78,000	78,000	78,000
Personnel Services	8,547,189	8,541,696	8,701,946	8,838,558	8,957,652
Maintenance & Operations	2,949,562	3,014,300	3,081,400	3,110,100	3,170,200
Debt Services	1,394,315	1,408,627	1,373,015	1,323,015	1,323,015
Capital Outlay	437,150	917,000	178,000	179,000	780,000
Measure R Projects	383,000	554,000	583,000	592,000	601,000
Special Grants	1,765,365	1,765,365	1,765,365	1,765,365	1,765,365
Repay General Fund Loan	0	0	327,500	0	0
Total Expenditures	15,554,152	16,278,988	16,088,226	15,886,038	16,675,231
Ending Fund Balance	<u>7,201,374</u>	<u>7,568,591</u>	<u>8,485,589</u>	<u>9,212,725</u>	<u>9,526,368</u>

Notes:

- (1) Special Revenue Funds include: retirement, pension liability, gas tax, park facilities, proposition A and C, asset forfeiture, business improvement area #1, AQMD, maintenance benefit assessment district, library tax, public safety augmentation, public safety impact fee, CERCLA liability, housing program, and grant funds. All Special Revenue Funds are Non-major Funds, with the exception of the grants, housing funds, and retirement fund which are Major Funds.
- (2) Special Grants include library grants, HUD CDBG and Home grants, Parks and Recreation grants, Police grants, Engineering grants, Transportation grants, Fire grants, and other special grants.
- (3) Amounts reflect MOU labor obligations and changes.
- (4) Amounts include debt service payments for Pension Obligation Bonds.
- (5) Revenues are projected based on several factors, such as trend analysis, state budget implications, and Consumer Price Index. Expenditures for future years are projected based on trend analysis and availability of funds.

**City of Monterey Park
Summary Financial Projection
Proprietary Fund Types**

Enterprise Fund ⁽¹⁾

	2013-14	2014-15	2015-16	2016-17	2017-18	Notes
Beginning Unrestricted Net Assets	\$25,842,519	\$25,763,272	\$25,316,313	\$21,009,154	\$18,870,395	
Revenues:						
Charges for Service	10,505,050	10,982,100	11,419,100	11,873,100	12,346,100	(2)
Financing	0	6,000,000	0	0	0	(3)
Settlement	1,500,000	0	0	0	0	
Grants/Reimbursement	30,000	30,000	30,000	30,000	30,000	
Sewer Fees	273,000	281,000	289,000	298,000	307,000	
Sewer Reconstruction Fee	0	1,000	1,000	1,000	1,000	
Refuse Fees	5,750,000	5,923,000	6,101,000	6,284,000	6,473,000	
Waste Management Fees	311,000	320,000	330,000	340,000	350,000	
Total Revenues	18,369,050	23,537,100	18,170,100	18,826,100	19,507,100	
Expenditures:						
Water Administration	4,127,983	4,252,500	4,380,000	4,511,600	4,647,200	
Water Commercial	570,566	587,000	604,000	621,000	639,000	
Water Production	1,273,205	1,311,400	1,350,700	1,391,200	1,432,900	
Water Distribution	1,153,673	1,188,000	1,224,000	1,261,000	1,299,000	
Well #5 VOC	455,635	469,000	483,000	497,000	512,000	(4)
Well #12 VOC	761,058	784,000	808,000	832,000	857,000	(4)
Delta Perchlorate	356,946	364,000	371,000	378,000	386,000	(4)
Wells #1,3,10 VOC	466,425	480,000	494,000	509,000	524,000	(4)
Well #12 Dual Barrier	277,764	286,000	295,000	304,000	313,000	(4)
Well #15	162,911	168,000	173,000	178,000	183,000	(4)
Well #5 Perchlorate	78,563	130,000	140,000	140,000	140,000	(4)
OPEB Set Aside	500,000	500,000	500,000	500,000	500,000	
Debt Services	670,872	1,200,159	1,200,159	1,200,159	1,200,159	(5)
Capital Projects - Water Main	0	500,000	1,000,000	1,000,000	1,000,000	
Capital Projects - Financing	0	4,000,000	2,000,000	0	0	
Capital Projects - Other	402,000	0	0	0	0	
Capital Projects - Sewer	0	622,000	168,000	220,000	190,000	
Capital Projects - Refuse	0	10,000	0	0	0	
Small Capital	27,500	25,000	26,000	6,000	6,000	
Salaries & Benefits	879,003	879,000	879,000	879,000	879,000	
Maintenance & Operation	88,695	91,200	93,800	96,500	99,200	
Contracted Services	65,000	67,000	69,000	71,000	73,000	
Waste Reduction-AB 939	2,000	2,000	2,000	2,000	2,000	
Refuse Pick-Up Contract	5,000,000	5,100,000	5,202,000	5,306,000	5,412,000	
Other Contracted Services	156,088	159,000	162,000	165,000	168,000	
Utilities	13,800	14,200	14,600	15,000	15,500	
Allocated Costs	270,000	180,000	200,000	200,000	200,000	
Vehicle Operating	7,262	7,600	8,000	8,400	8,800	
NPDES	104,000	107,000	110,000	113,000	116,000	
Transfer to GF	480,000	500,000	520,000	540,000	560,000	
Interest Expense	97,348	0	0	0	0	
Total Expenditures	18,448,297	23,984,059	22,477,259	20,944,859	21,362,759	
Ending Unrestricted Net Assets	\$25,763,272	\$25,316,313	\$21,009,154	\$18,890,395	\$17,014,736	

**City of Monterey Park
Five Year Financial Projection
Enterprise Fund
Notes**

- (1) Enterprise Funds consists of Water Operation, Water Treatment, Sewer, and Refuse Funds.
- (2) Charges for Service include fees from water sales, water connection, meter installation, and treatment surcharge.
- (3) Financing for water main projects.
- (4) Each activity provides for the costs associated with ground water remediation for VOC, perchlorate, or future contaminants that may be found in the system.
- (5) Debt Service Payments for \$2 million I-Bank Loan and water main financing.

**City of Monterey Park
Summary Financial Projection
Proprietary Fund Types**

Internal Service Funds

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	
Beginning Unrestricted Net Assets	4,299,035	4,731,223	5,138,438	6,188,114	7,693,510	
Revenues: (3)						
Interfund Charges	5,884,817	6,819,700	7,465,000	8,029,000	8,489,000	(1)
Transfer to General Liability	300,000					
Total Revenues	<u>6,184,817</u>	<u>6,819,700</u>	<u>7,465,000</u>	<u>8,029,000</u>	<u>8,489,000</u>	
Expenditures: (3)						
Personnel Services	1,698,782	1,451,000	1,476,000	1,502,000	1,508,000	(2)
Maintenance & Operations	3,247,197	3,686,485	3,831,824	3,983,420	4,139,381	
Capital Projects	505,000	1,225,000	1,007,500	938,183	970,400	
Small Capitals	1,650	50,000	100,000	100,000	100,000	
Transfer From Separation Benefits	300,000					
Total Expenditures	<u>5,752,629</u>	<u>6,412,485</u>	<u>6,415,324</u>	<u>6,523,603</u>	<u>6,717,782</u>	
Ending Unrestricted Net Assets	<u>\$4,731,223</u>	<u>\$5,138,438</u>	<u>\$6,188,114</u>	<u>\$7,693,510</u>	<u>\$9,464,729</u>	

Notes:

- (1) Internal Service Funds include: auto shop, separation benefits, general liability, workers' compensation, other post employment benefits, and technology funds.
- (2) Amounts reflect MOU labor obligations and changes.
- (3) Revenues are projected based on several factors, such as trend analysis, state budget implications, and Consumer Price Index. Expenditures for future years are projected based on trend analysis and availability of funds.

City of Monterey Park Long-Term Goals and Priorities

The strategic goals provide a clear direction for the City to move toward achieving the quality and desired community of the future as articulated in the City's General Plan. Here are the nine strategic goals that the City prioritizes for the next five years:

- ❖ *Create a cleaner and more attractive City*
- ❖ *Enhance community and neighborhood development*
- ❖ *Ensure quality customer service*
- ❖ *Focus on Redevelopment*
- ❖ *Improve and develop the City's infrastructure*
- ❖ *Improve services through the effective use of technology*
- ❖ *Practice sound fiscal management*
- ❖ *Live within our means while investing in the future*
- ❖ *Invest in the City's employees through development and recognition*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

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. Fund Balance Policy for Governmental Funds*
- 8. Capital Improvement Program Policy*
- 9. Investment Policy*
- 10. Debt Administration and Policies*
- 11. Grant Administration Policy*
- 12. Cost Accounting Application*
- 13. Article XIII B Appropriations Limit*
- 14. Source of Funds By Departments*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

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. 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

3. DESCRIPTION OF REPORTING ENTITIES

Monterey Park's Municipal Services Program includes presentation of the annual budgets and operational activities of three distinct reporting entities: the City of Monterey Park, the Monterey Park Public Financing Authority, and the Monterey Park Housing Authority.

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 Public Financing Authority

The Monterey Park Public Financing Authority was established in May of 1989 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.

4. BUDGETARY FUND STRUCTURE

□ ***Governmental Fund Types***

- General Fund – the general operating fund of the City. (Major Fund)
- 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, Asset Forfeiture, Business Improvement District #1, Air Quality, Maintenance District 1972 Act, Public Safety Impact, Public Safety Augmentation, Library Tax, CERCLA Liability, and Grants Funds.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

□ **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.
- 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, 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

- The City Manager will submit reports, on a quarterly basis at minimum, to the City Council comparing actual revenues and expenditures to budget amounts, with accompanying written analysis. Additionally, 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.
- The City is required to adopt a balanced budget for its General Fund at 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

7. FUND BALANCE POLICY

- The City's fund balance classification includes five components: Nonspendable, Restricted, Committed, Assigned, and Unassigned.
- Unassigned General Fund fund balance will be maintained at 10% of the General Fund annual operating budget.
- General Fund committed fund balance will include amounts for Unemployment Claims, 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, and retiree medical benefits in the OPEB Fund.

8. 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 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

- 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.

9. 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, and the City Controller.
- 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.
- Purchases of investments shall, whenever practical, be made directly from the issuer, from a member of a Federally 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

- 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.
- 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

10. DEBT ADMINISTRATION AND POLICIES

**(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2012-2013)**

Total Assessed Value of all Real and Personal Property	\$	5,821,654,598
Debt Limit Percentage		<u>15%</u>
 Total Debt Limit		 873,248,190
Amount of Debt Applicable to Debt Limit		<u>-</u>
 Legal Debt Margin	 \$	 <u>873,248,190</u>

(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, 2013, 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.
- 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

(C) ANNUAL DEBT SERVICES BY PROJECT

<u>Fund</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year 2012-13</u>	<u>Fiscal Year 2013-14</u>
<u>City</u>				
0071	Lease Purchase	Police CAD/RMS System		
0160			53,105	48,020
0192		(Final date: 6/2021)	<u>112,764</u>	<u>117,849</u>
			<u>165,869</u>	<u>165,869</u>
0092	Loan	I-Bank La Loma/Highland Reservoirs (Final date: 8/2030)	114,705	114,705
0092	Loan	I-Bank Water Main Replacement (Final date: 2/2020)	186,167	186,167
0093	Lease Purchase	SGVMWD Treatment Plant Financing (Final date: 9/2018)	170,000	170,000
0093	Lease Purchase	SGVMWD Air Stripper Treatment System (Final date: 9/2019)	200,000	200,000
0131	Library Note	Library Expansion Project (Final date: 6/2018)	383,197	383,197
0169	Note	HUD Section 108 (Final date: 8/2022)	548,935	551,142
0012	Bonds	Pension Obligation Bonds (Final date: 6/2034)	<u>1,430,166</u>	<u>1,394,315</u>
		<i>Total</i>	<u>\$3,199,729</u>	<u>\$3,165,395</u>

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

11. 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. Management Services 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 2013-2014**

12. 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 five Internal Services Funds; they are: Shop Fund, Technology/Data Processing 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, 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.

13. ARTICLE XIII B APPROPRIATIONS LIMIT (GANN APPROPRIATIONS LIMIT)

I. 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2013-2014**

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.

Derivation of the 2013-2014 Gann Appropriations Limit follows:

FISCAL YEAR 2013-2014 ARTICLE XIII B APPROPRIATIONS LIMIT

A. Appropriations Limit:

2012-13 Adopted Limit	\$68,259,266
x Annual Adjustment Factors:	
Change in CA Personal Income	1.0512%
Change in Population	1.0690%
	<u>1.1237328</u>
2013-14 Appropriation Limit	\$76,705,176

B. Appropriations Subject to Limit and Amount Under Legal Limit:

2013-14 Preliminary Budget Total	\$69,134,786
Less Exclusions:	
Non-Proceeds of Taxes	33,422,554
Appropriations from Reserves	<u>(4,226,801)</u>
	<u>(29,195,753)</u>
Budget Appropriations Subject to Limit	\$31,485,431
Amount Under Legal Limit	\$45,219,745

II. Implications and Future Trends of GANN Limit

The margin between the City's appropriations limit and its appropriations subject to limit remains comfortable. As it has been the case in many years, the City's budget appropriations subject to limit are on average 59% 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
California
Fiscal Year 2013 - 2014**

SOURCE OF FUNDS BY DEPARTMENTS												
DEPARTMENT	FUND TYPES											
				PROP	PROP							
	G	RE	GT	A	C	MBA	LT	O	W	S	R	I
CITY COUNCIL / COMM PROMOTION / BID	✓	✓			✓			✓	✓		✓	
CITY MANAGER	✓	✓							✓		✓	
CITY CLERK	✓	✓						✓	✓		✓	
CITY TREASURER	✓	✓										
CITY ATTORNEY	✓								✓		✓	
MANAGEMENT SERVICES	✓	✓							✓		✓	
HUMAN RESOURCES / RISK MANAGEMENT	✓	✓					✓	✓	✓			✓
COMMUNITY AND ECON DEVELOPMENT	✓	✓						✓	✓			
POLICE	✓	✓						✓				
FIRE	✓	✓						✓				✓
LIBRARY	✓	✓					✓	✓				
RECREATION / COMMUNITY SERVICES	✓	✓		✓				✓	✓		✓	
PUBLIC WORKS	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
CAPITAL IMPROVEMENT PROGRAM	✓		✓			✓	✓	✓	✓	✓	✓	✓
NON-DEPARTMENTAL	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓

Fund Codes: (Excluding Successor Agency)

General: G-General.

Special Revenues: RE-Retirement, GT-Gas Tax, Prop A-Proposition A, Prop C-Proposition C, MBA-Maintenance Benefit Assessment, LT-Library Tax, O-Others (Pension Liability, Park Facilities, Asset Forfeiture, Business Improvement Area #1, Air Quality Improvement, Public Safety Augmentation, Public Safety Impact Fee, CERCLA Liability, Measure R, Housing Program, and Grant Funds).

Proprietary:

Enterprise: W-Water, S-Sewer, R-Refuse.

Internal Service: I-Workers Compensation, Separation Benefits, Shop, Technology, General Liability, and Other Post-Employment Benefits.

**CITY OF MONTEREY PARK
BUDGET PREPARATION PROCESS AND CALENDAR
FISCAL YEAR 2013-2014**

Monterey Park's budget preparations follow a three-phase approach that begins each year with our annual Midyear Review, proceeds through the publication of the City Manager's preliminary budget, and culminates with the publication of the adopted budget.

A listing of significant preparation milestones in the 2013-2014 budget follows.

- October
/January Work began on the 2012-2013 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2013-14 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. Also included are current and future year revenue estimations as developed in cooperation with City Departments, the updated Five-Year Financial Forecast, and the planned Five-Year Capital Improvement Program.
- January
/February The completed 2012-2013 Midyear Review Report with long-range planning forecasts was distributed to the City Council, Staff, and the general public for consideration. Jointly, the critical issues were identified, specific goals and objectives were developed to meet the overall goal of the community. Based on community priorities, the Finance Department 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 19, 2013.
- March It's the Budget preparation month and proposal submission deadline was scheduled on March 18, 2013.
- April City Manager's proposal review meetings with department representatives and Controller.
- 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 during the week of May 15, 2013. City Council public hearing meetings were conducted on May 28 and 29, 2013.
- June City Council formally approved the Budget by Resolutions on June 19, 2013.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

General Funds \$96,842
 Retirement Fund \$2,698
 Refuse Fund \$27,255
 Water Fund \$27,255

ACTIVITY: City Council

ACTIVITY NO.: 1101

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$83,812	\$86,653	\$66,478	\$89,250	\$89,250
SERVICES & SUPPLIES	33,969	33,860	35,500	64,800	64,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$117,781	\$120,513	\$101,978	\$154,050	\$154,050
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	5.00	5.00	5.00	5.00

Program Description

The City Council is the legislative and policy-making body for the City of Monterey Park. The Council Members are elected at-large for four-year, overlapping terms of office. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions. The City Council reorganizes every nine and 1/2 months allowing rotation of the Mayor.

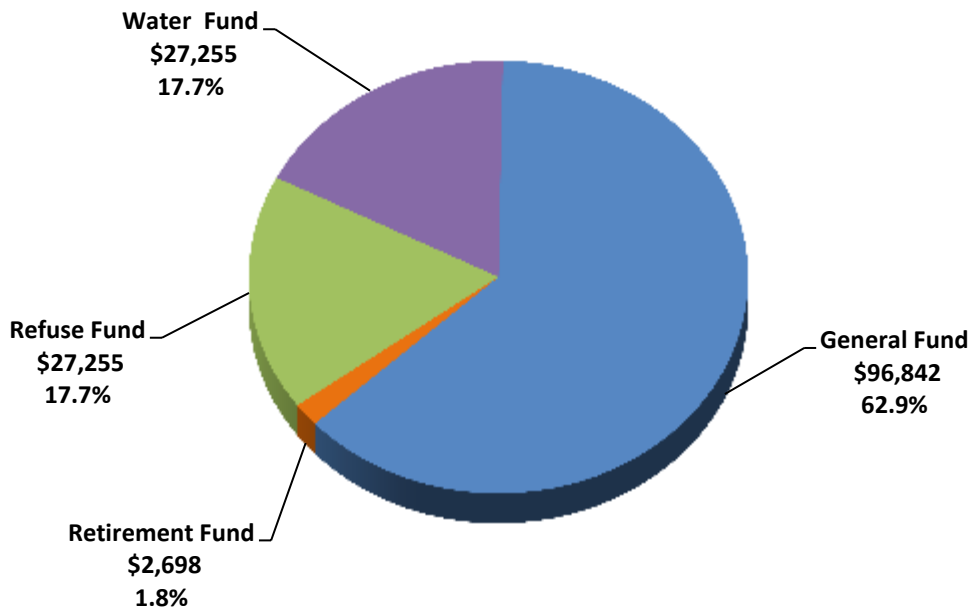
The City Council is responsible to the electorate for keeping pace with changing community needs; for establishing the quality of municipal services and the community environment; for promoting accountability and confidence in local government through open conduct of public affairs; and for encouraging 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 Monterey Park’s citizens.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) includes costs for paper and office materials.
2. Commendations/Awards category (#22000) reductions are because the certification program has moved to the City Clerk’s Office.
3. Miscellaneous category (#39000) reflects costs associated with printing and duplicating services for Council agendas, and training/conference.

**City Council
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11100 Elective Salaries	\$31,024	\$32,400	\$25,200	\$32,400	\$32,400
TOTAL	\$31,024	\$32,400	\$25,200	\$32,400	\$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,183	\$1,184	\$1,028	\$1,184	\$1,184
12300 Medical Insurance	40,468	41,577	31,600	44,400	44,400
12350 Medicare Insurance	439	436	330	436	436
12400 Dental Insurance	2,198	2,200	1,860	3,000	3,000
12600 Retirement	7,642	8,010	5,740	6,744	6,744
12950 Vision Plan	858	846	720	1,086	1,086
TOTAL	\$52,788	\$54,253	\$41,278	\$56,850	\$56,850
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,489	\$3,660	\$4,500	\$4,800	\$4,800
22000 Operating Supplies	2,042	3,200	1,500	2,000	2,000
39000 Miscellaneous	27,438	27,000	29,500	58,000	58,000
TOTAL	\$33,969	\$33,860	\$35,500	\$64,800	\$64,800
GRAND TOTAL	\$117,781	\$120,513	\$101,978	\$154,050	\$154,050

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Mayor	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Mayor Pro Tem	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (1)	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (2)	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (3)	1.00	1.00	1.00	6,000	6,000	6,000
Mayor's Allowance	0.00	0.00	0.00	2,400	2,400	2,400
Total	5.00	5.00	5.00	\$32,400	\$32,400	\$32,400

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council
ACTIVITY: Community Promotion
ACTIVITY NO.: 1110

General Fund \$24,281
 Refuse Fund \$6,834
 Water Fund \$10,200
 Prop C Fund \$1,734

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	31,485	42,205	43,049	43,049	43,049
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$31,485	\$42,205	\$43,049	\$43,049	\$43,049
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

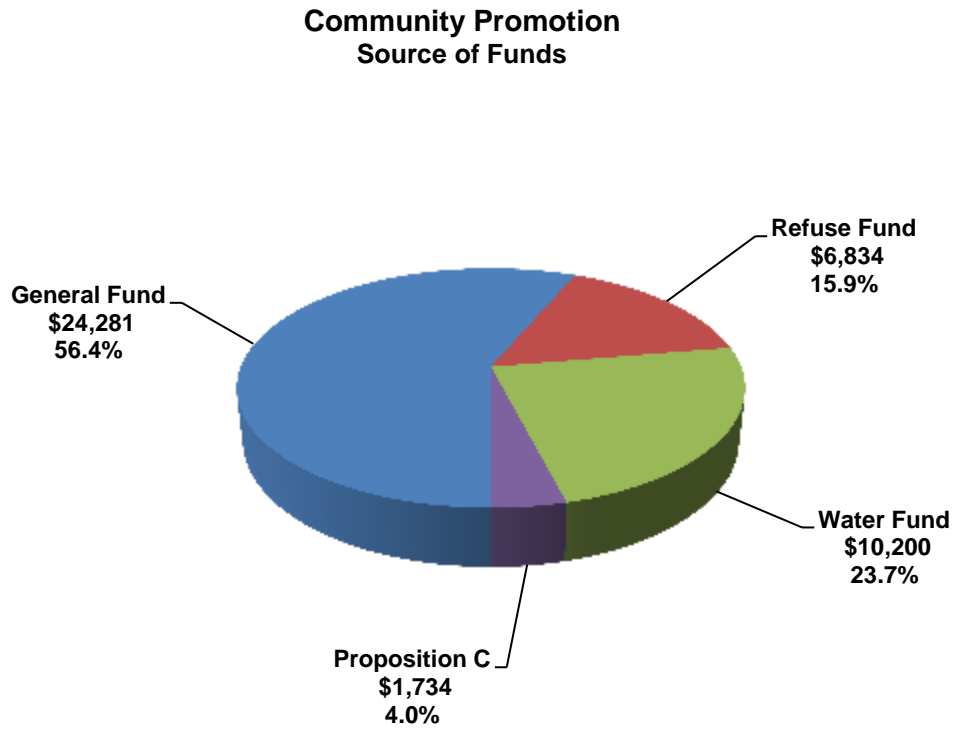
Program Description

This activity provides financial support for community promotion programming and memberships in outside agencies, organizations and community groups interested in achieving regional, state, and federal action and programming consistent with the articulated needs of the community. The City maintains memberships in the following organizations:

Organizations	<i>Amount</i>
Independent Cities Association	\$2,761
League of California Cities	18,440
League of California Cities – Los Angeles County Division	1,220
Southern California Association of Governments	5,644
San Gabriel Valley Council of Governments	5,000
California Contract Cities Association	4,484
San Gabriel Valley Economic Partnership	5,000
International Council of Shopping Centers	500
	<hr style="width: 100%; border: 0.5px solid black;"/> \$43,049 <hr style="width: 100%; border: 0.5px solid black;"/>

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Miscellaneous category (#39000) includes City memberships in various para-governmental organizations.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Community Promotion

ACTIVITY NO.: 1110

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,153	\$0	\$0	\$0	\$0
39000 Miscellaneous	30,332	42,205	43,049	43,049	43,049
TOTAL	\$31,485	\$42,205	\$43,049	\$43,049	\$43,049
GRAND TOTAL	\$31,485	\$42,205	\$43,049	\$43,049	\$43,049

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

BID Fund \$125,492

DEPARTMENT: City Council

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	17,123	158,900	141,288	125,492	125,492
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$17,123	\$158,900	\$141,288	\$125,492	\$125,492
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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:

- Hardscaping such as benches, trash receptacles, fountains, kiosks and street lighting
- Landscaping
- Promotion of public events to promote businesses within the area including decorations and music
- 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 to Nicholson, and Garfield Avenue from Emerson to south of Newmark Avenue.

2013-14 GOALS AND OBJECTIVES

The goals for 2013-14 reflect the City Council's approval of the BID's Annual Report and renewal of assessments in November 2012.

1. Promote Beautification and Cleanliness in the BID.
2. Continue to work with the Chamber of Commerce on joint projects for the promotion of business in Monterey Park.
3. Begin the repair of lighting for the palm trees along Garvey Avenue.
4. Continue to contract with a Porter Service company to provide increased maintenance along Garvey and Garfield Avenues.
5. Purchase a kiosk for placement in the downtown to provide an area for posters and flyers to visitors to the area.
6. Design programs to meet the objectives of the 3-Year Plan for the BID area.

2012-13 MAJOR ACCOMPLISHMENTS

1. Worked with the Public Works Department to for additional the cleaning of the sidewalk at the SE corner of Lincoln and Garvey Avenues.
2. Partnered for the second year with the City and World Journal for the 2013 Chinese New Year Festival.
3. Purchased seasonal flowers for the planters along Garvey Avenue.
4. Purchased new burgundy street furniture to be placed along Garvey Avenue.
5. Contracted with a Custodial Services company for the downtown which provided an increased level of cleanliness in the downtown.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes the following items:

<u>Contractual Services</u>	<u>Adopted 2012-13</u>	<u>Budget 2013-14</u>	
Administration	\$ 3,000	\$ 4,000	⁽¹⁾
Promotions	2,000	5,000	⁽²⁾
New Holiday Decorations	2,000	300	
Decoration Installation	4,700	4,700	
Palm Tree Lighting	13,000	40,000	⁽³⁾
2011 Chinese New Year Festival	10,000	10,000	
Downtown Enhancement Furniture	65,000	0	
Porter Service	56,700	58,992	⁽⁴⁾
Kiosk	<u>2,500</u>	<u>2,500</u>	⁽⁵⁾
 Total	 <u>\$ 158,900</u>	 <u>\$ 125,492</u>	

- (1) Administration cost increased from \$3,000 to \$4,000 for additional mailings as per the BID's 3-Year Plan.
- (2) Promotions was increased from \$2,000 to \$5,000 for a Beautification Awards Program and a Business Awareness program promoting a customer friendly shopping experience.
- (3) Light for the palm trees was budgeted at \$13,000 but was increased to add an additional \$27,000 for a total amount of \$40,000 as shown in the BID's 2013 budget estimate in the 2012 Annual Report. The Public Works Department is currently receiving estimates for the project.
- (4) There is a slight increase in the cost for Custodial Services from \$56,700 to \$58,992 for FY 2013-14.
- (5) An amount of \$2,500 was budgeted to for the purchase of a Kiosk for the downtown to alleviate the placement of flyers on poles. This amount is a carry-over for the 2013-14 budget year.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$17,123	\$158,900	\$141,288	\$125,492	\$125,492
TOTAL	\$17,123	\$158,900	\$141,288	\$125,492	\$125,492
GRAND TOTAL	\$17,123	\$158,900	\$141,288	\$125,492	\$125,492

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$138,578
 Retirement Fund \$14,342
 Refuse Fund \$103,498
 Water Fund \$121,787

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$341,011	\$298,326	\$232,823	\$333,818	\$314,216
SERVICES & SUPPLIES	20,344	25,204	44,536	313,989	63,989
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$361,355	\$323,530	\$277,359	\$647,807	\$378,205
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.00	 2.05	 2.05	 2.30	 1.80

Program Description

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:

- 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 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.

2013-2014 GOALS AND OBJECTIVES

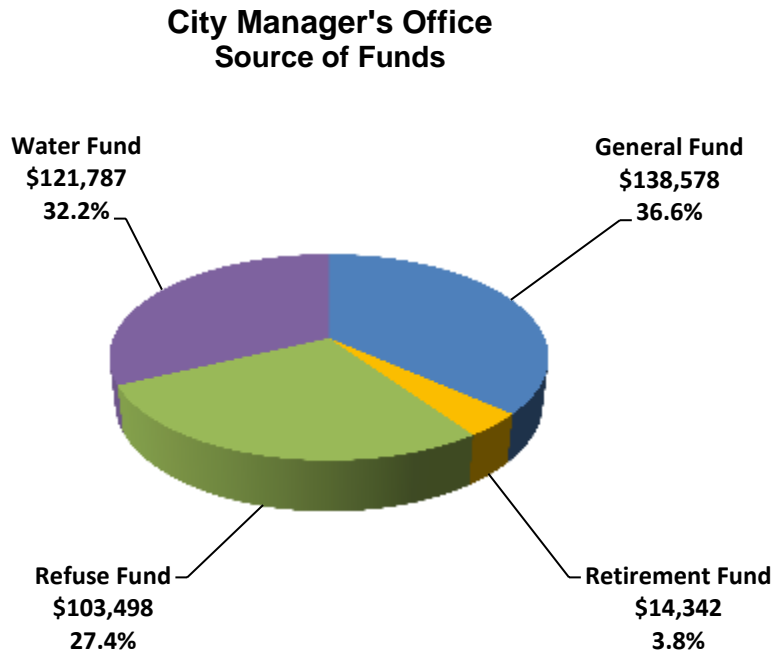
1. Continue to work to provide excellent customer service to improve the quality of life for residents and businesses alike.

2012-2013 MAJOR ACCOMPLISHMENTS

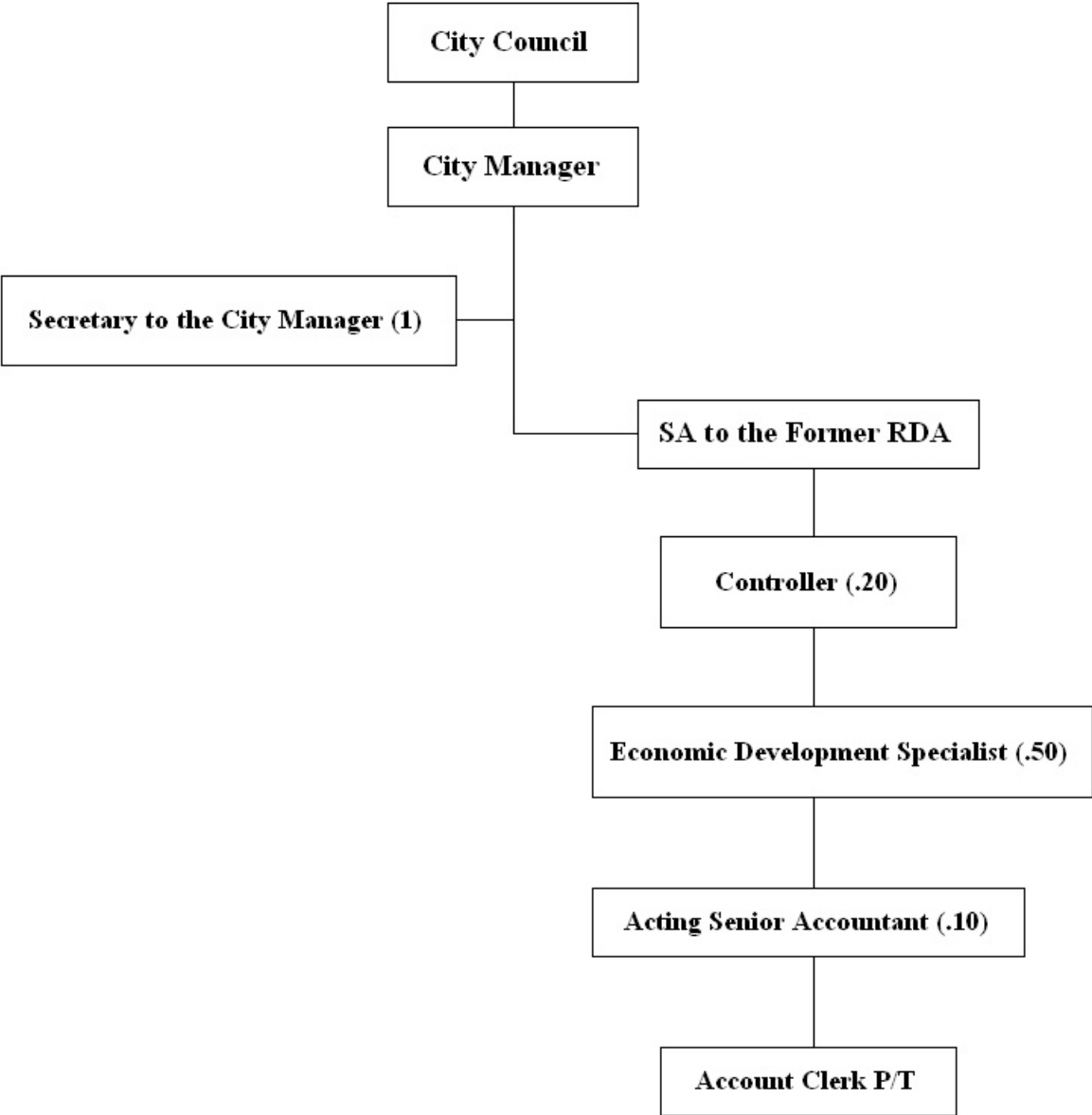
1. Conducted Strategic Planning Retreats for City Council and staff to spotlight the needs of the City and to open dialogue to work towards common objectives.
2. Met with numerous developers to move forward current projects as well as future projects in the City. Improved the lines of communication with current business-owners to discuss their business needs.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communication category (#32000) includes Technology internal service charges and postage.
2. Miscellaneous category (#39000) reflects costs associated with printing and duplication, dues and memberships, and training/conferences.



City Manager's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$235,815	\$221,476	\$156,666	\$239,549	\$226,870
11300 Part Time Salaries	12,882	0	487	0	0
11500 Separation Benefits	16,830	16,830	16,830	16,830	16,830
TOTAL	\$265,527	\$238,306	\$173,983	\$256,379	\$243,700
EMPLOYEE BENEFITS					
12200 Life Insurance	\$577	\$463	\$527	\$542	\$461
12300 Medical Insurance	19,995	13,436	15,129	17,148	13,901
12350 Medicare Insurance	4,096	3,247	3,531	3,509	3,036
12370 Part Time Retirement	0	0	19	0	0
12400 Dental Insurance	1,446	1,148	1,148	1,203	1,093
12500 Workers Compensation	1,430	1,573	1,573	1,730	1,730
12600 Retirement	46,085	38,923	34,640	50,995	48,224
12900 Long Term Disability	1,269	813	1,856	1,874	1,676
12950 Vision Plan	586	417	417	438	395
TOTAL	\$75,484	\$60,020	\$58,840	\$77,439	\$70,516
SERVICES & SUPPLIES					
21000 Office Supplies	\$298	\$3,500	\$3,500	\$3,500	\$3,500
22000 Operating Supplies	0	400	400	400	400
31000 Contracted Services	5,348	2,000	17,000	275,000	25,000
32000 Communications	9,407	10,104	10,436	11,389	11,389
33000 Motor Pool Charges	1,535	0	1,500	10,000	10,000
37000 Leases & Rentals	1,238	5,000	5,000	5,000	5,000
38000 R/M Contractual	1,208	2,500	2,500	2,500	2,500
39000 Miscellaneous	1,310	1,700	4,200	6,200	6,200
TOTAL	\$20,344	\$25,204	\$44,536	\$313,989	\$63,989
GRAND TOTAL	\$361,355	\$323,530	\$277,359	\$647,807	\$378,205

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
City Manager	0.80	0.80	0.80	\$132,000	\$132,000	\$152,000
Acting Economic Development Specialist*	0.25	0.50	0.00	15,724	32,679	0
Secretary to the City Manager	1.00	1.00	1.00	67,152	68,270	68,270
Auto Allowance	0.00	0.00	0.00	4,800	4,800	4,800
CMO Assignment Pay	0.00	0.00	0.00	1,200	1,200	1,200
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	16,830	16,830	16,830
Total	2.05	2.30	1.80	\$238,306	\$256,379	\$243,700

* Position Transferred to Activity 1704.

CITY OF MONTEREY PARK

SOURCE OF FUNDS:
SA (ROPS) \$2,825,765

PROGRAM SUMMARY

DEPARTMENT: City Manager
ACTIVITY: SA For The Former RDA
ACTIVITY NO.: 1203

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$105,012	\$177,308	\$177,308	\$155,121	\$161,205
SERVICES & SUPPLIES	9,070,955	4,152,396	4,152,396	2,664,560	2,664,560
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$9,175,967	\$4,329,704	\$4,329,704	\$2,819,681	\$2,825,765
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	1.75	1.75	1.50	1.50

Program Description

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 elected to become the Successor Agency for its former redevelopment agency as well as to retain housing assets and functions. The Successor Agency becomes operative on February 1, 2012. On February 1, 2012, all assets, properties, contracts, and leases of the former redevelopment agency were transferred to the Successor Agency. The Successor Agency is required to prepare a Recognized Obligation Payment Schedule (ROPS) before each six month fiscal period.

Tasks of the Successor Agency can be summarized as following:

- Continue to make payments according to ROPS;
- Dispose of the assets and properties of the former redevelopment agency as directed by the Oversight Board;
- Prepare a proposed administrative budget and submit it to the Oversight Board;
- Expediently wind down the affairs of the redevelopment agency with the direction of the Oversight Board; and
- Before each six month period prepare a Recognized Obligation Payment Schedule.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$90,504	\$125,755	\$125,755	\$102,917	\$107,917
11300 Part Time Salaries	1,986	14,000	14,000	14,000	14,000
11500 Separation Benefits	0	7,000	7,000	7,000	7,000
TOTAL	\$92,490	\$146,755	\$146,755	\$123,917	\$128,917
EMPLOYEE BENEFITS					
12200 Life Insurance	\$90	\$157	\$157	\$196	\$196
12300 Medical Insurance	3,178	5,644	5,644	6,244	6,244
12350 Medicare Insurance	806	1,392	1,392	1,394	1,394
12400 Dental Insurance	180	446	446	448	448
12600 Retirement	7,952	22,144	22,144	22,146	23,230
12900 Long Term Disability	252	622	622	626	626
12950 Vision Plan	64	148	148	150	150
TOTAL	\$12,522	\$30,553	\$30,553	\$31,204	\$32,288
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,000	\$5,992	\$5,992	\$4,879	\$4,879
31000 Contracted Services	192,525	561,521	561,521	194,590	194,590
32000 Communications	1,596	1,100	1,100	3,400	3,400
33000 Motor Pool Charges	4,503	200	200	0	0
34000 Advertising	0	400	400	0	0
35000 Insurance	2,000	0	0	0	0
37000 Leases & Rentals	7,263	9,000	9,000	9,000	9,000
38000 R/M Contractual	17,239	11,000	11,000	8,000	8,000
39000 Miscellaneous	6,533,600	0	0	0	0
42000 Debt Service	634,007	2,445,183	2,445,183	2,444,691	2,444,691
44000 Misc Financial Serv	1,676,222	1,118,000	1,118,000	0	0
TOTAL	\$9,070,955	\$4,152,396	\$4,152,396	\$2,664,560	\$2,664,560
GRAND TOTAL	\$9,175,967	\$4,329,704	\$4,329,704	\$2,819,681	\$2,825,765

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
City Manager	0.20	0.20	0.20	\$33,000	\$33,000	\$38,000
Controller	0.00	0.20	0.20	0	28,320	28,320
Financial Services Manager*	0.20	0.00	0.00	27,643	0	0
Economic Development Specialist	0.75	0.50	0.50	47,168	32,679	32,679
Acting Senior Accountant	0.10	0.10	0.10	7,370	7,658	7,658
Auto Allowance	0.00	0.00	0.00	1,200	1,200	1,200
Bilingual	0.00	0.00	0.00	300	60	60
Separation Benefits	0.00	0.00	0.00	7,000	7,000	7,000
<u>Part-Time</u>						
Account Clerk	0.50	0.50	0.50	14,000	14,000	14,000
Total	1.75	1.50	1.50	\$137,681	\$123,917	\$128,917

* Reclassified to Controller per Resolution No. 11577.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

SOURCE OF FUNDS:

General Fund \$364,593
 Retirement Fund \$32,079
 Refuse Fund \$5,000
 Water Fund \$5,000
 Passport Trust Grant \$21,305

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$225,907	\$236,962	\$236,962	\$247,857	\$247,857
SERVICES & SUPPLIES	38,717	197,911	191,961	180,120	180,120
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$264,624	\$434,873	\$428,923	\$427,977	\$427,977
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.80	3.80	3.80	3.80	3.80

Program Description

The City Clerk is an elected position whose office is responsible to the electorate for keeping a complete and accurate record of City Council proceedings, maintaining official city records, supplying 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.
- Process documents to carry out Council action and disseminate them according to legal requirements and accepted policy.
- Provide technical and procedural support to the City Council.

- Maintain safe, efficient storage and use of official city documents and records.
- Ensure that municipal elections are conducted in an economical and error-free manner with maximum convenience to the voter, 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.
- Provide convenient voter registration services to citizens.
- Serve as a source of public information and referral.
- Maintain accurate records of all City Commissioner terms of office and posting of vacancies in accordance with state regulations; accept applications for commissions and arrangements for City Council interviews.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
City Website Visitors (Monthly Average)	26,095	26,000	30,000
City Hall Information Desk, # of Volunteers	3	2	2
City Hall Information Desk, # of Public Contacts	2,847	2,500	2,100
Passport Application Processing	421	300	400
General (G)/Special (S) Municipal Election Voter Turnout	(G) March, 2011 24%	(G) March, 2013 19%	(S) July, 2013 22%

2013-2014 GOALS AND OBJECTIVES

1. Prepare, plan and implement a Special Election in July 2013 regarding a fire services initiative.
2. Assist in the modernization of the City Website, and facilitate the transition of responsibilities to the Recreation Department (6509).
3. Research for an implementation of a digital records management program.

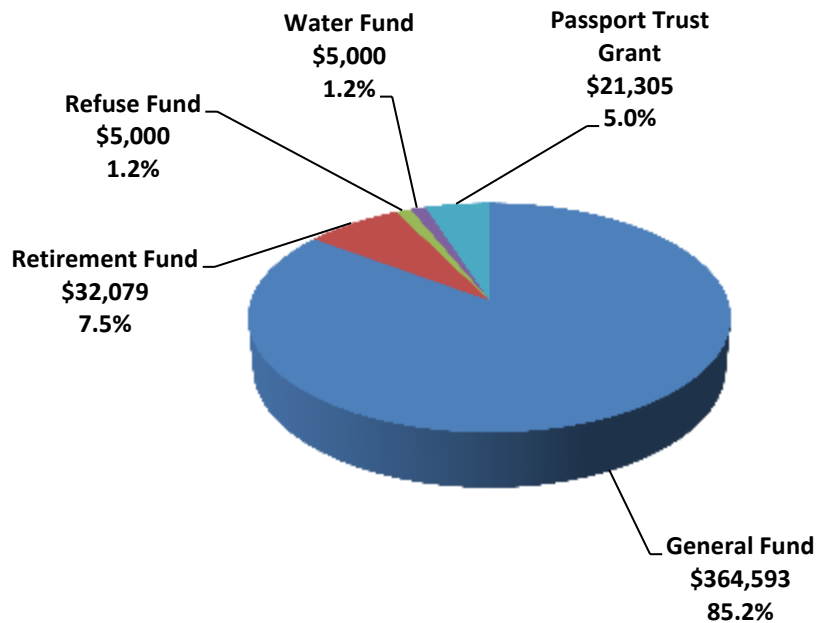
2012-2013 MAJOR ACCOMPLISHMENTS

1. Successfully conducted a general municipal election on March 5, 2013.
2. Processed 155 formal Public Records Act requests, 51 subpoenas.
3. Established record and minutes for the new Oversight Board.

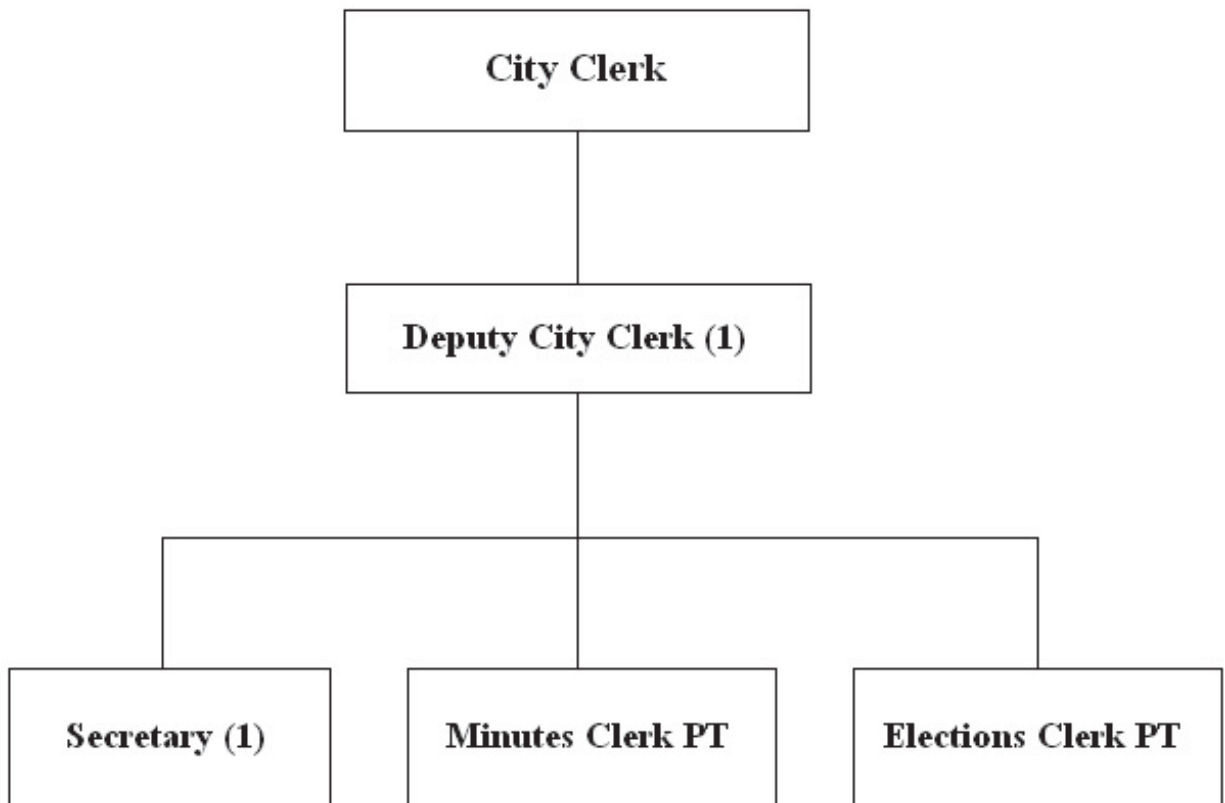
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects funding of the July 2013 Special Election.
2. Miscellaneous category (#39000) increases by \$2,000 due to increase in training and conference costs for newly elected city clerk and staff.

City Clerk's Office Source of Funds



City Clerk's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11100 Elective Salaries	\$6,033	\$6,000	\$6,000	\$6,000	\$6,000
11200 Permanent Salaries	133,449	134,718	134,718	137,846	137,846
11300 Part Time Salaries	20,844	31,000	31,000	31,000	31,000
11400 Overtime Salaries	521	0	0	0	0
11500 Separation Benefits	6,765	6,765	6,765	6,765	6,765
TOTAL	\$167,612	\$178,483	\$178,483	\$181,611	\$181,611
EMPLOYEE BENEFITS					
12200 Life Insurance	\$494	\$486	\$486	\$486	\$486
12300 Medical Insurance	26,086	26,202	26,202	28,096	28,096
12350 Medicare Insurance	2,401	2,346	2,346	2,391	2,391
12370 Part Time Retirement	665	500	500	500	500
12400 Dental Insurance	1,190	941	941	941	941
12500 Workers Compensation	770	847	847	932	932
12600 Retirement	25,371	25,836	25,836	31,579	31,579
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	526	529	529	529	529
TOTAL	\$58,295	\$58,479	\$58,479	\$66,246	\$66,246
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,197	\$2,150	\$1,500	\$2,150	\$2,150
22000 Operating Supplies	409	4,900	3,700	4,900	4,900
31000 Contracted Services	2,503	148,300	147,000	128,300	128,300
32000 Communications	4,826	4,990	4,990	5,199	5,199
33000 Motor Pool Charges	225	300	300	300	300
34000 Advertising	9,920	17,000	15,000	17,000	17,000
37000 Leases & Rentals	6,275	6,275	6,275	6,275	6,275
38000 R/M Contractual	7,426	6,700	5,500	6,700	6,700
39000 Miscellaneous	5,936	7,296	7,696	9,296	9,296
TOTAL	\$38,717	\$197,911	\$191,961	\$180,120	\$180,120
GRAND TOTAL	\$264,624	\$434,873	\$428,923	\$427,977	\$427,977

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
City Clerk	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Deputy City Clerk	1.00	1.00	1.00	85,404	86,592	86,592
Secretary	1.00	1.00	1.00	49,314	51,254	51,254
Separation Benefits	0.00	0.00	0.00	6,765	6,765	6,765
<u>Part-Time</u>						
Minutes Clerk	0.50	0.50	0.50	21,000	21,000	21,000
Elections Clerk	0.30	0.30	0.30	10,000	10,000	10,000
Total	3.80	3.80	3.80	\$178,483	\$181,611	\$181,611

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$18,943
Retirement Fund \$1,349

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$19,292	\$19,315	\$19,315	\$19,662	\$19,662
SERVICES & SUPPLIES	565	630	580	630	630
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$19,857	\$19,945	\$19,895	\$20,292	\$20,292
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

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 safekeep 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.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
✓ Average Investment Balance	\$69 million	\$75 million	\$75 million
✓ Investment Earnings	\$212,000	\$150,000	\$170,000

2013-2014 GOALS AND OBJECTIVES

1. Achieve Financial Stability: Continue to evaluate investment options and invest City funds using the following criteria:
 - a. Maintenance of investment portfolio safety.
 - b. Maintenance of liquidity necessary to meet the City's daily cash requirements.
 - c. Maintenance of highest yields possible while adhering to the above criteria.
2. Achieve Financial Stability: Continue evaluation of City's investment policy and internal controls over investment and treasury functions to ensure the proper segregation of duties and asset safeguarding.
3. Working with Finance, submit monthly and annual investment reports.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Achieve Financial Stability: Completed the new banking services implementation in December 2012, achieving great cost savings.
2. Presented annual City Investment Policy to the City Council in August 2012.
3. Prudent, conservative management of the City's investment portfolio to maximize investment earning during the 2012-2013 fiscal year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) includes funds for Municipal Treasurers Association local meetings.
2. Miscellaneous category (#39000) consists of Dues & Memberships with California Municipal Treasurers Association.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11100 Elective Salaries	\$6,033	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$6,033	\$6,000	\$6,000	\$6,000	\$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$324	\$324	\$324	\$324	\$324
12300 Medical Insurance	10,500	10,500	10,500	11,100	11,100
12350 Medicare Insurance	89	87	87	87	87
12400 Dental Insurance	600	600	600	600	600
12600 Retirement	1,546	1,602	1,602	1,349	1,349
12950 Vision Plan	200	202	202	202	202
TOTAL	\$13,259	\$13,315	\$13,315	\$13,662	\$13,662
SERVICES & SUPPLIES					
21000 Office Supplies	\$165	\$180	\$180	\$180	\$180
33000 Motor Pool Charges	0	50	0	50	50
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	100	100	100	100	100
TOTAL	\$565	\$630	\$580	\$630	\$630
GRAND TOTAL	\$19,857	\$19,945	\$19,895	\$20,292	\$20,292

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
City Treasurer	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Total	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$240,000
 Refuse Fund \$50,000
 Water Fund \$200,000

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	486,883	453,000	453,000	490,000	490,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$486,883	\$453,000	\$453,000	\$490,000	\$490,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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:

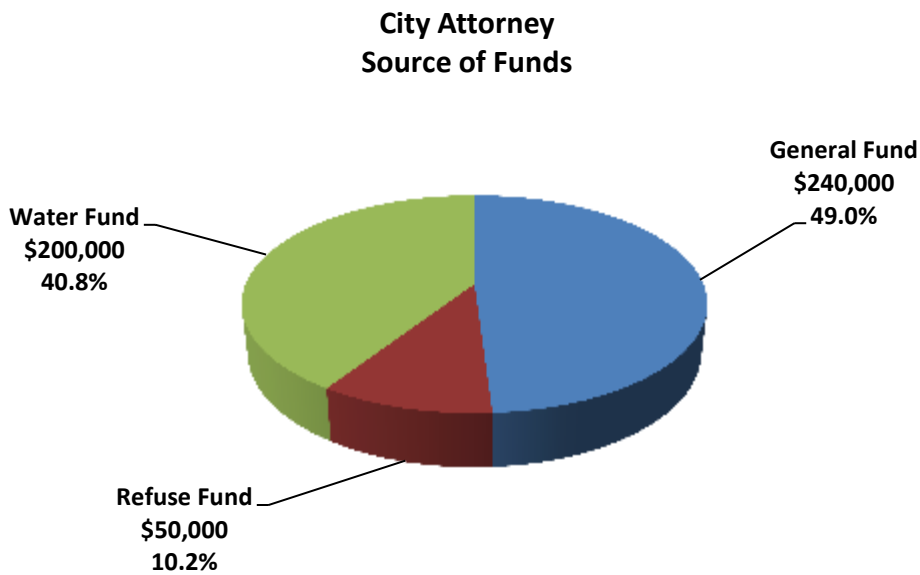
- Provide expert legal advice to the City Council and its committees and commissions, as well as the City Manager, the Library Board of Trustees and all City departments so that policies are established and programs administered according to the legal guidelines established by City, State and Federal laws.

- Ensure the City and its officers are properly represented in all actions arising from performance of City business.
- Ensure that all City ordinances, resolutions, agreements and contracts are correct as to form.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects costs for general legal services, labor/personnel legal matters, and municipal code prosecution.

	<u>Adopted 2012-2013</u>	<u>Year-end Estimated 2012-2013</u>	<u>Proposed 2013-2014</u>
General Services	\$ 228,000	\$ 228,000	\$ 240,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	90,000	90,000	50,000
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions	<u>135,000</u>	<u>135,000</u>	<u>200,000</u>
Total	<u>\$ 453,000</u>	<u>\$453,000</u>	<u>\$490,000</u>



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$486,883	\$453,000	\$453,000	\$490,000	\$490,000
TOTAL	\$486,883	\$453,000	\$453,000	\$490,000	\$490,000
GRAND TOTAL	\$486,883	\$453,000	\$453,000	\$490,000	\$490,000

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General Fund \$750,644
 Retirement Fund \$78,246
 Refuse Fund \$328,445
 Water Fund \$907,046

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$1,105,615	\$1,298,068	\$1,116,872	\$1,391,838	\$1,381,838
SERVICES & SUPPLIES	537,519	617,936	628,326	682,543	682,543
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,643,134	\$1,916,004	\$1,745,198	\$2,074,381	\$2,064,381
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	14.95	14.65	14.65	14.65	14.65

Program Description

The Management Services Department serves a dual function: supporting other City departments and meeting the direct public service needs of the Monterey Park citizen. Its primary operations include financial services, data processing, support services, and revenue collection.

The Department is the core of the City's financial operations. It provides centralized financial planning, budgeting, investing, debt management, general ledger, grant accounting, accounts payable, payroll, audits, and financial reporting. In addition, the Department establishes and maintains the City's administrative policies and procedures for internal controls.

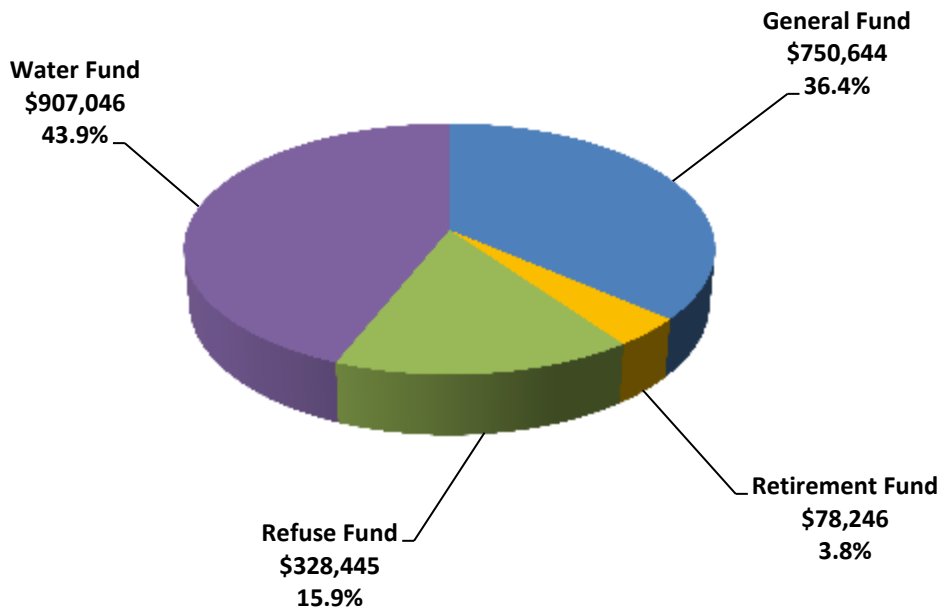
Management Services oversees and maintains the City's IT management function. Current applications, including accounting, assessment, budgeting, licensing, utility billing, and planning, are all on a PC-based network. The Department also provides support to the Citywide personal computer network. In addition to assisting City departments in purchasing services and goods, Management Services also maintains the City's telephone System. The Department maintains a public service counter and serves as the central revenue collection

point for the City. It prepares water and trash billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

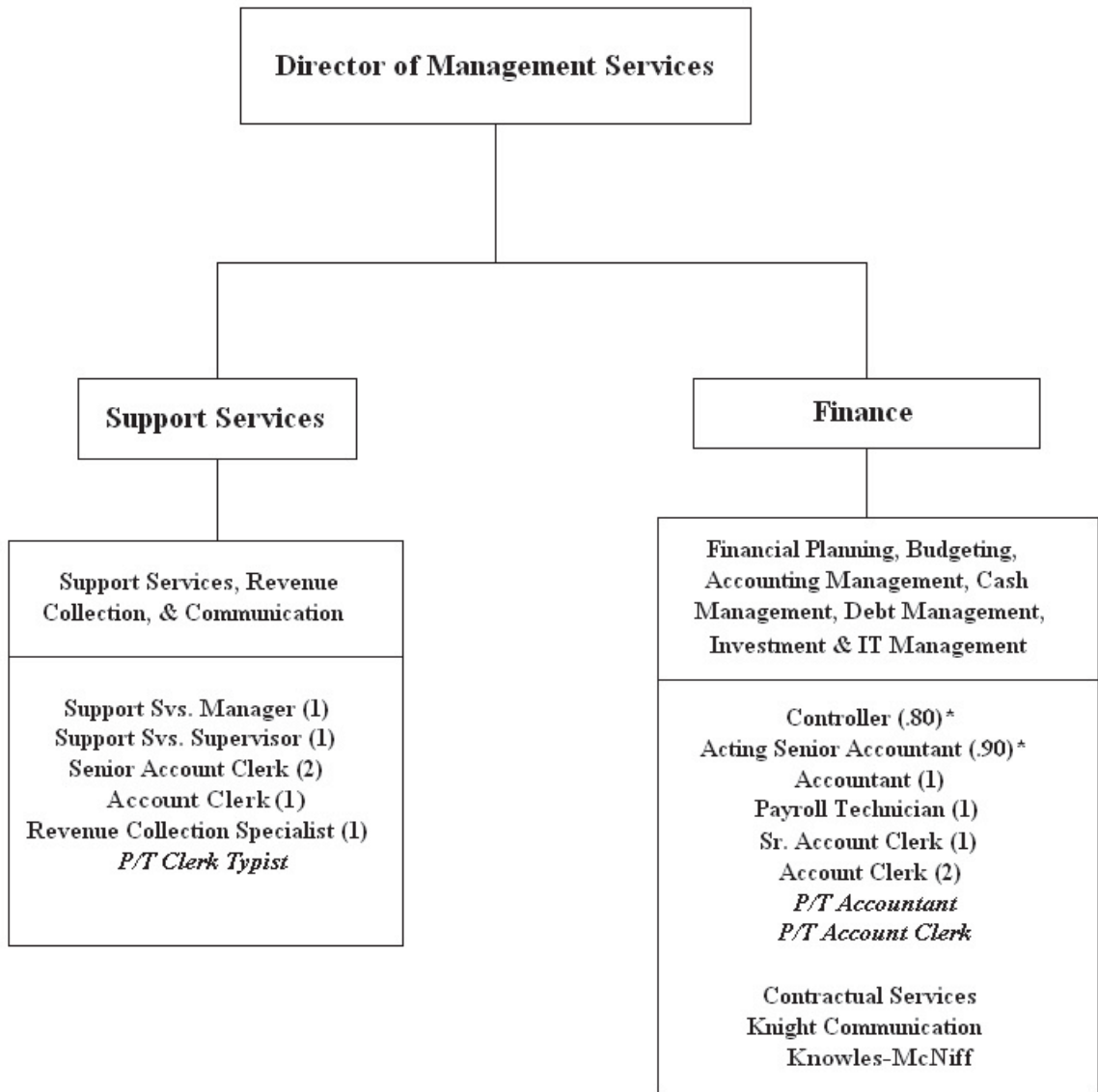
The primary goal of the Management Services Department is to continue enhancing its service quality to the public and other City departments.

Personnel changes from last year: Reclassified the Financial Services Manager position to the classification of Controller per Resolution No. 11577.

Management Services Source of Funds



Management Services Department



* Portion of salary is funded in (1203) Successor Agency

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$602,211	\$710,227	\$525,359	\$737,306	\$732,306
SERVICES & SUPPLIES	132,633	154,045	154,000	161,180	161,180
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$734,844	\$864,272	\$679,359	\$898,486	\$893,486
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.50	7.20	7.20	7.20	7.20

Program Description

Finance is responsible for the financial operations of the City. Financial operations include budgeting, financial planning, cash management, debt administration, accounts payable, accounts receivable, payroll, grants accounting, auditing, and financial reporting.

Finance prepares various financial reports to City Council, City management and departments for fiscal monitoring. Each year the Finance Division prepares a Midyear Budget Review report, which includes updated revenue and expenditure estimates, a five-year financial projection for all funds, and a five-year capital improvement program. The Midyear Review report serves as a base for the City's budget and future financial planning. The Midyear Review Report is formally presented to City Council in the beginning of February. The Division also publishes the City's Master Schedule of Fees and Charges, Cost Allocation Plan, Investment Report, and Budget Manual, and prepares the citywide lighting and landscaping assessment district and library tax submittals on an annual basis.

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

	<u>Actual</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
✓ Number of years received awards from Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers Association (CSMFO) for excellence in budgeting.	22	23
✓ Number of years received awards from GFOA for excellence in financing reporting.	24	25

2013-2014 GOALS AND OBJECTIVES

1. Improve Effectiveness and Efficiency: Modify the Finance System to handle E-Payables option. Target implementation date sets in June 2014.
2. Improve Effectiveness and Efficiency: Extend the Online Timecard Program to include retrieving W2 and submitting absence slips capacities.
3. Achieve Financial Stability: Implement modification to Payroll Program to be in compliance with the Affordable Care Act's Assessable Payment. The City's health plan is a calendar year plan and is required to start tracking employee hours of service by July 1, 2013 at the latest.
4. Achieve Financial Stability: Work with IT to modify Payroll Program to cap employee contributions to PERS for new hires per PERS Reform Act.
5. Achieve Financial Stability: Work with IT in compliance with the PERS part time reporting requirement. CalPERS requires each agency to report all part time hours and persable wages to CalPERS so that they can track the 1,000 work hour policy.

2012-2013 MAJOR ACCOMPLISHMENTS

1. *Achieve Financial Stability:* Completed new banking services implementation with the City's new bank, Bank of the West, in December 2012, achieving greater financial services to the community.
2. *Achieve Financial Stability:* Completed online E-Bill Payment and Presentment (EBPP) services program implementation in December 2012. The City is now accepting credit card payments and e-checks through a fully automated online and automated phone payment channel.
3. *Improve Effectiveness and Efficiency:* Completed a citywide online timecard program implementation in April 2013. Training was completed for all departments, which departments now enter their timecards via the intranet, thus generating huge operating cost savings from paper reduction and payroll hours inputting time.
4. *Improve Effectiveness and Efficiency:* Started with the e-Payables design process to move the City's accounts payable program towards using online payment technologies.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11000 and #12000) reflects continuous personnel cost realignments between Activity 1403 and 1203 (Successor Agency to the Former RDA), for the Controller and Senior Accountant positions.
2. Contracted Services category (#31000) consists of annual City, Cost Allocation program and Single audit, sales tax audit, computer backup tapes for off-site storage, award program applications, and other accounting professional services.
3. R/M Contractual category (#38000) includes timecard CD-Rom storage services, and equipment maintenance, including copier leasing.
4. Miscellaneous category (#39000) consists of Printing/Duplicating, Dues & Memberships, Books & Subscriptions, and Education/Training. Education and training are required to keep the City in compliance with mandated regulations and changes from Federal, State, and GASB laws.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$416,374	\$513,372	\$368,486	\$522,535	\$517,535
11300 Part Time Salaries	12,374	0	2,000	0	0
11400 Overtime Salaries	0	0	2,450	0	0
11500 Separation Benefits	31,900	20,000	20,000	20,000	20,000
TOTAL	\$460,648	\$533,372	\$392,936	\$542,535	\$537,535
EMPLOYEE BENEFITS					
12200 Life Insurance	\$950	\$1,192	\$998	\$1,232	\$1,232
12300 Medical Insurance	52,575	64,482	51,300	61,624	61,624
12350 Medicare Insurance	5,883	6,476	4,740	6,502	6,502
12370 Part Time Retirement	494	0	80	0	0
12400 Dental Insurance	4,073	4,906	4,240	4,986	4,986
12500 Workers Compensation	2,750	3,025	3,025	3,328	3,328
12600 Retirement	71,565	92,329	64,500	113,039	113,039
12900 Long Term Disability	2,324	3,206	2,490	2,833	2,833
12950 Vision Plan	949	1,239	1,050	1,227	1,227
TOTAL	\$141,563	\$176,855	\$132,423	\$194,771	\$194,771
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,504	\$6,000	\$7,200	\$7,400	\$7,400
22000 Operating Supplies	3,476	3,500	3,500	3,500	3,500
31000 Contracted Services	102,593	109,600	109,600	115,800	115,800
32000 Communications	2,030	4,600	3,800	3,800	3,800
37000 Leases & Rentals	3,000	4,200	4,200	4,400	4,400
38000 R/M Contractual	35	2,000	2,000	2,000	2,000
39000 Miscellaneous	16,995	24,145	23,700	24,280	24,280
TOTAL	\$132,633	\$154,045	\$154,000	\$161,180	\$161,180
GRAND TOTAL	\$734,844	\$864,272	\$679,359	\$898,486	\$893,486

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Mgmt Services*	0.50	0.50	0.50	\$69,108	\$79,000	\$74,000
Controller	0.00	0.80	0.80	0	113,280	113,280
Financial Services Manager**	0.80	0.00	0.00	110,573	0	0
Acting Senior Accountant	1.00	0.90	0.90	68,424	68,925	68,925
Accountant***	0.90	1.00	1.00	66,323	58,212	58,212
Payroll Technician	1.00	1.00	1.00	59,616	60,612	60,612
Senior Account Clerk	1.00	1.00	1.00	48,606	50,518	50,518
Account Clerk	2.00	2.00	2.00	85,622	87,848	87,848
Bilingual	0.00	0.00	0.00	5,100	4,140	4,140
Separation Benefits	0.00	0.00	0.00	20,000	20,000	20,000
Total	7.20	7.20	7.20	\$533,372	\$542,535	\$537,535

* Position was frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510. Position is unfrozen per 2013-14 Council action.

** Reclassified to Controller per Resolution No. 11577.

*** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	180,513	188,317	190,567	214,991	214,991
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$180,513	\$188,317	\$190,567	\$214,991	\$214,991
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Data Processing Management Division is responsible for maintaining the City's computer equipment, Citywide Network/Email/Internet/Intranet system, and operating program software through contracted services. The Division is under the supervision of Controller for IT services provided by contractual arrangements. The Division has a MISAC (Municipal Information Systems Association of California) membership to receive updated IT information. This Division is also responsible for evaluating new computer equipment, software, and technologies to enhance the City's data processing automation. The Division adopts a consolidated approach to set and enforce technological consistency and interdepartmental cooperation. In addition, the Data Processing Management Division serves as Technology liaison between the City and its serving bank to implement various technology-related banking services, including wire transfers, credit card acceptance, image processing, positive pays, ACH debit, e-Payables, and e-Commerce.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
✓ Major Programming Projects	3	4	4
✓ Modifications/Enhancements to Existing Programs	5	5	5

2013-2014 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Modify the Finance System to handle E-Payables option. This is part of a multi-year plan to move the Finance System onto the latest MSSQL database server.
2. *Improve Effectiveness and Efficiency:* Implement modification to Payroll Program to be in compliance with the Healthcare laws, which requires extra charges of Medicare tax for employees earning more than \$200,000.
3. *Improve Effectiveness and Efficiency:* Implement modification to Payroll Program to cap employee contributions to PERS for new hires per PERS Reform Act.
4. *Improve Effectiveness and Efficiency:* Complete the PERS part time reporting requirement. CalPERS requires each agency to report all part time hours and persable wages to CalPERS so that they can track the 1,000 work hour policy.
5. *Improve Effectiveness and Efficiency:* Extend the Online Timecard Program to include retrieving W2 and submitting absence slips capacities.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed a citywide online timecard program implementation in April 2013. Departments now enter their timecards via the intranet, thus generating huge operating cost savings from paper reduction and payroll hours inputting time.
2. Completed installation of City Hall wireless access points. The City is now able to give secure network access to customers and business partners.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is the allocated costs for the finance system (i.e general ledger, accounts payable, payroll, budget, and purchasing) support.
2. Communications category (#32000) reflects the costs for T1 high-speed expanded lines for the citywide, including city yard, recreation facilities, and Langley, internet service.
3. Miscellaneous category (#39000) is the membership fees for Municipal Information Systems Association of California.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,156	\$3,350	\$2,850	\$3,350	\$3,350
24000 Small Tools	379	450	400	450	450
31000 Contracted Services	110,909	117,817	117,817	133,051	133,051
32000 Communications	19,198	13,700	17,500	22,500	22,500
38000 R/M Contractual	47,871	53,000	52,000	55,000	55,000
39000 Miscellaneous	0	0	0	640	640
TOTAL	\$180,513	\$188,317	\$190,567	\$214,991	\$214,991
GRAND TOTAL	\$180,513	\$188,317	\$190,567	\$214,991	\$214,991

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$284,631	\$312,570	\$316,242	\$353,818	\$351,818
SERVICES & SUPPLIES	22,809	24,100	23,785	29,500	29,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$307,440	\$336,670	\$340,027	\$383,318	\$381,318
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.63	 4.65	 4.65	 4.65	 4.65

Program Description

This activity provides for a range of revenue-related services, including: cashiering services, the billing and collection of license fees and utility charges, the processing of applications for new businesses and water and trash services, the processing of special permits, the issuance of business licenses and the collection of delinquent accounts. Specific service objectives are:

- Ensure prompt and courteous customer services.
- Collect all money received by the City.
- Maintain information on water utility, trash and business license services.
- Bill and collect for water/trash accounts every two months.
- Bill and collect yearly for business licenses.
- Ensure prompt and courteous enforcement of the City's business license regulations.
- Administer and monitor revenue programs for the Transient Occupancy Tax, Admissions Tax, and Utility Users Tax.
- Administer and monitor Utility Users Tax Exemption Program and the lifeline rates for water and rubbish services

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Business Licenses Issued	4,854	4,910	4,950
Utility Bills Mailed (Original and Delinquent)	86,450	87,000	86,500

2013-2014 GOALS AND OBJECTIVES

1. *Achieve Financial Stability*: Utilize a scanning system for daily check deposits, ensuring timely deposits than traditional armored guard transport of the physical checks.

2012-2013 MAJOR ACCOMPLISHMENTS

1. City utility bill customers are now able to go online to pay for their bills using either credit card, checking account, or e-check. They can also view their bills online instead of receiving a paper bill to help reduce waste.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects postage for mailing business license renewals, licenses, UUT Exemption renewals, Lifeline rate renewals, Library Tax Exemption re-applications, and correspondence.
2. R/M Contractual category (#38000) reflects budgets for cash register system maintenance, business license program maintenance, online bill presentment and utility bill scanner programming software maintenance. Increases are due to needed costs for software maintenance.
3. Miscellaneous category (#39000) includes \$3,000 for printing of business license permits and forms, \$150 for dues and memberships in the California Municipal Business Tax Association, and \$100 for education and training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$147,802	\$220,569	\$220,569	\$226,503	\$224,503
11300 Part Time Salaries	60,158	25,000	28,230	29,000	29,000
11400 Overtime Salaries	402	0	0	0	0
11500 Separation Benefits	7,728	7,728	7,728	7,728	7,728
TOTAL	\$216,090	\$253,297	\$256,527	\$263,231	\$261,231
EMPLOYEE BENEFITS					
12200 Life Insurance	\$580	\$480	\$480	\$666	\$666
12300 Medical Insurance	26,422	20,074	20,074	32,670	32,670
12350 Medicare Insurance	2,743	2,233	2,233	2,890	2,890
12370 Part Time Retirement	721	400	842	400	400
12400 Dental Insurance	2,368	1,846	1,846	2,566	2,566
12500 Workers Compensation	990	1,089	1,089	1,198	1,198
12600 Retirement	32,954	31,536	31,536	48,240	48,240
12900 Long Term Disability	1,416	1,291	1,291	1,546	1,546
12950 Vision Plan	347	324	324	411	411
TOTAL	\$68,541	\$59,273	\$59,715	\$90,587	\$90,587
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,710	\$1,400	\$1,400	\$1,400	\$1,400
22000 Operating Supplies	540	600	600	600	600
24000 Small Tools	1,036	950	1,135	950	950
31000 Contracted Services	0	500	0	500	500
32000 Communications	2,074	3,500	3,500	3,500	3,500
38000 R/M Contractual	13,562	13,900	13,900	19,300	19,300
39000 Miscellaneous	3,887	3,250	3,250	3,250	3,250
TOTAL	\$22,809	\$24,100	\$23,785	\$29,500	\$29,500
GRAND TOTAL	\$307,440	\$336,670	\$340,027	\$383,318	\$381,318

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Mgmt Services*	0.20	0.20	0.20	\$27,643	\$31,600	\$29,600
Support Services Manager	0.35	0.35	0.35	32,089	33,352	33,352
Support Services Supervisor	0.35	0.35	0.35	23,229	24,339	24,339
Senior Account Clerk	1.00	1.00	1.00	49,722	51,678	51,678
Revenue Collection Specialist	1.00	1.00	1.00	45,344	41,376	41,376
Account Clerk	1.00	1.00	1.00	41,132	42,748	42,748
Bilingual	0.00	0.00	0.00	1,410	1,410	1,410
Separation Benefits	0.00	0.00	0.00	7,728	7,728	7,728
<u>Part-Time</u>						
Clerk Typist	0.75	0.75	0.75	25,000	29,000	29,000
Total	4.65	4.65	4.65	\$253,297	\$263,231	\$261,231

* Position was frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510. Position is unfrozen per 2013-14 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$146,088	\$176,718	\$176,718	\$191,274	\$189,674
SERVICES & SUPPLIES	14,036	17,826	17,926	17,826	17,826
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$160,124	\$194,544	\$194,644	\$209,100	\$207,500
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.00	 2.02	 2.02	 2.02	 2.02

Program Description

This division assists all City Departments in purchasing services and goods in accordance with the City's purchasing policies. Specific service objectives are:

- Purchase of supplies and services at best value for use by the City departments.
- Assist City departments in evaluation of most cost effective services and supplies.
- Assist City departments in setting up the best specifications for the acquisition of needed supplies and services needed.
- Ensure that supplies and equipment requiring central storage are maintained in a safe, readily accessible and economical manner.
- Review and evaluate office automation technology.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Purchase Orders Issued	1,482	1,500	1,550
Requisitions Processed	1,800	1,900	1,910

2013-2014 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Assist the City Clerk's office in developing specifications for a new electronic document management system (EDMS). This new system will not only save time and storage space but will assist staff to comply with the City's newly adopted retention policy.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Staff worked with Fire Department Staff to help finalize the cabling for telephones, computers, and faxes for the new Emergency Operations Center (EOC).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects postage charges.
2. Motor Pool category (#33000) reflects vehicle operation and maintenance charges.
3. R&M Machinery/Equipment category (#38000) reflects maintenance of copiers & printers.
4. Miscellaneous category (#39000) reflects \$1,500 for printing/duplicating, \$800 for dues and memberships in purchasing organizations, and \$300 for books and subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$98,436	\$120,782	\$120,782	\$127,993	\$126,393
11300 Part Time Salaries	0	7,000	7,000	7,000	7,000
11500 Separation Benefits	10,808	5,000	5,000	5,000	5,000
TOTAL	\$109,244	\$132,782	\$132,782	\$139,993	\$138,393
EMPLOYEE BENEFITS					
12200 Life Insurance	\$270	\$304	\$304	\$322	\$322
12300 Medical Insurance	15,491	17,173	17,173	19,206	19,206
12350 Medicare Insurance	1,107	1,404	1,404	1,435	1,435
12400 Dental Insurance	1,084	1,183	1,183	1,183	1,183
12500 Workers Compensation	990	1,089	1,089	1,198	1,198
12600 Retirement	17,067	21,729	21,729	26,996	26,996
12900 Long Term Disability	658	835	835	722	722
12950 Vision Plan	177	219	219	219	219
TOTAL	\$36,844	\$43,936	\$43,936	\$51,281	\$51,281
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,000	\$900	\$900	\$900	\$900
22000 Operating Supplies	679	550	550	550	550
24000 Small Tools	500	400	500	400	400
32000 Communications	2,817	2,300	2,300	2,300	2,300
33000 Motor Pool Charges	6,176	6,176	6,176	6,176	6,176
37000 Leases & Rentals	149	3,300	3,300	3,300	3,300
38000 R/M Contractual	1,696	1,600	1,600	1,600	1,600
39000 Miscellaneous	1,019	2,600	2,600	2,600	2,600
TOTAL	\$14,036	\$17,826	\$17,926	\$17,826	\$17,826
GRAND TOTAL	\$160,124	\$194,544	\$194,644	\$209,100	\$207,500

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Mgmt Services*	0.16	0.16	0.16	\$22,117	\$25,280	\$23,680
Support Services Manager	0.30	0.30	0.30	27,505	28,587	28,587
Support Services Supervisor	0.36	0.36	0.36	23,892	25,034	25,034
Senior Account Clerk	1.00	1.00	1.00	46,452	48,276	48,276
Bilingual	0.00	0.00	0.00	816	816	816
Separation Benefits	0.00	0.00	0.00	5,000	5,000	5,000
<u>Part-Time</u>						
Senior Account Clerk	0.20	0.20	0.20	7,000	7,000	7,000
Total	2.02	2.02	2.02	\$132,782	\$139,993	\$138,393

* Position was frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510. Position is unfrozen per 2013-14 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$72,685	\$98,553	\$98,553	\$109,440	\$108,040
SERVICES & SUPPLIES	187,528	233,648	242,048	259,046	259,046
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$260,213	\$332,201	\$340,601	\$368,486	\$367,086
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .82	 .78	 .78	 .78	 .78

Program Description

This activity provides technical support for office equipment and communications to City departments. Specific service objectives are:

- Coordinate maintenance services to City departments for their satellite copiers.
- Maintain the City's telephone system.
- Maintain the City's cellular phones to ensure good communications throughout all departments

PROGRAM MEASUREMENTS

	Actual <u>2011-2012</u>	Estimated <u>2012-2013</u>	Projected <u>2013-2014</u>
Mail Handled	410,000	409,000	408,500

2013-2014 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Explore the feasibility of upgrading or replacing the City's current phone system that was originally installed in 1993.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Upgraded the phone systems at Fire Stations 2 and 3 with a well maintained and efficient system to handle all emergency as well as non-emergency calls.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$70,000 for City Hall telephone services, \$4,000 for postage and \$46,566 contributions to City's Data Processing/Technology Internal Services fund. Increases are due to internet phone cost increases.
2. Utilities category (#36000) is for the City Hall utility costs, which include \$86,780 for electricity.
3. Leases and Rentals (#37000) and R&M Contractual (#38000) reflects lease and maintenance costs including \$19,000 for postage meter equipment (meter, scale, scanner, and computer), \$7,500 for black & white and color copiers, \$3,600 for binding machines, \$4,800 for large folder/inserters, \$7,000 for utility bill folder/inserters, \$3,200 for auto booklet stapler, and \$2,800 for scanner and computer.
4. Miscellaneous category (#39000) reflects costs for allocated printing and duplicating.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$50,955	\$70,862	\$70,862	\$75,812	\$74,412
11500 Separation Benefits	5,170	5,170	5,170	5,170	5,170
TOTAL	\$56,125	\$76,032	\$76,032	\$80,982	\$79,582
EMPLOYEE BENEFITS					
12200 Life Insurance	\$104	\$135	\$135	\$167	\$167
12300 Medical Insurance	6,015	7,487	7,487	8,829	8,829
12350 Medicare Insurance	481	747	747	854	854
12400 Dental Insurance	461	547	547	577	577
12500 Workers Compensation	330	330	330	363	363
12600 Retirement	8,819	12,735	12,735	17,194	17,194
12900 Long Term Disability	254	409	409	331	331
12950 Vision Plan	96	131	131	143	143
TOTAL	\$16,560	\$22,521	\$22,521	\$28,458	\$28,458
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,716	\$2,800	\$2,800	\$2,800	\$2,800
22000 Operating Supplies	500	500	500	500	500
32000 Communications	68,542	118,348	118,348	120,566	120,566
36000 Utilities	70,736	63,600	72,000	86,780	86,780
37000 Leases & Rentals	24,041	22,900	22,900	22,900	22,900
38000 R/M Contractual	19,493	25,000	25,000	25,000	25,000
39000 Miscellaneous	500	500	500	500	500
TOTAL	\$187,528	\$233,648	\$242,048	\$259,046	\$259,046
GRAND TOTAL	\$260,213	\$332,201	\$340,601	\$368,486	\$367,086

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Mgmt Services*	0.14	0.14	0.14	\$19,352	\$22,120	\$20,720
Support Services Manager	0.35	0.35	0.35	32,089	33,351	33,351
Support Services Supervisor	0.29	0.29	0.29	19,247	20,167	20,167
Bilingual	0.00	0.00	0.00	174	174	174
Separation Benefits	0.00	0.00	0.00	5,170	5,170	5,170
Total	0.78	0.78	0.78	\$76,032	\$80,982	\$79,582

* Position was frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510. Position is unfrozen per 2013-14 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt
ACTIVITY: Human Resources & Risk Mgmt
ACTIVITY NO.: 1800

SOURCE OF FUNDS:

General Fund \$433,429
 Retirement Fund \$47,472
 General Liability Fund \$49,679
 Public Safety Impact Fund \$3,000
 Workers' Compensation Fund \$21,787
 Water Fund \$211,969
 Library Tax Fund \$5,000

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$271,178	\$422,751	\$400,285	\$463,209	\$463,209
SERVICES & SUPPLIES	320,307	255,027	194,466	309,127	309,127
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$591,485	\$677,778	\$594,751	\$772,336	\$772,336
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.00	 4.00	 4.00	 4.50	 4.50

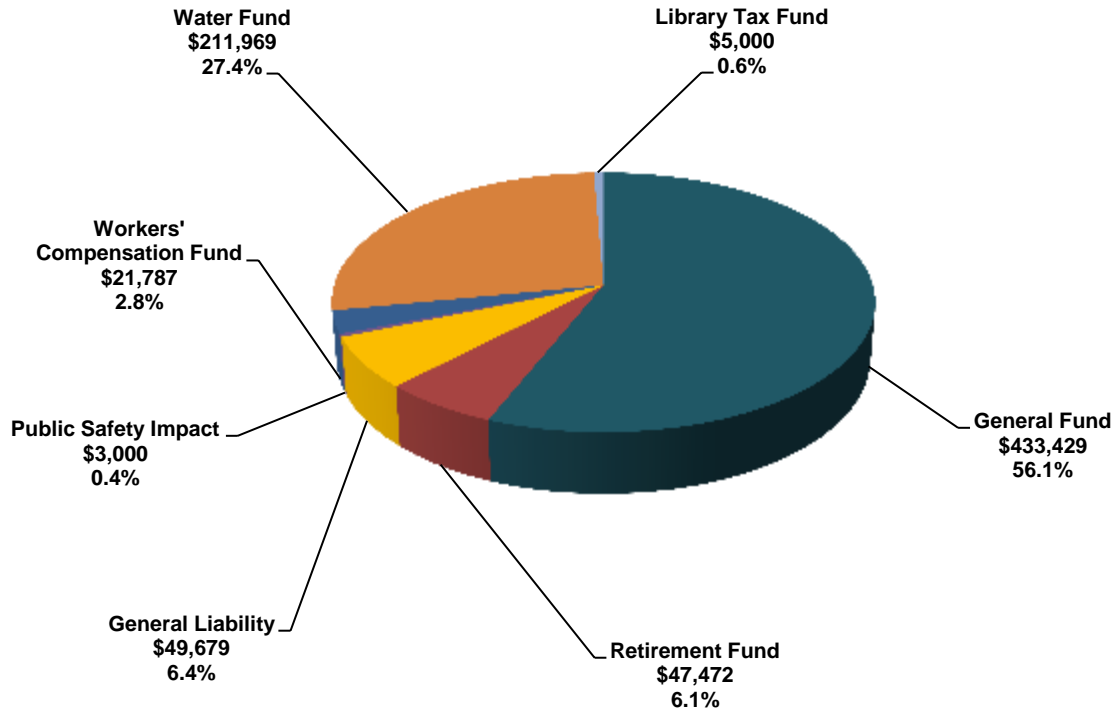
Program Description

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.

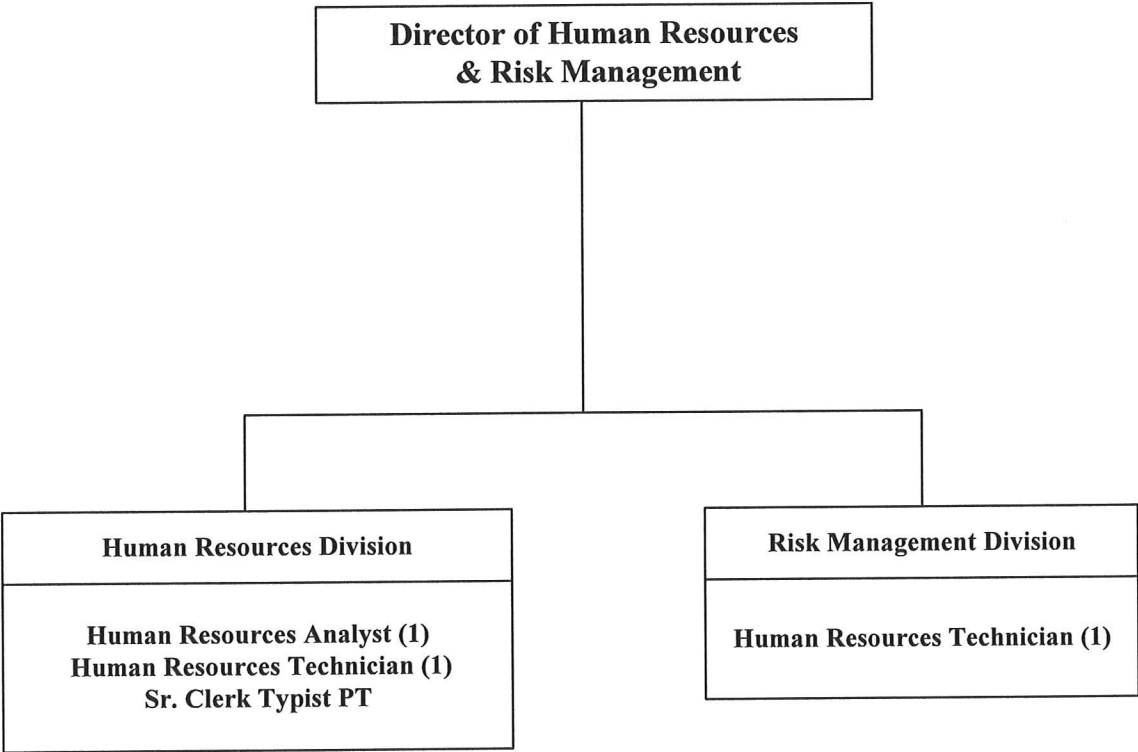
The Human Resources Division is the core of the City's employment and training operations. It provides centralized recruitment and selection, compensation administration, job classification, benefits administration, employment records management, employer/employee relation's administration, employee development program, and contract negotiations.

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

Human Resources & Risk Management Source of Funds



Human Resources & Risk Management Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$154,482	\$265,318	\$242,872	\$299,332	\$299,332
SERVICES & SUPPLIES	196,421	149,977	109,047	212,852	212,852
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$350,903	\$415,295	\$351,919	\$512,184	\$512,184
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.60	 2.60	 2.60	 3.10	 3.10

Program Description

The Human Resources Division supports operating 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 opportunities. Supervisory training, tuition reimbursement for approved formal education, and in-house workshops are coordinated by and funded through the Human Resources Division. During the upcoming 2013-14 fiscal year employee training will be an emphasis in developing employee skills and loss prevention programs. The department provides a comprehensive training program by capturing available resources to the city such as ICRMA and the San Gabriel Valley Employment Training Consortium, SCPMA-HR as well as training provided by in-house Human Resources staff.

Employee Relations: An effective program of employer/employee relations through the negotiation and administration of labor contracts with eight represented employee groups and in the 2013-2014 fiscal year negotiations will begin with the five (5) safety labor associations. This also includes employee and supervisory counseling on personnel policies and practices, providing assistance in the handling of 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 which include job analyses, advertising, focused and outreach recruitment efforts, test development and administration, pre-employment medical examinations, background and psychological evaluations for safety positions, fingerprinting, compliance with adopted merit system requirements and related employment laws.

Employee Benefits: Group benefits program that includes medical, dental, long-term disability, life insurance, vision, deferred compensation, employee assistance (EAP) and retirement plans. Representatives from each of the City’s bargaining units sit on the Health Coverage Review committee and annually review the design and structure (i.e. co-payment rates, etc) of the current medical and dental plans and make recommendations and determinations regarding those plans.

Personnel Management: Maintenance of the City’s position classification plan, administration of the employee performance evaluation process, and development of 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, fitness-for-duty medical evaluations and statutory drug testing.

PROGRAM MEASUREMENTS

City Wide Employment Data

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Projected 2013-14</u>
Budgeted FT Positions	314	300	290	290
Percentage Reduction	7.37%	4.46%	3.33%	0.00%
Budgeted Part-time	39.62	45.57	48.32	50.10
Total Citywide FTE	360.62	352.57	344.82	347.10
Competitive Positions Filled	15	7	9	6
Total Number of Promotions	3	8	7	2
Examinations Administered	10	7	15	10
Applications Processed	482	400	450	500

2013-2014 GOALS AND OBJECTIVES

1. Successful negotiations with five (5) safety labor groups.
2. Conduct employee information meetings on Benefits.
3. Work with Management Services for establishing an on-line enrollment computer program for the City's annual health coverage enrollment.
4. Continue to provide quarterly training program opportunities for employees on a variety of subjects such as Harassment Prevention, Safety in the Workplace and various supervisory training.
5. Successful recruitment of vacant Director positions.
6. Formation of new safety mid-management labor group.
7. Implement mandated Affordable Care Act.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Maintained a high level of Human Resource customer service to the operating departments while trying to "right-size" HR duties and functions in light of 50% staff reduction in Human Resources.
2. Re-enrolled all retiree and active employee in medical plans. Conducted 457 deferred compensation plan informational classes.
3. Recruited and filled eight city positions. Received and reviewed over 500 applications.
4. Through participation in the San Gabriel Valley Employment Relations Consortium (SGV-ERC) and SCPMA-HR 126 employees received training in the areas of management and supervision which enhanced their supervisory skills. Employees also received training courses on delivery excellent customer Service, disciplining and controlling absenteeism abuse, harassment prevention, leadership development, performance management and development, succeeding in the public sector and the Brown Act.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services (#31000) includes pre-employment physical examinations, testing materials and consultation fees, the City's Employee Assistance Program (EAP) premium, and investigation services for personnel matters. Increases are to reflect true investigation costs.
2. Miscellaneous category (#39000) includes \$2,000 for printing and duplicating costs; \$6,000 for pre-employment expenses relating to testing and candidate backgrounds - and mandated fingerprinting current and future volunteers assigned to the Police Department; and, \$42,000 for education/training and tuition reimbursement pursuant to MOU negotiated provisions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$99,630	\$188,090	\$161,433	\$191,671	\$191,671
11300 Part Time Salaries	3,523	0	4,098	19,500	19,500
11500 Separation Benefits	15,180	10,000	10,000	10,000	10,000
TOTAL	\$118,333	\$198,090	\$175,531	\$221,171	\$221,171
EMPLOYEE BENEFITS					
12200 Life Insurance	\$267	\$451	\$451	\$519	\$519
12300 Medical Insurance	14,704	25,260	25,260	28,188	28,188
12350 Medicare Insurance	1,545	2,728	2,728	2,780	2,780
12370 Part Time Retirement	109	0	103	0	0
12400 Dental Insurance	919	1,480	1,490	1,800	1,800
12500 Workers Compensation	578	1,406	1,406	1,547	1,547
12600 Retirement	17,134	33,826	33,826	41,673	41,673
12900 Long Term Disability	554	1,453	1,453	1,030	1,030
12950 Vision Plan	339	624	624	624	624
TOTAL	\$36,149	\$67,228	\$67,341	\$78,161	\$78,161
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,714	\$2,400	\$1,400	\$1,800	\$1,800
22000 Operating Supplies	0	10,000	0	10,000	10,000
31000 Contracted Services	122,279	47,900	41,000	127,500	127,500
32000 Communications	7,383	9,347	8,797	9,127	9,127
33000 Motor Pool Charges	145	1,450	2,250	2,550	2,550
34000 Advertising	1,971	3,500	1,000	3,250	3,250
38000 R/M Contractual	9,993	8,000	8,000	7,725	7,725
39000 Miscellaneous	51,936	67,380	46,600	50,900	50,900
TOTAL	\$196,421	\$149,977	\$109,047	\$212,852	\$212,852
GRAND TOTAL	\$350,903	\$415,295	\$351,919	\$512,184	\$512,184

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Human Resources/Risk Management	0.60	0.60	0.60	\$74,995	\$74,995	\$74,995
Human Resources Analyst	1.00	1.00	1.00	67,375	70,200	70,200
Human Resources Technician	1.00	1.00	1.00	45,720	46,476	46,476
Separation Benefits	0.00	0.00	0.00	10,000	10,000	10,000
<u>Part-Time</u>						
Sr. Clerk Typist*	0.00	0.50	0.50	0	19,500	19,500
Total	2.60	3.10	3.10	\$198,090	\$221,171	\$221,171

* New Part-Time position.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$116,696	\$157,433	\$157,413	\$163,877	\$163,877
SERVICES & SUPPLIES	123,886	105,050	85,419	96,275	96,275
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$240,582	\$262,483	\$242,832	\$260,152	\$260,152
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.40	 1.40	 1.40	 1.40	 1.40

Program Description

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 claims.

The City currently maintains General Liability and Auto Liability insurance coverage of \$30 million per occurrence, with a self-insured retention of \$300,000 through the City's participation in the Independent Cities Risk Management Authority (I.C.R.M.A.). A third party administrator provides liability claims administration services. 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 of \$100 million per occurrence with a self-insured retention of \$500,000 through the City's participation in the Independent Cities Risk Management Authority (I.C.R.M.A.). Workers' compensation claims administration services are provided by a third party administrator. The Risk Management Division seeks to minimize the City's Workers' Compensation financial exposure by establishing risk exposure analysis and loss control programs, and by thorough claim investigation, evaluation, and processing.

The Risk Management Division also manages the City's insurance and self-insurance programs for property, public official bonds, automobile property damage as well as track and administers the City's Unemployment Insurance claims.

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

	<u>Actual</u> <u>2010-11</u>	<u>Actual</u> <u>2011-12</u>	<u>Actual as 3/18/13</u> <u>2012-13</u>
COMMUNITY DEVELOPMENT	0	0	0
FIRE	4	1	1
GENERAL GOVERNMENT	2	0	0
HUMAN RESOURCES	0	0	0
LIBRARY	0	0	0
MANAGEMENT SERVICES	1	1	0
POLICE	18	14	5
PUBLIC WORKS (Street, Water, Parks)	21	27	18
RECREATION & COMM. SERVICES	<u>15</u>	<u>3</u>	<u>0</u>
TOTAL	61*	46*	24

*Removed Economic Development/RDA impacted 2010/11 and 2011/12 totals by one claim.

WORKERS' COMPENSATION CLAIMS FILED

	<u>Actual</u> <u>2010-11</u>	<u>Actual</u> <u>2011-12</u>	<u>Actual as 3/18/13</u> <u>2012-13</u>
FIRE	13	13	3
GENERAL EMPLOYEES	3	2	0
LIBRARY	1	0	0
POLICE	12	16	6
PUBLIC WORKS (Street, Water, Parks)	8	5	5
RECREATION & COMM. SERVICES	<u>3</u>	<u>2</u>	<u>2</u>
TOTAL*	40	38	16

*Includes all claims that are OSHA recordable.

2013-2014 GOALS & OBJECTIVES

1. Continue to work with ICRMA to provide training in identification of risk and safety.
2. Continue to provide excellent, results driven customer service by continuing to reduce city liability exposure thru diligent root cause investigations and loss prevention training.
3. Provide in-house quarterly employee training including Workplace Safety training and Harassment and Retaliation Prevention training.
4. Maintain level of ICRMA University (current 82 employees) attendance by City employees.
5. Continue to reduce workers' compensation injuries & liability claims thru pro-active claim management administration.
6. Evaluate the cost/benefit effectiveness of the City's membership with the 22 member Independent Cities Risk Management Authority verse other alternative municipal insurance authorities.

2012-2013 MAJOR ACCOMPLISHMENTS

1. The City achieved a decrease in their liability and workers compensation claims. This can be attributed to the cumulative effect of the downsizing of city staff, efficient third party administration and excellent service and attention to departmental goals of the remaining risk management staff member during the 2012-13 fiscal year.
2. Utilizing ICRMA Risk Management training resources coordinated and conducted employee training for 82 employees. This included Forklift and Aerial Lift Training, SB863 – Workers Comp Reform, Hazardous Material Handling, Defensive Drive Training and Confined Space Training. Complied with Dept of Transportation (D.O.T.) Random Drug Testing requirements, Annual OSHA log, Annual Self Insurer's Annual report,

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Insurance category (#35000) includes premium costs for property coverage, Auto Physical Damage and for employee fidelity bond.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$77,700	\$109,087	\$109,087	\$110,045	\$110,045
11500 Separation Benefits	10,120	10,000	10,000	10,000	10,000
TOTAL	\$87,820	\$119,087	\$119,087	\$120,045	\$120,045
EMPLOYEE BENEFITS					
12200 Life Insurance	\$205	\$248	\$248	\$293	\$293
12300 Medical Insurance	11,546	13,680	13,680	14,940	14,940
12350 Medicare Insurance	1,108	1,584	1,584	1,598	1,598
12400 Dental Insurance	479	640	620	640	640
12500 Workers Compensation	1,980	1,406	1,406	1,547	1,547
12600 Retirement	12,850	19,613	19,613	23,922	23,922
12900 Long Term Disability	436	839	839	556	556
12950 Vision Plan	272	336	336	336	336
TOTAL	\$28,876	\$38,346	\$38,326	\$43,832	\$43,832
SERVICES & SUPPLIES					
21000 Office Supplies	\$735	\$350	\$350	\$500	\$500
22000 Operating Supplies	391	400	250	300	300
31000 Contracted Services	35,819	4,280	4,280	4,600	4,600
32000 Communications	319	250	275	275	275
33000 Motor Pool Charges	50	950	350	900	900
35000 Insurance	86,142	98,100	79,114	87,600	87,600
39000 Miscellaneous	430	720	800	2,100	2,100
TOTAL	\$123,886	\$105,050	\$85,419	\$96,275	\$96,275
GRAND TOTAL	\$240,582	\$262,483	\$242,832	\$260,152	\$260,152

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Human Resources/Risk Management	0.40	0.40	0.40	\$49,999	\$49,997	\$49,997
Human Resources Technician	1.00	1.00	1.00	58,488	59,448	59,448
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	10,000	10,000	10,000
Total	1.40	1.40	1.40	\$119,087	\$120,045	\$120,045

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$1,219,088
 Retirement Fund \$169,122
 Water Fund \$131,331
 HUD Grant \$273,486
 General Plan Review Trust \$62,211
 Records Management Fee Trust \$26,556
 CDBG Grant \$638,836
 Housing Successor Agency \$178,000

DEPARTMENT: Community and Econ Development

ACTIVITY: Community and Econ Development

ACTIVITY NO.: 1700 & 2200

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$1,277,744	\$1,163,466	\$1,133,807	\$1,219,114	\$1,276,591
SERVICES & SUPPLIES	1,221,627	1,282,464	979,176	1,173,449	1,422,039
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,499,371	\$2,445,930	\$2,112,983	\$2,392,563	\$2,698,630
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 12.00	 12.00	 12.00	 12.00	 12.50

Program Description

The Community and Economic Development Department has the responsibility of maintaining the City's physical environment through the effective and efficient use of the City's legislative mandates (i.e., maintaining General Plan, zoning, building and property maintenance codes) which provide a solid foundation for the quality of life standard that the residents of Monterey Park demand. This Department is also responsible for providing services that promote the community's short and long term development interests in maintaining Monterey Park's traditionally high standards of development in its residential, commercial and industrial areas, as well as providing staff assistance to the Planning Commission, Design Review Board, Modification Committee, Housing Division and City Council. This Department is responsible for the City's economic development and providing decent and affordable housing for very low, low and moderate income residents and to expand economic opportunities through commercial rehabilitation.

The Department consists of four (4) Divisions:

Planning Division

This Division enforces Title 21 of the Monterey Park Municipal Code. Personnel comment on and process all applications for both Design Review Board (DRB) and Planning Commission land use actions. Staff conducts field inspections and research which provides the basis for professionally prepared staff reports, and recommendations made for approval, denial, or approval with conditions. It is the lead agency for all environmental reviews consistent with the California Environmental Quality Act (CEQA). The Division is responsible for being the liaison to the Design Review Board and Planning Commission.

Building & Safety Division

This Division enforces Title 16 of the Monterey Park Municipal Code. Division personnel are required to enforce through plan check and site inspections the various Model codes (i.e., Building, Plumbing, etc.), as well as State and Federal regulations relating to the construction of structures and their safety. This Division is responsible for being the liaison to the City’s Modification Committee.

Code Enforcement Division

This Division primarily enforces Section 9.54 of the Monterey Park Municipal Code (aka. the Property Maintenance Ordinance), but may also be required at times to enforce portions of Chapter 21 (Zoning Code) along with other related sections of the Monterey Park Municipal Code. The Division coordinates the “*Code Enforcement Volunteer Program*”. It has been the responsible division for the coordination of the annual L.A. County “Weed Abatement” program.

Housing Division

This Division administers the City’s HUD CDBG/Home Programs and the City’s Housing activities. Block Grant funds are received annually from the United States Department of Housing and Urban Development (HUD) and together with Home and Housing funds are the primary source of funding for these Housing Division activities.

The following is a summary of the City’s physical statistics:

Land Area	7.72 square miles
Major topographic characteristic	Hills
Housing stock	20,850 dwelling units*
Population	61,445 residents*
*California Department of Finance	

Zoning:

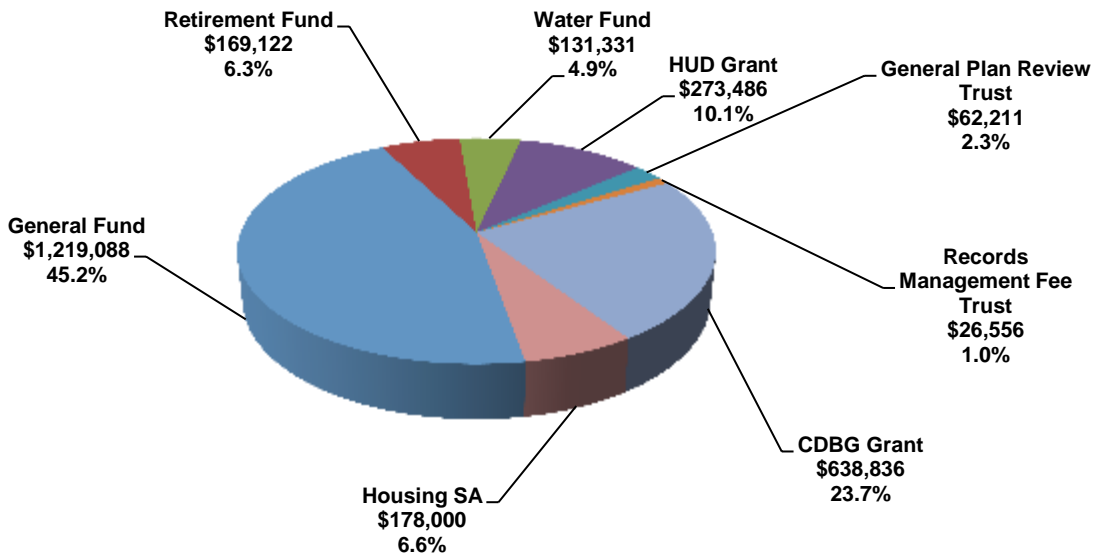
Residential (R-1, R-2, R-3)	78%
Commercial (N-S, S-C, C-B, R-S, C-S, C-P, O-P)	9%
Industrial (M)	11%
Open Space (O-S)	2%
Mixed-Use (Residential/Commercial) (MU-I, MU-II, MU-II with PD Overlay)	5%

The Department is charged with the responsibility of reviewing and periodically updating the City’s General Plan, the Zoning Ordinance, along with the various development standards with the ultimate goal of providing a solid foundation for the overall development of the City.

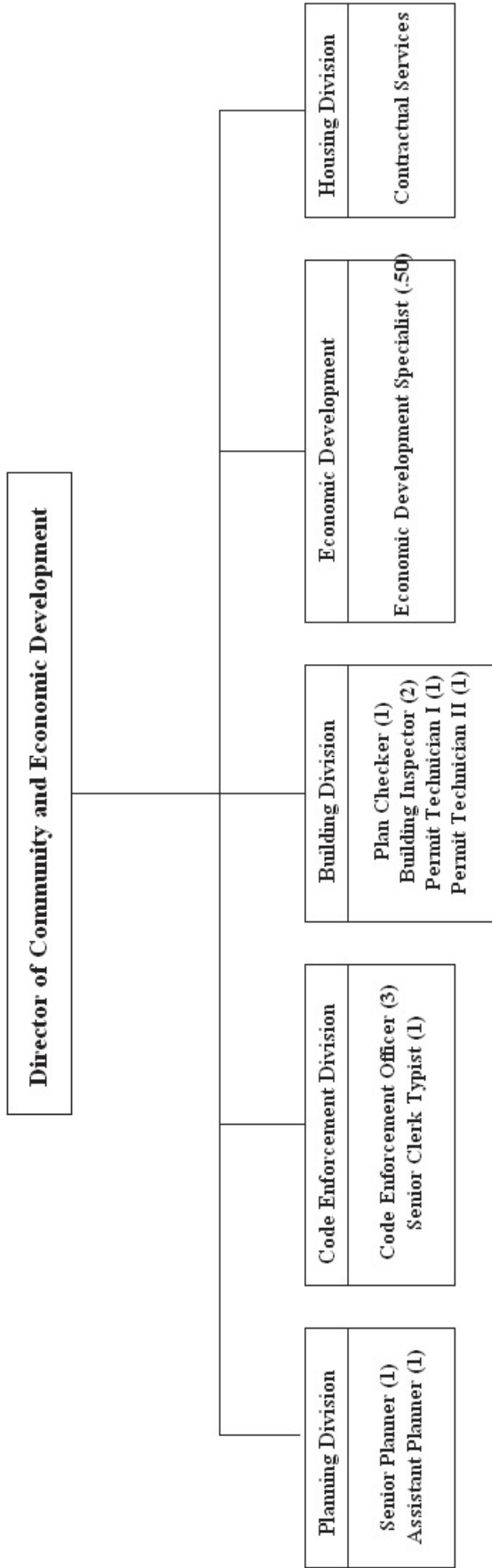
The Department’s *MISSION* is “to provide the best possible development services to the public in a way which will promote **good development** and result in a mutually beneficial development which will not only contribute to the City’s increased revenue potential but to the overall well-being of the community and its residents.”

Personnel changes from last year include: The Housing Division is a function of the Community and Economic Development Department that is currently operated under contract services. Planning Activity proposes upgrading the Associate Planner position into a Senior Planner position. A new Activity #1704 is established for Economic Development tasks.

**Community and Economic Development
Source of Funds**



Community and Economic Development Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$292,893	\$247,668	\$244,246	\$263,951	\$234,659
SERVICES & SUPPLIES	31,671	18,044	19,887	21,370	21,370
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$324,564	\$265,712	\$264,133	\$285,321	\$256,029
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.50	 2.30	 2.30	 2.30	 2.15

Program Description

The Planning Division provides staff support to the City Council, Planning Commission and Design Review Board through formulation and administration of plans, programs, design guidelines and legislation for guiding the City's physical development in a manner consistent with the community's social, economic and environmental goals. Specific service objectives are:

- In accordance with State Law, maintain a comprehensive and defensible General Plan, which is adopted by City Council and accurately reflects long and short-range community goals and environmental issues relating to the physical development of the community. The last comprehensive update of the City's General Plan was adopted during the fiscal year 2001-2002. Comprehensive General Plan updates are generally undertaken approximately every 10 to 15 years. The next update includes the Housing Element which must be reviewed by the State of California Housing & Community Development Department and a comprehensive update to the Zoning Ordinance.

- Administer and coordinate City, State and regional land use policies, regulations and other legislation to ensure developments that are consistent with the City’s standards, policies and plans that enhance the quality and character of the community.
- Provide technical assistance to developers and citizens in a manner, which facilitates their compliance with development standards and regulations with a minimum of inconvenience. Planning application records have been digitally scanned to be read with computer use. Record maintenance and permit processing will be expedited by the expanded use of this system. Staff continues to process 93% of all plan checks for construction projects of developers (normally within a 72-hour period), and assist the general public in a timely manner.
- Provide the City Council, Planning Commission, Design Review Board and City Manager accurate, timely and complete information and recommendations relative to land use and zoning applications (i.e., variances and conditional use permits, subdivisions), legislation, environmental review and other matters affecting land development within and in proximity to the City. Development projects are reviewed for environmental compliance pursuant to the California Environmental Quality Act (CEQA) and the City’s guidelines.

PROGRAM MEASUREMENTS

DISCRETIONARY APPLICATIONS: These types of applications require, as necessary, Planning Commission, Design Review Board and City Council review. Approximate time expended for this process will range from 6-8 weeks.

	<u>Actual</u> 2011-12	<u>Estimated</u> 2012-13	<u>Projected</u> 2013-14
Civic District Review	0	0	0
Code Amendments	1	1	2
Conditional Use Permits	9	9	4
General Plan Amendments	0	0	1
Modification to Specific Plan	0	0	0
Parcel Maps	3	2	2
Precise Plan Related	1	1	1
Radius Map/Mailing	15	6	6
Specific Plan Amendments	0	0	0
Tentative Tract Maps	1	0	1
Time Extensions	0	0	2
Variances	3	1	2
Zone Changes	0	0	1
CEQA			
Environmental Impact Reports	1	0	1
Negative Declarations	0	1	1
Categorical Exemptions	15	12	12

DESIGN REVIEW

Signs	3	6	6
Remodels, No increase of floor area	5	5	6
Remodels, Increase of floor area	1	1	1
New Construction < 10,000 SF	0	1	1
New Construction > 10,000 SF	1	1	1
Landscaping	1	2	2
Single Family Residential	2	2	2

ADMINISTRATIVE APPLICATIONS: These types of applications require Staff review only. A number of them are completed over the counter.

Annual Review of CUPs/Variances	0	0	0
Banners	54	52	60
Minor Departure	4	5	4
Second Units	0	0	1
Site Plan Review	10	13	11
Temporary Use Permits	26	18	20
Traffic/Parking Study	0	0	1
Yard Sales	337	265	300

PLAN CHECK

Process within 72 hours	100%	100%	100%
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2013-2014 GOALS AND OBJECTIVES

1. Complete the Housing Element Update in the General Plan to comply with the State Housing Element law and to address the Regional Housing Needs Assessment allocation for the 2014-2021 housing cycle by December 2013.
2. Complete the two (2) new elements, Healthy Community and Sustainability Community Elements of the General Plan which promotes a healthier community, decreasing pollution (Greenhouse Gas), and reducing energy consumption in accordance with SB 375 on a community wide basis by July 2013 and have the two new elements ready for adoption by December 2013.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Implemented the Monterey Park Municipal Code regulating massages establishments in the City of Monterey Park.
2. Implemented the Vacant Lot Ordinance. Notices were mailed out to 15 commercial properties and 14 residential properties. Eighty-seven percent of the commercial properties are in compliance. Eighty-six percent of the residential properties are in compliance.

3. Completed the public outreach portion for the two new general plan elements, Health Community and Sustainable Community Elements.
4. Implemented the No Smoking Ordinance. Notices were mailed out to 1,000 business owners.
5. Adopt the new Zoning Ordinance by April 2013 to fulfill the Department of Energy Grant.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (11000 & 12000) reflects changes due to position realignment for Economic Development functions.
2. Professional Services category (31000) includes an increase amount of \$500 for County Recording fee and courier delivery services.
3. Leases & Rentals category (37000) includes an increase amount of \$2,500 to account for the copy machine expenditures.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$197,160	\$175,479	\$172,490	\$181,963	\$161,997
11500 Separation Benefits	24,750	8,000	8,000	8,000	8,000
TOTAL	\$221,910	\$183,479	\$180,490	\$189,963	\$169,997
EMPLOYEE BENEFITS					
12200 Life Insurance	\$485	\$422	\$422	\$422	\$373
12300 Medical Insurance	24,055	21,750	22,496	20,307	19,197
12350 Medicare Insurance	2,953	2,546	2,894	2,617	2,325
12400 Dental Insurance	1,652	1,512	1,567	1,512	1,421
12500 Workers Compensation	4,400	4,840	4,841	5,324	5,324
12600 Retirement	35,628	31,552	30,000	42,542	34,855
12900 Long Term Disability	1,434	1,215	1,184	912	852
12950 Vision Plan	376	352	352	352	315
TOTAL	\$70,983	\$64,189	\$63,756	\$73,988	\$64,662
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,243	\$1,900	\$1,900	\$1,900	\$1,900
22000 Operating Supplies	157	500	400	500	500
24000 Small Tools	100	350	350	350	350
31000 Contracted Services	14,790	0	0	500	500
32000 Communications	2,786	4,017	3,975	4,188	4,188
33000 Motor Pool Charges	3,985	2,177	2,177	2,177	2,177
37000 Leases & Rentals	3,473	3,500	5,500	6,000	6,000
38000 R/M Contractual	3,619	4,000	4,035	4,155	4,155
39000 Miscellaneous	1,518	1,600	1,550	1,600	1,600
TOTAL	\$31,671	\$18,044	\$19,887	\$21,370	\$21,370
GRAND TOTAL	\$324,564	\$265,712	\$264,133	\$285,321	\$256,029

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.30	0.30	0.15	\$40,165	\$42,166	\$22,200
Senior Planner**	0.00	1.00	1.00	0	78,855	78,855
Associate Planner	1.00	0.00	0.00	74,372	0	0
Assistant Planner	1.00	1.00	1.00	60,342	60,342	60,342
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	8,000	8,000	8,000
Total	2.30	2.30	2.15	\$183,479	\$189,963	\$169,997

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant & funded.

** Pending position reclassification.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$394,299	\$391,397	\$379,197	\$404,649	\$410,982
SERVICES & SUPPLIES	68,212	63,250	40,350	48,970	48,970
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$462,511	\$454,647	\$419,547	\$453,619	\$459,952
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.25	 4.30	 4.30	 4.30	 4.30

Program Description

The Code Enforcement Division enforces a variety of code provisions, which include: Titles 5, 9, 16, 20 and 21 of the Monterey Park Municipal Code. Division personnel are also involved in the enforcement of certain aspects of the Uniform codes which include: UAC, UBC, UHC, UPC, NEC and UMC as well as other Federal, State and County Codes.

The Code Enforcement Division is responsible for maintaining high neighborhood standards through code enforcement techniques, which utilize zoning/land use, property maintenance, housing codes as well as sign and business license enforcement. The division coordinates multi-departmental/agency inspections and promotes voluntary compliance.

The Code Enforcement Division is funded with a combination of General Fund and Water. The Division's specific objectives are as follows:

- Continue the Division's policy of investigating all Council, citizen or staff complaints concerning residential or commercial property maintenance violations within 48 hours

and make contact with complainants after initial inspection with results of findings and suggested course of action within 72 hours.

- Proactively locate violations of the municipal code relating to: zoning/land use, property maintenance, yard sales, banners, business license, signage, inoperable vehicles (private property), and substandard housing/buildings.
- Monitor residential businesses to comply with City Home Occupation requirements.
- Monitor and evaluate complaints concerning the National Pollution Discharge Elimination System (NPDES). Provide updated training to detect illegal discharges into the storm-drain system.
- Provide follow-up to discretionary permits, when requested by Planning Division (Conditional Use and Temporary Use Permits, etc.).
- Promote voluntary compliance through public education/awareness programs such as: community access channel, attendance at City sponsored events, distribution of handouts/brochures, Code Enforcement Volunteer Program, Citizen Academy, etc.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2011-12	<u>Estimated</u> 2012-13	<u>Projected</u> 2013-14
INSPECTIONS (*)			
Residential Inspections	3,325	3,214	3,374
Home Occupation	136	155	162
Commercial Inspections	672	446	468
Industrial Inspections	<u>78</u>	<u>66</u>	<u>69</u>
Total	4,211	3,881	4,073
GRAFFITI REMOVED (**)			
CDBG	498	744	782
Other Area	<u>1,486</u>	<u>1,793</u>	<u>1,883</u>
Total	1,984	2,537	2,665

* *Numbers include all follow-up site inspections*

** *Numbers include in inspection figures*

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Complaints received and Investigated	1,288	1,041	1,091
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	100	300	315
Administrative Citations	268	175	183

2013-2014 GOALS AND OBJECTIVES

1. Improve the property maintenance issues of commercial and residential properties at main arteries into the city. (North and South Garfield, North and South Atlantic, North New) Establishing community outreach efforts with businesses and residents to improve the appearance of properties as you enter the City.
2. Inspect and enforce signage violations on a City-wide basis to ensure valid sign permits and proper maintenance and up-keep.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Monitored, implemented and enforced newly established vacant lot ordinance.
2. Implemented several joint operations with Police Department regarding commercial and boarding house activity in residential zone.
3. Implemented cross-training efforts between the Police Department and the Code Enforcement Division regarding police field observations and subsequent enforcement activity relating to municipal code, housing and California Health & Safety Code violations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted services category (31000) includes legal costs to cover the cost of reviewing additional nursing facilities, boarding house and related commercial activity in the residential zones. This activity will require preparation, approval and execution of inspection warrants and court appearances by staff and City Prosecutor. An appropriation of \$600 for citation appeals is included. Each appeal is approximately \$200.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$259,884	\$271,374	\$263,600	\$276,718	\$278,952
11400 Overtime Salaries	36	0	0	0	0
11500 Separation Benefits	27,547	16,665	16,665	16,665	16,665
TOTAL	\$287,467	\$288,039	\$280,265	\$293,383	\$295,617
EMPLOYEE BENEFITS					
12200 Life Insurance	\$709	\$746	\$746	\$746	\$746
12300 Medical Insurance	37,890	40,350	39,000	40,216	41,326
12350 Medicare Insurance	3,071	3,065	3,005	3,098	3,098
12400 Dental Insurance	2,814	3,060	2,610	2,952	2,952
12500 Workers Compensation	15,070	4,840	4,800	5,324	5,324
12600 Retirement	44,969	48,829	46,907	56,765	59,754
12900 Long Term Disability	1,842	2,007	1,500	1,704	1,704
12950 Vision Plan	467	461	364	461	461
TOTAL	\$106,832	\$103,358	\$98,932	\$111,266	\$115,365
SERVICES & SUPPLIES					
21000 Office Supplies	\$777	\$1,550	\$1,400	\$1,550	\$1,550
22000 Operating Supplies	642	1,000	1,000	1,000	1,000
24000 Small Tools	269	500	400	500	500
31000 Contracted Services	33,049	50,000	28,000	35,600	35,600
32000 Communications	8,669	4,900	4,300	4,900	4,900
33000 Motor Pool Charges	14,876	400	350	400	400
38000 R/M Contractual	9,428	4,000	4,000	4,120	4,120
39000 Miscellaneous	502	900	900	900	900
TOTAL	\$68,212	\$63,250	\$40,350	\$48,970	\$48,970
GRAND TOTAL	\$462,511	\$454,647	\$419,547	\$453,619	\$459,952

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.30	0.30	0.30	\$40,165	\$42,166	\$44,400
Code Enforcement Officers	3.00	3.00	3.00	179,009	181,728	181,728
Senior Clerk Typist	1.00	1.00	1.00	45,000	45,624	45,624
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	16,665	16,665	16,665
Sr. Code Enforcement Officer Premium Pay	0.00	0.00	0.00	6,000	6,000	6,000
Total	4.30	4.30	4.30	\$288,039	\$293,383	\$295,617

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Building

ACTIVITY NO.: 1703

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$524,195	\$507,101	\$502,522	\$532,752	\$539,085
SERVICES & SUPPLIES	42,931	30,595	80,030	30,549	30,549
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$567,126	\$537,696	\$582,552	\$563,301	\$569,634
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.25	 5.30	 5.30	 5.30	 5.30

Program Description

The Building Division is established per the mandate of California Health and Safety Code to facilitate compliance of State and local building standards concerning structural integrity, fire and life safety, sanitation, security, accessibility, and energy efficiency of constructions within the local jurisdiction. The Division also administers the City's special programs in connection with the maintenance of building safety. It provides staff support to the City Council, Modification Committee and other city departments in analyzing issues relating to safety of buildings. Per Government Code Sections 66012-66025, the City may recover the entire cost of providing plan check and inspection services with user fees. The Division's specific service objectives are:

- Review building plans and inspect construction work for compliance with building safety related technical codes. The State and Municipal 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 various departments and agencies in the plan review process, and serve as the contact point for permit applications.
- Monitor property maintenance and abate life safety hazards through Property Report and Certificate of Occupancy inspections and special abatement programs such as the un-reinforced masonry (URM) buildings retrofit program.
- Maintain building plans and permit records, and make the information readily available to the public.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	14	7	5
<i>b. Residential, Add/Alter</i>	355	330	325
<i>c. Non-Residential, New</i>	0	2	1
<i>d. Non-Residential, Add/Alter</i>	159	115	125
<i>e. Miscellaneous</i>	<u>240</u>	<u>200</u>	<u>210</u>
Building Permits Total	768	654	666
Electrical Permits	160	155	150
Mechanical Permits	93	120	110
Plumbing Permits	<u>170</u>	<u>110</u>	<u>105</u>
All Permits Total	1,191	1,039	1,031
ANNUAL PERMIT VALUATION	47 mil.	12 mil.	13 mil.
PLAN CHECKS			
Total Number Processed	<u>468</u>	<u>330</u>	<u>340</u>
Processed In-House	97%	91%	90%
Contracted Out	3%	9%	10%
INSPECTIONS			
Construction Inspections	4,910	4,000	4,900
Property Sales, Residential	634	650	610
Property Sales, Commercial	39	42	47
Violation Inspections	<u>78</u>	<u>24</u>	<u>30</u>
All Inspections Total	5,661	4,716	5,587

2013-2014 GOALS AND OBJECTIVES

1. Adopt the mandatory 2013 California Codes.
2. Train counter, plan review and inspection staff regarding the new 2013 California Codes.
3. Implement the upgrade to the permit system software to streamline the permitting process citywide.
4. Work with Recreation and Community Services department to include the citizen access link to allow access to City's records concerning permits and inspections.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Adopted the Green Building Ordinance as required by the Climate Action Plan.
2. Evaluated the current permitting processes and best alternatives to streamlining the permitting system city wide.
3. Implemented the Climate Action Plan monitoring tool developed as part of the tracking for the Climate Action Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Miscellaneous category (#39000) includes \$2,000 for printing & duplicating, \$1,000 for membership dues with code and standards promulgation organizations, and \$2,000 for code books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Building**

ACTIVITY NO.: **1703**

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$378,205	\$375,853	\$373,940	\$386,172	\$388,406
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	25,300	8,000	8,000	8,000	8,000
TOTAL	\$403,505	\$383,853	\$381,940	\$394,172	\$396,406
EMPLOYEE BENEFITS					
12200 Life Insurance	\$890	\$908	\$898	\$746	\$746
12300 Medical Insurance	37,624	37,849	37,849	41,194	42,303
12350 Medicare Insurance	5,575	5,482	5,482	5,602	5,602
12400 Dental Insurance	3,405	3,452	3,452	2,842	2,842
12500 Workers Compensation	4,400	4,840	4,840	5,324	5,324
12600 Retirement	65,775	67,597	65,000	80,538	83,528
12900 Long Term Disability	2,321	2,403	2,352	1,704	1,704
12950 Vision Plan	700	717	709	630	630
TOTAL	\$120,690	\$123,248	\$120,582	\$138,580	\$142,679
SERVICES & SUPPLIES					
21000 Office Supplies	\$893	\$1,000	\$810	\$1,000	\$1,000
22000 Operating Supplies	972	1,800	1,800	1,800	1,800
24000 Small Tools	600	1,100	1,100	1,100	1,100
31000 Contracted Services	4,485	300	50,000	0	0
32000 Communications	3,084	4,685	3,685	4,784	4,784
33000 Motor Pool Charges	25,747	12,710	14,200	12,710	12,710
38000 R/M Contractual	3,134	4,000	4,035	4,155	4,155
39000 Miscellaneous	4,016	5,000	4,400	5,000	5,000
TOTAL	\$42,931	\$30,595	\$80,030	\$30,549	\$30,549
GRAND TOTAL	\$567,126	\$537,696	\$582,552	\$563,301	\$569,634

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Building

ACTIVITY NO.: 1703

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.30	0.30	0.30	\$40,165	\$42,166	\$44,400
Plan Checker	1.00	1.00	1.00	80,052	81,156	81,156
Building Inspector	2.00	2.00	2.00	144,966	149,502	149,502
Permit Technician II	1.00	1.00	1.00	59,748	60,576	60,576
Permit Technician I	1.00	1.00	1.00	49,722	51,572	51,572
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	8,000	8,000	8,000
Total	5.30	5.30	5.30	\$383,853	\$394,172	\$396,406

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$72,693
SERVICES & SUPPLIES	0	0	0	0	250,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$0	\$0	\$0	\$322,693
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	.65

Program Description

On December 29, 2011, all redevelopment agencies in the State of California were dissolved and ceased to operate as of February 1, 2012, per Assembly Bill X1 26. The Successor Agency of the Former Monterey Park Redevelopment Agency (the "Successor Agency") was activated on February 1, 2012. The primary purpose of the Successor Agency is to wind down the affairs of the dissolved Community Redevelopment Agency of the City of Monterey Park. In the past the City's overall economic development efforts relied heavily on the important tool of redevelopment. On May 1, 2013, the City Council approved the combination of the function of Economic Development under the Community Development Department and changed the name to Community and Economic Development Department. This department assumes this critical role for economic activities and economic infrastructure to provide the community a healthy environment.

2013-2014 GOALS AND OBJECTIVES

1. Focus on the economic revitalization of the City by improving relations with our existing businesses, beautification of exterior buildings and surroundings, and strive to make Monterey Park a "business-friendly" environment.
2. Work with developers and staff to move towards the completion of two new major Shopping Centers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. This is a newly created Activity for the purpose of the City's economic development tasks. Fundings are from General and Retirement Funds.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$0	\$0	\$0	\$0	\$54,879
TOTAL	\$0	\$0	\$0	\$0	\$54,879
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$0	\$0	\$0	\$130
12300 Medical Insurance	0	0	0	0	4,913
12350 Medicare Insurance	0	0	0	0	765
12400 Dental Insurance	0	0	0	0	200
12600 Retirement	0	0	0	0	11,468
12900 Long Term Disability	0	0	0	0	258
12950 Vision Plan	0	0	0	0	80
TOTAL	\$0	\$0	\$0	\$0	\$17,814
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$0	\$0	\$0	\$800
31000 Contracted Services	0	0	0	0	246,700
38000 R/M Contractual	0	0	0	0	2,000
39000 Miscellaneous	0	0	0	0	500
TOTAL	\$0	\$0	\$0	\$0	\$250,000
GRAND TOTAL	\$0	\$0	\$0	\$0	\$322,693

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.00	0.00	0.15	\$0	\$0	\$22,200
Economic Development Specialist**	0.00	0.00	0.50	0	0	32,679
Total	0.00	0.00	0.65	\$0	\$0	\$54,879

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.

** Economic Development Specialist moved from Activity 1201.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$54,694	\$8,650	\$3,921	\$8,881	\$9,586
SERVICES & SUPPLIES	699,663	656,785	670,775	629,955	629,250
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$754,357	\$665,435	\$674,696	\$638,836	\$638,836
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	.05	.05	.05	.05

Program Description

Responsibilities within this activity include general administration of the City's Community Development Block Grant (CDBG) program and Home/Housing programs. CDBG monies, received annually from the U.S. Department of Housing and Urban Development (HUD), are the primary source of funding for the Division's activities. The Department transfers a significant portion of CDBG funds to other departments to enhance ongoing programs or to fund new capital projects. As of the date of preparation of this budget, for 2013-14, it is assumed that the allotment from HUD will be reduced by approximately 10% for CDBG and Home programs. As a result, program activities are reduced to match with funding availability.

PROGRAM MEASUREMENTS

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-2014</u>
Agencies assisted from Community Fund	11	3	1
Number of homeless individuals assisted	60	15	0
Number of disabled adults assisted	100	60	0
Number of Housing Rights Center clients assisted	204	200	200

2013-2014 GOALS AND OBJECTIVES

1. Refocus the goals and objectives of the program to ensure priority obligations are addressed.
2. Revise the Consolidated Plan to be consistent with the recent amendments to the Annual Plan and dissolution of the Redevelopment Agency.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Fulfilled the goal of promoting fair housing by assisting approximately 200 Monterey Park residents with housing discrimination complaints or tenant and landlord counseling.
2. Fulfilled the goal of assisting approximately 60 mentally retarded adults to learn independent living skills.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Contract Services category (#31000) includes the following items:

<u>Contractual Services</u>	<u>2012-2013</u>	<u>2013-2014</u>
Accounting/Auditing	\$ 6,000	\$ 6,000
Management Consulting Services	65,119	60,000
Management Consulting	0	0

2. Debt Service category (#42000) represents payment to HUD for Section 108 Loan Payments \$551,142.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$31,295	\$6,695	\$3,133	\$6,695	\$7,400
11500 Separation Benefits	7,948	0	0	0	0
TOTAL	\$39,243	\$6,695	\$3,133	\$6,695	\$7,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$84	\$17	\$5	\$17	\$17
12300 Medical Insurance	4,850	525	178	555	555
12350 Medicare Insurance	735	98	83	98	98
12400 Dental Insurance	339	30	10	30	30
12500 Workers Compensation	3,003	0	0	0	0
12600 Retirement	6,160	1,202	485	1,454	1,454
12900 Long Term Disability	205	71	23	20	20
12950 Vision Plan	75	12	4	12	12
TOTAL	\$15,451	\$1,955	\$788	\$2,186	\$2,186
SERVICES & SUPPLIES					
21000 Office Supplies	\$35	\$0	\$0	\$0	\$0
31000 Contracted Services	46,960	71,119	71,119	66,000	66,000
32000 Communications	6,514	1,000	1,796	1,796	1,091
33000 Motor Pool Charges	6,904	150	0	0	0
34000 Advertising	2,777	3,081	500	1,017	1,017
38000 R/M Contractual	8,665	0	15,925	0	0
41000 Other Agency Serv	66,625	32,500	32,500	10,000	10,000
42000 Debt Service	546,183	548,935	548,935	551,142	551,142
44000 Misc Financial Serv	15,000	0	0	0	0
TOTAL	\$699,663	\$656,785	\$670,775	\$629,955	\$629,250
GRAND TOTAL	\$754,357	\$665,435	\$674,696	\$638,836	\$638,836

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.05	0.05	0.05	\$6,695	\$6,695	\$7,400
Total	0.05	0.05	0.05	\$6,695	\$6,695	\$7,400

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Commercial Rehabilitation

ACTIVITY NO.: 2204

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	56,178	92,500	0	0	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$56,178	\$92,500	\$0	\$0	\$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Commercial Rehabilitation Program was intended to provide business owners with financial incentives to renovate and revitalize aging commercial properties along the City's primary business thoroughfares. New facades, updated signage, awnings, landscaping, and other amenities were eligible to be funded under this program's guidelines. This program was intended to target retail uses. It was designed to increase the viability of Monterey Park's commercial areas and create a positive impact to the community. Any unfinished projects commenced in fiscal year 2012-13 will be completed in fiscal year 2013-14. However, due to HUD funding cuts, additional funds are not being proposed to be budgeted for this program in fiscal year 2013-14.

PROGRAM MEASUREMENTS

Commercial Rehabilitation Projects

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Number of businesses Assisted	4	14	0
Average project cost	\$13,913	\$4,400	0

2013-2014 GOALS & OBJECTIVES

1. Due to the reduction in the CDBG allocation, the City has suspended the Commercial Rehabilitation Program.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Enhanced the building facades for 14 downtown business owners.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) there is no funding for the Commercial Rehabilitation Program due to CDBG reductions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Commercial Rehabilitation

ACTIVITY NO.: 2204

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$524	\$92,500	\$0	\$0	\$0
38000 R/M Contractual	55,654	0	0	0	0
TOTAL	\$56,178	\$92,500	\$0	\$0	\$0
GRAND TOTAL	\$56,178	\$92,500	\$0	\$0	\$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$11,663	\$8,650	\$3,921	\$8,881	\$9,586
SERVICES & SUPPLIES	322,972	285,290	94,836	264,605	263,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$334,635	\$293,940	\$98,757	\$273,486	\$273,486
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	.05	.05	.05	.05

Program Description

This activity represents the City's status as a Participating Jurisdiction (PJ) in HUD's HOME Investment Partnership Program. 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.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Residential Rehab/ Multi Housing Participants	3	3	9

2013-2014 GOALS AND OBJECTIVES

1. Anticipate assisting nine (9) applicants for the Residential Rehabilitation Grant and Loan Program.
2. Continue to work with LINC Housing to develop additional housing to serve low income and veteran households.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Worked with MERCI to complete a six-bedroom 24-hour housing facility for mentally disabled individuals.
2. Completed the rehabilitation of a nine unit multi-family complex for low income and veteran households at 534 N. Chandler Avenue.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Management Services category (#31000) represents funds for consulting services for \$26,467.
2. R/M Contractual category (#38000) funds the City's Housing Rehabilitation Loan/Grant Program \$197,116.
3. Miscellaneous Financial Services category (#44000) represents funds for a Community Housing Development Organization (CHDO) for \$41,022.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$7,906	\$6,695	\$3,133	\$6,695	\$7,400
11500 Separation Benefits	1,011	0	0	0	0
TOTAL	\$8,917	\$6,695	\$3,133	\$6,695	\$7,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$18	\$17	\$5	\$17	\$17
12300 Medical Insurance	1,023	525	178	555	555
12350 Medicare Insurance	187	98	83	98	98
12400 Dental Insurance	67	30	10	30	30
12600 Retirement	1,386	1,202	485	1,454	1,454
12900 Long Term Disability	43	71	23	20	20
12950 Vision Plan	22	12	4	12	12
TOTAL	\$2,746	\$1,955	\$788	\$2,186	\$2,186
SERVICES & SUPPLIES					
31000 Contracted Services	\$6,064	\$20,744	\$20,744	\$26,467	\$26,467
38000 R/M Contractual	16,956	220,454	30,000	197,116	197,116
44000 Misc Financial Serv	299,952	44,092	44,092	41,022	40,317
TOTAL	\$322,972	\$285,290	\$94,836	\$264,605	\$263,900
GRAND TOTAL	\$334,635	\$293,940	\$98,757	\$273,486	\$273,486

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.05	0.05	0.05	\$6,695	\$6,695	\$7,400
Total	0.05	0.05	0.05	\$6,695	\$6,695	\$7,400

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Affordable Housing Program

ACTIVITY NO.: 2207

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	136,000	73,298	178,000	178,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$136,000	\$73,298	\$178,000	\$178,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

Under AB 1x26 redevelopment agencies are 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 elected to become the Successor Agency for its former redevelopment agency and to retain housing assets and functions. There is no more 20% low and moderate income housing set-aside. The City uses the SERAF loan payments to fund the housing activities including the City's Rental Rehabilitation Program, the Critical Maintenance Program and the adoption of new affordable housing programs to reach a greater number of eligible residents.

PROGRAM MEASUREMENTS

	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Monitor/administer covenants and repairs	25	25
Compliance monitoring and audit reports	2	2
New affordable housing complex	0	1

2013-2014 GOALS AND OBJECTIVES

1. Continue to monitor and administrate affordability covenants and eligibility of households for 25 units at the Pomona Boulevard and Chandler Avenue housing complexes until responsibility for management can be conveyed to a CHDO.
2. Continue completion of annual compliance monitoring and audit reports.
3. Create another single 5 to 10 unit affordable housing complex.

2012-2013 MAJOR ACCOMPLISHMENTS

1. In 2012-13, this account paid for consulting management, including property management, and legal fees for processing and monitoring 21 former redevelopment units and 4 HOME funded units.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes costs of \$30,000 for legal fees and \$52,000 for other professional services.
2. Contractual category (#38000) includes \$96,000 for City housing program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Affordable Housing Program

ACTIVITY NO.: 2207

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$0	\$136,000	\$73,298	\$82,000	\$82,000
38000 R/M Contractual	0	0	0	96,000	96,000
TOTAL	\$0	\$136,000	\$73,298	\$178,000	\$178,000
GRAND TOTAL	\$0	\$136,000	\$73,298	\$178,000	\$178,000

SOURCE OF FUNDS:

General Fund \$12,765,850
 Retirement Fund \$2,082,680
 Public Safety Impact Fund \$60,590
 STC Standards/Training/
 Correction Fund \$6,050
 POST Grant \$35,000
 Asset Forfeiture Fund \$182,688
 Public Safety Augmentation Fund \$290,000
 State COPS Grant \$117,849

CITY OF MONTEREY PARK
PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

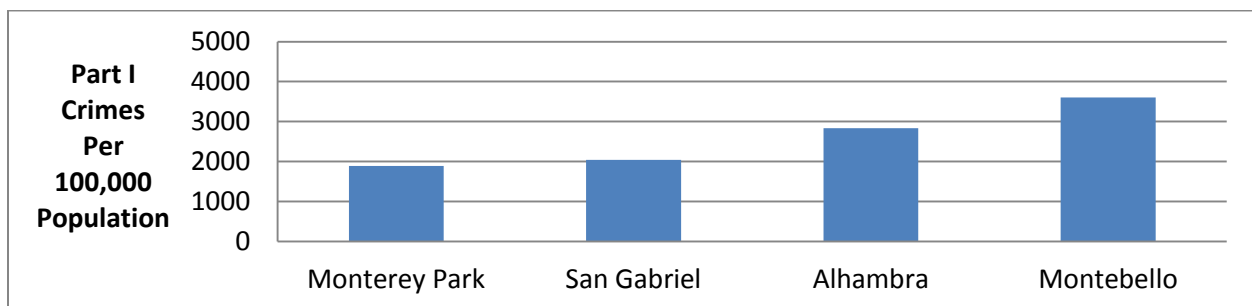
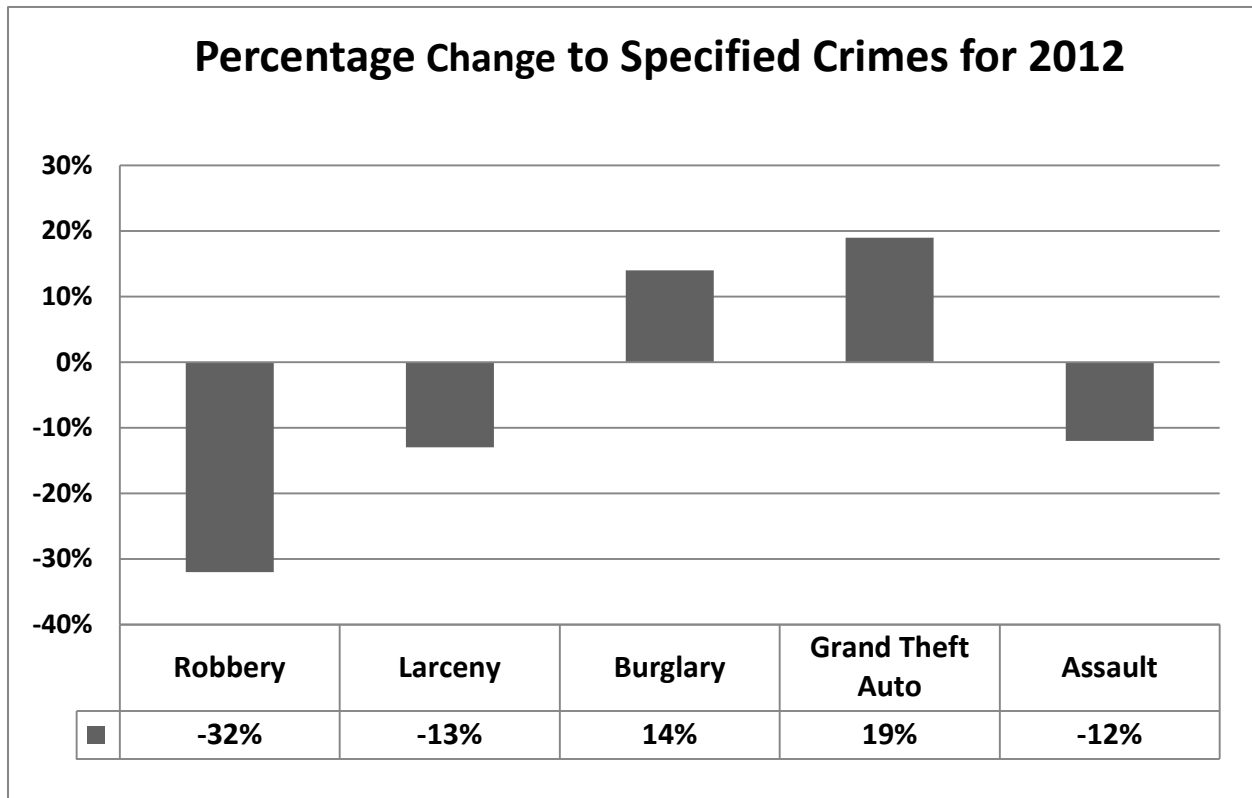
<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$13,005,331	\$13,077,612	\$12,407,998	\$13,317,021	\$13,317,021
SERVICES & SUPPLIES	1,927,848	2,204,722	2,189,874	2,223,686	2,223,686
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$14,933,179	\$15,282,334	\$14,597,872	\$15,540,707	\$15,540,707
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	113.36	113.36	113.36	113.86	113.86

Program Description

Members of the Monterey Park Police Department recognize that in order 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 make an impact on the community's safety and quality of life.

We strive to promote the Police Department as a source of pride for our many employees and volunteers, many of whom live in Monterey Park. Police Reserves, Monterey Park Emergency Communications, Citizen's Patrol, Police Explorers, Chaplains and interns volunteered over 12,500 hours in 2012. The Police Department continues to maintain a strong partnership with the community to address crime and quality of life issues. The Monterey Park Police Department will meet the challenges of the future through proper planning, strategic implementation, and commitment in delivering the highest level of police services to our community.

An analysis of the crime statistics in Monterey Park reflects that for the year 2012, there were a total of 1,886 Part I crimes per 100,000 population, reflecting a 3% decrease in Part I crimes for 2012 as compared to the previous year. In 2012, robberies decreased by 32%, larceny decreased by 13%, grand theft auto increased by 19%, burglary increased by 14%, and assaults decreased by 12%. In comparison, Monterey Park's Part I crime rate was 48% less than Montebello's crime rate of 3,605 per 100,000 population, 33% less than Alhambra's rate of 2,833 per 100,000 population, and 3% less than San Gabriel's rate of 2,042 per 100,000 population.



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

<u>Calendar Year</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
% Change in Part I Crime	6%	9%	0%	2%	-12%	-1%	-6%	-6%	-16%	-7%	14%	-3%
# Traffic Fatalities	0	3	2	1	0	4	2	2	1	2	2	2

Monterey Park, Alhambra, and Montebello are “C” category agencies as determined by the Office of Traffic Safety. Population density, miles of roadway, and demographics determine an agency’s category. A comparison of local police agencies regarding traffic accidents for the 2012 calendar year is listed below:

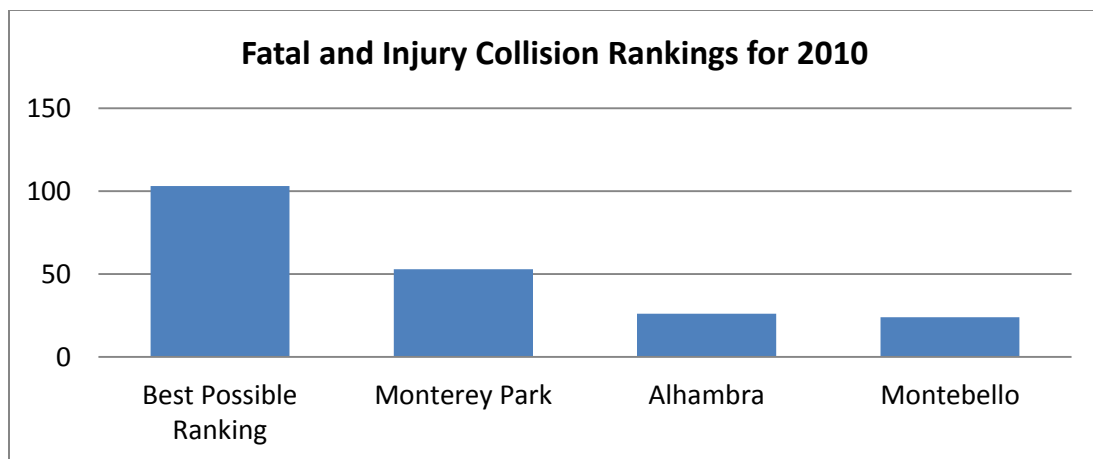
<u>Agency</u>	<u>Traffic Accident Comparison</u>		
	<u>Fatal</u>	<u>Injury</u>	<u>Non-Injury</u>
Monterey Park	2	199	253
Montebello	0	285	332
Alhambra	0	211	1,182

The California Office of Traffic Safety’s Annual Fatal and Injury Collision Rankings are listed below for the 2010 calendar year. Rankings for the 2011 calendar year were not yet available.

Monterey Park ranked 53 out of 103 agencies.

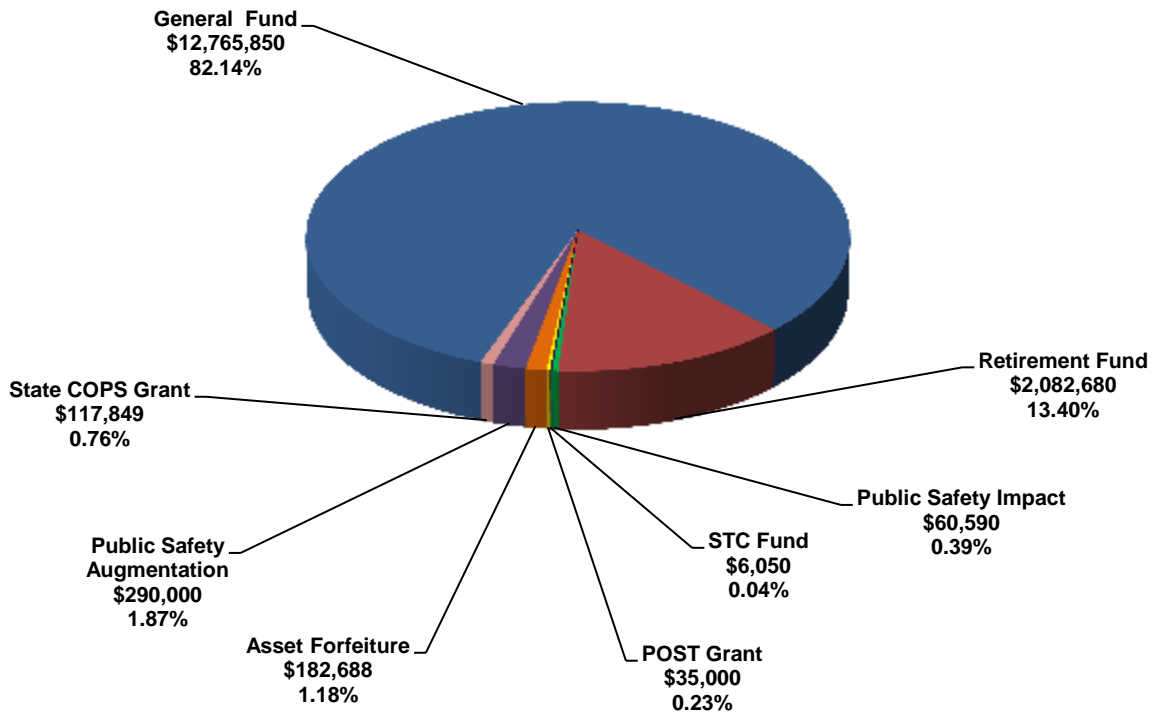
Alhambra ranked 26 out of 103 agencies.

Montebello ranked 24 out of 103 agencies.

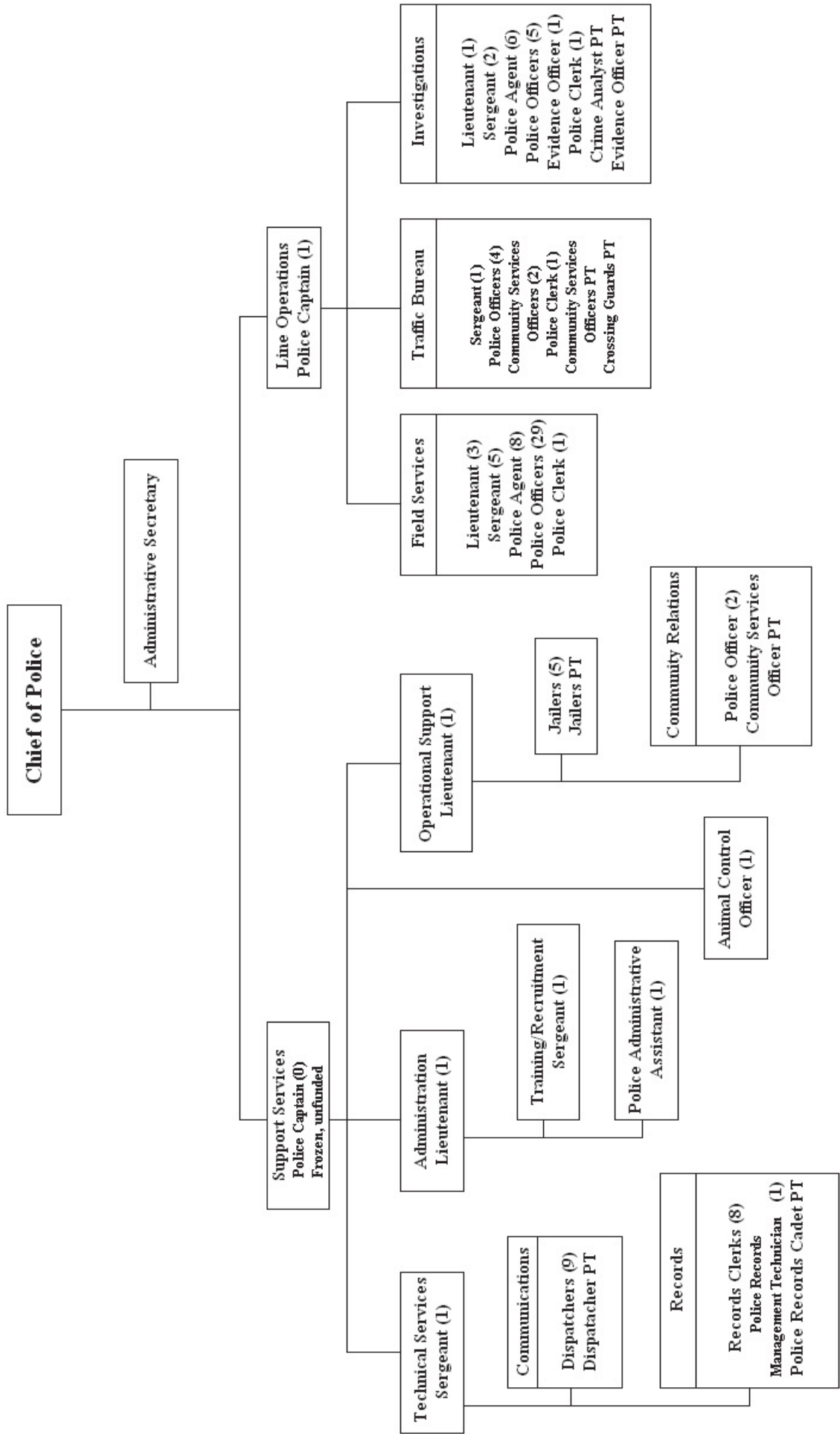


For victim and collision rankings, a Population Group Ranking of "1/103" would be assigned to the city with the highest number of victims/collisions per 1,000 residents in population group C, while a ranking of "103/103" would be assigned to the city with the lowest number of victims/collisions per 1,000 residents in population group C.

Police Source of Funds



Police Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$1,277,386	\$1,047,851	\$1,033,618	\$1,220,354	\$1,220,354
SERVICES & SUPPLIES	81,576	95,946	95,793	106,793	106,793
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,358,962	\$1,143,797	\$1,129,411	\$1,327,147	\$1,327,147
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	4.00	4.00	5.00	5.00

Program Description

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. Preparing and maintaining the Department's budget, grants, policies, and various staff projects are primary areas of responsibility assigned to the Administration Bureau.

The Operational Support Unit, a section of Administration, is responsible for investigating citizen generated and internal complaints on department personnel. Also, the Operational Support Unit ensures the Police Department's compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC) training mandates and guidelines, and procurement and maintenance of technology related equipment within the Police Department.

The specific service objectives are as follows:

- Achieve a 100% compliance rate of all POST and STC mandated training.
- Achieve the projected volunteer hours from all police volunteer programs
- Process all requests for permits and variances within five business days.
- Identify possible external funding sources to augment current budget allowances.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Total Volunteer Hours:	14,250	12,915	13,000
Total Number of Volunteers:			
Reserves Officers	33	30	32
Explorers	22	15	20
Records	1	1	1
MPEC	16	16	16
MPCP	18	19	20
Investigations	0	0	0
Animal Control	2	1	1
Chaplains	4	5	6

Formal Training Hours for all Personnel: 6,180 hours

2013-2014 GOALS AND OBJECTIVES

1. The Operational Support Unit will develop and implement a critical incident debriefing protocol. The process will focus on the mechanics of the incident and the circumstances leading to the actions of all involved parties.
2. The Operational Support Unit, in conjunction with the Records Bureau, will coordinate with Mental Health professionals to provide training to MPPD civilian personnel in dealing with persons who suffer from mental health issues. Employees who attend this training will be those who interact face to face with the public in the course of their duties.

2012-2013 MAJOR ACCOMPLISHMENTS

1. The Operational Support Unit, in conjunction with the Monterey Park Fire Department's training unit, trained all Police personnel in the proper use of the City Hall AED defibrillators.
2. The Operational Support Unit, along with the Los Angeles County Department of Mental Health provided training to all patrol personnel in dealing with persons who suffer from mental health issues.
3. The Administration Bureau applied for and received over \$170,000 in State and Federal Grants.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) consists of a \$106,212 increase due to the re-organization of personnel (Community Relations Bureau Sergeant moved from 3120 to 3101)
2. Operating Supplies category (#22000) consists of annual uniform allowance, educational supplies, operating supplies, the annual awards/appreciation banquet, and law enforcement meetings.
3. Motor Pool category (#33000) consists of \$35,000 for State mandated POST training requirements, \$6,050 for State mandated Standards and Training for Corrections (STC) training, \$7,468 for allocated vehicle operating costs and travel and expenses.
4. Miscellaneous category (#39000) consists of \$25,000 for State mandated education/training costs for Reserve Police Officers and other training not covered by POST, printing and duplicating, dues and membership and books and subscriptions, including a \$5,400 Lexipol risk management program to aid staff members for current legislation.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$497,648	\$421,572	\$421,572	\$527,784	\$527,784
11400 Overtime Salaries	12,126	16,500	4,063	16,500	16,500
11450 Court Time Salaries	2,389	2,000	402	2,000	2,000
11500 Separation Benefits	555,500	450,000	450,000	465,000	465,000
TOTAL	\$1,067,663	\$890,072	\$876,037	\$1,011,284	\$1,011,284
EMPLOYEE BENEFITS					
12200 Life Insurance	\$875	\$754	\$754	\$916	\$916
12300 Medical Insurance	49,151	37,842	37,842	51,496	51,496
12350 Medicare Insurance	6,803	5,313	5,313	6,840	6,840
12400 Dental Insurance	2,231	1,631	1,631	2,291	2,291
12500 Workers Compensation	9,900	10,890	10,890	11,979	11,979
12600 Retirement	138,942	99,942	99,942	132,289	132,289
12900 Long Term Disability	1,134	792	792	2,557	2,557
12950 Vision Plan	687	615	417	702	702
TOTAL	\$209,723	\$157,779	\$157,581	\$209,070	\$209,070
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$200	\$200	\$200	\$200
22000 Operating Supplies	16,665	20,000	20,100	20,700	20,700
24000 Small Tools	57	100	100	100	100
31000 Contracted Services	0	0	0	0	0
32000 Communications	1,298	1,350	1,350	1,350	1,350
33000 Motor Pool Charges	46,378	48,996	48,743	48,743	48,743
38000 R/M Contractual	328	1,500	1,500	1,500	1,500
39000 Miscellaneous	16,850	23,800	23,800	34,200	34,200
TOTAL	\$81,576	\$95,946	\$95,793	\$106,793	\$106,793
GRAND TOTAL	\$1,358,962	\$1,143,797	\$1,129,411	\$1,327,147	\$1,327,147

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Police Chief	1.00	1.00	1.00	\$185,004	\$185,004	\$185,004
Lieutenant	1.00	1.00	1.00	121,944	122,244	122,244
Sergeant*	0.00	1.00	1.00	0	100,392	100,392
Administrative Secretary	1.00	1.00	1.00	53,964	54,864	54,864
Police Administrative Assistant	1.00	1.00	1.00	51,360	52,080	52,080
Bilingual	0.00	0.00	0.00	3,000	1,200	1,200
Court Time	0.00	0.00	0.00	2,000	2,000	2,000
Education Incentives	0.00	0.00	0.00	3,300	6,600	6,600
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Overtime	0.00	0.00	0.00	16,500	16,500	16,500
Separation Benefits	0.00	0.00	0.00	450,000	465,000	465,000
Special Assignments	0.00	0.00	0.00	2,400	4,800	4,800
Total	4.00	5.00	5.00	\$890,072	\$1,011,284	\$1,011,284

* Moved from Community Relations Activity 3120.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Traffic Bureau
ACTIVITY NO.: 3102

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$1,082,041	\$1,032,676	\$972,851	\$1,048,721	\$1,048,721
SERVICES & SUPPLIES	95,113	101,845	103,195	103,195	103,195
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,177,154	\$1,134,521	\$1,076,046	\$1,151,916	\$1,151,916
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	14.22	14.22	14.22	14.22	14.22

Program Description

The Traffic Bureau addresses traffic safety issues within the City of Monterey Park. The Bureau places particular 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 seven-day-a-week services from Motorcycle and Parking Enforcement Officers. 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 accident reconstruction assists him/her in the identification of accident 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. The 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.

The specific operational objectives are as follows:

- Follow-up on traffic investigations within five business days of receipt of the report.
- On a monthly basis, identify the five highest traffic collision intersections and non-intersections to provide selective enforcement, targeting primary collision factor violations.
- Ensure response to all parking citation complaints and appeals within five business days.
- Deploy the radar trailer each weekday, concentrating on speed related problem areas.
- Conduct weekly radar enforcement in areas where speed has been identified as the primary collision factor.
- Conduct 12 Mature Driver classes at Langley Center.

PROGRAM MEASUREMENTS

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Number of Citations:			
Traffic	7,703	5,900	6,100
Parking	10,568	10,646	10,000
Traffic Collision Incidents:			
Fatal	2	2 (actual)	***
Injury	199	154	***
Non-injury	253	250	***
Fatalities	2	2 (actual)	***
Persons Injured	263	280	***
Number of Arrests:			
Drunk Drivers	159	150	156
% of Traffic Investigations			
Commenced within 3 Days	100%	100%	100%
% Response on Citation			
Appeals/Complaints within 3 Days	100%	100%	100%

2013-2014 GOALS AND OBJECTIVES

1. Bureau personnel will assess the posted street signs throughout the city and make service requests for the replacement of missing, damaged and aged signs. This will enhance the appearance of the city and provide better visibility of traffic regulations to motorists.
2. Bureau personnel will provide quarterly training at patrol briefings regarding traffic collision data so that patrol officers will become more aware of problem locations and primary collision factors. This will improve the effectiveness of traffic enforcement.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Traffic Bureau personnel addressed distracted drivers through a campaign of education and enforcement. Education was addressed by presenting the dangers of distracted driving in the citizen's academy, mature drivers program, and the Cascades newspaper.
2. The traffic bureau developed a curriculum that addressed issues regarding driver and pedestrian safety, DUI enforcement and teenage driving. It was presented to juniors and seniors during the Mark Keppel High School "Distracted Driver Awareness & Safety Fair".
3. Traffic Bureau personnel conducted weekly special enforcement around schools warning drivers about proper driving safety. This project resulted in the reduction of traffic congestion and the increase of safety for students and parents.
4. The traffic bureau created a column in the Cascades Newspaper entitled "The Intersection". This column informs the readers of upcoming events, educational and enforcement campaigns and community partnerships.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$7,750 for annual uniform allowance and safety equipment and operating supplies.
2. Contracted Services category (#31000) consists of cost of administrative hearings for citizens contesting parking citations.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$585,978	\$607,838	\$564,878	\$614,647	\$614,647
11300 Part Time Salaries	173,651	135,962	135,962	135,962	135,962
11400 Overtime Salaries	20,946	22,785	5,242	22,785	22,785
11450 Court Time Salaries	2,178	8,000	8,000	8,000	8,000
TOTAL	\$782,753	\$774,585	\$714,082	\$781,394	\$781,394
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,336	\$1,337	\$1,337	\$1,337	\$1,337
12300 Medical Insurance	79,661	82,349	82,349	83,052	83,052
12350 Medicare Insurance	11,902	8,814	8,814	8,913	8,913
12370 Part Time Retirement	5,270	5,438	5,438	5,438	5,438
12400 Dental Insurance	5,065	5,315	5,315	5,270	5,270
12500 Workers Compensation	6,050	6,655	7,321	7,321	7,321
12600 Retirement	187,858	146,030	146,030	153,831	153,831
12800 Uniform Allowance	138	138	150	150	150
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	820	827	827	827	827
TOTAL	\$299,288	\$258,091	\$258,769	\$267,327	\$267,327
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$400	\$400	\$400	\$400
22000 Operating Supplies	7,267	7,012	8,362	8,362	8,362
24000 Small Tools	216	500	500	500	500
31000 Contracted Services	730	1,800	1,800	1,800	1,800
32000 Communications	421	750	750	750	750
33000 Motor Pool Charges	83,958	84,008	84,008	84,008	84,008
38000 R/M Contractual	1,147	1,625	1,625	1,625	1,625
39000 Miscellaneous	1,374	5,750	5,750	5,750	5,750
TOTAL	\$95,113	\$101,845	\$103,195	\$103,195	\$103,195
GRAND TOTAL	\$1,177,154	\$1,134,521	\$1,076,046	\$1,151,916	\$1,151,916

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Captain	0.25	0.25	0.25	\$35,080	\$36,042	\$36,042
Sergeant	1.00	1.00	1.00	100,140	100,392	100,392
Police Officer	4.00	4.00	4.00	319,152	319,872	319,872
Community Services Officer	2.00	2.00	2.00	85,399	88,750	88,750
Police Clerk	1.00	1.00	1.00	45,492	46,116	46,116
Court Time	0.00	0.00	0.00	8,000	8,000	8,000
Education Incentives	0.00	0.00	0.00	10,575	11,475	11,475
Overtime	0.00	0.00	0.00	22,785	22,785	22,785
Special Assignments	0.00	0.00	0.00	12,000	12,000	12,000
<u>Part-Time</u>						
Crossing Guard	4.37	4.37	4.37	76,972	76,972	76,972
Community Services Officer	1.60	1.60	1.60	58,990	58,990	58,990
Total	14.22	14.22	14.22	\$774,585	\$781,394	\$781,394

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$6,162,405	\$6,332,314	\$5,937,647	\$6,357,983	\$6,357,983
SERVICES & SUPPLIES	355,696	385,519	385,769	389,469	389,469
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$6,518,101	\$6,717,833	\$6,323,416	\$6,747,452	\$6,747,452
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 46.50	 46.50	 46.50	 46.50	 46.50

Program Description

Field Services Bureau personnel are the first responders to calls for service. The majority 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 in an effort 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.

Part of 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. The canine teams have effectively apprehended dangerous suspects, located evidence, and recovered narcotics which were hidden by drug dealers. Canine officers provide demonstrations and education programs to community groups and students.

The Field Services Bureau is committed to delivering the highest level of police services and the specific operational objectives are as follows:

- All Field Services personnel will attend a minimum of three Neighborhood or Business Watch meetings.
- Officers will be audited quarterly on their handling of incidents by their supervisor to monitor and maintain the highest quality of service delivered.
- Field Services Bureau will maintain an average response time of four minutes or less for Priority I calls.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Calls for Service			
Citizen Requests:	31,944	32,539	33,000
Officer Observed:	<u>22,184</u>	<u>18,591</u>	<u>20,100</u>
Total Calls for Service:	54,128	51,130	53,100
Priority I (Emergency) Response Time (minutes/seconds):			
	4:10	3:55	4:00
Priority II Response Time:	5:54	5:19	5:30
Priority III Response Time:	9:34	9:32	9:45
Priority IV Response Time:	7:15	5:34	5:45

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

Priority III: Where there is no threat to life or property, and a delay would not cause undue harm to a citizen or property.

Examples: (1) A bicycle theft, where no one was seen taking the bicycle
(2) A lost property report

Priority IV: Other routine calls for service.

Examples: (1) Station details (2) Prisoner transport

2013-2014 GOALS AND OBJECTIVES

1. Officers will give two public safety presentations on the topics of crime prevention and personal safety at senior housing facilities.
2. Patrol Officers will receive First Aid/Cardio Pulmonary Resuscitation (CPR) training through the State web based training program to strengthen their first aid and CPR skills.

2012- 2013 MAJOR ACCOMPLISHMENTS

1. Patrol personnel worked a shift with Code Enforcement personnel. These ride-alongs provided patrol personnel with a better understanding of the functions of a code enforcement officer while serving to enhance the officer's own problem solving skills as it relates to the city's beautification efforts.
2. Each patrol team selected a city park, identified and addressed a quality of life issue that may exist with the focus on the overall safety, beauty and function of the park.

Patrol Team One - RV parking and late night noise complaints from the basketball court at Sierra Vista Park.

Patrol Team Two - Cleanliness of and loitering in and around Sunnyslopes Park after hours. A Community Clean-Up Day was co-hosted by the Recreation and Community Services Department.

Patrol Team Three - Cleanliness of and loitering in / around La Loma Park after hours.

Patrol Team Four – Late night noise and loitering in / around Sequoia Park.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) over expended due to vacancies, backfill for officers on long-term injured on duty status, and various investigations.
2. Operating Supplies category (#22000) consists of \$26,020 other operating supplies and portable radio repair, \$10,264 for safety equipment, \$27,300 for uniform allowance, \$16,500 for training ammunition, range supplies and \$10,000 for K-9 supplies.
3. Contracted Services category (#31000) consists of \$5,000 for Los Angeles County Sheriff's Aero Bureau helicopter services.
4. Motor Pool category (#33000) consists of \$262,285 for allocated vehicle operating costs.
5. R/M Contractual category (#38000) consists of \$27,700 for the maintenance of office equipment and patrol equipment. Reflects \$23,500 for the L-3 in car video camera system service contract.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$3,735,317	\$4,086,614	\$3,534,916	\$4,066,064	\$4,066,064
11400 Overtime Salaries	223,471	104,000	304,113	104,000	104,000
11450 Court Time Salaries	33,049	90,000	47,443	90,000	90,000
TOTAL	\$3,991,837	\$4,280,614	\$3,886,472	\$4,260,064	\$4,260,064
EMPLOYEE BENEFITS					
12200 Life Insurance	\$7,101	\$7,533	\$7,533	\$7,477	\$7,477
12300 Medical Insurance	418,979	464,540	464,540	458,747	458,747
12350 Medicare Insurance	55,023	54,973	54,973	55,775	55,775
12400 Dental Insurance	23,550	25,913	25,913	25,684	25,684
12500 Workers Compensation	407,000	447,700	447,700	492,470	492,470
12600 Retirement	1,253,675	1,045,623	1,045,623	1,052,873	1,052,873
12800 Uniform Allowance	825	825	300	300	300
12900 Long Term Disability	462	396	396	396	396
12950 Vision Plan	3,953	4,197	4,197	4,197	4,197
TOTAL	\$2,170,568	\$2,051,700	\$2,051,175	\$2,097,919	\$2,097,919
SERVICES & SUPPLIES					
21000 Office Supplies	\$862	\$2,500	\$2,500	\$2,500	\$2,500
22000 Operating Supplies	70,937	90,634	90,884	90,884	90,884
23000 R/M Supplies	45	300	300	300	300
24000 Small Tools	21	100	100	100	100
31000 Contracted Services	654	5,000	5,000	5,000	5,000
32000 Communications	0	200	200	200	200
33000 Motor Pool Charges	262,173	262,285	262,285	262,285	262,285
38000 R/M Contractual	20,911	24,000	24,000	27,700	27,700
39000 Miscellaneous	93	500	500	500	500
TOTAL	\$355,696	\$385,519	\$385,769	\$389,469	\$389,469
GRAND TOTAL	\$6,518,101	\$6,717,833	\$6,323,416	\$6,747,452	\$6,747,452

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Captain	0.50	0.50	0.50	\$70,159	\$72,083	\$72,083
Lieutenant	3.00	3.00	3.00	365,832	366,732	366,732
Sergeant	5.00	5.00	5.00	500,700	501,960	501,960
Agent	9.00	8.00	8.00	764,856	681,600	681,600
Police Officer	28.00	29.00	29.00	2,203,525	2,257,263	2,257,263
Police Clerk	1.00	1.00	1.00	45,492	46,116	46,116
Bilingual	0.00	0.00	0.00	30,600	28,800	28,800
Court Time	0.00	0.00	0.00	90,000	90,000	90,000
Education Incentives	0.00	0.00	0.00	79,050	82,710	82,710
Field Training	0.00	0.00	0.00	7,200	4,800	4,800
Overtime	0.00	0.00	0.00	104,000	104,000	104,000
Special Assignments	0.00	0.00	0.00	19,200	24,000	24,000
Total	46.50	46.50	46.50	\$4,280,614	\$4,260,064	\$4,260,064

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$2,014,180	\$2,099,058	\$1,920,968	\$2,169,902	\$2,169,902
SERVICES & SUPPLIES	225,621	259,594	247,602	247,602	247,602
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,239,801	\$2,358,652	\$2,168,570	\$2,417,504	\$2,417,504
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 17.15	 17.15	 17.15	 17.15	 17.15

Program Description

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 Investigations Bureau is comprised of two investigative sections.

The first section is the primary investigative unit, which conducts investigations on the majority of the crimes reported. Arrest and prosecution of criminals, and the successful closure of investigations, is the specific responsibility of the Investigations Bureau.

The second investigative section is the Crime Impact Team, a unit specializing in the gathering of criminal intelligence, vice and narcotic related investigations, gangs, and Asian organized crime.

The specific operational objectives are as follows:

- Maintain a Part I crime clearance rate of 20%.
- Audit all criminal cases that are rejected by the District Attorney’s Office to ensure that all prosecutable cases are filed.
- Initiate a follow up investigation on all reported Suspected Child Abuse Reports (SCAR) within one business day.

PROGRAM MEASUREMENTS

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Part I Crimes Investigated	1,343	1,300	1,385
Part I Clearance Rate	27%	20%	20%
Suspected Child Abuse Reports Followed Up Within One Business Day	100%	100%	100%

2013-2014 GOALS AND OBJECTIVES

1. Investigations Bureau personnel will develop and implement training for patrol personnel to provide current crime trends related to Asian organized crime in Monterey Park such as vice, money laundering, and narcotics activity.
2. Investigators will work in collaboration with Records Bureau personnel to develop data analysis information based on caseload specific crimes and changing trends. This information will be used to assist police personnel in enforcement and crime prevention efforts.

2012-2013 MAJOR ACCOMPLISHMENTS

1. To address public safety concerns related to AB109 (Realignment), investigations bureau personnel conducted monthly probation/parole compliance checks on supervised released individuals living within the city limits.
2. Major investigations involving marijuana grow operations, illegal drug prescription investigations, and money laundering investigations resulted in asset forfeiture recoveries.

3. Investigations personnel collaborated with code enforcement officers to address quality of life issues such as residential motels, illegal transportation services, and residential maternity homes.
4. Investigations personnel investigated a series of sex crimes involving a minor victim and several adult males that contacted the victim via an internet social media website. Through use of the social media website and other investigative tools, suspects were identified and arrested when they traveled to meet with the victim for the purpose of lewd conduct with a minor.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Permanent Salaries category (#11200) consists of an increase of \$100,392.00 for the addition of a Sergeant position.
2. Operating Supplies category (#22000) consists of \$9,200 for annual uniform allowance, safety equipment, investigative tools and equipment. Reflects a decrease of \$11,992 due to the completion of a grant.
3. Contracted Services category (#31000) consists of \$14,000 for District Attorney prosecution of Municipal Code violations, and \$26,000 for contracted services such as background investigations, fingerprint identification, and SART exams.
4. R/M Contractual category (#38000) consists of \$9,000 for repair and maintenance of office equipment.
5. Miscellaneous category (#39000) consists of \$9,180 for investigative expenses, printing and duplicating, confidential information and dues and memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$1,235,551	\$1,369,939	\$1,178,976	\$1,411,725	\$1,411,725
11300 Part Time Salaries	33,550	36,456	19,956	36,456	36,456
11400 Overtime Salaries	78,056	51,000	76,412	51,000	51,000
11450 Court Time Salaries	16,560	15,000	10,487	15,000	15,000
TOTAL	\$1,363,717	\$1,472,395	\$1,285,831	\$1,514,181	\$1,514,181
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,363	\$2,633	\$2,633	\$2,633	\$2,633
12300 Medical Insurance	136,909	163,245	163,245	164,493	164,493
12350 Medicare Insurance	18,125	18,014	18,303	20,789	20,789
12370 Part Time Retirement	803	1,421	2,224	2,224	2,224
12400 Dental Insurance	7,752	8,928	8,928	7,894	7,894
12500 Workers Compensation	77,000	84,700	93,170	93,170	93,170
12600 Retirement	404,224	344,148	344,148	362,032	362,032
12800 Uniform Allowance	1,238	1,238	150	150	150
12900 Long Term Disability	660	792	792	792	792
12950 Vision Plan	1,389	1,544	1,544	1,544	1,544
TOTAL	\$650,463	\$626,663	\$635,137	\$655,721	\$655,721
SERVICES & SUPPLIES					
21000 Office Supplies	\$112	\$1,200	\$1,200	\$1,200	\$1,200
22000 Operating Supplies	7,245	22,055	10,063	10,063	10,063
23000 R/M Supplies	0	100	100	100	100
31000 Contracted Services	34,468	40,000	40,000	40,000	40,000
32000 Communications	440	650	650	650	650
33000 Motor Pool Charges	167,786	168,289	168,289	168,289	168,289
37000 Leases & Rentals	7,440	8,400	8,400	8,400	8,400
38000 R/M Contractual	1,859	9,000	9,000	9,000	9,000
39000 Miscellaneous	6,271	9,900	9,900	9,900	9,900
TOTAL	\$225,621	\$259,594	\$247,602	\$247,602	\$247,602
GRAND TOTAL	\$2,239,801	\$2,358,652	\$2,168,570	\$2,417,504	\$2,417,504

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Captain	0.25	0.25	0.25	\$35,080	\$36,042	\$36,042
Lieutenant	1.00	1.00	1.00	121,944	122,244	122,244
Sergeant*	1.00	2.00	2.00	100,140	200,784	200,784
Agent**	7.00	6.00	6.00	594,888	511,200	511,200
Police Officer	5.00	5.00	5.00	356,460	371,472	371,472
Evidence Officer	1.00	1.00	1.00	52,920	53,652	53,652
Police Clerk	1.00	1.00	1.00	45,492	46,116	46,116
Bilingual	0.00	0.00	0.00	7,200	12,600	12,600
Court Time	0.00	0.00	0.00	15,000	15,000	15,000
Education Incentives	0.00	0.00	0.00	29,415	31,215	31,215
Overtime	0.00	0.00	0.00	51,000	51,000	51,000
Special Assignments	0.00	0.00	0.00	26,400	26,400	26,400
<u>Part-Time</u>						
Crime Analyst	0.50	0.50	0.50	19,956	19,956	19,956
Evidence Officer	0.40	0.40	0.40	16,500	16,500	16,500
Total	17.15	17.15	17.15	\$1,472,395	\$1,514,181	\$1,514,181

* Increased one Sergeant.

** Decreased one Agent.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$71,852	\$69,291	\$66,072	\$73,354	\$73,354
SERVICES & SUPPLIES	188,658	213,325	206,045	206,045	206,045
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$260,510	\$282,616	\$272,117	\$279,399	\$279,399
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

The Animal Control 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 Control Bureau investigates reports of animal neglect, animal abuse, animal bites, and complaints on pet shops or anywhere animals are sold. Animal Control is also responsible for the enforcement of leash laws and stray animal services. Through an agreement with the Los Angeles County Department of Animal Care & Control, licensing and shelter services are provided in compliance with State and local laws are provided.

The specific operational objectives are as follows:

- Respond to all sick and injured animal calls within eight minutes of receiving the call when Animal Control personnel are on duty.
- Respond to all dead animal calls within ten minutes of receiving the call when Animal Control personnel are on duty.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2011-12	<u>Estimated</u> 2012-13	<u>Projected</u> 2013-14
Number of Dog Bites Reported	23	9	12
Impounded Animals (<i>Strays picked up/Counter</i>)	640	622	600
Warnings/Citations	108	45	55
Injured Animals	144	151	150
Dead Animals Picked-Up	424	350	400
Students in Educational Programs	60	60	60
Response Time: Dead Animals (minutes/seconds)	11:28	14:36	12:30
Response Time: Injured / Sick Animals (minutes/seconds)	9:30	12:20	10:30
<u>Calls for service:</u>			
Citizen Initiated	1,254	1,192	1,300
Calls Handled by Officers	490	241	275
Calls Handled by L.A.C.D.A.C.C.*	289	352	400
Total calls for service:	2,033	1,785	1,975

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

2013-2014 GOALS AND OBJECTIVES

1. To improve efficiency and delivery of service the Bureau will provide a computer at the front counter to assist residents in accessing the L.A. County website to renew their pet license or locate their lost pet.
2. The Bureau will create a digital media presentation for animal control presentations at career days, Neighborhood Watch meetings, and other community events.

2012-2013 MAJOR ACCOMPLISHMENTS

1. All domestic pets in the custody of the Animal Control Bureau were scanned for the presence of a microchip and pets are returned to their owners as a service to the community.
2. Animal Control Bureau conducted two Rabies, Licensing, and Microchip Clinics in cooperation with the Los Angeles County Department of Animal Care and Control.
3. In partnership with the Found Animals Organization and with assistance from Explorer Post #300, bureau personnel disseminated pet waste disposal kits along with an information bulletin on responsible pet ownership to the community as part of a beautification project in City parks.
4. Animal Control Bureau personnel attended Neighborhood Watch Meetings, disseminating information relating to animal care and control.
5. Animal Control personnel conducted training for patrol officers updating them on laws related to animals and the proper handling of animals.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of contract services for the impounding of stray animals, annual clinics, disposal of dead animals after-hours service calls and veterinary expenses. This account also includes \$9,400 in contract services for coyote trapping and related services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$50,944	\$49,080	\$46,516	\$49,764	\$49,764
11400 Overtime Salaries	587	1,000	345	1,000	1,000
TOTAL	\$51,531	\$50,080	\$46,861	\$50,764	\$50,764
EMPLOYEE BENEFITS					
12200 Life Insurance	\$162	\$162	\$162	\$162	\$162
12300 Medical Insurance	7,315	5,897	5,897	7,031	7,031
12350 Medicare Insurance	747	712	712	722	722
12400 Dental Insurance	436	590	590	590	590
12500 Workers Compensation	2,200	2,420	2,420	2,662	2,662
12600 Retirement	8,918	8,842	8,842	10,835	10,835
12900 Long Term Disability	396	396	396	396	396
12950 Vision Plan	147	192	192	192	192
TOTAL	\$20,321	\$19,211	\$19,211	\$22,590	\$22,590
SERVICES & SUPPLIES					
22000 Operating Supplies	\$500	\$800	\$800	\$800	\$800
31000 Contracted Services	151,628	175,855	168,500	168,500	168,500
32000 Communications	9	50	125	125	125
33000 Motor Pool Charges	36,120	36,120	36,120	36,120	36,120
39000 Miscellaneous	401	500	500	500	500
TOTAL	\$188,658	\$213,325	\$206,045	\$206,045	\$206,045
GRAND TOTAL	\$260,510	\$282,616	\$272,117	\$279,399	\$279,399

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Animal Control Officer	1.00	1.00	1.00	\$49,080	\$49,764	\$49,764
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Total	1.00	1.00	1.00	\$50,080	\$50,764	\$50,764

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$940,202	\$800,689	\$890,301	\$846,684	\$846,684
SERVICES & SUPPLIES	214,614	250,550	249,950	250,235	250,235
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,154,816	\$1,051,239	\$1,140,251	\$1,096,919	\$1,096,919
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.74	 9.74	 9.74	 9.74	 9.74

Program Description

The Communications Bureau serves the community by maintaining twenty-four hours-a-day, seven-days-a-week communication services for the Police Department and Animal Control in the City of Monterey Park. The Communications Bureau is the central answering point for all traditional and wireless 9-1-1 calls within the City limits. Communications Dispatchers are tasked with quickly identifying problems and sending the appropriate assistance to the caller.

In critical incidents, when danger is imminent, it is imperative to have highly trained personnel quickly identify and problem solve by effectively utilizing the available resources in a timely manner. Deployment of public safety services and other resources depend on the ability of this bureau to make timely decisions based on the information obtained from the callers. Immediate access to translation services through on-duty translators and telephone translation service 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 and other governmental agencies.

The specific operational objectives are as follows:

- Maintain an emergency dispatch time of less than 90 seconds.
- Conduct monthly performance audits of each dispatcher to ensure quality service delivery and to identify training needs.
- Continued participation in programs focused on educating the public and raising the awareness of policing issues for both the staff and the community.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Police Service Calls:	31,944	32,539	33,000
Officer Observations:	<u>22,184</u>	<u>18,591</u>	<u>20,100</u>
Total Police Service Calls:	54,128	51,130	53,100
Animal Control Service Calls:	2,063	1,785	1,975
Priority I Dispatch Time Emergency (min/sec):	0:48	0:56	0:54
Priority II Dispatch Times Non-Emergency (min/sec):	3:54	3:14	3:05
Priority III Dispatch Times Non-Emergency (min/sec):	12:15	10:23	10:18
Priority IV Dispatch Times Non-Emergency (min/sec):	17:01	24:42	20:30

2013-2014 GOALS AND OBJECTIVES

1. Dispatchers will attend a POST training class titled “You Just Never Know” which focuses on how to prepare for that next call for service and improve their call taking skills.
2. Each Dispatcher will work a 4 hour shift at the front counter and a 4 hour ride-a-long with either Parking Enforcement or Animal Control. This will enable the Dispatchers to have face to face contact with the public so that they may better problem solve and understand the resident and their concerns.

2012-2013 MAJOR ACCOMPLISHMENTS

1. All Dispatchers viewed a POST training video entitled “Becoming Culturally Competent.” This video gave the Dispatchers a better understanding of cultural diversity and gave them the basic skills to be culturally competent when providing service to our community.
2. Through a state grant AT&T upgraded the existing 911 system to the new Next Generation 911 (NG 911) Vesta Pallas. This included upgrades to our reporting software, mapping, audio recorder, and the dispatch atomic clock to insure system efficiency, integrity, and accuracy.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Part Time Salaries (#11300) and Overtime Salaries (#11400) categories were over spent due to Dispatch personnel who were in training and personnel on long term medical leave.
2. Communications category (#32000) consists of \$97,000 for telephone services.
3. R/M Contractual category (#38000) consists of costs for maintenance of fire alarm monitoring equipment, communications system hardware, Simplex Fire Alarm, police motorcycle helmet communication devices, maintenance of the NEC telephone system, radio headset maintenance, and radio site lease/maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Communications**

ACTIVITY NO.: **3112**

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$512,987	\$557,081	\$521,201	\$551,857	\$551,857
11300 Part Time Salaries	110,451	12,000	102,191	12,000	12,000
11400 Overtime Salaries	131,450	46,000	80,154	46,000	46,000
TOTAL	\$754,888	\$615,081	\$703,546	\$609,857	\$609,857
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,235	\$1,377	\$1,377	\$1,539	\$1,539
12300 Medical Insurance	52,447	54,836	54,836	85,174	85,174
12350 Medicare Insurance	10,589	7,214	7,214	7,959	7,959
12370 Part Time Retirement	2,292	480	480	480	480
12400 Dental Insurance	4,445	4,818	4,818	5,741	5,741
12500 Workers Compensation	7,700	8,470	9,317	9,317	9,317
12600 Retirement	103,048	104,297	104,297	121,635	121,635
12800 Uniform Allowance	0	0	300	300	300
12900 Long Term Disability	2,772	3,168	3,168	3,564	3,564
12950 Vision Plan	786	948	948	1,118	1,118
TOTAL	\$185,314	\$185,608	\$186,755	\$236,827	\$236,827
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,444	\$3,500	\$2,900	\$2,900	\$2,900
32000 Communications	88,924	97,000	97,000	97,000	97,000
38000 R/M Contractual	123,246	149,930	149,930	150,215	150,215
39000 Miscellaneous	0	120	120	120	120
TOTAL	\$214,614	\$250,550	\$249,950	\$250,235	\$250,235
GRAND TOTAL	\$1,154,816	\$1,051,239	\$1,140,251	\$1,096,919	\$1,096,919

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Sergeant	0.50	0.50	0.50	\$50,070	\$50,196	\$50,196
Dispatcher*	9.00	9.00	9.00	499,961	492,211	492,211
Bilingual	0.00	0.00	0.00	1,800	4,200	4,200
Education Incentive	0.00	0.00	0.00	1,050	1,050	1,050
Overtime	0.00	0.00	0.00	46,000	46,000	46,000
Lead Communications Dispatcher Premium	0.00	0.00	0.00	3,000	3,000	3,000
Special Assignment	0.00	0.00	0.00	1,200	1,200	1,200
<u>Part-Time</u>						
Dispatcher	0.24	0.24	0.24	12,000	12,000	12,000
Total	9.74	9.74	9.74	\$615,081	\$609,857	\$609,857

* Two dispatcher positions are vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$395,963	\$582,173	\$551,621	\$601,634	\$601,634
SERVICES & SUPPLIES	60,639	82,800	83,350	83,350	83,350
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$456,602	\$664,973	\$634,971	\$684,984	\$684,984
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.50	 6.50	 6.50	 6.50	 6.50

Program Description

The Monterey Park Jail receives and processes persons booked for violations of the law. Bookings involving juveniles and warrant arrests are short-term detentions. Arrests for serious crimes may require processing and prisoner maintenance over several days. The Jail Bureau is responsible for operating and maintaining a safe and secure jail environment. The Jail Bureau also operates a fee paying prisoner program that generates revenue for the City. Persons who are accepted into this program are low risk misdemeanant offenders and federal prisoners.

The specific operational objectives are as follows:

- Maintain compliance with all jail inspections conducted by the Board of Corrections, the Grand Jury, and other outside agencies with above average ratings.
- Maintain a positive rating above 75% as measured by the outgoing prisoner surveys.

- Maintain compliance with State and County guidelines by conducting intake screenings on all prisoners (i.e. health, mental health, etc.).

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Prisoners Booked: (Excluding fee-paying)	994	915	925
Fee-Paying Prisoners Booked	328	299	305
Total Prisoners Booked	1,322	1,214	1,230
Jail Revenue: Fee Paying	\$95,096	\$83,000	\$85,000
Prisoner Satisfaction Rating:	97%	97%	98%

2013-2014 GOALS AND OBJECTIVES

1. Jail staff will develop a program to train Reserve Police Officers in the operation of the jail facility. This will assist in establishing a pool of Reserve Officers for use in times of emergency or high service demand.
2. Jail personnel will attend and give quarterly presentations at Neighborhood Watch meetings to promote: Jail Tours, the “Pay to Stay” Sentenced Prisoner program and our Live Scan operations.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Jail personnel developed and distributed a quick reference guide to assist persons brought into the Monterey Park City Jail facility who are in need of services such as homeless shelters, food and other community services upon release from the jail facility.
2. Jail personnel were sent to training to better assist them in identifying and assisting mentally ill and developmentally handicapped persons brought into the jail facility.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) consists of \$26,500 for janitorial services and contract pest control services, repairs and maintenance of buildings and maintenance of jail cameras, Intoximeter and typewriter.
2. Other Agency Service category (#41000) consists of \$8,500 for booking prisoners at the Los Angeles County Jail.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$263,296	\$383,853	\$361,384	\$388,789	\$388,789
11300 Part Time Salaries	14,202	26,337	26,337	26,337	26,337
11400 Overtime Salaries	16,835	25,000	16,530	25,000	25,000
TOTAL	\$294,333	\$435,190	\$404,251	\$440,126	\$440,126
EMPLOYEE BENEFITS					
12200 Life Insurance	\$810	\$972	\$972	\$972	\$972
12300 Medical Insurance	39,225	50,940	50,940	55,800	55,800
12350 Medicare Insurance	4,307	5,597	5,597	3,813	3,813
12370 Part Time Retirement	0	702	702	702	702
12400 Dental Insurance	2,640	3,295	3,295	3,300	3,300
12500 Workers Compensation	3,520	3,872	4,259	4,259	4,259
12600 Retirement	48,506	78,893	78,893	89,950	89,950
12900 Long Term Disability	1,980	1,980	1,980	1,980	1,980
12950 Vision Plan	642	732	732	732	732
TOTAL	\$101,630	\$146,983	\$147,370	\$161,508	\$161,508
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$800	\$800	\$800	\$800
22000 Operating Supplies	20,345	34,350	34,400	34,400	34,400
32000 Communications	706	1,050	1,550	1,550	1,550
33000 Motor Pool Charges	2,940	2,940	2,940	2,940	2,940
38000 R/M Contractual	31,241	34,585	34,585	34,585	34,585
39000 Miscellaneous	377	575	575	575	575
41000 Other Agency Serv	5,030	8,500	8,500	8,500	8,500
TOTAL	\$60,639	\$82,800	\$83,350	\$83,350	\$83,350
GRAND TOTAL	\$456,602	\$664,973	\$634,971	\$684,984	\$684,984

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Lieutenant	1.00	1.00	1.00	\$121,944	\$122,244	\$122,244
Jailer	5.00	5.00	5.00	252,009	256,645	256,645
Lead Jailer Premium	0.00	0.00	0.00	3,000	3,000	3,000
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	3,300	3,300	3,300
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Special Assignments	0.00	0.00	0.00	2,400	2,400	2,400
<u>Part-Time</u>						
Jailer	0.50	0.50	0.50	26,337	26,337	26,337
Total	6.50	6.50	6.50	\$435,190	\$440,126	\$440,126

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$593,161	\$663,375	\$601,093	\$700,376	\$700,376
SERVICES & SUPPLIES	95,060	123,548	126,427	126,427	126,427
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$688,221	\$786,923	\$727,520	\$826,803	\$826,803
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.50	 9.50	 9.50	 10.00	 10.00

Program Description

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 data bases; 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; receiving fees for services provided at the public counter; and assisting officers by writing routine reports at the Police counter.

The specific operational objectives are as follows:

- 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.

- Complete data entry of reports into the Records Management System within seven days of receipt.
- Respond to the front counter within one minute for delivery of service.

PROGRAM MEASUREMENTS

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Reports Processed:	4,766	4,788	4,900
Traffic Citations Processed:	7,703	5,900	6,000
Data Entry Completion:	100%	98%	100%
Complaints Processed for Court: (within 8 days)	100%	100%	100%

2013-2014 GOALS AND OBJECTIVES

1. Records personnel will work in collaboration with Investigations personnel to develop data analysis information based on caseload specific crimes and changing trends. This information will be used to assist police personnel in enforcement and prevention efforts.
2. Records clerks will participate in training for the California Sex and Arson Registry (CSAR) Web. This will allow all clerks to be proficient in the use of the new Sex and Arson registrant system which is being implemented by the California Department of Justice in 2013.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Each Clerk participated in POST Cultural Awareness Training. This imparted to personnel a better understanding in cultural diversity in order to improve their skills in providing services to our culturally diverse community.
2. The Records Bureau researched and prepared an implementation plan that will allow the public to obtain traffic collision reports via the internet. This will improve the efficiency of delivering service to the public.
3. Completed the CJIS/NCIC (California Criminal Justice Information System/National Crime Information Center) Database inspection which determined that Monterey Park Police Department is in compliance with the use of CLETS (California Law Enforcement Telecommunications System) databases.

4. Completed the re-certification process to comply with the State Department of Justice and the National Crime Information Center (NCIC) guidelines for California Law Enforcement Telecommunications System (CLETS) users

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries (#11300) consists of a \$10,047.00 increase for the creation of a Police Records Cadet position. This is a pilot program to assist in Live Scan Fingerprinting.
2. R/M Contractual category (#38000) consists of \$18,000 for janitorial services. This category also consists of \$7,600 for maintenance of the copy machine and typewriters.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Records**

ACTIVITY NO.: **3114**

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$409,919	\$474,126	\$395,808	\$477,126	\$477,126
11300 Part Time Salaries	23,920	0	16,042	10,047	10,047
11400 Overtime Salaries	5,667	5,150	3,985	5,150	5,150
TOTAL	\$439,506	\$479,276	\$415,835	\$492,323	\$492,323
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,289	\$1,539	\$1,539	\$1,483	\$1,483
12300 Medical Insurance	52,822	71,477	71,477	77,930	77,930
12350 Medicare Insurance	6,492	6,875	6,875	6,919	6,919
12370 Part Time Retirement	957	0	642	402	402
12400 Dental Insurance	3,889	5,027	5,027	5,030	5,030
12500 Workers Compensation	4,703	5,173	5,690	5,690	5,690
12600 Retirement	79,769	89,432	89,432	106,087	106,087
12900 Long Term Disability	2,970	3,564	3,564	3,564	3,564
12950 Vision Plan	764	1,012	1,012	948	948
TOTAL	\$153,655	\$184,099	\$185,258	\$208,053	\$208,053
SERVICES & SUPPLIES					
21000 Office Supplies	\$14,495	\$18,400	\$18,400	\$18,400	\$18,400
22000 Operating Supplies	2,239	3,400	3,400	3,400	3,400
32000 Communications	1,900	2,245	2,245	2,245	2,245
36000 Utilities	49,004	58,195	61,074	61,074	61,074
37000 Leases & Rentals	5,634	10,050	10,050	10,050	10,050
38000 R/M Contractual	18,958	25,600	25,600	25,600	25,600
39000 Miscellaneous	2,642	5,258	5,258	5,258	5,258
41000 Other Agency Serv	188	400	400	400	400
TOTAL	\$95,060	\$123,548	\$126,427	\$126,427	\$126,427
GRAND TOTAL	\$688,221	\$786,923	\$727,520	\$826,803	\$826,803

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Sergeant	0.50	0.50	0.50	\$50,070	\$50,196	\$50,196
Police Records Management Technician	1.00	1.00	1.00	46,704	47,352	47,352
Police Clerk	8.00	8.00	8.00	366,702	368,928	368,928
Bilingual	0.00	0.00	0.00	5,400	5,400	5,400
Education Incentive	0.00	0.00	0.00	1,050	1,050	1,050
Overtime	0.00	0.00	0.00	5,150	5,150	5,150
Lead Police Records Clerk Premium	0.00	0.00	0.00	3,000	3,000	3,000
Special Asssignment	0.00	0.00	0.00	1,200	1,200	1,200
<u>Part-Time</u>						
Police Records Cadet*	0.00	0.50	0.50	0	10,047	10,047
Total	9.50	10.00	10.00	\$479,276	\$492,323	\$492,323

* New Part-Time position

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Computer Services

ACTIVITY NO.: 3115

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	559,569	635,043	635,043	653,870	653,870
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$559,569	\$635,043	\$635,043	\$653,870	\$653,870
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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.

2013-2014 GOALS AND OBJECTIVES

1. The Bureau will implement a replacement plan of outdated or obsolete computers within the Department. The department will budget and replace 20% of the department's computers each year for the next five years.
2. The Bureau will research the viability of online or electronic legal books, such as the California Penal Code and California Vehicle Code to be installed on department computers to assist personnel in case preparation and filing. This project will eliminate paper copies of these documents.

2012-2013 MAJOR ACCOMPLISHMENTS

1. The Bureau completed an inventory of the department's computer infrastructure and identified those components needing replacement or elimination.
2. The New World System CAD/RMS software was upgraded, tested, and implemented which improved the extraction of data for mandated reporting and department reports.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of contractual costs for support for the Computer Aided Dispatch/Record Management System and other computer systems for the entire department.
2. Communications category (#32000) consists of \$28,906 for Data Processing/Technology Internal Service Fund.
3. R/M Contractual category (#38000) consists of maintenance, repair, replacement, and upgrade of computers, monitors, printers for the Police Computer Aided Dispatch/Record Management System (CAD/RMS) Network, and computer printer and the Mobile Data Computers in police vehicles and wireless connection support.
4. Debt Service category (#42000) displays \$165,869 for the loan payment obligation for the Computer Aided Dispatch/Records Management System.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Computer Services

ACTIVITY NO.: 3115

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
21000 Office Supplies	\$400	\$400	\$400	\$400	\$400
22000 Operating Supplies	0	200	200	200	200
24000 Small Tools	700	1,850	1,850	1,850	1,850
31000 Contracted Services	125,524	143,000	143,000	150,645	150,645
32000 Communications	26,219	27,529	27,529	28,906	28,906
38000 R/M Contractual	240,859	296,195	296,195	306,000	306,000
42000 Debt Service	165,867	165,869	165,869	165,869	165,869
TOTAL	\$559,569	\$635,043	\$635,043	\$653,870	\$653,870
GRAND TOTAL	\$559,569	\$635,043	\$635,043	\$653,870	\$653,870

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$468,141	\$450,185	\$433,827	\$298,013	\$298,013
SERVICES & SUPPLIES	51,302	56,552	56,700	56,700	56,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$519,443	\$506,737	\$490,527	\$354,713	\$354,713
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.75	 4.75	 4.75	 3.75	 3.75

Program Description

The primary goal of the Community Relations Bureau is to raise the community's level of awareness on crime and crime prevention methods. The desired outcome is to decrease community members potential of being victimized. This goal is accomplished through Community Based Policing, where a partnership between the community and the police is formed to proactively solve crime problems and address quality of life issues.

Services offered to the public by the Community Relations Bureau are the Neighborhood and Business Watch programs, residential and business inspections, and various presentations designed to meet the specific needs of the community. The Community Relations Bureau offers to the public the Monterey Park Citizens' Patrol (M.P.C.P.) and Police Explorers programs which enable citizens to become an integral part of the police department.

Attached to the Community Relations Bureau is the Problem Oriented Policing (P.O.P.) Team. The P.O.P. 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, the P.O.P. Team 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.

The specific operational objectives are as follows:

- Solicit and encourage active involvement in the Neighborhood Watch Seven Step Program, conduct quarterly Block Captain meetings, and continue to submit monthly crime prevention articles to the Cascade Newspaper.
- Conduct monthly Business Watch meetings in the business community sectors.
- Maintain the Monterey Park Citizen’s Patrol membership to provide services to address the needs of the community and the Police Department.
- Maintain the Police Explorer Scouts membership to meet the needs of the Explorer Scouts, Community, and the Police Department.
- Provide members of the community and local schools with tours of the Police Department and City Hall Facility.
- Offer the Citizens’ Academy to the Community on an annual basis.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Tour of City Facilities: (Number of persons)	615	625	650
Neighborhood Watch Groups:	58	63	71
Business Watch Groups:	82	88	90
Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	3,988	4,100	4,200
Police Explorer Hours Volunteered:	3,864	3,950	4,000
Police Chaplin Hours Volunteered:	142	212	305

2013-2014 GOALS AND OBJECTIVES

1. The Community Relations Bureau will create and present a “Parent Technology Education Forum” that will cover issues such as cell phones/mobile devices, phone applications, “SEXTING”, social media and school drug trends. This program will be presented to Junior High School (7th and 8th grade) students and parents.
2. The Community Relations Bureau will create an information brochure to recruit local college students who are interested in serving as interns within the Monterey Park Police Department. By increasing awareness of this program, the City is able to realize the benefits of volunteers while also providing a service to the students and possibly recruiting of future employees for the City.

2012-2013 MAJOR ACCOMPLISHMENTS

1. The Community Relations Bureau held its 13th Annual Youth Activities Golf Tournament. Sponsorships from numerous local businesses, community members, and the participation of the golfers raised over \$5,100.
2. The Problem Oriented Policing Team (P.O.P. Team) published a monthly list of all quality of life projects they are currently working on. This list was made available to all Patrol, Traffic, and Detective personnel.
3. Monterey Park Police Explorer Post #300 assisted the Animal control Bureau in distributing “Responsible Pet Ownership” packages to pet owners in the city.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Part Time Salaries (#11300) consists of a decrease of \$5,575 due to the completion of grant funds.
2. Operating Supplies category (#22000) consists of \$2,200 for annual uniform allowance, Annual Police Explorer Awards dinner and other operating supplies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Community Relations**

ACTIVITY NO.: **3120**

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$267,378	\$278,412	\$268,511	\$166,836	\$166,836
11300 Part Time Salaries	63,746	51,036	51,019	45,444	45,444
11400 Overtime Salaries	808	7,000	575	4,000	4,000
11450 Court Time Salaries	0	773	773	773	773
TOTAL	\$331,932	\$337,221	\$320,878	\$217,053	\$217,053
EMPLOYEE BENEFITS					
12200 Life Insurance	\$459	\$486	\$486	\$324	\$324
12300 Medical Insurance	21,874	24,074	24,074	23,400	23,400
12350 Medicare Insurance	4,959	4,067	4,067	2,385	2,385
12370 Part Time Retirement	639	2,843	2,041	2,041	2,041
12400 Dental Insurance	1,691	1,901	1,901	1,320	1,320
12500 Workers Compensation	7,150	7,865	8,652	8,652	8,652
12600 Retirement	99,193	71,467	71,467	42,664	42,664
12800 Uniform Allowance	0	0	0	0	0
12950 Vision Plan	244	261	261	174	174
TOTAL	\$136,209	\$112,964	\$112,949	\$80,960	\$80,960
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,858	\$5,790	\$5,940	\$5,940	\$5,940
32000 Communications	686	650	650	650	650
33000 Motor Pool Charges	41,937	42,012	42,010	42,010	42,010
38000 R/M Contractual	35	100	100	100	100
39000 Miscellaneous	5,786	8,000	8,000	8,000	8,000
TOTAL	\$51,302	\$56,552	\$56,700	\$56,700	\$56,700
GRAND TOTAL	\$519,443	\$506,737	\$490,527	\$354,713	\$354,713

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Community Relations**

ACTIVITY NO.: **3120**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Sergeant*	1.00	0.00	0.00	\$100,140	\$0	\$0
Agent**	1.00	0.00	0.00	84,984	0	0
Police Officer	1.00	2.00	2.00	79,788	159,936	159,936
Court Time	0.00	0.00	0.00	773	773	773
Education Incentives	0.00	0.00	0.00	6,300	2,100	2,100
Overtime	0.00	0.00	0.00	7,000	4,000	4,000
Special Assignments	0.00	0.00	0.00	7,200	4,800	4,800
<u>Part-Time</u>						
Community Services Officer	1.75	1.75	1.75	51,036	45,444	45,444
Total	4.75	3.75	3.75	\$337,221	\$217,053	\$217,053

* Moved to Admin Activity 3101.

** Reduced one Agent and increased one Police Officer.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire

ACTIVITY NO.: 3200

SOURCE OF FUNDS:

General Fund \$8,703,182
 Retirement Fund \$1,395,343
 Shop Fund \$100,000
 Separation Benefits Fund \$220,000
 Public Safety Impact Fund \$56,840
 Public Safety Augmentation Fund \$290,000
 Urban Area Initiative-2011 Grant \$29,161
 ELAC Instructional Service Program Grant \$40,000
 Disaster Management Area C Grant \$2,500

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$9,870,283	\$9,371,927	\$9,356,014	\$9,537,670	\$9,537,670
SERVICES & SUPPLIES	1,130,000	1,231,181	1,195,339	1,290,118	1,290,118
CAPITAL OUTLAY	0	22,238	13,000	9,238	9,238
TOTAL COSTS	\$11,000,283	\$10,625,346	\$10,564,353	\$10,837,026	\$10,837,026
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 57.00	 57.50	 57.50	 57.50	 57.50

Program Description

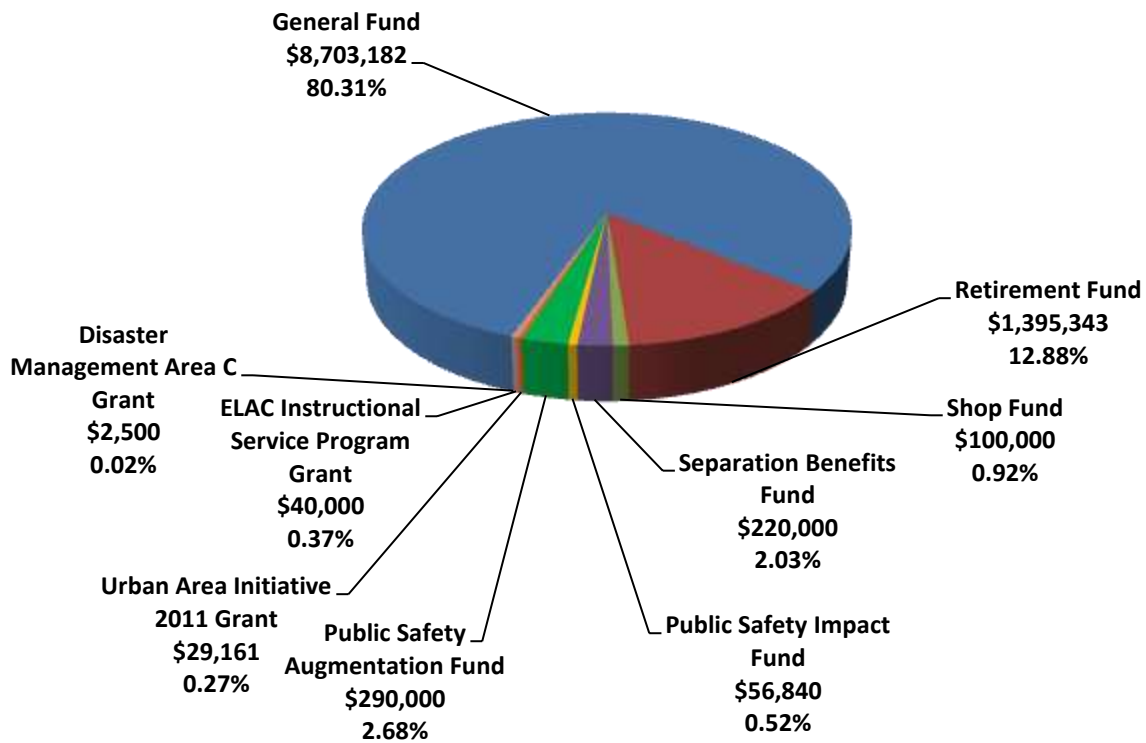
The Fire Department is entrusted with the responsibility of providing this community, its citizens and guests, with the highest level of standard care and emergency response in support of our organizational mission, the preservation of life, property, and the environment. Typical of most other Southern California cities, Monterey Park is subjected to naturally occurring events, such as earthquakes, brush fires, flooding, and mud slides. The City is charged with the task of managing numerous human-caused hazards as well, including building fires, environmental hazardous conditions, multi-casualty medical events and numerous other catastrophic occurrences. Three of the most heavily traveled interstates and state highways border this city. This proximity results in numerous transportation accidents, which require specialized mitigation equipment, the treatment and transportation of injured patients to the community hospitals, and the probability of a transportation vehicle incident with a resulting release of hazardous materials. These and other complex incidents remain a major concern to the Fire Department and the community.

The Department is organized into five divisions: Administration, Fire Prevention, Emergency Operations, Emergency Medical Services, and Emergency Preparedness. The Fire Chief is the

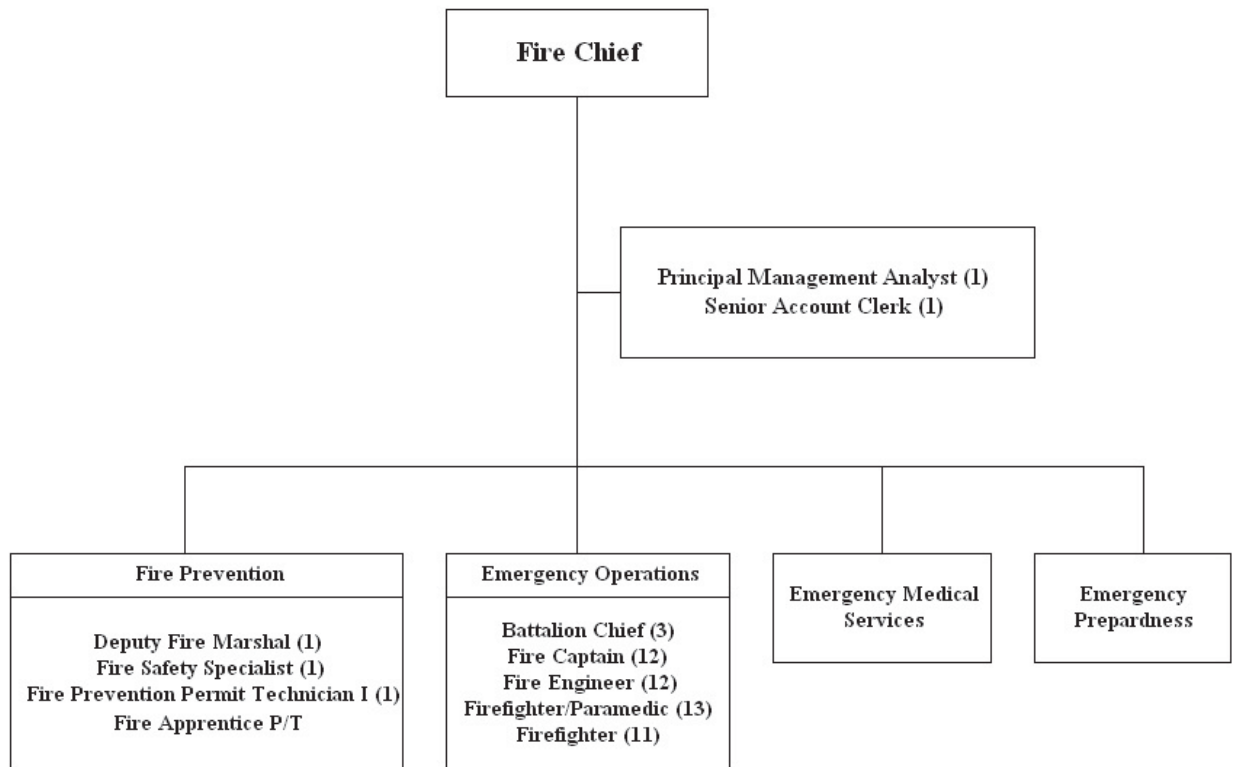
administrative manager of the Department with the Emergency Operation Division being divided into three platoons, and each managed by a Battalion Chief.

The Operation Division is primarily responsible for emergency response, training, fleet and facilities maintenance. The Fire Prevention Division is headed by the Deputy Fire Marshal and is responsible for Life Safety Code Enforcement, Community Relations and Environmental Safety. The Emergency Medical Services is managed by a Battalion Chief and is responsible for operating life support ambulances and overseeing our paramedic program. The Emergency Preparedness is responsible for the development and operation of the Monterey Park Emergency Operations Center. The men and women of the Fire Department take great pride in providing service to the community with character, commitment, and competency.

Fire Source of Funds



Fire Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$387,234	\$440,448	\$427,277	\$445,730	\$445,730
SERVICES & SUPPLIES	221,748	235,419	206,911	165,745	165,745
CAPITAL OUTLAY	0	22,238	13,000	9,238	9,238
TOTAL COSTS	\$608,982	\$698,105	\$647,188	\$620,713	\$620,713
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.00	 3.00	 3.00	 3.00	 3.00

Program Description

The Administration consists of the Fire Chief and Administrative Staff. The Fire Chief, under the direction of the City Manager and the City Council, is responsible for long-range planning, budgeting and personnel development. The Fire Chief is also tasked with setting and meeting specific 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.

The Fire Chief achieves these standards by employing a variety of modern management techniques and leadership. The Fire Chief recruits, selects, and provides continuous development to ensure a high level of competence and integrity in fire department staff. The service objectives of the Fire Department are currently achieved by maintaining three strategically located fire stations within the community, staffed by 51 dedicated personnel. Residents benefit from prompt response of emergency service units.

The Fire Chief and 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 active participation in area automatic and mutual aid agreements that augment emergency resources available for single and multiple alarms in response to emergencies within the City. This is also accomplished through programs that add service through a regionalized approach and the use of volunteers and through improved life-safety programs that include the citizens we serve.

PROGRAM MEASUREMENTS

Effective April 2013, Federal Grant budgets reduced 5% nationwide impacting Monterey Park’s FY13-14 grant projects.

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
Grant Awards: (SHSGP, UASI, Measure B)	\$147,112	\$201,161	\$64,000

*FY2011-2012 includes 2010 UASI (\$65,809), 2010 SHSGP (\$8,100), 2011 AFG (\$70,703) and EOP (\$2,500). FY2012-13 is the 2011 UASI (Projected was \$31,880, Actual Award-\$29,161), SHSGP/UASI Rollover funds for radios \$150,000 FY 2012 UASI (\$22,000); Projected FY2013-2014 proposed 2013 UASI Grant (\$14,000), UASI Smart Classroom (\$50,000).

2013-2014 GOALS AND OBJECTIVES

1. Attract and Retain Quality Employees: In alignment with the Fire Department and City’s Strategic Plan, work on the Department Succession Plan to prepare personnel for future leadership positions and promotional opportunities. This includes defining desirable skills and qualifications, training, certification, and mentoring program.
2. Improve Organizational Effectiveness and Efficiency: To ensure regulatory compliance, risk management, and reduced staffing, implement the newly developed Electronic-based Standard Operating Procedures Manual by Lexipol and launch the employee training component of Daily Training Bulletins.
3. Improvement Organizational Effectiveness and Efficiency: As a result of the implementation of Fire Department Budget Activity No 3230 Emergency Preparedness, work to establish and implement both City-wide and Community-wide Emergency Preparedness Programs and training.

2012-2013 MAJOR ACCOMPLISHMENTS

1. In collaboration with the Management Services Department, integrated the Fire Department's Telestaff system to the new on-line timecard system to reduce staff time. The new system allows for direct exportation of the Telestaff data to the on-line time cards through an intermediary system.
2. Staff implemented two new programs to increase efficiency, effectiveness and address the issue of decreased staffing levels. An electronic based Standard Operating Procedure Manual approved by the City Council was implemented through an outside vendor to ensure all Federal, State, and local regulations and NFPA standards are adhered; and in collaboration with Human Resources, a recruitment company obtained to conduct firefighter recruitment. This company conducts the call for applications; proctors the written exam and ensures acquisition of all necessary certifications obtained and agency requirements met.
3. Continued development of the City's Emergency Operations Plan. A draft was completed and reviewed by staff. This Plan is a very comprehensive document to address all City needs during a large-scale disaster, including evacuation; special/functional needs population, animal care, emergency shelters, and disaster recovery. Staff review was completed in May and then sent to the State for review and comment. It will then require Federal review and approval.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11000) reflects an overall decrease of \$1,296 due to the elimination of the education incentive \$3,300 and an increase in salaries due to furlough reduction of 5% in April 2014.
2. Benefits category (#12000) shows an overall increase of \$6,578 resulting from a decrease in Medical Insurance of \$1,501; increase in Workers Compensation \$908, Retirement \$5,444; Long Term Disability \$1,412; and Vision \$153.
3. Operating Supplies (#22000) reflects an increase of \$1,100 for Commendations and Awards to cover promotional ceremonies, retirement and promotional badges and Reserve and Explorer Programs.
4. Small Tools category (#24000) shows an increase of \$1,000 for software and hardware costs in Administration.
5. Contracted Services category (#31000) reflects an increase of \$1,000 to cover fitness equipment preventative maintenance contract for all three stations.
6. Communications category (#32000) shows an overall decrease of \$7,600 due to the transfer of \$8,000 to the Emergency Preparedness Activity and an increase for the non-departmental charge of \$400 for Technology Charges.

7. Utilities category (#36000) shows an overall increase of \$2,046; Electricity increased \$1,700 and Gas increased \$346.
8. Miscellaneous category (#39000) shows an overall decrease of \$68,209 due to the completion of the 2009 and 2010 UASI Grant Programs \$53,809, increase of \$600 for dues and memberships and the transfer of \$15,000 to Emergency Preparedness.
9. Capital Outlay category (#54000) shows a decrease of \$13,000 due to the completion of the 2010 UASI Grant Purchase.
10. Education & Training category (#39000) shows an overall decrease of \$68,809 as a result of the completion of the 2010 UASI Grant Program (\$53,809); and movement of the Disaster Preparedness budget (\$15,000) to the Emergency Preparedness Activity.
11. Vehicles/Equipment category (#54000) decreased \$13,000 due to completion of the 2011 UASI Grant Program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$275,593	\$323,412	\$312,199	\$322,116	\$322,116
11500 Separation Benefits	10,175	10,175	10,175	10,175	10,175
TOTAL	\$285,768	\$333,587	\$322,374	\$332,291	\$332,291
EMPLOYEE BENEFITS					
12200 Life Insurance	\$338	\$486	\$636	\$648	\$648
12300 Medical Insurance	18,639	21,132	18,931	19,631	19,631
12350 Medicare Insurance	938	0	0	0	0
12400 Dental Insurance	1,320	2,040	1,980	2,040	2,040
12500 Workers Compensation	8,250	9,075	9,075	9,983	9,983
12600 Retirement	70,850	71,976	71,976	77,420	77,420
12800 Uniform Allowance	0	550	550	550	550
12900 Long Term Disability	792	1,188	1,188	2,600	2,600
12950 Vision Plan	339	414	567	567	567
TOTAL	\$101,466	\$106,861	\$104,903	\$113,439	\$113,439
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,388	\$1,500	\$1,500	\$1,500	\$1,500
22000 Operating Supplies	1,239	1,500	1,500	2,600	2,600
24000 Small Tools	150	700	700	1,800	1,800
31000 Contracted Services	0	2,400	5,608	3,400	3,400
32000 Communications	28,024	30,200	27,200	22,600	22,600
33000 Motor Pool Charges	14,888	15,261	15,261	15,880	15,880
36000 Utilities	35,295	45,526	36,064	47,572	47,572
38000 R/M Contractual	7,347	9,000	9,000	9,270	9,270
39000 Miscellaneous	133,417	129,332	110,078	61,123	61,123
TOTAL	\$221,748	\$235,419	\$206,911	\$165,745	\$165,745
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$22,238	\$13,000	\$9,238	\$9,238
TOTAL	\$0	\$22,238	\$13,000	\$9,238	\$9,238
GRAND TOTAL	\$608,982	\$698,105	\$647,188	\$620,713	\$620,713

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Fire Chief	1.00	1.00	1.00	\$177,000	\$177,000	\$177,000
Principal Management Analyst	1.00	1.00	1.00	89,280	90,528	90,528
Senior Account Clerk	1.00	1.00	1.00	53,832	54,588	54,588
Education Incentives	0.00	0.00	0.00	3,300	0	0
Separation Benefits	0.00	0.00	0.00	10,175	10,175	10,175
Total	3.00	3.00	3.00	\$333,587	\$332,291	\$332,291

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$287,302	\$316,645	\$291,532	\$326,252	\$326,252
SERVICES & SUPPLIES	56,963	62,350	57,562	64,200	64,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$344,265	\$378,995	\$349,094	\$390,452	\$390,452
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.00	3.50	3.50	3.50	3.50

Program Description

The Fire Prevention Division is tasked with protecting the community before the event of an emergency through efforts to prevent hostile fires, explosions, and panic. The efforts of this Division are divided into two major programs, which focus on Fire Safety and Environmental Safety. The Fire Safety Programs mitigate hazards associated with life or property loss and includes the responsibility for plan checks, issuing permits, inspections, investigations, and community relations. Environmental Safety Programs mitigate hazards that may endanger or damage the environment of the community and includes responsibilities related to hazardous materials and industrial waste.

This Division is also responsible for recovering costs for inspection services, plan checks, annual permits required by the Uniform Fire Code or other regulations and investigations. Other cost recovery programs that this Division is involved with include Public Safety Impact Fees and Business Licenses, which reduce the fiscal impact of the Department.

PROGRAM MEASUREMENTS

<u>Fiscal Year</u>	ACTUAL <u>2011-2012</u>	ESTIMATED <u>2012-2013</u>	PROJECTED <u>2013-2014</u>
Plans Checked	345	325	325

Inspections

New Construction	206	140	200
Commercial	791	700	700
Haz Mat	8	10	15
Industrial Waste	323	325	325
Residential	162	150	150
New Business Inspections	198	200	200
Re-inspection	711	700	700
Fire and other Investigations	171	160	160

<u>Cost Recovery Programs</u>	ACTUAL	ESTIMATED	PROJECTED
<u>Fiscal Year</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Fire Inspections (Including Annual Business Inspections) Started in 2007-2008	\$116,123	\$115,000	\$120,000
Plan Checks	\$85,639	\$75,000	\$70,000
Permits	\$51,412	\$50,000	\$50,000
Industrial Waste	<u>\$116,415</u>	<u>\$95,000</u>	<u>\$95,000</u>
Total Revenue Collected	\$369,589	\$335,000	\$335,000

2013-2014 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: As required by State mandate, adopt the 2013 California Fire Code with local amendments as part of the three-year cycle.
2. Improve Organizational Effectiveness and Efficiency: Provide additional staff training to enable a greater number of in-house plan checks to expedite reviews and improve customer service.
3. Collaborate with Fire Suppression personnel to expand the Fire Safety public education program for older adults.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Fire Prevention has been included in the Fire Department's Telestaff Program, which will enable accountability and accuracy for staffing reports and electronic processing of payroll.
2. In collaboration with Fire Suppression personnel, worked to increase the recruitment of fire explorers. Pending processing, the Department has a maximum number of applicants.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a decrease of \$3,522 for part-time salaries.
2. Employee Benefits categories (#12000) reflects an overall increase of \$13,129 due to medical insurance increase of \$3,155, Medicare (\$36), Worker's Compensation (\$1,694), retirement costs (\$8,725), decreased part-time retirement \$369, and decreased Vision of \$112.
3. Public Relations/Safety Educ category (#39000) shows an increase of \$2,100 for Public Education Program targeting youth and seniors.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$196,681	\$199,230	\$193,438	\$204,936	\$204,936
11300 Part Time Salaries	0	21,978	5,800	12,750	12,750
11400 Overtime Salaries	62	0	0	0	0
11500 Separation Benefits	13,558	13,558	13,558	13,558	13,558
TOTAL	\$210,301	\$234,766	\$212,796	\$231,244	\$231,244
EMPLOYEE BENEFITS					
12200 Life Insurance	\$486	\$486	\$486	\$486	\$486
12300 Medical Insurance	22,522	23,154	23,773	26,309	26,309
12350 Medicare Insurance	958	926	988	962	962
12370 Part Time Retirement	0	879	170	510	510
12400 Dental Insurance	2,050	2,051	2,051	2,051	2,051
12500 Workers Compensation	15,400	16,940	16,940	18,634	18,634
12600 Retirement	34,098	35,841	32,859	44,566	44,566
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	299	414	281	302	302
TOTAL	\$77,001	\$81,879	\$78,736	\$95,008	\$95,008
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,664	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	1,387	2,050	2,050	2,050	2,050
24000 Small Tools	755	800	800	800	800
31000 Contracted Services	0	250	250	0	0
32000 Communications	2,143	4,450	2,905	4,450	4,450
33000 Motor Pool Charges	42,000	42,000	42,000	42,000	42,000
37000 Leases & Rentals	2,709	4,900	1,661	4,900	4,900
38000 R/M Contractual	486	500	500	500	500
39000 Miscellaneous	5,819	5,400	5,396	7,500	7,500
TOTAL	\$56,963	\$62,350	\$57,562	\$64,200	\$64,200
GRAND TOTAL	\$344,265	\$378,995	\$349,094	\$390,452	\$390,452

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Deputy Fire Marshal	1.00	1.00	1.00	\$74,376	\$76,821	\$76,821
Fire Safety Specialist	1.00	1.00	1.00	63,822	66,327	66,327
Fire Prevention Permit Technician I	1.00	1.00	1.00	53,832	54,588	54,588
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Safety Specialist Premium	0.00	0.00	0.00	6,000	6,000	6,000
Separation Benefits	0.00	0.00	0.00	13,558	13,558	13,558
<u>Part-Time</u>						
Fire Apprentice	0.50	0.50	0.50	21,978	12,750	12,750
Total	3.50	3.50	3.50	\$234,766	\$231,244	\$231,244

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$9,195,747	\$8,614,834	\$8,637,205	\$8,765,688	\$8,765,688
SERVICES & SUPPLIES	609,143	690,705	688,204	718,982	718,982
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$9,804,890	\$9,305,539	\$9,325,409	\$9,484,670	\$9,484,670
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 52.00	 51.00	 51.00	 51.00	 51.00

Program Description

The Emergency Operations Division is charged with the responsibility of providing fast and efficient emergency response to fires, hazardous conditions, rescues, illnesses, or any other conditions where the health, safety and welfare of the public is in jeopardy. One measurement of the capabilities of the operations division, typically, has been the grade assigned to the City by the Insurance Service Organization (I.S.O.). The grading schedule also considers the water system, communications, staffing, training, and facilities. This grading is used by the insurance industry to determine fire insurance rates for homeowners and businesses within the community. On a one to ten scale, with one being the most desirable, the City of Monterey Park enjoys a rating of three.

Command and control of Emergency Operations is provided on a daily basis by three shift Battalion Chiefs on a platoon schedule. In addition to daily emergency operations, each Battalion Chief performs several different staff assignments. These duties include: Emergency Medical Coordinator, Personnel Administration, Training, Disaster Preparedness Coordinator, Safety Officer and Fleet 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 standard operational guidelines and by employing and developing the most highly motivated and skilled personnel.

Specific Service Objectives are:

- Mitigate and, wherever possible, eliminate the loss of life and/or property. To protect the environment from hostile fires and other human-caused or natural disasters.
- Effectively manage disaster situations resulting from natural, human-caused, and civil actions; and minimize loss of life, property, and environmental damage through Emergency Disaster Preparedness and training.
- Develop and implement long-range fire planning objectives for future fire suppression needs.
- 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.
- Provide training and career development opportunities using accepted models with an emphasis on long-range organizational goals.

PROGRAM MEASUREMENTS

EMERGENCY ACTIVITY SUMMARY

<u>Fiscal Year</u> <u>Types of Fire Incidents</u>	<u>ACTUAL</u> <u>2011– 2012</u>	<u>ESTIMATED</u> <u>2012 – 2013</u>	<u>PROJECTED</u> <u>2013 – 2014</u>
Residential	97	126	129
Commercial	0	1	0
Industrial	0	0	0
Brush/Grass	17	15	16
Trash/Other	30	30	31
Vehicle	<u>26</u>	<u>27</u>	<u>28</u>
Total Fire Incidents	170	199	204

<u>Fiscal Year</u>	ACTUAL	ESTIMATED	PROJECTED
<u>*All Emergency Incidents</u>	<u>2011-2012</u>	<u>2012 – 2013</u>	<u>2013 – 2014</u>
Fire	170	200	204
EMS	2,964	3,344	3,411
Public Assist	155	171	174
Smoke	6	20	21
Haz Mat	90	75	77
False Alarms, Good Intent, and Cancelled En Route	666	705	719
**Other Misc. Incidents	<u>52</u>	<u>50</u>	<u>51</u>
Total Emergency Incidents	4103	4565	4657

*Data source – FireHouse RMS

** Includes incidents such as floods, police department assists, air/gas rupture, citizen complaints, steam mistaken for smoke, and incident cleared prior to arrival.

<u>Automatic Aid/Mutual Aid*</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2011-2012</u>	<u>2012 – 2013</u>	<u>2013 – 2014</u>
Auto Aid/Mutual Aid Provided	612	580	597
Auto Aid/Mutual Aid Received	<u>490</u>	<u>459</u>	<u>472</u>
Total Automatic/Mutual Aid	1,102	1,039	1,069

<u>Average Response Times*</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2011-2012</u>	<u>2012 – 2013</u>	<u>2013 – 2014</u>
EMS Calls	4:36	4:36	4:36
Fire Calls	5:05	5:12	5:05

*Data Source – Verdugo Communications

Figures shown are an average of the emergency responses over a one year period. The slight increase in these figures is the result of adding in turn-out time to the equation. The figures now illustrate the time from dispatch to the time the first fire unit arrives on scene.

<u>Volunteer Hour</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Hours Donated by Reserves	8,640	11,232	17,472
Hours Donated by Explorers	4,600	700	1,400

NON-EMERGENCY ACTIVITY SUMMARY

<u>Training Hrs – Non-Medical</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2011-2012</u>	<u>2012 – 2013</u>	<u>2013 – 2014</u>
In-Service Training	21,530	21,601	21,500
Outside Officer Training	1,400	3,300	3,300
Specialty Courses/Seminars	<u>2,905</u>	<u>1,000</u>	<u>1,000</u>
Total Hours	25,835	25,901	25,800

*Grant funded training has decreased

2013-2014 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Continue with the Firefighter Safety and Survival Series. This year's focus will be in the areas of firefighter and civilian search, recovery, packaging and removal of the downed firefighter or civilian. In addition schedule the Level II Fire Officer classes.
2. *Improve organizational effectiveness and efficiency:* With assistance from UASI and SHSGP grant funds, continue with Urban Search and Rescue training for our members. With these grant funds, we will be able to send our members to receive specialized training as well as purchase of state of the art search cameras and rescue/recovery tools.
3. *Improve organizational effectiveness and efficiency:* Update the Fire Department's pre-fire planning, training, and policy development programs to increase our operational readiness to respond to all types of incidents, which would be fire, EMS and any other extraordinary event.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Developed a Fire Department Vehicle Replacement and Maintenance policy for the City Council to adopt. This program will help identify and forecast preventive maintenance needs, apparatus and vehicle replacement schedules, and financing needs. Policy is pending Council approval.
2. Implemented the IIPP (Injury & Illness Prevention Program), which includes incorporating NFPA standards for physical fitness and CalOSHA occupational safety requirements in this year's bi-annual physicals.
3. Due to the difficulty of obtaining instructors to facilitate the Level II Fire Officer classes and the number of training activities that were already scheduled for this year such as the Firefighter Survival training series, Chief Officer's courses and continuing education, inclusion of Level II Officer classes was not possible.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a decrease of \$44,522 as a result of in-house promotions to fill vacancies previously filled by employees at top steps.
2. Employee Benefits category (#12000) shows an overall increase of \$140,376, which reflects a decrease of \$162, increase in Medical Insurance \$106,338, decrease in Medicare of \$342, increase for Dental Insurance \$3,244, increase in Workers Compensation \$29,597, increase in Retirement of \$1,845, decrease in LTD of \$144.
3. Office Supplies category (#21000) shows an overall increase of \$1,900 as a result of increases in Office Paper Products \$500, Copy Machine Supplies \$1,000 and Other Office Supplies \$400.

4. Operating Supplies category (#22000) reflects an overall increase of \$2,700 due to the increase for Cleaning and Sanitation Supplies \$2,000 and an increase of \$700 for Commendations/Awards.
5. Small Tools category (#24000) reflects an overall decrease of \$8,600 which is the result of moving Software/Hardware costs for GIS and WEB EOC to the new Emergency Preparedness Activity (3230).
6. Communications category (#32000) reflects an overall increase of \$18,718 due to the increase in telephone costs \$2,200 and \$16,518 for Verdugo Communications.
7. R/M Contractual category (#38000) reflects an overall increase of \$12,759 due to the increase of \$2,759 for general R&M (i.e. ladder testing and maintenance, Emergency Operations tools and equipment repair, breathing apparatus), and \$10,000 increase for apparatus repair.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$4,852,321	\$4,952,000	\$4,738,160	\$4,907,478	\$4,907,478
11400 Overtime Salaries	1,011,023	833,000	1,128,218	833,000	833,000
11405 Overtime Fire Half Time	305,742	280,000	280,000	280,000	280,000
11410 Fire FLSA Mandate	82,986	87,000	80,000	87,000	87,000
11470 Fire Holiday Payout	242,530	180,000	220,642	220,000	220,000
11500 Separation Benefits	264,000	200,000	200,000	215,000	215,000
TOTAL	\$6,758,602	\$6,532,000	\$6,647,020	\$6,542,478	\$6,542,478
EMPLOYEE BENEFITS					
12200 Life Insurance	\$8,235	\$8,262	\$8,262	\$8,100	\$8,100
12300 Medical Insurance	402,216	420,769	469,814	527,107	527,107
12350 Medicare Insurance	71,216	54,330	72,738	53,988	53,988
12400 Dental Insurance	20,140	20,067	21,917	23,311	23,311
12500 Workers Compensation	269,060	295,966	295,966	325,563	325,563
12600 Retirement	1,653,662	1,271,002	1,109,050	1,272,847	1,272,847
12900 Long Term Disability	8,292	8,100	8,100	7,956	7,956
12950 Vision Plan	4,324	4,338	4,338	4,338	4,338
TOTAL	\$2,437,145	\$2,082,834	\$1,990,185	\$2,223,210	\$2,223,210
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,521	\$3,650	\$3,650	\$5,550	\$5,550
22000 Operating Supplies	75,111	122,449	122,449	125,149	125,149
23000 R/M Supplies	464	1,000	1,000	1,000	1,000
24000 Small Tools	19,866	30,000	30,000	21,400	21,400
31000 Contracted Services	0	15,000	15,000	15,000	15,000
32000 Communications	225,457	214,086	214,085	232,804	232,804
33000 Motor Pool Charges	142,800	142,800	142,800	142,800	142,800
37000 Leases & Rentals	5,300	6,000	6,000	6,500	6,500
38000 R/M Contractual	116,484	130,000	130,000	142,759	142,759
39000 Miscellaneous	21,140	25,720	23,220	26,020	26,020
TOTAL	\$609,143	\$690,705	\$688,204	\$718,982	\$718,982
GRAND TOTAL	\$9,804,890	\$9,305,539	\$9,325,409	\$9,484,670	\$9,484,670

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Operations**

ACTIVITY NO.: **3210**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Battalion Chief	3.00	3.00	3.00	\$427,602	\$434,448	\$434,448
Captain	12.00	12.00	12.00	1,230,987	1,195,800	1,195,800
Engineer	12.00	12.00	12.00	1,056,630	1,044,774	1,044,774
Firefighter/Paramedic*	13.00	13.00	13.00	988,320	990,132	990,132
Firefighter**	11.00	11.00	11.00	835,992	835,992	835,992
Bilingual	0.00	0.00	0.00	14,400	14,400	14,400
Education Incentives	0.00	0.00	0.00	74,400	76,080	76,080
EMTD Premium	0.00	0.00	0.00	57,600	52,800	52,800
Holiday Payoff	0.00	0.00	0.00	180,000	220,000	220,000
Overtime	0.00	0.00	0.00	1,200,000	1,200,000	1,200,000
Paramedic Pay	0.00	0.00	0.00	238,469	237,852	237,852
Separation Benefits	0.00	0.00	0.00	200,000	215,000	215,000
Shift Investigator Pay	0.00	0.00	0.00	7,200	6,000	6,000
USAR Team Premium	0.00	0.00	0.00	20,400	19,200	19,200
Total	51.00	51.00	51.00	\$6,532,000	\$6,542,478	\$6,542,478

* Four FF/PM positions frozen/unfunded.

** Three Firefighter positions are vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	242,146	242,707	242,662	272,041	272,041
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$242,146	\$242,707	\$242,662	\$272,041	\$272,041
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The Emergency Medical Services Division is charged with the responsibility of providing fast and efficient emergency medical care. This division provides a fee-for-service and/or subscription paramedic ambulance service using cross-trained, dual-role, firefighter/paramedics. The program operates two fully equipped advanced life support ambulances and a paramedic assessment engine that provide fast, low-cost emergency medical care for the community.

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 training, education, and re-evaluation of these skills through our Quality Improvement Program.
- Prepare and maintain reports on the use of the emergency paramedic ambulance service and manage the program in an effective and efficient manner.

PROGRAM MEASUREMENTS

	<u>ACTUAL</u> <u>2011-2012</u>	<u>ESTIMATED</u> <u>2012 – 2013</u>	<u>PROJECTED</u> <u>2013 – 2014</u>
<u>Ambulance Membership</u>			
Residential Subscribers	2,275	2,267	2,275
<u>Medical Training/ Continuing Education Hours</u>			
Paramedics	750	750	750
Emergency Medical Tech	<u>700</u>	<u>700</u>	<u>700</u>
Total Hours	1,450	1,450	1,450

2013-2014 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* In conjunction with the UCLA Center for Pre-hospital Care, continue participation as one of four Fire Departments in Los Angeles County in a CPR effectiveness study. Participation is to ensure current treatment practices and procedures are the most beneficial to the patient. This study is scheduled for nationwide publication of the findings post completion this upcoming year.
2. *Improve Organizational Effectiveness and Efficiency:* Continue participating in the “Best Practices” study. Phase III will focus on trauma assessment and field management. Previous phases consisted of patient safety, pain management, paramedic field documentation, and pediatric medication dosages.

3. *Improve Organizational Effectiveness and Efficiency:* Develop a system for inventory control and management of medical supplies and pharmaceuticals. This system is to utilize a computer-based bar code system and designation of an agency inventory manager for all material purchasing and oversight.

2012-2013 MAJOR ACCOMPLISHMENTS

1. In conjunction with the UCLA Center for Pre-hospital Care, continue participation as one of six Fire Departments in Los Angeles County in a CPR effectiveness study. The purpose of this study is to ensure treatment practices and procedures are the most beneficial to the patient.
2. Participate in the “Best Practices” study, phase II, being conducted by the Los Angeles County Department of Health Service and UCLA. Phase II focuses on patient safety to determine the levels of service quality and appropriate pre-hospital care intervention as compared to other agencies.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. The Operating Supplies category (#22000) shows an increase of \$10,000 to cover the increased market cost of Drugs & Pharmaceuticals.
2. Contracted Service category (#31000) reflects an overall increase of \$8,650 due to the increase of \$8,500 for contractual billing services and a non-departmental charge of \$150 for the city-wide charge of computer support.
3. R/M Contractual category (#38000) shows an increase of \$3,400 for the defibrillator warranty and preventative maintenance contract, as well as increased cost of gurney parts and repair.
4. Miscellaneous category (#39000) shows an increase of \$6,234 for education & training costs (UCLA medical oversight, Rio Hondo CPR Instructor Training & Certification, PAD Program oversight).
5. Other Agency Services category (#41000) shows an increase of 1,050 for cost increases to the State for Paramedic and EMT certification renewals, registration program, etc.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
21000 Office Supplies	\$251	\$400	\$355	\$400	\$400
22000 Operating Supplies	17,071	23,000	23,000	33,000	33,000
23000 R/M Supplies	1,995	2,000	2,000	2,000	2,000
24000 Small Tools	40,600	40,250	40,250	40,250	40,250
31000 Contracted Services	66,224	59,000	59,000	67,650	67,650
32000 Communications	3,800	4,800	4,800	4,800	4,800
33000 Motor Pool Charges	58,800	58,800	58,800	58,800	58,800
38000 R/M Contractual	9,768	9,457	9,457	12,857	12,857
39000 Miscellaneous	39,605	40,000	40,000	46,234	46,234
41000 Other Agency Serv	4,032	5,000	5,000	6,050	6,050
TOTAL	\$242,146	\$242,707	\$242,662	\$272,041	\$272,041
GRAND TOTAL	\$242,146	\$242,707	\$242,662	\$272,041	\$272,041

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Preparedness

ACTIVITY NO.: 3230

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	69,150	69,150
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$0	\$0	\$69,150	\$69,150
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Emergency Preparedness Division of the Fire Department has several key responsibilities that fall under two categories. The first is the development and operation 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 and disasters. The second category of this Division is Emergency Preparedness Services, which 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 is provided a comprehensive Emergency Preparedness program that includes an Emergency Operations Plan and Local Hazards Mitigation Plan, both of which are reviewed and approved by Cal EMA and FEMA.

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 hazards natural and manmade?
- 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.
- Prepare for, and participate, in planned events that require a unified command for efficiency and success.
- Highest level of readiness, exploit all resources made available to the City to further City readiness, training of City personnel to function before, during, and after a disaster.

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 organizations.

2013-2014 GOALS AND OBJECTIVES

1. Complete the installation and start up of all technological needs for the proper operation of the Emergency Operation Center.
2. Develop a procedures manual for the physical operation of the Emergency Operations facility to include trigger points for opening, technical guidelines for installed hardware, and maintenance schedule and activities.
3. Present a fully operational EOC with staff at a “Great Shakeout” rollout event.
4. Conduct at least one CERT course for new members and at least one refresher event for all CERT members.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed the construction of a fixed Emergency Operations Center.
2. Completed the expenditures and reimbursement filings for the FY2010 EOC Grant Program.
3. Held a CERT class that provided the City with another 20 citizens trained to help in the event of a disaster, large or small.
4. Hosted an emergency preparedness clinic at Brightwood School that included presentation of the Disaster Preparedness trailer, fire extinguisher training, sidewalk CPR, the Police Department, and vendors such as Southern California Edison and emergency preparedness suppliers. A second clinic was held on June 1, 2013 at George Elder Park.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Preparedness

ACTIVITY NO.: 3230

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$0	\$0	\$1,500	\$1,500
22000 Operating Supplies	0	0	0	9,050	9,050
24000 Small Tools	0	0	0	16,000	16,000
31000 Contracted Services	0	0	0	0	0
32000 Communications	0	0	0	8,100	8,100
33000 Motor Pool Charges	0	0	0	500	500
36000 Utilities	0	0	0	9,000	9,000
38000 R/M Contractual	0	0	0	1,000	1,000
39000 Miscellaneous	0	0	0	22,000	22,000
41000 Other Agency Serv	0	0	0	2,000	2,000
TOTAL	\$0	\$0	\$0	\$69,150	\$69,150
GRAND TOTAL	\$0	\$0	\$0	\$69,150	\$69,150

SOURCE OF FUNDS:**CITY OF MONTEREY PARK**

General Fund \$1,577,273
 Retirement Fund \$218,203
 Library Tax Fund \$552,280
 Literacy and Civics Ed. Grant \$47,808
 CA Library Literacy Services \$29,995

PROGRAM SUMMARY**DEPARTMENT: Library****ACTIVITY: Library****ACTIVITY NO.: 6000**

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$1,533,416	\$1,597,594	\$1,597,965	\$1,706,598	\$1,706,598
SERVICES & SUPPLIES	692,226	750,259	739,404	718,961	718,961
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,225,642	\$2,347,853	\$2,337,369	\$2,425,559	\$2,425,559
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	23.73	23.73	23.73	24.73	24.73

Program Description

The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services. The library operates under the provisions of Chapter 2.80 of the Monterey Park Municipal Code.

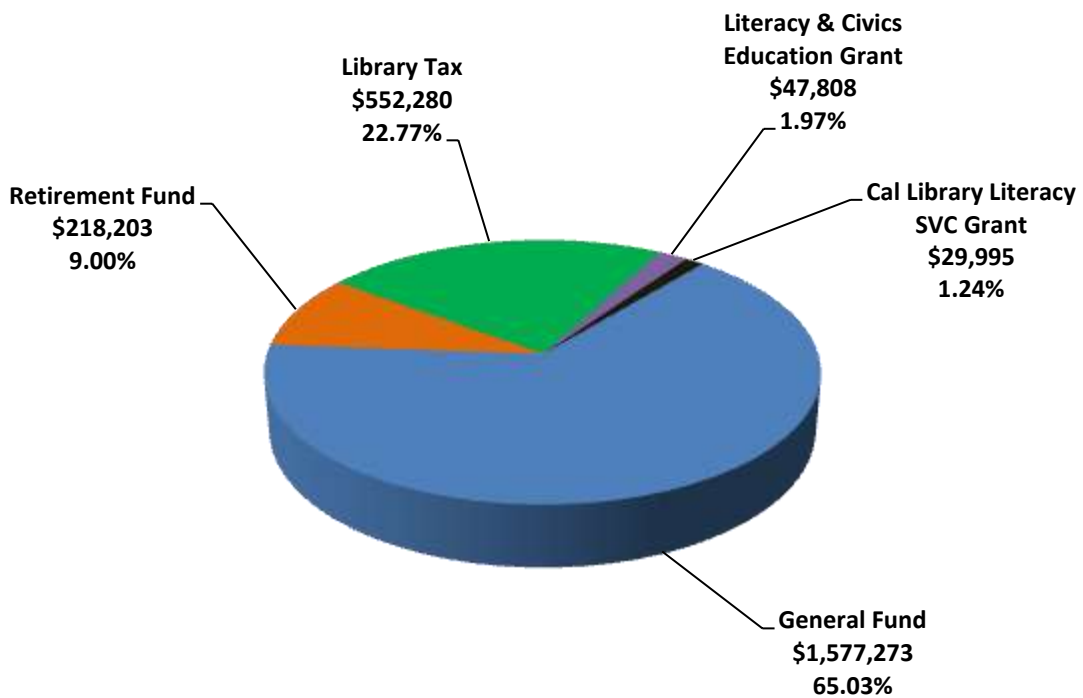
The library serves the residents, city employees and business community of the City of Monterey Park by maintaining a diversified collection of books including electronic and non-print materials and public access computers; encouraging and promoting independent lifelong learning; providing reference assistance to answer personal, business and job-related inquiries; providing opportunities for knowledge, information and entertainment here and access to materials and services in other libraries; and preserving Monterey Park's heritage by collecting local information and materials of historical significance.

The library has a collection of approximately 148,982 volumes of books, 6,186 government publications, 4,231 audio items, 3,338 videocassettes, 3,843 DVDs, 4,420 maps, 422 pamphlets and 93 magazine and newspaper subscriptions.

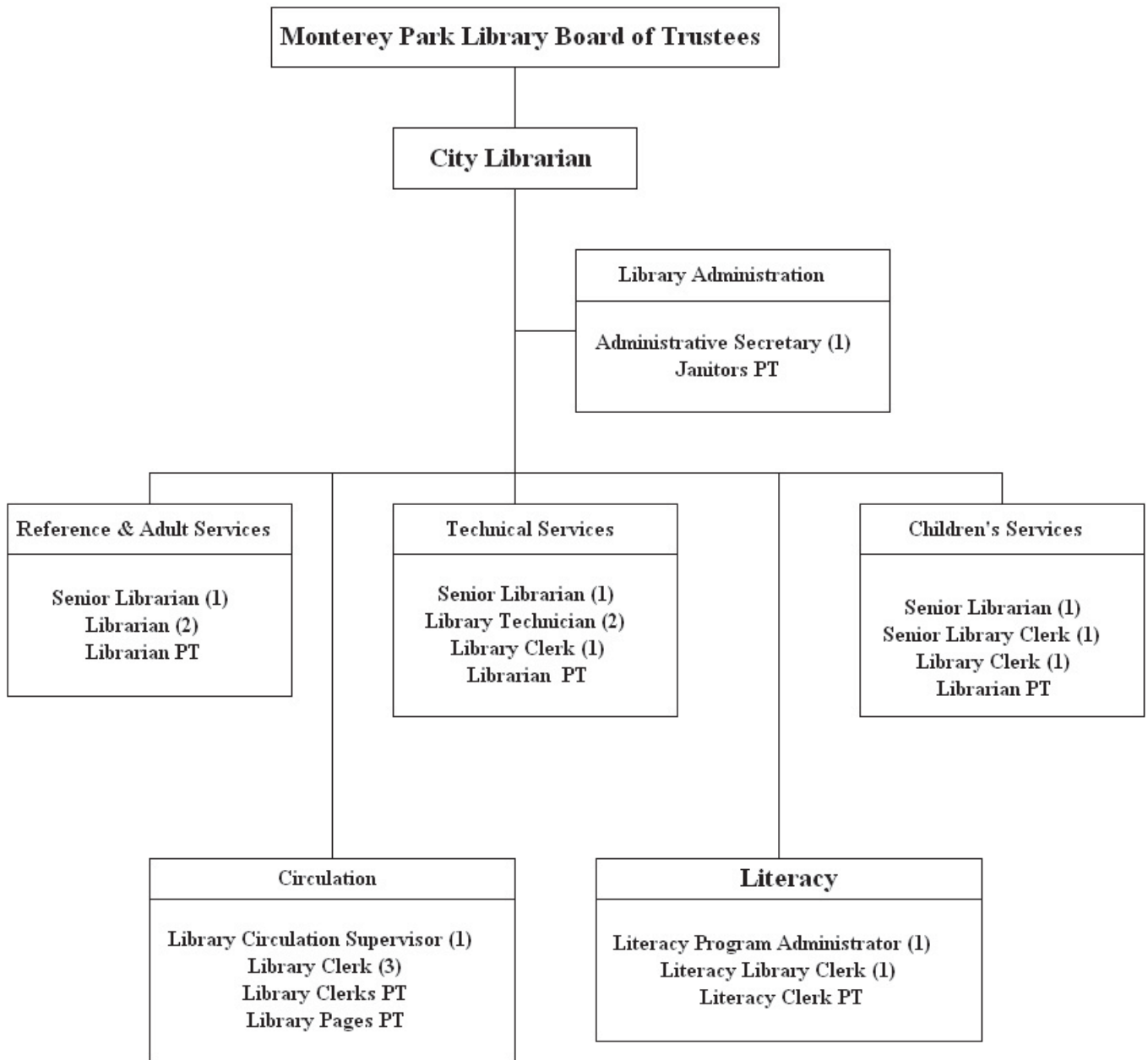
Special activities and strengths of the library include an international collection of 30,840 non-English language items with an emphasis on Asian materials housed in the International Room and a literacy program (LAMP) which offers English as a Second Language and several citizenship classes.

Personnel changes from last year include: Increase of FTE part-time positions by 1.0 due to planned increase to library hours, opening to the public one additional day per week.

Library Source of Funds



Monterey Park Bruggemeyer Library



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$232,441	\$252,399	\$252,399	\$259,019	\$259,019
SERVICES & SUPPLIES	522,763	540,757	540,757	546,482	546,482
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$755,204	\$793,156	\$793,156	\$805,501	\$805,501
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.80	 3.80	 3.80	 3.80	 3.80

Program Description

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

- Assist the Library Board of Trustees to develop policies that reflect sound administrative management and provide free and open access to library services for all.
- Coordinate with the Friends of the Monterey Park Library, Monterey Park Library Foundation, and other community agencies and organizations, which support and enrich library programs.
- Supplement library budget appropriations through entrepreneurial activities and the development of gifts and other alternative sources of funding to finance non-traditional services and programs.

- Analyze library collections and usage as well as changes in community needs for information services and develop and implement plans which best fulfill the identified needs.
- Network and share resources with other state and local libraries, actively participate as a member of the Southern California Library Cooperative (SCLC).

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Library Volunteer Hours	12,385	12,500	12,600
Grants Awarded (Number)	2	3	5
Grants Awarded (Amount)	\$32,098	\$139,000	\$150,000
Fundraising (Foundation)	\$18,700	\$21,500	\$23,000
Fundraising (Friends)	\$7,300	\$7,500	\$8,000

2013-2014 GOALS AND OBJECTIVES

1. Build the knowledge base of library staff in digital, print and other new technology devices so staff will be able to provide faster information delivery to library patrons.
2. Improve visibility and awareness of library services, programs and collections by utilizing the media's content and services and expanding audience reach through collaborations with library organizations and projects with innovative ideas.
3. Support the development of digital technology throughout the library to further transition into the 21st century.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Utilizing library trust account funds, library staff continued to participate in trainings and conferences to develop professionally and gain the knowledge and skills that will result in better customer service. Multiple staff members have been cross-trained, increasing flexibility and efficiency under reduced staffing.
2. The Monterey Park Library Foundation pledged \$16,000 to purchase new library materials, greatly expanding the breadth and currency of choices offered to the public. The Foundation held two Galas raising more than \$10,000. The Friends of the Library group

continued to raise funds through its Bookstore and underwrite library programs and activities.

3. Displayed the origami Cranes for Peace art installation, a community-based expression of sentiment and support for those affected by the Sandy Hook Elementary School shootings. Presented new cultural and art exhibits monthly and offered specialized displays through collaborations with local community organizations and leaders.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is the library's share of the City's data processing charges.
2. Communications category (#32000) includes an increase in mandated costs related to Technology Charges (#32150) and a decrease in Postage (#32200) is due to lowered expenditures as a result of increased usage of e-mail notifications to patrons.
3. Utilities category (#36100) increase is an adjustment to last year's budget for Electricity and Gas usage allowing for increased rates charged as well as realistic estimates of usage.
4. Other Agency Services category (#41000) is ongoing costs associated with the software maintenance for the collection of the community approved library tax.
5. Debt Service category (#42000) is the annual debt service payment for the library loan. This is the ninth year payment on a 13-year library financing program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$138,490	\$149,883	\$149,883	\$153,386	\$153,386
11300 Part Time Salaries	33,150	36,108	36,108	36,108	36,108
11500 Separation Benefits	9,900	9,900	9,900	9,900	9,900
TOTAL	\$181,540	\$195,891	\$195,891	\$199,394	\$199,394
EMPLOYEE BENEFITS					
12200 Life Insurance	\$317	\$373	\$373	\$373	\$373
12300 Medical Insurance	18,463	19,980	19,980	17,531	17,531
12350 Medicare Insurance	2,519	2,698	2,698	2,387	2,387
12370 Part Time Retirement	1,326	1,445	1,445	1,445	1,445
12400 Dental Insurance	725	821	821	821	821
12500 Workers Compensation	2,090	2,299	2,299	2,529	2,529
12600 Retirement	24,024	26,952	26,952	33,344	33,344
12900 Long Term Disability	1,053	1,498	1,498	792	792
12950 Vision Plan	384	442	442	403	403
TOTAL	\$50,901	\$56,508	\$56,508	\$59,625	\$59,625
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,686	\$2,700	\$2,700	\$2,486	\$2,486
22000 Operating Supplies	6,113	5,500	5,500	5,500	5,500
31000 Contracted Services	10,422	11,540	11,540	12,117	12,117
32000 Communications	11,744	13,035	13,035	12,882	12,882
36000 Utilities	80,787	102,080	102,080	107,060	107,060
38000 R/M Contractual	19,660	14,955	14,955	15,240	15,240
39000 Miscellaneous	4,156	4,750	4,750	5,000	5,000
41000 Other Agency Serv	3,000	3,000	3,000	3,000	3,000
42000 Debt Service	383,195	383,197	383,197	383,197	383,197
TOTAL	\$522,763	\$540,757	\$540,757	\$546,482	\$546,482
GRAND TOTAL	\$755,204	\$793,156	\$793,156	\$805,501	\$805,501

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
City Librarian	1.00	1.00	1.00	\$99,012	\$99,012	\$99,012
Secretary	1.00	1.00	1.00	50,871	53,774	53,774
Separation Benefits	0.00	0.00	0.00	9,900	9,900	9,900
Bilingual	0.00	0.00	0.00	0	600	600
<u>Part-Time</u>						
Janitor	1.80	1.80	1.80	36,108	36,108	36,108
Total	3.80	3.80	3.80	\$195,891	\$199,394	\$199,394

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$283,357	\$282,205	\$282,534	\$302,192	\$302,192
SERVICES & SUPPLIES	54,963	48,749	48,749	41,117	41,117
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$338,320	\$330,954	\$331,283	\$343,309	\$343,309
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.65	 3.24	 3.24	 3.24	 3.24

Program Description

This activity provides reference, informational and research assistance to the public; assists adults and children in locating and using library materials; provides professional level expertise in the selection and management of library's adult/young adult (YA) print, audiovisual and electronic collections; plans exhibits and programs for adults and YA's. Specific service objectives are:

- Assist at Reference Desk by answering in-person, telephone, E-mail and Internet requests for information and advise adults and teens in the use of materials and services through individual instruction.
- Show and train community members on how to locate materials and information through the Online Public Access Catalog (OPAC), 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 and audiovisual materials for adults and YA’s in various languages used in the community to meet the identified educational, informational and recreational needs of the community.
- Review on an annual basis the demographic characteristics of the City of Monterey Park in order to keep the library’s collection current with the composition of the community.
- Target the informational and educational needs of the community by working with community and government groups and respond with appropriate library services and materials.
- Schedule cultural and educational programs for the community that reflect the needs and desires of Monterey Park residents.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2011-12	<u>Estimated</u> 2012-13	<u>Projected</u> 2013-14
Reference Transactions	9,620	10,000	10,000
Adult/YA/Literacy Programs Presented ¹	343	300	300
Adult/YA Program Attendance ²	7,875	6,500	6,500

¹ Adult/YA Programs Presented figures are lower than due to the previous inclusion of literacy programs. Literacy and Reference/Adult Services statistics are now separated.

² Adult/YA Programs Attendance figures are lower due to the previous inclusion of literacy program attendance. Literacy and Reference/Adult Services statistics are now separated.

2013-2014 GOALS AND OBJECTIVES

1. Expand resources in the library collection on geography and history to meet the educational needs of adults and teens working on research and homework assignments.
2. Develop an adult summer reading program, *Novel Destinations: Muslim Journeys*, from a grant award that will engage the community in book and film discussions about Islamic culture.
3. Implement and plan local history displays and programs in partnership with the Historical Society to share the rich history of the people, places, and events of Monterey Park.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Strengthened partnerships with local schools by increasing communication with teachers about library programs, research assignments, and recommended reading lists. Selected and ordered books to align the Young Adult library collection to support school curriculums.
2. Engaged local residents and community organizations in a city wide reading program, *California Reads*, leading public conversations on the nature and needs of democracy with 3,940 people attending 29 book discussions, film programs, author talks, exhibits, and cultural programs during the nine-month-long project.
3. Implemented a new ebook collection for adults and teens with a wide selection of reference, bestsellers, classics, careers, nonfiction, and Young Adult titles for library patrons' reading enjoyment and research needs.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Books and Subscriptions category (#40000) includes planned expenditures to build up the collections to offer more up-to-date books and materials utilizing current technology including online databases, e-books and downloadable books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$189,350	\$190,481	\$190,481	\$198,120	\$198,120
11300 Part Time Salaries	12,963	10,300	10,300	10,300	10,300
11500 Separation Benefits	13,750	13,750	13,750	13,750	13,750
TOTAL	\$216,063	\$214,531	\$214,531	\$222,170	\$222,170
EMPLOYEE BENEFITS					
12200 Life Insurance	\$486	\$486	\$486	\$486	\$486
12300 Medical Insurance	24,886	25,002	25,002	27,496	27,496
12350 Medicare Insurance	2,948	2,762	2,762	3,024	3,024
12370 Part Time Retirement	521	0	329	416	416
12400 Dental Insurance	1,209	1,209	1,209	1,339	1,339
12500 Workers Compensation	2,090	2,299	2,299	2,529	2,529
12600 Retirement	33,513	34,273	34,273	43,089	43,089
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	453	455	455	455	455
TOTAL	\$67,294	\$67,674	\$68,003	\$80,022	\$80,022
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$1,000	\$1,000	\$2,000	\$2,000
22000 Operating Supplies	1,135	1,009	1,009	0	0
31000 Contracted Services	5,000	4,000	4,000	1,000	1,000
32000 Communications	0	0	0	0	0
38000 R/M Contractual	0	500	500	500	500
39000 Miscellaneous	750	1,500	1,500	1,000	1,000
40000 Books & Subscriptions	48,078	40,740	40,740	36,617	36,617
TOTAL	\$54,963	\$48,749	\$48,749	\$41,117	\$41,117
GRAND TOTAL	\$338,320	\$330,954	\$331,283	\$343,309	\$343,309

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Senior Librarian	1.00	1.00	1.00	\$64,584	\$67,128	\$67,128
Librarian	2.00	2.00	2.00	124,097	129,192	129,192
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Separation Benefits	0.00	0.00	0.00	13,750	13,750	13,750
<u>Part-Time</u>						
Librarian	0.24	0.24	0.24	10,300	10,300	10,300
Total	3.24	3.24	3.24	\$214,531	\$222,170	\$222,170

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$329,806	\$329,860	\$329,860	\$348,116	\$348,116
SERVICES & SUPPLIES	81,450	86,504	86,504	86,673	86,673
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$411,256	\$416,364	\$416,364	\$434,789	\$434,789
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.06	 4.10	 4.10	 4.06	 4.06

Program Description

This program is responsible for ordering, receiving, cataloging and preparing for public and staff use all new print and nonprint materials received by the library and maintaining the library automation system and the library's online database of holdings. Collection maintenance, and the repair and upkeep of all print and nonprint materials fall within this program. Staff troubleshoots P.C.'s, printers, network connections and telecommunication problems. Specific activities include:

- Order and receive all library materials; process invoices for print and nonprint items selected for purchase by public services librarians and by the LAMP Program utilizing the acquisitions module of Innovative Interfaces. Coordinate and monitor budget allocations and expenditures.
- Catalog all new purchases and gift materials (including Chinese, Japanese, Vietnamese and Spanish language titles) either by OCLC or by original cataloging.

- Manage and administer, in conjunction with the City Librarian, the library's integrated automation system and assist as a liaison with the vendor which is Innovative Interfaces, Inc. Coordinate and monitor budget allocations and expenditures utilizing the acquisitions module of Innovative Interfaces.
- Troubleshoot Gates and other Internet and word processing computers, printers, peripherals, network software and telecommunications connections.
- Maintain the physical condition of the collection by managing the processing of all new print, nonprint and gift items for public and staff use, repairing damaged items, relabeling and reprocessing some and sending appropriate materials to the bindery.
- Borrow and lend materials via interlibrary loan and keep statistics.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
<u>NEW CATALOG TITLES ADDED</u>			
Books	3,069	4,200	4,200
Audio-Visual	<u>429</u>	<u>670</u>	<u>370</u>
Total Cataloged Titles Added	3,498	4,870	4,870
<u>NEW ITEMS ADDED</u>			
Cataloged Books	4,638	4,600	4,600
Cataloged Audio-Visual	569	680	680
Government Documents	<u>470</u>	<u>240</u>	<u>240</u>
Total Cataloged Items Added	5,677	5,520	5,520
Total Uncataloged Items Added	0	0	0
<u>ITEMS PURGED</u>	15,480	10,200	10,200
Number of materials borrowed from other libraries	81	100	100
Number of materials other libraries borrowed from City	89	200	200
<u>COLLECTION TOTALS</u>			
All Items	175,899	181,300	181,300
Cataloged Titles	144,352	150,000	150,000

2013-2014 GOALS AND OBJECTIVES

1. Add the California Telecommunication Fund Service Discounts and continue to take advantage of the E-rate discount to maintain fast internet connections to meet the demands of library computer users.
2. Restructure and enhance library webpage in preparation for the migration along with the city's webpage to improve access and visibility for the public.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Spearheaded the implementation of ebooks for the adults and children's collection by planning, researching options, recommending vendors and training staff on the new technology platform.
2. Led the replacement of the computer server to ensure public has equitable and reliable access to the internet and printing.
3. Coordinated and installed the main library's system server that supports the daily operations and the library's online catalog for staff and public.
4. Upgraded ten staff computers so that staff can check out library materials more efficiently and answer reference questions more effectively and upgraded ten public computers to provide faster and reliable access to the internet and databases for patrons.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects a slight increase due to additional costs of the new books and materials added to the library's collection.
2. R&M Contractual (#38000) reflects costs for maintenance of Innovative Interfaces and Dell servers and includes maintenance services for public computers (60), copiers and printers for patron usage.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$224,299	\$222,507	\$222,507	\$226,638	\$226,638
11300 Part Time Salaries	2,521	2,845	2,845	2,845	2,845
11500 Separation Benefits	18,700	18,700	18,700	18,700	18,700
TOTAL	\$245,520	\$244,052	\$244,052	\$248,183	\$248,183
EMPLOYEE BENEFITS					
12200 Life Insurance	\$648	\$648	\$648	\$648	\$648
12300 Medical Insurance	33,812	33,977	33,977	38,531	38,531
12350 Medicare Insurance	3,420	3,227	3,227	3,401	3,401
12370 Part Time Retirement	101	114	114	41	41
12400 Dental Insurance	2,476	2,530	2,530	2,420	2,420
12500 Workers Compensation	2,915	3,207	3,207	3,527	3,527
12600 Retirement	38,872	40,059	40,059	49,319	49,319
12900 Long Term Disability	1,584	1,584	1,584	1,584	1,584
12950 Vision Plan	458	462	462	462	462
TOTAL	\$84,286	\$85,808	\$85,808	\$99,933	\$99,933
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,837	\$8,511	\$8,511	\$11,000	\$11,000
31000 Contracted Services	10,217	11,540	11,540	11,540	11,540
38000 R/M Contractual	63,985	65,403	65,403	63,083	63,083
39000 Miscellaneous	411	1,050	1,050	1,050	1,050
TOTAL	\$81,450	\$86,504	\$86,504	\$86,673	\$86,673
GRAND TOTAL	\$411,256	\$416,364	\$416,364	\$434,789	\$434,789

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Senior Librarian	1.00	1.00	1.00	\$78,648	\$79,740	\$79,740
Library Technician	2.00	2.00	2.00	102,720	104,160	104,160
Library Clerk	1.00	1.00	1.00	40,539	42,138	42,138
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	18,700	18,700	18,700
<u>Part-Time</u>						
Librarian*	0.00	0.06	0.06	0	2,845	2,845
Library Clerk	0.10	0.00	0.00	2,845	0	0
Total	4.10	4.06	4.06	\$244,052	\$248,183	\$248,183

* Position re-alignment for Friday Opening.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$338,376	\$341,734	\$341,733	\$363,297	\$363,297
SERVICES & SUPPLIES	2,136	5,350	5,350	6,150	6,150
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$340,512	\$347,084	\$347,083	\$369,447	\$369,447
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.75	 7.12	 7.12	 7.92	 7.92

Program Description

The Check-out Desk of Circulation Services serves as the point of contact in the library for the majority of patrons, and as such its staff represents the library to the public. This activity is responsible for the operation of the library's loan and rental for all circulating print and nonprint materials to eligible cardholders.

Specific activities include:

- Interpret library circulation policies established by the Library Board.
- Maintain an up-to-date online patron file and ensure privacy of records and information from unauthorized inquiries.
- Check-in and check-out all circulating library materials; maintain book and nonprint collections by shelving returned materials in a timely manner and conducting an ongoing shelf reading program to ensure materials are in proper order and available to the community.

- Prepare and send notices to cardholders for overdue, lost or damaged materials and holds; calculate and collect the resultant fines and fees; record and deposit money daily.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2011-12	<u>Estimated</u> 2012-13	<u>Projected</u> 2013-14
<u>ITEMS CIRCULATED</u>			
Total	321,752	340,000	355,000
Items Per Capita	4.95 ¹	5.56 ²	5.78 ³
Weekly Hours of Opening	38	38	41 ³

LIBRARY USERS

User Visits Per Day	1,405	1,446	1,280
Total User Visits Per Year	341,469	350,000	375,000
New Cardholders Registered	3,974	5,000	5,000
Library Cardholders	50,372	55,000	58,500
Number of Requests for Items Checked-Out	2,698	3,500	3,500
Overdue Notices-Processed	7,005	8,000	6,500

¹ Population figure used for calculation: 65,027

² Population figure used for calculation: 61,153

³ Population figure used for calculation: 61,445

COMPARISON TO OTHER LIBRARIES (Figures are 2009 - 2010)

<u>LIBRARY</u>	<u>CIRCULATION</u>	<u>CIRC/CAPITA</u>	<u>CARDHOLDERS</u>
Alhambra	509,483	5.69	82,430
Arcadia	725,397	12.79	60,162
Azusa	100,731	2.05	34,062
Los Angeles Public	18,052,130	4.41	1,368,354
Los Angeles County	16,804,616	4.57	3,305,875
Monrovia	202,116	5.05	36,590
Monterey Park	340,000	5.60	55,000
South Pasadena	431,573	16.68	30,013
Whittier	535,952	6.15	195,804

2013-2014 GOALS AND OBJECTIVES

1. Upgrade the self-checkout machine, improving the performance and effectiveness of the library checkout system allowing simpler, quicker checkout of materials by the public.
2. Design and develop a training manual for volunteers in Circulation to ensure consistency in training and proper representation of the library image. Volunteers are valuable resources that help enhance the services Circulation staff provides to the public.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Enhanced preventative security measures for the Foundation BluRay and DVD collection to ensure the safety of library materials and continued availability to the public.
2. Expanded cross-training of part-time staff to include all public desk areas serviced by Library Clerks thus ensuring efficient customer service during a time of reduced staffing.
3. Implemented updated customer service training for all Circulation desk staff including a safety/security plan for patrons and staff in our area.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries (#11300) includes additional funding to support increased hours required resulting from the library opening an additional day to the public.
2. Operating Supplies category (#22000) reflects an increase in supplies needed due to higher demand for library cards and print materials by library patrons.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$184,273	\$183,099	\$183,099	\$186,666	\$186,666
11300 Part Time Salaries	64,070	66,105	66,105	73,176	73,176
11500 Separation Benefits	16,940	16,940	16,940	16,940	16,940
TOTAL	\$265,283	\$266,144	\$266,144	\$276,782	\$276,782
EMPLOYEE BENEFITS					
12200 Life Insurance	\$648	\$648	\$648	\$648	\$648
12300 Medical Insurance	26,815	27,064	27,064	30,131	30,131
12350 Medicare Insurance	3,661	3,035	3,035	3,799	3,799
12370 Part Time Retirement	2,408	3,915	3,915	2,927	2,927
12400 Dental Insurance	1,798	1,799	1,798	1,819	1,819
12500 Workers Compensation	3,685	4,054	4,054	4,459	4,459
12600 Retirement	32,003	32,997	32,997	40,654	40,654
12900 Long Term Disability	1,584	1,584	1,584	1,584	1,584
12950 Vision Plan	491	494	494	494	494
TOTAL	\$73,093	\$75,590	\$75,589	\$86,515	\$86,515
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,636	\$2,200	\$2,200	\$3,000	\$3,000
38000 R/M Contractual	0	2,900	2,900	2,900	2,900
39000 Miscellaneous	500	250	250	250	250
TOTAL	\$2,136	\$5,350	\$5,350	\$6,150	\$6,150
GRAND TOTAL	\$340,512	\$347,084	\$347,083	\$369,447	\$369,447

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Library Circulation Serv Supervisor	1.00	1.00	1.00	\$51,360	\$52,080	\$52,080
Library Clerk	3.00	3.00	3.00	130,539	133,386	133,386
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	16,940	16,940	16,940
<u>Part-Time</u>						
Library Clerk	1.62	1.20	1.20	42,076	33,310	33,310
Library Page*	1.50	2.72	2.72	24,029	39,866	39,866
Total	7.12	7.92	7.92	\$266,144	\$276,782	\$276,782

* Position re-alignment for Friday Opening.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$126,476	\$164,525	\$164,568	\$181,915	\$181,915
SERVICES & SUPPLIES	6,757	37,999	27,144	16,680	16,680
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$133,233	\$202,524	\$191,712	\$198,595	\$198,595
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.47	 2.47	 2.47	 2.47	 2.47

Program Description

The LAMP (Literacy for All of Monterey Park) Literacy Program is a library-based program that has served the residents of Monterey Park since 1984. LAMP recruits and trains volunteers to tutor adults in one-to-one or small group settings. Tutors help learners to reach their personal goals in one of LAMP's five program areas: Adult Literacy, English-as-a-Second Language Literacy, English Language Literacy Intensive (ELLI), U.S. Citizenship Preparation and Families for Literacy (FFL). Ongoing activities of the LAMP Program are:

- Recruit, train and match volunteer tutors with learners.
- Network with neighboring literacy programs, community agencies and local businesses to provide literacy activities in response to the community's needs.
- Select print and nonprint materials appropriate to the interest and needs of the program's participants.

PROGRAM MEASUREMENTS

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Number of Students Participating	1,602	1,400	1,600
Number of Student Hours	33,033	27,000	28,000
Number of Tutors	141	75	130
Number of Tutor Volunteer Hours	5,457	3,760	3,800
Number of Tutors Trained	217	125	150

2013-2014 GOALS AND OBJECTIVES

1. Address the demand of second language high school students who need assistance with Basic English reading, writing and speaking skills by working with local high schools.
2. Create an outreach literacy intervention program offsite at local schools with a community partner to serve at-risk students reading below grade levels.
3. Develop online Adult ESL Tutoring Trainings and Long Distance ESL classes to meet the needs of students who cannot attend scheduled classes.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Successfully implemented the Reading Rockets Afterschool Intervention Program along with Project NEO a community based nonprofit organization targeting students from second through sixth grade at risk of failing in school. The intervention program demonstrated a significant gain of 15% in reading scores.
2. Added a new collection of occupational ESL Workforce and American History materials and updated American Government and Civic materials in the LAMP collection to enhance and support the Citizenship Preparation and ESL curriculum for the Adult Education, Citizenship Preparation and One to One Tutoring Programs.
3. Expanded the literacy program with additional ESL Core Classes and new ESL Composition Writing classes to meet the needs of higher second language adult learners in Intermediate and Advanced ESL classes.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) includes a decrease of funding from the library tax to support the full-time Library Clerk position due to an increase in grant funding from the EL Civics Department of Education and the reinstatement of the California Library Literacy Services grant. It also reflects a possible change in the allocation required for the full-time Literacy Program Administrator position.
2. Part-Time Salaries category (#11300) includes an increase due to the reclassification of the Library Page to Library Clerk, utilizing the increased grant funding to support the increase.
3. Office Supplies category (#21000) increase is funded by an allocation from the California Library Literacy Services grant.
4. Operating Supplies category (#22000) shows a decrease due to funding needed to support the salaries of the full-time Library Clerk and part-time Library Clerk will be allocated from grants and not from the library tax.
5. Contracted Services (#31000) increase is funded by an allocation from the California Library Literacy Services grant.
6. R.M Contractual category (#38000) decrease is due to fewer expected required purchases and repairs.
7. Miscellaneous category (#39000) reflects a decrease in expected expenditures.
8. Books & Subscriptions category (#40000) is funded by allocations from the EL Civics Department of Education grant and the California Library Literacy Services grant.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$78,145	\$105,090	\$105,090	\$107,680	\$107,680
11300 Part Time Salaries	8,206	8,730	8,730	16,207	16,207
11500 Separation Benefits	8,250	7,452	7,452	7,452	7,452
TOTAL	\$94,601	\$121,272	\$121,272	\$131,339	\$131,339
EMPLOYEE BENEFITS					
12200 Life Insurance	\$256	\$326	\$369	\$310	\$310
12300 Medical Insurance	13,172	18,780	18,780	20,811	20,811
12350 Medicare Insurance	1,252	1,526	1,526	1,809	1,809
12370 Part Time Retirement	328	350	350	648	648
12400 Dental Insurance	592	1,011	1,011	1,123	1,123
12500 Workers Compensation	1,742	1,210	1,210	1,331	1,331
12600 Retirement	13,662	18,926	18,926	23,407	23,407
12900 Long Term Disability	628	793	793	799	799
12950 Vision Plan	243	331	331	338	338
TOTAL	\$31,875	\$43,253	\$43,296	\$50,576	\$50,576
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$2,605	\$250	\$1,500	\$1,500
22000 Operating Supplies	4,613	14,500	6,000	1,500	1,500
31000 Contracted Services	0	1,200	1,200	2,500	2,500
32000 Communications	27	600	600	200	200
38000 R/M Contractual	1,817	8,194	8,194	3,500	3,500
39000 Miscellaneous	300	2,400	2,400	1,350	1,350
40000 Books & Subscriptions	0	8,500	8,500	6,130	6,130
TOTAL	\$6,757	\$37,999	\$27,144	\$16,680	\$16,680
GRAND TOTAL	\$133,233	\$202,524	\$191,712	\$198,595	\$198,595

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Literacy Program Administrator*	1.00	1.00	1.00	\$62,756	\$62,328	\$62,328
Literacy Library Clerk	1.00	1.00	1.00	41,132	44,752	44,752
Bilingual	0.00	0.00	0.00	1,200	600	600
Separation Benefits	0.00	0.00	0.00	7,452	7,452	7,452
<u>Part-Time</u>						
Library Page	0.47	0.00	0.00	8,732	0	0
Library Clerk**	0.00	0.47	0.47	0	16,207	16,207
Total	2.47	2.47	2.47	\$121,272	\$131,339	\$131,339

* Vacant and funded.

** Position re-alignment for Friday Opening.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Children's Services
ACTIVITY NO.: 6006

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$222,960	\$226,871	\$226,871	\$252,059	\$252,059
SERVICES & SUPPLIES	24,157	30,900	30,900	21,859	21,859
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$247,117	\$257,771	\$257,771	\$273,918	\$273,918
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.00	3.00	3.00	3.24	3.24

Program Description

This activity is responsible for the Children's Services of the library. This activity provides the full range of library services from infants through the sixth grade; assists children, teachers and parents in locating and using library materials in the Children's area; provides professional level expertise in the selection and management of the library's print, audiovisual and electronic collections in the Children's area; conducts storytimes, Summer Reading Program and other children's programs.

Specific service objectives are:

- Assist at the Children's Desk by answering in-person and telephone 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 (OPAC), 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 and audiovisual materials for children in the languages used in the community in order to meet the identified educational, informational and recreational needs of the residents.
- Review on an annual basis the demographic characteristics of the City of Monterey Park in order to keep the children’s collections responsive to the community.
- Target the informational and educational needs of the community and work with community and governmental groups and respond with appropriate library services and materials.
- Encourage reading and promote the pleasure of reading by conducting storytimes for preschool through third grade students.
- Encourage reading and improve literacy by conducting a Summer Reading Program for preschool through sixth grade students.
- Schedule cultural and educational programs for children that reflect the needs and desires of Monterey Park residents.
- Provide homework assistance services via library volunteers on weekdays during the school year for students up to sixth grade.

PROGRAM MEASUREMENTS

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Reference Transactions	11,402	11,500	11,600
Children’s Reading Programs	473	410	420
Children’s Reading Programs’ Attendance	10,956	10,100	10,200

2013-2014 GOALS AND OBJECTIVES

1. Provide programs that instruct children and their caregivers on information literacy to enhance their research skills on homework topics such as California Missions, Science Experiments and Explorers.
2. Incorporate ebooks into preschool storytime to promote the children's ebooks collection, to model to caregivers how to engage their children with new technology and to extend the learning experience beyond storytime by offering a fun, educational application used in the storytimes.
3. Conduct hands-on classes to introduce and promote the library's electronic resources including ebooks and databases to tweens, preschoolers and their accompanying parents.

2012-2013 MAJOR ACHIEVEMENTS

1. Acquired approximately 350 children's ebooks including children's interactive audio/picture ebooks, children's fiction and non-fiction, preschool-aged fiction and easy readers and Spanish language titles. Children's staff demonstrated to patrons how to access these interactive and colorful ebooks from the library's Magic Wall.
2. Presented educational programs and workshops about water conservation, fire safety and recycling/Earth Day by partnering with other City departments and local organizations to broaden the scope of existing children's services to local youth and their parents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries (#11300) reflects additional funding to support the need for a part-time Librarian required resulting from the library opening an additional day to the public. No additional staff will be added to the overall library staffing, only transferred from Activity 6002.
2. Operating Supplies category (#22000) increase reflects an increase in supplies needed to support increased library programs and activities especially considering the additional day open to the public added.
3. Books and Subscriptions category (#40000) reflects a decrease in Books and Subscriptions due to an increased emphasis library-wide on databases and the need to fund a part-time Librarian.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$157,680	\$160,318	\$160,318	\$164,514	\$164,514
11300 Part Time Salaries	0	0	0	10,400	10,400
11500 Separation Benefits	10,175	10,175	10,175	10,175	10,175
TOTAL	\$167,855	\$170,493	\$170,493	\$185,089	\$185,089
EMPLOYEE BENEFITS					
12200 Life Insurance	\$486	\$486	\$486	\$486	\$486
12300 Medical Insurance	20,698	20,221	20,221	22,369	22,369
12350 Medicare Insurance	2,387	2,400	2,400	2,537	2,537
12370 Part Time Retirement	0	0	0	415	415
12400 Dental Insurance	441	441	441	1,161	1,161
12500 Workers Compensation	2,145	2,360	2,360	2,595	2,595
12600 Retirement	27,348	28,868	28,868	35,805	35,805
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	412	414	414	414	414
TOTAL	\$55,105	\$56,378	\$56,378	\$66,970	\$66,970
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,245	\$1,250	\$1,250	\$3,000	\$3,000
31000 Contracted Services	0	0	0	2,000	2,000
39000 Miscellaneous	934	200	200	250	250
40000 Books & Subscriptions	19,978	29,450	29,450	16,609	16,609
TOTAL	\$24,157	\$30,900	\$30,900	\$21,859	\$21,859
GRAND TOTAL	\$247,117	\$257,771	\$257,771	\$273,918	\$273,918

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Senior Librarian	1.00	1.00	1.00	\$78,648	\$79,740	\$79,740
Senior Library Clerk	1.00	1.00	1.00	41,838	43,482	43,482
Library Clerk	1.00	1.00	1.00	39,232	40,692	40,692
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	10,175	10,175	10,175
<u>Part-Time</u>						
Librarian*	0.00	0.24	0.24	0	10,400	10,400
Total	3.00	3.24	3.24	\$170,493	\$185,089	\$185,089

* Position re-alignment for Friday Opening.

SOURCE OF FUNDS:

General Fund \$1,627,369
 Retirement Fund \$136,937
 Refuse Fund \$35,030
 Water Fund \$14,510
 Prop A Fund \$566,137
 Recreation Fund \$290,000
 CDBG Grant \$15,995
 Prop A - Per Parcel Grant \$60,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreation and Community Services

ACTIVITY NO.: 6500

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$1,744,855	\$1,704,425	\$1,687,541	\$1,777,373	\$1,777,373
SERVICES & SUPPLIES	858,155	971,359	883,130	968,605	968,605
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,603,010	\$2,675,784	\$2,570,671	\$2,745,978	\$2,745,978
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	34.49	35.99	35.99	36.27	36.27

Program Description

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, volunteer, video/public access television and state licensed Child Care programs; oversees the publication of the CASCADES newspaper; and schedules facility and Picnic Reservations. The department is also liaison to six City Commissions and one Board: Recreation and Parks, Historical Heritage, Art and Culture, Commission on Aging, Sister Cities Commission, Community Relations Commission, and the Youth Advisory Board.

In addition to expending general funds, the Recreation and Community Services Department operates many of their programs through alternative revenue sources. Specialized Recreation classes, Aquatics, and Adult Athletic Leagues are partially self-supported through the levy of

fees and charges. The Dial-A-Ride Program is financed by Los Angeles County voter approved one-quarter percent sales tax revenue. Child Care receives funding from user fees. Programs and operations at Sierra Vista Park and the Barnes Park Memorial Bowl are partially funded by Proposition A, the Los Angeles County voter approved bond measure, maintenance and servicing account.

Program Changes from last year include:

A Farmers Market has been in operation at the Monterey Park Bruggemeyer Library each Friday evening since June of 2012. The market is being managed by the non-profit Sprouts of Promise Foundation.

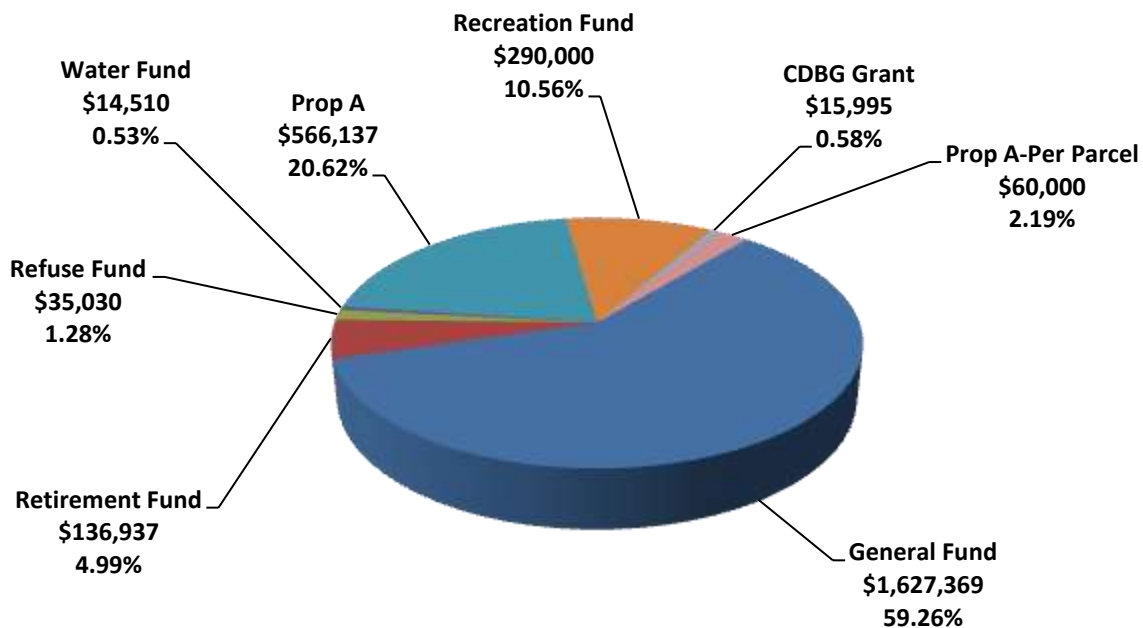
Personnel Changes for this year include:

Part time positions for the Aquatics program were increased by .28 FTE (\$6,000) to reflect the additional classes and activities that are being conducted each year at both pools.

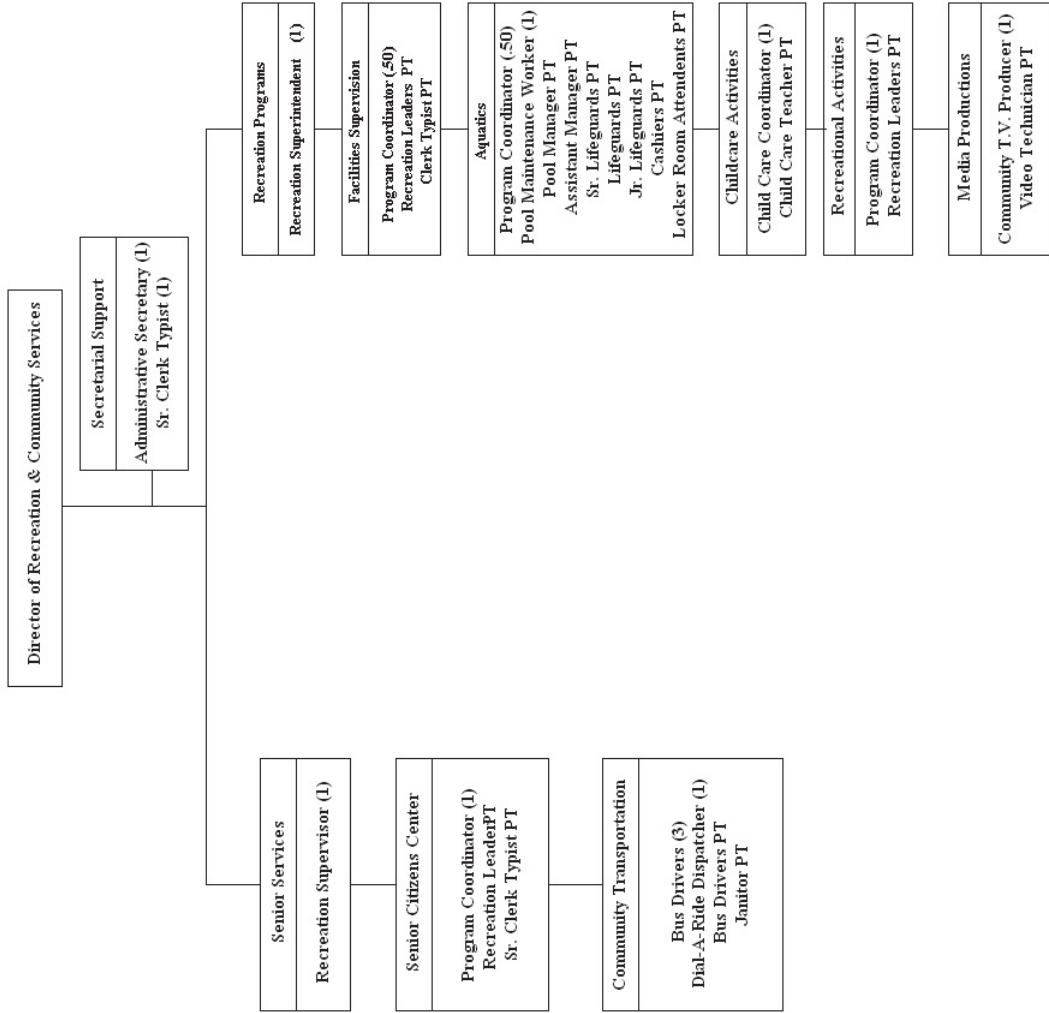
A part time janitor position for Langley Center/Dial A Ride was funded by moving .35 FTE (\$6,036) from Facilities Supervision to Langley Center, and changing .65 FTE (\$11,585) from Bus Driver/Child Care Driver to the janitor position.

The Recreation Superintendent/Seniors position was changed to a Recreation Supervisor position, to more accurately reflect the scope of duties.

**Recreation/Community Services
Source of Funds**



Recreation / Community Services Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$453,694	\$453,050	\$452,827	\$474,632	\$474,632
SERVICES & SUPPLIES	180,712	194,757	191,497	209,648	209,648
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$634,406	\$647,807	\$644,324	\$684,280	\$684,280
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.66	 9.66	 9.66	 9.31	 9.31

Program Description

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

- Provide opportunities for community residents of all ages to learn, utilize, improve and enjoy new skills; and to experience social and cultural relationships through expanded programs, activities and events.
- 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.
- 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, and so that the various local youth and/or adult serving groups can 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.
- Continue to seek grants and other funds to upgrade City's parks and facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Gymnasium (s) Visits (daily avg.)	105	101	102
Hours of Facilities Use by -			
Youth Groups	980	780	705
Private Groups	995	635	655
Facility Reservations	177	145	155

2013-2014 GOALS AND OBJECTIVES

1. Achieving Financial Stability: Promote and advertise facility availability to increase facility reservations by at least 10%.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Developed a successful winter basketball camp at Elder Park and spring youth basketball tournament at Barnes Park.
2. Weekly Farmer's Market has been successfully operating every Friday evening since June 2012. An average of ten farmers' booths and three prepared food booths set up shop each week. Additional activities to attract shoppers have included zumba, live entertainment and an onsite dietician.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Personnel category (#11000) reflects a reduction of .35 FTE (\$6,036) which is being moved to Langley Center.
2. R/M Contractual category (#38000) reflects funding for minor building repairs, contracted custodial services, floor care, and pest control for Parks, Community Centers and the Memorial Amphitheater, and landscaping services at El Encanto.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$234,866	\$235,628	\$235,628	\$241,130	\$241,130
11300 Part Time Salaries	110,109	105,900	105,900	99,964	99,964
11400 Overtime Salaries	209	500	250	500	500
11500 Separation Benefits	9,653	9,653	9,653	9,653	9,653
TOTAL	\$354,837	\$351,681	\$351,431	\$351,247	\$351,247
EMPLOYEE BENEFITS					
12200 Life Insurance	\$625	\$665	\$665	\$729	\$729
12300 Medical Insurance	33,034	33,981	33,981	39,030	39,030
12350 Medicare Insurance	5,045	3,939	3,939	4,352	4,352
12370 Part Time Retirement	4,440	4,570	4,570	3,998	3,998
12400 Dental Insurance	1,967	2,068	2,068	2,312	2,312
12500 Workers Compensation	10,643	11,707	11,707	12,877	12,877
12600 Retirement	40,906	42,347	42,374	57,392	57,392
12900 Long Term Disability	1,551	1,406	1,406	1,974	1,974
12950 Vision Plan	646	686	686	721	721
TOTAL	\$98,857	\$101,369	\$101,396	\$123,385	\$123,385
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,406	\$2,800	\$2,800	\$2,800	\$2,800
22000 Operating Supplies	5,389	6,648	6,648	6,648	6,648
23000 R/M Supplies	1,493	1,315	1,315	1,315	1,315
31000 Contracted Services	5,000	5,000	5,000	15,400	15,400
32000 Communications	20,505	24,412	22,412	24,876	24,876
33000 Motor Pool Charges	18,480	18,480	18,480	18,480	18,480
36000 Utilities	60,461	69,010	67,650	72,214	72,214
38000 R/M Contractual	58,176	60,092	60,192	60,915	60,915
39000 Miscellaneous	8,802	7,000	7,000	7,000	7,000
TOTAL	\$180,712	\$194,757	\$191,497	\$209,648	\$209,648
GRAND TOTAL	\$634,406	\$647,807	\$644,324	\$684,280	\$684,280

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Recreation & Community Services	0.55	0.55	0.55	\$57,275	\$57,275	\$57,275
Recreation Superintendent	0.90	0.90	0.90	69,540	73,321	73,321
Program Coordinator*	0.50	0.50	0.50	28,202	28,704	28,704
Administrative Secretary	0.80	0.80	0.80	43,171	43,891	43,891
Senior Clerk Typist	0.80	0.80	0.80	36,000	36,499	36,499
Bilingual	0.00	0.00	0.00	1,440	1,440	1,440
Overtime	0.00	0.00	0.00	500	500	500
Separation Benefits	0.00	0.00	0.00	9,653	9,653	9,653
<u>Part-Time</u>						
Recreation Leaders**	5.86	5.51	5.51	99,390	93,454	93,454
Clerk Typist	0.25	0.25	0.25	6,510	6,510	6,510
Total	9.66	9.31	9.31	\$351,681	\$351,247	\$351,247

* Vacant and funded.

** 0.35 Part-Time positions shifted to Activity 6505.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$371,399	\$313,969	\$319,741	\$326,954	\$326,954
SERVICES & SUPPLIES	137,138	178,300	168,300	184,722	184,722
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$508,537	\$492,269	\$488,041	\$511,676	\$511,676
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.49	 7.49	 7.49	 7.77	 7.77

Program Description

This activity supports the operation and maintenance of the 50-meter pool in Barnes Park and the 70' x 125' pool in Elder Park. Together, during the summer months, the pools annually provide 770 hours of Swim Development and instruction and 500 hours of public swimming. Mark Keppel High School Water Polo and Swim Team, utilize the pools during the school year (1,600 hours), for their respective swim and competitive programs. The pools are also open for year round lap swim (1,700 hours), and the Recreation and Community Services Department-sponsored Manta Ray Novice Youth 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.

Specific service targets 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 water temperature of 78 to 80 degrees and provide optimum water 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 for quality programming at the two swimming pools.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Total Number of Users	63,500	62,400	64,000
Instructional Class Attendance	2,450	2,500	2,500
Hours of Use by:			
Instructional Classes	770	540	770
Private Groups	1,600	1,200	1,600
School Groups	1,700	1,700	1,700
Public Swim	500	350	500
% of Operating Expenses			
Defrayed by User Fees	29%	27%	30%

2013-2014 GOALS AND OBJECTIVES

1. Improve organizational efficiency: Work closely with Building Maintenance division on Variable Frequency Drive (VFD) project. The new VFD drive motor is programmable to allow operational modification that cleans up power and utilizes it more efficiently.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed the Elder Pool LED lighting project. The LEDs installed typically use 86% less wattage than incandescent lights and will save on energy, bulb replacements, and maintenance cost.

2. Completed a detail and overhaul of Barnes Park Pool shower and locker room area. Many years of calcium buildup and hard water deposit had taken a toll on the tile and partitions and were not up to Health Department standards. To replace the items would have cost well over \$25,000. The complete project cost around \$10,000 and has met the Health Department requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time salaries category (#11300) reflects an increase of .28 FTE's (\$6,000) because of the increased number of swim classes and activities.
2. Operating supplies category (#22000) reflects sanitation and cleaning supplies \$5,500 and staff uniforms and safety equipment \$3,500.
3. R/M Supplies category (#23000) reflects \$32,000 for pool chemicals.
4. Utilities category (#36000) reflects costs of \$84,872 for gas and \$48,000 for electrical utilities.
5. R/M category (#38000) reflects \$7,000 for pool repairs, and \$2,000 for building maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$96,779	\$96,228	\$95,000	\$97,430	\$97,430
11300 Part Time Salaries	207,614	166,000	173,000	172,000	172,000
11400 Overtime Salaries	3,422	0	0	0	0
11500 Separation Benefits	12,076	6,000	6,000	6,000	6,000
TOTAL	\$319,891	\$268,228	\$274,000	\$275,430	\$275,430
EMPLOYEE BENEFITS					
12200 Life Insurance	\$296	\$308	\$308	\$308	\$308
12300 Medical Insurance	13,272	13,942	13,942	15,145	15,145
12350 Medicare Insurance	4,578	1,396	1,396	1,413	1,413
12370 Part Time Retirement	7,921	6,780	6,780	7,000	7,000
12400 Dental Insurance	1,083	1,128	1,128	1,128	1,128
12500 Workers Compensation	3,548	3,902	3,902	4,292	4,292
12600 Retirement	19,857	17,328	17,328	21,206	21,206
12900 Long Term Disability	727	713	713	788	788
12950 Vision Plan	226	244	244	244	244
TOTAL	\$51,508	\$45,741	\$45,741	\$51,524	\$51,524
SERVICES & SUPPLIES					
22000 Operating Supplies	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
23000 R/M Supplies	32,000	32,000	32,000	32,000	32,000
31000 Contracted Services	1,752	1,800	1,800	1,800	1,800
36000 Utilities	88,424	127,450	117,450	132,872	132,872
38000 R/M Contractual	5,962	8,000	8,000	9,000	9,000
39000 Miscellaneous	0	50	50	50	50
TOTAL	\$137,138	\$178,300	\$168,300	\$184,722	\$184,722
GRAND TOTAL	\$508,537	\$492,269	\$488,041	\$511,676	\$511,676

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Recreation & Community Services	0.10	0.10	0.10	\$10,414	\$10,414	\$10,414
Program Coordinator	0.50	0.50	0.50	28,314	28,704	28,704
Pool Maintenance Worker	1.00	1.00	1.00	46,824	47,484	47,484
Administrative Secretary	0.10	0.10	0.10	5,396	5,486	5,486
Senior Clerk Typist	0.10	0.10	0.10	4,500	4,562	4,562
Bilingual	0.00	0.00	0.00	780	780	780
Separation Benefits	0.00	0.00	0.00	6,000	6,000	6,000
<u>Part-Time</u>						
Pool Manager*	3.38	3.54	3.54	64,602	66,602	66,602
Assistant Manager**	0.35	0.40	0.40	11,810	12,810	12,810
Senior Lifeguard***	0.65	0.67	0.67	38,310	39,310	39,310
Lifeguard****	0.46	0.48	0.48	22,950	23,950	23,950
Jr. Lifeguard	0.24	0.24	0.24	7,550	7,550	7,550
Cashier*****	0.27	0.30	0.30	10,091	11,091	11,091
Locker Room Attendant	0.34	0.34	0.34	10,687	10,687	10,687
Total	7.49	7.77	7.77	\$268,228	\$275,430	\$275,430

* Increased due to the increased number of swim classes and activities.

** Increased due to the increased number of swim classes and activities.

*** Increased due to the increased number of swim classes and activities.

**** Increased due to the increased number of swim classes and activities.

***** Increased due to the increased number of swim classes and activities.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$207,922	\$192,654	\$173,647	\$206,721	\$206,721
SERVICES & SUPPLIES	101,130	114,156	111,906	120,645	120,645
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$309,052	\$306,810	\$285,553	\$327,366	\$327,366
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.65	 3.15	 3.15	 3.50	 3.50

Program Description

This activity provides for the operation of Langley Center, the City's Senior Citizen Center. Langley Center provides activities for the local seniors, including specialized classes, trips and tours, health screening, tax services, and a range of other free services. Other activities include dances, lunch program, billiards, table tennis, computer classes, driver training, In Home Care Management, social clubs, flea market 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 residing in Monterey Park.

Special services objectives are:

- Continue to provide needed services and programs for senior citizens at Langley Center.

- Provide free health screenings, including eye exams, diabetes and blood pressure checks and periodic stroke screenings and flu shots through the assistance of local volunteer doctors and nurses.
- 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 hot lunches for seniors at Langley Center and home delivery for the disabled and infirm. The City currently works in conjunction with YWCA Intervale Senior Services of San Gabriel Valley to provide meals at Langley Center and home delivered meals for the home bound seniors.
- Provide an In Home Case Management Program in conjunction with Huntington Hospital. This program provides services to the frail and elderly, allowing them to remain in their homes.
- Provide a "heat emergency" relief center on days when the outside temperature is over 95 degrees, or when designated by Los Angeles County Area on Aging.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-2014</u>
Sr. Citizen Lunches served	22,773	29,303	29,000
Home Delivered Lunches	13,269	13,325	14,000
Volunteer Hours	37,500	37,600	37,700
Education & Recreational Classes Attendance	100,450	96,200	96,300
Health Care Screenings	3,250	2,800	2,900
In Home Care Contacts	2,125	2,800	2,800
Trips & Tours	450	892	890
Billiards, Table Tennis, Exercise Machines	89,500	90,000	90,000

2013-2014 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Assess overall use of floor space in the entire facility to determine most efficient way to schedule classes, club meetings and activities, as well as the best use of the office space. This will result in more classes and effective use of staff.
2. Improve organizational effectiveness: Develop programming designed for new 'Active Adults' that are just beginning to use the facilities at Langley Center.

2012-2013 MAJOR ACCOMPLISHMENTS

1. New tile flooring put in the entry way will keep the building cleaner.
2. Staff has developed signage and procedures to assist patrons on how to evacuate the building in case of an emergency such as fire.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects the change of the Recreation Superintendent position to Recreation Supervisor to more accurately reflect the scope of duties.
2. Part Time Salaries category (#11300) reflects an increase of .35 FTE (\$6,036) for additional janitorial staffing. This was money was moved over from Facility Supervision (Division 6502)
3. Utilities category (#36000) reflects \$49,928 for electricity and \$3,811 for gas.
4. R/M Contractual category (#38000) reflects cost of \$45,106 for cleaning and maintenance services and \$1,000 for fire alarm, fire extinguisher services and exercise equipment maintenance and repairs.
5. Miscellaneous category (#39000) reflects \$4,300 in printing and duplicating of flyers and materials for programs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$107,541	\$99,423	\$99,423	\$94,626	\$94,626
11300 Part Time Salaries	50,784	50,973	50,973	57,009	57,009
11400 Overtime Salaries	164	0	0	0	0
11500 Separation Benefits	6,683	6,683	6,683	6,683	6,683
TOTAL	\$165,172	\$157,079	\$157,079	\$158,318	\$158,318
EMPLOYEE BENEFITS					
12200 Life Insurance	\$131	\$131	\$131	\$227	\$227
12300 Medical Insurance	12,522	12,080	12,080	21,135	21,135
12350 Medicare Insurance	1,448	769	194	1,567	1,567
12370 Part Time Retirement	128	700	150	700	700
12400 Dental Insurance	854	855	855	1,008	1,008
12600 Retirement	26,913	20,283	2,401	22,980	22,980
12900 Long Term Disability	554	555	555	555	555
12950 Vision Plan	200	202	202	231	231
TOTAL	\$42,750	\$35,575	\$16,568	\$48,403	\$48,403
SERVICES & SUPPLIES					
21000 Office Supplies	\$900	\$900	\$900	\$900	\$900
22000 Operating Supplies	9,099	9,900	11,700	12,700	12,700
23000 R/M Supplies	1,888	2,600	2,600	2,600	2,600
32000 Communications	23	150	100	150	150
33000 Motor Pool Charges	0	400	100	150	150
36000 Utilities	40,596	49,600	49,000	53,739	53,739
38000 R/M Contractual	45,094	46,106	46,106	46,106	46,106
39000 Miscellaneous	3,530	4,500	1,400	4,300	4,300
TOTAL	\$101,130	\$114,156	\$111,906	\$120,645	\$120,645
GRAND TOTAL	\$309,052	\$306,810	\$285,553	\$327,366	\$327,366

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Recreation Superintendent*	0.70	0.00	0.00	\$59,783	\$0	\$0
Recreation Supervisor	0.00	0.70	0.70	0	54,440	54,440
Program Coordinator**	0.70	0.70	0.70	39,640	40,186	40,186
Separation Benefits	0.00	0.00	0.00	6,683	6,683	6,683
<u>Part-Time</u>						
Recreation Leader	1.00	1.00	1.00	29,020	29,020	29,020
Sr. Clerk Typist	0.75	0.75	0.75	21,953	21,953	21,953
Janitor***	0.00	0.35	0.35	0	6,036	6,036
Total	3.15	3.50	3.50	\$157,079	\$158,318	\$158,318

* Changed to Recreation Supervisor.

** Vacant and funded.

*** Part-Time positions shifted from Activity 6502.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$159,160	\$160,148	\$157,703	\$165,659	\$165,659
SERVICES & SUPPLIES	8,493	8,625	9,125	9,325	9,325
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$167,653	\$168,773	\$166,828	\$174,984	\$174,984
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.50	 4.50	 4.50	 4.50	 4.50

Program Description

There continues to be a shortage of quality affordable childcare in City of Monterey Park. According to 2000 Census, there are 10,624 children under the age of 14. This reflects 17.7% of the city's population. The Monterey Park Child Care Task Force was able to determine that there are only 1,600 licensed childcare spaces available in Monterey Park. This activity provides after-school recreational programs and care to 41 elementary age residents (K-8th grade) during the school year and up to 120 youth during the summer. This state licensed program provides accountability, safety and a high quality, low cost program to the participating families.

Specific service targets are:

- Provide an after-school childcare program for 30 children at Barnes Park Community Center. The program operates during the school year from 11:00 a.m. to 6:30 p.m., and 7:00 a.m. to 6:30 p.m. when schools are closed for vacation or staff development days.

- Program is funded through user fees and General Fund. Community Development Block Grant (CDBG) funding to subsidize moderate and low income participants was eliminated this year, because of the reduction of CDBG funds to the City.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Barnes After School Center Average Daily Attendance	23	26	35
Enrollment- Tiny Tots	54	70	68
% of Operating Expenses Defrayed by User Fees	100%	100%	100%
Enrollment – Summer			
Day Care	55	60	65
Tiny Tots	65	70	78

2013-2014 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Incorporate monthly training workshops for staff offered by the Eastern Regional Center. The workshops are free and included topics on special needs support groups, and autism services for parents.

2012-2013 MAJOR ACCOMPLISHMENTS

1. The Day Care center has implemented a program to utilize recyclable materials on art and classroom projects. The program helps save money on supplies while teaching parents and child the importance of “going green” and maintaining a healthy environment.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#3100) reflects \$4,700 for games, materials and summer field trip admissions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$73,890	\$64,955	\$64,955	\$66,155	\$66,155
11300 Part Time Salaries	37,219	53,833	53,833	53,833	53,833
11400 Overtime Salaries	61	0	0	0	0
11500 Separation Benefits	11,055	6,000	6,000	6,000	6,000
TOTAL	\$122,225	\$124,788	\$124,788	\$125,988	\$125,988
EMPLOYEE BENEFITS					
12200 Life Insurance	\$205	\$179	\$179	\$179	\$179
12300 Medical Insurance	8,604	7,170	6,222	7,546	7,546
12350 Medicare Insurance	1,644	943	943	961	961
12370 Part Time Retirement	1,492	2,380	2,380	2,380	2,380
12400 Dental Insurance	410	293	221	293	293
12500 Workers Compensation	11,055	12,161	12,161	13,377	13,377
12600 Retirement	12,881	11,687	10,302	14,388	14,388
12900 Long Term Disability	502	436	396	436	436
12950 Vision Plan	142	111	111	111	111
TOTAL	\$36,935	\$35,360	\$32,915	\$39,671	\$39,671
SERVICES & SUPPLIES					
21000 Office Supplies	\$97	\$0	\$0	\$0	\$0
22000 Operating Supplies	3,686	4,525	4,325	4,525	4,525
31000 Contracted Services	4,710	4,000	4,700	4,700	4,700
39000 Miscellaneous	0	100	100	100	100
TOTAL	\$8,493	\$8,625	\$9,125	\$9,325	\$9,325
GRAND TOTAL	\$167,653	\$168,773	\$166,828	\$174,984	\$174,984

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Recreation Superintendent	0.10	0.10	0.10	\$7,727	\$8,147	\$8,147
Child Care Coordinator	1.00	1.00	1.00	56,628	57,408	57,408
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	6,000	6,000	6,000
<u>Part-Time</u>						
Child Care Teacher	3.40	3.40	3.40	53,833	53,833	53,833
Total	4.50	4.50	4.50	\$124,788	\$125,988	\$125,988

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$87,382	\$102,385	\$102,385	\$97,198	\$97,198
SERVICES & SUPPLIES	211,220	197,700	175,701	198,564	198,564
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$298,602	\$300,085	\$278,086	\$295,762	\$295,762
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.13	 2.13	 2.13	 2.13	 2.13

Program Description

This activity provides the public with special interest recreation and leisure time programs and activities. Programs include Specialized Recreation Activity Classes, Picnic Facility Rentals, U.S.D.A. Summer Youth Lunch Program, Sports Camps, Adult Athletic Leagues and Service Clubhouse operations. The programs represented in this activity category are self-sustaining (fees must equal costs) programs and requires either a registration or league fee, grant funds or sponsor donations to cover the cost.

Specific 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.
- Provide recreational, educational, social and cultural classes and activities that are of interest to many of the City's residents.

- Continue to provide opportunities for individuals to initiate and/or maintain physical and mental fitness through a variety of sports, social and cultural activities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Adult Sports Teams	220	220	200
Specialized Recreation -			
Activities Enrollment: Youth	3,575	3,350	3,250
Adult	1,750	1,650	1,250
Hollywood Bowl & other Recreation trips	115	101	125
Total Activity Revenue Collected	\$303,088	\$290,500	\$300,600

2013-2014 GOALS AND OBJECTIVES

1. Improve organizational efficiency: Adjust leisure class calendar with instructors to reflect new school schedules adopted by local school districts.
2. Improve organizational efficiency: Network with offsite vendors to increase leisure classes and revenue without impacting city facilities.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Increased number of contract classes by 10% during 2012-2013 while maintaining full capacity of city facilities available for classes. New classes include offsite activities at locations like the Conservatory of Music which hosts 16 new classes.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$4,800 for maintenance and operational cost for the Service Clubhouse, \$182,100 for adult sports leagues and seasonal classes which also generate revenue. Seasonal classes all increased to more accurately reflect the increased amount of payments due to increased attendance and fees.
2. Utilities category (#36000) funding reflects \$10,815 for electricity and \$849 for gas service at the Service Clubhouse.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$57,198	\$56,516	\$56,516	\$57,408	\$57,408
11300 Part Time Salaries	0	14,600	14,600	14,600	14,600
11400 Overtime Salaries	165	0	0	0	0
11500 Separation Benefits	4,758	4,758	4,758	4,758	4,758
TOTAL	\$62,121	\$75,874	\$75,874	\$76,766	\$76,766
EMPLOYEE BENEFITS					
12200 Life Insurance	\$162	\$162	\$162	\$98	\$98
12300 Medical Insurance	9,300	9,300	9,300	6,300	6,300
12350 Medicare Insurance	832	820	820	500	500
12370 Part Time Retirement	0	648	648	648	648
12400 Dental Insurance	674	666	666	422	422
12500 Workers Compensation	3,823	4,205	4,205	4,625	4,625
12600 Retirement	9,926	10,174	10,174	7,496	7,496
12900 Long Term Disability	396	396	396	238	238
12950 Vision Plan	148	140	140	105	105
TOTAL	\$25,261	\$26,511	\$26,511	\$20,432	\$20,432
SERVICES & SUPPLIES					
31000 Contracted Services	\$200,567	\$186,900	\$164,901	\$186,900	\$186,900
36000 Utilities	10,653	10,800	10,800	11,664	11,664
TOTAL	\$211,220	\$197,700	\$175,701	\$198,564	\$198,564
GRAND TOTAL	\$298,602	\$300,085	\$278,086	\$295,762	\$295,762

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Program Coordinator	1.00	1.00	1.00	\$56,516	\$57,408	\$57,408
Separation Benefits	0.00	0.00	0.00	4,758	4,758	4,758
<u>Part-Time</u>						
Recreation Leader	1.13	1.13	1.13	14,600	14,600	14,600
Total	2.13	2.13	2.13	\$75,874	\$76,766	\$76,766

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$20,312	\$12,514	\$12,483	\$12,958	\$12,958
SERVICES & SUPPLIES	9,026	12,750	12,750	12,750	12,750
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$29,338	\$25,264	\$25,233	\$25,708	\$25,708
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .10	 .10	 .10	 .10	 .10

Program Description

The Community Participation Division supports all city departments by recruiting, screening, orienting, training, placing, counseling and recognizing volunteers who supplement the City's work force. In addition, this division coordinates all Citywide Special Events. Traditional events conducted annually include, but are not limited to; Cherry Blossom Festival, Cinco de Mayo, Play Days, Fourth of July and Harmony Festival. Special functions include Community Garage Sales, Council Reorganization Functions, Concerts, etc. This Division functions as required by the nature of each particular event. The Recreation Superintendent acts as the administrator, liaison or aide to City Administration and Staff, Commissioners, Special Contractor and/or Community Organizations in the promotion, fund raising, planning, coordination and administration of community events and cultural activities; Program Coordinators assist with planning, logistics, and day of event insurance.

Specific service objectives are:

- Properly maintain the functions of volunteer administration by keeping job descriptions current and accurate; recruit and screen the best qualified applicants; orient and train

volunteers to achieve desired performance; keep a master file and insure ongoing recognition of all volunteers.

- Consult with city departments to improve working relations and conduct training for staff that work with volunteers.
- Provide a meaningful experience, growth development and effective participation for volunteers who are active in our City’s program.
- Operate a Volunteens Program for youth 13 to 17 years of age. The program provides an opportunity for youth to learn job skills and gain valuable ‘on the job work’ experience.
- Maintain overall success of the Special Event Programs through continuous coordination with the individuals and groups traditionally involved, as well as the ongoing recruitment of new members, businesses, clubs and organizations.
- Consult, communicate and coordinate with city departments, private contractors, vendors and businesses to enhance the activities, programs and support of the special events.
- Utilize fund raising methods, documentation, financial reports and evaluations, where necessary to improve effectiveness and efficiency of the special events.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Total Number of Volunteer Hours	30,485	30,500	31,000
Number of Community Service Court Allocated/Referral Volunteers	52	60	65
Number of Regular Volunteers	466	500	500
Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$18.01 per hour)	\$549,034	\$549,305	\$558,310
Total Number of Special Events	20	20	20
Number of Clubs, Groups and Organizations Participating in Special Events	42	40	40

2013-2014 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Continue to increase attendance at the Annual Play Days Parade by 15% by increasing marketing and community participation in the parade. Utilize networks within businesses, service groups, school organizations and the Chamber of Commerce to spread awareness.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Recruited and expanded volunteer committees to increase community participation and involvement in annual events. Also worked with Environmental commission to add their annual Earth Day to the Cherry Blossom Festival.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$800 for contracted services to repair computers and \$1,500 for city ceremonial events.
2. Miscellaneous category (#39000) reflects \$1,500 for printing and duplication. There is also \$4,000 for the July 4th Celebration.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$10,858	\$5,517	\$5,486	\$5,606	\$5,606
11400 Overtime Salaries	17	0	0	0	0
11500 Separation Benefits	4,593	4,593	4,593	4,593	4,593
TOTAL	\$15,468	\$10,110	\$10,079	\$10,199	\$10,199
EMPLOYEE BENEFITS					
12200 Life Insurance	\$36	\$17	\$17	\$17	\$17
12300 Medical Insurance	2,200	948	948	1,050	1,050
12350 Medicare Insurance	163	80	80	82	82
12400 Dental Insurance	149	59	59	59	59
12500 Workers Compensation	220	242	242	266	266
12600 Retirement	1,933	994	994	1,221	1,221
12900 Long Term Disability	89	40	40	40	40
12950 Vision Plan	54	24	24	24	24
TOTAL	\$4,844	\$2,404	\$2,404	\$2,759	\$2,759
SERVICES & SUPPLIES					
21000 Office Supplies	\$549	\$800	\$800	\$800	\$800
22000 Operating Supplies	1,910	1,900	1,900	1,900	1,900
23000 R/M Supplies	58	500	500	500	500
24000 Small Tools	0	250	250	250	250
31000 Contracted Services	738	2,300	2,300	2,300	2,300
32000 Communications	205	500	500	500	500
38000 R/M Contractual	1,399	1,000	1,000	1,000	1,000
39000 Miscellaneous	4,167	5,500	5,500	5,500	5,500
TOTAL	\$9,026	\$12,750	\$12,750	\$12,750	\$12,750
GRAND TOTAL	\$29,338	\$25,264	\$25,233	\$25,708	\$25,708

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Administrative Secretary	0.10	0.10	0.10	\$5,396	\$5,486	\$5,486
Bilingual	0.00	0.00	0.00	120	120	120
Separation Benefits	0.00	0.00	0.00	4,594	4,593	4,593
Total	0.10	0.10	0.10	\$10,110	\$10,199	\$10,199

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$95,835	\$92,444	\$92,144	\$95,889	\$95,889
SERVICES & SUPPLIES	85,524	71,071	71,151	76,251	76,251
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$181,359	\$163,515	\$163,295	\$172,140	\$172,140
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.36	 1.36	 1.36	 1.36	 1.36

Program Description

The Media Production Division coordinates the City's Cable Television, general and community based programming, and original productions. Additionally, the Division aids the City Council, Community Organizations and other City Departments in graphic design for their advertising programs. The Division is also responsible for the design and production of the Recreation and Parks Department seasonal schedule of activities. The Division coordinates and assists the City Contractor with the publication of the Monterey Park CASCADES newspaper.

Specific 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.
- Oversee the State's Cable Television Franchise Agreement and keep the City updated as to the latest changes in local, State and Federal regulations pertaining to cable television.

- 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.

PROGRAM MEASUREMENTS

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Internet webcast total views	3,905	2,497	3,200
Number of Programs Shown on MPK-TV (including repeats)	2,258	2,562	2,410
MPk-TV YouTube Channel Views	7,015	6,785	6,900

2013-2014 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Coordinate with other departments to upgrade the City webpage with new technology that provides information in a timelier manner.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Created new electronic communications products such as the email newsletter and official city Twitter feed. Established new procedures for the centralized review of city news releases to improve consistency and public dissemination.
2. Renovated council chamber television cameras and control room equipment.
3. Moderated web conferences to evaluate website vendors for proposed city website redesign.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$5,100 for website maintenance contract costs and \$64,921 for the publication of the Cascades newspaper.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$64,834	\$61,188	\$61,188	\$62,030	\$62,030
11300 Part Time Salaries	2,506	3,800	3,500	3,800	3,800
11400 Overtime Salaries	442	0	0	0	0
11500 Separation Benefits	6,270	6,270	6,270	6,270	6,270
TOTAL	\$74,052	\$71,258	\$70,958	\$72,100	\$72,100
EMPLOYEE BENEFITS					
12200 Life Insurance	\$185	\$179	\$179	\$179	\$179
12300 Medical Insurance	7,431	7,152	7,152	7,199	7,199
12350 Medicare Insurance	1,011	888	888	900	900
12370 Part Time Retirement	100	160	160	160	160
12400 Dental Insurance	680	650	650	650	650
12500 Workers Compensation	550	605	605	666	666
12600 Retirement	11,265	11,016	11,016	13,499	13,499
12900 Long Term Disability	452	436	436	436	436
12950 Vision Plan	109	100	100	100	100
TOTAL	\$21,783	\$21,186	\$21,186	\$23,789	\$23,789
SERVICES & SUPPLIES					
21000 Office Supplies	\$21	\$700	\$700	\$700	\$700
22000 Operating Supplies	0	100	100	100	100
31000 Contracted Services	81,503	66,221	66,221	71,321	71,321
38000 R/M Contractual	4,000	4,000	4,000	4,000	4,000
39000 Miscellaneous	0	50	130	130	130
TOTAL	\$85,524	\$71,071	\$71,151	\$76,251	\$76,251
GRAND TOTAL	\$181,359	\$163,515	\$163,295	\$172,140	\$172,140

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Community TV Producer	1.00	1.00	1.00	\$56,628	\$57,408	\$57,408
Senior Clerk Typist	0.10	0.10	0.10	4,500	4,562	4,562
Bilingual	0.00	0.00	0.00	60	60	60
Separation Benefits	0.00	0.00	0.00	6,270	6,270	6,270
<u>Part-Time</u>						
Video Technician	0.26	0.26	0.26	3,800	3,800	3,800
Total	1.36	1.36	1.36	\$71,258	\$72,100	\$72,100

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$349,151	\$377,261	\$376,611	\$397,362	\$397,362
SERVICES & SUPPLIES	124,912	194,000	142,700	156,700	156,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$474,063	\$571,261	\$519,311	\$554,062	\$554,062
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.60	 7.60	 7.60	 7.60	 7.60

Program Description

This activity provides for the City's Dial-A-Ride transportation services for Senior Citizens and the handicapped. The transit program allows senior citizens to be mobile and independent so they may meet their medical, shopping, recreational, cultural, social and nutritional needs.

Specific service objectives are to:

- Provide for the mobility of the City's senior citizen population and handicapped residents to accommodate their medical, shopping, social, recreational and welfare 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.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Dial-A-Ride:			
Senior Passengers	14,031	16,250	16,300
Handicapped Passengers	4,488	5,200	5,200
Transit Miles	46,298	51,200	53,000
M.T.A. Passes / Stamps & Parking Tokens	8,250	8,995	4,500
Taxi Coupons	432	288	325
Senior Citizen Specialized Trips	300	165	220

2013-2014 GOALS AND OBJECTIVES

1. Improve organizational efficiency: Research, purchase and implement computerized dispatch software that will increase ridership and improve routing.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed new dispatch area for Dial A Ride program, which features more space for records and a computer, while improving 'traffic flow' in that area of the building.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects the change of the Recreation Superintendent position to Recreation Supervisor to more accurately reflect the scope of duties.
2. Part Time Salaries category (#11300) reflects the addition of .65 FTE (\$11,585) for a janitorial position, and a decrease of .65 FTE (\$11,585) for Bus/Child Care Driver; the total part time FTE's remain the same.
3. Motor Pool Charges category (#33000) reflects \$105,000 in allocated City Motor Pool charges.
4. Other Agency Services category (#41000) reflects \$42,000 for the sale of TAP cards.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$223,795	\$224,190	\$224,190	\$226,090	\$226,090
11300 Part Time Salaries	19,054	47,225	47,225	47,225	47,225
11500 Separation Benefits	18,783	18,783	18,783	18,783	18,783
TOTAL	\$261,632	\$290,198	\$290,198	\$292,098	\$292,098
EMPLOYEE BENEFITS					
12200 Life Insurance	\$798	\$818	\$818	\$859	\$859
12300 Medical Insurance	35,299	36,168	36,168	44,708	44,708
12350 Medicare Insurance	3,220	2,880	2,880	3,279	3,279
12370 Part Time Retirement	42	750	100	750	750
12400 Dental Insurance	2,958	2,993	2,993	3,059	3,059
12500 Workers Compensation	385	424	424	466	466
12600 Retirement	42,103	40,405	40,405	49,245	49,245
12900 Long Term Disability	2,067	1,961	1,961	2,221	2,221
12950 Vision Plan	647	664	664	677	677
TOTAL	\$87,519	\$87,063	\$86,413	\$105,264	\$105,264
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$1,000	\$1,000	\$1,000	\$1,000
31000 Contracted Services	1,686	1,800	1,800	1,800	1,800
32000 Communications	794	900	900	900	900
33000 Motor Pool Charges	105,000	105,000	105,000	105,000	105,000
38000 R/M Contractual	5,600	6,000	6,000	6,000	6,000
41000 Other Agency Serv	11,832	79,300	28,000	42,000	42,000
TOTAL	\$124,912	\$194,000	\$142,700	\$156,700	\$156,700
GRAND TOTAL	\$474,063	\$571,261	\$519,311	\$554,062	\$554,062

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Recreation & Community Services	0.35	0.35	0.35	\$36,448	\$36,448	\$36,448
Recreation Superintendent*	0.30	0.00	0.00	25,621	0	0
Recreation Supervisor	0.00	0.30	0.30	0	23,332	23,332
Program Coordinator	0.30	0.30	0.30	16,988	17,222	17,222
Bus/Child Care Driver	3.00	3.00	3.00	96,264	97,596	97,596
Dial-A-Ride Dispatcher	1.00	1.00	1.00	47,069	49,692	49,692
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Separation Benefits	0.00	0.00	0.00	18,783	18,783	18,783
<u>Part-Time</u>						
Bus/Child Care Driver**	2.65	2.00	2.00	47,225	35,640	35,640
Janitor***	0.00	0.65	0.65	0	11,585	11,585
Total	7.60	7.60	7.60	\$290,198	\$292,098	\$292,098

* Changed to Recreation Supervisor.

** Reduced to fund janitorial position.

*** Funded through a reduction of Bus/Child Care drivers. Janitor to keep restrooms, lobby, etc. clean.

SOURCE OF FUNDS:

General Fund \$2,559,550
 Retirement Fund \$236,149
 State Gas Tax Fund \$1,415,578
 Sewer Fund \$184,041
 Refuse Fund \$5,534,871
 Shop Fund \$1,865,893
 Water Fund \$6,028,675
 Water Treatment Projects Fund \$2,929,302
 Prop A Fund \$446,010
 Measure R Fund \$207,571
 Asset Forfeiture \$95,000
 Air Quality Improvement Fund \$28,500
 Prop C Fund \$849,050
 Maintenance District Fund \$971,716
 Used Oil Recycling Grant \$17,405
 Beverage Container Recycle Grant \$16,162

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Public Works
ACTIVITY NO.: 4200, 6516 & 6517

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$6,038,806	\$6,045,010	\$5,655,207	\$6,311,806	\$6,311,806
SERVICES & SUPPLIES	15,301,475	15,492,806	14,619,636	15,588,767	15,588,767
CAPITAL OUTLAY	2,237	2,227,600	1,843,108	1,484,900	1,484,900
TOTAL COSTS	\$21,342,518	\$23,765,416	\$22,117,951	\$23,385,473	\$23,385,473
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 69.99	 69.99	 69.99	 69.99	 69.99

Program Description

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: Public Works Maintenance Services, Engineering, Community Transportation, Water Utility, and Parks.

Public Works Maintenance Services Division:

The Public Works Maintenance Services Division is responsible for the maintenance and repair of Monterey Park's streets, alleys, sidewalks, curbs, and gutters. Maintenance activities include street striping, concrete patching, asphalt replacement, and traffic and street name sign replacement.

The Division also administers the City's contract for street sweeping, and maintains and repairs the City's storm drain and sanitary sewer system. The Division also oversees the City's storm water pollution prevention program to comply with Federal and State law

In order to facilitate the public and support other City operations, the Division repairs and maintains all City-owned buildings and structures, and repairs and performs scheduled preventive maintenance on City-owned vehicles and motorized 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, sewers, 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 tracts, parcel maps, variances, conditional use permits, and building permits. The Division also issues grading permits, public works construction permits, encroachment permits, etc. Following the issuance of permits or contract awards, the Division is responsible for the inspection and satisfactory construction of all such authorized Public Works facilities.

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" and also administers the City's contract for refuse collection.

Community Transportation Division:

The Community Transportation Division is responsible for providing the local, fixed route bus system, coordinating regional transit service, recreation for youth, senior citizens and residents, and Employee Transportation Program for City employees. The transportation division supports programs to improve mobility for work, school, medical, shopping, recreation, culture, social interaction and other needs in order to enhance the quality of life for the community.

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 2,064 gate valves,

approximately 1,059 fire hydrants, 13 storage reservoirs, and 11 pumping stations. There are approximately 13,261 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. In 1975, the federal government passed the "Safe Drinking Water Act" (SDWA), which is administered by the Environmental Protection Agency. The SDWA has been continually revised to require more stringent standards, with the most recent significant revisions in 1996. The Water Utility Division ensures that the City stays in full compliance with these standards and only supplies water to our consumers that meets these standards. State standards in some cases are more stringent than Federal standards and the City must comply with the more stringent of the two.

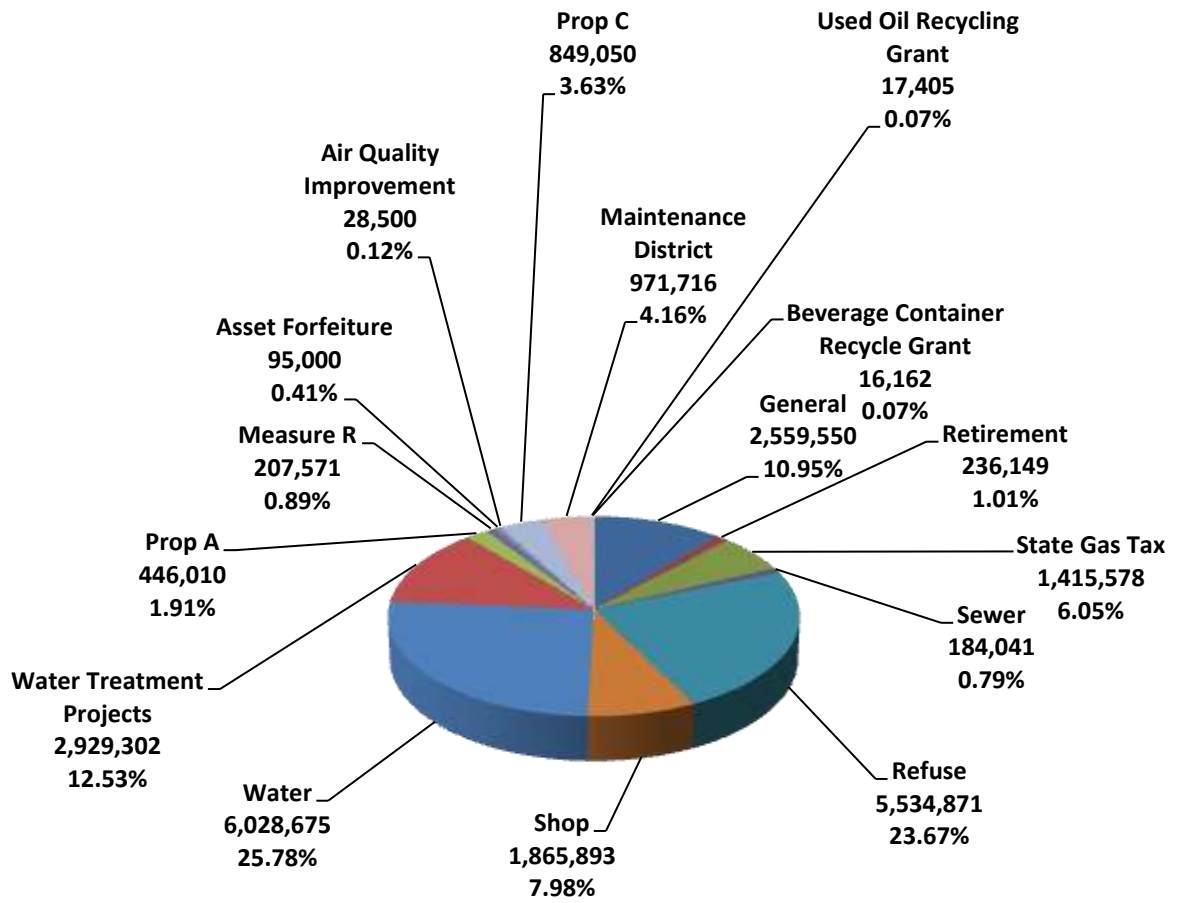
Since the Water Utility Division produces all its water supply from an adjudicated basin, the Main San Gabriel Basin, and the City's annual production exceeds its production rights, the City must replace the amount of water it over-pumps. The San Gabriel Valley Municipal Water District, of which the City is a member agency, satisfies this requirement by importing water from the State Water Project.

Parks Division:

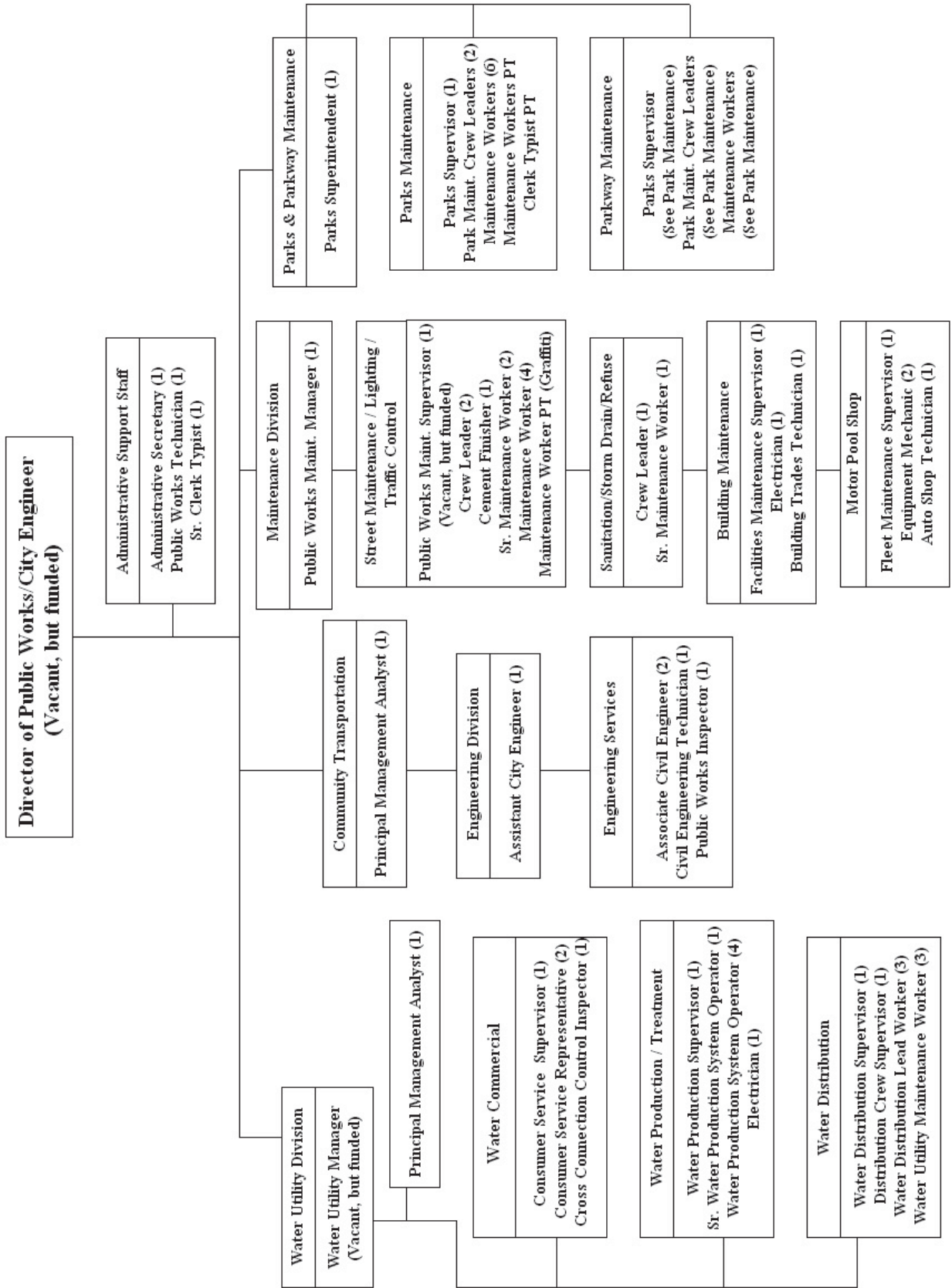
The Park Division responsibilities include the development and maintenance of public parks and facilities, landscaped areas, and street medians and trees.

There have been no changes in personnel this fiscal year.

Public Works Source of Funds



Public Works Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Community Transportation
ACTIVITY NO.: 4201

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$47,446	\$53,497	\$47,497	\$49,681	\$49,681
SERVICES & SUPPLIES	1,133,436	1,163,200	1,176,603	1,182,610	1,182,610
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,180,882	\$1,216,697	\$1,224,100	\$1,232,291	\$1,232,291
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .20	 .20	 .20	 .20	 .20

Program Description

The objectives of the transportation division are to accomplish the following:

- 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 the demand on parking at the Civic Center.

PROGRAM MEASUREMENTS

	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Grant Funding			
MTA National Transit Data Reporting Funds	\$95,715*	\$119,015	\$115,225
Fixed-Route Transit:			
Total Passengers	376,496	349,134	375,000
Passenger per Revenue Service Hour**	19.98	18.69	19.90
Cost per Passenger	\$2.77	\$3.03	\$2.86
Employee Transportation Program:			
Average Vehicle Ridership	1.28	1.24	1.25
% of Employees Ridesharing	29%	23%	25%

*Reporting funds were reduced due to MTA auditors rejecting Dial-A-Ride data. Funds received in FY2011-12 are based on passenger trips and service miles that were provided in FY2008-09 and those received in FY2012-13 are based on FY2009-10 data.

**Audited FY 2011/12 data of similar local, fixed-route bus services is provided below for comparison purposes.

Alhambra	36.70	passengers per revenue service hour
Baldwin Park	9.37	
Burbank	13.42	
El Monte	32.40	
Huntington Park	23.09	
West Covina	8.96	

2013-2014 GOALS AND OBJECTIVES

1. Work with new Spirit Bus contractor to restructure the service and improve efficiency.
2. Design a bike plan for the City in collaboration with Day One, a non-profit organization that promotes bicycling in the Los Angeles area.

2012-2013 MAJOR ACCOMPLISHMENTS

1. In a joint effort with several cities in the San Gabriel Valley, secured grant funds from the Department of Public Health through Day One to implement a bike program that includes bike plans for participating cities. City of Monterey Park will be the lead city on the initiative.

2. Completed request for proposal process to procure new contract for the operation and maintenance of the Spirit Bus System.
3. Through the coordination of the Environmental and Traffic Commissions, sponsored a Forum/Summit to address important transportation issues such as the 710 Freeway Completion, Eastside Transit Corridor Phase II (Gold Line), Spirit Bus and bike facilities within the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Personnel category (#11000) includes \$25,000 in rideshare subsidies for employee transportation program.
2. Contracted Services category (#31000) provides for the operation of the Spirit Bus system and recreational transportation services for City-sponsored events.
3. Advertising category (#34000) includes \$7,500 for the July 4th fireworks.
4. Miscellaneous category (#39000) includes \$1,500 for Printing/Duplicating and \$28,500 for Dues/Memberships.
5. Other Agency Services category (#41000) pays for the City's contribution to the California State University, Los Angeles (CSULA) Metrolink Joint Powers Authority (JPA) for operating and maintaining the facility.
6. Miscellaneous Financial Services category (#44000) includes \$108,000 for indirect overhead costs and \$75,000 for City's contribution to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$17,955	\$17,856	\$17,856	\$18,106	\$18,106
11700 Rideshare Incentives	23,942	30,000	24,000	25,000	25,000
TOTAL	\$41,897	\$47,856	\$41,856	\$43,106	\$43,106
EMPLOYEE BENEFITS					
12200 Life Insurance	\$32	\$33	\$33	\$33	\$33
12300 Medical Insurance	1,895	1,896	1,896	2,100	2,100
12350 Medicare Insurance	276	259	259	263	263
12400 Dental Insurance	122	123	123	123	123
12600 Retirement	3,105	3,209	3,209	3,935	3,935
12900 Long Term Disability	79	80	80	80	80
12950 Vision Plan	40	41	41	41	41
TOTAL	\$5,549	\$5,641	\$5,641	\$6,575	\$6,575
SERVICES & SUPPLIES					
22000 Operating Supplies	\$25	\$200	\$200	\$200	\$200
31000 Contracted Services	888,507	912,000	922,893	932,910	932,910
34000 Advertising	0	7,500	7,500	7,500	7,500
39000 Miscellaneous	33,822	31,500	34,928	30,000	30,000
41000 Other Agency Serv	28,082	29,000	28,082	29,000	29,000
44000 Misc Financial Serv	183,000	183,000	183,000	183,000	183,000
TOTAL	\$1,133,436	\$1,163,200	\$1,176,603	\$1,182,610	\$1,182,610
GRAND TOTAL	\$1,180,882	\$1,216,697	\$1,224,100	\$1,232,291	\$1,232,291

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Rideshare Incentives	0.00	0.00	0.00	\$30,000	\$25,000	\$25,000
Principal Management Analyst	0.20	0.20	0.20	17,856	18,106	18,106
Total	0.20	0.20	0.20	\$47,856	\$43,106	\$43,106

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$617,170	\$762,837	\$670,823	\$803,818	\$803,818
SERVICES & SUPPLIES	320,047	461,706	462,422	461,844	461,844
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$937,217	\$1,224,543	\$1,133,245	\$1,265,662	\$1,265,662
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	12.83	12.90	12.90	13.00	13.00

Program Description

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 continually 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. Parkway tree roots are a major cause of sidewalk, curb and gutter misalignment and hazardous conditions. 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.

Specific Service objectives are:

- Annually inspect the areas to be slurry sealed to locate pavement failures, assess the extent of these failures, prioritize the need for their repair, and schedule repairs within 30 days.
- Regularly inspect sidewalks to locate hazards to pedestrian travel and schedule those for timely repair and/or replacement. In conjunction with this inspection program, identify sections of sunken or displaced curbs and gutters that may be hazardous to residents and visitors or impede the normal flow of water off the roadway and provide for their repair.
- Ramp sidewalks that are raised ½ inch or more with temporary asphalt within two days of notification grind down sidewalks that are raised ½ inch or less, and cut problem tree roots to eliminate future trip hazards.
- Slurry seal a designated section of city streets each year to increase their life expectancy.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
Roadway Maintenance:			
Slurry Seal (Sq. Ft.) Preventive Maintenance (14-year cycle) <i>This program prolongs the life of the roadway and provides a smooth riding surface.</i>	1,229,487	2,485,684	2,485,846
Potholes Repaired	4,097	3,478	3,500
Utility Cuts Repaired (new) <i>This program makes permanent repairs to the roadway after water services are installed.</i>	19	32	35

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	3,163	3,142	3,000
<i>This program eliminates trip hazards in the right-of-way by cutting tree roots and constructing new sidewalk sections.</i>			
Sidewalk Grinds	254	320	250
<i>This program eliminates trip hazards in the right-of-way by grinding down hazardous areas on sidewalks that are 1/2 inch or less.</i>			
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	136	194	150
<i>This program repairs curb and gutter that impede the flow of water or causes pooling.</i>			
Misc. Maintenance			
Bus Shelters Pressure Washed	237	225	250
Shopping Carts Picked Up	163	335	500
Tree Wells Cleaned	167	Under contract	
Signs Removed from Right of Way	117	125	150
Boulevard Pots (weekly watering)	N/A	2,400	2,400

2012-2013 GOALS AND OBJECTIVES

1. Cross train staff and develop skills for cement finishing, forming, and hand-mixing concrete.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed cross training of personnel to properly operate various equipment for sidewalk grinding and root pruning.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers the costs of maintenance supplies such as cleaning agents and equipment and uniforms.
2. R/M Supplies category (#23000) covers construction activities including annual slurry seal, purchase of barricades, lights, signs, and graffiti/clean team supplies.
3. Contracted Services category (#31000) is for weed abatement services, graffiti tracker services, and the preparation of the City's annual street report.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$350,054	\$384,105	\$373,111	\$399,074	\$399,074
11300 Part Time Salaries	67,293	176,244	93,786	176,244	176,244
11400 Overtime Salaries	2,094	1,000	2,438	1,000	1,000
11500 Separation Benefits	48,400	36,200	36,200	36,200	36,200
TOTAL	\$467,841	\$597,549	\$505,535	\$612,518	\$612,518
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,078	\$1,176	\$1,176	\$1,144	\$1,144
12300 Medical Insurance	41,576	48,808	48,808	53,662	53,662
12350 Medicare Insurance	4,327	3,814	3,814	4,002	4,002
12370 Part Time Retirement	41	9,605	9,605	9,605	9,605
12400 Dental Insurance	2,821	3,145	3,145	3,177	3,177
12500 Workers Compensation	23,430	25,773	25,773	29,330	29,330
12600 Retirement	72,665	69,162	69,162	86,850	86,850
12900 Long Term Disability	2,687	2,966	2,966	2,793	2,793
12950 Vision Plan	704	839	839	737	737
TOTAL	\$149,329	\$165,288	\$165,288	\$191,300	\$191,300
SERVICES & SUPPLIES					
22000 Operating Supplies	\$5,659	\$17,600	\$17,650	\$17,600	\$17,600
23000 R/M Supplies	96,020	203,300	203,300	203,300	203,300
24000 Small Tools	1,000	1,000	1,000	1,000	1,000
31000 Contracted Services	12,163	33,000	33,000	33,000	33,000
32000 Communications	2,625	2,756	3,347	2,894	2,894
33000 Motor Pool Charges	199,500	199,500	199,500	199,500	199,500
38000 R/M Contractual	3,030	4,500	4,500	4,500	4,500
39000 Miscellaneous	50	50	125	50	50
TOTAL	\$320,047	\$461,706	\$462,422	\$461,844	\$461,844
GRAND TOTAL	\$937,217	\$1,224,543	\$1,133,245	\$1,265,662	\$1,265,662

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.15	0.15	0.15	\$20,733	\$20,733	\$20,733
Public Works Maintenance Manager	0.15	0.15	0.15	13,133	13,620	13,620
Principal Management Analyst	0.20	0.20	0.20	17,856	18,106	18,106
Public Works Maintenance Supervisor**	0.60	0.70	0.70	36,886	44,449	44,449
Crew Leader***	1.00	1.00	1.00	58,272	59,088	59,088
Cement Finisher	1.00	1.00	1.00	52,884	53,628	53,628
Sr. Maintenance Worker	1.00	1.00	1.00	50,964	51,672	51,672
Maintenance Worker	3.00	3.00	3.00	131,457	135,438	135,438
Bilingual	0.00	0.00	0.00	1,200	1,620	1,620
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	720	720	720
Separation Benefits	0.00	0.00	0.00	36,200	36,200	36,200
<u>Part-Time</u>						
Maintenance Worker	5.80	5.80	5.80	176,244	176,244	176,244
Total	12.90	13.00	13.00	\$597,549	\$612,518	\$612,518

* Vacant and funded.

** Position is frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510.

*** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$79,707	\$87,487	\$68,025	\$85,655	\$85,655
SERVICES & SUPPLIES	76,174	105,800	105,800	105,800	105,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$155,881	\$193,287	\$173,825	\$191,455	\$191,455
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

Monterey Park's storm sewer system is maintained to ensure that all storm water runoff is carried out of the City to prevent or minimize flooding and soil erosion in the community. This system is comprised of 12.43 miles of main lines and 422 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 with other department personnel, substantially increase the number of catch basins and grates inspected and cleaned to ensure that all drains function properly.
- Inspect and clean 422 City-owned catch basins in the street at a minimum of once a year. Clean priority A & B catch basins quarterly.

- Inspect and clean the 11 slope drains located on city property. Send letter to property owners regarding the slope drains on private property making them aware of the necessity of maintaining these slope drains to ensure the proper flow of rain water.
- Each month clean and flush 1 to 1-1/2 miles of main line storm sewers that accumulate large amounts of debris due to minimum grade flow lines.
- Oversee the City's National Pollution Discharge Elimination System (NPDES) program and compliance with the Los Angeles County municipal storm water permit requirements.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Storm Drain Maintenance:			
Number of catch basins and grates cleaned annually	1,013	974	1,500
Slope Drain Inspection Program:			
Number of slope drains inspected* (this includes re-inspections)	11	11	11

2013-2014 GOALS AND OBJECTIVES

1. Stencil storm drain locations to comply with the Los Angeles County stormwater permit requirements.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Increased the frequency in the schedule for cleaning storm grates to prevent water backing up at storm drains.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted services category (#31000) covers estimated costs to comply with the State Water Quality Board's Stormwater Program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$51,042	\$54,979	\$38,495	\$49,921	\$49,921
11400 Overtime Salaries	1,078	1,500	1,500	1,500	1,500
11500 Separation Benefits	4,538	4,538	4,538	4,538	4,538
TOTAL	\$56,658	\$61,017	\$44,533	\$55,959	\$55,959
EMPLOYEE BENEFITS					
12200 Life Insurance	\$135	\$163	\$163	\$163	\$163
12300 Medical Insurance	5,966	7,599	7,599	10,200	10,200
12350 Medicare Insurance	415	373	373	293	293
12400 Dental Insurance	600	720	720	471	471
12500 Workers Compensation	6,573	7,230	7,230	7,953	7,953
12600 Retirement	8,958	9,900	6,922	10,111	10,111
12900 Long Term Disability	330	397	397	397	397
12950 Vision Plan	72	88	88	108	108
TOTAL	\$23,049	\$26,470	\$23,492	\$29,696	\$29,696
SERVICES & SUPPLIES					
22000 Operating Supplies	\$500	\$500	\$500	\$500	\$500
23000 R/M Supplies	1,200	1,200	1,200	1,200	1,200
31000 Contracted Services	74,430	104,000	104,000	104,000	104,000
32000 Communications	44	0	0	0	0
39000 Miscellaneous	0	100	100	100	100
TOTAL	\$76,174	\$105,800	\$105,800	\$105,800	\$105,800
GRAND TOTAL	\$155,881	\$193,287	\$173,825	\$191,455	\$191,455

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Crew Leader	0.50	0.50	0.50	\$29,137	\$29,545	\$29,545
Sr. Maintenance Worker	0.50	0.50	0.50	25,482	20,196	20,196
Overtime	0.00	0.00	0.00	1,500	1,500	1,500
Pesticide/Herbicide Premiums	0.00	0.00	0.00	360	180	180
Separation Benefits	0.00	0.00	0.00	4,538	4,538	4,538
Total	1.00	1.00	1.00	\$61,017	\$55,959	\$55,959

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$121,634	\$99,243	\$80,689	\$98,441	\$98,441
SERVICES & SUPPLIES	68,889	85,600	85,600	85,600	85,600
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$190,523	\$184,843	\$166,289	\$184,041	\$184,041
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.09	1.10	1.10	1.10	1.10

Program Description

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. These lines are constantly monitored and evaluated to determine if repairs or additional lines are warranted as the City grows. The sewer system is comprised of 126 miles of main line sewers ranging in size from 8" to 15" pipe and approximately 2,498 sewer manholes.

Specific Service objectives are:

- Inspect and jet-rod all main lines annually to insure proper functioning of the system.
- Minimize stoppages by jet-rodding main line sewers that have minimum grade or tree root infestation. Jet-rod selected lines known to accumulate large grease deposits. These lines are cleaned on 2-week, 6-week, 3-month, or 6-month intervals.
- Respond to all sewer problems within 30 minutes during working hours and within 60 minutes after-hours.

- Oversee the implementation of the infrastructure improvements identified in the Sewer Master Plan.
- Spray manholes for insect and rodent control.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Main Line Cleaning:			
Miles of main lines cleaned	49.3	39	75
Miles of Problem Lines Cleaned	30.1	33	35
Sewer Stoppages:			
Number of sewer stoppages	6	7	8
Percentage of stoppages responded to within one hour after normal working hours.	100%	100%	100%
Video Taping:			
Number of linear feet of video taped	40,000	0	45,000

2013-2014 GOALS AND OBJECTIVES

1. Complete fourth phase of seven phase project of installing signage at manholes in easement areas. Many signs have been destroyed and it is important that residents are educated about the importance of keeping manholes accessible.
2. Develop a sewer manhole labeling system in order to identify the locations for maintenance activities.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed third phase of locating and installing signage on manholes in easements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes the cost of replacement parts for the VACTOR, root cutters, and other equipment that is necessary for sewer maintenance.
2. Contracted Services category (#31000) covers the sewer videoing program, contracted pest control costs, and annual JPA dues to the City of Alhambra for disposal of sewage.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$61,356	\$63,733	\$47,033	\$59,000	\$59,000
11400 Overtime Salaries	1,078	0	1,254	0	0
11500 Separation Benefits	5,940	5,940	5,940	5,940	5,940
TOTAL	\$68,374	\$69,673	\$54,227	\$64,940	\$64,940
EMPLOYEE BENEFITS					
12200 Life Insurance	\$151	\$179	\$179	\$179	\$179
12300 Medical Insurance	33,861	8,221	8,221	10,850	10,850
12350 Medicare Insurance	415	373	373	293	293
12400 Dental Insurance	672	792	792	532	532
12500 Workers Compensation	7,260	7,986	7,896	9,000	9,000
12600 Retirement	10,435	11,472	8,454	12,083	12,083
12900 Long Term Disability	370	436	436	436	436
12950 Vision Plan	96	111	111	128	128
TOTAL	\$53,260	\$29,570	\$26,462	\$33,501	\$33,501
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,489	\$3,500	\$3,500	\$3,500	\$3,500
23000 R/M Supplies	9,934	10,000	10,000	10,000	10,000
31000 Contracted Services	48,844	65,000	65,000	65,000	65,000
33000 Motor Pool Charges	6,300	6,300	6,300	6,300	6,300
38000 R/M Contractual	322	800	800	800	800
TOTAL	\$68,889	\$85,600	\$85,600	\$85,600	\$85,600
GRAND TOTAL	\$190,523	\$184,843	\$166,289	\$184,041	\$184,041

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Public Work Maintenance Manager	0.10	0.10	0.10	\$8,755	\$9,080	\$9,080
Crew Leader	0.50	0.50	0.50	29,136	29,544	29,544
Sr. Maintenance Worker	0.50	0.50	0.50	25,482	20,196	20,196
Pesticide/Herbicide Premiums	0.00	0.00	0.00	360	180	180
Separation Benefits	0.00	0.00	0.00	5,940	5,940	5,940
Total	1.10	1.10	1.10	\$69,673	\$64,940	\$64,940

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$7,549	\$7,788	\$7,788	\$8,284	\$8,284
SERVICES & SUPPLIES	327,900	337,170	337,170	346,718	346,718
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$335,449	\$344,958	\$344,958	\$355,002	\$355,002
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.09	.05	.05	.05	.05

Program Description

Monterey Park has 119.27 miles of streets, 10 miles of alleys, and 17 City-owned parking lots, each of which accumulate 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, keep gutters and storm drains clear, and to help protect the value of private properties within the community. The City has a program of 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.
- Sweep center medians and parking lots once a week, and commercial Parking Districts No. 1 and No. 2 twice a week.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Number of Complaints:	3	4	5
<i>Reflects the number of problems reported by residents.</i>			

2013-2014 GOALS AND OBJECTIVES

1. Develop a large-scale, detailed map for street sweeping contractor in order to better identify alleys and cul-de-sacs for their routing system.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Assisted sweeping contractor with routing sweepers in alley areas to better service residents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$18,900.
2. Other Agency Services category (#41000) covers the cost of street sweeping contractual services. CPI increase of 3% has been added for FY 2014 costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$4,267	\$4,378	\$4,378	\$4,540	\$4,540
11500 Separation Benefits	963	963	963	963	963
TOTAL	\$5,230	\$5,341	\$5,341	\$5,503	\$5,503
EMPLOYEE BENEFITS					
12200 Life Insurance	\$8	\$9	\$9	\$9	\$9
12300 Medical Insurance	350	312	312	325	325
12350 Medicare Insurance	0	0	0	0	0
12400 Dental Insurance	36	36	36	31	31
12500 Workers Compensation	1,155	1,271	1,271	1,398	1,398
12600 Retirement	738	787	787	987	987
12900 Long Term Disability	20	20	20	20	20
12950 Vision Plan	12	12	12	11	11
TOTAL	\$2,319	\$2,447	\$2,447	\$2,781	\$2,781
SERVICES & SUPPLIES					
33000 Motor Pool Charges	\$18,900	\$18,900	\$18,900	\$18,900	\$18,900
41000 Other Agency Serv	309,000	318,270	318,270	327,818	327,818
TOTAL	\$327,900	\$337,170	\$337,170	\$346,718	\$346,718
GRAND TOTAL	\$335,449	\$344,958	\$344,958	\$355,002	\$355,002

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,378	\$4,540	\$4,540
Separation Benefits	0.00	0.00	0.00	963	963	963
Total	0.05	0.05	0.05	\$5,341	\$5,503	\$5,503

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$235,036	\$251,400	\$251,737	\$258,871	\$258,871
SERVICES & SUPPLIES	255,986	293,940	293,940	296,412	296,412
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$491,022	\$545,340	\$545,677	\$555,283	\$555,283
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.09	 3.10	 3.10	 3.10	 3.10

Program Description

This program is essential to the safe and orderly flow of vehicular and pedestrian traffic throughout the City by providing for 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, 5 City/County-owned, 6 City/State-owned, and 2 City/County/State-owned traffic signals located in the City that are maintained through this program.

Specific Service objectives are:

- Repaint 55 miles of centerline and lane striping on boulevards annually.
- Repaint 47 miles of centerline on residential streets annually.
- Repaint 148 school crosswalks and 39 school pavement markings once a year.

- Repaint all parking stalls in the City-owned parking lots every two years.
- Repaint all legends and crosswalks throughout the City once a year.
- Repaint pavement markings on streets that are resurfaced or slurry sealed as soon as the projects are completed.
- 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 two hours of notification.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
Street Painting:			
Miles striped <i>This measurement includes lane lines and centerlines.</i>	178	150	200
Crosswalks repainted	16	125	175
Sign Maintenance:			
Stop signs replaced	80	95	150
Regulatory and warning signs replaced	480	575	1,200
Number of new stop sign installations	0	0	3
Regulatory and warning signs maintained	1,134	750	1,250
Percentage of safety related regulatory signs replaced with either temporary or permanent signs within 1 hour of notification	100%	100%	100%
Traffic Work Orders <i>New projects or changes to existing traffic control measures.</i>	27	25	30

2013-2014 GOALS AND OBJECTIVES

1. Cross-train staff on the procedures and the operation of the traffic control equipment to manage the shortage of personnel.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Crossed-trained new crew members in the operation and maintenance of the striper.
2. Painted boulevard crosswalks.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) covers costs for replacement of traffic and street name signs as well as for paint and related equipment required for street painting.
2. Communications category (#32000) reflects phone line costs for traffic signal synchronization.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$48,300.
4. Utilities category (#36000) covers the energy cost for traffic signals.
5. R/M Contractual category (#38000) includes the contracted maintenance cost for City-owned traffic signals and safety lighting.
6. Miscellaneous category (#39000) includes Traffic Signal Association annual dues and American Traffic Safety Services Association certification and training seminars.
7. Other Agency Services category (#41000) covers the maintenance costs of traffic signals owned by Caltrans and by Los Angeles County.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$157,589	\$167,560	\$167,560	\$167,925	\$167,925
11400 Overtime Salaries	1,658	1,000	1,337	1,000	1,000
11500 Separation Benefits	12,540	12,540	12,540	12,540	12,540
TOTAL	\$171,787	\$181,100	\$181,437	\$181,465	\$181,465
EMPLOYEE BENEFITS					
12200 Life Insurance	\$462	\$503	\$503	\$503	\$503
12300 Medical Insurance	16,124	18,588	18,588	16,904	16,904
12350 Medicare Insurance	1,471	1,573	1,573	2,334	2,334
12400 Dental Insurance	1,103	1,261	1,261	1,272	1,272
12500 Workers Compensation	15,153	16,668	16,668	18,335	18,335
12600 Retirement	27,544	30,171	30,171	36,549	36,549
12900 Long Term Disability	1,129	1,228	1,228	1,228	1,228
12950 Vision Plan	263	308	308	281	281
TOTAL	\$63,249	\$70,300	\$70,300	\$77,406	\$77,406
SERVICES & SUPPLIES					
23000 R/M Supplies	\$51,062	\$55,000	\$55,000	\$55,000	\$55,000
24000 Small Tools	369	1,000	1,000	1,000	1,000
32000 Communications	10,754	12,000	12,000	12,000	12,000
33000 Motor Pool Charges	48,300	48,300	48,300	48,300	48,300
36000 Utilities	41,455	49,440	49,440	51,912	51,912
38000 R/M Contractual	83,371	107,000	107,000	107,000	107,000
39000 Miscellaneous	0	200	200	200	200
41000 Other Agency Serv	20,675	21,000	21,000	21,000	21,000
TOTAL	\$255,986	\$293,940	\$293,940	\$296,412	\$296,412
GRAND TOTAL	\$491,022	\$545,340	\$545,677	\$555,283	\$555,283

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Public Works Maintenance Manager	0.10	0.10	0.10	\$8,754	\$9,080	\$9,080
Public Works Maintenance Supervisor*	0.20	0.20	0.20	12,295	12,700	12,700
Crew Leader	0.90	0.90	0.90	52,445	50,333	50,333
Sr. Maintenance Worker	1.00	1.00	1.00	50,964	51,672	51,672
Maintenance Worker	0.90	0.90	0.90	42,142	42,736	42,736
Bilingual	0.00	0.00	0.00	600	720	720
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	360	684	684
Separation Benefits	0.00	0.00	0.00	12,540	12,540	12,540
Total	3.10	3.10	3.10	\$181,100	\$181,465	\$181,465

* Position is frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$48,722	\$56,708	\$47,052	\$53,029	\$53,029
SERVICES & SUPPLIES	523,908	576,350	576,350	604,933	604,933
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$572,630	\$633,058	\$623,402	\$657,962	\$657,962
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .70	 .60	 .60	 .55	 .55

Program Description

Monterey Park's street lighting system consists of 3,359 streetlights, including 376 City-owned lights. Generally, the lighting system minimizes nighttime vehicular accidents, 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 outage has been reported.
- Repair City-owned faulty circuits within seven days after 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.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Street Light Maintenance:			
Number of Street Lights Re-lamped	90	88	100
Service Requests			
Received	11	15	8
Completed	10	8	8

2013-2014 GOALS AND OBJECTIVES

1. Repaint ID numbers on City-owned street light poles to identify street light locations for service requests. Due to the retirement of our electrician and the training of a new electrician we are going to split this into three phases.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed first two phases of painting ID numbers on City-owned street lights. Phase two was not completed due to the retirement of the City Electrician.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) covers the anticipated cost by Southern California Edison.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$32,859	\$38,029	\$28,373	\$32,660	\$32,660
11400 Overtime Salaries	101	500	500	500	500
11500 Separation Benefits	3,850	3,850	3,850	3,850	3,850
TOTAL	\$36,810	\$42,379	\$32,723	\$37,010	\$37,010
EMPLOYEE BENEFITS					
12200 Life Insurance	\$71	\$86	\$86	\$90	\$90
12300 Medical Insurance	2,722	3,543	3,543	4,598	4,598
12350 Medicare Insurance	264	347	347	342	342
12400 Dental Insurance	172	228	228	336	336
12500 Workers Compensation	2,695	2,965	2,965	3,261	3,261
12600 Retirement	5,727	6,843	6,843	7,106	7,106
12900 Long Term Disability	201	238	238	218	218
12950 Vision Plan	60	79	79	68	68
TOTAL	\$11,912	\$14,329	\$14,329	\$16,019	\$16,019
SERVICES & SUPPLIES					
23000 R/M Supplies	\$2,580	\$4,700	\$4,700	\$4,700	\$4,700
36000 Utilities	521,328	571,650	571,650	600,233	600,233
TOTAL	\$523,908	\$576,350	\$576,350	\$604,933	\$604,933
GRAND TOTAL	\$572,630	\$633,058	\$623,402	\$657,962	\$657,962

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Public Works Maintenance Manager	0.10	0.10	0.10	\$8,755	\$9,080	\$9,080
Public Works Maintenance Supervisor*	0.10	0.05	0.05	6,148	3,175	3,175
Electrician	0.20	0.20	0.20	12,617	9,998	9,998
Crew Leader	0.10	0.10	0.10	5,827	5,593	5,593
Maintenance Worker	0.10	0.10	0.10	4,682	4,748	4,748
Overtime	0.00	0.00	0.00	500	500	500
Bilingual	0.00	0.00	0.00	0	30	30
Pesticide/Herbicide Premiums	0.00	0.00	0.00	0	36	36
Separation Benefits	0.00	0.00	0.00	3,850	3,850	3,850
Total	0.60	0.55	0.55	\$42,379	\$37,010	\$37,010

* Position is frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$209,521	\$99,990	\$84,473	\$102,466	\$102,466
SERVICES & SUPPLIES	4,953,738	5,186,830	5,151,838	5,310,867	5,310,867
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,163,259	\$5,286,820	\$5,236,311	\$5,413,333	\$5,413,333
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.54	.70	.70	.70	.70

Program Description

The Waste Management Program provides for the safe and sanitary removal of refuse and recyclables throughout the City and ensures Monterey Park's compliance with the waste diversion and recycling program implementation mandates of State Assembly Bill 939 and related legislation.

Through a contractual agreement with Athens Services, 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.

Residential properties are provided with weekly curbside automated collection of refuse, recyclables and yard waste. In order to prevent the accumulation of large volumes of refuse, multiple-family dwellings and commercial properties are provided with a more frequent bin collection service. Residents are also provided with year-round bulky item pickup (by appointment) to allow for disposal of large items not classified as normal household refuse.

A number of public education and recycling programs have been developed and implemented through the Waste Management Program to ensure the City meets the Assembly Bill 939's 50% waste diversion goal mandate. Proper documentation is submitted to the State.

Specific service objectives are:

- Oversee the removal of refuse from the City's residential and commercial properties in an environmentally safe and efficient manner.
- Resolve all collection-related service complaints within 24 hours through inspection of collection routes, special investigations, and contract enforcement measures.
- Ensure that City-owned refuse containers located in high-litter areas are emptied a minimum of twice weekly.
- Encourage the participation of Monterey Park residents in City- and Los Angeles County-sponsored "Household Hazardous Waste and Electronic Waste Roundups."
- Maintain the City's existing recycling and public education programs as identified in the City's "Source Reduction and Recycling Element" and "Household Hazardous Waste Element" to ensure ongoing compliance with Assembly Bill 939 diversion and program implementation requirements.
- Complete all State-required documentation to verify the City's compliance with Assembly Bill 939 mandates.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
Curbside service accounts	14,295	14,294	14,291
Bin service accounts	1,074	1,074	1,075
City hauler tons collected (Self-hauled tons not included)	50,267	49,625	49,500
AB 939 diversion rate (year reported) Tons per capita. Target is 5.0 tons per person.	3.5 (2010)	3.4 (2011)	3.4 (2012)

2013-2014 GOALS AND OBJECTIVES

1. Work with Athens to compost food waste at their Victorville Compost facility.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Hosted 4th Earth Day Festival that was again held jointly with the Cherry Blossom Festival.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$17,405 in used oil recycling grant funds and \$16,162 of beverage recycling grant funds.
2. Miscellaneous category (#39000) covers printing and duplicating costs and AB 939 required public education programs.
3. Other Agency Services category (#41000) covers annual residential waste collection contract costs that increase by an anticipated annual CPI of 3%.
4. Miscellaneous Financial Services category (#44000) has \$200,000 for allocated administrative support services and \$70,000 for general liability charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$53,050	\$71,936	\$56,419	\$72,961	\$72,961
11500 Separation Benefits	5,225	5,225	5,225	5,225	5,225
TOTAL	\$58,275	\$77,161	\$61,644	\$78,186	\$78,186
EMPLOYEE BENEFITS					
12200 Life Insurance	\$146	\$146	\$146	\$81	\$81
12300 Medical Insurance	135,242	6,189	6,189	4,450	4,450
12350 Medicare Insurance	840	790	790	795	795
12400 Dental Insurance	447	448	448	306	306
12500 Workers Compensation	1,540	1,694	1,694	2,500	2,500
12600 Retirement	12,411	12,923	12,923	15,849	15,849
12900 Long Term Disability	464	482	482	198	198
12950 Vision Plan	156	157	157	101	101
TOTAL	\$151,246	\$22,829	\$22,829	\$24,280	\$24,280
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,164	\$4,000	\$4,000	\$4,000	\$4,000
31000 Contracted Services	43,767	34,450	34,450	33,567	33,567
32000 Communications	4	500	500	500	500
33000 Motor Pool Charges	203	225	225	225	225
39000 Miscellaneous	1,820	2,575	2,575	2,575	2,575
41000 Other Agency Serv	4,768,615	4,890,080	4,855,088	5,000,000	5,000,000
44000 Misc Financial Serv	135,165	255,000	255,000	270,000	270,000
TOTAL	\$4,953,738	\$5,186,830	\$5,151,838	\$5,310,867	\$5,310,867
GRAND TOTAL	\$5,163,259	\$5,286,820	\$5,236,311	\$5,413,333	\$5,413,333

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.20	0.20	0.20	\$27,643	\$27,643	\$27,643
Public Works Maintenance Manager	0.20	0.20	0.20	17,509	18,159	18,159
Principal Management Analyst	0.30	0.30	0.30	26,784	27,159	27,159
Separation Benefits	0.00	0.00	0.00	5,225	5,225	5,225
Total	0.70	0.70	0.70	\$77,161	\$78,186	\$78,186

* Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$74,791	\$93,434	\$87,401	\$93,837	\$93,837
SERVICES & SUPPLIES	17,240	23,850	23,850	23,850	23,850
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$92,031	\$117,284	\$111,251	\$117,687	\$117,687
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.24	 1.20	 1.20	 1.15	 1.15

Program Description

This is the operations base for Maintenance Services and Water Utility Division field crews. The facility houses City-owned construction and service vehicles and equipment, provides storage for all maintenance materials, and stores the fuel used to operate City-owned vehicles and equipment. Central mobile radio communications allow field crews direct contact with the City Yard Office. The Public Works Technician receives and responds to telephone inquiries regarding schedules, levels of service, service requests, and, when necessary, forwards information to the proper supervisor for disposition.

Specific Service objectives are:

- Maintain accurate, up-to-date and readily available records for support of all divisions.
- Prepare purchase requisitions, process bills for payment, handle requests for meter service, invoice for City property damage, etc., as required.

- Maintain and submit data required for monthly, quarterly, and annual reports for Maintenance.

PROGRAM MEASUREMENTS

Bulky Items	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Notice of Violations Issued	358	367	450
Citations Issued	3	3	3

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers cost for the replacement of safety shoes, \$5,025; uniforms, \$5,400; and computer and printer supplies, \$75.
2. Communications category (#32000) consists of \$7,700 for the cost of Nextel 2-way radio system base-stations, and \$350 for postage.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$53,074	\$65,716	\$60,447	\$63,801	\$63,801
11400 Overtime Salaries	8	0	158	0	0
11500 Separation Benefits	4,070	4,070	4,070	4,070	4,070
TOTAL	\$57,152	\$69,786	\$64,675	\$67,871	\$67,871
EMPLOYEE BENEFITS					
12200 Life Insurance	\$148	\$195	\$195	\$158	\$158
12300 Medical Insurance	4,657	7,271	7,271	7,445	7,445
12350 Medicare Insurance	204	416	416	378	378
12400 Dental Insurance	660	854	854	818	818
12500 Workers Compensation	2,200	2,420	2,420	2,662	2,662
12600 Retirement	9,259	11,832	10,910	13,885	13,885
12900 Long Term Disability	363	476	476	456	456
12950 Vision Plan	148	184	184	164	164
TOTAL	\$17,639	\$23,648	\$22,726	\$25,966	\$25,966
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
22000 Operating Supplies	7,229	10,500	10,500	10,500	10,500
32000 Communications	7,773	8,050	8,050	8,050	8,050
37000 Leases & Rentals	389	2,500	2,500	2,500	2,500
38000 R/M Contractual	49	1,000	1,000	1,000	1,000
39000 Miscellaneous	200	200	200	200	200
TOTAL	\$17,240	\$23,850	\$23,850	\$23,850	\$23,850
GRAND TOTAL	\$92,031	\$117,284	\$111,251	\$117,687	\$117,687

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Public Works Maintenance Manager	0.10	0.10	0.10	\$8,754	\$9,080	\$9,080
Public Works Maintenance Supervisor*	0.10	0.05	0.05	6,148	3,175	3,175
Public Works Technician	0.50	0.50	0.50	28,314	28,704	28,704
Senior Clerk Typist	0.50	0.50	0.50	22,500	22,812	22,812
Bilingual	0.00	0.00	0.00	0	30	30
Separation Benefits	0.00	0.00	0.00	4,070	4,070	4,070
Total	1.20	1.15	1.15	\$69,786	\$67,871	\$67,871

* Position is frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$308,075	\$294,220	\$213,647	\$286,063	\$286,063
SERVICES & SUPPLIES	306,369	257,616	273,616	273,754	273,754
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$614,444	\$551,836	\$487,263	\$559,817	\$559,817
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.93	 2.90	 2.90	 2.90	 2.90

Program Description

Building Maintenance is responsible for the upkeep of City-owned structures. Monterey Park presently owns 15 major structures and numerous smaller structures that require various levels of maintenance. Regular structural, plumbing, electrical, janitorial, and heating and air-conditioning maintenance must be performed to ensure pleasant working conditions and encourage the public use of all facilities. As public use increases, minor facility alterations or remodeling may also become necessary to provide adequate space for additional activities.

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.
- Oversee janitorial and equipment maintenance contracts as well as construction and repair contracts for City facilities.
- Inspect facilities twice per week to ensure the City’s janitorial contractor is performing all required services.
- 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.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
Number of Service Requests:			
<i>Service requests originate from City departments.</i>	468	407	450
Number of Special Work Orders:			
<i>Special work orders are for services that go beyond the scope of normal maintenance.</i>	2	4	3

2013-2014 GOALS AND OBJECTIVES

1. Implement energy conservation measures that are proposed in the Energy Action Plan that was developed for the City by the San Gabriel Valley Council of Governments (SGVCOG). Cost of improvements and upgrades will be offset by Edison rebates.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed an energy audit of all City facilities through a grant funded by the SGVCOG.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) includes \$116,000 for building maintenance, \$30,000 for air conditioning maintenance, \$39,000 for janitorial service, and \$4,535 for machinery and equipment maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$210,513	\$197,342	\$129,305	\$175,602	\$175,602
11400 Overtime Salaries	5,670	7,000	7,000	7,000	7,000
11500 Separation Benefits	11,000	11,000	11,000	11,000	11,000
TOTAL	\$227,183	\$215,342	\$147,305	\$193,602	\$193,602
EMPLOYEE BENEFITS					
12200 Life Insurance	\$458	\$425	\$425	\$470	\$470
12300 Medical Insurance	23,075	21,083	21,083	30,050	30,050
12350 Medicare Insurance	2,904	2,760	2,760	2,416	2,416
12400 Dental Insurance	1,665	1,512	1,512	2,078	2,078
12500 Workers Compensation	14,300	15,730	15,730	17,303	17,303
12600 Retirement	36,585	35,498	22,962	38,204	38,204
12800 Uniform Allowance	236	300	300	300	300
12900 Long Term Disability	1,232	1,149	1,149	1,149	1,149
12950 Vision Plan	437	421	421	491	491
TOTAL	\$80,892	\$78,878	\$66,342	\$92,461	\$92,461
SERVICES & SUPPLIES					
22000 Operating Supplies	\$10,517	\$10,000	\$10,000	\$10,000	\$10,000
23000 R/M Supplies	39,189	31,750	36,750	36,750	36,750
24000 Small Tools	909	1,000	1,000	1,000	1,000
32000 Communications	2,625	2,756	2,756	2,894	2,894
33000 Motor Pool Charges	33,075	33,075	33,075	33,075	33,075
37000 Leases & Rentals	190	500	500	500	500
38000 R/M Contractual	219,864	178,535	189,535	189,535	189,535
TOTAL	\$306,369	\$257,616	\$273,616	\$273,754	\$273,754
GRAND TOTAL	\$614,444	\$551,836	\$487,263	\$559,817	\$559,817

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Public Works Maintenance Manager	0.10	0.10	0.10	\$8,755	\$9,080	\$9,080
Facilities Maintenance Supervisor	1.00	1.00	1.00	78,648	79,740	79,740
Building Trades Technician	1.00	1.00	1.00	58,272	46,188	46,188
Electrician	0.80	0.80	0.80	50,467	39,994	39,994
Bilingual	0.00	0.00	0.00	1,200	600	600
Overtime	0.00	0.00	0.00	7,000	7,000	7,000
Separation Benefits	0.00	0.00	0.00	11,000	11,000	11,000
Total	2.90	2.90	2.90	\$215,342	\$193,602	\$193,602

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$345,864	\$373,636	\$315,261	\$380,396	\$380,396
SERVICES & SUPPLIES	928,340	1,053,815	1,046,815	1,085,497	1,085,497
CAPITAL OUTLAY	2,237	970,600	970,600	652,900	652,900
TOTAL COSTS	\$1,276,441	\$2,398,051	\$2,332,676	\$2,118,793	\$2,118,793
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.19	 4.20	 4.20	 4.20	 4.20

Program Description

Monterey Park's motorized fleet consists of 205 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 360 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 is operating in a safe and efficient manner and to maximize 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 either an annual appropriation or lease-purchase financing arrangements.
- Perform preventive maintenance service on vehicles and equipment at required intervals.

- Conduct thorough safety inspections (such as brakes, suspension systems, 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, AQMD, CARB, CUPA and DOSH regulations.
- Purchase fuel for joint consumption by the City 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 accurate maintenance records and schedule of City owned vehicles and equipment through data-entry on a continuous basis and quarterly reports.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Number of preventive maintenance services	278	270	360
Number of smog checks completed	28	30	40
Compressed natural gas (CNG) purchased (in 100 cubic feet)	6,584	5,000	7,600
Average price per gallon of unleaded fuel	\$3.19	\$4.20	\$4.69
Average price per gallon of diesel fuel	\$2.90	\$4.00	\$4.50

2013-2014 GOALS AND OBJECTIVES

1. Train staff on wheelchair lift repairs.
2. Refurbish a Crown Victoria vehicle to provide as a loaner in the Motor Pool.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Upgraded lighting on all Public Works vehicles to LED. This enhances visibility in all weather conditions providing employees with additional safety protection.
2. Completed original equipment manufacturer (OEM) training for small equipment 2-cycle engines that are utilized in chainsaws, blowers, line trimmers, and concrete saws.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) is budgeted for materials and supplies used for the repair and maintenance of vehicles and City equipment. FY 2014 costs reflect substantial increase in vendors' prices.
2. Contracted Services category (#31000) includes the cost of AQMD annual inspection/certification and underground storage tank (UST) operator fee and GDF (gasoline dispensing facility) repairs.
3. Contracted Services category (#37000) includes automotive parts washer service and maintenance and rental of equipment.
4. R/M Contractual category (#38000) includes conversion cost of PD vehicles, repairs and maintenance of fleet vehicles and heavy duty/hand held equipment (e.g., chain saws, hedge trimmers, riding mowers, concrete saws, etc.), and maintenance of the CNG fuel station at City Yard. FY 2014 costs reflect increase in PD Caprice conversion costs.
5. Other Agency Services category (#41000) includes fees for CARB, AQMD and Los Angeles County CUPA HAZMAT. AQMD/CUPA fees will increase by \$3,000 in FY 2014.
6. Miscellaneous Financial Services category (#44000) consists of allocated overhead costs of central service departments and liability insurance.
7. Vehicles/Equipment category (#54000) reflects vehicle and equipment purchase: 2 Police administration sedans (\$110,000), 1 SUV for Fire Chief (\$60,000), 1 rescue ambulance refurbish (\$80,000), 1 Police traffic motorcycle (\$40,000), 1 air compressor (\$25,000), 1 Police SUV vehicle (\$55,000), 1 Water Trailer Mounted Vactor (\$90,000), 1 Skid Loader (\$125,000), 2 Solar Message Boards (\$35,000), 50 Police LED lights (\$8,500), 1 Vibrating Plate (\$3,400), and 1 Concrete Mixer (\$21,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$235,295	\$255,664	\$205,952	\$250,362	\$250,362
11400 Overtime Salaries	100	0	535	0	0
11500 Separation Benefits	19,965	19,965	19,965	19,965	19,965
TOTAL	\$255,360	\$275,629	\$226,452	\$270,327	\$270,327
EMPLOYEE BENEFITS					
12200 Life Insurance	\$689	\$697	\$697	\$665	\$665
12300 Medical Insurance	35,413	35,936	35,936	39,181	39,181
12350 Medicare Insurance	3,243	3,581	3,581	3,499	3,499
12400 Dental Insurance	2,219	2,252	2,252	2,181	2,181
12500 Workers Compensation	6,463	7,109	7,109	7,820	7,820
12600 Retirement	40,208	46,009	36,811	54,470	54,470
12900 Long Term Disability	1,640	1,766	1,766	1,624	1,624
12950 Vision Plan	629	657	657	629	629
TOTAL	\$90,504	\$98,007	\$88,809	\$110,069	\$110,069
SERVICES & SUPPLIES					
21000 Office Supplies	\$804	\$800	\$800	\$800	\$800
22000 Operating Supplies	443,456	559,525	559,525	559,525	559,525
23000 R/M Supplies	89,601	85,000	85,000	100,000	100,000
24000 Small Tools	4,288	9,000	9,000	10,000	10,000
31000 Contracted Services	11,809	19,000	19,000	20,000	20,000
32000 Communications	2,649	3,050	3,050	3,185	3,185
33000 Motor Pool Charges	8,400	8,400	8,400	8,400	8,400
36000 Utilities	18,068	22,540	22,540	23,587	23,587
37000 Leases & Rentals	539	3,000	3,000	3,000	3,000
38000 R/M Contractual	142,803	137,000	130,000	147,000	147,000
39000 Miscellaneous	186	1,500	1,500	2,000	2,000
41000 Other Agency Serv	5,737	5,000	5,000	8,000	8,000
44000 Misc Financial Serv	200,000	200,000	200,000	200,000	200,000
TOTAL	\$928,340	\$1,053,815	\$1,046,815	\$1,085,497	\$1,085,497
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$2,237	\$970,600	\$970,600	\$652,900	\$652,900
TOTAL	\$2,237	\$970,600	\$970,600	\$652,900	\$652,900
GRAND TOTAL	\$1,276,441	\$2,398,051	\$2,332,676	\$2,118,793	\$2,118,793

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.10	0.10	0.10	\$13,822	\$13,822	\$13,822
Public Works Maintenance Manager	0.10	0.10	0.10	8,754	9,080	9,080
Fleet Maintenance Supervisor	1.00	1.00	1.00	67,860	70,512	70,512
Equipment Mechanic**	2.00	2.00	2.00	112,428	105,276	105,276
Auto Shop Technician	1.00	1.00	1.00	49,200	49,872	49,872
Auto Mechanic Certificate	0.00	0.00	0.00	2,400	1,200	1,200
Bilingual	0.00	0.00	0.00	1,200	600	600
Separation Benefits	0.00	0.00	0.00	19,965	19,965	19,965
Total	4.20	4.20	4.20	\$275,629	\$270,327	\$270,327

* Vacant and funded.

** One vacant, but funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$721,600	\$714,494	\$680,049	\$754,948	\$754,948
SERVICES & SUPPLIES	52,669	54,034	54,134	54,161	54,161
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$774,269	\$768,528	\$734,183	\$809,109	\$809,109
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.60	 6.45	 6.45	 6.45	 6.45

Program Description

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 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 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 SAFETEA-LU, Proposition C, State and Local Transportation Partnership 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 the City's Congestion Management Plan.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Capital Improvement Projects (CIP) commenced and/or completed	20	21	10
Dollar value of CIP projects completed (\$ millions)	3.6	4.5	6.5
Subdivisions Processed:			
<i>Tentative Tract Maps</i>	0	0	1
<i>Tentative Parcels Maps</i>	1	0	1
<i>Final Tract Maps</i>	0	0	1
<i>Final Parcel Maps</i>	0	0	1
<i>Lot Line Adjustments Reviewed</i>	1	2	1
Conditional Use Permits Reviewed	2	0	1
Variances Reviewed	0	0	0
Site and Plan Checks for Building Permits	120	60	90
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	140	180	160
Grading Permits Issued	12	14	15
Traffic Engineering Issues Investigated	40	35	35

2013-2014 GOALS AND OBJECTIVES

1. Implement water and sewer rate increases as recommended in the 2012 Sewer and Water Rates Studies.
2. Design and construct ADA (American with Disabilities Act) access improvements at all City parks.
3. Design and construct water main upgrades at McPherrin, Huntington and Baltimore Avenues, between Garvey and Hellman Avenues, to improve fire protection as recommended in the City's 2012 Water Master Plan.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed six miles of rubberized asphalt overlay work on various City streets.
2. Completed the Transit Center and sidewalk reconstruction on Collegian Avenue at East Los Angeles College.
3. Assisted the Fire Department in completing the new Emergency Operations Center (EOC).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) has \$10,000 budgeted for engineering consultant services for traffic, soils testing, and \$1,200 for miscellaneous professional services.
2. R/M Contractual category (#38000) provides for the maintenance of copier and plotter equipment.
3. Miscellaneous category (#39000) consists of \$3,000 for duplicating and printing, \$800 for State Engineer's Registration and membership fees for professional organizations, and \$100 for technical magazines and reference books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$531,116	\$525,774	\$525,774	\$541,144	\$541,144
11500 Separation Benefits	26,070	26,070	26,070	26,070	26,070
TOTAL	\$557,186	\$551,844	\$551,844	\$567,214	\$567,214
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,134	\$1,071	\$1,071	\$1,023	\$1,023
12300 Medical Insurance	50,585	46,061	46,061	48,109	48,109
12350 Medicare Insurance	7,916	7,685	7,685	7,879	7,879
12400 Dental Insurance	3,653	3,764	3,764	3,674	3,674
12500 Workers Compensation	5,170	5,687	5,687	6,256	6,256
12600 Retirement	91,929	94,516	60,071	117,176	117,176
12900 Long Term Disability	2,881	2,709	2,709	2,496	2,496
12950 Vision Plan	1,146	1,157	1,157	1,121	1,121
TOTAL	\$164,414	\$162,650	\$128,205	\$187,734	\$187,734
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,934	\$2,350	\$2,450	\$2,350	\$2,350
22000 Operating Supplies	500	700	700	700	700
24000 Small Tools	1,633	1,700	1,700	1,700	1,700
31000 Contracted Services	9,132	11,200	11,200	11,200	11,200
32000 Communications	7,139	6,736	6,736	6,863	6,863
33000 Motor Pool Charges	8,408	8,448	8,448	8,448	8,448
37000 Leases & Rentals	15,217	16,000	16,000	16,000	16,000
38000 R/M Contractual	4,178	3,000	3,000	3,000	3,000
39000 Miscellaneous	3,528	3,900	3,900	3,900	3,900
TOTAL	\$52,669	\$54,034	\$54,134	\$54,161	\$54,161
GRAND TOTAL	\$774,269	\$768,528	\$734,183	\$809,109	\$809,109

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.15	0.15	0.15	\$20,734	\$22,733	\$22,733
Assistant City Engineer	1.00	1.00	1.00	123,216	125,424	125,424
Principal Management Analyst	0.30	0.30	0.30	26,784	27,159	27,159
Associate Civil Engineer	2.00	2.00	2.00	174,360	181,080	181,080
Civil Engineering Technician	1.00	1.00	1.00	57,428	59,672	59,672
Public Works Inspector	1.00	1.00	1.00	66,888	67,812	67,812
Administrative Secretary	1.00	1.00	1.00	53,964	54,864	54,864
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	26,070	26,070	26,070
Total	6.45	6.45	6.45	\$551,844	\$567,214	\$567,214

* Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$386,290	\$274,653	\$203,635	\$295,540	\$295,540
SERVICES & SUPPLIES	2,932,755	995,413	959,798	1,003,915	1,003,915
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,319,045	\$1,270,066	\$1,163,433	\$1,299,455	\$1,299,455
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.40	 2.50	 2.50	 2.50	 2.50

Program Description

This activity provides the overall direction and administrative guidance for the Water Utility Division, including preparation of all required water quality and production reports. Funds are also provided in this activity to cover pump assessment costs and water replacement costs related to the adjudicated settlement between the Main San Gabriel Valley Water Basin and the City of Long Beach.

Specific Service objectives are:

- Represent the City in the management of the Main San Gabriel Basin by attending monthly meetings.
- Develop long range planning alternatives and strategies to enable the utility to keep up with water usage, including the development and construction of water treatment facilities and alternatives, to conform to State and Federal potable water quality requirements.
- Prepare various operation, production, and water quality reports to meet Watermaster, Federal, State, County, and City requirements.

- Identify and track proposed Federal and State regulations that could have large capital requirements for treatment of specific substances (e.g. arsenic, volatile organic chemicals, Perchlorate, 1,4-Dioxane, 1,1-DCA, MTBE, Chromium 6, etc).
- 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.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
Water Rates:			
Surrounding agencies – average monthly (350 gallons/day, with ¾” meter)	\$65.76	\$69.05	\$72.50
Monterey Park – average monthly (350 gallons/day, with ¾” meter)*	\$39.16	\$41.12	\$43.18
Percent below average	67.93%	67.92%	67.90%

* Includes water treatment surcharge.

2013-2014 GOALS AND OBJECTIVES

1. Continue to improve water operations through the use of technology (AMR, GIS, etc.) and upgrading infrastructure while promoting conservation.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Tracked and secured approximately \$5.5 million in outside operations & maintenance and capital reimbursement monies from the Water Quality Authority (WQA), the San Gabriel Valley Municipal Water District (SGVMWD), Southern California Edison (SCE) and EnerNOC.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$40,000 for the Water Quality Authority Assessment fee and California Department of Public Health (CDPH) oversight charges as well as \$2,000 for miscellaneous safety and engineering supplies. Higher costs for 2012-13 were due to leasing water rights to SGVMWD.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$197,884	\$192,165	\$121,079	\$203,234	\$203,234
11300 Part Time Salaries	11,086	0	0	0	0
11400 Overtime Salaries	52	0	68	0	0
11500 Separation Benefits	12,100	12,100	12,100	12,100	12,100
TOTAL	\$221,122	\$204,265	\$133,247	\$215,334	\$215,334
EMPLOYEE BENEFITS					
12200 Life Insurance	\$317	\$438	\$438	\$345	\$345
12300 Medical Insurance	127,181	18,007	18,007	17,348	17,348
12350 Medicare Insurance	1,655	2,376	2,376	2,531	2,531
12370 Part Time Retirement	443	0	0	0	0
12400 Dental Insurance	1,096	1,634	1,634	1,585	1,585
12500 Workers Compensation	10,670	11,737	11,737	12,911	12,911
12600 Retirement	22,658	34,551	34,551	44,173	44,173
12900 Long Term Disability	817	1,195	1,195	911	911
12950 Vision Plan	331	450	450	402	402
TOTAL	\$165,168	\$70,388	\$70,388	\$80,206	\$80,206
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,553	\$4,000	\$4,000	\$4,000	\$4,000
22000 Operating Supplies	2,217,772	55,000	25,302	42,000	42,000
24000 Small Tools	1,366	1,800	1,800	1,800	1,800
31000 Contracted Services	205	6,188	6,188	6,200	6,200
32000 Communications	4,119	5,000	4,411	5,500	5,500
33000 Motor Pool Charges	3,705	4,175	3,517	4,175	4,175
37000 Leases & Rentals	5,714	4,000	1,500	4,000	4,000
38000 R/M Contractual	22,886	21,250	20,580	22,240	22,240
39000 Miscellaneous	11,143	22,000	20,500	22,000	22,000
44000 Misc Financial Serv	662,292	872,000	872,000	892,000	892,000
TOTAL	\$2,932,755	\$995,413	\$959,798	\$1,003,915	\$1,003,915
GRAND TOTAL	\$3,319,045	\$1,270,066	\$1,163,433	\$1,299,455	\$1,299,455

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.20	0.20	0.20	\$27,644	\$27,643	\$27,643
Water Utility Manager	0.65	0.65	0.65	59,553	60,380	60,380
Principal Management Analyst**	0.65	0.65	0.65	54,154	63,695	63,695
Public Works Technician	0.50	0.50	0.50	28,314	28,704	28,704
Senior Clerk Typist	0.50	0.50	0.50	22,500	22,812	22,812
Separation Benefits	0.00	0.00	0.00	12,100	12,100	12,100
Total	2.50	2.50	2.50	\$204,265	\$215,334	\$215,334

* Vacant and funded.

** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$392,069	\$393,164	\$393,164	\$415,445	\$415,445
SERVICES & SUPPLIES	172,405	154,410	173,804	155,121	155,121
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$564,474	\$547,574	\$566,968	\$570,566	\$570,566
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.00	 4.00	 4.00	 4.00	 4.00

Program Description

This program, in coordination with the Management Services Department, provides for approximately 82,017 meter readings, billing, and collection of revenue from approximately 13,288 water meters. The City's consumers average 645 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 Association 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 83 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.
- Track and maintain 1,035 private backflow prevention assemblies for water system protection as required by the CADPH standards.
- On a bimonthly reading cycle, report any safety hazards or code violations to the proper department.
- Distribute water conservation and education materials at community events such as the Harmony Month Open House, Lantern Festival, and the San Gabriel Valley Water District's ultra low flow toilet (ULFT) exchange program and to schools, consumers, and different groups within the city to promote water conservation and education.
- In conjunction with the Water Distribution section continue to evaluate and upgrade large meter installations to replace older water meters to ensure meter accuracy.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Meter Exchange Program:			
Meters changed 3/4" – 2"	1,056	644	1,200
Large Water Meter Installation/ Upgrades: 3" – 8" meters			
Meter installation upgrades	6	4	4
Total meters installed to field-testable and/or field-repairable standards	87	91	89
Water Turn-ons and Turn-offs:	2,436	2,856	2,450
Work orders completed:	5,850	6,641	6,460

2013-2014 GOALS AND OBJECTIVES

1. Upgrade Meter Routes 47 and 48 to Automated Meter Read Routes (AMR) in order to more quickly identify leaks and meter problems.
2. Replace and upgrade 6" meter at the Children's Court.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Replaced and upgraded 2 large meter vaults (El Repetto Dr. and Corporate Pl.).
2. Replaced 3-inch backflow device at Elder Park.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R&M Supplies category (#23000) accounts for the purchase of brass, pipes, valves, fittings, backflow prevention devices, small pressure regulators and parts required to maintain water meters. These costs provide the necessary parts to maintain and expand the Meter Exchange Program.
2. Contracted Services category (#31000) includes computer services for water billing activities.
3. Communications category (#32000) includes \$1,000 for Nextel Phones and \$42,000 for water billing postage.
4. R/M Contractual category (#38000) includes \$2,000 for meter testing and maintenance and \$8,000 for maintenance of billing software, handheld meter readers, water billing computers and other office equipment.
5. Miscellaneous category (#39000) includes renewal of required backflow certifications of \$1,000 and \$8,000 for water billing printing and duplication services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$249,150	\$248,546	\$248,546	\$254,456	\$254,456
11400 Overtime Salaries	9,603	8,000	8,000	8,000	8,000
11500 Separation Benefits	33,000	33,000	33,000	33,000	33,000
TOTAL	\$291,753	\$289,546	\$289,546	\$295,456	\$295,456
EMPLOYEE BENEFITS					
12200 Life Insurance	\$662	\$648	\$648	\$648	\$648
12300 Medical Insurance	26,924	26,777	26,777	30,131	30,131
12350 Medicare Insurance	3,796	3,635	3,635	3,721	3,721
12400 Dental Insurance	2,550	2,559	2,559	2,559	2,559
12500 Workers Compensation	20,983	23,081	23,081	25,389	25,389
12600 Retirement	43,176	44,725	44,725	55,348	55,348
12900 Long Term Disability	1,617	1,584	1,584	1,584	1,584
12950 Vision Plan	608	609	609	609	609
TOTAL	\$100,316	\$103,618	\$103,618	\$119,989	\$119,989
SERVICES & SUPPLIES					
21000 Office Supplies	\$254	\$600	\$600	\$600	\$600
22000 Operating Supplies	3,622	3,000	2,903	3,000	3,000
23000 R/M Supplies	32,747	30,000	30,450	30,000	30,000
24000 Small Tools	4,429	4,000	3,700	4,000	4,000
31000 Contracted Services	12,833	14,210	11,052	14,921	14,921
32000 Communications	58,041	43,000	69,583	43,000	43,000
33000 Motor Pool Charges	39,900	39,900	35,500	39,900	39,900
37000 Leases & Rentals	108	700	700	700	700
38000 R/M Contractual	9,681	10,000	9,200	10,000	10,000
39000 Miscellaneous	10,790	9,000	10,116	9,000	9,000
TOTAL	\$172,405	\$154,410	\$173,804	\$155,121	\$155,121
GRAND TOTAL	\$564,474	\$547,574	\$566,968	\$570,566	\$570,566

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Consumer Services Supervisor	1.00	1.00	1.00	\$83,856	\$85,032	\$85,032
Cross Connection Control Inspector	1.00	1.00	1.00	56,978	59,096	59,096
Consumer Services Representative	2.00	2.00	2.00	102,672	105,288	105,288
DHS Certification	0.00	0.00	0.00	5,040	5,040	5,040
Overtime	0.00	0.00	0.00	8,000	8,000	8,000
Separation Benefits	0.00	0.00	0.00	33,000	33,000	33,000
Total	4.00	4.00	4.00	\$289,546	\$295,456	\$295,456

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$262,798	\$265,657	\$267,157	\$281,779	\$281,779
SERVICES & SUPPLIES	909,376	1,441,706	1,017,506	1,106,131	1,106,131
CAPITAL OUTLAY	0	30,000	30,000	0	0
TOTAL COSTS	\$1,172,174	\$1,737,363	\$1,314,663	\$1,387,910	\$1,387,910
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.75	2.75	2.75	2.75	2.75

Program Description

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 of California Department of Public Health 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 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.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
Water Production:			
(Acre-feet/year)	8,790	8,936	9,382
(Million gallons/year)	2,864	2,911	3,057
(Million gallons/day)	7.85	7.98	8.38
Well Water Electrical Efficiency			
Operational Testing Program:			
Number tested (12 total sites, 9 operable wells)	8	8	8
Cathodic Protection System Testing Program:			
Number tested (5 sites total, 8 reservoirs)	8	8	8

2013-2014 GOALS AND OBJECTIVES

1. Install new Supervisory Control and Data Acquisition (SCADA) radio communication tower at the Delta Plant.
2. Install asphalt access road at the Delta Booster Station.
3. Replace existing wood shingle façade at Pine Tree Reservoir with fire-rated material.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Redeveloped and increased production capacity of Fern Well by brushing and bailing the well and by installing a new pump and motor.
2. Rebuilt the pump control valves for more reliable operations at Russell and Bradshawe Booster Stations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries category (#12000) reflects the conversion of the part-time Trades Technician to a full-time Water Production System Operator. The salary of the Water Production Operator is distributed among other divisions (4226, 4227, 4228, 4229, and 4230).
2. Operating Supplies category (#22000) reflects costs for water over production assessment. Over productions fees are charged when more water is pumped than allotted in our water rights. This account was overspent in the previous year due to leasing of water rights.
3. R/M Supplies category (#23000) covers supplies for well and pump station maintenance and upgrades.
4. Contracted Services category (#31000) includes \$20,000 for CDPH required water quality analyses and \$15,000 for various reservoir inspections and related services.
5. Communications category (#32000) accounts for Nextel radios, office telephones and new phone services at various remote sites to help with SCADA.
6. Motor Pool Charges category (#33000) consists of allocated vehicle operating costs to the Auto Shop Internal Service Fund.
7. Utilities category (#36000) includes electrical and natural gas costs.
8. R/M Contractual category (#38000) includes \$3,000 for maintenance and repair to buildings at pump stations and well sites, \$3,000 for fence repairs and reservoir cleaning, \$6,000 for janitorial services, \$30,000 for maintenance and repair of wells and booster pumps, \$30,000 for repairs to gas engines, and \$34,000 for grounds maintenance.
9. Debt Service category (#42000) includes lease and interest payment for the La Loma and Highland water storage reservoirs. La Loma and Highland are in year twelve of a thirty-year lease.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$175,677	\$179,414	\$179,414	\$184,444	\$184,444
11400 Overtime Salaries	14,943	10,000	11,500	10,000	10,000
11500 Separation Benefits	12,863	12,863	12,863	12,863	12,863
TOTAL	\$203,483	\$202,277	\$203,777	\$207,307	\$207,307
EMPLOYEE BENEFITS					
12200 Life Insurance	\$413	\$446	\$446	\$446	\$446
12300 Medical Insurance	17,820	19,602	19,602	21,150	21,150
12350 Medicare Insurance	2,811	2,614	2,614	2,687	2,687
12400 Dental Insurance	1,470	1,403	1,403	1,624	1,624
12500 Workers Compensation	5,060	5,566	5,566	7,000	7,000
12600 Retirement	30,401	32,278	32,278	40,113	40,113
12900 Long Term Disability	1,000	1,089	1,089	1,089	1,089
12950 Vision Plan	340	382	382	363	363
TOTAL	\$59,315	\$63,380	\$63,380	\$74,472	\$74,472
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,848	\$1,500	\$1,559	\$1,500	\$1,500
22000 Operating Supplies	11,520	440,000	61,583	62,000	62,000
23000 R/M Supplies	80,260	75,000	77,229	85,000	85,000
24000 Small Tools	5,970	6,500	5,500	6,500	6,500
31000 Contracted Services	37,981	35,000	30,000	35,000	35,000
32000 Communications	13,123	14,000	10,500	14,000	14,000
33000 Motor Pool Charges	63,000	63,000	63,000	63,000	63,000
36000 Utilities	495,926	577,200	569,233	606,326	606,326
37000 Leases & Rentals	14,957	1,000	600	1,000	1,000
38000 R/M Contractual	112,420	106,000	72,300	106,000	106,000
39000 Miscellaneous	600	600	600	600	600
41000 Other Agency Serv	6,926	7,000	10,500	10,500	10,500
42000 Debt Service	64,845	114,906	114,902	114,705	114,705
TOTAL	\$909,376	\$1,441,706	\$1,017,506	\$1,106,131	\$1,106,131
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$30,000	\$30,000	\$0	\$0
TOTAL	\$0	\$30,000	\$30,000	\$0	\$0
GRAND TOTAL	\$1,172,174	\$1,737,363	\$1,314,663	\$1,387,910	\$1,387,910

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Water Utility Manager	0.05	0.05	0.05	\$4,582	\$4,645	\$4,645
Principal Management Analyst*	0.05	0.05	0.05	4,166	4,900	4,900
Water Production Supervisor	0.40	0.40	0.40	33,542	34,013	34,013
Senior Water Production System Operator	0.40	0.40	0.40	27,466	27,849	27,849
Water Production System Operator	1.20	1.20	1.20	62,066	63,136	63,136
Electrician	0.65	0.65	0.65	38,655	40,748	40,748
Bilingual	0.00	0.00	0.00	360	360	360
DHS Certification	0.00	0.00	0.00	6,627	6,843	6,843
Electrician Premium	0.00	0.00	0.00	1,950	1,950	1,950
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Separation Benefits	0.00	0.00	0.00	12,863	12,863	12,863
Total	2.75	2.75	2.75	\$202,277	\$207,307	\$207,307

* Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$704,141	\$706,827	\$717,148	\$754,934	\$754,934
SERVICES & SUPPLIES	314,636	525,586	428,087	584,906	584,906
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,018,777	\$1,232,413	\$1,145,235	\$1,339,840	\$1,339,840
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 8.00	 8.00	 8.00	 8.00	 8.00

Program Description

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 13,288 water accounts, 134 miles of distribution mains, approximately 1,063 fire hydrants, and 2,070 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 2,070 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.
- 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.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Water Valve Exercising:			
Valves exercised ⁽¹⁾	1,394	1,220	1,450
2,070 valves should be exercised annually ⁽²⁾	48%	70%	43%
New Water Services Installed:	30	30	30
Water Services Repaired:	45	49	45
Water Mains Repaired:	33	30	30
Gate Valves Repaired:	6	4	6

2013-2014 GOALS AND OBJECTIVES

1. Replace 5 aging and unsafe fire hydrants with modern, safer substitutes that will comply with city codes.
2. Install 3 new water main blow offs per year at dead ends (126 total remaining) to help ensure good water quality within the distribution system.
3. Replace Brightwood Booster discharge piping with new pump control and plug valves.

1) Unable to fully implement program in current and previous years due to staffing limitations.
 2) In FY 12-13, 6 valves were added to the system.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Replaced 3 aging and unsafe fire hydrants with modern, safer substitutes that will comply with city codes.
2. Installed new water main blow offs per year at dead ends (129 total remaining) to help ensure good water quality within the distribution system.
3. Replaced the aging, 3-inch manifold (9 meters) at the 100 block of N. Garfield Avenue to ensure better water service to customers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) is for costs to respond to unanticipated after hour calls and emergency repairs and the Stand-By Program.
2. R/M Supplies category (#23000) reflects costs associated with supplies and equipment to maintain and repair water system and accounts for costs associated with new service installations.
3. Contracted Services category (#31000) reflects costs for street and sidewalk repairs. This item was previously recorded in the Water Capital Activity #4224.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. R/M Contractual category (#38000) has \$600 for building repairs, \$3,700 for contracted water system repair services, \$5,200 for machinery and equipment repairs, and \$500 for contracted landscaping services.
6. Miscellaneous category (#39000) has \$500 for printing and duplicating, \$2,000 for Underground Service Alert fees and dues memberships for State required personnel certifications and displays costs for State-required operator certifications.
7. Debt Service category (#42000) is the annual debt service payment for the California Infrastructure and Economic Development Bank loan of \$2 million. This is the seventh year of a 15-year loan payment for the City's water main replacement project.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$454,247	\$450,228	\$450,228	\$468,516	\$468,516
11400 Overtime Salaries	23,040	25,000	35,321	25,000	25,000
11500 Separation Benefits	47,254	47,254	47,254	47,254	47,254
TOTAL	\$524,541	\$522,482	\$532,803	\$540,770	\$540,770
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,310	\$1,296	\$1,296	\$1,296	\$1,296
12300 Medical Insurance	58,335	58,685	58,685	64,513	64,513
12350 Medicare Insurance	7,031	6,529	6,529	6,794	6,794
12400 Dental Insurance	4,297	4,288	4,288	4,288	4,288
12500 Workers Compensation	25,795	28,375	28,375	31,212	31,212
12600 Retirement	78,705	81,051	81,051	101,940	101,940
12900 Long Term Disability	3,168	3,168	3,168	3,168	3,168
12950 Vision Plan	959	953	953	953	953
TOTAL	\$179,600	\$184,345	\$184,345	\$214,164	\$214,164
SERVICES & SUPPLIES					
21000 Office Supplies	\$122	\$1,800	\$1,100	\$1,300	\$1,300
22000 Operating Supplies	12,847	14,000	11,800	14,000	14,000
23000 R/M Supplies	163,678	209,200	132,751	169,200	169,200
24000 Small Tools	2,515	10,000	6,500	10,000	10,000
31000 Contracted Services	0	0	0	100,000	100,000
32000 Communications	2,274	3,500	2,600	3,500	3,500
33000 Motor Pool Charges	78,750	78,750	70,000	78,750	78,750
36000 Utilities	4,347	6,180	6,180	6,489	6,489
37000 Leases & Rentals	926	3,000	250	3,000	3,000
38000 R/M Contractual	1,828	10,000	8,100	10,000	10,000
39000 Miscellaneous	1,638	2,500	2,150	2,500	2,500
42000 Debt Service	45,711	186,656	186,656	186,167	186,167
TOTAL	\$314,636	\$525,586	\$428,087	\$584,906	\$584,906
GRAND TOTAL	\$1,018,777	\$1,232,413	\$1,145,235	\$1,339,840	\$1,339,840

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Water Distribution Supervisor	1.00	1.00	1.00	\$76,020	\$79,008	\$79,008
Water Distribution Crew Supervisor	1.00	1.00	1.00	65,001	68,793	68,793
Water Distribution Lead Worker	3.00	3.00	3.00	160,563	166,848	166,848
Water Utility Maintenance Worker	3.00	3.00	3.00	132,804	138,027	138,027
Bilingual	0.00	0.00	0.00	3,600	3,600	3,600
DHS Certification	0.00	0.00	0.00	12,240	12,240	12,240
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Separation Benefits	0.00	0.00	0.00	47,254	47,254	47,254
Total	8.00	8.00	8.00	\$522,482	\$540,770	\$540,770

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Capital Projects
ACTIVITY NO.: 4224

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	0	1,167,000	753,804	832,000	832,000
TOTAL COSTS	\$0	\$1,167,000	\$753,804	\$832,000	\$832,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

This program activity provides for continued replacement, improvement and upgrading of the Water System, as well as construction and improvement of treatment plants.

Regular Water Capital Projects:

- 1. Meter Exchange Program (81070) \$55,000**

This is an ongoing program to replace old and undersized meters. Life expectancy of a meter is between 10 to 15 years. It is important to maintain the accuracy of the meters for billing and water usage purposes. Meter boxes and fittings required are included in the project cost.

Impact on Operating Budget: This program is ongoing. This allows for replacement of approximately 500 small meters and 10 various large size meters per year.

2. Well Electrical and Pump Station Upgrades (81860) \$100,000

The Water System's electricity costs are over \$1 million annually. To ensure the wells and pump stations are reliable while operating efficiently, annual tests are conducted to identify inefficient pumps and motors.

Impact on Operating Budget: This is an ongoing program that provides for the repair and/or replacement of old and inefficient electrical equipment and other related equipment at the City's wells and pump stations.

3. Well Redevelopment Program (81240) \$120,000

This is an ongoing program to maintain efficiency of all City owned water wells.

Impact on Operating Budget: There is no impact to the operating budget.

4. Well Telemetry System (81990) \$27,000

This ongoing program is to improve the City's water telemetry system, including software upgrades and radio replacements.

Impact on Operating Budget: There is no impact to the operating budget.

5. Street Maintenance (81580) \$480,000

This is Water System's share for street maintenance and reconstruction. This annual contribution will be transferred to the City's General Fund to pay for street maintenance.

Impact on Operating Budget: This is the annual contribution from the Water Fund to the City's General Fund for street maintenance.

6. Urban Water Management Plan (82253) \$50,000

This is a State required document that must be updated every 5 years. The document addresses issues including current and future water supply, fire protection demand, drought response and rate sustainability.

Impact on Operating Budget: This project will improve fire flow capacities in deficient areas and reduce the possibility of water main breaks and increase the life expectancy of the water system.

2012-2013 Water Capital Projects

Meter Exchange Program (81070)	\$ 200,000	*
Well Redevelopment Program (81240)	120,000	*
Street Maintenance (81580)	420,000	
Well Electrical and Pump Station Upgrades (81860)	50,000	*
Well Telemetry System (81990)	27,000	*
Water Main Replacement (City) (82246)	<u>350,000</u>	*

Total **\$ 1,167,000**

(*) *Projects in progress*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Capital Projects

ACTIVITY NO.: 4224

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
CAPITAL OUTLAY					
81000 Capital Improvements	\$0	\$817,000	\$753,804	\$782,000	\$782,000
82000 Capital Improvements	0	350,000	0	50,000	50,000
TOTAL	\$0	\$1,167,000	\$753,804	\$832,000	\$832,000
GRAND TOTAL	\$0	\$1,167,000	\$753,804	\$832,000	\$832,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment Plant

ACTIVITY NO.: 4226

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$88,699	\$111,903	\$119,977	\$116,656	\$116,656
SERVICES & SUPPLIES	185,407	536,235	494,623	538,979	538,979
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$274,106	\$648,138	\$614,600	\$655,635	\$655,635
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .89	 1.21	 1.21	 1.14	 1.14

Program Description

This activity provides for the costs associated with ground water remediation for Well No. 5 for volatile organic compounds that may be found in the groundwater. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment plant portion of Well No. 5 put into service on September 22, 1999. This well has a current capacity of 1,600 gallons per minute.

Costs for this activity include personnel costs, electricity, GAC replacement, capital lease payment, contractual maintenance, and laboratory analyses. This activity will also cover costs for possible future remediation activities.

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 Department of Health Services' requirements.

2013-2014 GOALS AND OBJECTIVES

1. If required by the California Department of Public Health (CDPH), staff will plan and build an advanced oxidation plant (UV Oxidation) to treat 1,4-dioxane.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Staff met with CDPH regarding the framework by which an advanced oxidation plant will be permitted while still operating under current treatment design.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) covers costs associated with anticipated carbon replacement for four vessels, two times per year and equipment supplies needed for the operation of the Well.
2. Contracted Services category (#31000) includes \$8,000 for legal fees, \$3,197 for data processing and \$65,000 for required water analysis.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$7,350.
4. Other Agency Services category (#41000) covers permit costs and fees required by other government agencies for the Well's operating permit (Department of Health Services), NPDES Permit for water discharge (Regional Water Quality Control Board), and others.
5. Lease Principal Payment (#42000) reflects year four of a 10-year interest free loan to design and build the Well 5/6 Air Stripper.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment

ACTIVITY NO.: 4226

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$55,638	\$76,724	\$76,724	\$74,465	\$74,465
11300 Part Time Salaries	6,263	4,050	6,913	4,050	4,050
11400 Overtime Salaries	4,051	0	5,000	5,000	5,000
11500 Separation Benefits	3,675	3,675	3,675	3,675	3,675
TOTAL	\$69,627	\$84,449	\$92,312	\$87,190	\$87,190
EMPLOYEE BENEFITS					
12200 Life Insurance	\$121	\$190	\$190	\$162	\$162
12300 Medical Insurance	5,275	8,631	8,631	8,062	8,062
12350 Medicare Insurance	921	1,117	1,117	1,085	1,085
12370 Part Time Retirement	111	61	272	162	162
12400 Dental Insurance	391	535	535	570	570
12500 Workers Compensation	2,228	2,450	2,450	2,695	2,695
12600 Retirement	9,600	13,801	13,801	16,192	16,192
12900 Long Term Disability	321	495	495	396	396
12950 Vision Plan	104	174	174	142	142
TOTAL	\$19,072	\$27,454	\$27,665	\$29,466	\$29,466
SERVICES & SUPPLIES					
23000 R/M Supplies	\$10,523	\$101,000	\$100,500	\$101,000	\$101,000
31000 Contracted Services	64,969	80,045	40,250	76,197	76,197
33000 Motor Pool Charges	7,350	7,350	6,533	7,350	7,350
36000 Utilities	87,609	131,840	131,840	138,432	138,432
38000 R/M Contractual	172	1,000	500	1,000	1,000
41000 Other Agency Serv	14,784	15,000	15,000	15,000	15,000
42000 Debt Service	0	200,000	200,000	200,000	200,000
TOTAL	\$185,407	\$536,235	\$494,623	\$538,979	\$538,979
GRAND TOTAL	\$274,106	\$648,138	\$614,600	\$655,635	\$655,635

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment

ACTIVITY NO.: 4226

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.05	0.05	0.05	\$6,912	\$6,911	\$6,911
Water Utility Manager	0.07	0.05	0.05	6,413	4,644	4,644
Principal Management Analyst**	0.05	0.05	0.05	4,166	4,900	4,900
Water Production Supervisor	0.15	0.15	0.15	12,578	12,755	12,755
Senior Water Production System Operator	0.15	0.15	0.15	10,300	10,443	10,443
Water Production System Operator	0.60	0.55	0.55	31,033	29,220	29,220
Electrician	0.05	0.05	0.05	2,973	3,135	3,135
Bilingual	0.00	0.00	0.00	180	180	180
Overtime	0.00	0.00	0.00	0	5,000	5,000
DHS Certification	0.00	0.00	0.00	2,019	2,127	2,127
Electrician Premium	0.00	0.00	0.00	150	150	150
Separation Benefits	0.00	0.00	0.00	3,675	3,675	3,675
<u>Part-Time</u>						
Senior Account Clerk	0.09	0.09	0.09	4,050	4,050	4,050
Total	1.21	1.14	1.14	\$84,449	\$87,190	\$87,190

* Vacant and funded.

** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well No.12 Treatment Plant
ACTIVITY NO.: 4227

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$84,829	\$118,616	\$123,190	\$119,012	\$119,012
SERVICES & SUPPLIES	454,528	635,978	467,898	642,046	642,046
CAPITAL OUTLAY	0	60,000	60,000	0	0
TOTAL COSTS	\$539,357	\$814,594	\$651,088	\$761,058	\$761,058
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .89	 1.24	 1.24	 1.17	 1.17

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for volatile organic compounds, and future contaminants that may be found in the system. This includes the operation and maintenance of the Air Stripper treatment plant for Wells No.'s 9, 12 and 15. The treatment plant began operation in 2002.

Costs for this activity include personnel, electricity, water treatment chemicals, laboratory analyses, equipment maintenance and legal fees.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain as per California Department of Public Health regulations and requirements.

2013-2014 GOALS AND OBJECTIVES

1. If needed, change out 22,000 pounds of vapor off-gas activated carbon to ensure compliance with AQMD standards.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Applied UV-blocking coating to the Air Stripping Tower to prevent biogrowth.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers expenditures related to California Department of Public Health oversight charges.
2. R/M Supplies category (#23000) is for the replacement of the carbon at the treatment facility and repairs and maintenance supplies along with water treatment chemicals.
3. Contracted Services category (#31000) includes \$5,000 in legal costs, \$55,000 in treatment plant water analyses, preparation of compliance reports required by the State, engineering consultant services and \$3,731 in data processing costs.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. Utilities category (#36000) \$281,190 reflects anticipated Edison costs necessary to run the full operation of Well No. 12 VOC Treatment Plant.
6. Other Agency Services category (#41000) is for expenditures related to other governmental agencies for the operating permit (California Department of Public Health), Quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and others.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$51,768	\$79,224	\$79,224	\$77,405	\$77,405
11300 Part Time Salaries	6,263	4,050	6,913	4,050	4,050
11400 Overtime Salaries	4,051	3,500	5,000	3,500	3,500
11500 Separation Benefits	3,675	3,675	3,675	3,675	3,675
TOTAL	\$65,757	\$90,449	\$94,812	\$88,630	\$88,630
EMPLOYEE BENEFITS					
12200 Life Insurance	\$121	\$195	\$195	\$167	\$167
12300 Medical Insurance	5,275	8,817	8,817	8,257	8,257
12350 Medicare Insurance	921	1,154	1,154	1,127	1,127
12370 Part Time Retirement	111	61	272	162	162
12400 Dental Insurance	391	553	553	588	588
12500 Workers Compensation	2,228	2,450	2,450	2,695	2,695
12600 Retirement	9,600	14,250	14,250	16,830	16,830
12900 Long Term Disability	321	507	507	408	408
12950 Vision Plan	104	180	180	148	148
TOTAL	\$19,072	\$28,167	\$28,378	\$30,382	\$30,382
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$0	\$0	\$0	\$0
23000 R/M Supplies	168,417	279,800	200,800	279,800	279,800
31000 Contracted Services	44,614	71,053	34,031	63,731	63,731
33000 Motor Pool Charges	6,825	6,825	6,067	6,825	6,825
36000 Utilities	224,369	267,800	221,000	281,190	281,190
37000 Leases & Rentals	0	500	500	500	500
38000 R/M Contractual	0	2,500	1,500	2,500	2,500
41000 Other Agency Serv	10,303	7,500	4,000	7,500	7,500
TOTAL	\$454,528	\$635,978	\$467,898	\$642,046	\$642,046
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$60,000	\$60,000	\$0	\$0
TOTAL	\$0	\$60,000	\$60,000	\$0	\$0
GRAND TOTAL	\$539,357	\$814,594	\$651,088	\$761,058	\$761,058

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.05	0.05	0.05	\$6,912	\$6,911	\$6,911
Water Utility Manager	0.07	0.05	0.05	6,413	4,645	4,645
Principal Management Analyst**	0.08	0.08	0.08	6,665	7,839	7,839
Water Production Supervisor	0.15	0.15	0.15	12,579	12,755	12,755
Senior Water Production System Operator	0.15	0.15	0.15	10,300	10,444	10,444
Water Production System Operator	0.60	0.55	0.55	31,033	29,220	29,220
Electrician	0.05	0.05	0.05	2,973	3,134	3,134
Bilingual	0.00	0.00	0.00	180	180	180
DHS Certification	0.00	0.00	0.00	2,019	2,127	2,127
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,500	3,500	3,500
Separation Benefits	0.00	0.00	0.00	3,675	3,675	3,675
<u>Part-Time</u>						
Senior Account Clerk	0.09	0.09	0.09	4,050	4,050	4,050
Total	1.24	1.17	1.17	\$90,449	\$88,630	\$88,630

* Vacant and funded.

** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment Plant

ACTIVITY NO.: 4228

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$87,863	\$50,917	\$53,822	\$64,382	\$64,382
SERVICES & SUPPLIES	69,863	216,110	67,237	292,564	292,564
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$157,726	\$267,027	\$121,059	\$356,946	\$356,946
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .94	 .49	 .49	 .60	 .60

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for perchlorate, and future contaminants that may be found in the system. This includes the operation and maintenance of an Ion-Exchange treatment plant. The treatment plant has a capacity of 4,500 gallons per minute. The treatment plant began operation in 2003 and was fully permitted in early 2004. This budget has been separated from the Water Production Budget (4222) to facilitate recovery of costs.

Costs for this activity include personnel, electricity, laboratory analyses, and equipment maintenance.

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 the new facility as per Department of Health Services requirements.

2013-2014 GOALS AND OBJECTIVES

1. Replace the upstream and downstream isolation valves of the pre-filter vessels.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Installed 50-micron pre-filters to eliminate the possibility of small particles of debris, known as fines, from entering the system and fouling the removal media.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) represents a part-time position to perform the treatment cost reimbursement and other water treatment related accounting tasks.
2. Overtime Salaries category (#11400) reflects costs due to responses to unanticipated after-hour calls.
3. R/M Supplies category (#23000) covers treatment plant maintenance, and supplies needed for the maintenance and operation of the Delta Perchlorate Treatment Facility, including resin replacement. The replacements are unpredictable because contaminants can present themselves unexpectedly.
4. Contracted Services category (#31000) includes \$20,000 for State mandated laboratory analyses and water sampling, preparation of compliance reports, and inspections, \$5,000 for legal fees and \$3,197 for data processing.
5. Utilities category (#36000) reflects the anticipated Edison costs necessary for the full operation of the Delta Perchlorate Treatment Facility. These funds were shifted from the Production Section (4222).
6. Other Agency Services category (#41000) covers fees to other governmental agencies for the operating permit (California Department of Health Services), quarterly NPDES permit (Regional Water Quality Control Board), EPA, and others.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$54,531	\$28,212	\$28,212	\$36,935	\$36,935
11300 Part Time Salaries	5,567	3,600	6,311	3,600	3,600
11400 Overtime Salaries	4,051	3,500	3,500	3,500	3,500
11500 Separation Benefits	3,990	3,990	3,990	3,990	3,990
TOTAL	\$68,139	\$39,302	\$42,013	\$48,025	\$48,025
EMPLOYEE BENEFITS					
12200 Life Insurance	\$126	\$70	\$70	\$81	\$81
12300 Medical Insurance	5,459	3,109	3,109	4,291	4,291
12350 Medicare Insurance	951	411	411	538	538
12370 Part Time Retirement	98	54	248	144	144
12400 Dental Insurance	409	201	201	306	306
12500 Workers Compensation	2,228	2,450	2,450	2,695	2,695
12600 Retirement	10,010	5,075	5,075	8,031	8,031
12900 Long Term Disability	333	183	183	198	198
12950 Vision Plan	110	62	62	73	73
TOTAL	\$19,724	\$11,615	\$11,809	\$16,357	\$16,357
SERVICES & SUPPLIES					
23000 R/M Supplies	\$11,260	\$82,200	\$17,500	\$160,000	\$160,000
31000 Contracted Services	22,466	33,045	8,670	28,197	28,197
33000 Motor Pool Charges	6,825	6,825	6,067	6,825	6,825
36000 Utilities	10,500	70,040	20,000	73,542	73,542
37000 Leases & Rentals	0	3,000	0	3,000	3,000
38000 R/M Contractual	0	6,000	0	6,000	6,000
41000 Other Agency Serv	18,812	15,000	15,000	15,000	15,000
TOTAL	\$69,863	\$216,110	\$67,237	\$292,564	\$292,564
GRAND TOTAL	\$157,726	\$267,027	\$121,059	\$356,946	\$356,946

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.02	0.02	0.02	\$2,764	\$2,764	\$2,764
Water Utility Manager	0.02	0.08	0.08	1,832	7,431	7,431
Principal Management Analyst**	0.02	0.02	0.02	1,668	1,960	1,960
Water Production Supervisor	0.05	0.05	0.05	4,193	4,252	4,252
Senior Water Production System Operator	0.05	0.05	0.05	3,433	3,481	3,481
Water Production System Operator	0.20	0.25	0.25	10,344	12,871	12,871
Electrician	0.05	0.05	0.05	2,973	3,135	3,135
Bilingual	0.00	0.00	0.00	60	60	60
DHS Certification	0.00	0.00	0.00	795	831	831
Electrician Prremium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,500	3,500	3,500
Separation Benefits	0.00	0.00	0.00	3,990	3,990	3,990
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.49	0.60	0.60	\$39,302	\$48,025	\$48,025

* Vacant and funded.

** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$78,570	\$78,563	\$84,968	\$87,098	\$87,098
SERVICES & SUPPLIES	333,950	515,027	462,251	511,362	511,362
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$412,520	\$593,590	\$547,219	\$598,460	\$598,460
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.85	.85	.85	.85	.85

Program Description

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 and future contaminants that may be found in the system. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment plant portion of Wells No. 1, No. 3, and No. 10 put into service in 2003. Fern Well was added to this treatment plant near the end of FY 2007-08. This treatment plant has a capacity of 4,500 gallons per minute.

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.

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 as per Department of Health Services requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$158,940 for granular activated carbon (GAC) replacements and \$1,000 for supplies required for normal maintenance. These change outs are unpredictable because contaminants can present themselves unexpectedly.
2. Contracted Services category (#31000) includes \$120,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services, \$5,000 for legal fees and \$2,984 for data processing.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. Utilities category (#36000) covers the electricity costs necessary to operate the wells and treatment facility.
5. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.
6. Debt Services category (#42000) reflects year six of payments from a ten-year loan from the San Gabriel Valley Municipal Water District.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$47,709	\$52,103	\$52,103	\$53,703	\$53,703
11300 Part Time Salaries	5,567	3,600	6,311	3,600	3,600
11400 Overtime Salaries	4,051	0	3,500	4,000	4,000
11500 Separation Benefits	3,518	3,518	3,518	3,518	3,518
TOTAL	\$60,845	\$59,221	\$65,432	\$64,821	\$64,821
EMPLOYEE BENEFITS					
12200 Life Insurance	\$112	\$128	\$128	\$122	\$122
12300 Medical Insurance	4,960	5,853	5,853	6,116	6,116
12350 Medicare Insurance	847	759	759	782	782
12370 Part Time Retirement	98	54	248	144	144
12400 Dental Insurance	373	371	371	436	436
12500 Workers Compensation	2,145	2,360	2,360	2,595	2,595
12600 Retirement	8,812	9,373	9,373	11,678	11,678
12900 Long Term Disability	281	326	326	297	297
12950 Vision Plan	97	118	118	107	107
TOTAL	\$17,725	\$19,342	\$19,536	\$22,277	\$22,277
SERVICES & SUPPLIES					
23000 R/M Supplies	\$134,059	\$159,940	\$159,440	\$159,940	\$159,940
31000 Contracted Services	113,554	134,842	78,478	127,984	127,984
33000 Motor Pool Charges	7,350	7,350	6,533	7,350	7,350
36000 Utilities	64,040	63,860	79,065	67,053	67,053
37000 Leases & Rentals	1,019	2,000	500	2,000	2,000
38000 R/M Contractual	4,508	5,000	1,200	5,000	5,000
41000 Other Agency Serv	9,420	10,000	5,000	10,000	10,000
42000 Debt Service	0	132,035	132,035	132,035	132,035
TOTAL	\$333,950	\$515,027	\$462,251	\$511,362	\$511,362
GRAND TOTAL	\$412,520	\$593,590	\$547,219	\$598,460	\$598,460

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.02	0.02	0.02	\$2,764	\$2,764	\$2,764
Water Utility Manager	0.05	0.05	0.05	4,581	4,645	4,645
Principal Management Analyst**	0.05	0.05	0.05	4,166	4,900	4,900
Water Production Supervisor	0.10	0.10	0.10	8,386	8,503	8,503
Senior Water Production System Operator	0.10	0.10	0.10	6,867	6,962	6,962
Water Production System Operator	0.40	0.40	0.40	20,689	21,045	21,045
Electrician	0.05	0.05	0.05	2,973	3,135	3,135
Bilingual	0.00	0.00	0.00	120	120	120
Overtime	0.00	0.00	0.00	0	4,000	4,000
DHS Certification	0.00	0.00	0.00	1,407	1,479	1,479
Electrician Premium	0.00	0.00	0.00	150	150	150
Separation Benefits	0.00	0.00	0.00	3,518	3,518	3,518
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.85	0.85	0.85	\$59,221	\$64,821	\$64,821

* Vacant and funded.

** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$62,411	\$66,621	\$69,526	\$67,414	\$67,414
SERVICES & SUPPLIES	310,345	255,315	234,808	248,315	248,315
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$372,756	\$321,936	\$304,334	\$315,729	\$315,729
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .71	 .71	 .71	 .69	 .69

Program Description

This activity provides for the costs associated with water remediation activities for the Dual Barrier treatment facility, which is operated for use by Well Nos. 9, 12, and 15 for removal of volatile organic compounds not removed by the Well No. 12 Air Stripper. This activity and proposed budget has been separated from the Water Production Budget (4222) to facilitate recovery of costs. These costs include personnel, laboratory analyses, and equipment maintenance.

Costs for this activity include personnel costs, Granular Activated Carbon replacement, equipment maintenance, and laboratory analyses.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Operate and maintain the system as per Department of Health Services regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$1,000 for supplies that are needed for the maintenance of the treatment facility and \$151,000 for carbon change outs of 6 vessels.
2. Contracted Services category (#31000) includes \$5,000 for legal costs associated with treatment cost recovery and \$40,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.
5. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.
6. Debt Services category (#42000) reflects year six of payments from a ten-year loan from the San Gabriel Valley Municipal Water District.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$36,149	\$41,156	\$41,156	\$40,460	\$40,460
11300 Part Time Salaries	5,567	3,600	6,311	3,600	3,600
11400 Overtime Salaries	3,328	3,000	3,000	3,000	3,000
11500 Separation Benefits	3,045	3,045	3,045	3,045	3,045
TOTAL	\$48,089	\$50,801	\$53,512	\$50,105	\$50,105
EMPLOYEE BENEFITS					
12200 Life Insurance	\$91	\$107	\$107	\$94	\$94
12300 Medical Insurance	4,222	4,982	4,982	4,834	4,834
12350 Medicare Insurance	665	599	599	589	589
12370 Part Time Retirement	98	54	248	144	144
12400 Dental Insurance	279	274	274	316	316
12500 Workers Compensation	1,843	2,027	2,027	2,229	2,229
12600 Retirement	6,817	7,405	7,405	8,800	8,800
12900 Long Term Disability	236	281	281	230	230
12950 Vision Plan	71	91	91	73	73
TOTAL	\$14,322	\$15,820	\$16,014	\$17,309	\$17,309
SERVICES & SUPPLIES					
23000 R/M Supplies	\$240,685	\$152,000	\$151,250	\$152,000	\$152,000
31000 Contracted Services	55,353	52,000	36,267	45,000	45,000
33000 Motor Pool Charges	7,350	7,350	6,533	7,350	7,350
38000 R/M Contractual	0	1,000	250	1,000	1,000
41000 Other Agency Serv	6,957	5,000	2,543	5,000	5,000
42000 Debt Service	0	37,965	37,965	37,965	37,965
TOTAL	\$310,345	\$255,315	\$234,808	\$248,315	\$248,315
GRAND TOTAL	\$372,756	\$321,936	\$304,334	\$315,729	\$315,729

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.03	0.03	0.03	\$4,147	\$4,146	\$4,146
Water Utility Manager	0.02	0.00	0.00	1,832	0	0
Principal Management Analyst**	0.03	0.03	0.03	2,500	2,940	2,940
Water Production Supervisor	0.05	0.05	0.05	4,193	4,252	4,252
Senior Water Production System Operator	0.05	0.05	0.05	3,433	3,481	3,481
Water Production System Operator	0.40	0.40	0.40	20,689	21,045	21,045
Electrician	0.05	0.05	0.05	2,973	3,135	3,135
Bilingual	0.00	0.00	0.00	120	120	120
DHS Certification	0.00	0.00	0.00	1,119	1,191	1,191
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,000	3,000	3,000
Separation Benefits	0.00	0.00	0.00	3,045	3,045	3,045
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.71	0.69	0.69	\$50,801	\$50,105	\$50,105

* Vacant and funded.

** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$61,893	\$70,765	\$74,170	\$75,160	\$75,160
SERVICES & SUPPLIES	104,006	88,684	77,265	87,751	87,751
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$165,899	\$159,449	\$151,435	\$162,911	\$162,911
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .68	 .76	 .76	 .76	 .76

Program Description

This activity is for the operation and maintenance of Well No. 15 as indicated by the Environmental Protection Agency's Interim Record of Decision (I-ROD) to help facilitate the removal of Perchlorate and Volatile Organic Compounds in the groundwater from the San Gabriel Valley Water Basin.

Costs for this activity include personnel costs, equipment and maintenance supplies, laboratory analyses, compliance reports, electricity service, and fees to other governmental agencies.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from the South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain the treatment facility per the California Department of Health Services regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$1,500 for equipment and supplies needed for the maintenance of the treatment facility.
2. Contracted Services category (#31000) includes \$5,000 for legal costs associated with treatment cost recovery, \$4,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,837 for data processing.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. Utilities category (#36000) covers the cost of electricity service for the wells and treatment facility.
5. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.
6. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$36,696	\$45,571	\$45,571	\$47,065	\$47,065
11300 Part Time Salaries	5,567	3,600	6,311	3,600	3,600
11400 Overtime Salaries	3,328	2,500	3,000	3,000	3,000
11500 Separation Benefits	2,363	2,363	2,363	2,363	2,363
TOTAL	\$47,954	\$54,034	\$57,245	\$56,028	\$56,028
EMPLOYEE BENEFITS					
12200 Life Insurance	\$88	\$116	\$116	\$106	\$106
12300 Medical Insurance	4,162	5,391	5,391	5,489	5,489
12350 Medicare Insurance	668	663	663	684	684
12370 Part Time Retirement	98	54	248	144	144
12400 Dental Insurance	286	305	305	364	364
12500 Workers Compensation	1,458	1,603	1,603	1,764	1,764
12600 Retirement	6,894	8,198	8,198	10,235	10,235
12900 Long Term Disability	213	300	300	258	258
12950 Vision Plan	72	101	101	88	88
TOTAL	\$13,939	\$16,731	\$16,925	\$19,132	\$19,132
SERVICES & SUPPLIES					
23000 R/M Supplies	\$228	\$1,500	\$500	\$1,500	\$1,500
31000 Contracted Services	19,211	17,654	8,110	12,837	12,837
33000 Motor Pool Charges	7,350	7,350	6,533	7,350	7,350
36000 Utilities	67,404	57,680	57,680	60,564	60,564
38000 R/M Contractual	0	1,000	250	1,000	1,000
41000 Other Agency Serv	9,813	3,500	4,192	4,500	4,500
TOTAL	\$104,006	\$88,684	\$77,265	\$87,751	\$87,751
GRAND TOTAL	\$165,899	\$159,449	\$151,435	\$162,911	\$162,911

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Public Works/City Engineer*	0.03	0.03	0.03	\$4,147	\$4,146	\$4,146
Water Utility Manager	0.05	0.05	0.05	4,581	4,645	4,645
Principal Management Analyst**	0.05	0.05	0.05	4,166	4,900	4,900
Water Production Supervisor	0.05	0.05	0.05	4,193	4,252	4,252
Senior Water Production System Operator	0.05	0.05	0.05	3,433	3,481	3,481
Water Production System Operator	0.40	0.40	0.40	20,689	21,045	21,045
Electrician	0.05	0.05	0.05	2,973	3,135	3,135
Bilingual	0.00	0.00	0.00	120	120	120
DHS Certification	0.00	0.00	0.00	1,119	1,191	1,191
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	2,500	3,000	3,000
Separation Benefits	0.00	0.00	0.00	2,363	2,363	2,363
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.76	0.76	0.76	\$54,034	\$56,028	\$56,028

* Vacant and funded.

** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well 5 Perch Blending Plant
ACTIVITY NO.: 4232

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$64,570	\$41,927	\$40,727	\$47,366	\$47,366
SERVICES & SUPPLIES	17,373	37,045	7,135	31,197	31,197
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$81,943	\$78,972	\$47,862	\$78,563	\$78,563
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .69	 .39	 .39	 .44	 .44

Program Description

This activity provides for the costs associated with water remediation activities for Well No. 5 for perchlorate removal and future contaminants that may be found in the water system. This activity includes the operation and maintenance of a treatment system with a capacity of 1600 gallons per minute. Costs for this activity include carbon for four vessels, equipment and maintenance supplies, programmable logic controls for the SCADA operating system, laboratory analyses, compliance reports, fees to other governmental agencies, electricity, and inspections.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Operate and maintain the new facility as per Department of Health Services regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$10,000 for the cost of replacing the carbon and \$1,000 for supplies needed for the maintenance of the treatment facility. Using carbon instead of resin allows for a significant cost savings and is made possible because of the tie-in to the Well No. 5 Blending Plant.
2. Contracted Services category (#31000) includes \$5,000 for legal costs associated with treatment cost recovery, \$8,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,197 for data processing.
3. R/M Contractual category (#38000) includes \$1,000 for the repair and maintenance of the treatment facility.
4. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$42,240	\$25,448	\$25,448	\$28,598	\$28,598
11400 Overtime Salaries	4,051	3,000	1,800	2,500	2,500
11500 Separation Benefits	2,805	2,805	2,805	2,805	2,805
TOTAL	\$49,096	\$31,253	\$30,053	\$33,903	\$33,903
EMPLOYEE BENEFITS					
12200 Life Insurance	\$101	\$64	\$64	\$72	\$72
12300 Medical Insurance	4,567	2,899	2,899	3,661	3,661
12350 Medicare Insurance	684	371	371	417	417
12400 Dental Insurance	343	189	189	263	263
12500 Workers Compensation	2,145	2,360	2,360	2,595	2,595
12600 Retirement	7,305	4,579	4,579	6,220	6,220
12900 Long Term Disability	242	155	155	175	175
12950 Vision Plan	87	57	57	60	60
TOTAL	\$15,474	\$10,674	\$10,674	\$13,463	\$13,463
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$11,000	\$250	\$11,000	\$11,000
31000 Contracted Services	14,649	22,045	4,635	16,197	16,197
38000 R/M Contractual	0	1,000	250	1,000	1,000
41000 Other Agency Serv	2,724	3,000	2,000	3,000	3,000
TOTAL	\$17,373	\$37,045	\$7,135	\$31,197	\$31,197
GRAND TOTAL	\$81,943	\$78,972	\$47,862	\$78,563	\$78,563

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Water Utility Manager	0.02	0.02	0.02	\$1,833	\$1,858	\$1,858
Principal Management Analyst*	0.02	0.02	0.02	1,666	1,960	1,960
Water Production Supervisor	0.05	0.05	0.05	4,193	4,252	4,252
Senior Water Production System Operator	0.05	0.05	0.05	3,433	3,481	3,481
Water Production System Operator	0.20	0.25	0.25	10,344	12,871	12,871
Electrician	0.05	0.05	0.05	2,974	3,135	3,135
Bilingual	0.00	0.00	0.00	60	60	60
DHS Certification	0.00	0.00	0.00	795	831	831
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,000	2,500	2,500
Separation Benefits	0.00	0.00	0.00	2,805	2,805	2,805
Total	0.39	0.44	0.44	\$31,253	\$33,903	\$33,903

* Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Interconnection/Purchase

ACTIVITY NO.: 4233

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	26,108	0	115,000	0	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$26,108	\$0	\$115,000	\$0	\$0
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This activity provides for the purchase of water, on an emergency basis, through the San Gabriel Valley Water Company. This only becomes necessary when city wells are unable to produce enough water to meet high demands.

2013-2014 GOALS AND OBJECTIVES

1. Minimize the purchase of water from the San Gabriel Valley Water Company.

2012-2013 GOALS AND OBJECTIVES

1. Proactively maintained the wells and treatment plants to minimize the need to purchase water.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Interconnection/Purchase

ACTIVITY NO.: 4233

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
22000 Operating Supplies	\$26,108	\$0	\$115,000	\$0	\$0
TOTAL	\$26,108	\$0	\$115,000	\$0	\$0
GRAND TOTAL	\$26,108	\$0	\$115,000	\$0	\$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$304,166	\$304,915	\$304,969	\$321,343	\$321,343
SERVICES & SUPPLIES	267,679	235,580	270,280	295,383	295,383
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$571,845	\$540,495	\$575,249	\$616,726	\$616,726
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.00	 3.00	 3.00	 3.00	 3.00

Program Description

This activity provides for the care and maintenance of approximately 13,000 City street trees. These trees consist of 37 different species and are of various sizes, shapes and growth. 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.

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 business people. The Division's work also helps the environment by the cooling and cleaning effect of the trees on the atmosphere.

The majority of tree work under this division is provided under outside contract. One City tree crew is available to service emergency requests in order to provide faster response time at a lower cost. Each tree, under contract, will be inventoried and trimmed based on our 13-grid system that schedules 2 to 3 grids each year. Trees are also trimmed when service requests

are submitted by residents. The trees located along the three main corridors (Atlantic, Garvey, & Garfield) are trimmed 1 ½ times per year. 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, street lamp clearance, street and sidewalk mobility.
- Provide attractive and healthy trees through periodic inspection, trimming, removal and replacement when possible.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Street Tree Trimmed	1,897	1,800	1,800
Street Trees Planted	57	50	50
Street Trees Removed	81	45	45
Service Requests	209	240	240

2013-2014 GOALS AND OBJECTIVES

1. Complete the renovation of two entrance medians located at N. Atlantic Blvd. and N. Garfield Ave. The new landscape design will incorporate the new palette that consists of drought tolerant and California native plants. An updated irrigation system that conserves water will also be implemented.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed renovating another median on E. Garvey Ave. at Florence Ave. The installation of water efficient irrigation and drought tolerant plants were used for the lasting benefit of the environment.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services category (#31000) reflects \$165,400 for parkway tree-trimming program and \$62,600 for landscape median maintenance. Proposed costs have been increased to reflect the actual costs expended each year.
2. Utilities category (#36000) reflects \$2,163 for electricity in street medians.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$185,800	\$182,016	\$182,016	\$184,536	\$184,536
11400 Overtime Salaries	1,122	1,000	1,037	1,000	1,000
11500 Separation Benefits	16,500	16,500	16,500	16,500	16,500
TOTAL	\$203,422	\$199,516	\$199,553	\$202,036	\$202,036
EMPLOYEE BENEFITS					
12200 Life Insurance	\$494	\$486	\$486	\$486	\$486
12300 Medical Insurance	13,863	13,560	13,560	14,670	14,670
12350 Medicare Insurance	2,227	2,082	2,082	2,109	2,109
12400 Dental Insurance	1,195	1,171	1,171	1,171	1,171
12500 Workers Compensation	48,785	53,664	53,664	59,030	59,030
12600 Retirement	32,433	32,757	32,757	40,145	40,145
12800 Uniform Allowance	118	75	92	92	92
12900 Long Term Disability	1,207	1,188	1,188	1,188	1,188
12950 Vision Plan	422	416	416	416	416
TOTAL	\$100,744	\$105,399	\$105,416	\$119,307	\$119,307
SERVICES & SUPPLIES					
21000 Office Supplies	\$483	\$500	\$500	\$500	\$500
22000 Operating Supplies	3,244	3,420	3,420	3,420	3,420
23000 R/M Supplies	1,356	1,250	1,450	1,450	1,450
24000 Small Tools	710	700	700	700	700
31000 Contracted Services	201,118	168,500	203,000	228,000	228,000
33000 Motor Pool Charges	56,700	56,700	56,700	56,700	56,700
36000 Utilities	1,640	2,060	2,060	2,163	2,163
38000 R/M Contractual	2,428	2,450	2,450	2,450	2,450
TOTAL	\$267,679	\$235,580	\$270,280	\$295,383	\$295,383
GRAND TOTAL	\$571,845	\$540,495	\$575,249	\$616,726	\$616,726

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Park Superintendent*	0.50	0.50	0.50	\$42,702	\$43,296	\$43,296
Park Supervisor	0.50	0.50	0.50	39,324	39,870	39,870
Park Maintenance Crew Leader	0.50	0.50	0.50	28,314	28,704	28,704
Maintenance Worker	1.50	1.50	1.50	70,236	71,226	71,226
Bilingual	0.00	0.00	0.00	300	300	300
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Pest Control Special Pay	0.00	0.00	0.00	600	600	600
Pesticide/Herbicide Pay	0.00	0.00	0.00	540	540	540
Separation Benefits	0.00	0.00	0.00	16,500	16,500	16,500
Total	3.00	3.00	3.00	\$199,516	\$202,036	\$202,036

* Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$643,392	\$665,748	\$648,312	\$690,188	\$690,188
SERVICES & SUPPLIES	238,348	255,806	255,806	259,051	259,051
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$881,740	\$921,554	\$904,118	\$949,239	\$949,239
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.69	 9.69	 9.69	 9.69	 9.69

Program Description

This activity provides for the maintenance of the City's eight large parks, five small parks and one garden totaling 107.64 acres. There is a park located within one-half mile of every Monterey Park household. This activity also provides for the exterior maintenance of seven recreation/community buildings, 13 free standing restroom facilities, 14 children's play apparatus sand areas, an outdoor amphitheater, 16 tennis courts and two warm up courts, three outdoor basketball courts, and picnic facilities. Additionally, this Division also provides the landscape maintenance for Bruggemeyer Library and its surrounding parking lots, El Encanto, the Service Club House, the Beth Ryan Park, new employee parking lots, new police storage parking lot, and the new Emergency Operations Center (EOC).

The Parks Division maintains a very important part of our City's infrastructure. The Division makes a significant difference to help enrich the lives of our community residents as well as to provide assistance to our public safety's responsibilities in providing staffing to all our parks 365 days a year. Parks is responsible in maintaining a safe and clean environment so our residents can relax, exercise, enjoy their family and friends, or join a program or sport

league all in a 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.

Specific service objectives are:

- Maintain Parks to meet or exceed the Standards as set forth by the Recreation and Parks Commission.
- Provide for safe, attractive and user-friendly recreation facilities.
- Effectively and economically maintain public facilities at a level that encourages maximum use of the facilities.
- With water conservation a goal, use drought tolerant turf, plants and shrubs, and aerate wherever and whenever possible.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Park Service Requests	9	24	22
Number of Special Projects	13	11	12

2013-2014 GOALS AND OBJECTIVES

1. Continue upgrading park landscape planters to incorporate the new palette on a priority basis. This will upgrade and enhance the overall welcoming beauty of the parks and conserve water at the same time.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed numerous *special* projects at City Hall, Bruggemeyer Library, and various parks. All of these projects enhance the beauty of the City. Whenever new planting is necessary, the irrigation system is updated to more efficient equipment and drought tolerant plants are used.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$15,900 for landscaping supplies, \$13,400 for cleaning and sanitary supplies for the park restrooms, \$2,000 for clothing and safety equipment, \$2,000 for staff uniforms, and \$4,900 for other supplies.
2. Contracted Services category (#31000) reflects \$5,900 for weed control service at Edison Trails and Garvey Ranch Park and \$6,000 for tree maintenance costs at City parks.
3. Motor Pool Charges category (#33000) reflects \$94,712 for City Motor Pool charges.
4. Utilities category (#36000) reflects the \$68,135 for electricity at city parks.
5. R&M Contractual category (#38000) reflects \$1,700 for building repairs and maintenance, \$2,600 for office cleaning, and \$1,700 for machinery supplies and controllers.
6. Miscellaneous category (#39000) reflects \$800 for staff training.
7. Other Agency Services category (#41000) reflects \$2,800 for gopher eradication.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$366,842	\$373,981	\$373,981	\$371,142	\$371,142
11300 Part Time Salaries	46,975	64,962	46,876	64,962	64,962
11400 Overtime Salaries	5,066	6,000	6,000	6,000	6,000
11500 Separation Benefits	41,800	30,000	30,000	30,000	30,000
TOTAL	\$460,683	\$474,943	\$456,857	\$472,104	\$472,104
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,115	\$1,134	\$1,134	\$1,134	\$1,134
12300 Medical Insurance	46,176	47,423	47,423	53,592	53,592
12350 Medicare Insurance	5,708	4,865	4,865	4,784	4,784
12370 Part Time Retirement	1,733	1,225	1,875	2,598	2,598
12400 Dental Insurance	3,754	3,830	3,830	3,940	3,940
12500 Workers Compensation	55,633	61,196	61,196	67,315	67,315
12600 Retirement	64,855	67,342	67,342	80,785	80,785
12800 Uniform Allowance	118	150	150	150	150
12900 Long Term Disability	2,759	2,772	2,772	2,772	2,772
12950 Vision Plan	858	868	868	1,014	1,014
TOTAL	\$182,709	\$190,805	\$191,455	\$218,084	\$218,084
SERVICES & SUPPLIES					
21000 Office Supplies	\$704	\$800	\$800	\$800	\$800
22000 Operating Supplies	36,932	38,200	38,200	38,200	38,200
23000 R/M Supplies	22,283	24,166	24,166	24,166	24,166
24000 Small Tools	3,211	5,000	5,000	5,000	5,000
31000 Contracted Services	5,495	5,900	5,900	11,900	11,900
32000 Communications	3,232	3,000	3,000	3,000	3,000
33000 Motor Pool Charges	94,712	94,712	94,712	94,712	94,712
36000 Utilities	55,127	64,890	64,890	68,135	68,135
37000 Leases & Rentals	3,142	3,538	3,538	3,538	3,538
38000 R/M Contractual	10,566	12,000	12,000	6,000	6,000
39000 Miscellaneous	690	800	800	800	800
41000 Other Agency Serv	2,254	2,800	2,800	2,800	2,800
TOTAL	\$238,348	\$255,806	\$255,806	\$259,051	\$259,051
GRAND TOTAL	\$881,740	\$921,554	\$904,118	\$949,239	\$949,239

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Park Superintendent*	0.50	0.50	0.50	\$42,702	\$43,296	\$43,296
Park Supervisor	0.50	0.50	0.50	39,324	39,870	39,870
Park Maintenance Crew Leader	1.50	1.50	1.50	81,802	85,200	85,200
Maintenance Worker	4.50	4.50	4.50	206,073	199,656	199,656
Bilingual	0.00	0.00	0.00	1,500	900	900
Overtime	0.00	0.00	0.00	6,000	6,000	6,000
Pesticide/Herbicide Pay	0.00	0.00	0.00	2,580	2,220	2,220
Separation Benefits	0.00	0.00	0.00	30,000	30,000	30,000
<u>Part-Time</u>						
Maintenance Worker	2.50	2.50	2.50	58,462	58,462	58,462
Clerk Typist	0.19	0.19	0.19	6,500	6,500	6,500
Total	9.69	9.69	9.69	\$474,943	\$472,104	\$472,104

* Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Capital Improvement

ACTIVITY NO.: 5000

SOURCE OF FUNDS:

General Fund \$3,401,890
 State Gas Tax Fund \$100,000
 SB 821 Fund \$30,000
 Sewer Fund \$7,500
 Refuse Fund \$20,000
 Technology Internal Service Fund \$81,650
 Water Fund \$170,000
 Measure R Fund \$410,000
 Library Tax Fund \$7,000
 Asset Forfeiture \$25,150
 Maintenance District Fund \$26,000
 Maintenance Grant (075) \$82,000
 Langley Center Trust Grant \$11,000

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	2,161,689	2,995,290	2,865,995	1,215,190	4,372,190
TOTAL COSTS	\$2,161,689	\$2,995,290	\$2,865,995	\$1,215,190	\$4,372,190
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The Capital Improvement Program budget consists of two activities, Street Construction and Community Capital Improvement. The City's Capital Improvement Program is a five-year program designed according to the City's strategic planning, Water, Sewer, and Park Improvement Master Plans. This five-year Capital Improvement Program is updated following the completion of the City's Long Term Financial Planning process in midyear. During the budget process, the capital improvement projects are again adjusted to reflect realistic and reliable funding sources. Major capital improvements generally taken two to three years to complete due to the grant funding restrictions, designs, building, and construction. Unspent portions of the project budget are carried over to the following year for project completions.

**City of Monterey Park
Capital Improvement Program
FY 2013-2014**

Key Funding Sources

Asset Forfeiture Fund (0160)	\$25,150
Accounts for revenues derived from monies and property seized by the Police Department in drug-related incidents. Application of funds restricted to enhancement pfd rig enforcement activities.	
Bike Route SB 821 Fund (0023)	\$30,000
Accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements.	
General Fund (0010)	\$244,890
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.	
General Fund Capital Improvement Reserve (0010)	\$3,157,000
Accounts for committed fund amounts that can only be used for capital improvement projects pursuant to GASB Statement No. 54.	
Langley Center Trust Grant (0500)	\$11,000
Accounts for special purpose financing provided by Special deposits specifically for Langley Senior Center improvements.	
Library Tax Fund (0131)	\$7,000
Accounts for annual parcel tax which was approved by the Electorate in April of 1998 (Proposition C). The funds are to be exclusively used for Bruggemeyer Library improvements, expansion of operating hours, and additional books and supplies.	
Maintenance District 93-1 Fund (0176)	\$26,000
Accounts for receipts and expenditures relating to the citywide benefit assessment district for street lighting and median maintenance.	
Maintenance Grant (0344)	\$82,000
Accounts for special purpose financing provided by Specialty Restaurant for common areas maintenance.	
Measure R Fund (0110)	\$410,000
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.	

Refuse Fund (0043) \$20,000

Accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.

Sewer Fund (0042) \$7,500

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.

State Gas Tax Fund (0022) \$100,000

Accounts for expenditures financed by money apportioned from taxes on purchase of gasoline fuel under the Streets and Highway Code of the State of California.

Technology/Data Processing Fund (0063) \$81,650

Accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system.

Water Operation Fund (0092) \$170,000

Used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	279,095	742,500	852,001	690,000	690,000
TOTAL COSTS	\$279,095	\$742,500	\$852,001	\$690,000	\$690,000
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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 activity provides for street improvements including parking, lighting, traffic signals, and landscaping administered through the Public Works Department. The 2013-2014 street improvements include the following projects:

1. Sidewalk Reconstruction (89340) \$130,000

Continuation of the City's Sidewalk Construction program.

Funding Source:

Bike Route Fund (0023)	\$30,000
Measure R Fund (0110)	\$100,000

Impact on Operating Budget: This project has no effect on the operating budget as the required on-going maintenance costs are budgeted in the Street Maintenance Activity (#4202).

2. Wheelchair Access Ramps (89850) \$100,000

The City is required to construct wheelchair ramps at intersections to comply with the Americans with Disabilities Act (ADA).

Funding Source:

State Gas Tax Fund (0022) \$100,000

Impact on Operating Budget: This project will have no effect on the operating budget.

3. Slurry Seal of Various Streets (91917) \$150,000

This is an ongoing program to slurry seal the City's streets on a rotating area-to-area basis, and extends the life of the pavement by several years.

Funding Source:

Measure R Fund (0110) \$150,000

Impact on Operating Budget: This project will have no effect on the operating budget.

4. Localized Pavement Repairs (91923) \$150,000

Remove and replace asphalt pavement to repair old utility trench cuts at various locations.

Funding Source:

Water Fund (0092) \$150,000

Impact on Operating Budget: This project will have no effect on the operating budget.

5. Ackley Drainage Improvements (91928) \$120,000

Due to settlement of the street gutters over time, approximately 200 feet of curb and gutter, sidewalk, and street pavement on the west and east sides of Ackley Drive will need to be reconstructed in order to improve the drainage.

Funding Source:

Measure R Fund (0110) \$120,000

Impact on Operating Budget: This project will have no effect on the operating budget.

6. Engineering & Traffic Survey Update (91929)

\$40,000

Update the City's Engineering & Traffic Survey dated February 2006 to obtain current traffic counts and establish/confirm roadway speed limits for radar enforcement by the Police Department pursuant to California Vehicle Code Section 40802.

Funding Source:

Measure R Fund (0110) \$40,000

Impact on Operating Budget: This project will have no effect on the operating budget.

2012-2013 Street Construction Projects

Sidewalk Reconstruction (89340)	\$ 128,000	*
Slurry Seal Of Various Streets (91917)	323,500	*
Localized Pavement Repairs (91923)	150,000	*
Traffic Signal Upgrades (91924)	100,000	*
Bridge Preventive Maintenance (91926)	<u>41,000</u>	**
<i>Total</i>	<u>\$742,500</u>	

(*) *Projects in Progress*

(**) *Project cancelled due to the state elimination of RDA.*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
CAPITAL OUTLAY					
89000 Capital Improvements	\$40,000	\$128,000	\$159,818	\$230,000	\$230,000
91000 Capital Improvements	239,095	614,500	692,183	460,000	460,000
TOTAL	\$279,095	\$742,500	\$852,001	\$690,000	\$690,000
GRAND TOTAL	\$279,095	\$742,500	\$852,001	\$690,000	\$690,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,882,594	2,252,790	2,013,994	525,190	3,682,190
TOTAL COSTS	\$1,882,594	\$2,252,790	\$2,013,994	\$525,190	\$3,682,190
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

Community Capital Improvement 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 funded by grants, reserves, and specified revenue sources.

1. Median Maintenance (82520) \$20,000

Re-landscape median on East side of Garvey Avenue to provide better aesthetics along Garvey Avenue, and be consistent with the newer plantings on East Garvey Avenue, using new, water efficient irrigation products.

Funding Source:

Maintenance District Fund (0176) \$20,000

Impact on Operating Budget: There is no impact to the operating budget.

2. City Hall Skylights (96026) \$60,000

Replaced leaking skylights at city hall lobby. The skylights leak and the seals are worn out causing damage to the interior soffits and creating an unsightly aspect of city hall lobby.

Funding Source:

General Fund (0010)	\$20,000
Refuse Fund (0043)	\$20,000
Water Fund (0092)	\$20,000

Impact on Operating Budget: There is no impact on the operating budget.

3. Emergency Conservation Program (96045) \$99,254

This project is part of Edison Conservation incentive program which includes Barnes Park & Elder Pool Pump VFD Controller, and City Hall and Langley Center lighting retrofits.

Funding Source:

General Fund (0010)	\$99,254
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Impact on Operating Budget: There is no impact on the operating budget due to programs being funded by Edison rebates.

4. Langley Entrance Doors (91526) \$11,000

Replaced worn out Entrance Glass doors. The Doors required constant repairs causing a safety concern with the elderly that attend the building functions.

Funding Source:

Langley Center Trust Grant (0500)	\$11,000
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Impact on Operating Budget: There is no impact on the operating budget.

5. City Hall Men's Restroom Reconfiguration (96046) \$12,000

Reconfigure men's restroom to add a second toilet. The current bathroom has only one toilet and is not sufficient to accommodate any event that is held at the council chamber.

Funding Source:

General Fund (0010)	\$12,000
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Impact on Operating Budget: There is no impact on the operating budget.

6. Library Restroom Painting (96047) \$7,000

The Library restrooms have been vandalized with graffiti. The restrooms are in need of thorough clean-up and a fresh coat of paint.

Funding Source:

Library Tax Fund (0131) \$7,000

Impact on Operating Budget: There is no impact on the operating budget.

7. Tree Well Maintenance (91590) \$6,000

This special project is to clean out City tree wells in public areas.

Funding Source:

Maintenance District Fund (0176) \$6,000

Impact on Operating Budget: There is no impact on the operating budget. Tree wells that clear of weeds and other growth will improve the health of the trees and attractiveness of City walkways.

8. IT Emergency/Master Plan (99062) \$30,000

The Plan provides the City details on backing up critical IT systems in the case of an emergency or catastrophic events. The plan also provides direction on improvements to the IT infrastructure that would need to occur to be technological computable.

Funding Source:

Technology Fund (0063) \$30,000

Impact on Operating Budget: IT operation costs might be increased due to needed software upgrades.

9. Network Equipment and Server Upgrades (99055) \$50,000

Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.

Funding Source:

Technology Fund (0063) \$50,000

Impact on Operating Budget: Upgrades help improve overall network performance. Small amounts of IT on-going operation costs might be increased to be in compatible with the new equipment.

10. Specialty Restaurant/Golf Course Maintenance (99290) \$82,000

Maintenance, which is paid through a special deposit trust fund, is to provide parking lot sweeping, fire alarm monitoring, landscaping and Maintenance of the common area, slopes and hillsides surrounding Monterey Hill, Luminarias restaurants and Monterey Park Golf Course.

Funding Source:

Maintenance Grant (Trust) (0344) \$82,000

Impact on Operating Budget: Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

11. Zoll E-Series Cardiac Defibrillator (99724) \$36,695

The current units in use by the Fire Department has a recommended front line service life of 5 years and are at the limits of current software upgrades. The addition of one replacement unit will assist in keeping our front line inventory compliant with manufacturer and industry standard software upgrade requirements.

Funding Source:

General Fund (0010) \$36,695

Impact on Operating Budget: There is no impact to the operating budget.

12. Small Capital Projects for Police (88550) \$33,920

Police small capital purchases include 7 tactical body armor (\$17,275), 10 vest ballistic raffle plates (\$7,875), 20 simunition protective helmets (\$3,270), and 1 animal truck external air conditioning (\$5,500).

Funding Source:

General Fund (0010) \$8,770
Asset Forfeiture (0160) \$25,150

Impact on Operating Budget: Small capital purchases improve operating efficiency.

13. Small Capital Projects for Fire (88560) \$50,221

Fire small capital purchases include Fire Hoses (\$15,000) 1 computer with monitor (\$1,650), 40 flash programmings (\$3,000), 4 multi-unit chargers for portable radios (\$2,540), 20 vehicle charges for portable radios (\$6,500), 30 spare portable radio batteries (\$3,630), 2 clothes washers (\$3,541), 1 clothes dryer (\$1,360), 1 ceiling rack system (\$8,500), and 3 PortO2Vent CPAPos Oxygen Delivery System Unit (\$4,500) .

Funding Source:	
General Fund (0010)	\$48,571
Technology Fund (0063)	1,650

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

14. Small Capital Projects for Public Works (88500) \$27,100

Public Works small capital purchases include Sewer Activity: 1 jetter nozzle (\$2,500), 1 root cutter nozzle (\$2,500), 1 600' hose (\$2,500); Building Maintenance Activity: 1 City Hall basement fire sprinklers (\$8,000), 1 City Hall stair treads (\$6,000), and 1 Auto Shop electrical panel (\$5,600).

Funding Source:	
General Fund (0010)	\$19,600
Sewer Fund (0042)	7,500

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

15. Park Capital Improvements Master Plan (96048) \$2,637,000

Barnes Park Picnic Pavilion Replacement (PW)	\$ 275,000
Picnic Shelters at Parks	250,000
Tennis Court Lights at Elder & Barnes	200,000
Elder Pool Heater	25,000
Dog Park at Elder	80,000
GR Basketball Court with lighting	200,000
Replacement of George Elder Play Equipment (PW)	130,000
Langley Center Upgrades	50,000
Slope Drains	40,000
Irrigation Systems	250,000
Replacement of Play Equipment at Pine Tree (PW)	70,000
Replacement of Play Equipment at Sunny Slopes Park (PW)	110,000
Highland Park Hydraulic Irrigation System Renovation (PW)	148,000
George Elder Park Hydraulic Irrigation System Renovation (PW)	330,000
Replace Play Equipment at Sequoia Park (PW)	187,000
La Loma Playground	130,000
Park Upgrades	10,000
Sequoia Park Stairs	20,000
Replaster Elder Pool	40,000
Sequoia Park Restroom Remodel (PW)	40,000
Demolition of George Elder Storage Building (PW)	12,000
Community Garden at Elder Park	40,000

Funding Source:	
General Fund Capital Improvement Reserve (0010)	\$ 2,637,000

Impact on Operating Budget: The maintenance costs will be decreased due to installation of new playground equipment and facilities.

16. Parking Lot/Park Access Roads Improvements (96049) \$520,000

- | | |
|---|-----------|
| 1. <i>Barnes Park Service Club Parking Lot Improvements:</i>
Barnes Park Service Club parking lot. | \$ 75,000 |
| 2. <i>La Loma Park Parking Lot Improvements:</i> Access road
from Fulton Avenue to upper ballfield; parking lot
adjacent to lower ballfield accessed from Clover Avenue. | 125,000 |
| 3. <i>Monterey Highlands Park Access Road Resurfacing:</i>
Access road from Casuda Canyon to school parking lot;
access road from Copa Way to school parking lot. | 50,000 |
| 4. <i>City Yard Parking Lot Improvements:</i> Lower parking lot area. | 100,000 |
| 5. <i>Garvey Ranch Park Parking Lot Improvements:</i> Main
parking lot off of Orange Avenue; parking lot adjacent to
tennis courts on Orange Avenue and access road from
Alhambra Avenue near City Yard. | 90,000 |
| 6. <i>Elder Park Parking Lot Improvements:</i> Rear parking lot
accessed from Lupine Avenue. | 80,000 |

Funding Source:

General Fund Capital Improvement Reserve (0010) \$ 520,000

Impact on Operating Budget: There will be savings on maintenance costs due to greater infrastructure improvements.

2012-2013 Community Capital Projects

Median Maintenance (82520)	\$ 10,000	**
Capital Purchases for Public Works (88500)	16,290	**
Capital Purchases for Police (88550)	49,300	**
Capital Purchases for Fire (88560)	39,900	**
Barnes Pool Filter Replace (91521)	72,000	*
Barnes Pool Heaters Replace (91522)	54,000	*
Langley Cameras, Carpet, Phones (91523)	20,000	**
Various Parks Improvements (91524)	50,000	*
Citywide Park Ada Improvements (91525)	850,000	*
Tree Well Maintenance (91590)	5,000	*
City Hall Lobby & Exterior Paint (96037)	200,000	*
Sanitary Sewer Rehabilitation (96038)	125,000	*
Library Roofing System (96039)	12,400	*
South Garfield Banner Poles (96040)	20,000	*
City Hall Parking Keypad Entry (96041)	12,000	**
Atlas Ave Median Street Light (96042)	20,000	*
Sequoia Park Ada Improvements (96043)	48,100	**
Housing Element/Enviro Assess (99007)	45,000	*
Network Equipment Upgrade (99055)	90,000	**
Wireless Access For City Hall (99059)	20,000	**
City Website Upgrade (99061)	43,500	**
Special Restaurant/Golf Course (99290)	79,600	**
Radio Consoles/Repeater (99319)	280,000	**
Station 61 Floor Repair (99721)	49,800	*
Station 61 Parking Lot Replacement (99722)	50,000	***
Station 61 Locker Replacement (99723)	<u>9,400</u>	*
	<i>Total</i>	<u>\$ 2,271,290</u>

(*) *Projects in progress*
(**) *Projects completed*
(***) *Project on hold*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
CAPITAL OUTLAY					
82000 Capital Improvements	\$7,362	\$10,000	\$17,688	\$20,000	\$20,000
88000 Capital Improvements	93,193	105,490	105,490	111,241	111,241
90000 Capital Improvements	0	0	5,905	0	0
91000 Capital Improvements	151,797	1,051,000	967,930	17,000	17,000
96000 Capital Improvements	9,348	437,500	288,157	178,254	3,335,254
99000 Capital Improvements	1,620,894	648,800	628,824	198,695	198,695
TOTAL	\$1,882,594	\$2,252,790	\$2,013,994	\$525,190	\$3,682,190
GRAND TOTAL	\$1,882,594	\$2,252,790	\$2,013,994	\$525,190	\$3,682,190

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$50,000
 General Liability Fund \$1,045,000
 Water Fund \$60,000
 CERCLA Liability Fund \$120,000

DEPARTMENT: Non-Department

ACTIVITY: General Liabilities Program

ACTIVITY NO.: 5101

<u>SUMMARY OF COST</u>	<u>Actual</u> 2011-12	<u>Adopted</u> 2012-13	<u>Year-End</u> <u>Estimated</u> 2012-13	<u>Proposed</u> 2013-14	<u>Adopted</u> 2013-14
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,645,245	988,800	1,235,354	1,275,000	1,275,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,645,245	\$988,800	\$1,235,354	\$1,275,000	\$1,275,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from \$300,000 to \$20 million per occurrence through the Independent Cities Risk Management Authority (ICRMA).

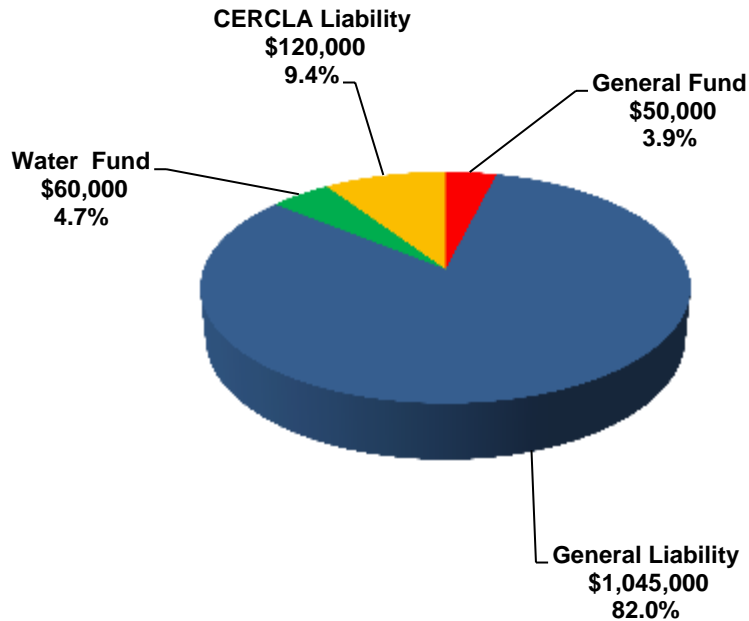
Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the General Liability Fund. Outstanding liabilities (including Incurred But Not Reported (IBNR) claims of the General Liability Fund, based on past experience and modified for current trends and information, are as follows:

2012-13	Estimated	\$1,386,400
2013-14	Projected	\$1,054,000

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) contains \$80,000 for legal fees and costs associated with defending the City against general liability claims and lawsuits. Defense attorneys are selected based on their expertise from an approved attorney panel list provided by the ICRMA.
2. Insurance category (#35000) includes \$525,000 premium to ICRMA, \$30,000 for third-party claims administration, and \$400,000 for the payment of claims to resolve liability issues.
3. Miscellaneous Financial Services category (#44000) consists of reimbursements from various funds to the General Liability Fund in order to meet incurred liabilities and Incurred But Not Reported (IBNR) losses.

**General Liability
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Non-Department

ACTIVITY: General Liabilities Program

ACTIVITY NO.: 5101

<u>Classification</u>	<u>Actual 2011/2012</u>	<u>Adopted 2012/2013</u>	<u>Year-End Estimated 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Adopted 2013/2014</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$120,058	\$80,000	\$80,000	\$90,000	\$90,000
35000 Insurance	1,345,187	728,800	975,354	955,000	955,000
44000 Misc Financial Serv	180,000	180,000	180,000	230,000	230,000
TOTAL	\$1,645,245	\$988,800	\$1,235,354	\$1,275,000	\$1,275,000
GRAND TOTAL	\$1,645,245	\$988,800	\$1,235,354	\$1,275,000	\$1,275,000

SOURCE OF FUNDS:

General Fund \$1,108,000
 Retirement Fund \$2,312,915
 State Gas Tax Fund \$7,000
 Sewer Fund \$1,000
 Refuse Fund \$519,000
 Shop Fund \$1,500
 Separation Benefits Fund \$1,025,000
 General Liability Fund \$300
 Workers' Compensation Fund \$300
 Water Fund \$817,000
 Water Treatment Fund \$10,000
 Prop A Fund \$7,000
 Measure R Fund \$3,000
 Maintenance District Fund \$2,000
 General Plan Review Trust Grant \$2,000
 SA Atlantic/Garvey \$3,000
 SA Merged \$3,000

**CITY OF MONTEREY PARK
 PROGRAM SUMMARY**

DEPARTMENT: Non-Department
ACTIVITY: Post Employment
ACTIVITY NO.: 5102

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$3,439,542	\$3,614,076	\$3,640,542	\$3,721,100	\$3,721,100
SERVICES & SUPPLIES	1,609,288	2,592,148	2,512,148	2,100,915	2,100,915
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,048,830	\$6,206,224	\$6,152,690	\$5,822,015	\$5,822,015
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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; upon retirement, an employee is entitled to the aforesaid plus a percentage of his or her accrued sick leave depending on provisions of their 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 as follows:

		<u>Fund Liability</u>
2012-13	Estimated	\$5,207,000
2013-14	Projected	\$5,009,000

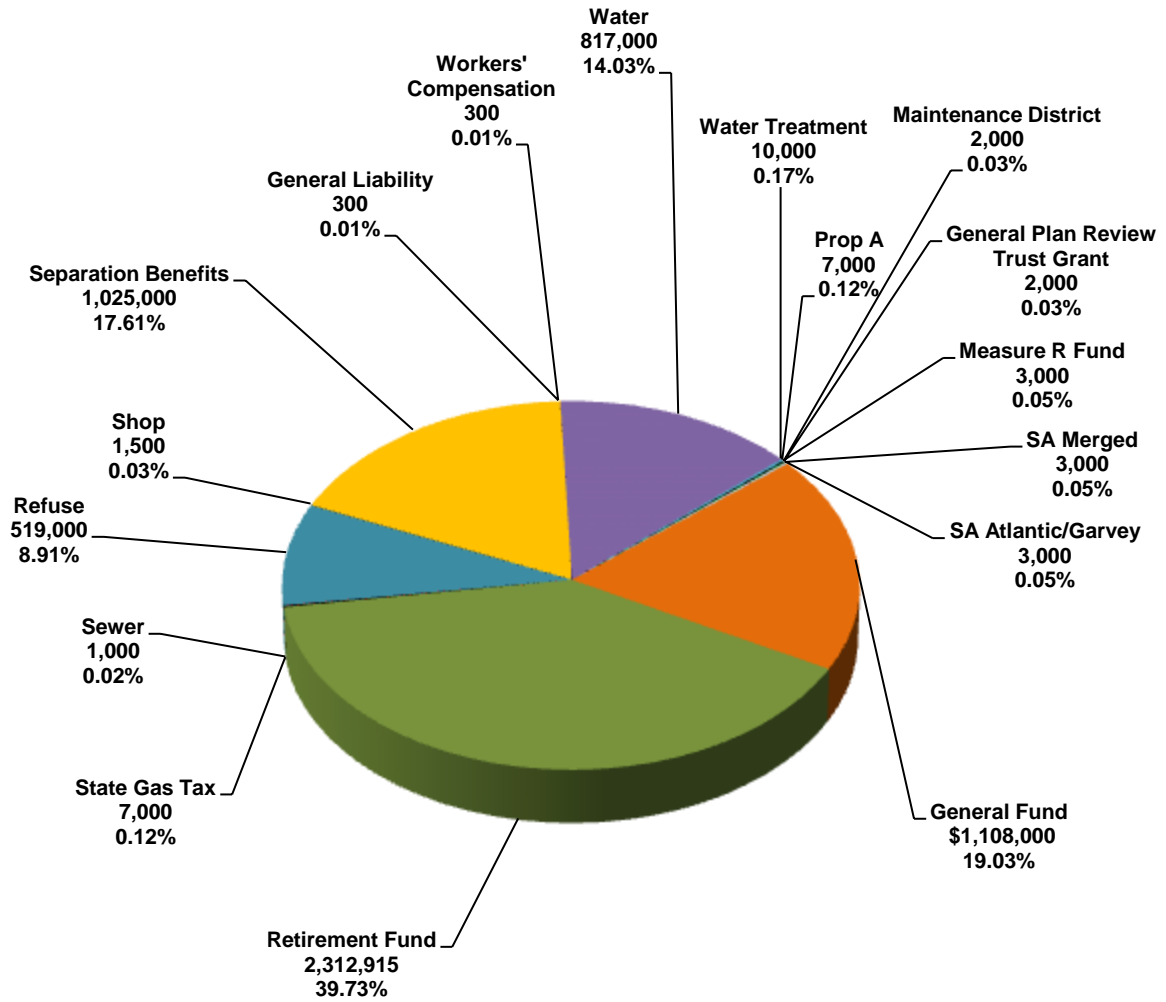
Post-Employment Benefits

The costs of retiree medical insurance premiums are presented in this activity, as are contributions to the Massachusetts Mutual Retirement Plan. Administrative and actuarial fees for retirement plan administration are also presented herein. Post-employment benefit medical costs are funded on a pay-as-you-go basis. Starting 2011-12, the City has set aside funds to fund the OPEB Plan's Liabilities. The Annual Required Contributions (ARC) for the fiscal year ending June 30, 2012 was \$3.7 million per Actuarial Valuation Study dated March 14, 2012. The Massachusetts Mutual 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. There are 230 vested retirees eligible for City-paid medical benefits and 71 vested members in the Massachusetts Mutual Retirement Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Benefits category (#12330/12700) contains funding of \$1,515,000 for payment of retirees' medical premiums, funding of \$500,000 for post-retirement medical accrued liabilities and \$900,000 for Massachusetts Mutual retirement plan.
2. Contracted Services category (#31000) contains \$26,600 for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.
3. Insurance category (#35000) displays \$130,000 unemployment reimbursement required from EDD.
4. Debt Service category (#42000) is the annual debt service payment for the Pension Obligation Bonds. The Pension Obligation Bonds were issued in 2004 to refinance the unfunded liabilities of the PERS Public Safety Pension Plan. The debt service payment for the bonds is considered as part of safety pension costs.
5. Misc Financial Service category (#44000) displays the General Fund supplement to the Retirement Fund for pension costs for \$250,000 and Separation Benefits Fund transfer to General Liability Fund to cover deficits for \$300,000 for FY 2013-14.

Post-Employment Administration Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Non-Department

ACTIVITY: Post Employment

ACTIVITY NO.: 5102

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11650 Separation Benefits	\$851,447	\$732,900	\$809,366	\$806,100	\$806,100
TOTAL	\$851,447	\$732,900	\$809,366	\$806,100	\$806,100
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	\$1,286,975	\$1,540,000	\$1,490,000	\$1,515,000	\$1,515,000
12331 Medical Ins - Opeb	500,000	500,000	500,000	500,000	500,000
12700 Mass Mutual Retirement	801,120	841,176	841,176	900,000	900,000
TOTAL	\$2,588,095	\$2,881,176	\$2,831,176	\$2,915,000	\$2,915,000
SERVICES & SUPPLIES					
31000 Contracted Services	\$27,245	\$26,600	\$26,600	\$26,600	\$26,600
35000 Insurance	116,237	250,000	170,000	130,000	130,000
42000 Debt Service	1,465,806	1,430,166	1,430,166	1,394,315	1,394,315
44000 Misc Financial Serv	0	885,382	885,382	550,000	550,000
TOTAL	\$1,609,288	\$2,592,148	\$2,512,148	\$2,100,915	\$2,100,915
GRAND TOTAL	\$5,048,830	\$6,206,224	\$6,152,690	\$5,822,015	\$5,822,015

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation Fund \$1,341,700

ACTIVITY NO.: 8301

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,233,940	1,245,000	1,267,515	1,341,700	1,341,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,233,940	\$1,245,000	\$1,267,515	\$1,341,700	\$1,341,700
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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 is self-insured for workers' compensation claims under \$500,000. The City has purchased excess workers' compensation coverage through the Independent Cities Risk Management Authority Workers' Compensation Program of up to \$100 million per occurrence with a self-insured retention of \$500,000. Both the Human Resources/Risk

Management and Management Services Departments manage the Worker's Compensation Fund.

Funding of the Workers' Compensation Fund, and fund liabilities, comes from charges made to City departments for operating expenses as well as funding outstanding liabilities. Liabilities of the Workers' Compensation Fund based on past experience and modified for current trends and information are as follows:

2012-13	Estimated	\$3,119,000
2013-14	Projected	\$3,185,000

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Administrative Services category (#20000) displays costs for third-party administration of workers' compensation claims, \$80,000.
2. Categories (#31000), (#32000), and (#33000) relate to permanent and temporary disability payments and medical costs.
3. Premium category (#35000) reflects excess workers' compensation insurance coverage through ICRMA for losses or claims, if necessary, exceeding the City's \$500,000 self-insured limits. The City's Excess Workers' Compensation Premium is adjusted by loss experience actuarial calculations. The FY 2013-14 premium is projected to be \$280,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Workers' Compensation

ACTIVITY: Workers' Compensation

ACTIVITY NO.: 8301

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SERVICES & SUPPLIES					
20000 Workers' Compensation	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
31000 Permanent Disability	225,677	280,000	300,000	335,000	335,000
32000 Temporary Disability	23,302	30,000	69,000	70,000	70,000
33000 Medical	505,622	400,000	400,000	410,000	410,000
34000 Legal Fees	174,883	140,000	160,000	160,000	160,000
35000 Insurance Premiums	219,385	300,000	251,615	280,000	280,000
36000 Rehabilitation	5,071	15,000	6,900	6,700	6,700
TOTAL	\$1,233,940	\$1,245,000	\$1,267,515	\$1,341,700	\$1,341,700
GRAND TOTAL	\$1,233,940	\$1,245,000	\$1,267,515	\$1,341,700	\$1,341,700

City of Monterey Park Supplementary Information

- Direct and Overlapping Debt
- Major Employers
- Top Ten Property Taxpayers
- Demographic and Economic Statistics
- City of Monterey Park Financial Trend Graphs
 - General Fund Revenue Trend
 - General Fund Police & Fire Safety Expenditures Trend
 - Full-Time Equivalent Employees Per 1,000 Monterey Park Residents
 - GANN Limit Analysis
 - Monterey Park Population Trend
- Neighboring Full-Service Cities Comparison
- Source of Funds
- Glossary of Budget, Finance, and Non-Finance Terminology

CITY OF MONTEREY PARK
Direct and Overlapping Debt
June 30, 2012

Total City Assessed Valuation \$ 5,821,654,598

Source: County of Los Angeles

	<u>Percentage Applicable(%)</u>	<u>Net Bonded Debt Debt 6/30/12</u>	<u>Estimated Share of Overlapping Debt</u>
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.032	\$ 94,031,705	\$ 30,172
Garvey School District DS	28.702	39,331,277	11,289,028
LA CCD DS	0.956	3,504,910,000	33,493,159
Los Angeles Unified DS	0.040	11,290,485,000	4,461,219
Montebello Unified DS	8.299	143,684,211	11,924,519
Alhambra Unified DS	32.639	<u>149,353,604</u>	<u>48,747,313</u>
 Total overlapping debt repaid with property taxes		 <u><u>\$ 15,221,795,797</u></u>	 <u><u>\$ 109,945,411</u></u>

Source: HDL Coren & Cone

CITY OF MONTEREY PARK
Major Employers
Fiscal Years 2012-13

Company	Product/Services	Number of Employees
Garfield Medical Center	Hospital & Medical Services	984
Southern California Gas Company	Utility	419
Monterey Park Hospital	Hospital & Medical Services	362
City of Monterey Park	Government	347
Syner Med Inc	Hospital & Medical Services	315
Care 1st Health Plan	Hospital & Medical Services	189
Remitco LLC	Data Processing Center	181
Southern California Edison	Utility	143
Chinese Daily News (Dba)	Newspaper Publishing	142
24 Hour Fitness #867	Health / Fitness	134
Care 1st Health Plan	Hospital & Medical Services	114
Camino Real Chevrolet	Car Dealer	100
Monterey Park Convalescent	Convalescent Center	92
Heritage Manor Healthcare	Nursing Care	90
Ralphs Grocery Co 95	Retail (Supermarket)	89
Ralphs #715	Retail (Supermarket)	76
99 Ranch Market	Retail (Supermarket)	74
Asia Food Inc	Manufacturing	64
Kotura Inc	Manufacturing	64
D H M Corp Dba Sunshine	Manufacturing	63
Hong Kong Supermarket Of	Retail (Supermarket)	61
Shun Fat Supermarket	Retail (Supermarket)	61
J C Foodservice Inc Dba Action	Retail	60
Collection Technology Inc	Collection Agency	55
M M P Food Inc	Human Resources Consulting	53
Continental Colorcraft	Commercial Printing	52
Union Technology Corp	Manufacturing	52

Source: City of Monterey Park

CITY OF MONTEREY PARK
Top Ten Property Taxpayers
Fiscal Year 2012 - 2013

<u>Taxpayers</u>	<u>Secured</u>	<u>Unsecured</u>	<u>Total Assessed Valuation</u>
Atlantic Times Square II LLC	\$ 153,561,980		\$ 153,561,980
Union Bank	50,199,557	\$ 12,702,813	62,902,370
1977 Saturn LLC	46,900,000	-	46,900,000
Garfield Calmed Investment LP	68,876,348	-	68,876,348
GMS Five LLC	43,892,940	-	43,892,940
Los Angeles Corporate Center LLC	72,976,715	-	72,976,715
MPM Partners LLC	25,934,687	-	25,934,687
Care 1st Health Plan Inc	22,052,364	3,314,008	25,366,372
Atlantic Shopping Center Limited Partnership	15,500,000	-	15,500,000
Mar Center LLC	13,464,476	-	13,464,476
	<u>\$ 513,359,067</u>	<u>\$ 16,016,821</u>	<u>\$ 529,375,888</u>

Sources: HDL Coren & Cone

CITY OF MONTEREY PARK
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2004	63,928	329,048,068	33,179	4.6%
2005	64,614	342,231,121	34,426	3.7%
2006	64,387	369,174,348	37,362	3.5%
2007	64,508	390,295,865	39,794	3.6%
2008	64,434	413,316,582	42,265	4.7%
2009	64,874	402,459,119	40,867	8.5%
2010	65,027	410,674,615	41,791	9.4%
2011	60,435	420,913,463	42,564	9.3%
2012	61,153	N/A	N/A	9.0%
2013	61,445	N/A	N/A	8.0%

Note: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis.

-
- Sources: 1. Bureau of Economic Analysis
2. State of California Employment Development Department (data shown is for the county)
3. State of California, Department of Finance

CITY OF MONTEREY PARK FINANCIAL TREND GRAPHS

The graphic presentations contained in this section highlight important statistical trends in the eight-year period. A short description and interpretation of key information in each graph follows:

General Fund Revenue Trend

The principal building blocks of the General Fund, the sales tax and property tax, are shown in proportion to all other General Fund revenues in this line graph. Projected growth in property taxes is 3% through the year 2018. Sales taxes are expected to increase at a rate of 2% annually.

General Fund Police & Fire Safety Expenditures Trend

This graph shows that City expenditures for public safety services (police and fire safety) have increased as a ratio of total General Fund expenditures in 2013-14, even in the face of diminishing revenue collections; expenditures for all other General Fund-supported services, including general administration, community development, recreation & community services, public works and library.

Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

City staffing trends are depicted by this line graph. Since 2009, the City has eliminated 68 (from 415 to 347) full time equivalent positions, trying whenever possible to freeze vacant positions to save personnel costs. The increase (FTE per 1,000) in 2011-12 was due to decreased census data.

GANN Limit Analysis

Article XIII B of the California State Constitution, more commonly known as the GANN or "Prop 4" 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.

This line graph depicts that the City does not exceed its appropriation limit. The City's budget appropriations subject to limitation are on average 59% below the legal limit. It is a positive indication of the City's prudent fiscal control of its expenditures, and the consistency of the City's performance within a dynamic environment.

Monterey Park Population Trend

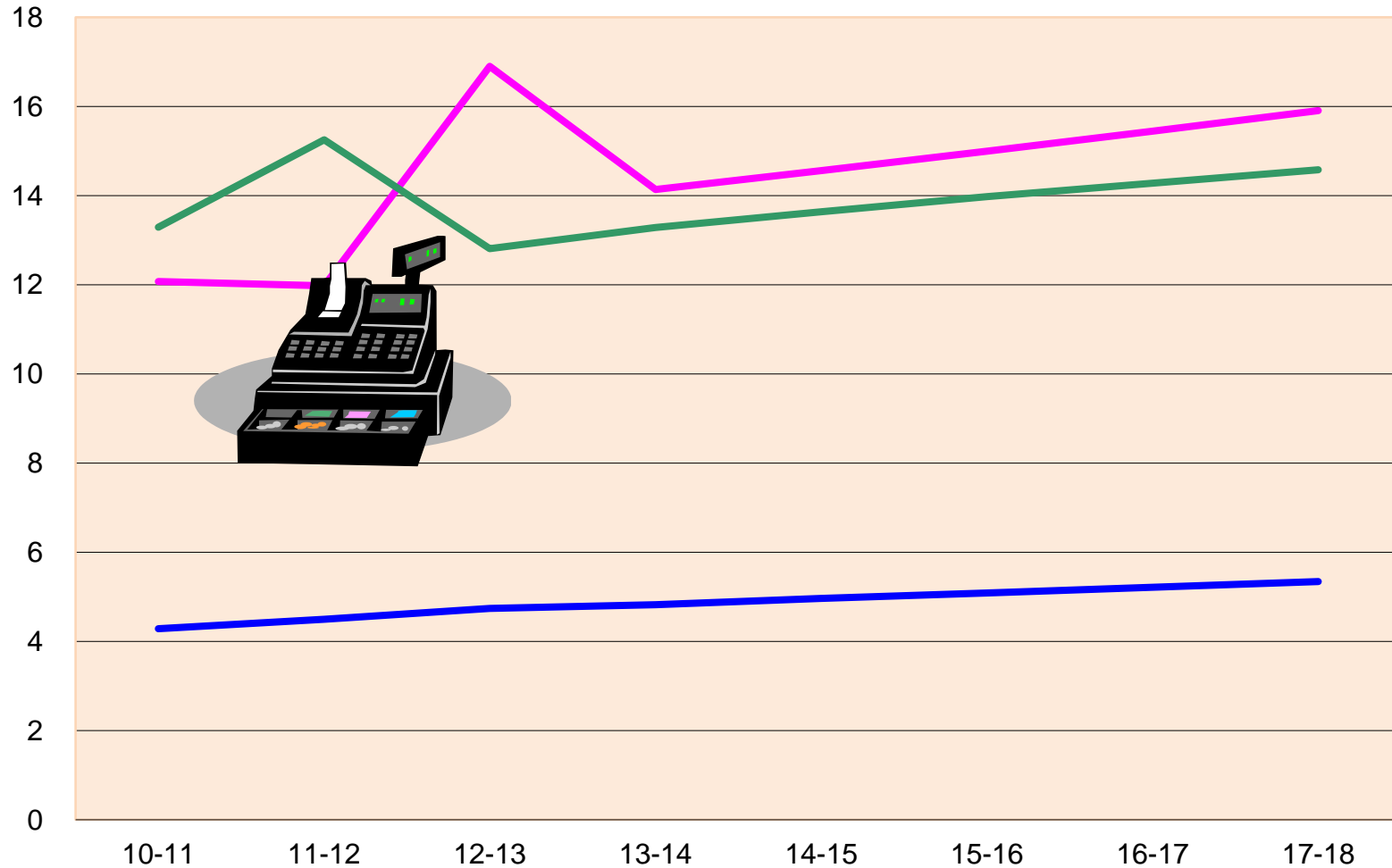
Each year, the State of California's department of Finance is responsible for the statewide population count by component governmental units. This information is particularly important to cities and counties because it serves as the basis for per capita revenue allocations such as gas taxes, motor vehicle registration fees, and special revenue funding derived from the public safety sales tax augmentation. In 2011-2012, the City's population decreased due to an updated 2000 census data.

Once each decade, the Federal Census is conducted and the State's DOF information is revised according to the Census count. Growth assumptions for the year 2013-14 forward are based on the projected annual growth or 0.46% annually.

General Fund Revenue Trend

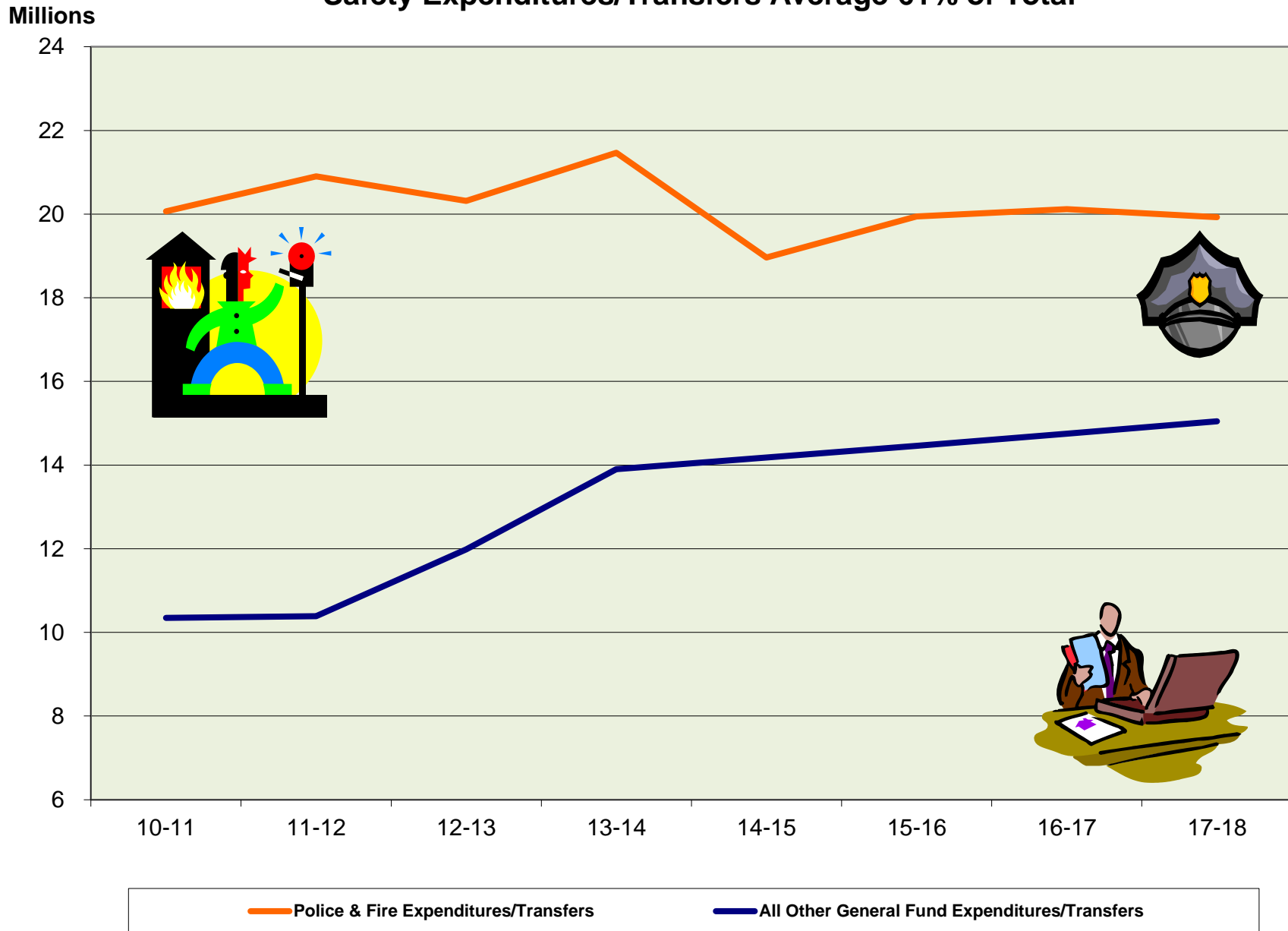
Sales Tax and Property Tax as Portion of all Revenue

Millions

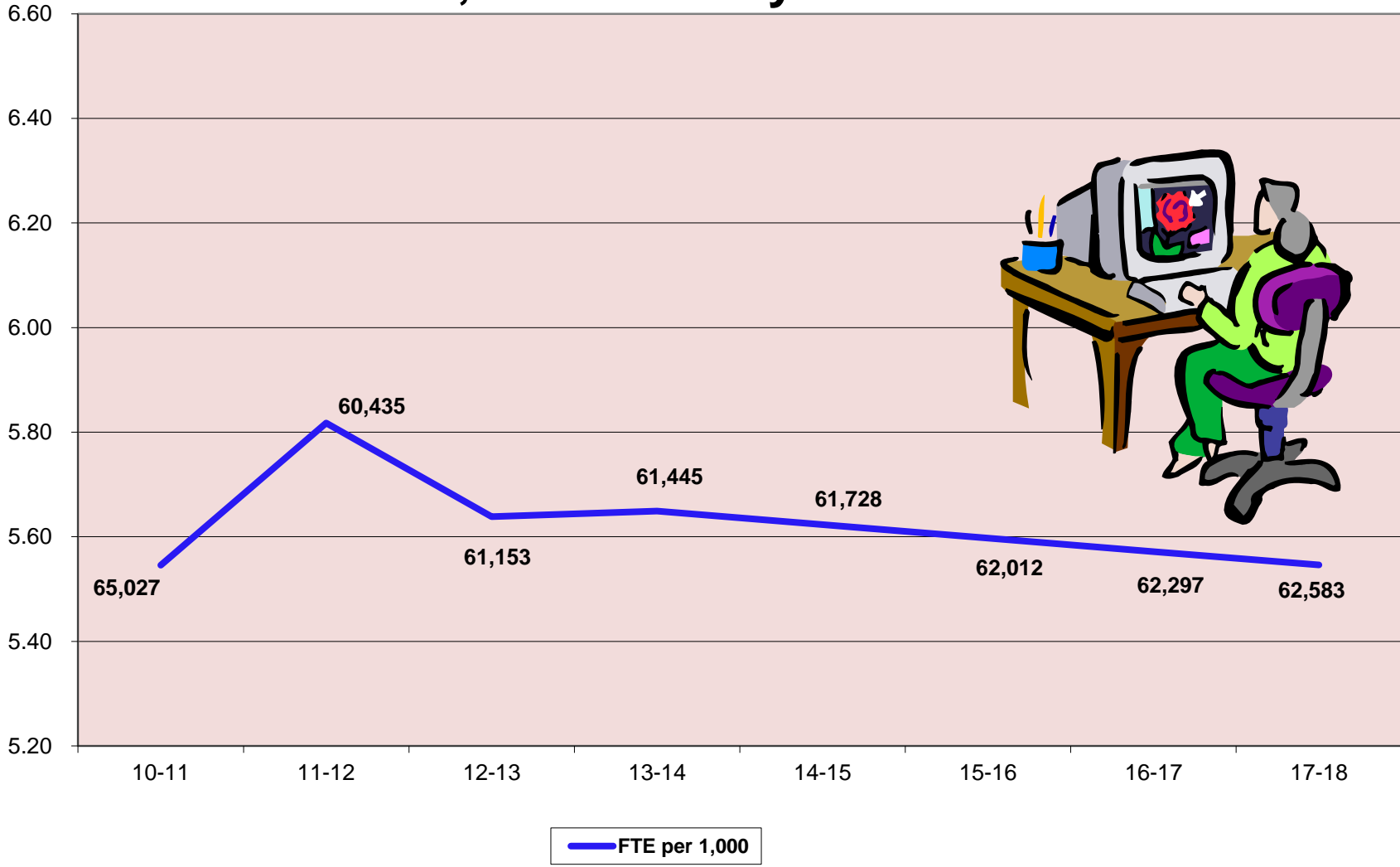


General Fund Police & Fire Safety Expenditures/Transfers Trend

Safety Expenditures/Transfers Average 61% of Total

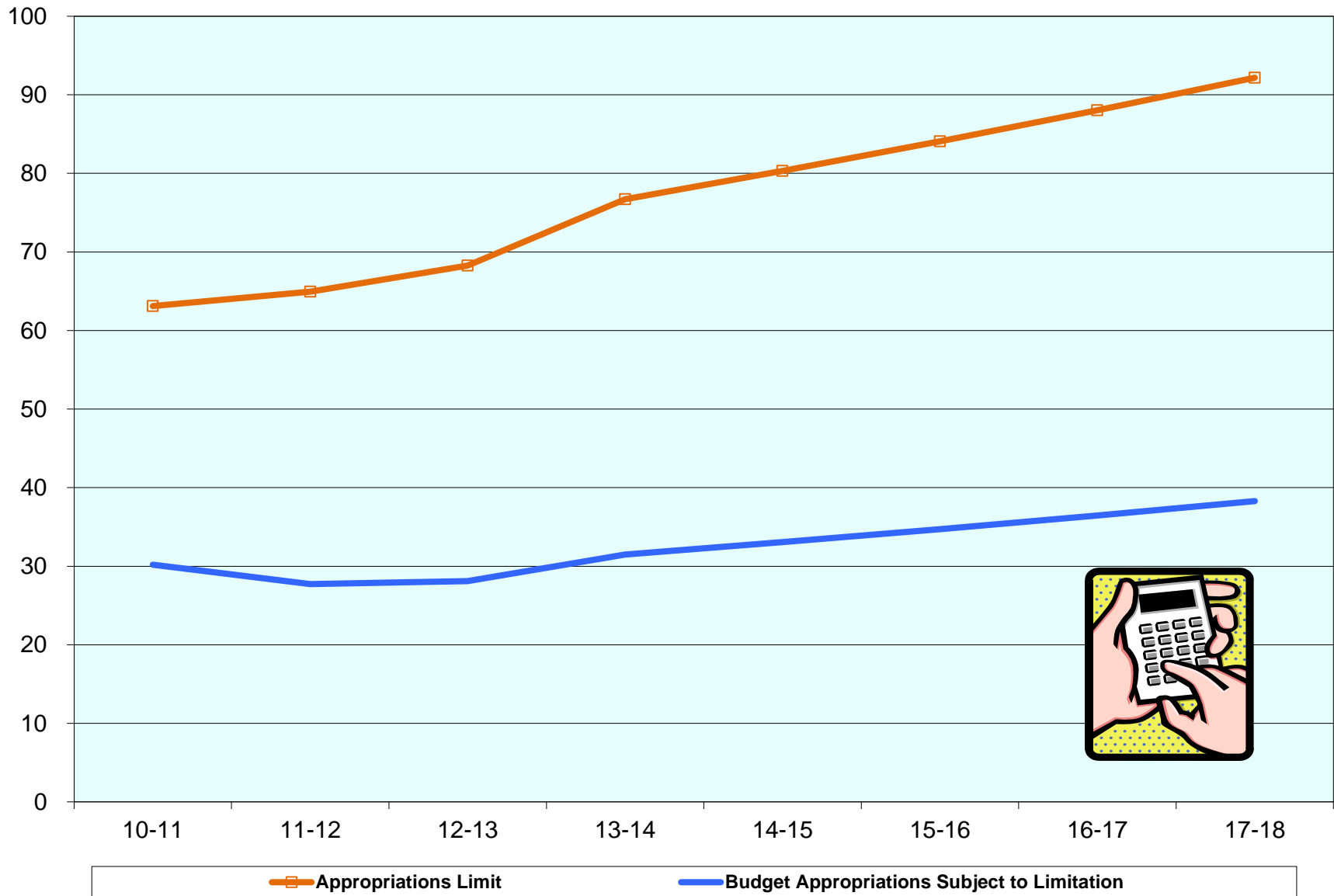


All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



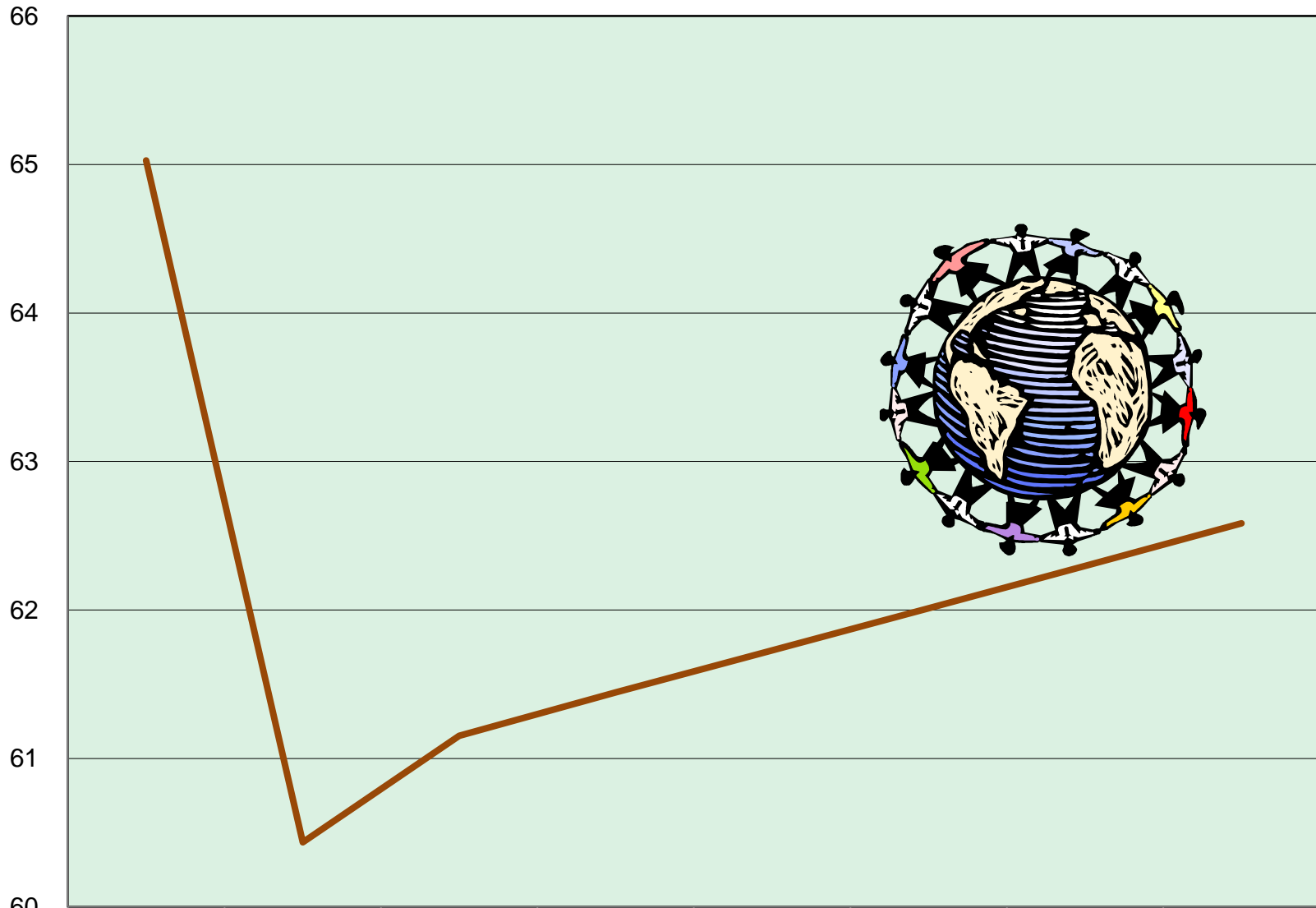
GANN Limit Analysis

Millions



Monterey Park Population Trend

Thousands



Population	65,027	60,435	61,153	61,445	61,728	62,012	62,297	62,583
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Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
ALHAMBRA	84,240	8	144	108	614	1.7 / 0.8
ARCADIA	56,866	11	158	201	845	1.8 / 1.0
DOWNEY	112,761	13	93	185	811	1.3 / 0.6
MONTEBELLO	63,184	8	172	56	703	2.3 / 1.2
MONROVIA	36,943	14	281	587	868	2.5 / 1.2
Average	70,799	11	169	227	768	1.5 / 0.9
Monterey Park	61,445	8	78	230	576	1.9 / 1.0

**CITY OF MONTEREY PARK
SOURCE OF FUNDS**

GOVERNMENTAL FUNDS

General Fund:

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

Special Revenue Funds:

Proposition A Fund 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.

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

Gas Tax Fund 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.

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

Proposition C Fund 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.

Air Quality Improvement Fund 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.

Asset Forfeiture Fund 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.

Park Facilities Fund accounts for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures, as established pursuant to Monterey Park Municipal Code section 16.54.050.

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

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

Public Safety Impact Fee Fund accounts for fees collected on new commercial and residential development and applied to public safety service and related acquisitions.

Public Safety Augmentation Fund 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.

Library Tax Fund accounts for annual parcel tax which was approved by the Electorate in April of 1998 (Proposition C). The funds are to be exclusively used for Bruggemeyer Library improvements, expansion of operating hours, and additional books and supplies.

CERCLA Liability Fund 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.

Measure R Fund 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.

Retirement Fund 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.

Housing Fund 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.

PROPRIETARY FUNDS

Enterprise Funds:

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

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

Sewer Fund 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 accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.

Internal Service Funds:

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

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

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

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

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

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

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY

ACCOUNT: A sixteen-digit numerical code of which digits one through four represent the fund number, five through seven the general ledger number, eight through eleven the department number, and twelve through sixteen the object number.

ACCRUAL ACCOUNTING: A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent.

ACTIVITY: A specific and distinguishable service performed by one or more organizational components of a government to accomplish a desirable government function (e.g., police activities are activities within the public safety function).

ADA: Americans with Disability Act. The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

AGENCY FUND: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

ALLOTMENT PERIOD: A period of time during which an allotment, a budgetary appropriation, is effective.

ANNUAL BUDGET: A plan of financial operation embodying an estimate of proposed means of financing them, the term usually applies to a single fiscal year.

ANNUAL FINANCIAL REPORT: A financial report applicable to a single fiscal year.

APPROPRIATED BUDGET: The expenditure authority created by the appropriate governing authority (City Council, Community Redevelopment Agency & Public Financing Agency).

APPROPRIATION: A legal authorization granted by the governing authority to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and in the time within which it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for a tax levy.

AUDIT: A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

AUDITOR'S REPORT: A statement by the auditor describing the scope of the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BUDGET: A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET AMENDMENT: A legal procedure utilized during the fiscal year by the City Council and City staff to revise a budget appropriation.

BUDGETARY BASIS: The form of accounting utilized throughout the budget process.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

BUDGET TRANSMITTAL LETTER: Included in the opening section of the budget, it provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and the views and recommendations of the City Manager.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs.

CAPITAL OUTLAY: Expenditures resulting in the acquisition of or addition to a government's general fixed assets.

CASH MANAGEMENT: Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing idle funds in order to achieve the highest interest and return.

DEBT FINANCING: Borrowing funds as needed and pledging future revenues to make (finance) current expenditures or capital projects.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

ENCUMBRANCES: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances that represent the estimated amount of expenditures to result if unperformed contracts in process are completed.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

EXPENDITURE: The outflow of funds paid or to be paid for a service, supply or asset. This term applies to all funds.

FIDUCIARY FUNDS: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and other funds.

FISCAL YEAR: The 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FLSA: Fair Labor Standards Act. The FLSA requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay for all hours worked over 40 in a workweek.

FMLA: Family and Medical Leave Act. The FMLA requires employers to provide eligible employees up to 12 weeks of unpaid leave each year for the birth of a child, adoption of a child, dependent cares, and the employee's own serious health condition.

FULL-TIME EQUIVALENT (FTE): The amount of time, 2,080 hours per year, worked by a full-time employee.

FUND: A separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE: The excess of assets over liabilities and reserves.

GENERAL FUND: The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund. This main operating fund should always be reported as a major fund per GASB Statement 34.

GOAL: A statement of broad direction, purpose or intent.

GOVERNMENTAL FUNDS: Distinguished by their measurement focus on determining financial position and changes in financial position.

GRANT: Contributions or gifts of cash or other assets from another government entity to be used or expended for a specified purpose.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

INFRASTRUCTURE: All City owned facilities supporting the operation of the governmental unit, including streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, all government buildings and related facilities.

INTERFUND TRANSFERS: Amounts transferred from one fund to another.

LINE-ITEM BUDGET: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each.

MAJOR FUND: Per GASB Statement 34, the focus of governmental and proprietary fund financial statements is on major funds. When individual governmental and enterprise funds either meet certain major fund criteria or are particularly important to financial statement users, they should be presented in a separate column in the financial statements.

NONMAJOR FUND: Individual governmental and enterprise funds do not meet the major fund criteria as defined by the GASB Statement 34. All nonmajor funds should be aggregated and presented in a single column.

OBJECT: An individual expenditure account.

OBJECTIVE: The desired output which can be measured and achieved within a given time frame. It is a statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.

PERFORMANCE BUDGET: A budget that bases expenditures primarily upon measurable performance of activities and work programs.

PERSONNEL DETAIL: The authorized level of personnel by classification and the amount of expenditure associated with the indicated number of positions.

PROGRAM DETAIL: Budget presentation by major account categories.

PROGRAM MEASURES: Specific quantitative measures of work performed within an activity or program (e.g. total number of commercial fire inspections conducted). Also, a specific quantitative measure of results obtained through a program or activity (e.g. code violation clearance rate within two days of reporting).

PROGRAM SUMMARY: The major activities of each City department with accompanying budget totals.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

PROGRAM: A group of activities, operations or organizational units directed to attaining specific purposes or objectives.

PROPRIETARY FUNDS: Sometimes referred to as commercial-type funds. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and activities are accounted for through this fund.

RESERVE: An account used to indicate that a portion of fund equity that is legally restricted for a specific purpose.

REVENUES: Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances. Also referred to as "resources."

RISK MANAGEMENT: An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

SUBVENTIONS: Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu, cigarette taxes in-lieu and gasoline taxes.

UNENCUMBERED BALANCE: The amount of an appropriation that is neither expended nor encumbered. It is essentially the available funds for future purchases.

Monterey Park Five-Year Capital Improvement Plan

The City of Monterey Park's Capital Improvement Plan (CIP) includes all the following capital projects from across the organization.

- Major Capital Constructions
- Capital Improvements
- Capital Equipment Purchases
- Major Studies
- Comprehensive Plan Updates
- Software Upgrades
- Emergency Purchases
- Other One-Time Expenditures Items

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2013-14 To 2017-18**

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
GENERAL ADMINISTRATION								
Citywide Geographic Information System (GIS) IT Infrastructure/Applications:								
Water		Water Operation		30,000				30,000
Public Safety System		Public Safety Impact Fee				300,000		300,000
Licensing		General		10,000				10,000
Public Works/Maintenance		General		60,000				60,000
City Telephone System Upgrade		Technology		300,000	50,000	50,000	50,000	450,000
City IT System Replacement/Upgrade								
Network Equipment Replacement / Upgrade	0063-5002-99055	Technology	50,000	50,000	50,000	50,000	50,000	250,000
Upgrade Workstations to Microsoft Office		Technology			200,000			200,000
IT Emergency / Master Plan	0063-5002-99062	Technology	30,000					30,000
Internet Bandwidth for City		Technology			48,000			48,000
TOTAL GENERAL ADMINISTRATION			80,000	450,000	348,000	400,000	100,000	1,378,000
FUNDING RECAP :								
General			0	70,000	0	0	0	70,000
Public Safety Impact Fee			0	0	0	300,000	0	300,000
Technology			80,000	350,000	348,000	100,000	100,000	978,000
Water Operation			0	30,000	0	0	0	30,000
TOTAL GENERAL ADMINISTRATION			80,000	450,000	348,000	400,000	100,000	1,378,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
FIRE DEPARTMENT								
Station 61 - Paint Interior Walls and Trim (Lobby)		Public Safety Impact Fee		25,000				25,000
Station 61 - Shower Remodel		General		45,000				45,000
Station 61 - Dorm/Bathroom Major Remodel		Public Safety Impact Fee		465,000				465,000
Station 61 - Apparatus Bay Extension		Public Safety Impact Fee		500,000				500,000
Station 61 - Fire Ladder Truck		Shop		1,250,000				1,250,000
Station 61 - Fire Engine Replacement		Shop		550,000				550,000
Station 61 - Rescue Ambulance Replacement		Shop			225,000			225,000
Station 61 - Replace Asphalt Parking Lot		General		75,000				75,000
Station 62 - Replacement		Fire Financing			4,000,000			4,000,000
Station 62 - Fire Engine Replacement		Shop				632,500		632,500
Station 62 - Rescue Ambulance Replacement		Shop					236,250	236,250
Station 63 - Retaining Wall		Public Safety Impact Fee		80,000				80,000
Station 63 - Fire Engine Replacement		Shop					664,125	664,125
Zoll Cardiac Defibrillator	0010-5002-98724	General	36,695					36,695
TOTAL FIRE DEPARTMENT			36,695	2,990,000	4,225,000	632,500	900,375	8,784,570
FUNDING RECAP :								
Fire Financing			0	0	4,000,000	0	0	4,000,000
General			36,695	120,000	0	0	0	156,695
Public Safety Impact Fee			0	1,070,000	0	0	0	1,070,000
Shop			0	1,800,000	225,000	632,500	900,375	3,557,875
TOTAL FIRE DEPARTMENT			36,695	2,990,000	4,225,000	632,500	900,375	8,784,570

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
POLICE DEPARTMENT								
Mobile Command Post and Communications Center		Asset Forfeiture			200,000	200,000		200,000
Mobile Data Computers		Asset Forfeiture			200,000			200,000
Radio Transmitter Tower Modification		Asset Forfeiture					100,000	100,000
Interagency Communication Interoperability System (ICIS)		Asset Forfeiture					700,000	700,000
TOTAL POLICE			0	0	200,000	200,000	800,000	1,200,000
FUNDING RECAP :								
Asset Forfeiture			0	0	200,000	200,000	800,000	1,200,000
TOTAL POLICE			0	0	200,000	200,000	800,000	1,200,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - PARKS								
Barnes Park:								
Misc Improv - Gym/Daycare Ctr Roof Drain Line Replacement		Park Facilities		4,600				4,600
Concession Stand Rehabilitation		Park Facilities			75,000		75,000	75,000
Service Club Kitchen Rehabilitation		Park Facilities			75,000			75,000
Service Club Painting		Park Facilities		25,000				25,000
Service Club Roof Replacement		General		30,000				30,000
Playground Equipment Replacement		Park Facilities		50,000				50,000
Park Storage Building		Park Facilities				60,000		60,000
Auto Fill to Barnes Pool		Park Facilities				100,000		100,000
Pool House Painting		Park Facilities		10,000				10,000
Pool House Drinking Fountains		General		2,200				2,200
Pool House Roofing		General		5,700				5,700
Pool Pump		General		50,600				50,600
Bella Vista Park:								
Drinking Fountain Rehab		Park Facilities		4,000				4,000
Bella Vista Park Roofing		General		5,200				5,200
Cascades Park/Heritage Waterfalls:								
Cascades Waterfall Lighting		Park Facilities		12,000				12,000
Walkway Replacement		Park Facilities			125,000			125,000
New Landscaping		Park Facilities		35,000				35,000
Edison Trails Park:								
Bathroom Roofing		General		5,400				5,400
Garvey Ranch Park :								
Gym Door Replacement for Garvey Ranch & Barnes		Park Facilities		15,000				15,000
East End Future Development		Park Facilities			250,000			250,000
Barbeque Shelters		General		7,200				7,200

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
George Elder Park:								
Misc Improv - Restroom Valves & Urinal Replace.		General		3,900				3,900
Tennis Court Fence Repair		Park Facilities			15,000			15,000
Pool Motor Replacement		Park Facilities		30,000				30,000
La Loma Park :								
Misc Improv - Restroom Partitions, Sinks, Valves		General		8,500				8,500
New Driveway (top)		Park Facilities		20,000				20,000
Langley Center:								
Restroom Rehabilitation-Tile Floors for 2 Restrooms		Park Facilities		60,000				60,000
Sound System Replacement		Park Facilities		50,000				50,000
Ping Pong Floor / Barnes Gym Floor Resurfacing		Park Facilities		4,500				4,500
Roof Replacement		Park Facilities		65,000				65,000
Exercise Equipment Replacement		Park Facilities					35,000	35,000
Langley Entrance Doors	0500-5002-91526	Langley Center Trust	11,000					11,000
Pine Tree Park :								
Drinking Fountain		Park Facilities		4,600				4,600
Irrigation System Improvement		Park Facilities		11,000				11,000
Sequoia Park :								
Misc Improv - Restroom Vales		General		2,100				2,100
Slope Drains		Park Facilities					50,000	50,000
Ballfield / Park Fencing		Park Facilities		10,000				10,000
Sunnyslopes Park :								
Picnic Shelter		Park Facilities			50,000			50,000
Perimeter Fencing		Park Facilities			25,000			25,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
Others:								
Sequoia, Edison Trails, Bella Vista, and Lower La Loma Parks - Restroom Roof Replacement		General		80,000				80,000
Various Playground Improvement		Park Facilities		20,000				20,000
Park Master Plan Improvements	0010-5002-96048	General	2,637,000					2,637,000
Park Parking Lot / Access Road	0010-5002-96049	General	520,000					520,000
On Going Projects :								
Tree Well Maintenance	0176-5002-91590	Maintenance District	6,000	7,000	8,000	9,000	10,000	40,000
Specialty Restaurant / Golf Course Maintenance	0344-5002-99290	Maintenance Grant (0344 Trust)	82,000	84,500	87,000	89,600	92,300	435,400
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			3,256,000	723,000	635,000	258,600	262,300	5,134,900
FUNDING RECAP :								
General			3,157,000	200,800	0	0	0	3,357,800
Maintenance District			6,000	7,000	8,000	9,000	10,000	40,000
Park Facilities			0	430,700	540,000	160,000	160,000	1,290,700
Maintenance Grant (0344 Trust)			82,000	84,500	87,000	89,600	92,300	435,400
Langley Center Trust			11,000	0	0	0	0	11,000
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			3,256,000	723,000	635,000	258,600	262,300	5,134,900

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - BUILDING								
Building Maintenance								
City Yard Fence		AQMD Park Facilities Water Operation Sewer		12,000 12,000 12,000 12,000				12,000 12,000 12,000 12,000
City Hall 2nd Level Parking Structure Repair		General					270,000	270,000
City Hall Air Duct Cleaning		Liability		80,000				80,000
City Hall Skylights	0010-5002-96026 0043-5002-96026 0092-5002-96026	General Refuse Water Operation	20,000 20,000 20,000					20,000 20,000 20,000
City Hall Men's Restroom	0010-5002-96046	General	12,000					12,000
Fire Stations Air Duct Cleaning		Liability			40,000			40,000
City Library Restroom Paint	0131-5002-96047	Library Tax	7,000					7,000
Emergency Conservation Program	0010-5002-96045	General	99,254					99,254
<u>On Going Projects:</u>								
Median Maintenance	0176-5002-82520	Maintenance District	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL PUBLIC WORKS DEPARTMENT - BUILDING			198,254	148,000	60,000	20,000	290,000	716,254

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
FUNDING RECAP :								
ACMD			0	12,000	0	0	0	12,000
Sewer			0	12,000	0	0	0	12,000
Park Facilities			0	12,000	0	0	0	12,000
Water Operation			20,000	12,000	0	0	0	32,000
General			131,254	0	0	0	270,000	401,254
Maintenance District			20,000	20,000	20,000	20,000	20,000	100,000
Liability			0	80,000	40,000	0	0	120,000
Library Tax			7,000	0	0	0	0	7,000
Refuse			20,000	0	0	0	0	20,000
TOTAL PUBLIC WORKS DEPARTMENT - BUILDING			198,254	148,000	60,000	20,000	290,000	716,254

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - SANITARY SEWER								
<i>Sanitary Sewer (per the Sewer Master Plan adopted by the City Council 11/6/96)</i>								
Sanitary Sewer Rehabilitation & Replacement		Sewer		100,000	100,000	100,000	100,000	400,000
Easement/Alley (Harding to Ynez)		Sewer		450,000				450,000
Atlantic Easement		Sewer			28,000			28,000
Sewer Reline on Gladys (Emerson to North End)		Sewer				120,000		120,000
Sewer Reline on Emerson (Nicholson to Lincoln)		Sewer					90,000	90,000
Sewer Videotaping		Sewer		40,000	40,000			80,000
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER								
			0	590,000	168,000	220,000	190,000	1,168,000
FUNDING RECAP :								
		Sewer	0	590,000	168,000	220,000	190,000	1,168,000
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER								
			0	590,000	168,000	220,000	190,000	1,168,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - ENGINEERING								
<i>Engineering Division</i>								
Sidewalk Construction	0023-5001-89340 0110-5001-89340	Bike Route Measure R	30,000 100,000	32,000 50,000	32,000 50,000	35,000 50,000	35,000 50,000	164,000 300,000
Localized Pavement Repairs	0110-5001-91923 0092-5001-91923	Measure R Water Operation	150,000	100,000	100,000	100,000	100,000	400,000 150,000
Corporate Yard General Plan		Water Operation Sewer Refuse Parks Facilities		10,000 20,000 10,000 10,000				10,000 20,000 10,000 10,000
Traffic Calming Measures - Citywide		Gas Tax		25,000	25,000	25,000	25,000	100,000
Traffic Signal Upgrades I	0166-5001-91924	Proposition C		25,000		25,000		50,000
Traffic Signal Battery Backup Replacement		Measure R		25,000	25,000	25,000	25,000	100,000
Slurry Seal of Various Streets	0110-5001-91917	Measure R	150,000	200,000	100,000	100,000	100,000	650,000
Pavement Management Program Update Biennial Update Required for Prop C Fund Eligibility		Proposition C		50,000		50,000		100,000
Various Street Resurfacing		Gas Tax		500,000	500,000	500,000	500,000	2,000,000
Various Median Island Landscaping		Water Operation Measure R		150,000 50,000				150,000 50,000
Citywide Beautification Project		General Water Operation		75,000 75,000				75,000 75,000
Bike Trail Master Plan		Measure R		25,000				25,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
Bike Path Improvements		To Be Determined			150,000	150,000		300,000
Parking District No. 2 Improvements		General		150,000				150,000
Engineering & Traffic Survey Update	0110-5001-91929	Measure R	40,000					40,000
Ackley Drainage Improvement	0110-5001-91928	Measure R	120,000					120,000
Alley Improvement		Measure R		130,000				130,000
ADA Wheelchair Access Ramps	0022-5001-89850	Gas Tax	100,000					100,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			690,000	1,712,000	982,000	1,060,000	835,000	5,279,000
FUNDING RECAP :								
Gas Tax			100,000	525,000	525,000	525,000	525,000	2,200,000
General			0	225,000	0	0	0	225,000
Parks Facilities			0	10,000	0	0	0	10,000
Proposition C			0	75,000	0	75,000	0	150,000
Refuse			0	10,000	0	0	0	10,000
Bike Route			30,000	32,000	32,000	35,000	35,000	164,000
Sewer			0	20,000	0	0	0	20,000
Water Operation			150,000	235,000	0	0	0	385,000
Measure R			410,000	580,000	275,000	275,000	275,000	1,815,000
To Be Determined			0	0	150,000	150,000	0	300,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			690,000	1,712,000	982,000	1,060,000	835,000	5,279,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - WATER								
<i>Water Division (per the Water Master Plan adopted by the City Council 11/6/96)</i>								
On-Going Projects:								
Meter Exchange Program An Ongoing Program to Replace Old and Inefficient Meters	0092-4224-81070	Water Operation	55,000	250,000	250,000	300,000	300,000	1,155,000
Well Electrical and Pump Station Upgrades	0092-4224-81860	Water Operation	100,000	100,000	100,000	100,000	100,000	500,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells	0092-4224-81240	Water Operation	120,000	120,000	200,000	200,000	200,000	840,000
Well Telemetry	0092-4224-81990	Water Operation	27,000	50,000	50,000	50,000	50,000	227,000
Street Maintenance	0092-4224-81580	Water Operation	480,000	520,000	570,000	620,000	620,000	2,810,000
Water Main Replacement Projects:								
Water Main Replacement	0092-4224-82246	Water Operation		500,000	1,000,000	1,000,000	1,000,000	3,500,000
Water Operational Projects:								
Reservoir & Well Landscaping		Water Operation		30,000				30,000
Bradshaw Reservoir Replacement / Booster Pump Replacement		Water Operation		5,500,000				5,500,000
Replace Surge Tank with VFD at Bradshaw Booster		Water Operation		400,000				400,000
Refurbish Pine Tree Reservoir		Water Operation		300,000				300,000
Replace CiaVal at Grangridge/Pavo Real		Water Operation		100,000				100,000
Seismic Retrofit Main Lines that cross Alhambra Wash		Water Operation		120,000				120,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
Water Operational Projects (Cont):								
Russell Reservoir Construction and Booster Pump Replacement		Water Operation		7,000,000				7,000,000
Replace Delta Settling Tanks		Water Operation			6,000,000			6,000,000
Replace Delta Booster Pump Station		Water Operation				5,500,000		5,500,000
Stand-by Generator for Delta Booster		Water Operation					1,100,000	1,100,000
New Booster Pump Station form Zone 2 to 5		Water Operation					4,200,000	4,200,000
Fire Protection Pipeline Improvements		Water Operation		2,000,000	2,000,000	2,000,000		8,000,000
Urban Water Management Plan	0092-4224-82253	Water Operation	50,000					50,000
Water Treatment Plant Projects:								
Advance Oxidation Upgrade for Delta Plant		Water Treatment Financing		4,000,000				4,000,000
Ion Exchange Treatment Facility		Water Treatment Financing			2,000,000			2,000,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			832,000	20,990,000	12,170,000	9,770,000	9,570,000	53,332,000
FUNDING RECAP:								
Water Treatment Financing			0	4,000,000	2,000,000	0	0	6,000,000
Water Operation			832,000	16,990,000	10,170,000	9,770,000	9,570,000	47,332,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			832,000	20,990,000	12,170,000	9,770,000	9,570,000	53,332,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2013-14 To 2017-18

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	PROJECT TOTAL
Asset Forfeiture			0	0	200,000	200,000	800,000	1,200,000
AQMD			0	12,000	0	0	0	12,000
Fire Financing			0	0	4,000,000	0	0	4,000,000
Gas Tax (State)			100,000	525,000	525,000	525,000	525,000	2,200,000
General			3,324,949	615,800	0	0	270,000	4,210,749
Langley Center Trust			11,000	0	0	0	0	11,000
Liability			0	80,000	40,000	0	0	120,000
Library Tax			7,000	0	0	0	0	7,000
Maintenance District			26,000	27,000	28,000	29,000	30,000	140,000
Maintenance Grant (0344 Trust)			82,000	84,500	87,000	89,600	92,300	435,400
Measure R			410,000	580,000	275,000	275,000	275,000	1,815,000
Park Facilities			0	452,700	540,000	160,000	160,000	1,312,700
Proposition C			0	75,000	0	75,000	0	150,000
Public Safety Impact Fee			0	1,070,000	0	300,000	0	1,370,000
Refuse			20,000	10,000	0	0	0	30,000
Sewer			0	622,000	168,000	220,000	190,000	1,200,000
Shop			0	1,800,000	225,000	632,500	900,375	3,557,875
Bike Route			30,000	32,000	32,000	35,000	35,000	164,000
Technology			80,000	350,000	348,000	100,000	100,000	978,000
Water Operation			1,002,000	17,267,000	10,170,000	9,770,000	9,570,000	47,779,000
Water Treatment Financing			0	4,000,000	2,000,000	0	0	6,000,000
To Be Determined			0	0	150,000	150,000	0	300,000
CITYWIDE TOTAL			5,092,949	27,603,000	18,788,000	12,561,100	12,947,675	76,992,724

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