

City of Monterey Park
California



2010-2011
Adopted Budget

City of Monterey Park, California



ADOPTED BUDGET

MAYOR	Anthony Wong
MAYOR PRO TEM	Betty Tom Chu
COUNCIL MEMBERS	David T. Lau / Benjamin "Frank" Venti / Mitchell Ing
CITY CLERK	David M. Barron
CITY TREASURER	Joseph Leon
INTERIM CITY MANAGER	Donald F. McIntyre

**For the Fiscal Year Beginning July 1, 2010
Adopted by the City Council on August 3, 2010
Incorporated: May 29, 1916 Population: 65,027**

Prepared by Management Services Department



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

Mission Statement

The City of Monterey Park seeks to develop and ensure the highest quality of life for its citizens and businesses. Through a continuing partnership with the community, the City strives to improve services and to promote the health, safety, and welfares for the public in the most cost effective manner.

CITY OF MONTEREY PARK

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CITY OF MONTEREY PARK

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City Council
Betty Tom Chu
Mitchell Ing
David T. Lau
Benjamin "Frank" Venti
Anthony Wong

City Clerk
David Barron

City Treasurer
Joseph Leon

August 3, 2010

To: Honorable Mayor and City Council

Re: The 2010-11 Fiscal Year Adopted Budget

We are presenting to you the City's 2010-11 adopted budget. To overcome the financial challenges brought on by the recession, our budget preparation this year has been focused on adjusting the City's expenditures to the current economic conditions and State budget impacts.

The budget is balanced and reflects expenditure reductions to offset the recessionary impacts of the economy on City revenues. To accomplish this, many tough decisions had to be made. The City's ability to balance the budget in this difficult economic environment shows its commitment to continue providing quality services to this community.

This document contains summaries as well as details for the projected revenues and expenditures for all City funds, including the redevelopment agency and the water system. It also contains each department's work goals.

Economic and Budget Conditions

The nation's economic recovery is proceeding and the labor market is improving gradually. Many analysts suggest that the pace of economic recovery is likely to be moderate for a time due to the fact that household spending is increasing but remains constrained by high unemployment, modest income growth, lower housing wealth, and tight credit. U.S. gross domestic product growth is projected to stay below 3.5% in 2011 and 2012.

While there continue to be signs the economy is slowly emerging from the severe economic downturn, the State continues to confront serious budgetary problems. The Governor's proposed budget shows a \$19.9 billion projected budget gap. Economists projected that the state's unemployment rate will average 12.1% this year and will not return to single-digit levels until 2012. In California, growth in healthcare, education and technology will be strongest in coastal areas. Inland areas will be continuously dragged down by their excess housing inventory. Job growth related to exports, logistics and manufacturing will be partially offset by layoffs in local government.

Even though the recession has affected all sectors and regions of the country, the impact on each community differs by the specific tax base and conditions. Some have been hampered by the high number of home foreclosures and others, especially those that have auto dealerships and big box shopping malls, which have seen a major drop in retail activity.

Like everyone else, Monterey Park is not immune from the recession. The City's budget has been seriously affected. Over the past three years, the City has experienced a major decline in sales tax revenue (from lower new car sales), interest income (from the weak investment market), and development related permits and service charges (from the weak construction activities). To offset the revenue decrease, we have trimmed the City workforce by eliminating twenty-four (24) positions and taken other budget balancing acts such as hiring freeze, early retirement, capital project deferral, and internal service set-aside fund reduction to achieve a balanced General Fund budget.

At this time it is difficult to predict when the recovery will actually occur and how soon more federal relief can be trickled down to the local levels. Given the volatility of the current environment, many analysts believe there will be a long and bumpy road ahead.

It is our assumption that the economy will not significantly recover during the next 18 to 24 months. If the recession lingers, there is potential for the City revenues to stay stagnant. One good note is that the City has a stable property tax base that supports the City's property tax revenue. Property tax is the major source of the City's General Fund revenues.

While waiting for the final passage of the State budget, we knew the fact that the City's Redevelopment Agency still requires to return a percentage of the redevelopment tax increment to the State so the State can pass this increment on to school districts. The impact to the City is approximately \$535,000 for 2010-11. The City's Redevelopment Agency will borrow the money from Housing Set-Aside Fund to pay for this requirement as it had done for 2009-10.

For 2010-11, significant reductions have been made in the budget in order to maintain a positive financial operating position. The City is now well positioned to temporarily withstand the continuing economic downturn.

Ballot Measures Affect Local Finances

Since the late 1970's, California voters have passed several propositions that have direct impact on local finances. These propositions are as follows.

- Proposition 13 (1978) sets the maximum property tax rate to 1% on assessed values. It also restricts increases in assessed value to inflation but not to exceed 2% per year.
- Proposition 4 (1979) limits growth in government spending to change in population and inflation.
- Proposition 62 (1986) requires local general taxes to be approved by a majority of popular vote and special taxes to be approved by two-thirds of popular vote.
- Proposition 218 (1996) requires voter approval to impose, increase, or extend any taxes or assessments. Property related fees are also subject to voter approval.
- Proposition 58 (2004) requires the State to adopt a balanced budget and to establish a budget reserve. It also restricts the ability of the State to borrow funds for budget deficits.

- Proposition 1A (2004) prohibits the State from taking local funds unless in an emergency and approved by 2/3 of the legislature. Funds taken must be repaid.
- Proposition 1B (2006) authorizes bond funds for local streets improvement. Based on preliminary estimates, Monterey Park could receive approximately \$2 million.
- Proposition 1A (2006) requires sales tax from gasoline to be used only for traffic relief projects. In the past, the State has redirected the funds for it budget deficits.
- Proposition 22 (November 2, 2010) protects local government and transportation funds from state raids, as well as ensures that the gas taxes go to fund transportation improvements.

The City's 2010-2011 Budget

The budget reflects various expenditure reductions, especially in personnel costs. As presented, the City's budget is balanced. The total budget presented represents an -8.6% change from last year. For 2010-11, the General Fund revenues are projected to exceed the expenditures by \$102,000. The projected General Fund unreserved and undesignated reserve on hand is about \$2.3 million that excludes reserved for long-term loans, and designated for capital improvements, catastrophes, unemployment, and working capitals. Total projected General Fund reserve is \$12.8 million for 2010-11.

Estimated Revenues

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 table below is a summary of the projected General Fund revenues.

(Amounts in 000s)	Adopted Budget 2009-10	Estimated Actual 2009-10	Estimated 2010-11
Property Tax	\$12,392	11,202	\$12,219
Sales Tax	4,577	3,464	3,860
Utility Tax	3,565	3,600	3,600
Vehicle in-lieu Tax	210	210	180
Other Taxes	2,196	1,875	1,978
Licenses & Permits	2,802	2,357	1,913
Service Charges	4,946	4,279	4,386
Other Revenue	3,875	2,869	2,381
Total	\$34,563	\$29,856	\$30,517

% Change from 2009-10 Adopted Budget -12%

Property Tax The property tax has two components: the property tax levied based on the assessed valuation and the vehicle license fee (VLF) backfill.

The property tax is imposed on real and personal property. Under Proposition 13, increases in assessed values are limited to inflationary adjustment not to exceed 2% per year (assessed value can be increased to market value for new construction, improvements, or change of ownership). Each county collects the property tax and distributes the revenue to various taxing agencies. Of every property tax dollar paid in Monterey Park, the City's General Fund receives approximately 16 cents.

Monterey Park has a stable residential property tax base. It continues to be a highly desirable community for people to live in. Even though there are a high number of home foreclosures in some areas, the City has not seen any major impact. We projected the 2010-11 assessed value of the City to be \$5.4 billion, same as last year.

The VLF back fill is a result of the State's action to permanently reduce the VLF and backfilled the loss with property tax. The backfill is paid twice a year (January and May) and is adjusted based on the growth in property values. The projected VLF compensation payment will be \$4.95 million, same as last year.

Sales Tax The sales tax is imposed on the retail sale of goods. The State Board of Equalization is responsible for the collection and distribution of the tax.

Proposition 57, the California Economic Recovery Bond Act, allows the State to issue bonds to reduce its budget deficit. As a result, "triple flip" was implemented. Under the triple flip, the city tax rate is decreased by 0.25%, from 1.00% to 0.75% and the rate for the State is increased by 0.25% from 5.00% to 5.25%. The State then reimburses local governments for the tax rate reduction on a dollar-for-dollar basis so there will be no net impact. The City expects to receive higher triple-flip sales tax compensation payment from the state for 2010-11.

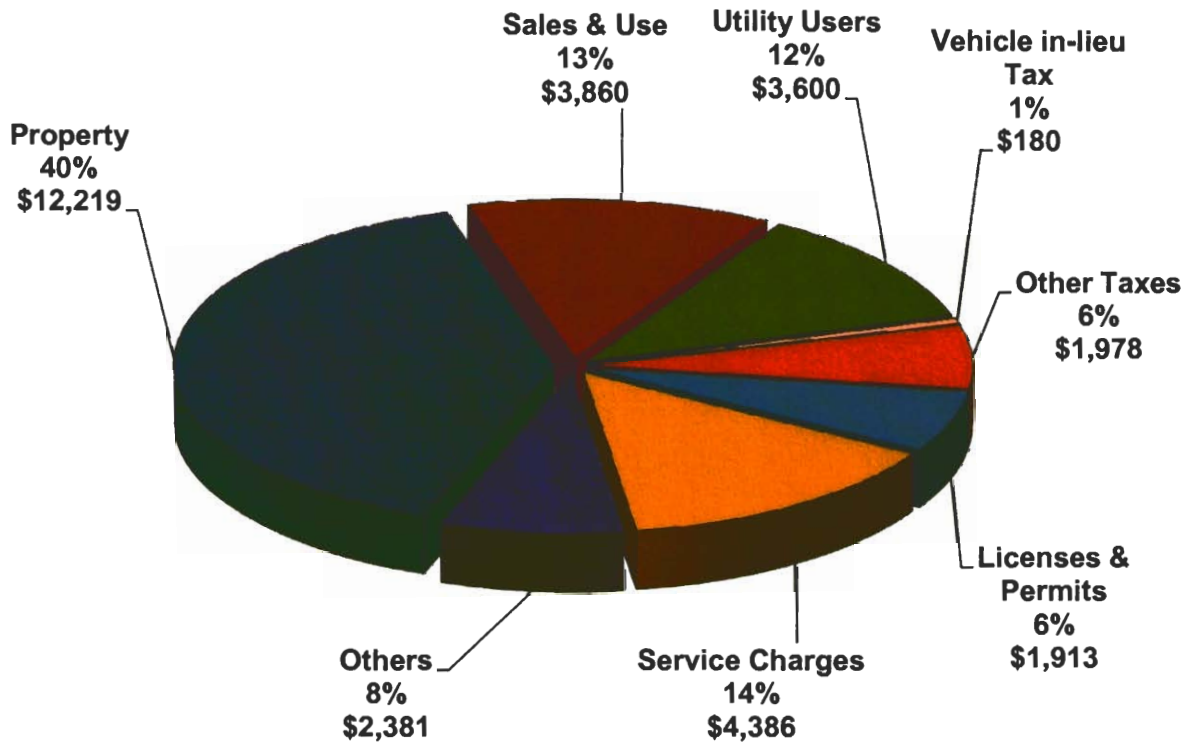
The City's sales tax is not generated evenly by the 2,000 retail businesses in the City. The City's top 25 producers generate near 60% of our total sales tax. Any changes in these businesses could cause a major financial impact. The top three sales tax categories in the City are in the fuels, auto, and restaurant industries. The projected 2010-11 sales tax assumes the retail activities will be higher than the 2009-10 level due to the anticipated opening of the North Atlantic Times Square redevelopment project.

Utility Tax The City's utility tax rates are 3% for residential and 5.5% for commercial utility users. The tax is applied to the consumption of gas, telephone, and electric services. The 2010-11 tax revenue is projected to remain flat based on price increase and consumption.

Vehicle License Fee (VLF) VLF is imposed on the market value of vehicles. The current rate is 1.15%, which was raised earlier this month from 0.65%. Proceeds from the rate increase will go entirely to the State to help its budget and will not result in any additional revenue for the City. The VLF revenue is projected to remain low due to the decline in auto sales.

Other Taxes This category consists of 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.

GENERAL FUND REVENUES 2010 - 2011



	FY 10-11		FY 09-10	
	%	Projected	%	Budget
Property	40%	\$ 12,219	37%	\$ 12,392
Sales & Use	13%	3,860	13%	4,577
Utility Users	12%	3,600	10%	3,565
Vehicle in-lieu Tax	1%	180	1%	210
Other Taxes	6%	1,978	6%	2,196
Licenses & Permits	6%	1,913	8%	2,802
Service Charges	14%	4,386	14%	4,946
Others	8%	2,381	11%	3,875
	<u>100%</u>	<u>\$ 30,517</u>	<u>100%</u>	<u>\$ 34,563</u>

Transient occupancy tax is imposed on the rent of hotels and motels. The City's transient occupancy tax rate is 12%. Overall, the Other Taxes category is projected to remain flat for 2010-11.

Licenses and Permits Business licenses are expected to remain flat for 2010-11. The City would no longer charge the business license processing fees due to the legality issue. The construction permit revenue include a small portion of the building permit fees from the market place development project.

Charge for Services Examples of fee-support programs include services provide by police, fire, public works, development, recreation, and library. Normally, the fees are reviewed and adjusted annually based on the actual increase of the City's labor costs. For 2010-2011, there is no increase in fees and charges because of reduced labor costs which are implemented through eliminating positions and hiring freezes.

Other Revenues This category includes investment earnings, rents, fines, and other miscellaneous revenues. With the current weak financial market, the interest income has been low and we project the return will continue to be low. Also included in this category is the City's share of the AB1389 redevelopment agency pass-through payment of \$150,000.

Restricted Funds Estimated Revenues

Other City funds are classified as restricted funds. These funds include Special Revenue Funds, Internal Service Funds, Water Fund, and Redevelopment Agency Funds. The revenues of these funds are kept separately from the General Fund and they are accumulated for specific expenditures such as capital projects, water operations, insurance claims and long-term obligations authorized by law or City policies. Total projected 2010-11 revenues for the restricted funds are \$48.3 million. Below is a discussion of projected revenues 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. For 2010-11, the projected retirement revenue is \$4.2 million assuming a less than 3% growth in valuation.

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. Forfeiture is distributed through the justice system and can take several years for the agencies to receive the funds. Distributions for 2010-11 are estimated to be \$342,000.

Sewer Special Revenue 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 will expire in 2015 unless it is renewed by the City Council. The projected revenue for 2010-11 is \$309,000.

Refuse Special Revenue Fund The City's refuse service includes trash collection, waste management, and recycling. Refuse rates are adjusted annually based on Consumer Price Index. The projected revenue for 2010-11 is \$5.9 million based on an estimated 1% inflationary adjustment. There is a corresponding increase in the refuse collection contract service expenditures. The actual revenues and expenditures will be based on the actual CPI released by the Department of Labor.

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 District covers the entire city. The City has completed the District renewal for 2010-11 and the assessment rates remain the same as in 2010-11. The projected revenue is \$965,000.

Public Safety Impact Fee Special Revenue Fund This is a development impact fee applied to new commercial and residential constructions (residential renovations are exempt). The fee is to offset the increased demand for public safety services generated by the new developments. The projected revenue for 2010-11 is \$635,000, including fees anticipated from the Market Place Redevelopment Project.

Library Tax Special Revenue Fund In 1998 Monterey Park voters approved a special library tax (Measure C) to finance the costs for the library expansion, additional hours, and book acquisitions. The tax has a term of 20 years. The projected library tax revenue is \$491,000. Majority of the library tax revenue is earmarked for debt service payment for the library expansion construction financing.

Grants Special Revenue Fund The projected grants for 2010-11 are \$3.3 million, which includes \$89,000 library grants for various library programs; \$2.0 million Community Development Block Grant for after school, housing, debt service, and capital improvements; \$60,000 park grants for the maintenance of parks and recreation facilities, \$207,000 public safety grants for police and fire training and equipment; \$643,000 street improvement grants for road improvements, \$23,000 recycling grants, and \$202,000 various trust special grants.

Water Fund The projected water operation revenue for 2010-11 is \$7.6 million. The water operation revenue is to cover the costs for the production, distribution, commercial, and capital improvements. The City's water rates are below the average of those charged by the neighboring communities and the City will undergo a study to review its water rate structure.

Additionally the City has established a water treatment surcharge to pay for the City's water treatment operations. The projected water treatment revenue is \$4.0 million.

Internal Service Funds The purpose of these funds is to centralize the services such as general liability claims, workers' compensation insurance, vehicle operations and replacement, technology development, and employee separation benefits. These funds are financed through charges to departments. In the past charges were updated each year to ensure adequate funding of operations and outstanding obligations. However, reduction in set-aside transfer to the internal service funds is one of the budget balancing acts implemented in order to balance the 2010-11 General Fund. Consequently, the 2010-11 internal service fund charges are:

workers' compensation \$1.1 million (a reduction of 19%), separation benefits \$1.4 million (a reduction of 16%), technology \$142,000, general liability \$790,000, and vehicle operating \$1.9 million.

Community Redevelopment Agency The City's Redevelopment Agency has two project areas: Atlantic Garvey area and Merged area. Activities of the redevelopment agency are funded by property taxes derived from the incremental value within the project areas. The projected revenue for Atlantic Garvey Project and the Merged Project is \$4.3 million and \$4.5 million, respectively. The CRA Housing Fund accounts for the 20% increment set-aside per State law for low-and-moderate income housing. The projected Housing Fund revenue for 2010-11 is \$2.2 million.

Budget Expenditures

Total City budget for 2010-11 is \$76.5 million. In response to worsening economic conditions, this budget includes deep budget cost cuts by general fund and all other city funds, which include "hold" of vacant full-time positions, eliminations of full-time and part-time personnel, curtailments of supplies and services costs, and deferral of capital improvements.

Staffing Level

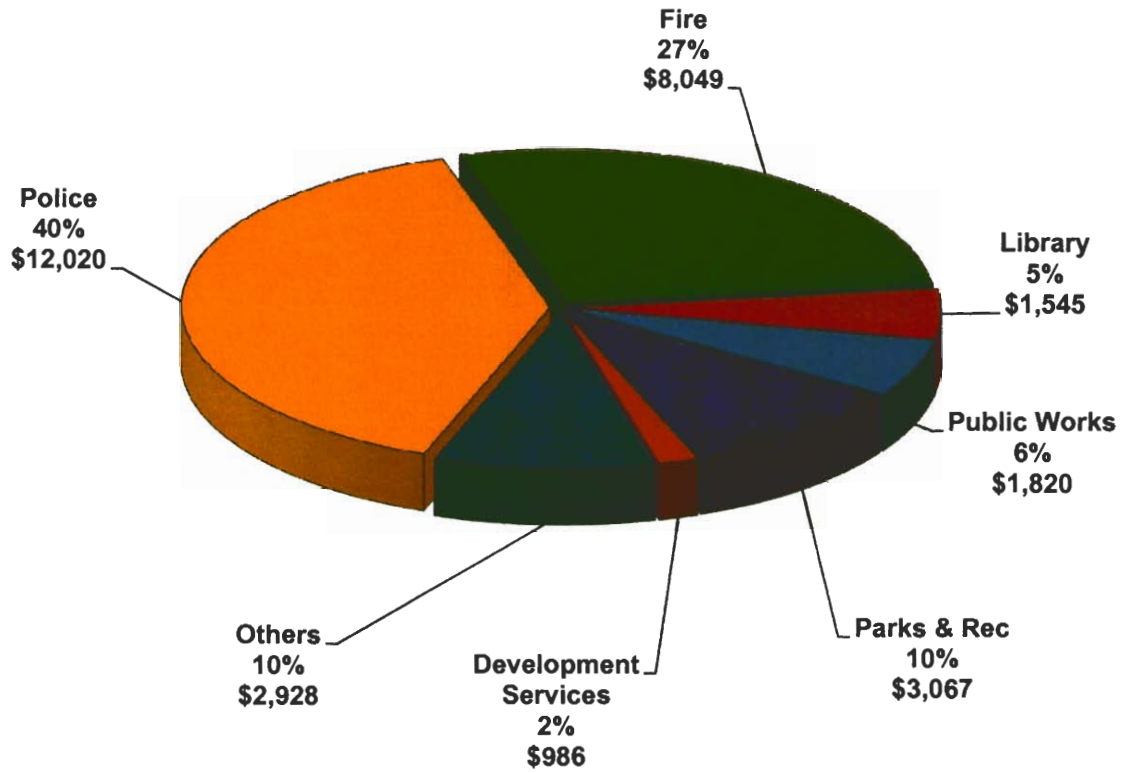
The staffing for 2010-11 is 372.62 Full Time Equivalent (FTE = 2,080 hours/year), down 31.74 FTE from 404.36 FTE of last year. Majority of the decrease consists of twenty three (23) full time positions and 8.74 FTE part-time positions being eliminated, which include: one (1) Planning Manager, one (1) Code Enforcement Officer, one (1) Senior Clerk Typist, one (1) Administrative Secretary, one (1) Fire Safety Specialist, one (1) Human Resources Assistant, one (1) Risk Manager, one (1) Account Clerk, one (1) Animal Control Supervisor, one (1) Communications Dispatcher Trainee, one (1) Police Clerk, two (2) Police Officers, one (1) Police Records/Communications Manager, two (2) Maintenance Worker, one (1) Water Utility Maintenance Worker, one (1) Community Participation Coordinator, one (1) Irrigation Specialist, one (1) Park Maintenance Crew Leader, two (2) Park Maintenance Workers, one (1) Program Coordinator, and various part-time positions.

General Fund Estimated Expenditures

The table below is a summary of the proposed General Fund expenditures. General Fund operation expenditures total \$30.4 million, a 6% decline from the 2009-10 budget. Please refer to the department budget sections for a detailed break-down.

(Amounts in 000s)	Adopted Budget 2009-10	Estimated Actual 2009-10	Proposed Budget 2010-11
Police	\$ 13,173	\$ 13,035	\$ 12,020
Fire	8,039	8,506	8,049
Public Works	2,068	2,227	1,820
Library	1,758	1,563	1,545
Development Services	1,211	1,138	986
Recreation and Parks	3,433	3,284	3,067

GENERAL FUND EXPENDITURE & TRANSFERS 2010 - 2011



	%	FY 10-11 Projected	%	FY 09-10 Budget
Police	40%	\$ 12,020	41%	\$ 13,173
Fire	27%	8,049	25%	8,039
Library	5%	1,545	5%	1,758
Public Works	6%	1,820	6%	2,068
Parks & Rec	10%	3,067	11%	3,433
Development Serv	2%	986	3%	1,211
Others *	10%	2,928	9%	2,761
	<u>100%</u>	<u>\$ 30,415</u>	<u>100%</u>	<u>\$ 32,443</u>

General Administration	1,846	2,178	1,822
Non Department	915	546	1,106
Total	<u>\$ 32,443</u>	<u>\$ 32,477</u>	<u>\$ 30,415</u>

Restricted Funds Estimated Expenditures

The 2010-11 budget expenditures for the restricted funds are \$46.1 million. As previously mentioned, the restricted funds include Special Revenue Funds, Internal Service Funds, Water Fund, and Redevelopment Agency Fund. The funds are kept separately for specific expenditures authorized by laws or City policies.

Major Expenditure Changes

Other than the required adjustments for salaries for two labor bargaining units, SEIU and Mid-Management, and certain contract services, most of the expenditures changes proposed are reductions, especially in the personnel cost category. The following depicts items that show substantial changes.

Non Department (Post Employment) Contractual obligations increases include: separation payoff \$384,000; retiree medical \$262,000; Mass Mutual actuarial payment \$91,000; and unemployment insurance \$650,000.

Non Department (General Liabilities Program) Increases include claims and insurance premiums \$145,000.

Police Department Increase Computer Services Activity R&M Contractual by \$161,000 to pay for the CAD/RMS maintenance contract. Last year the amount was paid from the loan proceeds.

Public Works Reduce contracted services by \$122,000 as a result of the completion of the refuse audit. Increase refuse collection contract by \$60,000 based on anticipated inflationary adjustments. Also transfer Community Transportation Program from the City Manager's budget (Activity 1202) to the Public Works' budget (Activity 4201).

Vehicle Replacement Replacement proposed for 2010-11 have been restricted to those that are necessary to continue City services. The proposed replacement, as recommended by the Auto Shop mechanics, includes: one (1) dump truck, two (2) Chevy tracker SUV, two (2) Chevy Caprice SUV, two (2) hybrid pickup trucks, one (1) skid steer loader, and two (2) T-3 motion personal mobility vehicles. Please refer to the Auto Shop Activity for a description of the replacement.

Water Capital Recommended improvements to the water system include meter exchange, well development, pump station upgrade, water mains, well telemetering system, and Perchlorate contingency plan. Total cost for the proposed improvements is \$1.1 million. Please refer to the Water Capital Projects Activity for a description of the projects.

Street Construction Projects proposed include reconstructions, sidewalks, wheelchair ramps,

alley reconstruction, overhead street name signs, localized pavement repairs, various street resurfacing and slurry seal. Total cost for the proposed street improvement is \$1.9 million.

Community Capital Community capital improvements for 2010-11 include computer network upgrades, webcasting of City Council meetings, City Hall skylights repairs, Fire Stations air duct cleaning, replacement of the Fire apparatus door and phone system, library landscaping design, City informational signs replacement, traffic collision/taser equipment, Fire station#3 electrical work, and auto shop, zoning ordinance updates, and various small capital improvements for Parks, Fire, Police, and Public Works.

Total cost for community capital improvements is \$621,553. Please refer to the Community Capital Improvements Activity for a description of the projects and funding sources.

General Fund Budget Contingency

Contingency is the margin between revenues, expenditures, and fund transfers. The City maintains the contingency for unanticipated expenditures during the year. The chart below summaries the General Fund projected revenues and expenditures.

(Amounts in 000s)	Estimated Actual 2009-10	Proposed Budget 2010-11
Revenues	\$ 29,238	\$ 30,517
Less: Expenditures	32,477	30,415
Revenue Over Expenditures	<u>(\$ 3,239)</u>	<u>\$ 102</u>
Contingency		<u>\$ 102</u>

General Fund Budget Reserve

Prior to 2008-09, the City has built-up a substantial amount of reserve in its General Fund. These rainy days funds will help the City better sustain unexpected budget variances. Fiscal year 2009-2010 is an extremely difficult year for cities from a fiscal perspective. The recession which began in late 2007 has impacted virtually every sector of the economy. The City's sales tax, investment, development related permits and plan check revenues are all impacted by the economic downturn. Other impacts for 2009-10 include a loan of \$1 million property tax revenue being shifted from the City's General Fund and a payment of \$2.6 million from the City's Redevelopment Agency to the State. For fiscal year 2009-10 total General Fund expenditures is projected to exceed revenues by \$3.2 million, including \$1 million property tax loan to the State. This overage does not include the required General Fund transfer of \$1.8 million to the Pension Liability Fund. If it's included, the total deficit would be \$5.0 million.

All revenue estimates are based upon available information at the time they are projected. Projected expenditures are developed with the assumptions built into the budget to maintain the existing level of services. As the sluggish economy developed, the City is required to evaluate the situation and make proper adjustments to address any budget variance.

The Midyear report, which is required to be presented to City Council in January, serves as an early warning signal so immediate measures can be put in place to maintain a balanced budget. Unfortunately, for fiscal year 2009-10, the City did not follow with the Midyear evaluation process. As a result, delays in the adoption of budgetary solutions and actions contribute to this huge deficit problem.

The General Fund unreserved and undesignated balance is projected to be reduced by \$2.0 million when staff finalizes the City's annual financial statements. The General Fund reserves are as follows.

(Amounts in 000s)	Projected 2009-10	Proposed 2010-11
Unreserved and undesignated for Operations	\$ 2,208	\$ 2,310
Designated for Capital Improvement	5,150	5,150
Designated for Catastrophic Events (disasters)	2,000	2,000
Designated for Working Capital (emergency)	3,000	3,000
Designated for Unemployment	340	340
Total	\$ 12,698	\$ 12,800

Starting 2010-11, staff will present three new comparison graphs together with the monthly General Fund analysis report so that the City Council can be well informed of the City's General Fund revenue and expenditures performance. It is the City's primary goal to bring back this conservative fiscal practice to strengthen the General Fund reserves.

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 the improvement needs in a timely manner, the City has secured loans to finance various major improvements.

The table below is a summary of the debt service payments and loan maturity. Funding of the debt service payments include grants, special revenue funds, and water funds.

Department	Activity	Annual Payment	Description	Loan Expiration
Police	Computer Services	\$165,869	CAD/RMS	2021
Library	Administration	383,196	Library Expansion	2018
Water	Water Production	115,281	Reservoirs	2030
	Water Distribution	187,593	Water Main	2021
	Well #1, 3, 10 & Fern	132,035	Treatment Plant	2032
	Well #12 Dual Barrier	37,965	Treatment Plant	2032
	Non-Dept	Non-Dept	1,506,409	Pension Bonds
Econ Dev	Atlantic/Garvey	1,673,307	2002 CRA Bonds	2015
	Merged	773,366	1998 CRA Bonds	2019
	HCD Admin	543,186	Section 108 Loans	2019

Economic Development

Monterey Park encompasses 7.73 square miles with a population of 65,000. The City is located six miles east of Los Angeles at the western gateway to the San Gabriel Valley. Monterey Park is a residential community, with 78% of its land zoned for single and multiple family housing. Major businesses include food and drug, auto sales, banking, restaurants, hospitals and medical offices, and light manufacturing.

The City's economic development activities include redevelopment of commercial and residential properties, business support services, affordable housing, and preserving quality neighborhoods. Redevelopment agency funds, Community Development Block Grant, and Home Fund monies primarily finance the activities and programs. In most cases, public/private partnerships are formed.

The Agency is currently contemplating the merger of Atlantic/Garvey and Merged Areas. The Merged Area still has a majority of blight as well as being the area with the greatest potential for redevelopment. The merger would enhance the overall financial capacity of the Redevelopment Agency by allowing tax increment funding flexibility for developments and associated infrastructure.

The City continues to pursue opportunities to develop affordable housing and also maintains programs for residential maintenance, and rental rehabilitation. Several major commercial developments are currently underway; these projects are as follows.

Atlantic Times Square This is a retail/entertainment/residential center on a seven-acre site at North Atlantic Boulevard and Hellman Avenue. The project features 210 condominiums and 200,000 square feet of commercial space anchored by a 14-screen AMC Theater. The project is under construction and is scheduled to open the commercial portion by the summer of 2010.

Towne Centre Towne Centre is a mixed-use project at the southeast corner of Garvey and Garfield Avenues, in the downtown Monterey Park. This project will include 56 parking spaces for public use to alleviate downtown parking shortage. Relocation is in progress and construction is scheduled to begin in 2011. Completion is expected by early 2013.

Garvey Villas Garvey Villas is a mixed-use project located at the southwest corner of Atlantic Boulevard and Garvey Avenue. The developer has assembled the site and is submitting a new proposal.

Market Place This is a nearly 600,000 square feet retail center located on an Environmental Protection Agency Superfund site. The development of the shopping center will include the remediation of the site. Currently the City is negotiating with the developers and various agencies in development related issues. Construction is anticipated to begin in mid 2011 and completion is anticipated in late 2012.

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. As a result, the City's retirement revenues can only increase as the property value increases.

Previous projections showed, without corrective actions, the City's pension reserve would be depleted in five years and would require subsidy from the General Fund at approximately \$2 million per year. This would have an adverse impact on city services. To close the pension shortfall, over the years the City has taken various actions including: extended funding period to reduce costs (1996, 1997, and 2004); established a Pension Liability Fund to create a pension reserve (2001); issued pension obligation bonds to save interest costs (2004); made annual budget transfers to build up pension reserves (2005 through present).

In 2006, the City formed a community blue ribbon committee to assist the City in addressing the pension-funding shortfall. Last year, the City Council implemented several of the committee's recommendations including: rounding of utility bills, business annual fire safety inspection, public safety impact fee adjustment, inter-fund cost allocation update, and setting-aside 30% of future sales tax from major commercial developments. These items will generate between \$382,000 to \$1.0 million a year (depending on the timing and completion of major commercial developments).

Due to the recession and the financial market crisis, CalPERS has experienced a 25% reduction in its investment values. To keep the program fully funded, it is anticipated the City's contribution rates will be increased between 2% and 5% starting 2011. The rate adjustment will create a major cost impact to all member agencies. CalPERS has implemented a new rate smoothing mechanism to keep the rate adjustment to about 1%.

In Fiscal Year 2009-10, the City Council approved and adopted a resolution authorizing the pass-through of pension tax override collections that are distributed to the Redevelopment Agency as part of Tax Increment revenues to the Pension Retirement Fund. The transferred amounts for a two-year period of 2008-09 and 2009-10 were a total of \$1.6 million. The projected amount for 2010-11 is \$900,000.

It will be prudent for the City to continue to explore the remaining recommendations made by the committee to permanently resolve the pension funding issue.

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. The City's water quality exceeds the current Federal and State standards and maintaining this high water quality is a priority of the water operation.

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, loans from the City's Water Operation Fund, and loans from external sources. The ongoing water treatment cost is estimated to be \$67 million for the next 30 years.

The City has established a treatment surcharge to pay for the treatment operations. Based on the 2009 annual water treatment surcharge report, which was reviewed by the City Council last November, 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, thus freeing up the water operation funds for capital improvements, primarily water main replacement and reservoir rehabilitation.

The City will continue working with other water agencies and legal professionals to seek funding to fund the cost for water treatment.

National Pollutant Discharge Elimination System (NPDES) Funding

The Federal Clean Water Act mandates government agencies to establish a program that eliminates pollutants from entering rivers and oceans. Monterey Park started its program in 1996 by carrying out a study, which included surveying businesses for possible sources of pollutants, cataloging and inventorying storm drains, and conducting public education.

Monterey Park, like other Los Angeles County cities and the County, is required to establish programs to meet the conditions and requirements of the permit. These programs include inspections of restaurants and commercial establishments for discharges, field testing of the storm drain system to identify connections, development and implementation of storm water management plans for new construction, and the installation of physical controls in catch basins to comply with total maximum daily limits for specified pollutants.

The City is working with a coalition of 43 local cities to change the NPDES regulations to more realistic and cost-effective measures for storm drain water cleanup. Should the cities fail to change these regulations, storm water regulations could very well become a multi-million dollar program that will burden both residents and businesses in the next 5 to 8 years.

GASB 45

In June 2004, the Governmental Accounting Standard Board (GASB) issued Statement 45, which requires all governments providing post-employment benefits (i.e. retiree medical insurance) to report their accrued liabilities. The objective of GASB 45 is also to make governments that provide post employment insurance benefits aware of the existence of accumulated liabilities. While the future liabilities are to be funded with future financial resources, it should become part of the financial planning consideration.

The City has completed an actuarial study to calculate the estimated liabilities for providing the retiree medical insurance. The calculation takes into account the projected increase in the health insurance premiums and the number of retirees. Most government agencies, including Monterey Park, have 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.

GASB 45 requires the actuarial study be updated every two years so governments can monitor the level of the accrued liabilities for retiree medical cost.

Maintenance 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. The City cannot increase the assessment without the approval by the majority of the property owners.

Internal Service Funds

The City maintains five internal service funds to finance the operating costs and outstanding liabilities for workers' compensation (claims from work related injuries), auto shop (vehicle operating and replacement), technology (computer and telephone systems replacement), separation benefits (payoff of accumulated leaves upon employment separation), and general liability (claims and lawsuits filed).

Internal service funds are maintained through charges to departments. Each year these charges are reviewed to ensure the adequacy of funding to meet the ongoing operating needs as well as long-term liabilities. As for 2010-11, the City is required to reduce the needed contributions for workers' compensation and separation benefits due to the General Fund budget balancing acts.

Infrastructure and Capital Improvements

Continued investment in the City's capital improvements is the key to a long-term economic success and better quality of life for our community. The City has made progress in updating its infrastructure through financing, maintenance fees, and grants. Examples include catch basin structural controls, transit facility at ELAC, and water treatment plants facilities. With the Proposition 1B funds, the City begins to resurface several city streets. Technology development is also a priority of the City. Recent projects include a PC based finance system, citywide network upgrade, and the Police Department's computer aided dispatch and record management system.

The City will continue seeking grants and financial assistances (for example Federal appropriations, Federal and State economic stimulus funding, and economic relief grants) to fund the City's capital improvements including water and sewer system, energy efficiency programs, and public safety equipment. The City will also explore financing options as well as self-funded projects that support the debt service payments with cost savings.

In Closing

Monterey Park, like every other government, is seriously impacted by the current recession.

This budget is probably unprecedented for the City in terms of the deep cuts in departmental operating budgets and particularly with respect to employee layoffs. The residual operating impacts will be ongoing and, regrettably, we may not yet see the end of the economic downturn. Obviously, this is a conservative budget that may have some adverse service impacts as we proceed through the year. Both Police and Fire negotiations remain on the table which lends some uncertainty as to the predictability of this budget at year end. However with the proposed new monthly financial reporting system in place we believe the City can act quickly to execute course corrections if required. Balance budgets will continue to be difficult over the next two years and the City is fortunate to have a relatively healthy reserve situation to fall back on if needed.

As always, the goal of this budget plan is to continue providing core City services commensurate with funding availability. The effort involved in getting to this point of the budget process has been extensive, time consuming and frustrating for both City Council and Staff. I want to particularly thank the Department heads for their cooperation and extra effort and to recognize Annie Yaung, Financial Services Manager, and her Management Services staff who did a yeoman's service in completing this difficult task within limited time constraints and under considerable pressure from me and others to complete this 2010-11 work plan and budget.

Respectfully,



Donald F. McIntyre
Interim City Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Monterey Park
California**

For the Fiscal Year Beginning

July 1, 2009

A handwritten signature in black ink, appearing to be 'H.R.' followed by a flourish.

President

A handwritten signature in black ink, appearing to be 'Jeffrey R. Erwin'.

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, 2009**. 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
For

Excellence in Operating Budgeting

Fiscal Year 2009-2010

The California Society of Municipal Finance Officers (CSMFO) proudly presents this certificate to

City of Monterey Park

For meeting the criteria established to achieve the EXCELLENCE AWARD in the OPERATING BUDGET CATEGORY.

February 18, 2010



Thomas Fil

Thomas Fil
CSMFO President

Pamela Arends-King

Pamela Arends-King, Chair
Budgeting & Financial Reporting

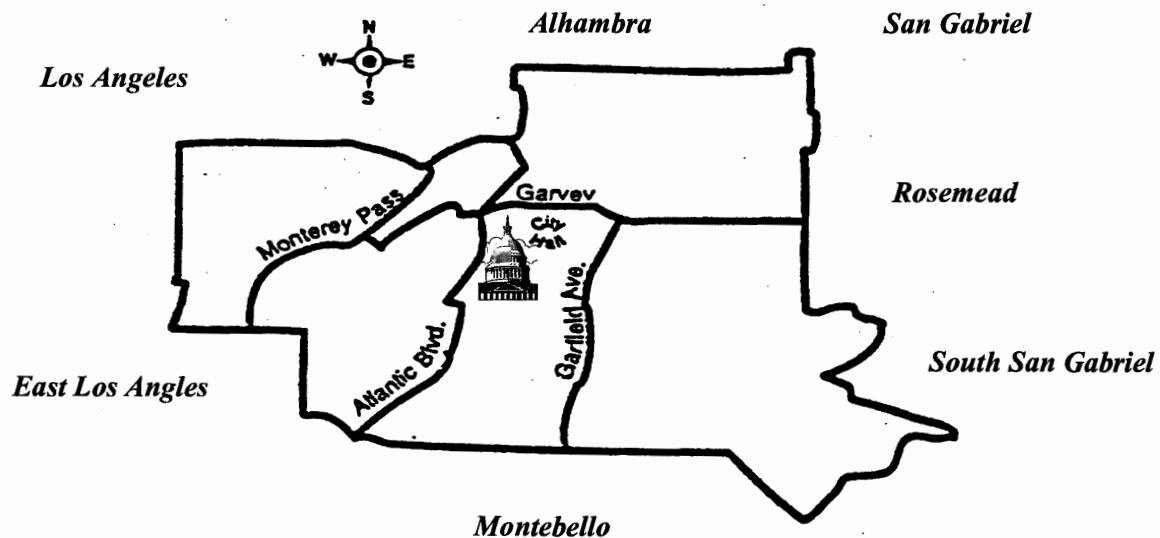
ABOUT THE CITY OF MONTEREY PARK

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 65,000. 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. Redevelopment agency funds, 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 currently underway are: Atlantic Times Square, Market Place, Towne Centre, Garvey Villa, 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.

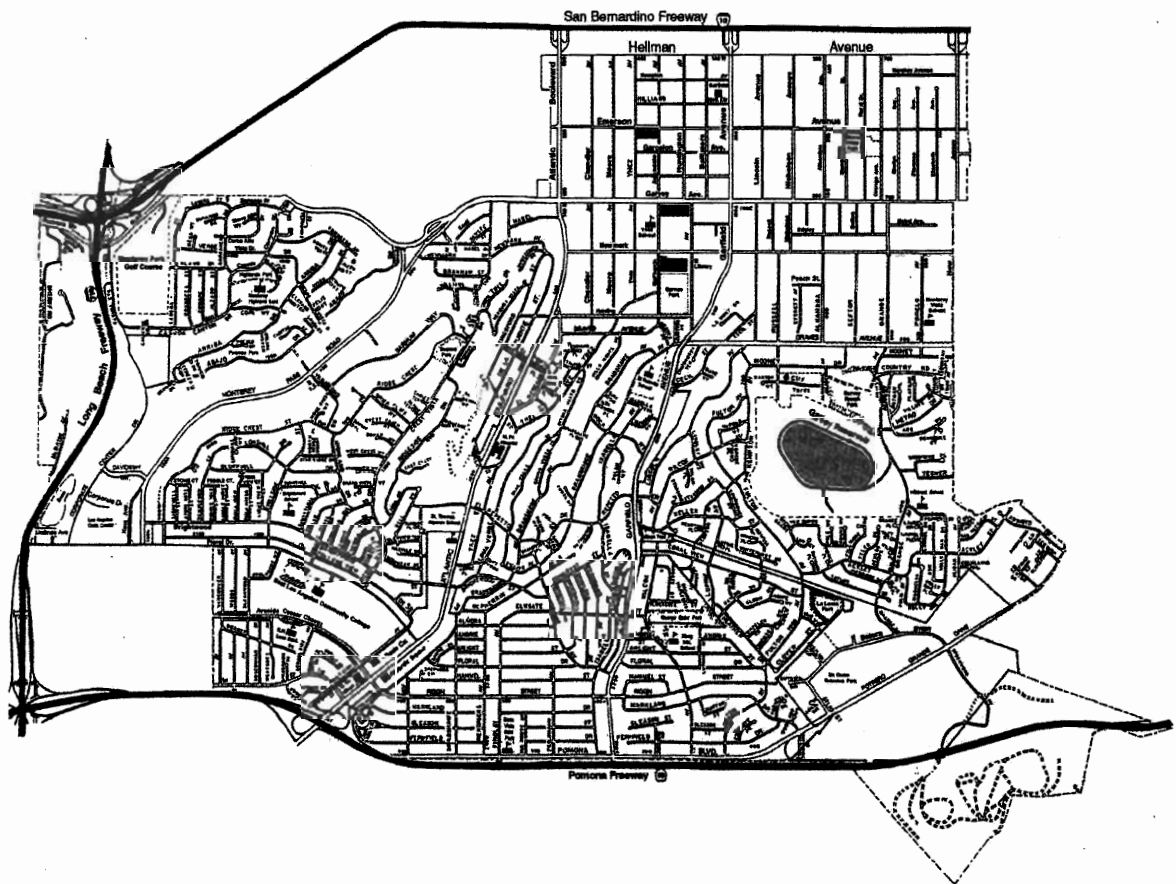
Artisans Faire - Every year in November, the City's Art and Culture Commission holds this special Arts and Crafts event allowing master crafters to display and sell their handicrafts in a serene and tranquil park setting.

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.

Kidsday – Each August kids have fun playing games, watching a puppet show, making craft items, while parents get information on scouting sports, music, child care, and other services the Community offers for kids.

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.

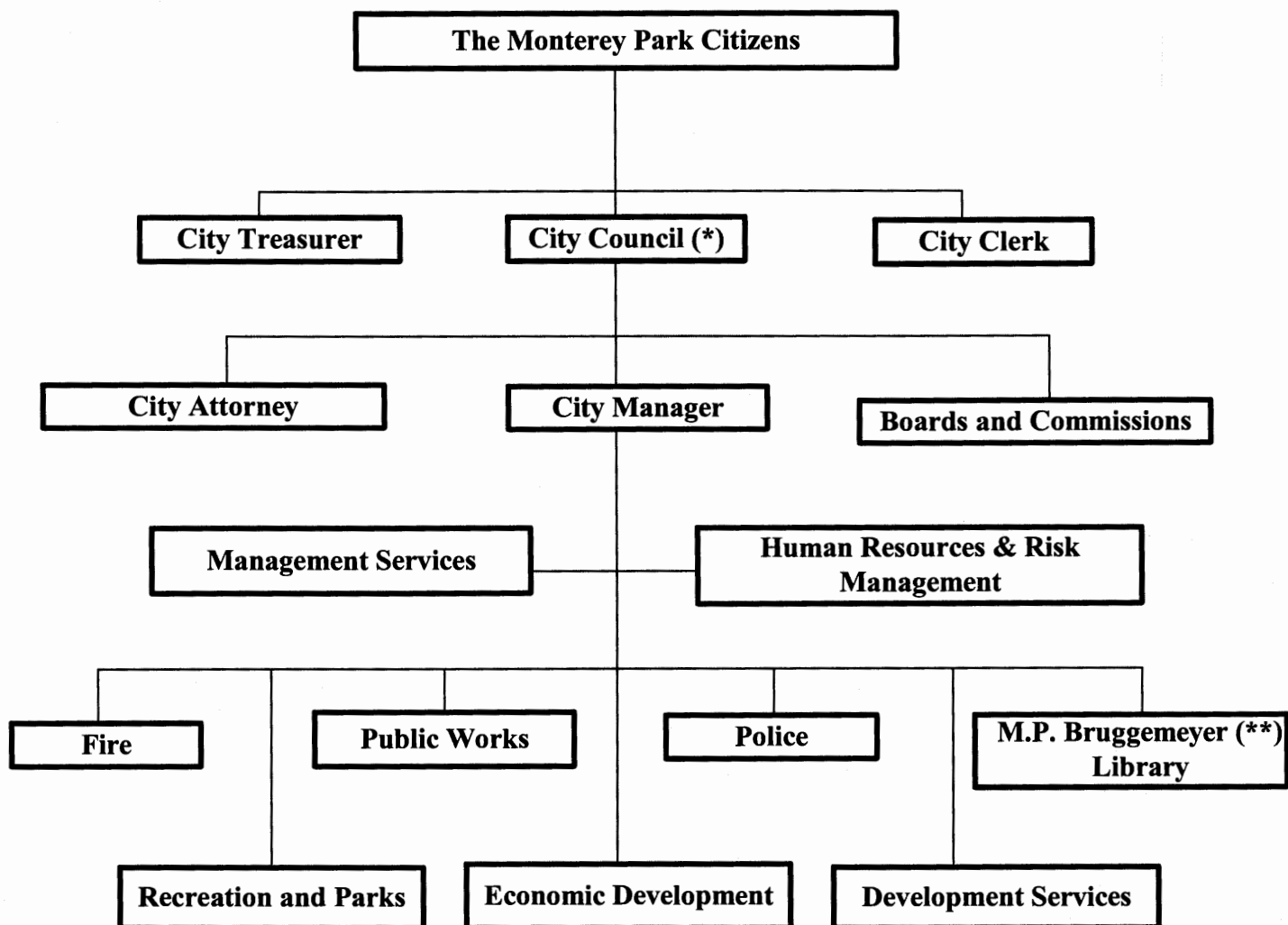
City Map



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:	62
Police Protection:	
Number of Stations:	1
Number of Sworn Police Officers and Non-Sworn Personnel:	123.36
Municipal Water Department:	
Number of Water Meters:	13,156
Average Daily Consumption:	8,500,000
Miles of Water Distribution Lines:	134
Number of Fire Hydrants:	1,054
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	12.43
Building Permits Issued:	376
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.64 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	178,685
Number of Library Cardholders:	65,564
Number of Employees:	
Elected Officials:	7
Full-Time:	326
Part-Time:	39.62
Population:	65,027

City of Monterey Park Organization Chart



(*) The City is a council-manager government, whose five council members are elected at large 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.

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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	Fund Balance 7/1/2010	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 6/30/2011
CITY FUNDS:						
GENERAL FUND - Operating ⁽²⁾	2,208,000	30,517,019		30,414,903		2,310,116
GENERAL FUND - Other Reserves ⁽³⁾	10,490,000					10,490,000
SPECIAL REVENUE FUNDS						
Retirement/Pension Liability	4,235,089	4,191,500	895,000 ⁽¹⁾	6,272,830		3,048,759
Gas Taxes	129,963	1,039,789		1,157,642		12,110
Refuse	2,387,734	5,940,000		5,891,174		2,436,560
Sewer	99,059	309,000		200,048		208,011
Park Facilities	(469,418)	300,000		0		(169,418)
Proposition A	800,840	997,000		1,004,601		793,239
Measure R	320,000	380,000		230,000		470,000
Proposition C	805,137	788,000		911,482		681,655
Asset Forfeiture	660,077	341,500		424,220		577,357
Business Impr Dx #1	144,559	58,200		72,313		130,446
Air Quality	184,429	81,200		143,500		122,129
Maint. District 1972 Act	22,980	965,000		942,025		45,955
Public Safety Impact	7,615	635,000		211,841		430,774
Public Safety Augmentation	0	540,000		540,000		0
Library Tax	131,000	491,000		472,317		149,683
CERCLA Liability	812,086	157,000		120,000		849,086
GRANT FUNDS :						
Library	0	88,906		88,906		0
HUD	0	2,051,126		2,051,126		0
Parks & Recreation	0	60,000		60,000		0
Fire	0	40,000		40,000		0
Police	35,962	167,337		203,299		0
Engineering/Transportation	730,226	666,903		1,397,129		0
Gen Plan Review Trust	0	105,000		105,000		0
Passport Trust Fund	0	22,145		22,145		0
Specialty Maint Trust Account	0	75,000		75,000		0
ENTERPRISE FUND						
Water Operation	9,403,373	7,610,000		7,752,094		9,261,279
Water Treatment	2,135,105	4,010,000		2,760,650		3,384,455

Combined Changes in Fund Balance

Fund Description	Fund Balance 7/1/2010	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 6/30/2011
INTERNAL SERVICE FUNDS ⁽⁴⁾						
Auto Shop	1,250,504	1,899,417		1,638,092		1,511,829
Separation Benefits	2,456,926	1,390,141		1,362,000		2,485,067
Workers' Compensation	813,603	1,062,093		1,427,281		448,415
General Liability	2,095,883	790,000		789,581		2,096,302
Technology/Data Processing	855,740	141,727		100,000		897,467
TOTAL CITY FUNDS	42,746,472	67,911,003	895,000	68,881,199	0	42,671,276
COMMUNITY REDEVELOPMENT AGENCY (CRA):						
Atlantic/Garvey	15,735,275	4,269,000		3,575,552		16,428,723
Merged Project	9,699,302	4,478,000		2,311,616		11,865,686
Housing Set-Aside	7,192,849	2,170,000		878,340		8,484,509
TOTAL CRA	32,627,426	10,917,000	0	6,765,508	0	36,778,918
TOTAL CITY AND CRA	75,373,898	78,828,003	895,000	75,646,707	0	79,450,194

Note:

- (1) Transfer from RDA for Pension Override.
- (2) Unreserved, Undesignated.
- (3) Designated for Capital Improvements, Unemployments, Catastrophes, and Emergencies, etc.
- (4) The beginning fund balances for Internal Services Funds represent cash flow balance.

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2008-2009	Budgeted 2009-2010	Actual 2009-2010	Estimated 2010-2011
Property Taxes:					
Current Secured	0010- 01010	6,190,504	6,578,000	5,450,000 ⁽²⁾	6,445,000
VLF Compensation	01010	4,883,201	5,029,000	4,950,700	4,950,000
Current Unsecured	01020	246,371	280,000	266,000	270,000
Homeowner Exemption	01030	59,825	60,000	60,000	60,000
Prior Year Secured	01110	463,582	380,000	380,000	388,000
Prior Year Unsecured	01120	12,840	15,000	15,000	16,000
Interest & Penalties	01200	94,073	50,000	80,000	90,000
Total Property Taxes		11,950,396	12,392,000	11,201,700	12,219,000
Other Taxes:					
Admission Tax	01400	7,986	7,500	7,500	7,500
Sales Tax	01500	2,881,983	3,437,000	2,790,000	2,937,000
Sales Tax Compensation	01500	1,140,875	1,140,000	674,211	922,800
Transient Tax	01550	785,331	928,000	650,000	750,000
Franchise Tax	01600	1,087,602	1,120,000	1,120,000	1,120,000
Transfer Tax	01800	115,307	140,000	97,000	100,000
Utility Users Tax	01900	3,516,748	3,565,000	3,600,000	3,600,000
Vehicle In-lieu Tax	04410	185,693	210,000	210,000	180,000
Total Other Taxes		9,721,526	10,547,500	9,148,711	9,617,300
Licenses & Permits:					
Licenses:					
Business Licenses	02010	963,068	1,060,000	892,000	900,000
Business Lic Processing Fees	02020	139,853	146,000	14,715	
Tobacco Retailer Lic Fees	02025				1,600
Dog Licenses Regular	02410/02430	13,263	10,500	14,000	14,000
Dog Licenses Altered	2420/02450/02460	16,387	14,000	17,000	17,000
Total Licenses		1,132,571	1,230,500	937,715	932,600
Construction Permits:					
Building Permits	02500	1,226,263	1,145,000	1,040,000	702,000
Electrical Permits	02600	207,048	182,000	153,000	123,000
Plumbing Permits	02700	110,770	122,000	123,000	72,000
Mechanical Permits	02900	105,453	108,000	86,000	65,000
Total Construction Permits		1,649,534	1,557,000	1,402,000	962,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual		Estimated	
		2008-2009	Budgeted 2009-2010	Actual 2009-2010	Estimated 2010-2011
Other Permits:					
Firework Permits	03540	2,432	3,000	2,700	2,700
Yard Sale Permits	03550	2,568	2,000	2,600	2,600
Misc Permits	03590	5,531	4,000	7,800	8,000
Parking Permits	03650	2,035	1,100	1,100	1,100
Banner Permits	06290	266	750	270	270
Newsrack Permits	06710	3,086	3,200	3,200	3,200
Total Other Permits		15,918	14,050	17,670	17,870
Total Licenses & Permits		2,798,023	2,801,550	2,357,385	1,912,470
Fines:					
Traffic Fines	03580	388,178	420,000	250,000	250,000
Court Fines	03600	31,238	45,000	33,000	33,000
Parking Fines	03630	750,246	850,000	650,000	650,000
Total Court and Traffic Fines		1,169,662	1,315,000	933,000	933,000
Use of Money & Property:					
Interest Income	03700	829,915	975,000	240,000	350,000
Golf Course Rental	03800	64,249	76,000	60,000	64,000
MetroPCS (3500 Ramona)	03870	32,939	33,736	33,736	34,750
T-Mobile Rental (Fire Station 3)	03880	24,000	24,000	25,250	27,300
Cingular Rental (Fire Station 3)	03890	24,000	25,250	25,250	27,300
Charter Commu. Rental (Bradshawe PL)	03920	32,384	33,190	33,190	34,187
T-Mobile Rental (Sierra Vista)	03930	32,723	33,700	33,700	34,778
Nextel Rental (Ramona Blvd.)	03940	33,262	34,187	34,187	36,269
Teletrac Rental (Sombrero Site)	03950	24,821		1,551	
Acosta Grower (Delta & Fox Sites)	03960	12,708	13,343	13,343	14,010
Martinez Nursery (La Loma Site)	03961	2,605	2,735	2,735	2,870
Specialty Restaurants	03970	167,124	170,000	170,000	170,000
Sublease Rent - Pactel	03980	9,027	9,298	9,298	9,577
Sublease Rent - Cox Communication	03990	6,848	7,050	7,050	7,260
Total Use of Money & Property		1,296,604	1,437,489	689,290	812,301
Charges for Services:					
Police Services:					
Witness Fees	03610	3,750	3,500	3,500	3,500
Prisoner Housing	03640	411,646	450,000	250,000	250,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2008-2009	Budgeted 2009-2010	Actual 2009-2010	Estimated 2010-2011
Vehicle Release	03670	100,095	115,000	80,000	80,000
DUI Recovery	03680	93,560	85,000	60,000	75,000
Fingerprint	06390/03710	27,888	30,000	25,000	25,000
Correction Notices	03720	4,745	3,000	4,500	4,500
Prisoner Booking Fees	03730/03760	385	2,000	400	0
Police Report	05990	3,280	2,600	2,600	2,600
Burglar Alarm	06400	27,217	50,000	37,000	40,000
Total Police Services		672,566	741,100	463,000	480,600
Fire Services:					
Fire Report Copy	06050	283	500	500	300
Fire Inspection	06320	85,154	103,000	103,000	100,000
Fire Plan Checks & Permits	06330/06340	191,461	152,000	115,000	130,000
Fire Response/Admin Citation	06350/06240	5,165	7,000	15,000	15,000
Business Fire Safety Inspection	06370	50,526	103,000	75,000	50,000
Ind Waste Permit/Inspection	06850	87,551	89,000	108,000	92,000
Citizen CPR/AED Training Program	06851	30	3,000	1,500	1,500
Medical Subscription	07950	111,600	115,000	100,000	110,000
Ambulance Transport	07960	879,495	852,000	900,000	870,000
Fire Emergency Response	07970		125,000	6,000	25,000
Total Fire Services		1,411,266	1,549,500	1,424,000	1,393,800
Development Services:					
Plan Check	06100	554,405	635,000	582,000	635,000
Comm Prop Insp	06120	28,897	50,000	30,000	30,000
Res Prop Insp	06150	41,471	40,000	40,000	43,000
Home Occup Insp	06160	13,376	15,000	15,000	18,000
Zoning	06200	47,619	40,000	40,000	45,000
Admin Citation - Code Compliance	06220/06130	41,202	55,000	40,000	50,000
Design Review	06250	7,541	8,000	5,000	6,000
Special Inspection	06450	10,060	9,000	9,000	11,000
Total Development Services Fees		744,569	852,000	761,000	838,000
Public Works Fees:					
Comm. Franchise in lieu fee	01610	118,082	131,000	120,000	122,000
Street Excavation	02910	6,929	7,000	7,000	7,000
Sewer Permits	02920	2	122	108	122
Driveway/Sidewalk	02930	2,262	3,500	2,500	2,500
Transportation Permits	03520	1,568	3,000	1,600	2,000
Sale of Maps	06000	402	500	200	300

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual	Budgeted	Estimated	Estimated
		2008-2009	2009-2010	Actual 2009-2010	2010-2011
Sale of Plans	06010	1,970	2,000	500	1,000
Address Change	06140	608	2,550	1,276	1,276
Admin Citation - Public Works	06230	4,163	6,000	3,000	4,000
Engr Inspection	06210/06300	72,475	50,000	18,500	20,000
Engr Plan Check	06700	35,411	125,000	42,000	50,000
Slope Drain Reinspec/Citation	06720		3,000		
Soil Review	06910	11,157	7,000	8,000	8,000
Total Public Works Fees		255,029	340,672	204,684	218,198
Library Fees:					
Calif Library Serv	05300	14,115	6,000	2,000	3,000
Library Fines	07410	31,354	29,700	30,000	30,000
Audio Visual	07420	13,346	16,000	13,000	13,000
Lost Books	07430	3,515	3,000	2,500	3,000
Misc Library Revenue	07460	133	250	250	250
Card Replacement	07480	3,458	4,500	3,000	3,000
Damaged Items	07490	935	1,200	1,000	1,000
Coin Equipment	07500	291	150	150	150
Total Library Fees		67,147	60,800	51,900	53,400
Recreation Fees:					
Rec. Facilities	04020	60,890	68,000	62,000	62,000
Rec Registration	06090	18,140	20,000	20,000	20,000
Barnes Pool Admission	07610	13,944	15,100	15,100	15,100
Elder Pool Admission	07620	8,357	8,000	8,000	8,000
Swim Lessons	07630	58,067	55,000	30,000	55,000
Barnes & Elder Pool Rental	07640	33,804	45,000	53,000	53,000
Adopt-A-Park	08020	6,000	6,000	6,000	6,000
Other Rec. Revenue	07900/08030	8,162	8,300	8,300	8,300
Service Clubhouse	0159- 04020	15,951	13,000	10,000	12,000
Rec Registration	0159- 06090	33,688	28,000	28,000	28,000
Summer Programs	0159- 07010	64,895	66,000	70,000	70,000
Fall Programs	0159- 07020	40,135	41,000	57,000	57,000
Winter Programs	0159- 07030	47,147	40,000	47,000	47,000
Spring Programs	0159- 07040	50,511	46,000	50,000	50,000
Picnic Reservation	0159- 07050	32,618	44,000	33,000	33,000
Aquatics	0159- 07090	43,042	50,000	43,000	43,000
Adult Leagues	0159- 07100	29,877	40,000	30,000	30,000
Child Care	0159- 07150	175,654	185,000	180,000	180,000
Total Recreation Fees		740,881	778,400	750,400	777,400

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual		Estimated	
		2008-2009	Budgeted 2009-2010	Actual 2009-2010	Estimated 2010-2011
Administrative Charges:					
From City Funds	06020	619,900	619,900	619,900	619,900
Total Administrative Charges		619,900	619,900	619,900	619,900
Other Services:					
City Clerk Research	06040	429	600	650	600
Returned Check Fee	08150	5,563	3,500	3,700	3,700
Total Other Services		5,993	4,100	4,350	4,300
Total Charges for Services		4,517,352	4,946,472	4,279,234	4,385,598
Other Revenue:					
CRA Pass-Through	08100		620,000	508,092	150,300
Surplus Property Sale	04000	3,837	20,000	5,000	10,000
Refunds/Rebates	08100	196,968	180,000	450,000	180,000
Misc Revenue	07530/9203/9210	14,674	35,000	15,000	15,000
Utility Billing Round Up	08200	657	400	650	650
Street Maintenance - Water	0092- 81580	265,000	268,000	268,000	281,400
Total Other Revenue		481,135	1,123,400	1,246,742	637,350
Total General Fund		31,934,697	34,563,411	29,856,062	30,517,019
Retirement Fund - 0012					
Property Taxes:					
Current Secured	01010	3,819,162	3,974,000	3,800,000	3,900,000
Current Unsecured	01020	66,178	65,000	65,000	65,000
Homeowner Exemption	01030	58,853	59,000	59,000	59,000
Prior Year Secured	01110	119,997	130,000	120,000	130,000
Prior Year Unsecured	01120	2,718	2,000	2,000	2,500
Interest & Penalties	01200/03750	22,463	38,000	30,000	35,000
Total Retirement Fund		4,089,370	4,268,000	4,076,000	4,191,500

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2008-2009	Budgeted 2009-2010	Estimated Actual 2009-2010	Estimated 2010-2011
State Gas Tax Funds					
Gas Tax:					
Section 2105	0022- 04540	346,891	393,000	344,510	343,000
Section 2106	0022- 04500	205,752	232,000	205,396	204,500
Section 2107	0022- 04510	461,692	536,000	458,948	456,800
Section 2107.5	0022- 04520	7,500	7,500	7,500	7,500
Interest Income	0022- 03700	328	2,300	150	200
SB 821 Bikeway	0023- 05400	39,426	37,212	27,789	27,789
Total Gas Tax Fund		1,061,589	1,208,012	1,044,293	1,039,789
Sewer Fund - 0042					
Sewer Reconstruction Fee	01000	3,609	2,000	2,000	2,000
Sewer Revenue	05200	290,965	316,000	300,000	307,000
Total Sewer Fund		294,574	318,000	302,000	309,000
Refuse Fund - 0043					
Refuse Charges	05300/05350	5,614,422	5,767,000	5,560,000	5,610,000
Waste Mgmt Surcharge	05360	334,757	310,000	320,000	330,000
Total Refuse Fund		5,949,179	6,077,000	5,880,000	5,940,000
Park Facility Fund - 0070					
Park Facilities Fees	09000	313,266	138,000	67,000	300,000
Proposition A Fund - 0109					
Proposition A Local Return	05400	930,478	1,048,190	750,000	800,000
Proposition A Incentive Program	05430	116,895	117,000	101,000	102,000
Fares	07680	77,153	60,000	77,000	77,000
Interest Income	03700	28,985	32,000	15,000	18,000
Total Proposition A Fund		1,153,511	1,257,190	943,000	997,000
Measure R Fund - 0110					
Measure R	05400		320,000	320,000	380,000
		0	320,000	320,000	380,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2008-2009	Budgeted 2009-2010	Estimated Actual 2009-2010	Estimated 2010-2011
Proposition C Fund - 0166					
Proposition C	05400	775,612	855,417	650,000	770,000
Interest Income	03700	26,702	30,000	15,000	18,000
Total Proposition C		802,313	885,417	665,000	788,000
Asset Forfeiture Fund - 0160					
Asset Forfeiture-Justice	03690	241,580	70,000	70,000	30,000
Interest Income	03700	32,643	29,000	8,000	7,500
Asset Forfeiture-Treasury	03770	273,413	200,000	350,000	300,000
Asset Forfeiture-State	03780	2,664	5,000	4,000	4,000
Sale of Surplus Property	04000	1,345			
Total Asset Forfeiture Fund		551,644	304,000	432,000	341,500
Business Improvement Fund - 0077					
Business Improvement Fees	02110	59,696	59,000	57,000	57,000
Interest Income	03700	4,188	2,100	1,000	1,200
Total Business Improvement		63,883	61,100	58,000	58,200
Air Quality Improvement Fund - 0165					
Air Quality Allocation	05400	73,722	80,000	80,000	80,000
Interest Income	03700	2,182	3,500	1,000	1,200
Total Air Quality Improvement		75,904	83,500	81,000	81,200
Maint. District -1972 Act - 0176					
Special Assessment	01060	960,905	965,000	965,000	965,000
Library Tax Fund - 0131					
Library Tax	01060	489,933	502,700	490,000	490,000
Interest Income	03700	3,019	4,000	895	1,000
Total Library Tax Fund		492,952	506,700	490,895	491,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2008-2009	Budgeted 2009-2010	Estimated Actual 2009-2010	Estimated 2010-2011
Public Safety Augmentation Fund - 0182					
Sales Tax Public Safety Augmentation	01510	523,167	600,000	530,000	540,000
Public Safety Impact Fund - 0071					
Public Safety Impact Fee	03570/08100	1,257,407	415,000	(139,000)	635,000
Sales of Property	04000			595,118	
Interest Income-Fiscal Agent	03750	5,677			
Total Public Safety Impact Fee		1,263,084	415,000	456,118	635,000
CERCLA Liability Fund - 0203					
CERCLA Fees	06950	128,386	131,800	131,800	133,000
Interest Income	03700	14,874	19,000	16,000	24,000
Total CERCLA Liability		143,260	150,800	147,800	157,000
Grants Fund					
Library Grants:					
Cal Foundation - PLF	0115- 05400	21,939	21,780	21,896	15,552
Literacy and Civics Ed. Grant	0142- 05400	7,500	26,154	26,154	6,094
Cal Literacy Grant	0163- 05400	35,498	37,698	37,698	42,260
Library Automation Trust Grant	0422- 05400				25,000
Total Library Grants		64,937	85,632	85,748	88,906
HUD Grants:					
CDBG	0169- 05400	1,100,066	1,185,476	1,185,476	1,081,981
CDBG - R	0395- 05400		260,981	260,981	
HOME Fund	0152- 05400/ 08100/07530	656,235	993,189	993,189	969,145
Rehab Loan Repayment	0152- 05460	248,020			
EDI Grant/Interest Income	0211- 03700	10,902			
Total HUD Grants		2,015,222	2,439,646	2,439,646	2,051,126
Parks and Recreation Grants:					
Fed Summer Lunch	0171- 05400	132,621			
Park Discretionary (Maint.)	0178- 05400	60,000	60,000	60,000	60,000
Highland -Per Capital 2002 Grant	0231- 05400	131,746	123,270	123,270	
Roberti-Zberg 2002 Grant	0250- 05400	29,389			
LA 84 Swim Program Grant	0251- 05400	2,693			

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2008-2009	Budgeted 2009-2010	Estimated Actual 2009-2010	Estimated 2010-2011
Video Serv Franchise Trust	0355- 05400		35,000	35,000	
SGVMWD Water Conservation	0357- 05400		50,000	50,000	
Youth Employment Service Program	0410- 05400	1,367			
Total Parks & Rec Grants		357,816	268,270	268,270	60,000
Police Grants:					
STC Grant	0132- 05400	5,885	5,885	5,885	5,885
POST Grant	0136- 04500	37,172	35,000	35,000	35,000
Interest Income	0192- 03700	2,457			
State - COPS	0192- 05400	100,000	100,000	100,000	103,242
Bullet Proof Vest Grant	0229- 05400	5,505	7,949	7,949	6,000
OTS Sobriety Checkpoint Grant	0243- 05400	38,725	48,562	48,562	
OTS Click It or Ticket Mini-Grant	0305- 05400		22,680	22,680	
Urban Area Security Initiative-2007	0249- 05400	4,285			
Homeland Security Grant-2007	0252- 05400	24,911			
Homeland Security Grant-2008	0253- 05400		22,628	22,628	
OTS Traffic Edu/Enforcement Grant	0300- 05400	11,253			
Gang Resistance Ed & Training Grant	0320- 05400	56,157			
Recovery Act JAG Grant	0402- 05400		72,776	72,776	
Justice Assistance Grant - 2009	0217- 05400		18,489	18,489	17,210
Total Police Grants		286,351	333,969	333,969	167,337
Engineering Grants:					
State Transportation AB2928	0026- 05400	546,077	616,286	581,786	643,449
Prop 1B Street Improvement Fund	0028- 05400		958,998		
ARRA 2009 Street Improvement Fund	0029- 05400		1,889,000	1,889,000	
FEMA Disaster Grant	0154- 05400	503,492		15,670	
Used Oil Recycling Grant	0184- 05400	790	16,347	7,000	8,757
Tire Amnesty Events & ED Grant	0208- 05400	8,550	6,700	6,700	6,700
Beverage Container Recycling	0214- 05400	16,923	16,731	16,731	7,997
DOE EEC Block Grant	0420- 05400		584,600	584,600	
Total Engineering Grants		1,075,832	4,088,662	3,101,487	666,903
Transportation Grants:					
Air Quality Investment Program	0233- 07680	6,393			
SAFETEA-LU Grant	0342- 05400		433,382	433,382	
MTA Grant (Montebello)	0345- 05400	100,000			
MTA CNG Bus Replacement Grant	0354- 05400		780,000	780,000	
LACMTA Funds	0356- 05400		730,226	730,226	
Total Transportation Grants		106,393	1,943,608	1,943,608	0
Fire Grants:					
Urban Area Security Initiative-2006	0248- 05400	140,725			

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2008-2009	Budgeted 2009-2010	Estimated Actual 2009-2010	Estimated 2010-2011
Urban Area Security Initiative-2009	0256- 05400		34,771	34,771	
ELAC Instructional Serv Program	0349- 05400	47,836	40,000	40,000	40,000
Fed Cops Technology (2009)	0401- 05400		50,000	50,000	
Total Fire Grants		188,561	124,771	124,771	40,000
Other Special Grants (Trust Funds):					
Maintenance Grant (0075)	0344- 05400	74,244	75,000	75,000	75,000
Gen Plan Review Trust	0352- 05400		87,000	87,000	105,000
Passport Trust Grant (0075)	0415- 05400		24,291	24,291	22,145
Friends of Seniors Trust Grant (0075)	0416- 05400		38,000	38,000	
Total Other Special Grants		74,244	224,291	224,291	202,145
Total Grant Funds		4,169,354	9,508,849	8,521,790	3,276,417
Water Fund					
Water Operation Fund:					
Water Sales	0092- 07510	7,484,581	8,250,000	6,912,000	7,300,000
Connection Fee	0092- 07550	129,089	200,000	95,000	100,000
Meter Installation	0092- 07520	137,158	170,000	137,000	150,000
Other Revenue	0092- 07530/ 07540	57,682	48,000	850,000	60,000
Total Water Operation Fund		7,808,509	8,668,000	7,994,000	7,610,000
Water Treatment Fund:					
Water Treatment Surcharge	0093- 07590	2,877,129	3,100,000	2,800,000	2,900,000
SGWQA Grant	0093- 07560	244,968	1,120,000	1,120,000	
Potential Responsible Parties Reimb.	0093- 07570	347,628	120,000		
EPA Settlement	0093- 07575		500,000	500,000	1,100,000
Other - Insurance Reimb.	0093- 07530	132,661	50,000	10,000	10,000
Total Water Treatment Fund		3,602,386	4,890,000	4,430,000	4,010,000
Total Water Fund		11,410,896	13,558,000	12,424,000	11,620,000
Auto Shop Fund - 0060					
Refunds & Rebates	08100/04000	35,225			
Vehicle Charges	08700	1,813,940	1,901,666	1,901,666	1,899,417
Total Shop Fund		1,849,165	1,901,666	1,901,666	1,899,417

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2008-2009	Budgeted 2009-2010	Estimated Actual 2009-2010	Estimated 2010-2011
Separation Benefits Fund - 0061					
Separation Charges	07900	1,512,159	1,656,622	1,656,622	1,390,141
General Liability Fund - 0062					
Insurance Charges	06020	790,000	790,000	790,000	790,000
Refunds & Rebates	08100				
		790,000	790,000	790,000	790,000
Workers' Compensation Fund - 0080					
Insurance Charges	07900	1,249,231	1,309,690	1,309,690	1,062,093
Refunds & Rebates	08100				
Total Workers' Compensation Fund		1,249,231	1,309,690	1,309,690	1,062,093
Technology - 0063					
Technology Charges	06020	122,098	141,728	141,728	141,727
Total City - All Funds		70,776,202	80,667,685	73,059,664	67,911,003
COMMUNITY REDEVELOPMENT AGENCY					
Atlantic/Garvey Debt Service Fund - 0815					
Tax Increment	01070	4,370,685	4,496,000	4,000,000	4,120,000
Interest Income - F.A.	03750/03700	54,139	51,000	13,000	49,000
Total Atlantic/Garvey Debt Service Fund		4,424,824	4,547,000	4,013,000	4,169,000
Merged Debt Service Fund - 0825					
Tax Increment	01070	3,801,783	3,840,000	4,200,000	4,300,000
Interest Income - F.A.	03750/03700	24,997	32,000	7,000	28,000
Total Merged Debt Service Fund		3,826,780	3,872,000	4,207,000	4,328,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2008-2009	Budgeted 2009-2010	Estimated Actual 2009-2010	Estimated 2010-2011
Atlantic/Garvey Capital Project Fund - 0810					
Interest Income	03700	270,259	350,000	120,000	100,000
Total Atlantic/Garvey Capital Project Fund		270,259	350,000	120,000	100,000
Merged Capital Project Fund - 0820					
Interest Income	03700	181,580	220,000	180,000	150,000
Other Revenue	07530	500			
Total Merged Capital Project Fund		182,080	220,000	180,000	150,000
Housing Fund - 0811					
Tax Increment	01070/01080	2,043,117	2,084,000	2,060,000	2,110,000
Interest Income	03700	172,745	204,000	80,000	50,000
Program Income	05450	4,035	25,000	5,000	10,000
Rental Income-325 E. Pomona	05451	8,180		42,000	
Total Housing Fund		2,228,077	2,313,000	2,187,000	2,170,000
Total CRA		10,932,021	11,302,000	10,707,000	10,917,000
Grand Total City & CRA		\$1,708,223	91,969,685	83,766,664	78,828,003

Note:

- (1) Major funds include General Fund, Special Grant Funds, Community Redevelopment Agency Debt Service and Capital Projects Funds. All others Special Revenue Funds are non-major governmental funds. Proprietary Funds include Water Utility and Treatment Funds, and Internal Service Funds (Auto Shop, Separation Benefits, Workers' Compensation, General Liability, and Technology / Communications Funds).
- (2) Proposition 1A suspension of an 8% of the total property tax revenue apportioned to the City in FY2009-10 for an approximately amount of \$1,042,900 has been accrued as receivables.

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

GOVERNMENTAL FUND TYPES

SPECIAL REVENUE

Fiscal Year Ending	General Fund	Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Refuse Fund	Other Funds
2000	23,564,910	2,380,080	3,759,926	920,765	1,636,001	1,233,285	4,116,614	2,399,711
2001	25,214,713	2,561,007	3,618,974	930,454	1,805,190	1,238,144	4,179,075	2,711,643
2002	24,959,683	2,696,449	4,865,653	928,380	1,596,716	1,181,911	4,434,439	2,624,515
2003	25,556,407	2,802,628	4,229,167	934,239	1,834,796	1,172,990	4,631,854	2,481,543
2004	26,280,411	3,232,316	4,328,039	932,002	1,764,606	1,297,822	4,739,102	2,204,449
2005	29,137,558	3,313,202	8,096,498	1,000,204	1,878,564	1,206,271	4,886,324	1,989,539
2006	29,630,803	3,588,839	5,236,375	1,049,143	2,147,907	1,198,503	5,252,978	2,323,824
2007	31,785,552	3,754,210	6,392,842	940,103	2,168,749	1,199,952	5,498,006	4,349,549
2008	34,673,497	4,008,746	4,214,919	922,091	2,210,243	1,164,578	5,773,306	3,776,782
2009	31,934,697	4,089,370	4,169,354	960,905	1,955,824	1,061,589	5,949,179	3,721,734
2010	29,856,062	4,076,000	8,521,790	965,000	1,608,000	1,044,293	5,880,000	2,884,813
2011	30,517,019	4,191,500	3,276,417	965,000	1,785,000	1,039,789	5,940,000	3,292,900

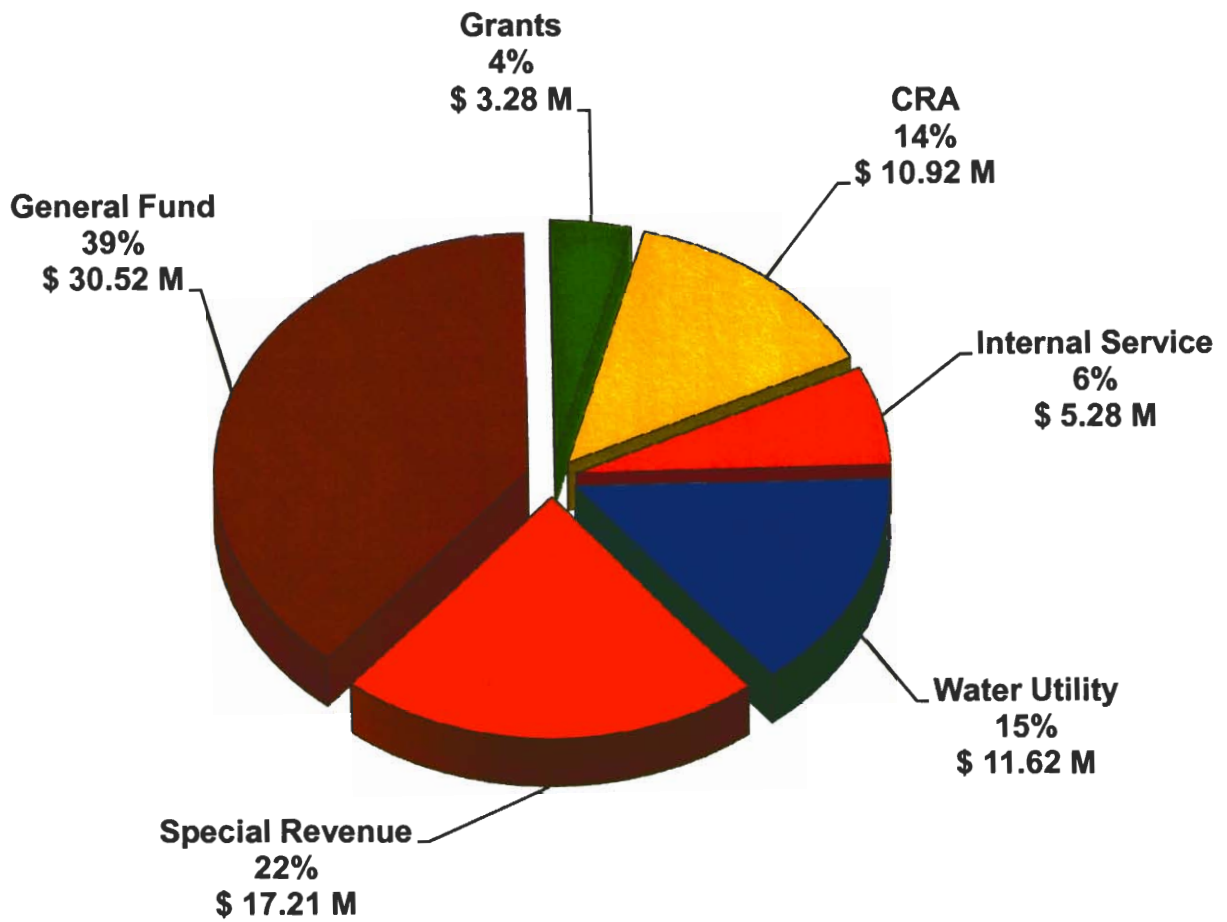
Notes:

- (1) Amounts for 2007 display estimated actual and 2008 estimated revenues.
- (2) Other Funds category includes Sewer, Park Facilities, Business Improvement, Asset Forfeiture, Air Quality Improvement Funds, Public Safety Impact, Public Safety Augmentation, Library Tax, Environmental Liability, and Pension Liability.
- (3) FYE 1998 is the first year of Environmental Liabilities Fund, \$53,419.
- (4) FYE 1999 is the first year of Library Tax Fund, \$482,000, following voter approval of Library tax in April 1998.
- (5) FYE 1999 Other Funds increase is due to a delay in receipt of Asset Forfeiture Funds.
- (6) FYE 1999 & 2003 CRA Capital Projects increase is due to Tax Allocation Bond Issues.
- (7) FYE 2000 is the first year of Technology/Communications Internal Service Fund to support future Citywide data processing and communications infrastructure.
- (8) FYE 2005 is the first year the City establishes a separate Water Treatment Fund.

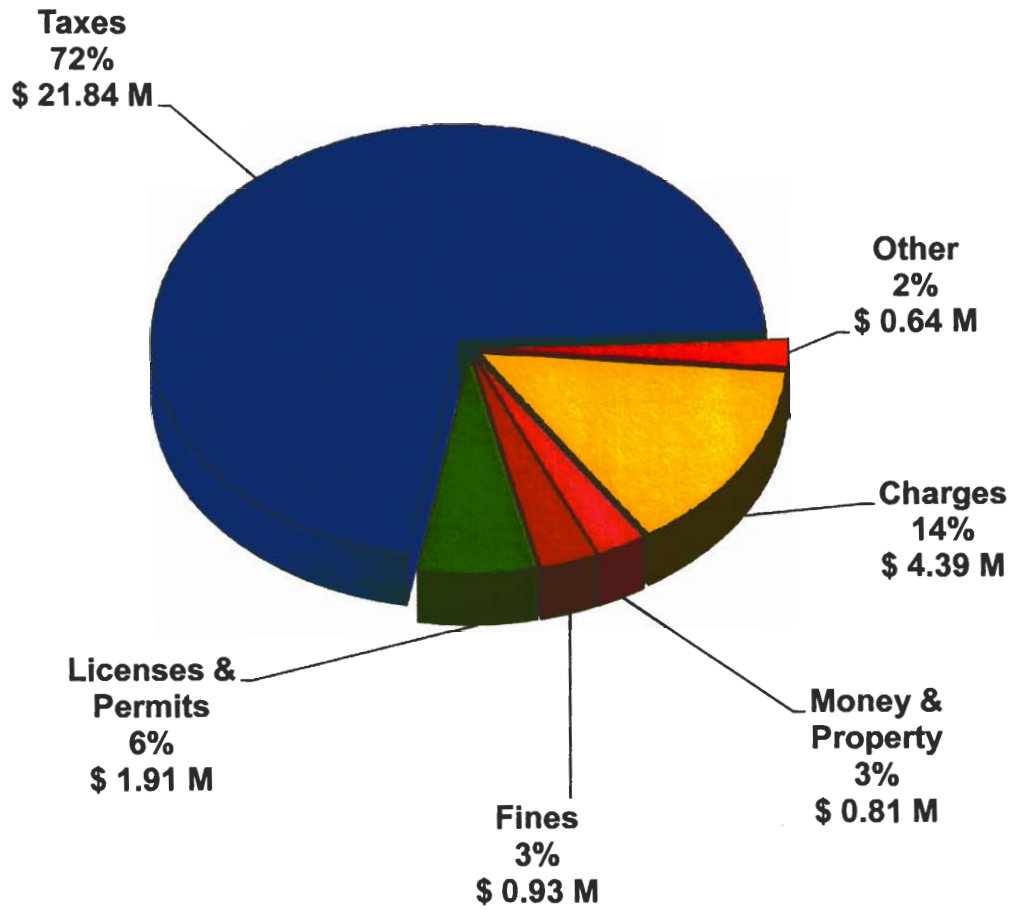
PROPRIETARY FUND TYPES

DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE			INTERNAL SERVICE				ALL FUNDS
CRA	CRA	Water Operation	Water Treatment	Auto Shop	Separation Benefits	General Liability	Technology / Comm.	Workers' Compensation	GRAND TOTAL
3,884,958	3,188,380	5,844,506		1,432,425	780,704	1,020,000	298,000	2,020,512	58,480,776
4,027,680	2,619,220	6,183,524		1,426,805	1,301,356	1,021,718	65,284	989,846	59,894,633
4,553,197	2,678,053	6,282,346		1,555,560	481,625	830,000	86,961	905,709	60,661,197
30,454,226	12,372,550	7,478,178		1,548,415	579,093	1,134,805	99,861	951,463	98,262,215
5,011,851	1,662,179	11,729,336		1,562,127	693,383	948,206	78,981	1,856,866	68,321,676
5,306,923	1,780,711	7,212,762	4,073,262	1,602,184	833,071	750,000	82,581	1,043,287	74,192,941
6,165,719	2,435,430	7,738,835	1,814,454	1,602,744	874,730	760,000	87,803	1,440,281	73,348,366
6,739,791	2,903,782	8,203,851	3,406,495	1,669,559	1,054,759	750,000	104,798	1,151,560	82,073,558
7,962,979	3,202,777	8,748,995	3,165,447	1,696,452	1,258,959	935,079	125,588	1,388,474	85,228,911
8,251,604	2,680,416	7,808,509	3,602,386	1,849,165	1,512,159	790,000	122,098	1,249,231	81,708,223
8,220,000	2,487,000	7,994,000	4,430,000	1,901,666	1,656,622	790,000	141,728	1,309,690	83,766,664
8,497,000	2,420,000	7,610,000	4,010,000	1,899,417	1,390,141	790,000	141,727	1,062,093	78,828,003

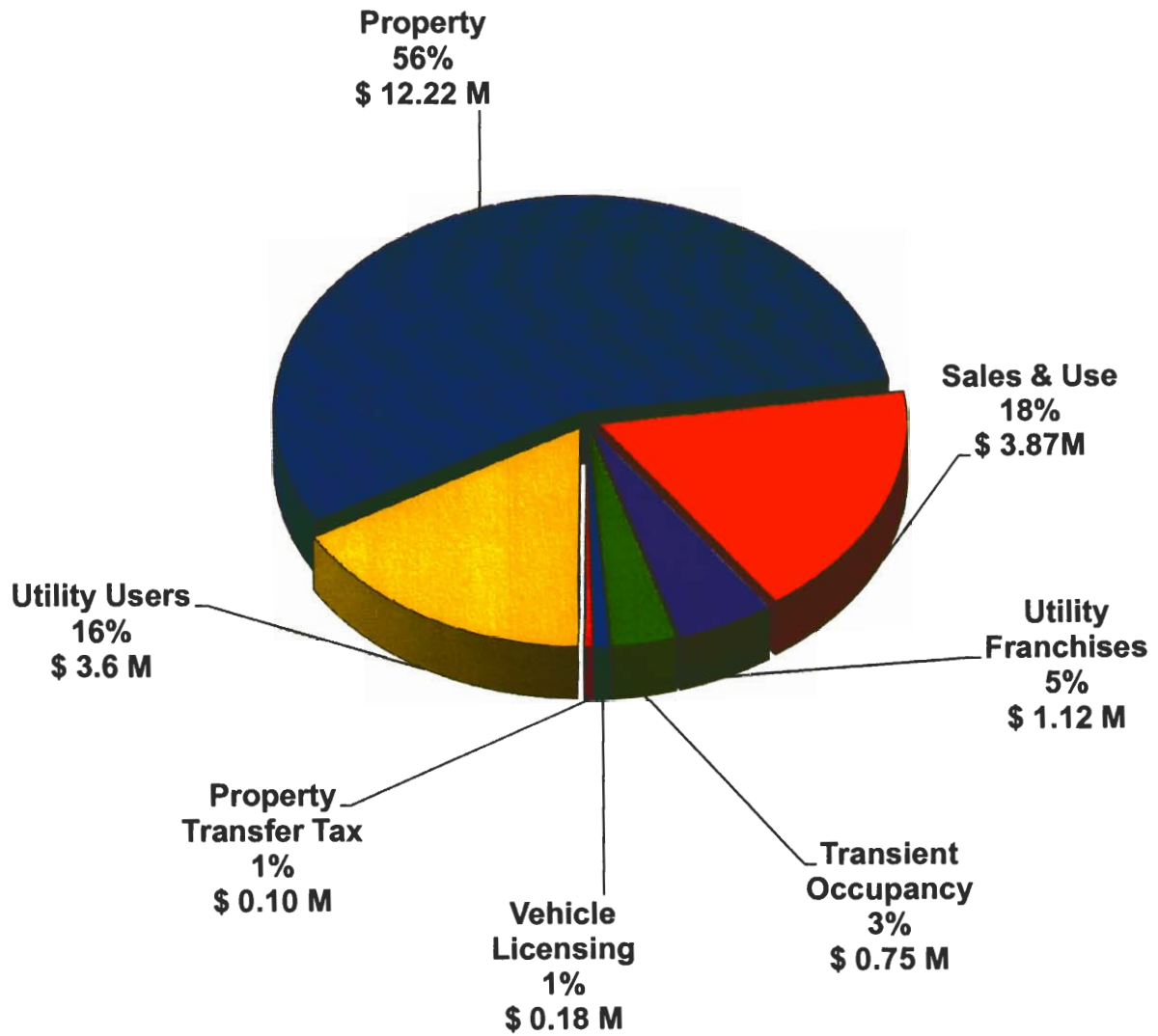
**Combined City and Agency
Fiscal Year 2010-2011
Revenues By Source**



General Fund Revenues
Fiscal Year 2010-2011
By Source



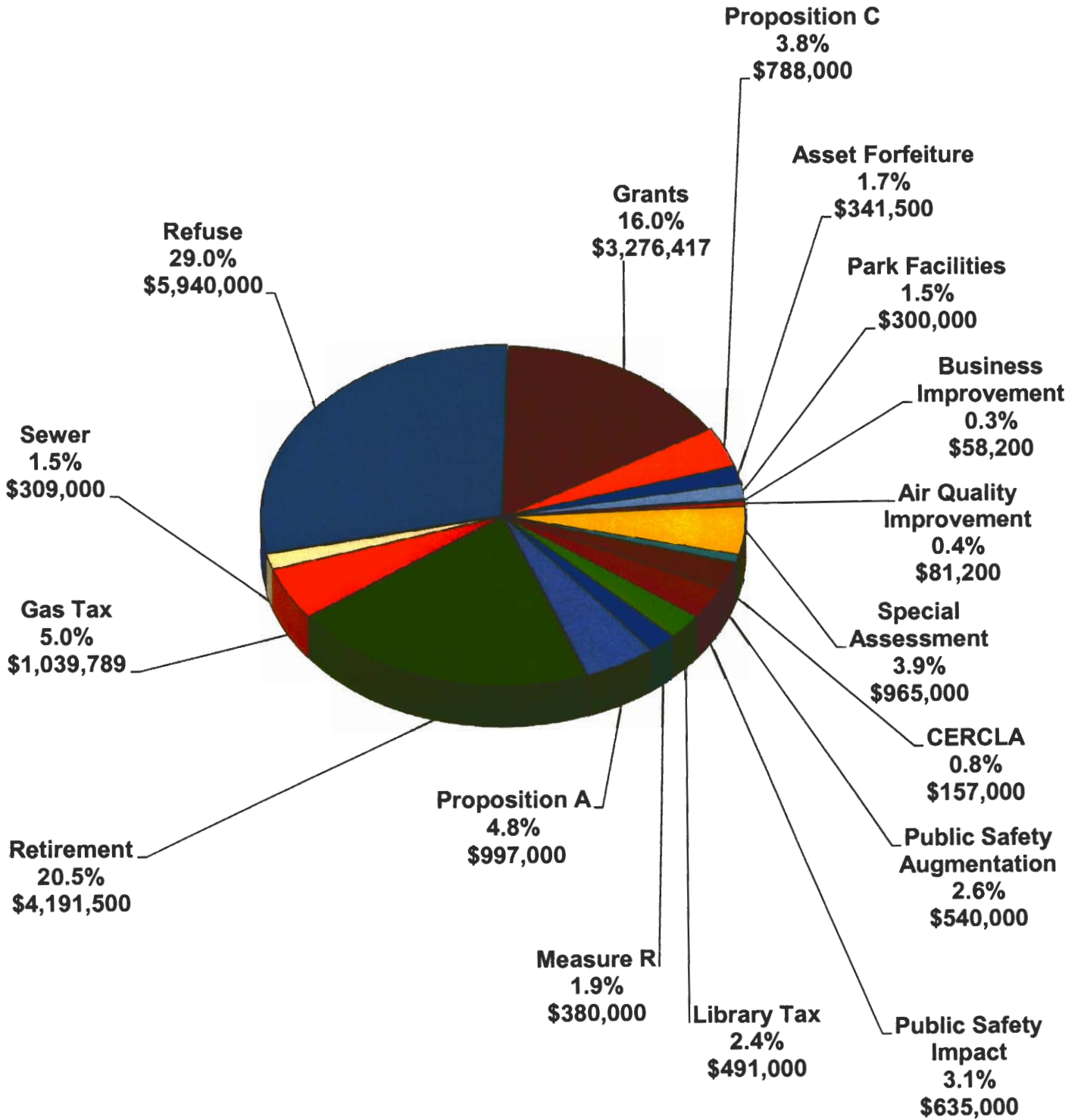
General Fund
Fiscal Year 2010-2011
Tax Revenues By Category



Special Revenue Funds

Fiscal Year 2010-11

Revenues By Source



Five Year Summary of Expenditures

Fund Description	Actual	Actual	Actual	Estimated	Budgeted
	2006-07	2007-08	2008-09	2009-10	2010-11
MAJOR FUNDS					
<i>General Fund</i>	29,991,398	30,753,818	32,393,729	31,835,903	30,414,903
<i>Grant Funds</i>					
Library	641,590	111,885	65,619	86,441	88,906
HUD	2,129,145	1,239,540	2,004,800	2,377,630	2,051,126
Parks & Recreation	399,976	287,956	438,956	134,795	135,000
Police / Fire	997,337	610,800	483,912	384,333	243,299
Engineering / Transportation	1,890,363	828,793	16,323	1,856,431	1,627,129
Other Special Grant				109,840	127,145
<i>Debt Service Funds (1)</i>					
Atlantic/Garvey	2,409,888	2,596,755	2,600,127	2,646,400	2,698,307
Merged Project	3,239,402	3,466,375	1,183,584	1,206,396	1,223,370
<i>Capital Projects Funds</i>					
Atlantic/Garvey	790,973	839,091	911,967	888,079	877,245
Merged Project	1,044,654	1,396,131	1,409,501	1,460,115	1,088,246
Housing Funds	742,889	908,581	944,682	2,482,335	878,340
NONMAJOR FUNDS					
<i>Special Revenue Funds</i>					
Retirement	4,827,620	5,110,742	5,513,546	6,211,136	6,272,830
Gas Taxes	1,190,670	1,303,737	1,231,295	1,115,527	1,157,642
Refuse	5,208,786	5,465,893	5,676,667	5,769,315	5,891,174
Sewer	748,632	193,391	461,481	195,364	200,048
Library Tax	472,930	523,864	518,026	451,442	472,317
Proposition A	1,077,764	1,023,380	1,048,130	973,403	1,004,601
Proposition C	1,076,049	966,086	884,724	887,263	911,482
Asset Forfeiture	409,756	129,673	449,766	1,205,811	424,220
Business Improv. District #1	54,156	50,994	50,147	40,000	72,313
Air Quality	42,473	46,421	41,979	38,700	143,500
Maint. District 1972 Act	983,580	1,044,719	1,001,769	959,104	942,025
Public Safety Impact	1,957,684	997,943	1,050,767	512,620	211,841
Public Safety Augmentation	599,402	590,585	523,167	600,000	540,000
Park Facilities	430,642	127,172	150,242	136,100	0
CERCLA Liability	90,000	90,000	120,000	120,000	120,000
Building Permit Automation					
Total Governmental Funds	63,447,759	60,704,325	61,174,906	64,684,483	59,817,009
PROPRIETARY FUNDS					
<i>Enterprise Fund</i>					
Water Utility	11,820,854	9,824,621	9,637,430	8,748,643	10,512,744
<i>Internal Service Funds</i>					
Auto Shop	1,835,843	1,977,353	2,096,107	1,511,307	1,638,092
Separation Benefits	875,473	1,492,451	838,353	1,162,000	1,362,000
Workers' Compensation	1,096,929	1,029,511	1,572,396	1,668,235	1,427,281
General Liability	1,413,696	674,474	970,996	787,278	789,581
Technology/Communication	33,718	57,632	72,557	30,000	100,000
Total Proprietary Funds	17,076,513	15,056,042	15,187,839	13,907,463	15,829,698
TOTAL CITY & CRA	80,524,272	75,760,367	76,362,745	78,591,946	75,646,707

(1) Actual includes County Deferral Loans for the Redevelopment Agency Project Areas, for 2006-07, 2007-08, and 2008-09.

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Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11
CITY COUNCIL	98,246	108,637	107,862	21,996	16,500	16,340
COMMISSIONS/COMMITTEES				2,069	1,050	1,050
COMMUNITY PROMOTION				36,531	33,934	37,684
BUSINESS IMPROVEMENT DISTRICT				36,029	52,000	84,313
CITY MANAGER	510,965	443,941	461,748	19,859	56,712	56,812
ECONOMIC DEVELOPMENT						
CDBG Administration	96,945	108,505	91,956	700,954	987,107	751,297
Home Housing Program	45,748	43,389	44,880	830,190	943,348	923,500
Total Economic Development /CDBG	<u>142,693</u>	<u>151,894</u>	<u>136,836</u>	<u>1,531,144</u>	<u>1,930,455</u>	<u>1,674,797</u>
HUMAN RESOURCES AND RISK MANAGEMENT						
Human Resources Admin.	385,218	384,440	304,781	173,552	209,446	145,249
Risk Management	285,357	285,807	167,463	97,983	95,361	102,205
Total Human Resources / Risk Management	<u>670,575</u>	<u>670,247</u>	<u>472,244</u>	<u>271,535</u>	<u>304,807</u>	<u>247,454</u>
CITY CLERK	222,099	231,978	240,727	160,351	34,256	146,350
MANAGEMENT SERVICES						
Finance	774,559	699,352	648,708	62,375	164,180	133,300
Data Processing Management				232,647	179,674	191,174
Revenue Collection	260,248	277,960	225,079	24,389	23,000	25,000
Central Support Services	252,849	262,629	179,297	20,926	16,062	17,562
Communication/Duplication	183,065	166,840	119,341	211,453	219,724	230,924
Total Management Services	<u>1,470,721</u>	<u>1,406,781</u>	<u>1,172,425</u>	<u>551,790</u>	<u>602,640</u>	<u>597,960</u>
CITY TREASURER	28,231	29,582	30,323	440	500	550
CITY ATTORNEY				275,363	301,300	280,000

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11
			120,242	125,137	124,202
			2,069	1,050	1,050
			36,531	33,934	37,684
			36,029	52,000	84,313
			530,824	500,653	518,560
			797,899	1,095,612	843,253
			875,938	986,737	968,380
0	0	0	1,673,837	2,082,349	1,811,633
			558,770	593,886	450,030
			383,340	381,168	269,668
0	0	0	942,110	975,054	719,698
			382,450	266,234	387,077
			836,934	863,532	782,008
			232,647	179,674	191,174
			284,637	300,960	250,079
			273,775	278,691	196,859
			394,518	386,564	350,265
0	0	0	2,022,511	2,009,421	1,770,385
			28,671	30,082	30,873
			275,363	301,300	280,000

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11
DEVELOPMENT SERVICES						
Planning	489,406	393,706	294,303	22,573	20,483	21,633
Code Enforcement	494,904	487,305	335,426	142,917	134,823	157,473
Building	669,544	642,015	554,607	45,166	44,384	47,110
Total Development Services	1,653,854	1,523,026	1,184,336	210,656	199,690	226,216
POLICE						
Administration	1,217,634	1,271,623	1,116,278	104,665	84,459	89,957
Traffic	1,173,188	1,213,684	1,113,099	113,797	116,400	117,412
Field Services	6,600,748	6,951,408	6,199,589	418,650	426,911	426,572
Investigations	2,165,186	2,097,551	2,040,323	277,469	270,336	271,364
Animal Control	183,004	153,832	116,594	216,887	207,662	217,875
Communications	885,068	835,906	802,951	238,472	228,131	248,000
Jail	418,597	409,152	460,734	95,021	65,379	82,685
Records	703,119	658,193	661,429	120,967	108,219	119,758
Computer Services				407,899	402,594	574,989
Community Relations	400,621	334,990	267,075	120,406	67,265	64,290
Total Police	13,747,165	13,926,339	12,778,072	2,114,233	1,977,356	2,212,902
FIRE						
Administration	417,844	432,931	354,242	159,538	174,669	149,161
Fire Prevention	509,451	519,138	472,336	83,615	68,800	68,800
Emergency Operations	8,265,852	8,579,171	8,288,173	623,356	541,570	660,965
Emergency Medical Services				245,077	232,010	239,380
Total Fire	9,193,147	9,531,240	9,114,751	1,111,586	1,017,049	1,118,306
PUBLIC WORKS						
Community Transportation	112,015	31,500	56,189	1,166,304	1,174,734	1,199,452
Street Maintenance	843,423	884,407	702,526	413,636	363,448	393,450
Storm Drain Maintenance	92,356	91,825	92,009	76,708	64,385	76,800
Sanitary Sewer Maintenance	115,913	104,606	110,748	84,662	82,758	85,300
Street Cleaning	23,202	24,129	15,447	326,447	322,000	336,270
Traffic Control	251,061	257,143	266,633	258,630	293,791	287,200
Street Lighting	71,201	77,642	57,313	496,541	519,400	524,700
Refuse Collection	163,673	166,304	131,527	4,766,449	4,847,206	4,861,329
Administration	94,155	99,343	99,002	23,548	22,936	23,850
Building Maintenance	284,700	293,425	308,947	293,563	218,307	258,250
Motor Pool Shop	354,702	361,279	382,392	1,721,568	855,408	882,800
Engineering	830,112	840,467	786,256	72,077	60,805	61,200
Water Administration	457,238	264,306	280,314	794,740	778,811	766,988
Water Commercial	557,635	551,522	620,407	154,349	136,760	152,300
Water Production	258,776	280,569	291,144	1,388,348	1,349,613	1,436,400
Water Distribution	732,542	692,743	706,995	1,569,680	420,419	589,393
Well 5 Treatment Plant	77,948	78,319	79,235	364,724	315,453	357,000
Well 12 Treatment Plant	75,264	77,979	82,905	317,042	554,880	710,800

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11
			511,979	414,189	315,936
			637,821	622,128	492,899
			714,710	686,399	601,717
0	0	0	1,864,510	1,722,716	1,410,552
			1,322,299	1,356,082	1,206,235
			1,286,985	1,330,084	1,230,511
			7,019,398	7,378,319	6,626,161
			2,442,655	2,367,887	2,311,687
			399,891	361,494	334,469
			1,123,540	1,064,037	1,050,951
			513,618	474,531	543,419
			824,086	766,412	781,187
			407,899	402,594	574,989
			521,027	402,255	331,365
0	0	0	15,861,398	15,903,695	14,990,974
			577,382	607,600	503,403
			593,066	587,938	541,136
			8,889,208	9,120,741	8,949,138
			245,077	232,010	239,380
0	0	0	10,304,733	10,548,289	10,233,057
			1,278,319	1,206,234	1,255,641
			1,257,059	1,247,855	1,095,976
			169,064	156,210	168,809
			200,575	187,364	196,048
			349,649	346,129	351,717
			509,691	550,934	553,833
			567,742	597,042	582,013
			4,930,122	5,013,510	4,992,856
			117,703	122,279	122,852
			578,263	511,732	567,197
252,065	606,516	392,200	2,328,335	1,823,203	1,657,392
			902,189	901,272	847,456
			1,251,978	1,043,117	1,047,302
	37,000		711,984	725,282	772,707
			1,647,124	1,630,182	1,727,544
			2,302,222	1,113,162	1,296,388
			442,672	393,772	436,235
			392,306	632,859	793,705

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2008-09	2009-10	2010-11	2008-09	2009-10	2010-11
Delta Perchlorate Plant	82,367	85,440	91,196	531,922	180,000	183,700
Well 1,3,10 VOC Plant	69,659	72,644	74,164	242,911	341,385	504,900
Well 12 Dual Barrier	50,997	57,405	61,702	28,462	86,985	141,000
Well 15	42,947	49,341	52,267	75,537	101,010	89,000
Well 5 Perchlorate	54,692	57,890	61,281	41,498	30,200	41,500
Water Interconnection				28,451		
Water Capital Projects						
Total Public Works	5,696,578	5,500,228	5,410,599	15,237,797	13,120,694	13,963,582
STREET CONSTRUCTION						
COMMUNITY CAPITAL IMPROVEMENTS						
LIBRARY						
Administration	263,251	247,677	245,980	551,386	560,486	511,737
Reference and Adult Services	246,329	228,408	291,910	44,915	38,940	30,148
Technical Services	320,299	336,665	343,745	52,899	54,823	68,488
Circulation	412,989	371,149	354,262	8,550	9,140	6,300
Literacy	153,505	155,863	170,391	3,669	2,230	1,020
Children's Services	246,599	263,013	234,415	27,009	27,860	27,123
Total Library	1,642,972	1,602,775	1,640,703	688,428	693,479	644,816
RECREATION AND PARKS						
Facilities Supervision	498,821	415,455	396,943	201,814	200,318	207,267
Aquatics	378,121	323,515	278,784	173,354	151,356	182,900
Langley Center	169,814	164,173	171,197	94,106	106,950	117,556
Youth Activities	193,433	188,213	224,713	16,347	15,800	15,800
Recreational Activities	84,412	104,683	118,115	326,489	201,100	168,900
Community Participation	123,993	129,402	94,023	48,485	10,330	18,740
Media Productions	154,467	163,724	122,068	28,114	2,655	93,530
Dial-A-Ride	348,227	348,707	376,930	144,290	131,700	131,700
Parkway Maintenance	403,447	463,652	378,977	258,059	232,607	232,707
Parks	874,867	827,041	689,137	269,346	258,206	260,652
Total Recreation and Parks	3,229,602	3,128,565	2,850,887	1,560,404	1,311,022	1,429,752

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11
			614,289	265,440	274,896
			312,570	414,029	579,064
			79,459	144,390	202,702
			118,484	150,351	141,267
			96,190	88,090	102,781
			28,451	0	0
1,562,088	546,850	1,083,400	1,562,088	546,850	1,083,400
1,814,153	1,190,366	1,475,600	22,748,528	19,811,288	20,849,781
97,130	1,565,335	1,896,675	97,130	1,565,335	1,896,675
788,483	1,631,458	621,553	788,483	1,631,458	621,553
			814,637	808,163	757,717
			291,244	267,348	322,058
			373,198	391,488	412,233
			421,539	380,289	360,562
			157,174	158,093	171,411
			273,608	290,873	261,538
0	0	0	2,331,400	2,296,254	2,285,519
			700,635	615,773	604,210
			551,475	474,871	461,684
			263,920	271,123	288,753
			209,780	204,013	240,513
			410,901	305,783	287,015
			172,478	139,732	112,763
			182,581	166,379	215,598
			492,517	480,407	508,630
			661,506	696,259	611,684
			1,144,213	1,085,247	949,789
0	0	0	4,790,006	4,439,587	4,280,639

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11
GEN. LIABILITY PROGRAM				1,104,139	846,871	918,800
POST-EMPLOYMENT ADMIN.	2,119,603	2,749,029	3,220,160	1,120,612	1,718,714	2,237,409
WORKERS' COMPENSATION				1,507,834	1,614,531	1,403,500
TOTAL CITY EXPENDITURES	40,426,451	41,004,262	38,821,673	27,562,796	25,833,560	27,298,593
COMMUNITY REDEVELOPMENT AGENCY						
Capital Projects						
Atlantic/Garvey	186,940	167,758	181,273	281,470	290,575	285,007
Merged Project Area	187,231	180,335	181,685	735,702	822,711	495,596
Housing Set-Aside	190,975	183,670	179,472	307,702	1,869,120	287,903
Debt Service						
Atlantic/Garvey				2,600,128	2,646,400	2,698,307
Merged				1,183,584	1,206,396	1,223,370
TOTAL COM. REDEVELOPMENT AGENCY EXPENDITURES	565,146	531,763	542,430	5,108,586	6,835,202	4,990,183
TOTAL ALL CITY AND REDEVELOPMENT AGENCY EXPENDITURES	40,991,597	41,536,025	39,364,103	32,671,382	32,668,762	32,288,776

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11	Actual 2008-09	Estimated Actual 2009-10	Budgeted 2010-11
			1,104,139	846,871	918,800
			3,240,215	4,467,743	5,457,569
			1,507,834	1,614,531	1,403,500
<u>2,699,766</u>	<u>4,387,159</u>	<u>3,993,828</u>	<u>70,689,013</u>	<u>71,224,981</u>	<u>70,114,094</u>
			468,410	458,333	466,280
			922,933	1,003,046	677,281
			498,677	2,052,790	467,375
			2,600,128	2,646,400	2,698,307
			1,183,584	1,206,396	1,223,370
<u>0</u>	<u>0</u>	<u>0</u>	<u>5,673,732</u>	<u>7,366,965</u>	<u>5,532,613</u>
<u>2,699,766</u>	<u>4,387,159</u>	<u>3,993,828</u>	<u>76,362,745</u>	<u>78,591,946</u>	<u>75,646,707</u>

CITY OF MONTEREY PARK

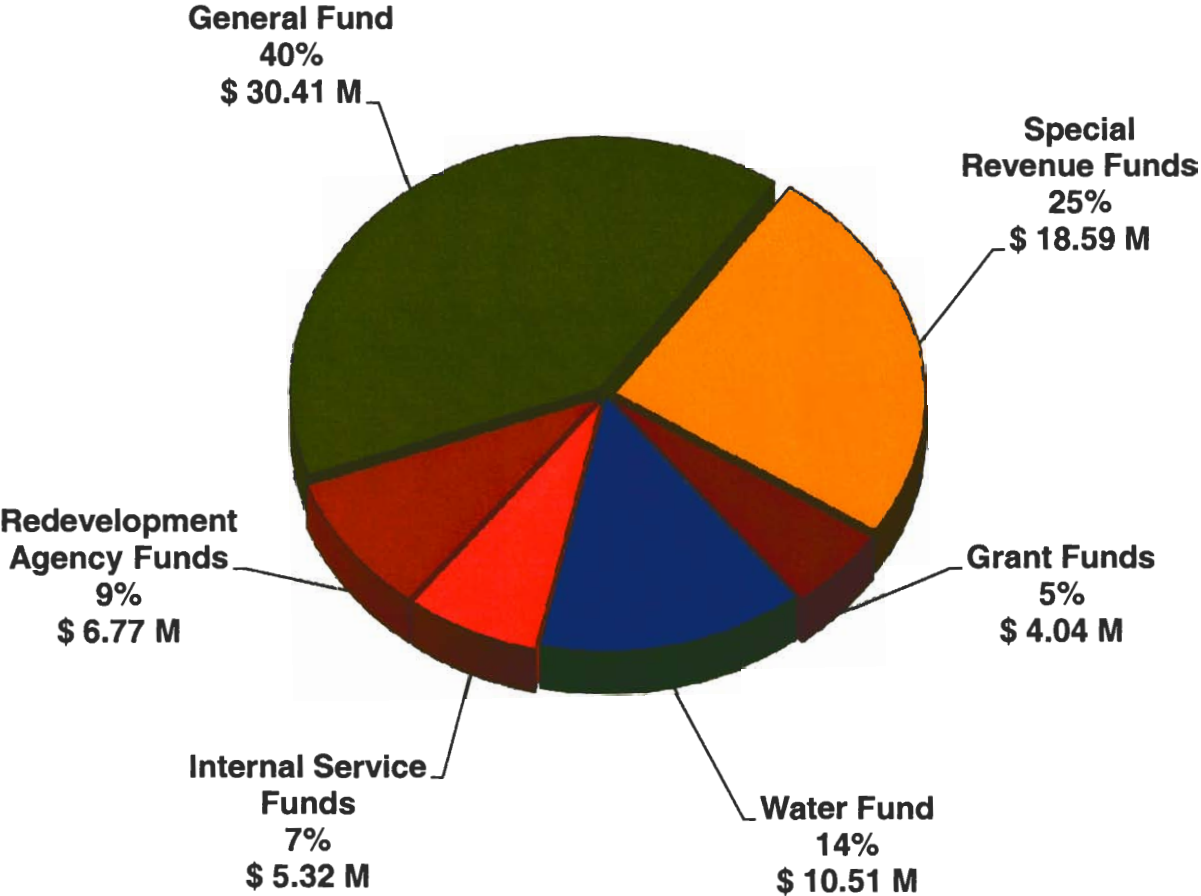
Twelve-Year Summary of City and Community Redevelopment Agency Expenditures by Function

Fiscal Year Ending	General Administration	Police	Fire	Development Services	Public Works	Recreation & Parks
2000	4,271,307	10,280,603	5,923,572	3,001,540	13,269,979	3,190,488
2001	4,385,943	10,583,502	6,118,867	2,002,176	13,411,958	3,490,948
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	20,137,160	4,790,002
2010	4,242,865	15,903,695	10,548,289	3,857,065	19,811,288	4,439,587
2011	3,869,529	14,990,974	10,233,057	3,306,498	20,849,781	4,280,639

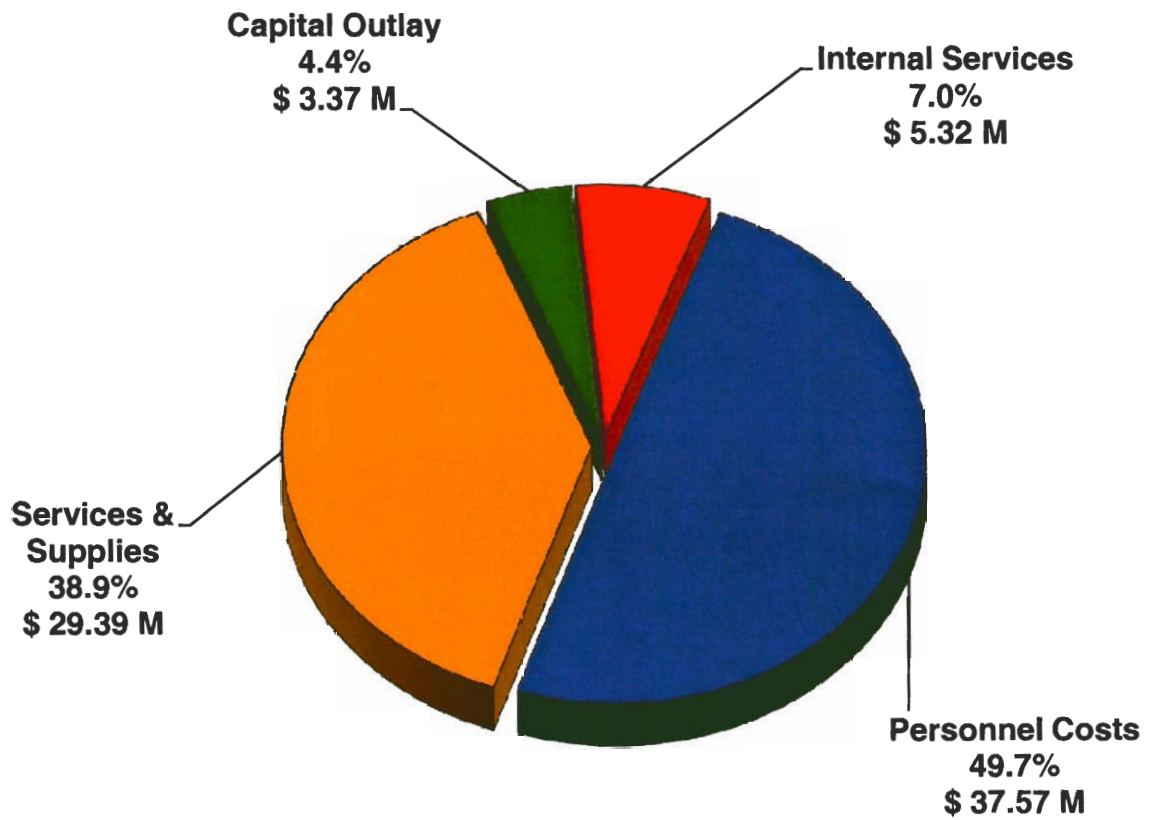
- Note:
- (1) FYE 2009 amounts display budgeted expenditures.
 - (2) FYE 2008 amounts display estimated actual expenditures.
 - (3) In FYE 1998, Community Transportation transferred to General Administration from Recreation and Parks.
 - (4) In FYE 2000, Technology/Data Processing Internal Service Fund established.
 - (5) Starting 2006-2007, Fund 0118 became direct charges to the Redevelopment Agency.

Library	Capital Improvement Projects	Non- Department/ Internal Service	Debt Service	Capital Projects	GRAND TOTAL
1,498,801	1,409,894	4,571,466	3,893,481	3,480,723	54,791,855
1,610,069	2,439,528	4,727,320	4,223,350	2,527,132	55,520,793
1,694,114	4,799,313	4,220,818	6,040,465	3,152,494	61,847,272
1,562,932	3,106,821	4,444,294	4,815,788	2,460,906	64,961,905
1,627,567	2,489,942	21,717,989	3,476,758	1,946,877	79,013,665
1,426,590	8,672,764	4,569,731	5,360,250	2,083,179	71,772,312
1,913,100	8,441,660	4,737,136	5,585,046	2,234,988	74,867,107
2,088,869	6,876,645	5,699,888	5,649,290	2,453,488	80,524,272
2,289,734	2,348,813	5,554,749	6,063,129	2,028,965	75,760,367
2,406,037	1,971,305	5,864,605	3,783,710	1,937,229	76,362,744
2,296,254	3,196,793	6,929,145	3,852,796	3,514,169	78,591,946
2,285,519	2,518,228	7,779,869	3,921,677	1,610,936	75,646,707

**Combined City and Agency
Fiscal Year 2010 - 2011
Expenditures By Fund**



**Combined City and Agency
Fiscal Year 2010 - 2011
Expenditures By Function**



Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
MONTEREY PARK CITY COUNCIL						
City Council Activity (1101)						
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Vice Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Council Members	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
DEPARTMENT TOTAL	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
CITY MANAGER DEPARTMENT						
City Manager Activity (1201)						
Full-Time						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	2.00 ⁽¹⁾	2.00	2.00	2.00	2.00	2.00
Part-Time						
Management Analyst	0.75	0.75	0.75	0.75	⁽⁵⁾	
Senior Clerk Typist	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Community Transportation Activity (1202)						
Full-Time						
Transportation Program Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	⁽⁵⁾	
DEPARTMENT TOTAL	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>4.25</u>	<u>4.25</u>
CITY CLERK DEPARTMENT						
City Clerk Activity (1301)						
Elected Officials						
City Clerk	1.00	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	1.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Minutes Clerk	0.50	0.50	1.00 ⁽³⁾	0.50 ⁽⁴⁾	0.50	0.50
Elections Clerk	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.30</u> ⁽⁶⁾
DEPARTMENT TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.50</u>	<u>4.00</u>	<u>4.00</u>	<u>3.80</u>

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
CITY TREASURER						
City Treasurer Activity (1501)						
Elected Officials						
City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
DEPARTMENT TOTAL	1.00	1.00	1.00	1.00	1.00	1.00
MANAGEMENT SERVICES DEPARTMENT						
Finance Activity (1403)						
Full-Time						
Director of Management Services	0.50	0.50	0.50	0.50	0.50	0.50
Financial Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	(5)	
Senior Accountant	0.50	0.50	0.50	0.50	0.50	0.50
Accountant	0.50	0.50	0.50	0.50	0.50	0.50
Payroll Technician	1.00	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	2.00 (2)	2.00	2.00	2.00	2.00
Part-Time						
Account Clerk	0.30					
Finance Activity Total	6.80	7.50 (2)	7.50	7.50	6.50	6.50
Revenue Collection Activity (1406)						
Full-Time						
Director of Management Services	0.18	0.18	0.18	0.18	0.18	0.18
Support Services Manager	0.35	0.35	0.35	0.35	0.35	0.35
Support Services Supervisor	0.25	0.25	0.25	0.25	0.25	0.25
Senior Account Clerk	1.50	1.50	1.50	1.50	1.50	1.50
Part-Time						
Revenue Collection Specialist	0.75	0.75	0.75	0.75	0.75	0.75
Revenue Collection Activity Total	3.03	3.03	3.03	3.03	3.03	3.03
Central Support Services Activity (1407)						
Full-Time						
Director of Management Services	0.14	0.14	0.14	0.14	0.14	0.14
Support Services Manager	0.30	0.30	0.30	0.30	0.30	0.30
Support Services Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Storekeeper/Buyer	0.25	0.25	0.25	0.25	0.25	0.25

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00	1.00	(6)
Part-Time						
Senior Account Clerk	0.40	0.40	0.40	0.75	0.50	0.20
Account Clerk	0.50					
Central Support Services Activity Total	<u>4.09</u>	<u>3.59</u>	<u>3.59</u>	<u>3.94</u>	<u>3.69</u>	<u>2.39</u>
Communication/Duplication Activity (1408)						
Full-Time						
Director of Management Services	0.18	0.18	0.18	0.18	0.18	0.18
Support Services Manager	0.35	0.35	0.35	0.35	0.35	0.35
Support Services Supervisor	0.25	0.25	0.25	0.25	0.25	0.25
Storekeeper/Buyer	0.75	0.75	0.75	0.75	0.75	0.75
Part-Time						
Account Clerk	0.45	0.25 (2)	0.25	0.75	(5)	(6)
Communication/Duplication Activity Total	<u>1.98</u>	<u>1.78 (2)</u>	<u>1.78</u>	<u>2.28</u>	<u>1.53</u>	<u>1.53</u>
DEPARTMENT TOTAL	<u>15.90</u>	<u>15.90</u>	<u>15.90</u>	<u>16.75</u>	<u>14.75</u>	<u>13.45</u>
HUMAN RESOURCES AND RISK MANAGEMENT						
Human Resources Activity (1801)						
Full-Time						
Director of Human Resources/Risk Mgmt	0.60	0.60	0.60	0.60	0.60	0.60
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00	1.00	(6)
Human Resources Technician	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist						
Human Resources Activity Total	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>2.60</u>
Risk Management Activity (1802)						
Full-Time						
Director of Human Resources/Risk Mgmt	0.40	0.40	0.40	0.40	0.40	0.40
Risk Manager	1.00	1.00	1.00	1.00	1.00	(6)
Human Resources Technician	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist						
Risk Management Activity Total	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>1.40</u>
DEPARTMENT TOTAL	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>4.00</u>

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
DEVELOPMENT SERVICES DEPARTMENT						
Planning Activity (1701)						
Full-Time						
Director of Development Services	0.34	0.34	0.34	0.33	0.33	0.33
Planning Manager	1.00	1.00	1.00	0.60	0.60	(6)
Associate Planner	2.00	2.00	2.00	2.00	2.00	2.00
Administrative Aide	0.34	0.34	0.34	0.34	0.34	0.34
Assistant Planner	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	(6)
Part-Time						
Administrative Intern				0.30 (4)	(5)	
Planning Technician	0.38 (1)	0.38				
Planning Activity Total	6.06	6.06	5.68	5.57	5.27	3.67
Code Enforcement Activity (1702)						
Full-Time						
Director of Development Services	0.33	0.33	0.33	0.33	0.33	0.33
Planning Manager				0.40	0.40	(6)
Code Enforcement Manager	1.00					
Administrative Aide	0.33	0.33	0.33	0.33	0.33	0.33
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	3.00	4.00 (2)	4.00	4.00	4.00	3.00 (6)
Code Enforcement Activity Total	5.66	5.66	5.66	6.06	6.06	4.66
Building Activity (1703)						
Full-Time						
Director of Development Services	0.33	0.33	0.33	0.34	0.34	0.34
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Plan Checker	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.50	1.50	1.50	1.50	1.50	1.50
Building Codes Technician	1.00					
Permit Technician	1.00	2.00 (2)	2.00			
Permit Technician I				1.00	1.00	1.00
Permit Technician II				1.00	1.00	1.00
Administrative Aide	0.33	0.33	0.33	0.33	0.33	0.33
Building Clerk						
Part-Time						
Building Inspector	0.50	0.50	0.50	0.50	(5)	(6)
Building Activity Total	6.66	6.66	6.66	6.67	6.17	6.17
DEPARTMENT TOTAL	18.38	18.38	18.00	18.30	17.50	14.50

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
POLICE DEPARTMENT						
Administrative Activity (3101)						
Full-Time						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00
Police Agent	1.00	1.00	1.00	1.00	1.00	1.00
Police Administrative Assistant			1.00 (3)	1.00	1.00	1.00
Police Clerk	1.00	1.00				
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Activity Total	5.00	5.00	5.00	5.00	5.00	5.00
Traffic Bureau Activity (3102)						
Full-Time						
Police Captain	0.25	0.25	0.25	0.25	0.25	0.25
Police Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Police Agent	2.00	2.00	2.00	2.00	2.00	2.00
Police Officer	5.00	5.00	5.00	5.00	5.00	5.00
Community Services Officer	4.00	2.00 (2)	2.00	2.00	2.00	2.00
Police Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Crossing Guard	4.37	4.37	4.37	4.37	4.37	4.37
Community Services Officer		2.00 (2)	2.00	2.00	2.00	2.00
Traffic Bureau Activity Total	17.62	17.62	17.62	17.62	17.62	17.62
Field Services Activity (3103)						
Full-Time						
Police Captain	0.50	0.50	0.50	0.50	0.50	0.50
Police Lieutenant	5.00	5.00	5.00	5.00	5.00	5.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00	5.00
Police Agent	7.00	7.00	7.00	7.00	7.00	7.00
Police Officer	33.00	33.00	33.00	33.00	33.00	33.00
Police Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Cadet	1.00	1.00	1.00	1.00	1.00	(6)
Field Services Activity Total	52.50	52.50	52.50	52.50	52.50	51.50
Investigations Activity (3104)						
Full-Time						
Police Captain	0.25	0.25	0.25	0.25	0.25	0.25

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Police Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00	2.00	2.00	2.00
Police Agent	7.00	7.00	7.00	7.00	7.00	7.00
Police Officer	7.00	7.00	7.00	7.00	7.00	5.00 ⁽⁶⁾
Evidence Officer	1.00	1.00	1.00	1.00	1.00	1.00
Police Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Crime Analyst	0.50	0.50	0.50	0.50	0.50	0.50
Evidence Officer	0.50	0.50	0.50	0.50		⁽⁵⁾
Investigations Activity Total	<u>20.25</u>	<u>20.25</u>	<u>20.25</u>	<u>20.25</u>	<u>19.75</u>	<u>17.75</u>
Animal Control Activity (3111)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Animal Control Supervisor	1.00	1.00	1.00	1.00	1.00	⁽⁶⁾
Animal Control Officer	2.00 ⁽¹⁾	2.00	2.00	2.00	2.00	2.00
Animal Control Activity Total	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>2.20</u>
Communications Activity (3112)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Records/Communications Manager	0.50	0.50	0.50	0.50	0.50	⁽⁶⁾
Dispatcher	10.00	10.00	10.00	10.00	10.00	9.00
Part-Time						
Dispatcher	0.24	0.24	0.24	0.24	0.24	0.24
Communications Activity Total	<u>10.94</u>	<u>10.94</u>	<u>10.94</u>	<u>10.94</u>	<u>10.94</u>	<u>9.44</u>
Jail Activity (3113)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Jailer	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time						
Jailer	0.50	0.50	0.50	0.50	0.50	0.50
Jail Activity Total	<u>5.70</u>	<u>5.70</u>	<u>5.70</u>	<u>5.70</u>	<u>5.70</u>	<u>5.70</u>
Records Activity (3114)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Records/Communications Manager	0.50	0.50	0.50	0.50	0.50	⁽⁶⁾
Police Records Management System Technician			1.00 ⁽³⁾	1.00	1.00	1.00

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Police Clerk	10.00	10.00	10.00	10.00	10.00	9.00 ⁽⁶⁾
Part-Time						
Police Record Intern	0.50	0.50	0.50	0.50	0.50	⁽⁵⁾
Police Record Clerk	0.50	0.50	0.50	0.50	0.50	⁽⁵⁾
Records Activity Total	<u>11.70</u>	<u>11.70</u>	<u>12.70</u>	<u>12.70</u>	<u>12.70</u>	<u>10.20</u>
Community Relations Activity (3120)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Police Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00					
Part-Time						
Community Services Officer	1.00	2.00 ⁽²⁾	2.00	2.00	1.75 ⁽⁵⁾	1.75
Community Relations Activity Total	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>3.95</u>	<u>3.95</u>
DEPARTMENT TOTAL	<u>131.11</u>	<u>131.11</u>	<u>132.11</u>	<u>132.11</u>	<u>131.36</u>	<u>123.36</u>
FIRE DEPARTMENT						
Fire Admin Activity (3201)						
Full-Time						
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Principal Management Analyst		1.00 ⁽²⁾	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	⁽⁶⁾
Fire Admin Activity Total	<u>2.00</u>	<u>3.00</u> ⁽²⁾	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>
Fire Prevention Activity (3205)						
Full-Time						
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Fire Safety Specialist	2.00	2.00	3.00	3.00	3.00	2.00 ⁽⁶⁾
Fire Prevention Permit Technician I					1.00	1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00		⁽⁵⁾
Fire Prevention Activity Total	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>
Emergency Operations Activity (3210)						
Full-Time						
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00
Fire Captain	12.00	12.00	12.00	12.00	12.00	12.00

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Fire Engineer	12.00	12.00	12.00	12.00	12.00	12.00
Fire Fighter	9.00	9.00	9.00	9.00	9.00	9.00
Fire Fighter/Paramedic	19.00	19.00	19.00	19.00	19.00	19.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Emergency Operations Activity Total	56.00	56.00	56.00	56.00	56.00	56.00
DEPARTMENT TOTAL	62.00	63.00 (2)	64.00	64.00	64.00	62.00

ECONOMIC DEVELOPMENT DEPARTMENT

Administration Activity (2201)

Full-Time

Housing Program & Grant Admin Coordinator	0.25	0.25	0.25	0.25	0.30	0.30
Rehab. Specialist						
Financial Services Technician	0.50	0.50	0.50	0.50	0.50	0.50
Senior Clerk Typist	0.40	0.40	0.40	0.40	0.40	0.40
Administration Activity Total	1.15	1.15	1.15	1.15	1.20	1.20

Commercial Rehabilitation Activity (2204)

Full-Time

Housing Program & Grant Admin Coordinator	0.20	0.20				
Rehabilitation Specialist						
Senior Clerk Typist	0.15	0.15				
Commercial Rehabilitation Activity Total	0.35	0.35	0.00	0.00	0.00	0.00

Home Housing Program Activity (2206)

Full-Time

Housing Program & Grant Admin Coordinator	0.20	0.20	0.20	0.20	0.15	0.15
Rehabilitation Specialist						
Financial Services Technician	0.05	0.05	0.05	0.05	0.05	0.05
Building Inspector	0.25	0.25	0.25	0.25	0.25	0.25
Home Housing Program Activity Total	0.50	0.50	0.50	0.50	0.45	0.45

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Atlantic Garvey Captial Projects Activity (7010)						
Full-Time						
Economic Development Director	0.33	0.33	0.33	0.33	0.33	0.33
Redevelopment Project Manager	0.66	0.66	0.66	0.66	0.66	0.66
Housing Program & Grant Admin Coordinator	0.11	0.11	0.20 (3)	0.20	0.20	0.20
Economic Development Specialist	0.33	0.33	0.33	0.33	0.33	0.33
Rehabilitation Specialist						
Financial Services Technician	0.15	0.15	0.15	0.15	0.15	0.15
Building Inspector	0.08	0.08	0.08	0.08	0.08	0.08
Administrative Aide	0.33	0.33	0.33	0.33	0.33	0.33
Administrative Secretary	0.33	0.33	0.33	0.33	0.33	0.33
Senior Clerk Typist	0.15	0.15	0.20 (3)	0.20	0.20	0.20
Atlantic Garvey Captial Projects Activity Total	2.47	2.47	2.61 (3)	2.61	2.61	2.61
Merged Capital Projects Activity (7011)						
Full-Time						
Economic Development Director	0.33	0.33	0.33	0.33	0.33	0.33
Redevelopment Project Manager	0.66	0.66	0.66	0.66	0.66	0.66
Housing Program & Grant Admin Coordinator	0.12	0.12	0.20 (3)	0.20	0.20	0.20
Economic Development Specialist	0.33	0.33	0.33	0.33	0.33	0.33
Rehabilitation Specialist						
Financial Services Technician	0.15	0.15	0.15	0.15	0.15	0.15
Building Inspector	0.08	0.08	0.08	0.08	0.08	0.08
Administrative Aide	0.33	0.33	0.33	0.33	0.33	0.33
Administrative Secretary	0.33	0.33	0.33	0.33	0.33	0.33
Senior Clerk Typist	0.15	0.15	0.20 (3)	0.20	0.20	0.20
Merged Capital Projects Activity Total	2.48	2.48	2.61 (3)	2.61	2.61	2.61
Housing Set-Aside Activity (7030)						
Full-Time						
Economic Development Director	0.34	0.34	0.34	0.34	0.34	0.34
Redevelopment Project Manager	0.68	0.68	0.68	0.68	0.68	0.68
Housing Program & Grant Admin Coordinator	0.12	0.12	0.15 (3)	0.15	0.15	0.15
Economic Development Specialist	0.34	0.34	0.34	0.34	0.34	0.34
Rehabilitation Specialist						
Financial Services Technician	0.15	0.15	0.15	0.15	0.15	0.15
Building Inspector	0.09	0.09	0.09	0.09	0.09	0.09
Administrative Aide	0.34	0.34	0.34	0.34	0.34	0.34
Administrative Secretary	0.34	0.34	0.34	0.34	0.34	0.34
Senior Clerk Typist	0.15	0.15	0.20 (3)	0.20	0.20	0.20
Housing Set-Aside Activity Total	2.55	2.55	2.63 (3)	2.63	2.63	2.63
DEPARTMENT TOTAL	9.50	9.50	9.50	9.50	9.50	9.50

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
MONTEREY PARK BRUGGEMEYER LIBRARY						
Administration Activity (6001)						
Full-Time						
City Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Library Page	0.38	0.25 (2)	0.25	0.25	0.25	(6)
Janitor	0.78	2.13 (2)	2.13	2.13	2.13	1.80 (6)
Administration Activity Total	3.16	4.38 (2)	4.38	4.38	4.38	3.80
Reference and Adult Services Activity (6002)						
Full-Time						
Senior Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Librarian	1.00	2.00 (2)	2.00	2.00	2.00	2.00
Part-Time						
Librarian	0.11	0.32 (2)	0.35 (3)	0.35	0.25 (5)	0.65 (6)
Senior Librarian		0.08 (2)	0.10	0.10	0.10	(6)
Library Page		0.39 (2)	0.48	0.48	0.48	(6)
Reference and Adult Services Activity Total	2.11	3.79 (2)	3.93 (3)	3.93	3.83	3.65
Technical Services Activity (6003)						
Full-Time						
Senior Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Library Technician	2.00	2.00	2.00	2.00	2.00	2.00
Library Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Librarian	0.10	0.20 (2)	0.20	0.20	0.20	0.20
Library Technician		0.09 (2)	0.11	0.11	0.11	(6)
Library Clerk		0.10 (2)	0.10	0.10	0.10	0.10
Library Page	0.20	0.56 (2)	0.68	0.68	0.68	(6)
Technical Services Activity Total	4.30	4.95 (2)	5.09	5.09	5.09	4.30
Circulation Activity (6004)						
Full-Time						
Library Circulation Serv Supervisor			1.00 (3)	1.00	1.00	1.00
Senior Library Clerk	1.00	1.00				
Library Clerk	3.00	4.00 (2)	4.00	4.00	4.00	4.00

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Part-Time						
Library Clerk	0.20	1.72 (2)	1.72	1.72	1.72	1.35 (6)
Library Page	0.25	2.38 (2)	2.72 (3)	2.72	2.37 (5)	1.40 (6)
Circulation Activity Total	<u>4.45</u>	<u>9.10 (2)</u>	<u>9.44 (3)</u>	<u>9.44</u>	<u>9.09</u>	<u>7.75</u>
Literacy Activity (6005)						
Full-Time						
Literacy Program Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Literacy Library Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Library Clerk	0.48	0.27 (2)	0.09	0.09	0.09	0.09
Library Page	0.09	0.63 (2)	0.38	0.38	0.38	(6)
Literacy Activity Total	<u>2.57</u>	<u>2.90 (2)</u>	<u>2.47</u>	<u>2.47</u>	<u>2.47</u>	<u>2.09</u>
Children's Services Activity (6006)						
Full-Time						
Senior Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Library Clerk	1.00	1.00 (2)	1.00	1.00	1.00	1.00
Part-Time						
Library Clerk		0.35 (2)	0.42	0.42	0.42	(6)
Library Page	0.75	1.73 (2)	2.30	2.30	2.30	(6)
Children's Services Activity Total	<u>3.75</u>	<u>5.08 (2)</u>	<u>5.72</u>	<u>5.72</u>	<u>5.72</u>	<u>3.00</u>
DEPARTMENT TOTAL	<u>20.34</u>	<u>30.20 (2)</u>	<u>31.03</u>	<u>31.03</u>	<u>30.58</u>	<u>24.59</u>

RECREATION AND PARKS DEPARTMENT

Facilities Supervision Activity (6502)						
Full-Time						
Director of Recreation and Parks	0.15	0.15	0.15	0.15	0.15	0.15
Recreation Superintendent	0.90	0.90	0.90	0.90	0.90	0.90
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	0.40	0.40	0.40	0.40	0.40	0.40
Senior Clerk Typist	0.40	0.40	0.40	0.40	0.40	0.40

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Part-Time						
Recreation Leader	8.90	8.90	8.90	8.90	5.86 ⁽⁵⁾	5.86
Clerk Typist	0.25	0.25	0.25	0.25	0.25	0.25
Facilities Supervision Activity Total	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>8.96</u>	<u>8.96</u>
Aquatics Activity (6503)						
Full-Time						
Director of Recreation and Parks	0.10	0.10	0.10	0.10	0.10	0.10
Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00 ⁽⁶⁾
Pool Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	0.10	0.10	0.10	0.10	0.10	0.10
Senior Clerk Typist	0.10	0.10	0.10	0.10	0.10	0.10
Part-Time						
Pool Manager	3.38	3.38	3.38	3.38	3.38	3.38
Assistant Manager	0.35	0.35	0.35	0.35	0.35	0.35
Senior Lifeguard	0.65	0.65	0.65	0.65	0.65	0.65
Lifeguard	0.46	0.46	0.46	0.46	0.46	0.46
Junior Lifeguard	0.24	0.24	0.24	0.24	0.24	0.24
Cashier	0.27	0.27	0.27	0.27	0.27	0.27
Locker Room Attendant	0.34	0.34	0.34	0.34	0.34	0.34
Aquatics Activity Total	<u>7.99</u>	<u>7.99</u>	<u>7.99</u>	<u>7.99</u>	<u>7.99</u>	<u>6.99</u>
Langley Center Activity (6505)						
Full-Time						
Recreation Superintendent	0.70	0.70	0.70	0.70	0.70	0.70
Program Coordinator	0.70	0.70	0.70	0.70	0.70	0.70
Part-Time						
Recreation Leader	0.19	0.19	0.75 ⁽³⁾	0.75	0.75	0.75
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50	0.50
Langley Center Activity Total	<u>2.09</u>	<u>2.09</u>	<u>2.65 ⁽³⁾</u>	<u>2.65</u>	<u>2.65</u>	<u>2.65</u>
Youth Activities (6506)						
Full-Time						
Recreation Superintendent	0.10	0.10	0.10	0.10	0.10	0.10
Child Care Center Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Child Care Asst. Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Child Care Teacher	2.40	2.40	2.40	2.40	2.40	2.40
Youth Activities Total	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Recreational Activities (6507)						
Full-Time						
Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Recreation Leader	1.13	1.13	1.13	1.13	1.13	1.13
Recreational Activities Total	2.13	2.13	2.13	2.13	2.13	2.13
Community Participation Activity (6508)						
Full-Time						
Special Events Manager	0.75	0.75	0.75	0.75	0.75	0.75
Community Participation Coordinator	0.50	0.50	0.50	0.50	0.50	(6)
Secretary	0.10	0.10	0.10	0.10	0.10	0.10
Part-Time						
Clerk Typist	0.19	0.19	0.19	0.19	0.19	0.19
Community Participation Activity Total	1.54	1.54	1.54	1.54	1.54	1.04
Media Productions Activity (6509)						
Full-Time						
Special Events Manager	0.25	0.25	0.25	0.25	0.25	0.25
Community Participation Coordinator	0.50	0.50	0.50	0.50	0.50	(6)
Community TV Producer	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	0.10	0.10	0.10	0.10	0.10	0.10
Part-Time						
Video Technician	0.26	0.26	0.26	0.26	0.26	0.26
Media Productions Activity Total	2.11	2.11	2.11	2.11	2.11	1.61
Dial-A-Ride Activity (6511)						
Full-Time						
Director of Recreation and Parks	0.35	0.35	0.35	0.35	0.35	0.35
Recreation Superintendent	0.30	0.30	0.30	0.30	0.30	0.30
Program Coordinator	0.30	0.30	0.30	0.30	0.30	0.30
Bus/Child Care Driver	3.00	3.00	3.00	3.00	3.00	3.00
Dial-A-Ride Dispatcher			1.00	(3)	1.00	1.00
Part-Time						
Recreation Superintendent						
Senior Clerk Typist	1.00	1.00				
Bus/Child Care Driver	2.65	2.65	2.65	2.65	2.65	2.65
Dial-A-Ride Activity Total	7.60	7.60	7.60	7.60	7.60	7.60

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Parkway Maintenance Activity (6516)						
Full-Time						
Director of Recreation and Parks	0.20	0.20	0.20	0.20	0.20	0.20
Park Superintendent	0.50	0.50	0.50	0.50	0.50	0.50
Park Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Park Maintenance Crew Leader	0.50	0.50	0.50	0.50	0.50	0.50
Maintenance Worker	3.50	3.50	3.50	3.50	3.50	1.50 (6)
Secretary	0.20	0.20	0.20	0.20	0.20	0.20
Senior Clerk Typist	0.20	0.20	0.20	0.20	0.20	0.20
Parkway Maintenance Activity Total	5.60	5.60	5.60	5.60	5.60	3.60
Parks Activity (6517)						
Full-Time						
Director of Recreation and Parks	0.20	0.20	0.20	0.20	0.20	0.20
Park Superintendent	0.50	0.50	0.50	0.50	0.50	0.50
Park Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Park Maintenance Crew Leader	2.50	2.50	2.50	2.50	2.50	1.50 (6)
Maintenance Worker	5.50	5.50	5.50	5.50	5.50	5.50
Maintenance Worker Irrigation Specialist	1.00	1.00	1.00	1.00	1.00	(6)
Administrative Secretary	0.20	0.20	0.20	0.20	0.20	0.20
Senior Clerk Typist	0.20	0.20	0.20	0.20	0.20	0.20
Part-Time						
Maintenance Worker	1.97	1.97	1.97	1.97	0.99	0.99
Parks Activity Total	12.57	12.57	12.57	12.57	11.59	9.59
DEPARTMENT TOTAL	58.13	58.13	58.69 (3)	58.69	54.67	48.67
PUBLIC WORKS DEPARTMENT						
Community Transportation Activity (4201)						
Full-Time						
Principal Management Analyst						0.20 (7)
Community Transportation Activity Total	0.00	0.00	0.00	0.00	0.00	0.20
Street Maintenance Activity (4202)						
Full-Time						
Director of Public Works/City Engineer	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Manager	0.15	0.15	0.15	0.15	0.15	0.15
Public Works Maintenance Supervisor	0.70	0.70	0.70	0.70	0.70	0.70
Principal Management Analyst	0.20	0.20	0.20	0.20	0.20	0.20
Crew Leader	2.00	2.00	2.00	2.00	2.00	2.00

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Cement Finisher	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	6.00	6.00 (2)	6.00	6.00	6.00	4.00 (6)
Part-Time						
Maintenance Worker		0.75 (2)	0.75	0.75	0.75	0.75
Street Maintenance Activity Total	<u>11.15</u>	<u>11.90 (2)</u>	<u>11.90</u>	<u>11.90</u>	<u>11.90</u>	<u>9.90</u>
Storm Drain Maintenance Activity (4203)						
Full-Time						
Public Works Maintenance Supervisor	0.05	0.05	0.05	0.05	0.05	0.05
Crew Leader	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Worker	0.50	0.50	0.50	0.50	0.50	0.50
Storm Drain Maintenance Activity Total	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>
Sanitary Sewer Maintenance Activity (4204)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Supervisor	0.15	0.15	0.15	0.15	0.15	0.15
Crew Leader	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Worker	0.50	0.50	0.50	0.50	0.50	0.50
Sanitary Sewer Maintenance Activity Total	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
Street Cleaning Activity (4205)						
Full-Time						
Public Works Maintenance Manager	0.05	0.05	0.05	0.05	0.05	0.05
Public Works Maintenance Supervisor	0.15	0.15	0.15	0.15	0.15	0.15
Street Cleaning Activity Total	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>
Traffic Control Activity (4206)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Supervisor	0.20	0.20	0.20	0.20	0.20	0.20
Crew Leader	0.90	0.90	0.90	0.90	0.90	0.90
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	0.90	0.90	0.90	0.90	0.90	0.90
Traffic Control Activity Total	<u>3.10</u>	<u>3.10</u>	<u>3.10</u>	<u>3.10</u>	<u>3.10</u>	<u>3.10</u>
Street Lighting Activity (4207)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Supervisor	0.05	0.05	0.05	0.05	0.05	0.05

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Principal Management Analyst	0.20	0.20	0.20	0.20	0.20	(7)
Crew Leader	0.10	0.10	0.10	0.10	0.10	0.10
Electrician	0.20	0.20	0.20	0.20	0.20	0.20
Maintenance Worker	0.10	0.10	0.10	0.10	0.10	0.10
Street Lighting Activity Total	0.75	0.75	0.75	0.75	0.75	0.55
Refuse Collection Activity (4208)						
Full-Time						
Director of Public Works/City Engineer	0.20	0.20	0.20	0.20	0.20	0.20
Public Works Maintenance Manager	0.20	0.20	0.20	0.20	0.20	0.20
Public Works Maintenance Supervisor	0.60	0.60	0.60	0.60	0.60	0.60
Principal Management Analyst	0.20	0.20	0.20	0.20	0.20	0.30 (7)
Part-Time						
Administrative Intern	0.50	0.50	0.50	0.50	0.50	
Refuse Collection Activity Total	1.70	1.70	1.70	1.70	1.70	1.30
Administration Activity (4209)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Technician	0.50	0.50	0.50	0.50	0.50	0.50
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50	0.50
Administration Activity Total	1.20	1.20	1.20	1.20	1.20	1.20
Building Maintenance Activity (4210)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Building Trades Supervisor	1.00	1.00				
Facilities Maintenance Supervisor			1.00	1.00	1.00	1.00
Building Trades Technician	1.00	1.00	1.00	1.00	1.00	1.00
Electrician	0.80	0.80	0.80	0.80	0.80	0.80
Building Maintenance Activity Total	2.90	2.90	2.90	2.90	2.90	2.90
Motor Pool Shop Activity (4211)						
Full-Time						
Director of Public Works/City Engineer	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Equipment Maintenance Supervisor	1.00	1.00				
Fleet Maintenance Supervisor			1.00	1.00	1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Auto Shop Technician	1.00	1.00	1.00	1.00	1.00	1.00
Motor Pool Shop Activity Total	4.20	4.20	4.20	4.20	4.20	4.20

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Engineering Activity (4212)						
Full-Time						
Director of Public Works/City Engineer	0.30	0.30	0.30	0.30	0.30	0.30
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Principal Management Analyst	0.40	0.40	0.40	0.40	0.40	0.30 (7)
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00
Assistant Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Clerk Typist	0.37	0.37	0.37	0.37	(5)	
Engineering Aide	0.50	0.50	0.50	0.50	(5)	
Engineering Activity Total	8.57	8.57	8.57	8.57	7.70	7.60
Water Administration Activity (4220)						
Full-Time						
Director of Public Works/City Engineer	0.10	0.10	0.10	0.10	0.10	0.10
Water Utility Manager	0.65	0.65	0.65	0.65	0.65	0.65
Principal Management Analyst	0.65	0.65	0.65	0.65	0.65	0.65
Public Works Technician	0.50	0.50	0.50	0.50	0.50	0.50
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50	0.50
Part-Time						
Draftsman	0.44	0.44	0.44	0.44	(5)	
Water Administration Activity Total	2.84	2.84	2.84	2.84	2.40	2.40
Water Commercial Activity (4221)						
Full-Time						
Consumer Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Cross Connection Control Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Consumer Services Representative	2.00	2.00	2.00	2.00	2.00	2.00
Senior Accountant	0.50	0.50	0.50	0.50	0.50	0.50
Accountant	0.50	0.50	0.50	0.50	0.50	0.50
Senior Account Clerk	0.50	0.50	0.50	0.50	0.50	0.50
Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Water Commercial Activity Total	6.50	6.50	6.50	6.50	6.50	6.50
Water Production Activity (4222)						
Full-Time						
Water Utility Manager	0.05	0.05	0.05	0.05	0.05	0.05
Principal Management Analyst	0.05	0.05	0.05	0.05	0.05	0.05
Water Production Supervisor	0.40	0.40	0.40	0.40	0.40	0.40

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Senior Water Production System Operator	0.40	0.40	0.40	0.40	0.40	0.40
Water Production System Operator	0.90	0.90	0.90	0.90	0.90	0.90
Electrician	0.65	0.65	0.65	0.65	0.65	0.65
Part-Time						
Building Trades Technician	0.50	0.50	0.50	0.50	0.50	0.75 ⁽⁶⁾
Water Production Activity Total	<u>2.95</u>	<u>2.95</u>	<u>2.95</u>	<u>2.95</u>	<u>2.95</u>	<u>3.20</u>
Water Distribution Activity (4223)						
Full-Time						
Water Distribution Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Water Distribution Crew Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Water Distribution Lead Worker	3.00	3.00	3.00	3.00	3.00	3.00
Water Utility Maintenance Worker	4.00	4.00	4.00	4.00	4.00	3.00 ⁽⁶⁾
Water Distribution Activity Total	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>8.00</u>
Well 5 VOC Treatment Plant Activity (4226)						
Full-Time						
Director of Public Works/City Engineer	0.05	0.05	0.05	0.05	0.05	0.05
Water Utility Manager	0.05	0.05	0.05	0.05	0.05	0.05
Principal Management Analyst	0.05	0.05	0.05	0.05	0.05	0.05
Water Production Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator	0.10	0.10	0.10	0.10	0.10	0.10
Water Production System Operator	0.30	0.30	0.30	0.30	0.30	0.30
Electrician	0.05	0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk					0.09 ⁽⁵⁾	0.09
Well 5 VOC Treatment Plant Activity Total	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.79</u>	<u>0.79</u>
Well 12 VOC Treatment Plant Activity (4227)						
Full-Time						
Director of Public Works/City Engineer	0.05	0.05	0.05	0.05	0.05	0.05
Water Utility Manager	0.05	0.05	0.05	0.05	0.05	0.05
Principal Management Analyst	0.05	0.05	0.05	0.05	0.05	0.05
Water Production Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator	0.10	0.10	0.10	0.10	0.10	0.10
Water Production System Operator	0.30	0.30	0.30	0.30	0.30	0.30
Electrician	0.05	0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk					0.09 ⁽⁵⁾	0.09
Well 12 VOC Treatment Plant Activity Total	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.79</u>	<u>0.79</u>

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Delta Perchlorate Treatment Plant Activity (4228)						
Full-Time						
Director of Public Works/City Engineer	0.05	0.05	0.05	0.05	0.05	0.05
Water Utility Manager	0.05	0.08	0.08	0.08	0.08	0.08
Principal Management Analyst	0.05	0.08	0.08	0.08	0.08	0.08
Water Production Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator	0.10	0.10	0.10	0.10	0.10	0.10
Water Production System Operator	0.30	0.30	0.30	0.30	0.30	0.30
Electrician	0.05	0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk					0.08 (5)	0.08
Delta Perchlorate Treatment Plant Activity Total	0.70	0.76	0.76	0.76	0.84	0.84
Well 1, 3, 10 VOC Treatment Plant Activity (4229)						
Full-Time						
Director of Public Works/City Engineer	0.02	0.02	0.02	0.02	0.02	0.02
Water Utility Manager	0.05	0.05	0.05	0.05	0.05	0.05
Principal Management Analyst	0.05	0.05	0.05	0.05	0.05	0.05
Water Production Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator	0.10	0.10	0.10	0.10	0.10	0.10
Water Production System Operator	0.30	0.30	0.30	0.30	0.30	0.30
Electrician	0.05	0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk					0.08 (5)	0.08
Well 1, 3, 10 VOC Treatment Plant Activity Total	0.67	0.67	0.67	0.67	0.75	0.75
Well 12 Dual Barrier Activity (4230)						
Full-Time						
Director of Public Works/City Engineer	0.03	0.03	0.03	0.03	0.03	0.03
Water Utility Manager	0.05	0.05	0.05	0.05	0.05	0.05
Principal Management Analyst	0.05	0.05	0.05			
Water Production Supervisor	0.05	0.05	0.05	0.05	0.05	0.05
Senior Water Production System Operator	0.05	0.05	0.05	0.05	0.05	0.05
Water Production System Operator	0.30	0.30	0.30	0.30	0.30	0.30
Electrician	0.05	0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk					0.08 (5)	0.08
Well 12 Dual Barrier Activity Total	0.58	0.58	0.58	0.53	0.61	0.61

Citywide Personnel Summary

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Well 15 Activity (4231)						
Full-Time						
Principal Management Analyst				0.05	0.05	0.05
Water Production Supervisor	0.05	0.05	0.05	0.05	0.05	0.05
Senior Water Production System Operator	0.05	0.05	0.05	0.05	0.05	0.05
Water Production System Operator	0.30	0.30	0.30	0.30	0.30	0.30
Electrician	0.05	0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk					0.08 (5)	0.08
Well 15 Activity Total	0.45	0.45	0.45	0.50	0.58	0.58
Well 5 Perchlorate Treatment Activity (4232)						
Full-Time						
Water Utility Manager	0.05	0.02	0.02	0.02	0.02	0.02
Principal Management Analyst	0.05	0.02	0.02	0.02	0.02	0.02
Water Production Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator	0.10	0.10	0.10	0.10	0.10	0.10
Water Production System Operator	0.30	0.30	0.30	0.30	0.30	0.30
Electrician	0.05	0.05	0.05	0.05	0.05	0.05
Well 5 Perchlorate Treatment Activity Total	0.65	0.59	0.59	0.59	0.59	0.59
DEPARTMENT TOTAL	61.81	62.56 (2)	62.56	62.56	61.75	58.50
CITYWIDE TOTAL	399.17	410.78 (2)	414.29 (3)	414.94	404.36	372.62
<u>CITYWIDE STAFFING TOTALS</u>						
Elected Officials	7.00	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	347.00	348.00	351.00	351.00	349.00	326.00
Part-Time Employees	45.17	55.78	56.29 (3)	56.94	48.36	39.62
GRAND TOTAL CITYWIDE FULL-TIME EQUIVALENT POSITIONS (1.00 Position = 2,080 Working Hours)	399.17	410.78 (2)	414.29 (3)	414.94 (4)	404.36	372.62

Citywide Personnel Summary

FY	FY	FY	FY	FY	FY
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11

Note:

- (1) Frozen vacant positions per Group B implementations for pension set-aside funds starting 2005-2006 included: 1 FTE Administrative Secretary, 1 FTE Animal Control Officer, and 0.38 FTE Planning Technician.
- (2) FY2006-07 changes included: the restoration of 9.86 FTE library staff; the addition of 1 full-time (1 FTE) Principal Management Analyst in Fire; and the addition of 1 full-time Account Clerk (1 FTE) and the elimination of part-time staff (1 FTE) in Management Services; the addition of several part-time Community Service Officers (3 FTEs) and the elimination of 3 full-time Community Service Offices (3 FTEs) in Police; the elimination of 1 full-time Code Enforcement Manager (1 FTE) and the addition of 1 full-time Code Enforcement Officer (1 FTE); the elimination of 1 full-time Building Codes Technician (1 FTE) and the addition of 1 full-time Permit Technician (1 FTE); the addition of 1 full-time Maintenance Worker (1 FTE) and additional part-time Maintenance Worker (0.11 FTE) in Street Maintenance Activity.
- (3) FY2007-08 changes included: the restoration of 0.35 FTE library part-time staff; the Senior Library Clerk position will be replaced by the Library Circulation Services Supervisor position; the addition of part-time Recreation Leader (0.75 FTE) in Langley Center Activity; the addition of a (1 FTE) Dial-A-Ride Dispatcher and elimination of a part time Senior Clerk Typist (1 FTE) by Recreation and Parks; personnel shifting from Commercial Rehabilitation Activity to Redevelopment Activity with no changes in the total FTE hours; the reclassification of 1 Police Clerk to Police Administrative Assistant ; the addition of 1 full-time (1 FTE) Records Management System Technician in Police Records; and an onetime addition of part-time Minute Clerk in City Clerk (0.5 FTE). Also reflected were two position title name changes, Facility Maintenance Supervisor and Fleet Maintenance Supervisor.
- (4) FY2008-09 changes included: the elimination of the onetime temporary Minute Clerk (0.5 FTE) in City Clerk, and an addition of a temporary Administrative Intern funded by the General Plan Fee Fund.
- (5) FY2009-10 changes included: addition of a part-time Senior Account Clerk (0.5 FTE) in Water Treatment Activities; elimination of the Transportation Program Manager (1 FTE) in 1202 and replace it with an Assistant to the City Manager position (1 FTE) in 1201; elimination of 0.75 FTE P.T. Management Analyst in 1201, 1 FTE Accounting Manager in 1403, 0.25 FTE P.T. Senior Account Clerk in 1407, 0.75 FTE P.T. Account Clerk in 1408, 0.30 FTE P.T. Administrative Intern in 1701, 0.5 FTE P.T. Building Inspector in 1703, 0.50 FTE P.T. Evidence Officer in 3104, 0.50 FTE P.T. Police Records Intern and 0.50 FTE P.T. Police Records Clerk in 3114, 0.25 FTE P.T. Community Services Officers in 3120, 0.10 FTE P.T. Librarian in 6002, 0.35 FTE P.T. Library Page in 6004, 3.04 FTE P.T. Recreation Leader in 6502, 0.98 FTE P.T. Maintenance Worker in 6517, 0.37 FTE P.T. Clerk Typist and 0.50 FTE P.T. Engineering Aide in 4212, 0.44 FTE P.T. Draftsman in 4220.
- (6) FY2010-11 changes included: elimination of Code Enforcement Officer (1 FTE), Planning Manager (1 FTE), Senior Clerk Typist (1 FTE), Fire Administrative Secretary (1 FTE), Human Resources Assistant (1 FTE), Risk Manager (1 FTE), Management Services Account Clerk (1 FTE), Police Animal Control Supervisor (1 FTE), Communications Dispatcher Trainee (1 FTE), Police Clerk (1 FTE), Police Officer (2 FTEs), Police Records/Communications Manager (1 FTE), Public Works Maintenance Worker (2 FTEs), Water Utility Maintenance Worker (1 FTE), Recreation & Parks Community Participation Coordinator (1 FTE), Irrigation Specialist (1 FTE), Park Maint Crew Leader (1 FTE), Park Maint Worker (2 FTEs), Program Coordinator (1 FTE), and Fire Safety Specialist (1 FTE). Adjustments have also been made to the P/T positions in various departments.
- (7) Activity 1202, Community Transportation Program converted to Activity 4201 in the Public Works' Department.

Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
2001-02	409.45	62,181	6.58
2002-03	407.45	62,629	6.51
2003-04	408.45	63,406	6.44
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	405.36	64,874	6.25
2010-11	372.62	65,027	5.73

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2010-2011**

<u>Classification</u>	<u>Salary Range</u>	
Account Clerk	3,178	4,167
Accountant	4,584	6,011
Administrative Aide	3,891	4,978
Administrative Aide (Non-Conf)	3,998	5,243
Administrative Secretary	3,700	4,734
Animal Control Officer	3,466	4,545
Assistant City Engineer	8,735	11,454
Assistant Planner	4,720	6,189
Assistant Storekeeper	3,310	4,340
Associate Planner	5,358	7,026
Auto Shop Technician	3,474	4,555
Battalion Chief/Fire Marshal	9,433	12,068
Building Clerk	3,310	4,340
Building Codes Technician	3,310	4,340
Building Inspector	5,279	6,923
Building Official	7,699	10,096
Building Trades Technician	4,115	5,396
Cement Finisher	3,734	4,897
Child Care Assistant	3,178	4,167
Child Care Coordinator	3,998	5,243
City Librarian	8,251	10,555
Civil Engineering Assistant	5,125	6,721
Civil Engineering Associate	6,306	8,269
Civil Engineering Technician	4,454	5,841
Code Enforcement Officer	4,219	5,532
Communication Dispatcher	4,355	5,711
Communications Dispatcher Trainee	3,599	4,719
Community Services Officer	3,460	4,538
Community TV Producer	3,998	5,243
Consumer Services Representative	3,892	5,103
Consumer Services Supervisor	5,922	7,765
Crew Leader	4,115	5,396
Cross Connection Control Inspector	4,849	6,358

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2010-2011**

<u>Classification</u>	<u>Salary Range</u>		
Deputy City Clerk	6,031	-	7,908
Dial-A-Ride Dispatcher	3,460	-	4,538
Dial-A-Ride Driver	2,266	-	2,971
Director of Development Services	9,880	-	12,640
Director of Economic Development	9,880	-	12,640
Director of Human & Risk Management	10,716	-	13,709
Director of Management Services	10,716	-	13,709
Director of Public Works/City Engineer	10,716	-	13,709
Director of Recreation and Parks	9,135	-	11,686
Economic Development Specialist	5,125	-	6,721
Electrician	4,454	-	5,841
Equipment Services Specialist	3,474	-	4,555
Equipment Mechanic	4,115	-	5,396
Evidence Officer	3,736	-	4,900
Facilities Maintenance Supervisor	5,553	-	7,282
Financial Services Manager	8,586	-	10,984
Financial Services Technician	4,219	-	5,532
Fire Captain	7,040	-	8,557
Fire Chief	11,145	-	14,258
Fire Engineer	6,043	-	7,345
Firefighter	5,222	-	6,347
Fire Prevention Permit Technician I	3,802	-	4,985
Fire Safety Specialist	5,002	-	6,559
Fleet Maintenance Supervisor	5,553	-	7,282
Housing Program/Grant Admin Coordinator	6,305	-	8,267
Human Resources Analyst	5,420	-	6,934
Human Resources Technician	4,010	-	5,130
Jailer	3,658	-	4,797
Librarian	4,720	-	6,189
Library Circulation Services Supervisor	3,627	-	4,756
Library Clerk	3,178	-	4,167
Library Technician	3,627	-	4,756
Literacy Program Administrator	5,553	-	7,282

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2010-2011

<u>Classification</u>	<u>Salary Range</u>		
Maintenance Worker	3,307	-	4,336
Park Maintenance Worker	3,307	-	4,336
Park Maintenance Crew Leader	3,998	-	5,243
Park Maintenance Lead Worker	3,826	-	5,017
Park Superintendent	6,031	-	7,908
Park Supervisor	5,553	-	7,282
Payroll Technician	4,088	-	5,230
Permit Technician I	3,802	-	4,985
Permit Technician II	4,219	-	5,532
Plan Checker	5,653	-	7,412
Police Administrative Assistant	3,627	-	4,756
Police Agent	5,841	-	7,100
Police Captain	10,403	-	13,309
Police Chief	12,133	-	15,522
Police Chief's Secretary	3,700	-	4,734
Police Clerk	3,212	-	4,212
Police Lieutenant	8,381	-	10,187
Police Officer	5,483	-	6,664
Police Officer Recruit	4,184	-	4,289
Police Records Management Technician	4,219	-	5,532
Police Sergeant	6,883	-	8,366
Pool Maintenance Worker	3,307	-	4,336
Principal Management Analyst	6,305	-	8,267
Program Coordinator	3,998	-	5,243
Public Works Inspector	4,722	-	6,193
Public Works Maintenance Manager	7,298	-	9,570
Public Works Maintenance Supervisor	5,553	-	7,282
Public Works Technician	3,998	-	5,243
Recreation Superintendent	6,031	-	7,908
Redevelopment Project Manager	6,609	-	8,667
Secretary (Non-Conf)	3,802	-	4,985
Secretary to the City Manager (Conf)	4,605	-	5,891
Senior Account Clerk (Non-Conf)	3,802	-	4,985

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2010-2011**

Classification	Salary Range		
Senior Accountant	6,031	-	7,908
Senior Clerk Typist (Non-Conf)	3,178	-	4,167
Senior Librarian	5,553	-	7,282
Senior Library Clerk	3,466	-	4,545
Senior Maintenance Worker	3,599	-	4,719
Special Events Manager	5,782	-	7,582
Senior Water Production System Operator	4,849	-	6,358
Storekeeper/Buyer	3,802	-	4,985
Support Services Manager	7,039	-	9,231
Support Services Supervisor	5,002	-	6,559
Transportation Program Manager	6,031	-	7,908
Water Distribution Crew Supervisor	4,849	-	6,358
Water Distribution Lead Worker	4,184	-	5,487
Water Distribution Supervisor	5,922	-	7,765
Water Production Supervisor	5,922	-	7,765
Water Production System Operator	4,184	-	5,487
Water Utility Maintenance Worker	3,532	-	4,631
Water Utility Manager	8,275	-	10,852

CITY OF MONTEREY PARK

PART-TIME CLASSIFICATION AND HOURLY RATES LIST FISCAL YEAR 2010-2011

<u>Classification</u>	<u>Hourly Rate</u>		
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	19.73	-	25.24
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
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 2010-2011

<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 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
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, Debt Services Fund, Capital Projects Fund, Water 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
- Water Enterprise Fund
- Internal Service Funds
- Capital Projects and Debt Service Funds

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

The General Fund ⁽⁷⁾

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	
Beginning Fund Balance	\$1,810,707	\$1,912,823	\$2,053,170	\$1,178,170	\$553,870	
Revenues: ⁽⁶⁾						
Taxes	21,836,300	24,310,000	25,467,000	27,619,000	28,425,000	(1)
Charges for Services	4,385,598	3,834,000	3,788,000	3,977,000	4,176,000	(2)
Licenses & Permits	1,912,470	2,960,347	2,173,000	1,310,000	1,348,000	(2)
Other	2,382,651	2,439,000	2,496,000	2,554,000	2,615,000	(3)
Total Revenues	30,517,019	33,543,347	33,924,000	35,460,000	36,564,000	
Expenditures: ⁽⁶⁾						
Personnel Services	24,141,224	25,228,000	26,363,000	27,549,000	28,789,000	(4)
Maintenance & Operations	6,192,529	6,273,000	6,529,000	6,628,300	6,819,400	
Capital Outlay	81,150	50,000	55,000	55,000	55,000	
Transfer to Other Funds	0	1,852,000	1,852,000	1,852,000	1,852,000	(5)
Total Expenditures	30,414,903	33,403,000	34,799,000	36,084,300	37,515,400	
Ending Fund Balance	\$1,912,823	\$2,053,170	\$1,178,170	\$553,870	(\$397,530)	

Notes:

- (1) Include property, sales, utility users, vehicle-in-lieu, transfer, franchise, and transient taxes.
- (2) 2% growth in charges for services, and licenses and permits.
- (3) Other revenues include fines, rentals, and interest income.
- (4) Amounts reflect MOU labor obligations and merit increases.
- (5) General Fund transfer to subsidize retirement cost & post employment benefits funding.
- (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. Refer to 2008-2009 MidYear Review Report for the underlying assumptions.
- (7) The General Fund is a Major Fund.

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

Special Revenue Funds ⁽¹⁾

	2010-11	2011-12	2012-13	2013-14	2014-15	
Beginning Fund Balance	\$9,945,153	\$9,257,295	\$9,471,399	\$7,703,018	\$6,045,337	
Revenues: ⁽⁵⁾						
Taxes	8,268,089	8,973,550	8,687,750	8,995,000	9,319,000	
Charges for Services	8,059,000	9,035,100	7,940,800	8,160,800	8,385,800	
Fines and Forfeitures	334,000	300,000	300,000	300,000	300,000	
Measure R Grants	380,000	388,000	396,000	404,000	412,000	
Special Grants	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	(2)
Other	173,100	287,600	300,200	298,200	298,200	
Sales Of Property	0	0	0	0	0	
Transfer From General Fund	0	0	0	0	0	
Transfer From Safety Impact Fee	0	0	0	0	0	
Transfer From RDA Pension Override	895,000	922,000	950,000	979,000	1,008,000	
Total Revenues	21,709,189	23,506,250	22,174,750	22,737,000	23,323,000	
Expenditures: ⁽⁵⁾						
Personnel Services	13,322,004	14,294,730	14,781,066	15,271,966	15,778,966	(3)
Maintenance & Operations	3,093,718	3,135,610	3,215,900	3,311,400	3,386,900	
Debt Services	1,539,405	1,630,806	1,595,165	1,559,315	1,523,627	(4)
Capital Outlay	355,920	183,000	295,000	188,000	191,000	
Measure R Projects	230,000	0	0	0	0	
Special Grants	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	(2)
Repay General Fund Loan	0	0	0	0	0	
Transfer To Pension Liability Fund	0	60,000	60,000	60,000	60,000	
Total Expenditures	22,141,047	22,904,146	23,547,131	23,990,681	24,540,493	
Ending Fund Balance	9,513,295	9,859,399	8,099,018	6,449,337	4,827,844	

Notes:

(1) Special Revenue Funds include: retirement, pension liability, gas tax, sewer, refuse, 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, and grant funds. All Special Revenue Funds are Non-major Funds, with the exception of the special grants fund, which is a Major Fund.

(2) Special Grants include library grants, HUD CDBG and Home grants, Parks and Recreation grants, Police grants, Engineering grants, Transportation grants, Fire grants, and special grants.

(3) Amounts reflect MOU labor obligations and merit increases.

(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**

Water Enterprise Fund ⁽¹⁾

	2010-11	2011-12	2012-13	2013-14	2014-15	
Beginning Fund Balance	\$11,538,478	\$12,645,734	\$12,891,934	\$12,954,134	\$9,447,834	
Revenues:						
Charges for Service	10,510,000	10,759,000	11,187,000	11,632,000	12,093,000	(2)
Financing	0	0	0	1,500,000	0	(3)
Settlement	1,100,000	0	0	0	0	
Grants/Reimbursement	10,000	10,000	10,000	10,000	10,000	
Total Revenues	11,620,000	10,769,000	11,197,000	13,142,000	12,103,000	
Expenditures:						
Water Administration	3,102,055	3,195,200	3,291,400	3,390,600	3,492,800	
Water Commercial	772,707	795,000	818,000	842,000	867,000	
Water Production	1,612,244	1,660,600	1,710,400	1,761,700	1,814,600	
Water Distribution	1,108,795	1,142,000	1,176,000	1,211,000	1,247,000	
Well #5 VOC	436,235	449,000	462,000	476,000	490,000	(4)
Well #12 VOC	793,705	818,000	843,000	868,000	894,000	(4)
Delta Perchlorate	274,896	280,000	286,000	292,000	298,000	(4)
Wells #1,3,10 VOC	446,964	460,000	474,000	488,000	503,000	(4)
Well #12 Dual Barrier	164,702	170,000	175,000	180,000	185,000	(4)
Well #15	141,267	146,000	150,000	155,000	160,000	(4)
Well #5 Perchlorate	102,781	192,000	192,000	192,000	192,000	(4)
Debt Services	472,993	1,215,000	1,557,000	1,798,000	1,798,000	(5)
Capital Projects - Water Main	300,000	0	0	2,100,000	0	
Capital Projects - Financing	0	0	0	1,500,000	0	
Capital Projects - Other	556,400	0	0	2,894,000	0	
Total Expenditures	10,285,744	10,522,800	11,134,800	18,148,300	11,941,400	
Ending Fund Balance	\$12,872,734	\$12,891,934	\$12,954,134	\$7,947,834	\$9,609,434	

Notes:

- (1) Water Enterprise Fund consists of Water Operation Fund and Water Treatment Fund.
- (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>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	
Beginning Fund Balance	\$7,472,656	\$7,435,455	\$7,766,855	\$8,247,655	\$8,897,855	
Revenues: ⁽⁴⁾						
Interfund Charges	5,283,378	5,591,000	5,924,000	6,284,000	6,673,000	(1)
Total Revenues	5,283,378	5,591,000	5,924,000	6,284,000	6,673,000	
Expenditures: ⁽⁴⁾						
Personnel Services	1,794,454	1,876,000	1,962,000	2,052,000	2,145,000	(2)
Maintenance & Operations	3,098,100	3,160,600	3,251,200	3,344,800	3,441,500	
Capital Projects	428,025	223,000	230,000	237,000	244,000	
Total Expenditures	5,320,579	5,259,600	5,443,200	5,633,800	5,830,500	
Ending Fund Balance	<u>\$7,435,455</u>	<u>\$7,766,855</u>	<u>\$8,247,655</u>	<u>\$8,897,855</u>	<u>\$9,740,355</u>	

Notes:

- (1) Internal Service Funds Include: auto shop, separation benefits, general liability, workers' compensation, and technology funds.
- (2) Amounts reflect MOU labor obligations and merit increases.
- (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.

**The Monterey Park
Community Redevelopment Agency
Summary Financial Projection**

Capital Projects and Debt Service Funds ⁽⁵⁾

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	
Beginning Fund Balance	\$32,627,426	\$36,777,958	\$40,869,440	\$45,899,355	\$51,120,770	
Revenues: ⁽⁴⁾						
Property Tax Increment	10,530,000	10,936,000	12,053,000	12,433,000	12,827,000	(1)
Other	387,000	394,600	402,300	410,100	418,100	
Total Revenues	10,917,000	11,330,600	12,455,300	12,843,100	13,245,100	
Expenditures: ⁽⁴⁾						
Personnel Services	1,776,285	1,856,300	1,940,100	2,027,100	2,117,400	(2)
Maintenance & Operation	346,427	353,300	359,900	366,600	374,300	
County Property Tax Admin Fees	152,000	160,000	168,000	176,000	185,000	
Debt Services	2,446,677	2,447,718	2,445,185	2,445,185	2,445,185	(3)
Capital Projects	0	0	0	0	0	
Contracted Services	623,779	643,200	663,300	683,600	704,000	
Pass-Through Payments	1,331,300	1,398,600	1,468,900	1,543,200	1,621,600	
Other Housing Projects	90,000	380,000	380,000	380,000	380,000	
Total Expenditures	6,766,468	7,239,118	7,425,385	7,621,685	7,827,485	
Ending Fund Balance	\$36,777,958	\$40,869,440	\$45,899,355	\$51,120,770	\$56,538,385	

Notes:

(1) 3% growth (2% from reassessment and 1% from ownership transfer). Amounts reflect on-going State ERAF transfers.

(2) Amounts reflect MOU labor obligations and merit increases.

(3) Annual debt service payments for the 1998 and 2002 Tax Allocation Bonds.

(4) 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.

(5) Capital Projects and Debt Service Funds are Major 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*
- ❖ Improve public safety*
- ❖ Increase operational efficiency, visibility & availability*
- ❖ Ensure quality customer service*
- ❖ Promote economic development*
- ❖ 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*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

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. Reserves Policy*
- 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 2010-2011**

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 and Monterey Park Redevelopment Agency during each fiscal year.

The annual budget adopted by the City Council serves as a guideline for operations of the City and the Monterey Park Redevelopment Agency. 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, Debt Service, Capital Projects and Proprietary Fund Types.

Budgets for the General, Special Revenue, Debt Service and Capital Projects 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.

The City's budget disclosure presents funds available net of reservations and designations.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

3. DESCRIPTION OF REPORTING ENTITIES

Monterey Park's Municipal Services Program includes presentation of the annual budgets and operational activities of four distinct reporting entities: the City of Monterey Park, the Monterey Park Community Redevelopment Agency, 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 Community Redevelopment Agency

The Monterey Park Community Redevelopment Agency was formed in 1969 under provisions of California Community Redevelopment law. The primary purpose of the Agency is to encourage private redevelopment of property and the rehabilitation of areas suffering from economic disuse that are otherwise ignored by natural market forces. The Agency's two redevelopment project areas -- Atlantic/Garvey Redevelopment Project and the Merged Redevelopment Project -- encompass 1,130 acres.

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)

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

4. BUDGETARY FUND STRUCTURE (Continued)

- 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, Refuse, Sewer, Park Facilities, Proposition A, Proposition C, Asset Forfeiture, Business Improvement District #1, Air Quality, Maintenance District 1972 Act, Public Safety Impact, Public Safety Augmentation, Library Tax, CERCLA Liability, Pension Liability, and Grants Funds.
- Debt Service Funds – are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs. Debt Service Funds include Atlantic/Garvey Debt Service and Merged Project Debt Service.
- Capital Projects Funds – are used to account for financial resources to be used for the acquisition, construction or repair of capital facilities other than those financed by Proprietary Funds. Capital Projects Funds include Atlantic/Garvey Capital Project, Merged Capital Project, and Housing Funds.

□ **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.
- 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, and General Liability 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

5. GENERAL MANAGEMENT AND BUDGET POLICIES (Continued)

- The City will avoid budgetary procedures that finance current expenditures at the expense of meeting future year's obligations, such as postponing expenditures, accruing future year revenues, or rolling over short-term debt.
- Budgetary and accounting procedures will conform to Generally Accepted Accounting Principles (GAAP) for government agencies.
- The City 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.
- Periodically, the City's long-term financial planning process will result in a financial policy that creates a new type of reserve fund. Funds will be allocated to this reserve through the budget process.

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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

6. REVENUE POLICY (Continued)

- The City will estimate revenue using objective, analytical processes; in cases of assumption uncertainty, conservative projections will be utilized. The estimated growth rates used to project revenues are based on analysis, as adjusted for Monterey Park's experience and outlook, as well as state economic conditions.
- The City will fund all current expenditures from current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
- The City will identify basic tax-provided services and will establish user fees and charges for services provided in excess of basic services and/or to non-taxpaying users.

7. RESERVES POLICY

- Unreserved, undesignated General Fund fund balance will be maintained at 10% of the General Fund annual operating budget.
- An Economic Uncertainty Reserve Account will be appropriated annually to compensate in the event an economic downturn causes revenues to come in lower than budget. This reserve is established at 2% of the ongoing general fund revenues. The funding of this account will be reviewed each year during the midyear fiscal review.
- A reserve for future Capital Projects account should 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.
- An Equipment Replacement Reserve account will be maintained to fund future equipment replacement. The City Manager will analyze the adequacy of this reserve annually and recommend adjustments as required to the City Council.
- 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, and technology and telephone replacement in the Technology/Data Processing Fund.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

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.
- 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, the Director of Management Services and the Financial Services Manager.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

9. INVESTMENT POLICY (Continued)

- 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.
- 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

9. INVESTMENT POLICY (Continued)

- 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.

10. DEBT ADMINISTRATION AND POLICIES

**(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2010-2011)**

Total Assessed Value of all Real and Personal Property	\$	5,448,783,024
Debt Limit Percentage		15%
Total Debt Limit		817,317,454
Amount of Debt Applicable to Debt Limit		-
Legal Debt Margin	\$	817,317,454

(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, 2010, 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

(B) DEBT POLICY (Continued)

- 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.

(C) ANNUAL DEBT SERVICES BY PROJECT

<u>Fund</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year 2009-10</u>	<u>Fiscal Year 2010-11</u>
<u>City</u>				
0071	Lease Purchase	Police CAD/RMS System	32,996	65,869
0192		(Final date: 6/2021)	132,873	100,000
			<u>165,869</u>	<u>165,869</u>
0092	Loan	I-Bank La Loma/Highland Reservoirs (Final date: 8/2030)	115,459	115,281
0092	Loan	I-Bank Water Main Replacement (Final date: 2/2021)	188,045	187,593
0093	Lease Purchase	SGVMWD Well #5 VOC Treatment Plant (Final date: 9/2009)	73,368	
0093	Lease Purchase	SGVMWD Treatment Plant Financing (Final date: 9/2015)	170,000	170,000
0093	Lease Purchase	SGVMWD Air Stripper Treatment System (Final date: 9/2019)		200,000
0131	Library Note	Library Expansion Project (Final date: 6/2018)	383,196	383,196

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

<u>Fund</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year 2009-10</u>	<u>Fiscal Year 2010-11</u>
<u>City</u>	(Cont'd)			
0169	Note	HUD Section 108 (Final date: 8/2022)	539,911	543,186
0012	Bonds	Pension Obligation Bonds (Final date: 6/2034)	<u>1,546,714</u>	<u>1,506,409</u>
		<i>City Total</i>	\$3,182,560	\$3,271,534
<u>Community Redevelopment Agency</u>				
0815	Bonds	2002 Atlantic/Garvey Tax Increment Bonds (Final date: 3/2026)	1,673,400	1,673,307
0825	Bonds	1998 Merged Tax Increment Bonds (Final date: 3/2028)	<u>773,446</u>	<u>773,366</u>
		<i>CRA Total</i>	\$2,446,846	\$2,446,673
		<i>Grand Total</i>	<u>\$5,629,406</u>	<u>\$5,718,207</u>

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

11. GRANT ADMINISTRATION POLICY (Continued)

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.

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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

12. COST ACCOUNTING APPLICATION (Continued)

Each year, the City updates its Indirect Cost Allocation Plan according to OMB Circular A-87 to establish the indirect costs. The City's current **Indirect Cost Rates** are as follows:

<u>Operating Units</u>	<u>Indirect Cost Rates</u>
Development Services	11.99%
Police	8.99%
Fire	5.07%
Public Works	28.12%
Library	44.61%
Recreation and Parks	31.24%
Proposition A	9.17%
Water Utility	7.43%
Community Redevelopment Agency	4.32%
Community Development Block Grant	9.34%
Refuse Collections	2.52%
City Manager/City Council	19.13%

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, and Separation Benefits Fund based on the number of employees.

The City routinely updates internal service charges to ensure adequate charges for the City's current costs and future liabilities.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

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.

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 2010-2011 Gann Appropriations Limit follows:

FISCAL YEAR 2010-2011 ARTICLE XIII B APPROPRIATIONS LIMIT

A. 2010-11 Appropriations Limit:

2009-10 Adopted Limit	\$64,217,109
x Annual Adjustment Factors:	
Change in CA Personal Income	0.9746%
Change in Population	1.0083%
	<u>0.98268918</u>
Appropriation Limit	\$63,105,458

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

2010-11 Preliminary Budget Total	\$63,155,084
Less Exclusions:	
Non-Proceeds of Taxes	35,239,008
Appr. from Reserves	<u>(2,280,519)</u>
	<u>(32,958,489)</u>
Budget Appropriations Subject to Limit	\$30,196,595
Amount Under Legal Limit	\$32,908,863

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2010-2011**

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

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 52% 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 2010 - 2011**

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

Fund Codes:

General:

G-General.

Special Revenues:

RE-Retirement, GT-Gas Tax, S-Sewer, R-Refuse, 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, and grant funds).

Redevelopment Agency:

DS-Debt Service, CP-Capital Projects (including Housing Set-Aside Fund).

Propertary:

W-Water, I-Internal Service (Workers Comp., Separation Benefits, Motor Pool, Technology, and General Liability).

**CITY OF MONTEREY PARK
BUDGET PREPARATION PROCESS AND CALENDAR
FISCAL YEAR 2010-2011**

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 2010-2011 budget follows.

- October
/January Work began on the 2009-2010 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2010-11 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.
- February (*) The completed 2009-2010 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 Management Services 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 24, 2010.
- March (*) It's the Budget preparation month and proposal submission deadline was scheduled on March 24th.
- April (*) City Manager's proposal review meetings with department representatives and Management Services Department Director and Financial Services Manager.
- June 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 third week of June.
- July City Council public hearing meetings were conducted on July 6th, 26th, and 29th.
- August City Council resumed public hearing meetings and adopted the 2010-11 Budget on August 3rd. The final 2010-2011 adopted Budget is published.

(*) *For Fiscal Year 2009-2010, the City did not follow with Midyear evaluation process; therefore, these steps had not been followed due to changes in managerial positions.*

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

General Funds \$52,887
 Retirement Fund \$2,097
 Refuse Fund \$10,787
 Water Fund \$10,787
 CRA Fund \$47,644

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$98,246	\$108,637	\$108,637	\$107,862	\$107,862
SERVICES & SUPPLIES	21,996	16,000	16,500	16,340	16,340
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$120,242	\$124,637	\$125,137	\$124,202	\$124,202
 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, who is selected during each Council reorganization, presides over all Council meetings and is the ceremonial head of the City for official functions.

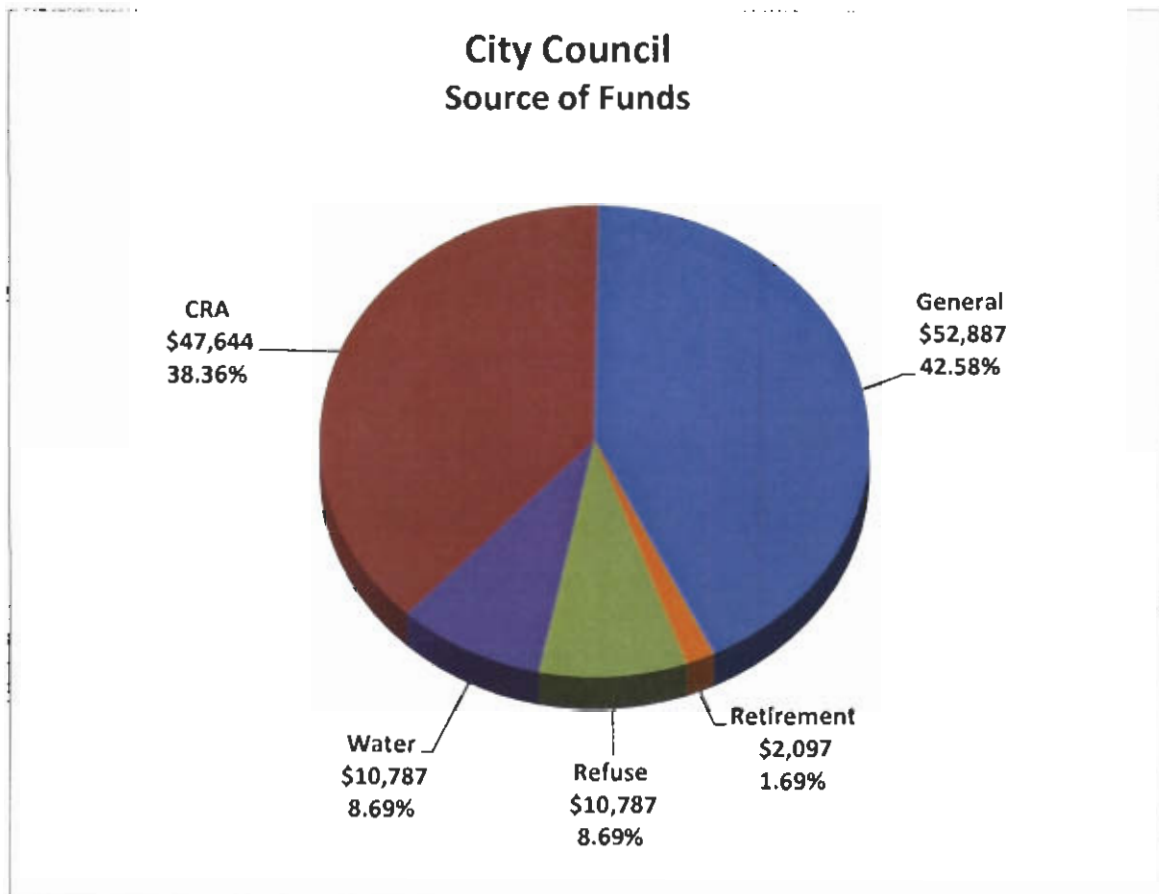
The City Council is responsible to the electorate for keeping pace with changing community needs; for establishing the quality of municipal services and the community environment; for promoting confidence in local government through open conduct of public affairs; and for encouraging constructive citizen 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. The City Council also serves as governing board of the City's Community Redevelopment Agency.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) includes costs for paper and office materials.
2. Miscellaneous category (#39000) reflects costs associated with printing and duplicating services such as the City Council agendas.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11100 Elctive Salaries	\$32,713	\$32,400	\$32,400	\$30,000	\$30,000
TOTAL	\$32,713	\$32,400	\$32,400	\$30,000	\$30,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,462	\$1,980	\$1,980	\$1,170	\$1,170
12300 Medical Insurance	52,264	61,840	61,840	64,220	64,220
12350 Medicare Insurance	453	451	451	436	436
12400 Dental Insurance	4,877	5,410	5,410	5,404	5,404
12600 Retirement	5,515	5,460	5,460	5,242	5,242
12950 Vision Plan	962	1,096	1,096	1,390	1,390
TOTAL	\$65,533	\$76,237	\$76,237	\$77,862	\$77,862
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,815	\$3,500	\$4,000	\$3,840	\$3,840
22000 Operating Supplies	4,988	4,500	4,500	4,500	4,500
33000 Motor Pool Charges	1,117	1,000	1,000	1,000	1,000
39000 Miscellaneous	11,076	7,000	7,000	7,000	7,000
TOTAL	\$21,996	\$16,000	\$16,500	\$16,340	\$16,340
GRAND TOTAL	\$120,242	\$124,637	\$125,137	\$124,202	\$124,202

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

General Fund \$1,050

ACTIVITY: Citizen Comm./Committees

ACTIVITY NO.: 1107

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	2,069	1,100	1,050	1,050	1,050
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,069	\$1,100	\$1,050	\$1,050	\$1,050
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

This activity provides funds for commissioner attendance to pertinent meetings, seminars, and conferences subject to prior approval of the City Council. Commission service objectives are:

- Provide the City Council with information and assistance in identifying priorities and weighing alternatives for fulfilling the community's needs for services and legislation.
- Encourage broad citizen participation in the formulation of community goals.
- Encourage development of volunteer resources in fulfilling community needs.

DESCRIPTION OF COMMISSIONS

Art and Culture Commission

The 15-member Art and Culture Commission seeks out, publicizes and supports a wide variety of cultural activities in painting, music, dance, and theater. Their primary aim is to expand cultural opportunities for all Monterey Park residents.

Beautification Committee

The Beautification Committee, comprised of Monterey Park residents and business owners appointed by the City Manager, was established for the purpose of positively reinforcing endeavors of property owners to maintain or improve the aesthetics in their neighborhood. Through this Committee, property owners receive a Beautification Award and are recognized and commended by the City Council for their effort and commitment towards beautification and preservation of the community.

Business Improvement District Advisory Committee

The Monterey Park Business Improvement District was established in 1983 to help facilitate improvements and enhancements in the District area to encourage increased economic activity. The Business Improvement District Advisory Committee was created to help guide these improvements and enhancements, and to act as an advisory body to the City Council. The 10-member Committee prepares the annual report on the use of BID funds, provides guidance on downtown marketing, security, special events, and public improvements.

Commission on Aging

The 10-member Commission on Aging advises the City Council regarding the problems and services relating to the senior population in Monterey Park and serves as liaison with other agencies and commissions on matters relating to senior programs.

Community Relations Commission

This is a 10-member Commission that recommends programs to increase harmony and goodwill among all residents of Monterey Park; make residents aware of services, programs, and organizations available to the community; involve the City's youth in community activities.

Design Review Board

The purpose of the Design Review Board is to protect and promote the public health, safety, and general welfare of the City and its residents and business community on matters concerning or affecting physical design and development. The five-member Board is charged with the task of maintaining the City's tradition of quality design standards in buildings and development projects so as to conserve the value of buildings, encourage the most appropriate use of land, and maintain the aesthetic value of the community.

Economic Development Advisory Committee

This Committee is composed of 10-members, who shall be either a resident of the City or an individual operating a business in the City. The primary function of this Committee is to monitor the City of Monterey Park's Economic Development Strategy Plan and recommend updates or amendments to the Strategy Plan. The Committee also provides the City Council with annual reports on progress towards meeting economic and community development goals and act in an advisory capacity to the City Council on the needs of local businesses and identifies the available economic development opportunities and resources.

Environmental Commission

The seven-member Environmental Commission is responsible for the preservation of the community's natural resources. The Commission is charged with advising the City Council on issues that are related to recycling and waste reduction, sustainable practices, water and energy conservation, and air quality.

Historical Heritage Commission

The goals of this 10-member commission are to increase public awareness and appreciation of Monterey Park's history and heritage; to preserve memorabilia and records pertaining to Monterey Park's past; and advise the City Council on all matters pertaining to the City's history and heritage.

Library Board of Trustees

The five-member Library Board of Trustees is an administrative rather than advisory body and oversees all aspects of the Monterey Park Bruggemeyer Library in the delivery of library services to the community. The Library Board sets all policies for the library.

Modification Committee

This is a five-member committee comprised of members with recommended backgrounds as an architect, a civil or structural engineer, a building contractor, or an electrician. Residency is not required. This Committee meets on an "as needed" basis to hear appeals or alternate materials and methods of construction relating to the City's construction requirements.

Personnel Board

The Personnel Board is comprised of five members. The Personnel Board reviews recruitment and selection procedures to ensure compliance with the City's personnel system; hears appeal of disciplinary actions; and makes recommendations to the City Council regarding revisions or modifications to the Personnel System Rules and Regulations.

Planning Commission

The Planning Commission is a quasi-judicial body consisting of five members who advise the Council on policies and legislation relating to the regulations on land use such as zone changes, precise plans and subdivision maps, and decides on variances and conditional use permits subject to appeal to the City Council.

Recreation and Parks Commission

The five-member Recreation and Park Commission advises the Council on all matters pertaining to parks, parkways, recreation and other Recreation and Parks Department activities. Further, they assess City recreation programs with those offered by other governmental agencies and voluntary organizations.

Sister Cities Commission

The Sister Cities Commission comprised of fifteen representatives of Monterey Park's five Sister City Associations: Quanzhou, China; Nachikatsuura, Japan; Yung-Ho, Taiwan; Morelia, Mexico; and Yeongdeungpo-Gu, Seoul, Korea. This Commission meets four times annually to coordinate participation in community cultural events.

Traffic Commission

The Traffic Commission's five member body is appointed by City Council and oversees traffic and safety related items within the City's roadway system. Traffic and safety items include changes to existing traffic controls for public safety and efficient traffic flow citywide. The commission considers each of these items as identified by Citizens and or staff, reviews appropriate options for each case and may approve or disapprove the item.

Youth Advisory Board

Consisting of 7-members, the Board exists to create increased interest and participation among Monterey Park's youth in all City activities; promote increased understanding between diverse groups of citizenry; and informs the Community Relations Commission and the City Council of the needs, concerns, achievements, goals, and challenges facing community's youth.

COMMISSION/COMMITTEE HIGHLIGHTS

- The Art and Culture Commission hosted successful events in the City to promote Art and Culture, including Artist of the Month, Hollywood Bowl Field Trip, the Artisan Fair, holiday home decorating contest and the “You’ve Got Talent” Event.
- The Beautification Committee has been dormant while reviewing updating the Committee responsibilities and various City programs.
- The BIDAC awarded the Business Anniversary Awards to businesses in the downtown celebrating their 5th, 10th, 15th, and 20th anniversary. They will host the 2011 Lantern Festival.
- The Commission on Aging along with the Friends of Seniors Inc., sponsored the Mother’s Day Senior Luncheon, to provide a special lunch for 300 seniors. Additionally, the Commission worked on adding 13 new parking spaces to the Langley Senior Center.
- The Community Relations Commission hosted its annual town Square Fair and Harmony Car Show that featured over 100 classic and custom cars. The Art and Culture Commission hosted the Artisan Fair at this event as well.
- The Economic Development Advisory Committee (EDAC) oversaw the 2010 Economic Development Strategic Plan working closely with the City’s Redevelopment and Economic Development staff. The Economic Development Advisory Committee has also been engaged in discussions that cover several areas including the monitoring of the retail leasing space at Atlantic Times Square and other redevelopment projects.
- The Environmental Commission worked closely with the San Gabriel Valley Municipal Water District (SGVMWD) to promote water conservation through school outreach and the 2010 Calendar Art Contest -- “Save the Drops.” To assist in the reduction of single-use plastic bags, the Commission reviewed legislation and explored programs that would be most effective in encouraging the community to carry reusable shopping bags. They also hosted the Earth Day Town Hall Event in April 2010 where commitment to sustainability and environmental programs were addressed.
- The Historical Heritage Commission with the Historical Society, worked on an application to recognize Garvey Ranch House as a State Historic landmark. They also sponsored the Halloween Home decorating contest, and are planning a new poster contest for this year.

- The Library Board interviewed and selected a new City Librarian to lead the Monterey Park Bruggemeyer Library. They continued to work with the Monterey Park Library Foundation to raise funds for the library. They anticipate the completion and unveiling of the new mural over the main entrance to the library in a public celebration in August.
- The Modification Committee approved four modifications and alternate methods of design and construction for the North Atlantic Times Square project and one modification for the Towne Center Project. These modifications and alternate methods afforded the project flexibility to achieve desirable features without compromising building safety.
- The Personnel Board has reviewed and approved modifications to various class specifications to update the duties, responsibilities and knowledge, skills and abilities required to successfully perform the essential functions of the position as well as monitoring and reviewing the recruitment and selection process.
- The Recreation and Parks Commission is working on new tree trimming standards for the City's boulevard trees and is completing a study on fees for non-profit facility use. They have also completed a recommendation for a Moon Bounce Ordinance for city parks.
- The Sister Cities Commission is sponsoring their Student Exchange Program where each Sister City will host visiting students from our individual Sister Cities.
- The Traffic Commission continued to review citizen's traffic concerns, including but not limited to those relating to the orderly flow of traffic throughout the City and to address citizen complaints about traffic related problems.
- The Youth Advisory Board hosts the annual Crystal Youth Awards program.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: City Council
ACTIVITY: Citizen Comm./Committees
ACTIVITY NO.: 1107

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$0	\$0	\$0	\$0
22000 Operating Supplies	2,008	1,000	1,000	1,000	1,000
39000 Miscellaneous	61	100	50	50	50
TOTAL	\$2,069	\$1,100	\$1,050	\$1,050	\$1,050
GRAND TOTAL	\$2,069	\$1,100	\$1,050	\$1,050	\$1,050

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

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

General Fund \$19,604
 Refuse Fund \$6,680
 Water Fund \$9,700
 Prop C Fund \$1,700

SUMMARY OF COST	Actual 2008-09	Adopted 2009-10	Year-End Estimated 2009-10	Proposed 2010-11	Adopted 2010-11
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	36,531	38,284	33,934	37,684	37,684
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$36,531	\$38,284	\$33,934	\$37,684	\$37,684
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

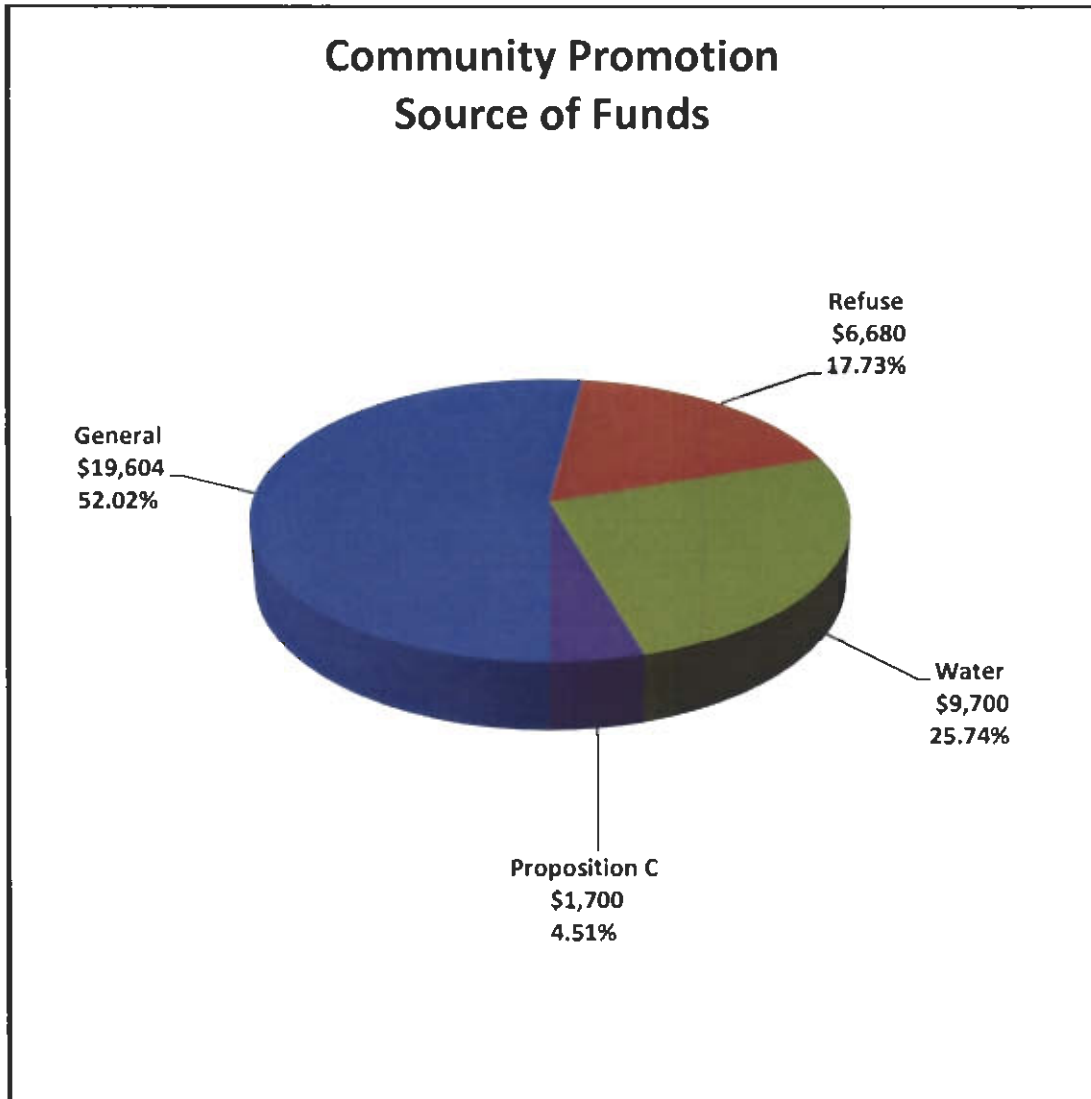
Program Description

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:

<i>Organizations</i>	<i>Amount</i>
Independent Cities Association	\$2,761
League of California Cities	18,440
League of California Cities – Los Angeles County Division	1,190
Southern California Association of Governments	5,089
San Gabriel Valley Council of Governments	5,000
California Contract Cities Association	3,640
	\$36,120

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

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$100	\$0	\$0	\$0
22000 Operating Supplies	1,584	1,500	890	1,000	1,000
39000 Miscellaneous	34,947	36,684	33,044	36,684	36,684
TOTAL	\$36,531	\$38,284	\$33,934	\$37,684	\$37,684
GRAND TOTAL	\$36,531	\$38,284	\$33,934	\$37,684	\$37,684

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Council

SOURCE OF FUNDS:

ACTIVITY: Business Improvement Area No.1

General Fund \$12,000

Business Improvement District Fund \$72,313

ACTIVITY NO.: 1111

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	36,029	57,000	52,000	84,313	84,313
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$36,029	\$57,000	\$52,000	\$84,313	\$84,313
 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. The makeup of the businesses in the BID are:

<u>Business Activity</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
Retail	24%	14%	25%
Services	28%	30%	31%
Professional	20%	17%	17%
Restaurant	5%	5%	6%
Commercial Rentals	16%	23%	18%
Other (Hotel, Laundromat, Manufacturers, Misc.)	7%	11%	3%

PROGRAM MEASUREMENTS

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Sales Tax from BID	\$196,544	\$157,355	\$160,500

2010-2011 GOALS AND OBJECTIVES

The goals for 2010-11 reflect the City Council's approval of the BID's Annual Report and renewal of assessments in December 2009.

1. Upgrade BID website to include a comprehensive directory of restaurants within the BID.
2. Increase the Holiday decorations and activities to include pictures with Santa Claus in the downtown and increase median lighting. The BIDAC hopes to enlist the assistance of the Chamber, a youth group and other community organizations to pull together a quality holiday program for the downtown area.
3. The BIDAC will consider the feasibility of hosting a summer concert series in the downtown.
4. Work closer with community organizations to develop programs to assist local businesses.

2009-2010 MAJOR ACCOMPLISHMENTS

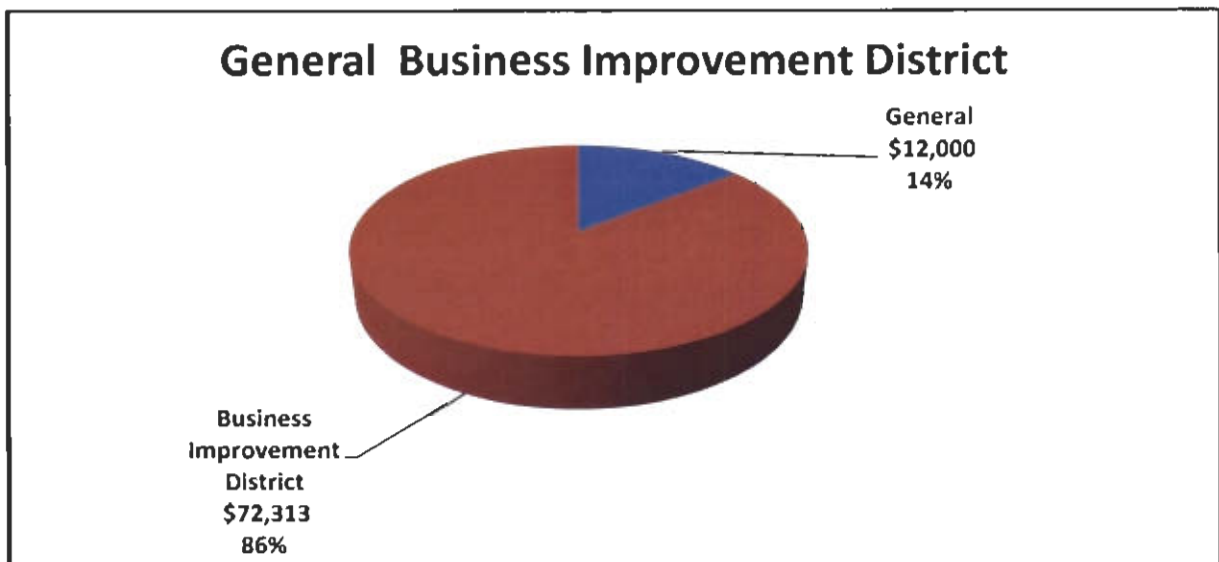
1. Mailed a Request for Proposal (RFP) to event organizers for the 2011 Lunar New Year Celebration.
2. Partnered with the Chinatown Service Center to hold four (4) workshops to benefit businesses in the BID as well as Citywide.
3. Began the upgrade of the BID website to provide more information to local merchants.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	<u>2009-10</u>	<u>2010-11</u>
Administration	\$ 5,000	\$ 3,000
Promotions	\$ 3,900	\$ 3,500
New Holiday Decorations	\$ 5,000	\$ 10,000
Decoration Installation	\$ 7,500	\$ 8,640
Public Facilities Account	\$ 10,000	\$ 5,000
Sidewalk Cleaning	\$ 13,600	\$ 13,600
2009 Chinese New Year Festival	\$ 0	\$ 20,000
Public Works Staff*	\$ 0	\$ 8,573
Total	\$ 45,000	\$ 72,313

*The BIDAC approved to pay a portion of a Public Works Employee to provide cleaning and maintenance of the BID area. The approximate cost is \$8,573. This amount will be budgeted in the Public Works personnel budget.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SERVICES & SUPPLIES					
31000 Contracted Services	\$36,029	\$57,000	\$52,000	\$84,313	\$84,313
TOTAL	\$36,029	\$57,000	\$52,000	\$84,313	\$84,313
GRAND TOTAL	\$36,029	\$57,000	\$52,000	\$84,313	\$84,313

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$157,506
 Retirement Fund \$16,615
 Refuse Fund \$85,775
 Water Fund \$91,275
 CRA Fund \$167,389

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$510,965	\$460,077	\$443,941	\$461,748	\$461,748
SERVICES & SUPPLIES	19,859	23,200	56,712	56,812	56,812
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$530,824	\$483,277	\$500,653	\$518,560	\$518,560
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.25	 4.25	 4.25	 4.25	 4.25

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. The City Manager also serves as Executive Director of the Community Redevelopment Agency. Specific service objectives are:

- Provide overall direction and coordination of City operations and community redevelopment programs to ensure that the City Council's adopted service objectives are met or exceeded, and that costs do not exceed budget restrictions.
- Provide continual monitoring and evaluation of services and programming to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.

- Provide useful and timely data to the City Council and Community Redevelopment Agency Board 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.

PROGRAM MEASUREMENTS

Service Request Tracking System

	<u>FY2008-2009</u>	<u>FY2009-2010</u>	<u>FY2010-2011</u>
Constituent Requests	1,100	-	-
Suggestion Boxes (Lobby and Internet)	10	-	-
Employee Requests	3,350	-	-

Citizen Questionnaires

	<u>FY2008-2009</u>	<u>FY2009-2010 *</u>	<u>FY2010-2011*</u>
Citizen Questionnaires Sent	200	-	-
Number of Questionnaires Received	60	-	-

2010-2011 GOALS AND OBJECTIVES

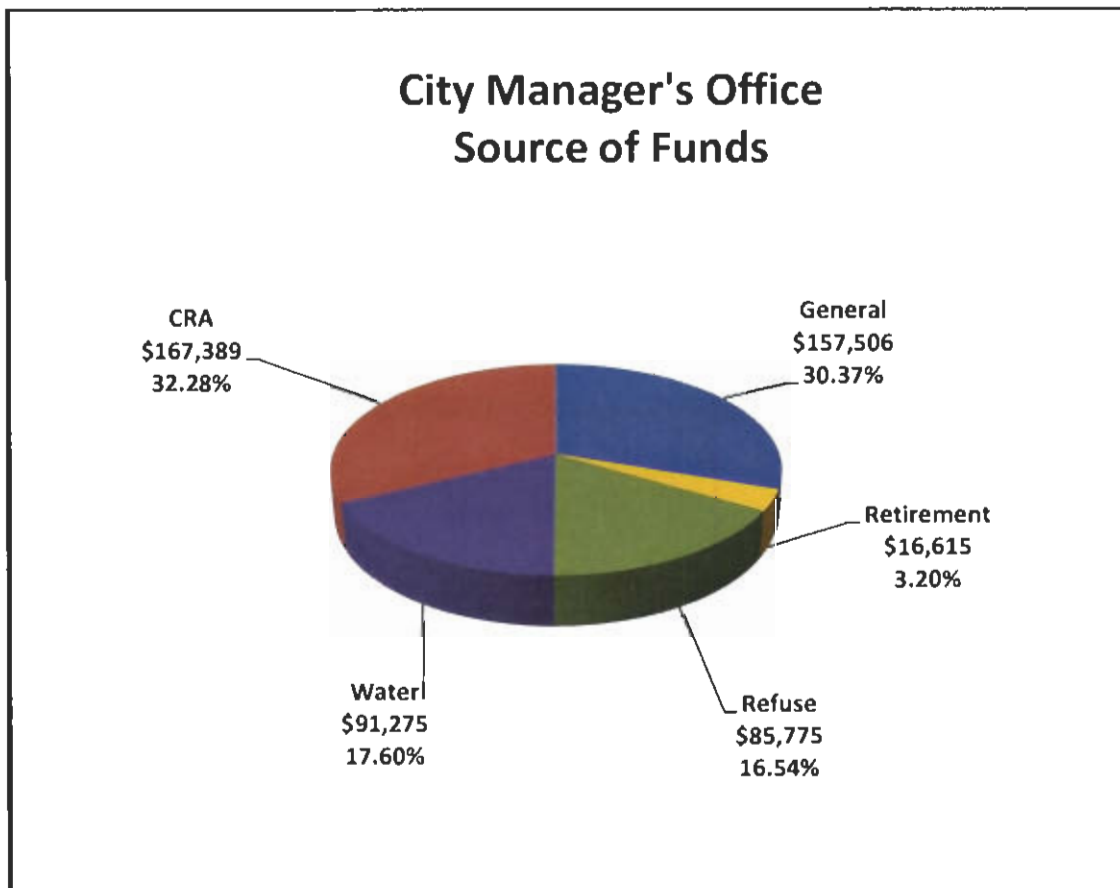
1. City Council needs to re-evaluate and establish a set of goals and objectives for the new City Manager with periodical evaluations.

2009-2010 MAJOR ACCOMPLISHMENTS

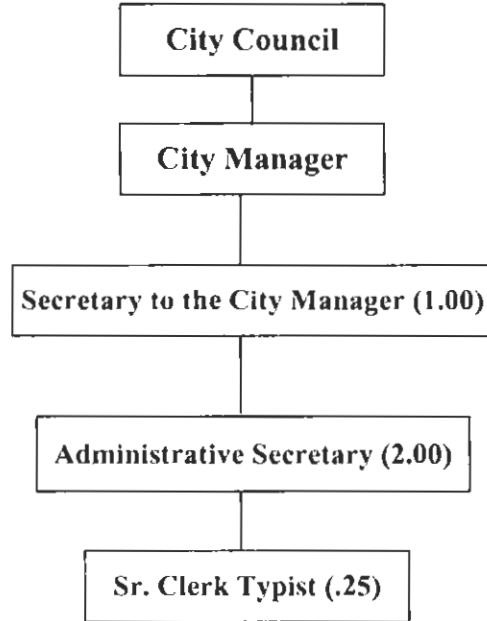
1. The 200,000 square foot/200 condo/14 screen commercial mixed-use Atlantic Times Square Development Project at Atlantic Boulevard and Hellman Avenue is near completion with one tenant's Grand Opening scheduled for June 2010. This development will be the largest commercial project ever built in Monterey Park.
2. The Monterey Park Towne Centre Project located at the southeast corner of Garvey and Garfield Avenues will be the most extensive commercial/condominium mixed-use development in the downtown area, and is projected to have over 70,000 square feet of commercial space as well as 109 residential condominium units. Demolition is completed and the City/Agency is moving forward with a financial package to the developer.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11200...) reflects the hiring of a new City Manager and continuing freezing of one Administrative Secretary position.
2. Communication category (#32000) includes Technology internal service charges, \$8,802 and postage, \$1,000.
3. Miscellaneous category (#39000) reflects costs associated with printing and duplication services \$200, dues and memberships \$500.



City Manager's Office Organization Chart



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$323,792	\$327,982	\$316,400	\$336,466	\$336,466
11300 Part Time Salaries	73,882	27,870	24,000	28,000	28,000
11400 Overtime Salaries	1,904	1,434	750	800	800
11500 Separation Benefits	17,357	19,093	19,093	15,300	15,300
TOTAL	\$416,935	\$376,379	\$360,243	\$380,566	\$380,566
EMPLOYEE BENEFITS					
12200 Life Insurance	\$720	\$720	\$720	\$650	\$650
12300 Medical Insurance	19,164	19,910	19,910	21,212	21,212
12350 Medicare Insurance	5,863	5,264	5,264	4,880	4,880
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	1,740	1,750	1,750	1,750	1,750
12500 Workers Compensation	1,584	1,663	1,663	1,300	1,300
12600 Retirement	62,098	51,000	51,000	48,528	48,528
12900 Long Term Disability	2,282	2,799	2,799	2,268	2,268
12950 Vision Plan	579	592	592	594	594
TOTAL	\$94,030	\$83,698	\$83,698	\$81,182	\$81,182
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,395	\$3,500	\$3,500	\$3,500	\$3,500
22000 Operating Supplies	1,893	1,800	400	400	400
31000 Contracted Services	1,888	2,000	37,510	37,510	37,510
32000 Communications	8,630	9,000	9,802	9,802	9,802
33000 Motor Pool Charges	214	400	400	400	400
37000 Leases & Rentals	1,273	2,500	2,500	2,500	2,500
38000 R/M Contractual	1,123	2,000	2,000	2,000	2,000
39000 Miscellaneous	1,443	2,000	600	700	700
TOTAL	\$19,859	\$23,200	\$56,712	\$56,812	\$56,812
GRAND TOTAL	\$530,824	\$483,277	\$500,653	\$518,560	\$518,560

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Clerk
ACTIVITY: City Clerk
ACTIVITY NO.: 1301

SOURCE OF FUNDS:

General Fund \$332,694
 Retirement Fund \$21,738
 Refuse Fund \$5,000
 Water Fund \$5,000
 CRA Fund \$500
 Passport Trust Grant \$22,145

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$222,099	\$233,432	\$231,978	\$240,727	\$240,727
SERVICES & SUPPLIES	160,351	35,000	34,256	146,350	146,350
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$382,450	\$268,432	\$266,234	\$387,077	\$387,077
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.00	 4.00	 4.00	 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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
City Website Visitors (Monthly Average)	35,000	40,000	45,000
City Hall Information Desk, # of Volunteers	6	5	5
City Hall Information Desk, # of Public Contacts	6,500	7,000	7,000
Passport Application Processing	663	625	600
General Municipal Election Voter Turnout	March, 2009 25.6%	Not an Election Year	March, 2011 28%

2010-2011 GOALS AND OBJECTIVES

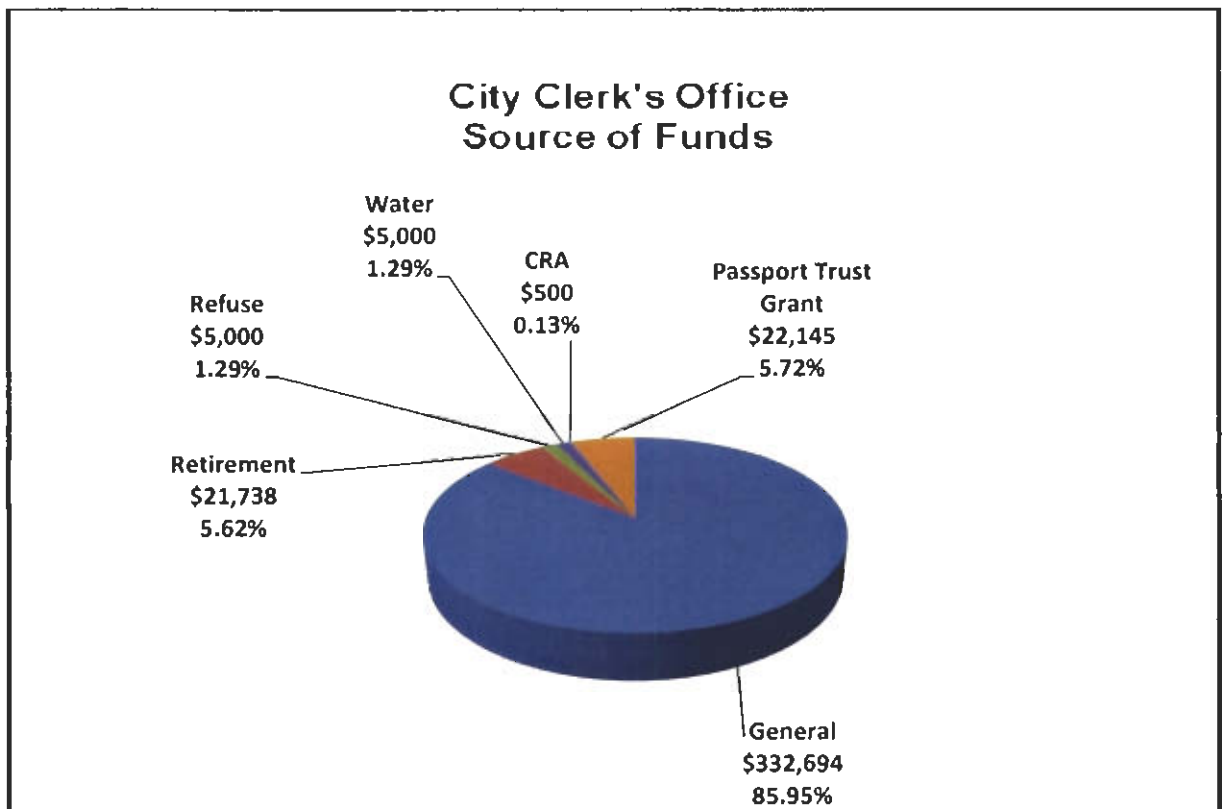
1. Conduct a successful Municipal Election with a voter turnout of 28%. Generate savings in election costs by consolidating with the Community College District Election. Achieve the multi-lingual voting services as required by the U.S. Voting Rights Act.
2. Assist Parks and Recreation Department with digital broadcast meetings and special events on the city website.

2009-2010 MAJOR ACCOMPLISHMENTS

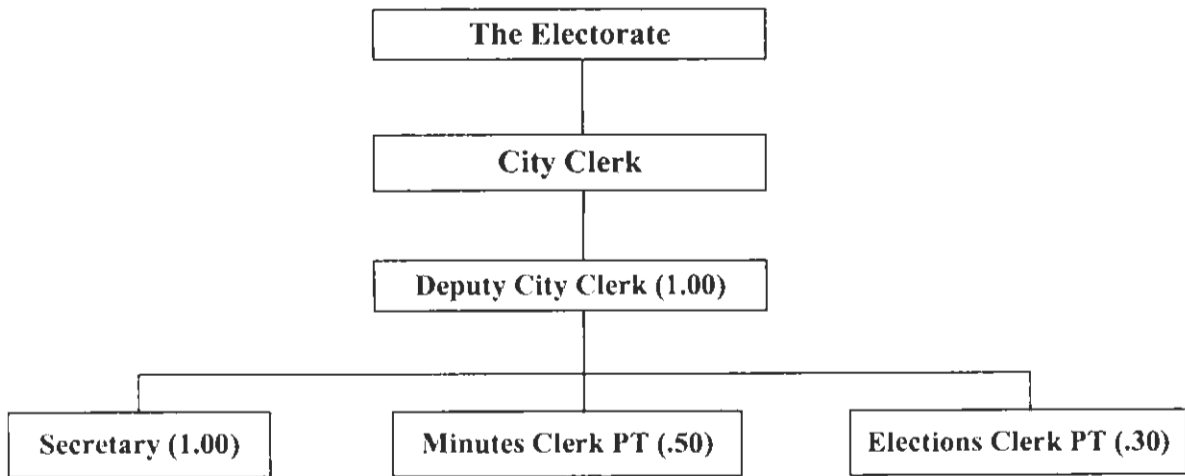
1. Coordinated and processed hundreds of small and large information requests as required under the Public Records Act.
2. Processed nearly 600 U.S. Passport applications resulting in revenues of about \$15,000.
3. Established a process for digitizing records, including minutes, resolutions, ordinances and many other documents to prepare for a future digital records retention system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Full-Time Salaries category (#11200) reflects filling of a vacant position and part-time position (#11300) represents one part time position funded by Passport Services revenues and one part time for coverage of council meetings.
2. Contracted Services category (#31000) reflects an increase of \$100,000 for funding of the March 8, 2011 General Municipal Election.
3. Advertising category (#34000) increased by \$7,000 to meet the demands of legal advertisement; and Miscellaneous category (#39000) reflected an increase of \$1,900 for Printing/Duplication.



City Clerk's Office Organization Chart



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11100 Elective Salaries	\$6,016	\$6,000	\$6,000	\$6,000	\$6,000
11200 Permanent Salaries	101,399	127,307	127,307	137,386	137,386
11300 Part Time Salaries	53,490	34,610	36,667	31,000	31,000
11400 Overtime Salaries	1,924	1,000	0	0	0
11500 Separation Benefits	8,678	9,546	9,546	6,150	6,150
TOTAL	\$171,507	\$178,463	\$179,520	\$180,536	\$180,536
EMPLOYEE BENEFITS					
12200 Life Insurance	\$489	\$594	\$594	\$535	\$535
12300 Medical Insurance	21,566	24,142	24,142	29,522	29,522
12350 Medicare Insurance	2,368	1,933	1,933	2,385	2,385
12370 Part Time Retirement	1,126	500	500	500	500
12400 Dental Insurance	2,158	2,598	2,598	2,455	2,455
12500 Workers Compensation	809	849	849	700	700
12600 Retirement	20,976	22,992	20,481	22,578	22,578
12900 Long Term Disability	594	792	792	792	792
12950 Vision Plan	506	569	569	724	724
TOTAL	\$50,592	\$54,969	\$52,458	\$60,191	\$60,191
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,993	\$2,000	\$1,700	\$1,950	\$1,950
22000 Operating Supplies	678	700	600	700	700
31000 Contracted Services	122,764	3,000	3,000	103,000	103,000
32000 Communications	6,057	5,100	5,100	5,900	5,900
33000 Motor Pool Charges	151	200	50	200	200
34000 Advertising	12,570	10,000	10,000	17,000	17,000
37000 Leases & Rentals	2,689	3,500	3,500	5,200	5,200
38000 R/M Contractual	8,657	6,000	6,000	6,000	6,000
39000 Miscellaneous	4,792	4,500	4,306	6,400	6,400
TOTAL	\$160,351	\$35,000	\$34,256	\$146,350	\$146,350
GRAND TOTAL	\$382,450	\$268,432	\$266,234	\$387,077	\$387,077

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$29,824
Retirement Fund \$1,049

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$28,231	\$29,582	\$29,582	\$30,323	\$30,323
SERVICES & SUPPLIES	440	550	500	550	550
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$28,671	\$30,132	\$30,082	\$30,873	\$30,873
 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 safe keep the City Funds and schedule their availability to meet cash disbursement requirements.
- Provide overall investment management and strategy in order to obtain maximum earnings on money in custody 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 to the City Council on an annual basis.

PROGRAM MEASUREMENTS

	<u>Actual 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
✓ Average Investment Balance	\$48.7 million	\$48.0 million	\$47.5 million
✓ Investment Earnings (All City Funds excluding CRA)	\$906,011	\$240,000	\$350,000

2010-2011 GOALS AND OBJECTIVES

1. 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. 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 the Management Services Department, submit monthly and annual investment reports to the City Council.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Presented annual City Investment Policy to the City Council in August 2009.
2. Prudent, conservative management of the City's investment portfolio to maximize investment earning during the 2009-2010 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 Treasurer Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

<u>Classification</u>	<u>Actual 2008/2009</u>	<u>Adopted 2009/2010</u>	<u>Year-End Estimated 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Adopted 2010/2011</u>
SALARIES					
11100 Elective Salaries	\$6,016	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$6,016	\$6,000	\$6,000	\$6,000	\$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$360	\$400	\$400	\$324	\$324
12300 Medical Insurance	19,068	20,300	20,300	21,249	21,249
12350 Medicare Insurance	88	89	89	87	87
12400 Dental Insurance	1,411	1,480	1,480	1,416	1,416
12600 Retirement	1,095	1,093	1,093	1,049	1,049
12950 Vision Plan	193	220	220	198	198
TOTAL	\$22,215	\$23,582	\$23,582	\$24,323	\$24,323
SERVICES & SUPPLIES					
21000 Office Supplies	\$100	\$100	\$100	\$100	\$100
32000 Communications	0	0	0	0	0
33000 Motor Pool Charges	0	50	0	50	50
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	40	100	100	100	100
TOTAL	\$440	\$550	\$500	\$550	\$550
GRAND TOTAL	\$28,671	\$30,132	\$30,082	\$30,873	\$30,873

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Attorney

General Fund \$110,000
Refuse Fund \$70,000
Water Fund \$100,000

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	275,363	280,000	301,300	280,000	280,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$275,363	\$280,000	\$301,300	\$280,000	\$280,000
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:

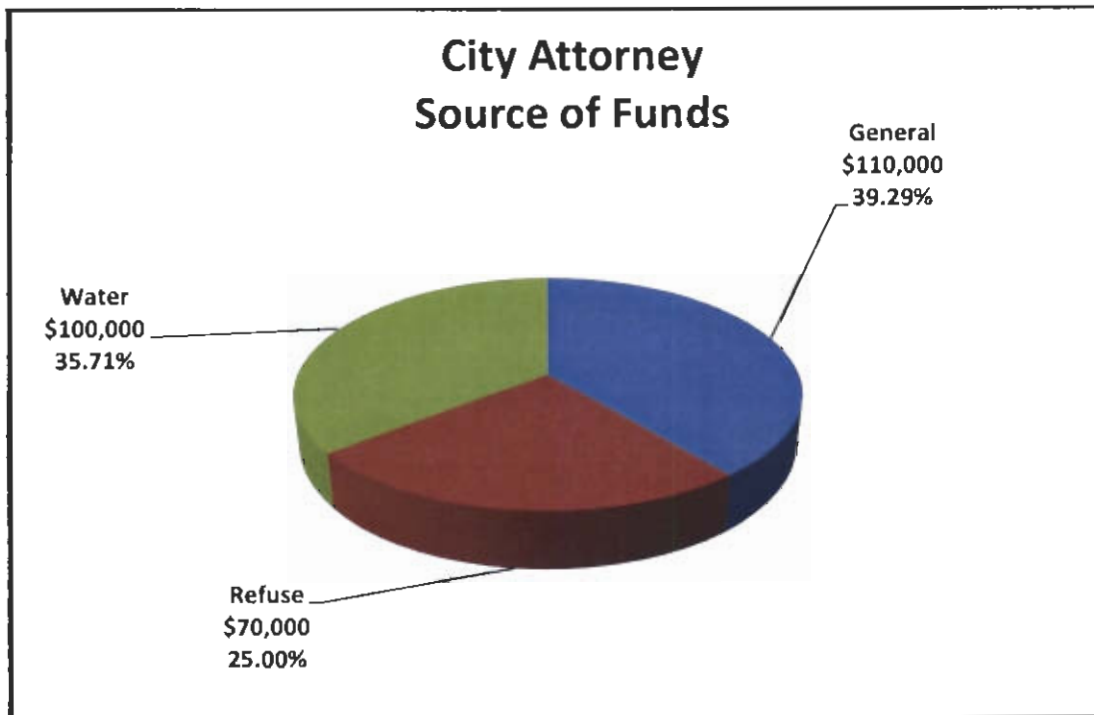
- Provide expert legal advice to the City Council and its committees and commissions, as well as the City Manager, the Library Board of Trustees and all City departments so that policies are established and programs administered according to the legal guidelines established by City, State and Federal 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 2009-2010</u>	<u>Year-end Estimated 2009-2010</u>	<u>Proposed 2010-2011</u>
General Services	\$ 131,300	\$ 131,300	\$ 110,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	63,700	70,000	70,000
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions: Various Firms	<u>85,000</u>	<u>100,000</u>	<u>100,000</u>
Total	<u>\$ 280,000</u>	<u>\$301,300</u>	<u>\$280,000</u>



CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>Classification</u>	<u>Actual 2008/2009</u>	<u>Adopted 2009/2010</u>	<u>Year-End Estimated 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Adopted 2010/2011</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$275,363	\$280,000	\$301,300	\$280,000	\$280,000
TOTAL	\$275,363	\$280,000	\$301,300	\$280,000	\$280,000
GRAND TOTAL	\$275,363	\$280,000	\$301,300	\$280,000	\$280,000

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

PROGRAM SUMMARY

General Fund \$706,248
 Retirement Fund \$51,081
 Refuse Fund \$304,634
 Water Fund \$438,866
 CRA Fund \$269,556

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$1,470,721	\$1,393,621	\$1,406,781	\$1,172,425	\$1,172,425
SERVICES & SUPPLIES	551,790	578,385	602,640	597,960	597,960
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,022,511	\$1,972,006	\$2,009,421	\$1,770,385	\$1,770,385
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 16.75	 14.75	 14.75	 13.45	 13.45

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.

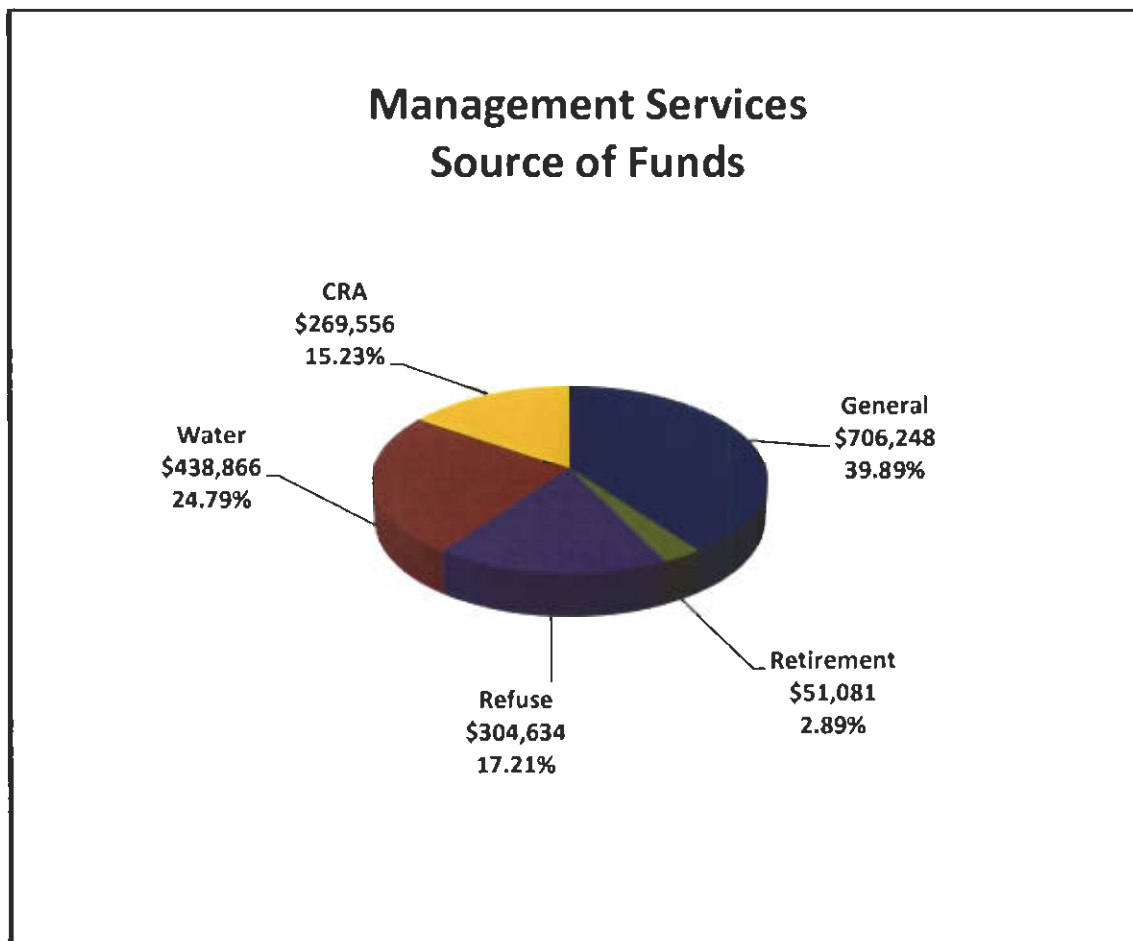
The Department is the core of the City's financial operations. It provides centralized financial planning, budgeting, investing, debt management, general ledger, grant accounting, accounts payable, payroll, and financial reporting. In addition, the Department establishes and maintains the City's administrative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

Management Services oversees and maintains the City's data processing 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 operates a mail/duplication center, and maintains the City's telephone System. The Department maintains a public service counter

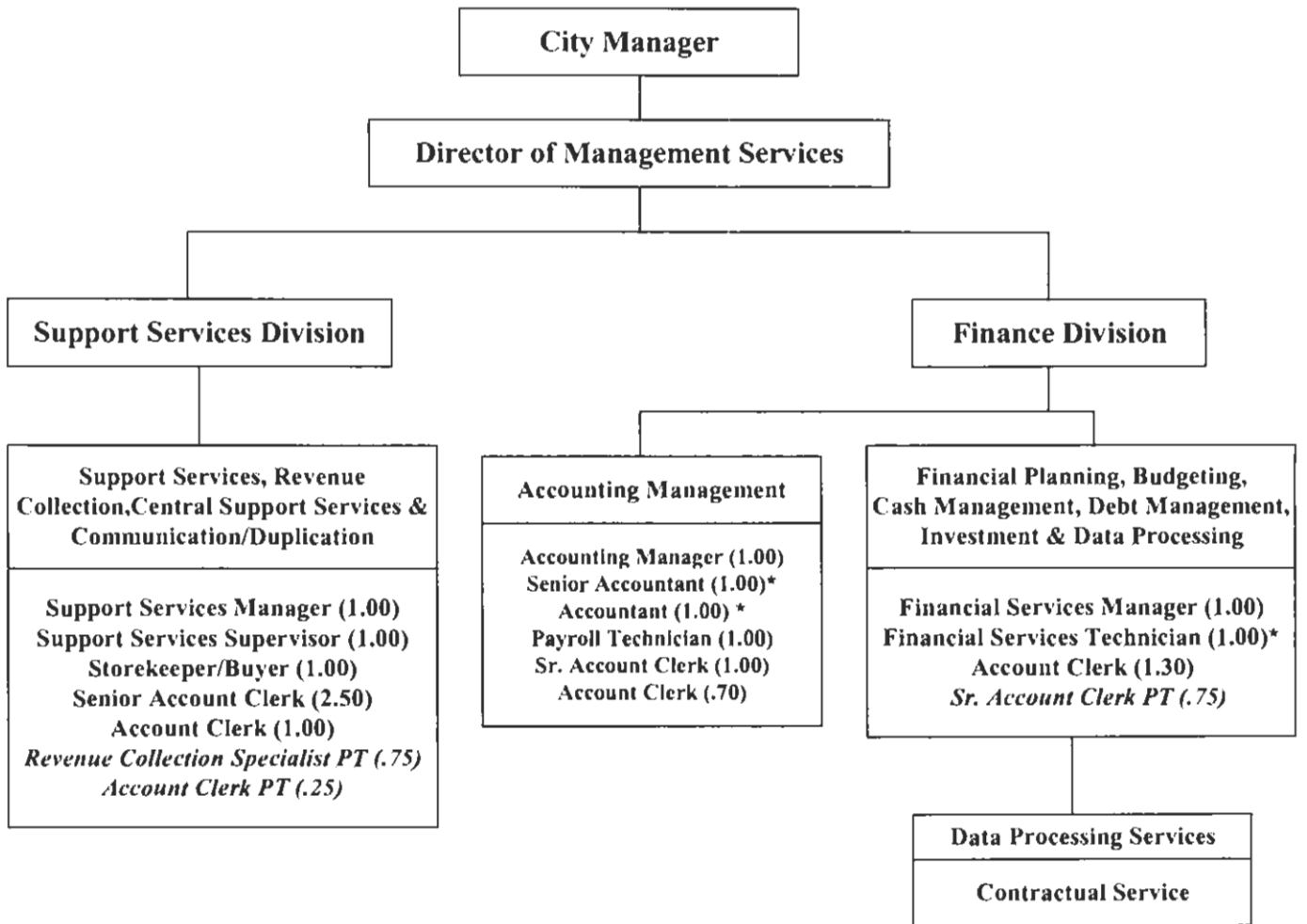
and serves as the central revenue collection point for the City. It prepares water and trash billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

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 include: The Account Clerk position and a 0.30 full-time equivalent Account Clerk position in Central Support Services Activity (1407) have been eliminated.



Management Services Department Organization Chart



* Portion of position allocated to other department cost centers

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$774,559	\$699,352	\$699,352	\$648,708	\$648,708
SERVICES & SUPPLIES	62,375	118,625	164,180	133,300	133,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$836,934	\$817,977	\$863,532	\$782,008	\$782,008
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.50	 6.50	 6.50	 6.50	 6.50

Program Description

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

The Division prepares various financial reports to City Management and departments for budget monitoring. Each year the Finance Division prepares a Midyear Budget 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 Budget report serves as a base for the City's budget and future financial planning. The Division also publishes the City's Master Schedule of Fees and Charges and prepares the citywide lighting and landscaping assessment district and library tax submittals on an annual basis.

The Finance Division maintains the City's financial records and prepares financial reports to various State and Federal agencies. The Finance Division works with the 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 2009-2010</u>	<u>Projected 2010-2011</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.	19	20
✓ Number of years received awards from GFOA for excellence in financing reporting.	21	22

2010-2011 GOALS AND OBJECTIVES

1. Develop and implement an automated uploading of payroll timecards from City departments to Finance Division for processing and payment during FY 2010-2011. This automation will streamline the payroll process and reduce the time required for manual data inputting.
2. Develop financing options to raise capital for development opportunities and infrastructure improvements, including: leasing, loans, and bond financing.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Received awards for excellence from (GFOA) and (CSMFO) for the City's 2009-10 Annual Budget and from (GFOA) for the 2008-09 Comprehensive Annual Financial Report.
2. Implemented direct download linkage between the Personnel Budget system and the Budget system to achieve greater efficiencies for the budget process.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits categories (#11... and #12...) reflect personnel cost reductions per Budget Balancing Acts, including the elimination of one part time Senior Account Clerk and freezing of the vacant Director of Management Services position.
2. Contracted Services category (#31000) consists of annual City audit \$25,135, CRA audit \$5,620, sales tax audit \$4,400, cost allocation program \$6,350, single audit \$4,745, computer backup tape outside storage \$3,450, and award program application \$1,825. Budget amounts for fiscal year 2010-2011 include an additional \$38,175 for needed accounting professional contract services due to the elimination of the Accounting Manager position.
3. R/M Contractual category (#38000) includes timecard CD-Rom storage services \$4,000 and equipment maintenance \$4,000 for the typewriter, perforator, copiers, and time clocks.
4. Miscellaneous category (#39000) consists of Printing/Duplicating \$15,000, Dues & Memberships \$1,500, Books & Subscriptions \$1,000, and Education/Training \$2,200. Reductions reflect in all categories.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$573,823	\$509,567	\$509,567	\$471,815	\$471,815
11400 Overtime Salaries	0	0	0	2,000	2,000
11500 Separation Benefits	32,544	35,438	35,438	29,000	29,000
TOTAL	\$606,367	\$545,005	\$545,005	\$502,815	\$502,815
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,462	\$1,376	\$1,376	\$1,136	\$1,136
12300 Medical Insurance	52,601	54,918	54,918	56,165	56,165
12350 Medicare Insurance	8,165	7,060	7,060	6,322	6,322
12400 Dental Insurance	4,432	4,114	4,114	4,076	4,076
12500 Workers Compensation	2,890	3,034	3,034	2,500	2,500
12600 Retirement	93,351	78,814	78,814	71,036	71,036
12900 Long Term Disability	3,981	3,790	3,790	3,537	3,537
12950 Vision Plan	1,310	1,241	1,241	1,121	1,121
TOTAL	\$168,192	\$154,347	\$154,347	\$145,893	\$145,893
SERVICES & SUPPLIES					
21000 Office Supplies	\$6,802	\$3,500	\$4,500	\$4,500	\$4,500
22000 Operating Supplies	4,200	4,200	4,200	4,000	4,000
31000 Contracted Services	21,624	76,525	121,080	89,700	89,700
32000 Communications	4,072	3,400	3,400	4,400	4,400
37000 Leases & Rentals	1,273	3,000	3,000	3,000	3,000
38000 R/M Contractual	437	8,000	8,000	8,000	8,000
39000 Miscellaneous	23,967	20,000	20,000	19,700	19,700
TOTAL	\$62,375	\$118,625	\$164,180	\$133,300	\$133,300
GRAND TOTAL	\$836,934	\$817,977	\$863,532	\$782,008	\$782,008

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	232,647	187,674	179,674	191,174	191,174
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$232,647	\$187,674	\$179,674	\$191,174	\$191,174
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 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, and e-Commerce.

PROGRAM MEASUREMENTS

	<u>Actual 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
✓ Major Programming Projects	3	4	3
✓ Modifications/Enhancements to Existing Programs	5	6	5

2010-2011 GOALS AND OBJECTIVES

1. Modify the payroll system for a capacity of generating payroll reports in portable format and distributing these payroll reports electronically to departments.
2. Complete Phase II and III of the new CalPERS payroll reporting requirements. The final implementation date will be September 2011 and testing of the system will be done by May 2011.
3. Implement a citywide online timecard program. Departments will enter their timecards via the intranet, thus reducing payroll hours inputting time.
4. Continue the GIS study to identify the City's need for a GIS system along with infrastructure, software and personnel assessment to implement and maintain a Citywide GIS system.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Completed payroll system modification to automatically archive the interim payroll reports. This automation of the archival process has achieved cost cuttings in paper, printing, and manpower expenditures.
2. Finished Phase I of the new CalPERS payroll reporting requirements. Phase II and Phase III will be completed in 2010-11.
3. Automated the distribution of month-end various finance reports via electronic mail.

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. Increased amount reflects additional IT programming projects and system support, such as the new online timecard and CalPERS reporting requirements.
2. Communications category (#32000) reflects the costs for T1 high-speed line connection for the citywide internet service. Contributions to the Technology Internal Service Fund have been eliminated from this Activity.
3. R/M Contractual category (#38000) includes costs for network system support \$41,202, anti-virus and seventeen servers maintenance \$21,000, and internet equipment and printer maintenance \$3,298. Decreased amount reflects a reduction for the IT network support.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>Classification</u>	<u>Actual 2008/2009</u>	<u>Adopted 2009/2010</u>	<u>Year-End Estimated 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Adopted 2010/2011</u>
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,449	\$3,550	\$3,550	\$3,550	\$3,550
24000 Small Tools	0	450	450	450	450
31000 Contracted Services	115,219	99,174	99,174	109,174	109,174
32000 Communications	5,060	15,000	11,000	12,500	12,500
38000 R/M Contractual	44,762	69,500	65,500	65,500	65,500
44000 Misc Financial Serv	64,157	0	0	0	0
TOTAL	\$232,647	\$187,674	\$179,674	\$191,174	\$191,174
GRAND TOTAL	\$232,647	\$187,674	\$179,674	\$191,174	\$191,174

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$260,248	\$265,850	\$277,960	\$225,079	\$225,079
SERVICES & SUPPLIES	24,389	23,000	23,000	25,000	25,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$284,637	\$288,850	\$300,960	\$250,079	\$250,079
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.03	 3.03	 3.03	 3.03	 3.03

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</u> <u>2008-2009</u>	<u>Estimated</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>
Business Licenses Issued	5,385	5,400	5,420
Business License Notices of Violations/ Admin. Citations Issued	850	850	880
Utility Bills Mailed (Original and Delinquent)	87,880	89,000	88,800
Customers Paying with Credit Card	7,200	7,500	8,500
Customers Paying with Direct Pay	1,520	1,600	1,650

2010-2011 GOALS AND OBJECTIVES

1. Finalize the testing and implementation of an online payment process to provide customers with a convenient method to pay their utility bills.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Staff has begun the design and implementation of an online payment process for utility bills. This process is near completion and is in the testing phase.

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 \$3,000 for cash register system maintenance, \$7,900 for business license program maintenance, and \$2,000 for utility bill scanner programming software maintenance.
3. Miscellaneous category (#39000) includes \$3,800 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$149,015	\$157,692	\$157,692	\$121,365	\$121,365
11300 Part Time Salaries	40,457	43,468	55,428	55,428	55,428
11400 Overtime Salaries	131	0	150	0	0
11500 Separation Benefits	9,893	10,882	10,882	7,025	7,025
TOTAL	\$199,496	\$212,042	\$224,152	\$183,818	\$183,818
EMPLOYEE BENEFITS					
12200 Life Insurance	\$622	\$552	\$552	\$360	\$360
12300 Medical Insurance	21,765	14,682	14,682	17,267	17,267
12350 Medicare Insurance	2,590	2,705	2,705	1,423	1,423
12400 Dental Insurance	1,915	2,035	2,035	1,451	1,451
12500 Workers Compensation	1,054	1,106	1,106	900	900
12600 Retirement	30,825	30,890	30,890	18,306	18,306
12900 Long Term Disability	1,646	1,500	1,500	1,290	1,290
12950 Vision Plan	335	338	338	264	264
TOTAL	\$60,752	\$53,808	\$53,808	\$41,261	\$41,261
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,550	\$1,600	\$1,600	\$1,600	\$1,600
22000 Operating Supplies	619	600	600	600	600
24000 Small Tools	830	1,050	1,050	1,050	1,050
31000 Contracted Services	30	500	500	500	500
32000 Communications	4,712	2,300	2,300	4,300	4,300
38000 R/M Contractual	12,043	12,900	12,900	12,900	12,900
39000 Miscellaneous	4,605	4,050	4,050	4,050	4,050
TOTAL	\$24,389	\$23,000	\$23,000	\$25,000	\$25,000
GRAND TOTAL	\$284,637	\$288,850	\$300,960	\$250,079	\$250,079

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services
ACTIVITY: Central Support Services
ACTIVITY NO.: 1407

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$252,849	\$270,099	\$262,629	\$179,297	\$179,297
SERVICES & SUPPLIES	20,926	17,362	16,062	17,562	17,562
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$273,775	\$287,461	\$278,691	\$196,859	\$196,859
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	3.94	3.69	3.69	2.39	2.39

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</u> <u>2008-2009</u>	<u>Estimated</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>
Purchase Orders Issued	1,550	1,600	1,650
Requisitions Processed	2,350	2,500	2,580

2010-2011 GOALS AND OBJECTIVES

1. Staff will continue to utilize the vendor application process using the City's website. Using the City's website to download the application, and accepting them through email streamlines the application process and no longer requires staff to print, fax, or mail applications.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Staff began to develop a vendor application process using the City's website and accepting applications through email.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11... and #12...) reflect personnel cost reductions.
2. Communications category (#32000) reflects postage for mailing purchase orders and correspondence \$1,680.
3. Motor Pool category (#33000) reflects the division's vehicle operation and maintenance charges \$5,882.
4. R&M Machinery/Equipment category (#38000) reflects maintenance of copiers & printers.
5. Miscellaneous category (#39000) reflects \$1,200 for printing/duplicating, \$800 for dues and memberships in purchasing organizations, and \$600 for books and subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$175,170	\$179,723	\$179,723	\$121,448	\$121,448
11300 Part Time Salaries	9,678	19,071	11,547	7,000	7,000
11400 Overtime Salaries	495	0	450	0	0
11500 Separation Benefits	13,842	15,226	15,226	9,825	9,825
TOTAL	\$199,185	\$214,020	\$206,946	\$138,273	\$138,273
EMPLOYEE BENEFITS					
12200 Life Insurance	\$585	\$599	\$599	\$357	\$357
12300 Medical Insurance	19,678	21,855	21,855	16,769	16,769
12350 Medicare Insurance	2,090	1,947	1,947	1,325	1,325
12370 Part Time Retirement	848	1,146	750	800	800
12400 Dental Insurance	1,454	1,477	1,477	1,261	1,261
12500 Workers Compensation	1,057	1,110	1,110	900	900
12600 Retirement	26,170	26,090	26,090	18,303	18,303
12900 Long Term Disability	1,467	1,534	1,534	1,083	1,083
12950 Vision Plan	315	321	321	226	226
TOTAL	\$53,664	\$56,079	\$55,683	\$41,024	\$41,024
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,050	\$1,000	\$1,000	\$1,000	\$1,000
22000 Operating Supplies	738	700	700	700	700
24000 Small Tools	748	500	500	500	500
32000 Communications	2,811	1,680	1,680	2,680	2,680
33000 Motor Pool Charges	5,348	5,882	5,882	5,882	5,882
37000 Leases & Rentals	2,320	2,600	2,600	2,600	2,600
38000 R/M Contractual	4,739	1,600	1,600	1,600	1,600
39000 Miscellaneous	2,172	3,400	2,100	2,600	2,600
TOTAL	\$20,926	\$17,362	\$16,062	\$17,562	\$17,562
GRAND TOTAL	\$273,775	\$287,461	\$278,691	\$196,859	\$196,859

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services
ACTIVITY: Communication/Duplication
ACTIVITY NO.: 1408

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$183,065	\$158,320	\$166,840	\$119,341	\$119,341
SERVICES & SUPPLIES	211,453	231,724	219,724	230,924	230,924
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$394,518	\$390,044	\$386,564	\$350,265	\$350,265
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.28	 1.53	 1.53	 1.53	 1.53

Program Description

This activity provides centralized reproduction services, mail processing, and technical support for office equipment and communications to City departments. Specific service objectives are:

- Process all incoming and outgoing mail.
- Provide centralized duplication services for agenda packets, brochures, bids and specifications, budgets, financial reports, and flyers.
- Provide report binding and collating.
- 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

	<u>Actual</u> <u>2008-2009</u>	<u>Estimated</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>
Presort Mail Handled	487,000	489,000	490,000
Presort Savings	\$19,480	\$19,560	\$19,600

2010-2011 GOALS AND OBJECTIVES

1. Work with Fire personnel to create bid specifications for the possible upgrade of the phone systems at Fire Stations No. 2 and No. 3.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Staff has evaluated the options for upgrading the phone systems at Fire Stations No. 2 and No. 3. Staff will include a small capital request to fund for the upgrade of these phone systems.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$39,000 for City Hall telephone services, \$2,800 for postage and \$40,224 contributions to City's Data Processing/Technology Internal Services fund.
2. Utilities category (#36000) is for the City Hall utility costs, which include \$93,100 for electricity and \$2,900 for Gas. The increase reflects the estimated increase for Edison and So Cal Gas.
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/insertter, \$7,000 for utility bill folder/insertter, \$3,200 for auto booklet stapler, and \$2,800 for scanner and computer.
4. Miscellaneous category (#39000) reflects costs for allocated printing and duplicating, \$500.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$112,904	\$119,090	\$119,090	\$85,670	\$85,670
11300 Part Time Salaries	30,492	0	7,500	0	0
11400 Overtime Salaries	66	0	200	0	0
11500 Separation Benefits	6,638	7,302	7,302	4,700	4,700
TOTAL	\$150,100	\$126,392	\$134,092	\$90,370	\$90,370
EMPLOYEE BENEFITS					
12200 Life Insurance	\$308	\$308	\$308	\$285	\$285
12300 Medical Insurance	9,037	10,750	10,750	11,780	11,780
12350 Medicare Insurance	1,284	904	904	732	732
12370 Part Time Retirement	1,044	0	820	820	820
12400 Dental Insurance	865	867	867	971	971
12500 Workers Compensation	491	516	516	300	300
12600 Retirement	18,794	17,441	17,441	12,918	12,918
12900 Long Term Disability	953	953	953	970	970
12950 Vision Plan	189	189	189	195	195
TOTAL	\$32,965	\$31,928	\$32,748	\$28,971	\$28,971
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,599	\$2,900	\$2,800	\$2,800	\$2,800
22000 Operating Supplies	372	500	500	500	500
24000 Small Tools	547	0	0	0	0
32000 Communications	75,119	82,024	82,024	83,224	83,224
36000 Utilities	85,785	96,900	89,900	96,000	96,000
37000 Leases & Rentals	33,476	22,900	19,000	22,900	22,900
38000 R/M Contractual	10,555	26,000	25,000	25,000	25,000
39000 Miscellaneous	0	500	500	500	500
TOTAL	\$211,453	\$231,724	\$219,724	\$230,924	\$230,924
GRAND TOTAL	\$394,518	\$390,044	\$386,564	\$350,265	\$350,265

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

SOURCE OF FUNDS:

General Fund \$318,970
 Retirement Fund \$26,495
 General Liability Fund \$21,781
 Public Safety Impact Fund \$7,000
 Workers' Compensation Fund \$21,781
 Water Fund \$241,480
 CRA Fund \$82,191

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$670,575	\$669,897	\$670,247	\$472,244	\$472,244
SERVICES & SUPPLIES	271,535	244,200	304,807	247,454	247,454
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$942,110	\$914,097	\$975,054	\$719,698	\$719,698
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.00	 6.00	 6.00	 4.00	 4.00

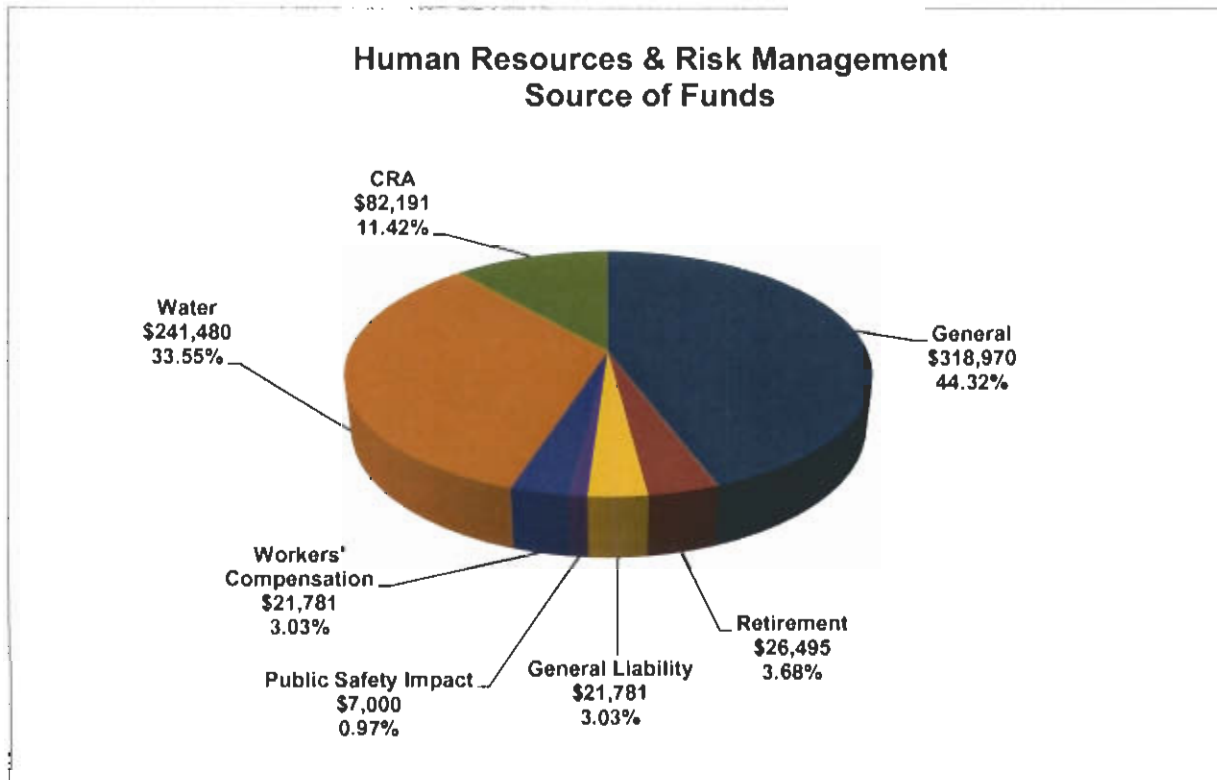
Program Description

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.

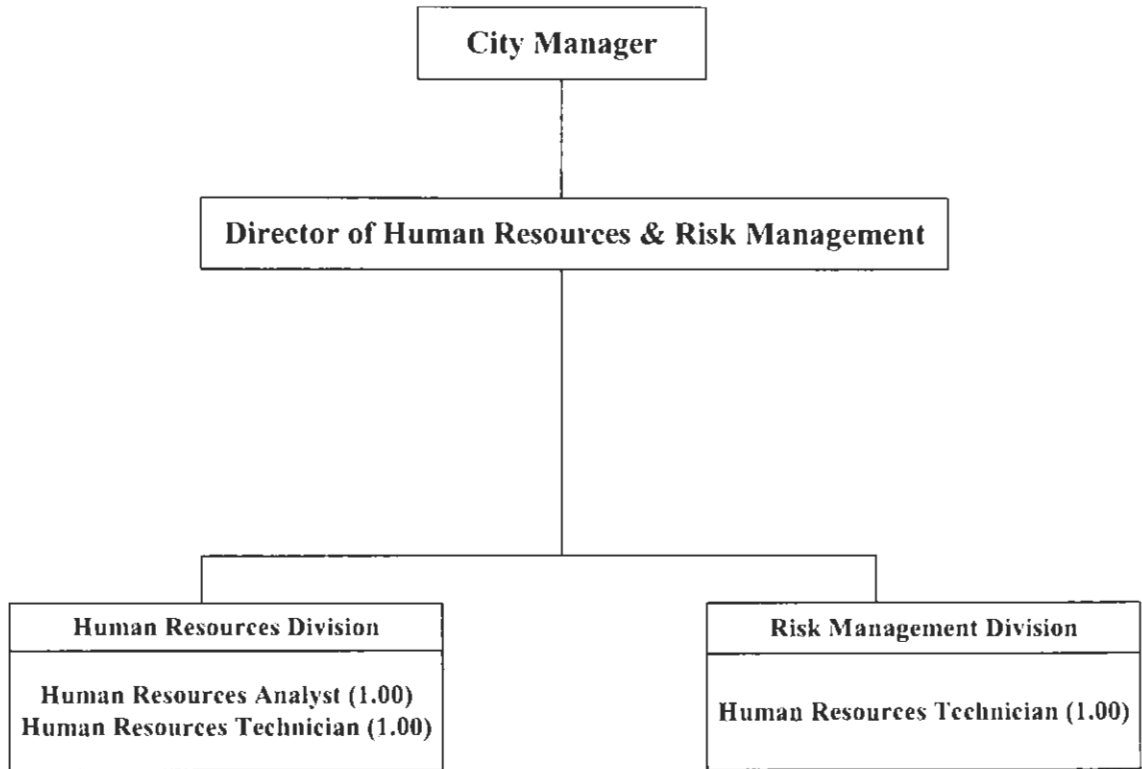
The Human Resources Division is the core of the City's employment and training operations. It provides centralized recruitment and selection, compensation administration, job classification, benefits administration, employment records management, employer/employee relation's administration, employee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

Personnel changes from last year include: A full-time equivalent elimination in the Human Resources Assistant in Human Resources Activity (1801), and a full-time equivalent elimination in the Risk Manager position in Risk Management Activity (1802).



Human Resources & Risk Management Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$385,218	\$384,090	\$384,440	\$304,781	\$304,781
SERVICES & SUPPLIES	173,552	145,600	209,446	145,249	145,249
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$558,770	\$529,690	\$593,886	\$450,030	\$450,030
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.60	 3.60	 3.60	 2.60	 2.60

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 Relations: An effective program of employer/employee relations through the negotiation and administration of labor contracts with six represented employee groups and two non-represented groups. This 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, ADA, FLSA, FMLA and other related employment laws.

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 for general application are coordinated by and funded through the Human Resources Division.

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 Turnover

(Due to separations including retirements, terminations, and resignations)

<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
3.4%	4.0%	10.7%

Number of Employee Separations by Department

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11*</u>
City Manager	0	1	0
City Clerk	0	0	0
Development Services	1	1	5
Economic Development	0	1	0
Fire	2	0	3

Human Resources	0	0	2
Library	1	2	0
Management Services	0	2	5
Police	4	5	6
Public Works	2	1	8
Recreation and Parks	<u>2</u>	<u>1</u>	<u>6</u>
TOTAL	12	14	35

*Note: 2010-11 numbers include individuals laid off and those retired with 2 year service credit option.

Other Program Measurements

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Total Number of Budgeted Full-Time Positions	351	349	326
Total Number of Competitive Service Positions Filled	29	6	5
Total Number of Promotions	6	0	6
Examinations Administered	22	14	8
Total Number of Applications Processed	891	700	200
Number of Seasonal, Part-time, Limited Term Employee Appointments	23	20	7

2010-2011 GOALS AND OBJECTIVES

1. Conduct quarterly employee information meetings on Health Benefits (i.e. deferred compensation, medical, dental, Employee Assistance Program and vision).
2. Conclude negotiations with Monterey Park Confidential Employees' Association to establish initial M.O.U. with this bargaining unit.
3. Conclude negotiations with the Monterey Park Police Officers' Association. The current contract expires June 30, 2010.
4. Meet with Union and Association representatives to revise Administrative Policy regarding layoff procedures to clarify time-lines and definition of terms.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Conducted quarterly employee information meetings on benefits including our annual benefit fair prior to open enrollment, 457 deferred compensation plans, Employee Assistance Program (EAP), Medicare 101 and CalPERS retirement processing. We continued with our Health & Wellness program with a seminar on nutrition hosted by Kaiser Permanente on February 10, 2010.
2. Concluded M.O.U. negotiations with the Monterey Park Firefighters' Association. The current contract expires December 31, 2010.
3. We began negotiations with the Monterey Park Confidential Employees Association. The negotiations will establish the initial Memorandum of Understanding with this newly formed bargaining unit.
4. Through participation in the San Gabriel Valley Employment Relations Consortium (SGV-ERC) 32 employees received training in the areas of Family Medical Leaves, Managing Marginal Employee, Performance Management-Evaluation Documentation and Discipline, Administering Family Medical Leave Act, California Family Rights Act and other Leaves, Advanced Fair Labor Standards Act and Preventing Workplace Harassment. We also held 5 in-house Harassment Prevention Training sessions in December 2009, January 2010 and February 2010.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits categories (#11... and #12...) reflect personnel cost reductions per Budget Balancing Acts, including the elimination of Human Resources Assistant position.
2. Contracted Services (#31000) includes \$16,800 for pre-employment physical examinations, DMV physicals, fitness-for-duty evaluations, pre-employment and mandatory drug testing for designated safety sensitive positions pursuant to DOT regulations and \$11,200 for testing materials and consultation fees, \$18,000 for the City's Employee Assistance Program (EAP) premium, and \$6,200 investigation services for personnel matters.
3. Motor Pool Charges (#33000) includes \$200 for travel to and from professional meetings for HR Department personnel.
4. Miscellaneous category (#39000) includes \$2,000 for printing and duplicating costs; \$1,335 for membership dues; \$7,500 for pre-employment expenses relating to testing and candidate backgrounds and mandated fingerprinting current and future volunteers assigned to the Police Department; and, \$52,000 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$277,644	\$283,585	\$283,585	\$225,503	\$225,503
11300 Part Time Salaries	5,583	0	350	0	0
11500 Separation Benefits	15,622	17,184	17,184	13,800	13,800
TOTAL	\$298,849	\$300,769	\$301,119	\$239,303	\$239,303
EMPLOYEE BENEFITS					
12200 Life Insurance	\$756	\$756	\$756	\$520	\$520
12300 Medical Insurance	29,545	30,573	30,573	22,691	22,691
12350 Medicare Insurance	4,203	4,111	4,111	3,271	3,271
12370 Part Time Retirement	245	0	0	0	0
12400 Dental Insurance	2,160	2,160	2,160	1,560	1,560
12500 Workers Compensation	743	780	780	525	525
12600 Retirement	45,147	41,361	41,361	33,928	33,928
12900 Long Term Disability	2,753	2,758	2,758	2,359	2,359
12950 Vision Plan	817	822	822	624	624
TOTAL	\$86,369	\$83,321	\$83,321	\$65,478	\$65,478
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,090	\$3,000	\$2,812	\$2,400	\$2,400
22000 Operating Supplies	9,459	5,000	5,000	5,000	5,000
24000 Small Tools	437	0	0	0	0
31000 Contracted Services	62,988	60,000	107,165	52,200	52,200
32000 Communications	10,181	10,000	8,684	8,684	8,684
33000 Motor Pool Charges	1,039	2,000	120	200	200
34000 Advertising	3,158	5,600	3,930	3,930	3,930
37000 Leases & Rentals	2,000	2,000	2,000	2,000	2,000
38000 R/M Contractual	9,424	8,000	9,000	8,000	8,000
39000 Miscellaneous	71,776	50,000	70,735	62,835	62,835
TOTAL	\$173,552	\$145,600	\$209,446	\$145,249	\$145,249
GRAND TOTAL	\$558,770	\$529,690	\$593,886	\$450,030	\$450,030

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$285,357	\$285,807	\$285,807	\$167,463	\$167,463
SERVICES & SUPPLIES	97,983	98,600	95,361	102,205	102,205
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$383,340	\$384,407	\$381,168	\$269,668	\$269,668
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.40	 2.40	 2.40	 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 \$20 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>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
GENERAL GOVERNMENT	1	1	1
POLICE	4	6	5
FIRE	2	3	2
LIBRARY	0	0	0
MANAGEMENT SERVICES	0	1	0
RECREATION & PARKS	6	4	4
HUMAN RESOURCES	0	0	0
DEVELOPMENT SERVICES	1	0	0
PUBLIC WORKS	<u>19</u>	<u>14</u>	<u>12</u>
TOTAL	36	29	24

INCURRED* COSTS OF LIABILITY CLAIMS

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
GENERAL GOVERNMENT	\$253	\$1,000	\$1,000
POLICE	\$148,980	\$30,000	\$20,000
FIRE	\$5,684	\$5,000	\$5,000
LIBRARY	0	0	0
MANAGEMENT SERVICES	0	0	0
RECREATION & PARKS	\$5,282	\$12,000	\$6,500
HUMAN RESOURCES	0	0	0
DEVELOPMENT SERVICES	390	0	0
PUBLIC WORKS	<u>\$90,000</u>	<u>\$100,000</u>	<u>\$85,000</u>
TOTAL	\$250,589	\$299,000	\$117,500

*Incurred includes both actual payments made on claims associated with the fiscal year and the estimated reserves to be paid over the life of the claim.

WORKERS' COMPENSATION CLAIMS FILED

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-2011</u>
GENERAL EMPLOYEES	1	2	2
POLICE	22	20	18
FIRE	10	12	10
PUBLIC WORKS	15	10	12
LIBRARY	2	1	1
RECREATION & PARKS	<u>4</u>	<u>6</u>	<u>6</u>
TOTAL*	54	51	49

*Includes all claims, regardless of severity of injury or whether any time off required.

INCURRED COSTS OF WORKERS' COMPENSATION CLAIMS

	<u>Actual*</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
GENERAL EMPLOYEES	\$1,693	\$50,000	\$10,000
POLICE	\$312,865	\$344,945	\$300,000
FIRE	\$89,505	\$85,000	\$80,000
PUBLIC WORKS	\$18,860	\$15,000	\$20,000
LIBRARY	\$6,727	\$1,000	\$1,000
RECREATION & PARKS	<u>\$37,164</u>	<u>\$7,000</u>	<u>\$7,000</u>
TOTAL	\$466,814	\$502,945	\$418,000

*=This column is paid to date

2010-2011 GOALS & OBJECTIVES

1. Rewrite the City's Accident/Injury and Illness Prevention policy to conform to changes in the law.
2. Develop standard operating procedures for Confined Space, Blood Borne Pathogens, Hearing and Conservation programs.
3. Provide training on general office safety and supervisory safety training for City employees.

2009-2010 MAJOR ACCOMPLISHMENTS

1. For the third year in a row the Risk Management Division, received the Independent Cities Risk Management Authority (ICRMA) *Outstanding Star Award*. This award provided the City with an additional \$3,000 to use toward risk management programs.
2. Produced an Annual Report demonstrating the Divisions activities and City claim status.
3. Internet based online training classes were conducted for Safety Committee, employees and supervisors on various OSHA safety topics.
4. Completed a city wide playground audit and developed a written playground safety policy.
5. Installed first aid kits throughout city hall.
6. Installed safety Suggestion boxes at the city hall and public works yard as well as instituted an online safety suggestion reporting system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits categories (#11... and #12...) reflect personnel cost reductions per Budget Balancing Acts, including the elimination of Risk Manager position.
2. Insurance category (#35000) includes \$69,725 premium costs for property coverage; \$21,475 for Auto Physical Damage and \$7,500 for employee fidelity bond.
3. Miscellaneous category (#39000) includes \$300 for membership dues; \$125 for printing/duplicating and \$520 for mandated Federal and State posters and professional publications.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$211,775	\$213,172	\$213,172	\$121,383	\$121,383
11500 Separation Benefits	10,414	11,455	11,455	9,200	9,200
TOTAL	\$222,189	\$224,627	\$224,627	\$130,583	\$130,583
EMPLOYEE BENEFITS					
12200 Life Insurance	\$504	\$504	\$504	\$293	\$293
12300 Medical Insurance	19,545	20,382	20,382	12,347	12,347
12350 Medicare Insurance	3,148	3,091	3,091	1,762	1,762
12400 Dental Insurance	1,440	1,440	1,440	640	640
12500 Workers Compensation	2,158	2,266	2,266	1,800	1,800
12600 Retirement	33,961	31,082	31,082	18,262	18,262
12900 Long Term Disability	1,836	1,839	1,839	1,440	1,440
12950 Vision Plan	576	576	576	336	336
TOTAL	\$63,168	\$61,180	\$61,180	\$36,880	\$36,880
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$200	\$0	\$200	\$200
22000 Operating Supplies	488	500	500	400	400
24000 Small Tools	0	500	0	0	0
31000 Contracted Services	7,818	1,500	1,290	1,500	1,500
32000 Communications	296	400	300	300	300
33000 Motor Pool Charges	305	1,000	160	160	160
35000 Insurance	87,357	93,000	92,481	98,700	98,700
39000 Miscellaneous	1,719	1,500	630	945	945
TOTAL	\$97,983	\$98,600	\$95,361	\$102,205	\$102,205
GRAND TOTAL	\$383,340	\$384,407	\$381,168	\$269,668	\$269,668

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$985,787
 Retirement Fund \$97,545
 CRA Fund \$130,187
 CDBG Grant \$177,033
 General Plan Review Trust \$20,000

DEPARTMENT: Development Services

REVENUES:

General Fund \$838,000

ACTIVITY: Development Services

ACTIVITY NO.: 1700

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$1,653,854	\$1,624,853	\$1,523,026	\$1,184,336	\$1,184,336
SERVICES & SUPPLIES	210,656	202,800	199,690	226,216	226,216
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,864,510	\$1,827,653	\$1,722,716	\$1,410,552	\$1,410,552
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 17.50	 17.50	 17.50	 14.50	 14.50

Program Description

The Development Services 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, City Council and Community Redevelopment Agency.

The Department consists of three (3) 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 also 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 also is the lead agency for all environmental reviews consistent with the California Environmental Quality Act (CEQA). The Division is also 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 also 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’s personnel must also maintain a high degree of knowledge and expertise in the areas of new technologies of construction and materials as well as on the numerous revisions that are promulgated by the professional building industry. It is also 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 also coordinates the “Code Enforcement Volunteer Program”. It has also been the responsible division for the coordination of the annual L.A. County “Weed Abatement” program.

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

Land Area	7.72 square miles
Major topographic characteristic	Hills
Housing stock	20,693 dwelling units*
Population	65,027 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%

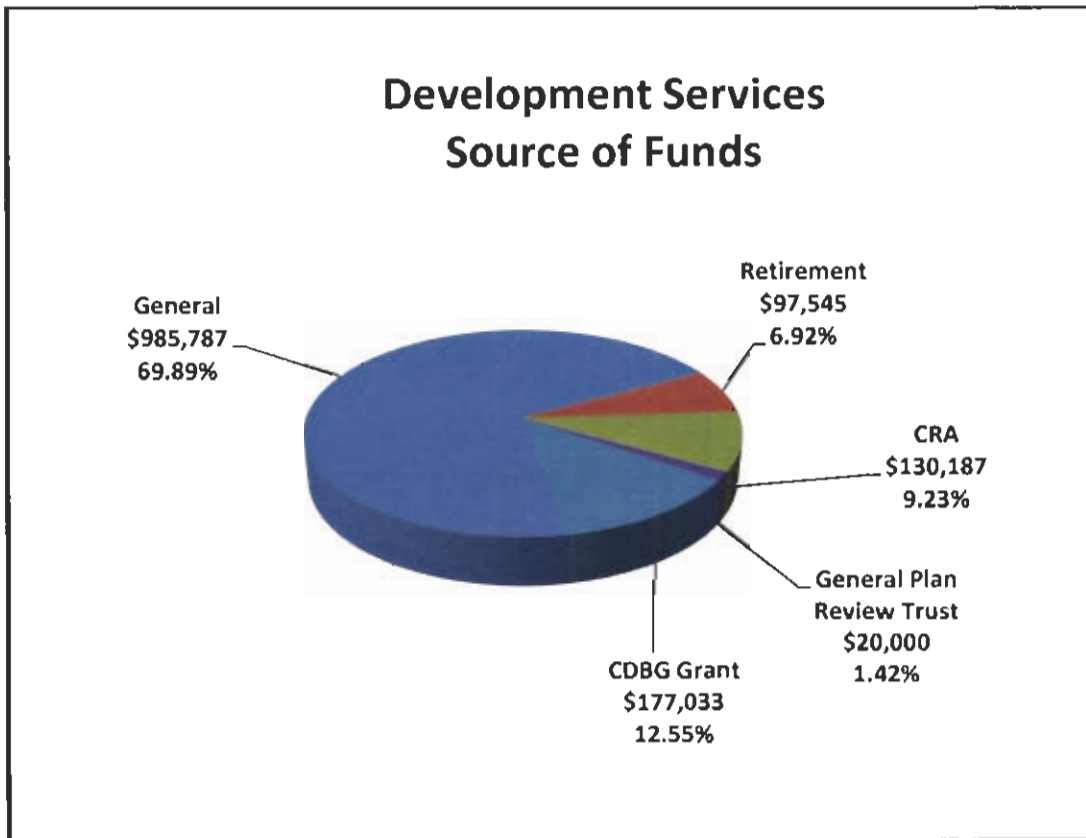
** (Includes existing commercial and residential areas)

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.

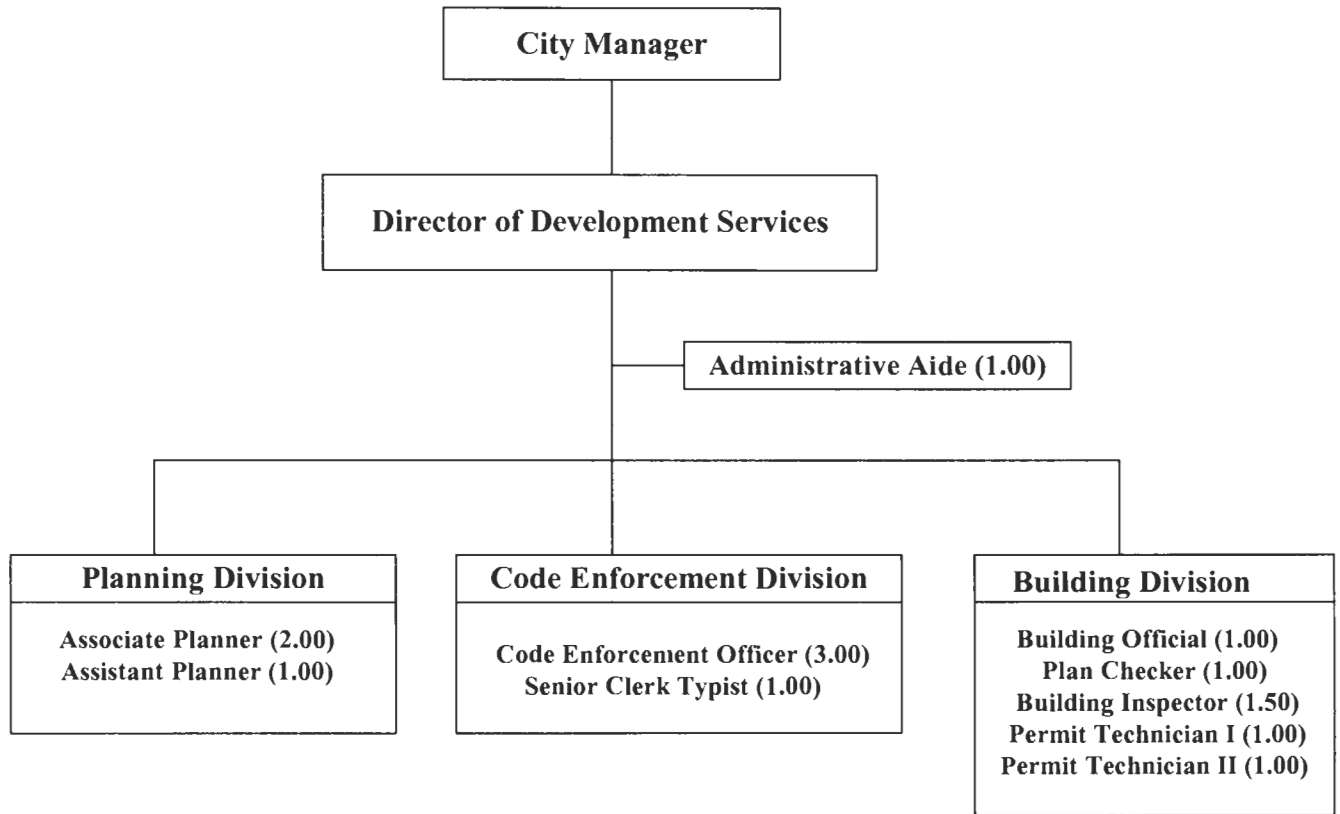
The Department's **MISSION** is "to provide the best possible development services to the public in a way which will promote **good development** and result in a mutually beneficial development which will not only contribute to the City's increased revenue potential but to the overall well-being of the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

The staff of the Department is **committed** to maintaining a physical environment where the public can feel secure in the knowledge that every effort will be made to satisfy their service needs in a sensitive yet effective manner within the integrity of the Council adopted municipal code.

Personnel changes from last year include: The elimination of the Planning Manager, one Code Enforcement Officer, one Senior Clerk Typist full time positions, and the continue freezing of one vacant Associate Planner and one Code Enforcement Officer position.



Development Services Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Development Services

ACTIVITY: Planning

ACTIVITY NO.: 1701

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$489,406	\$429,025	\$393,706	\$294,303	\$294,303
SERVICES & SUPPLIES	22,573	22,200	20,483	21,633	21,633
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$511,979	\$451,225	\$414,189	\$315,936	\$315,936
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.27	 5.27	 5.27	 3.67	 3.67

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> 2008-09	<u>Estimated</u> 2009-10	<u>Projected</u> 2010-11
Civic District Review	0	0	0
Code Amendments	3	0	3
Conditional Use Permits	17	10	15
General Plan Amendments	0	0	1
Modification to Specific Plan	0	1	0
Parcel Maps	6	1	5
Precise Plan Related	3	4	1
Radius Map/Mailing	32	18	26
Specific Plan Amendments	1	0	0
Tentative Tract Maps	0	1	3
Time Extensions	6	3	10
Variances	3	2	2
Zone Changes	0	0	1
CEQA			
Environmental Impact Reports	1	1	1
Negative Declarations	0	10	5
Categorical Exemptions	49	50	50

DESIGN REVIEW

Signs	11	11	12
Remodels, No increase of floor area	1	4	4
Remodels, Increase of floor area	0	1	2
New Construction < 10,000 SF	4	1	1
New Construction > 10,000 SF	1	1	1
Landscaping	8	8	10
Single Family Residential	3	5	6

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	157	160	170
Minor Departure	7	3	10
Second Units	1	1	1
Site Plan Review	7	13	13
Temporary Use Permits	33	22	33
Traffic/Parking Study	0	1	5
Yard Sales	429	370	350

PLAN CHECK

Process within 72 hours	100%	100%	100%
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2010-2011 GOALS AND OBJECTIVES

1. Adopt a minor modification procedure that introduces a Minor Conditional Use Permit and Minor Variance permit process that may be granted administratively.
2. Complete the new Zoning Ordinance.
3. Introduce two (2) new elements, Health and Sustainability Elements to be incorporated into the General Plan which promotes community health and decreasing pollution (Greenhouse Gas) and reducing energy consumption in accordance with SB 375.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Adopted a Development Agreement that granted developers land use incentives and longer entitlement time frames for obtaining building permits.
2. Obtained a Department of Energy grant to assist in the completion of the new Zoning Ordinance and the creation of Design Guidelines for the downtown commercial area which promotes a “live, work and play” sustainable community.
3. Submitted a grant application to the State Department of Parks and Recreation to refurbish the El Encanto Historic Resource facility and Cascades Park as part of the implementation goals of the General Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11... and #12...) reflects personnel cost reductions.
2. Motor Pool Charges category (#33000) includes \$600 for conferences and seminars, and \$3,992 for motor pool charges.
3. Miscellaneous category (#39000) includes \$650 for printing and duplicating, \$850 for dues and memberships and \$100 for books and subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Development Services

ACTIVITY: Planning

ACTIVITY NO.: 1701

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$347,034	\$305,513	\$276,500	\$209,023	\$209,023
11300 Part Time Salaries	5,861	0	0	0	0
11400 Overtime Salaries	1,697	1,000	0	0	0
11500 Separation Benefits	24,647	27,111	27,111	22,500	22,500
TOTAL	\$379,239	\$333,624	\$303,611	\$231,523	\$231,523
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,002	\$807	\$807	\$471	\$471
12300 Medical Insurance	37,478	34,136	33,991	23,387	23,387
12350 Medicare Insurance	5,340	5,443	5,443	2,742	2,742
12370 Part Time Retirement	234	0	0	0	0
12400 Dental Insurance	3,151	2,526	2,526	1,642	1,642
12500 Workers Compensation	5,173	5,430	5,430	4,000	4,000
12600 Retirement	54,686	44,361	39,200	28,462	28,462
12900 Long Term Disability	2,406	2,079	2,079	1,716	1,716
12950 Vision Plan	697	619	619	360	360
TOTAL	\$110,167	\$95,401	\$90,095	\$62,780	\$62,780
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,938	\$2,000	\$1,850	\$1,900	\$1,900
22000 Operating Supplies	306	500	500	500	500
24000 Small Tools	733	700	350	350	350
31000 Contracted Services	305	500	500	500	500
32000 Communications	4,448	4,500	4,491	4,491	4,491
33000 Motor Pool Charges	4,634	4,700	4,492	4,592	4,592
37000 Leases & Rentals	3,567	3,500	2,500	3,500	3,500
38000 R/M Contractual	5,037	4,200	4,200	4,200	4,200
39000 Miscellaneous	1,605	1,600	1,600	1,600	1,600
TOTAL	\$22,573	\$22,200	\$20,483	\$21,633	\$21,633
GRAND TOTAL	\$511,979	\$451,225	\$414,189	\$315,936	\$315,936

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Development Services**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$494,904	\$549,609	\$487,305	\$335,426	\$335,426
SERVICES & SUPPLIES	142,917	133,500	134,823	157,473	157,473
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$637,821	\$683,109	\$622,128	\$492,899	\$492,899
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.06	 6.06	 6.06	 4.66	 4.66

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, Community Development Block Grant (CDBG) and Community Redevelopment Agency (CRA) funds. 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.

- Coordinate the City's successful graffiti removal program and continue to remove graffiti within 24 to 48 hours after authorization by the City.
- 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> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
INSPECTIONS (*)			
Residential Inspections	4,192	4,276	4,402
Home Occupation	225	230	236
Commercial Inspections	1,519	1,549	1,575
Industrial Inspections	<u>262</u>	<u>267</u>	<u>275</u>
Total	6,198	6,322	6,488
GRAFFITI REMOVED (**)			
CDBG/CRA	3,080	3,142	3,234
Other Area	<u>2,562</u>	<u>2,613</u>	<u>2,690</u>
Total	5,642	5,755	5,924

* *Numbers include all follow-up site inspections*

** *Numbers include in inspection figures*

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Complaints received and Investigated	1,893	2,005	2,105
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	158	170	200
Administrative Citations	334	330	350

2010-2011 GOALS AND OBJECTIVES

1. Adopt a residential boarding house ordinance limiting the number of rooms that can be rented to individuals within a residence.
2. Focus additional efforts towards resolving the shopping cart issue within the City.
3. Focus additional efforts in the Community Development Block Grant funded areas.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Adopted an ordinance limiting the location where vending of any merchandise may occur within the legal boundaries of the City.
2. Adopted an ordinance restricting medical marijuana dispensaries in the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries and Benefits category (#11... and #12...) reflects personnel cost reductions.
2. Contract Services category (#31000) includes \$55,000 for legal fees and \$67,200 for graffiti removal and appeal officer services.
3. Motor Pool Charges category (#33000) includes \$400 for conferences and seminars, and \$14,000 for motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Development Services**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$350,083	\$393,436	\$295,000	\$224,553	\$224,553
11300 Part Time Salaries	0	0	45,500	0	0
11400 Overtime Salaries	797	1,500	800	0	0
11500 Separation Benefits	24,560	27,014	27,014	25,044	25,044
TOTAL	\$375,440	\$421,950	\$368,314	\$249,597	\$249,597
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,009	\$1,129	\$1,129	\$629	\$629
12300 Medical Insurance	38,179	43,422	43,422	29,706	29,706
12350 Medicare Insurance	4,466	4,814	4,814	3,257	3,257
12400 Dental Insurance	3,131	3,215	3,215	2,216	2,216
12500 Workers Compensation	13,755	14,443	14,443	13,700	13,700
12600 Retirement	55,823	57,168	48,500	33,835	33,835
12900 Long Term Disability	2,487	2,788	2,788	2,085	2,085
12950 Vision Plan	614	680	680	401	401
TOTAL	\$119,464	\$127,659	\$118,991	\$85,829	\$85,829
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,836	\$1,800	\$1,550	\$1,550	\$1,550
22000 Operating Supplies	1,238	1,000	1,000	1,000	1,000
24000 Small Tools	600	500	500	500	500
31000 Contracted Services	109,976	100,000	99,600	122,200	122,200
32000 Communications	9,120	9,000	8,923	8,923	8,923
33000 Motor Pool Charges	13,807	14,000	14,000	14,400	14,400
38000 R/M Contractual	5,216	6,000	8,050	8,000	8,000
39000 Miscellaneous	1,124	1,200	1,200	900	900
TOTAL	\$142,917	\$133,500	\$134,823	\$157,473	\$157,473
GRAND TOTAL	\$637,821	\$683,109	\$622,128	\$492,899	\$492,899

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Development Services

ACTIVITY: Building

ACTIVITY NO.: 1703

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$669,544	\$646,219	\$642,015	\$554,607	\$554,607
SERVICES & SUPPLIES	45,166	47,100	44,384	47,110	47,110
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$714,710	\$693,319	\$686,399	\$601,717	\$601,717
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.17	6.17	6.17	6.17	6.17

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>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	5	93	10
<i>b. Residential, Add/Alter</i>	384	398	438
<i>c. Non-Residential, New</i>	2	1	1
<i>d. Non-Residential, Add/Alter</i>	137	130	143
<i>e. Miscellaneous</i>	<u>187</u>	<u>212</u>	<u>233</u>
Building Permits Total	715	750	825
Electrical Permits	169	137	151
Mechanical Permits	154	146	161
Plumbing Permits	<u>97</u>	<u>113</u>	<u>124</u>
All Permits Total	1,135	1,146	1,261
ANNUAL PERMIT VALUATION	33 mil.	24 mil.	26 mil.
PLAN CHECKS			
Total Number Processed	<u>432</u>	<u>470</u>	<u>518</u>
Processed In-House	85%	91%	90%
Contracted Out	15%	9%	10%
INSPECTIONS			
Construction Inspections	5,712	6,530	5,200
Property Sales, Residential	610	721	794
Property Sales, Commercial	31	23	25
Violation Inspections	<u>81</u>	<u>101</u>	<u>100</u>
All Inspections Total	6,434	7,376	6,119

2010-2011 GOALS AND OBJECTIVES

1. Update Title 16 of the Municipal Code to incorporate the 2010 State building standards, and to amend the State code provisions for the purpose of preserving desired local administrative regulations, remedying oversights by the State, resolving contradictions and clarifying ambiguities. By December, 2010.
2. Complete the Monterey Park Green Building Program and Compliance Guide, which is a project funded by a grant from the U.S. Department of Energy, and coordinate the project with the State mandated green building standards. Establish local requirements and incentives by November 2010, and complete the Green Guide by June 2011.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Obtained a grant from the U.S. Department of Energy for establishing a local green building program, which will include comparable incentives to offset developers' added cost for going green. The grant project will also include compilation of a Green Guide that will spell out the City's compliance policies and procedures, and provide technical assistance to homeowners and design professionals.
2. Managed to handle the inspection services for the North Atlantic Times Square project without assistance of a temporary inspector or consulting inspection services. One of the two anchor tenants, 24-Hour Fitness has been open. The commercial portion of the building shell will be completed by early July when the AMC Theatres open. Other tenant improvement work has just begun, and will continue well into the next fiscal year, along with the interior work of the condominiums above.
3. Recently enacted State laws require every city to provide inspection services rendered by a Certified Access Specialist (CASp) when requested by a resident or business owner after July 1, 2010. In response to the legislation, two staff members have taken an exam administered by the Division of State Architect in May, and are awaiting the test results. The City must retain a CASp consultant whenever such a service is requested, if there is no CASp on staff.
4. Building Division's plan review and inspection personnel have all been recertified under the International Building Code. They were previously certified based on the Uniform Building Code, which California no longer adopts. Such certifications are mandatory for building department personnel under the State laws

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Miscellaneous category (#39000) includes \$2,000 for printing & duplicating, \$1,000 for membership dues with code promulgation organizations, and \$4,160 for codebooks.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Development Services

ACTIVITY: Building

ACTIVITY NO.: 1703

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$459,471	\$483,240	\$483,240	\$407,085	\$407,085
11300 Part Time Salaries	40,568	0	925	0	0
11400 Overtime Salaries	1,279	1,500	750	0	0
11500 Separation Benefits	26,729	29,401	29,401	23,000	23,000
TOTAL	\$528,047	\$514,141	\$514,316	\$430,085	\$430,085
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,151	\$1,151	\$1,151	\$1,033	\$1,033
12300 Medical Insurance	40,037	41,415	41,415	44,437	44,437
12350 Medicare Insurance	7,564	7,077	7,077	5,934	5,934
12400 Dental Insurance	3,641	3,649	3,649	3,877	3,877
12500 Workers Compensation	4,020	4,221	4,221	4,000	4,000
12600 Retirement	81,419	70,879	66,500	61,315	61,315
12900 Long Term Disability	2,839	2,843	2,843	3,075	3,075
12950 Vision Plan	826	843	843	851	851
TOTAL	\$141,497	\$132,078	\$127,699	\$124,522	\$124,522
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,154	\$2,000	\$1,308	\$1,400	\$1,400
22000 Operating Supplies	2,253	2,000	1,650	1,800	1,800
24000 Small Tools	597	600	900	1,100	1,100
31000 Contracted Services	456	500	500	0	0
32000 Communications	4,505	5,000	4,226	4,650	4,650
33000 Motor Pool Charges	26,471	28,000	28,000	27,500	27,500
38000 R/M Contractual	3,334	4,000	3,500	3,500	3,500
39000 Miscellaneous	5,396	5,000	4,300	7,160	7,160
TOTAL	\$45,166	\$47,100	\$44,384	\$47,110	\$47,110
GRAND TOTAL	\$714,710	\$693,319	\$686,399	\$601,717	\$601,717

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$12,019,827
 Retirement Fund \$2,072,970
 Public Safety Impact Fund \$118,861
 STC Standards/Training/
 Correction Fund \$5,885
 POST Grant \$35,000
 Asset Forfeiture Fund \$323,227
 Public Safety Augmentation Fund \$270,000
 State COPS Grant \$103,242
 Bulletproof Vest Police Grant \$6,000
 Recovery Act JAG Grant \$35,962

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

REVENUES:

General Fund \$480,600

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$13,747,165	\$14,480,622	\$13,926,339	\$12,778,072	\$12,778,072
SERVICES & SUPPLIES	2,114,233	2,050,113	1,977,356	2,212,902	2,212,902
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$15,861,398	\$16,530,735	\$15,903,695	\$14,990,974	\$14,990,974
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	131.61	131.36	131.36	123.36	123.36

Program Description

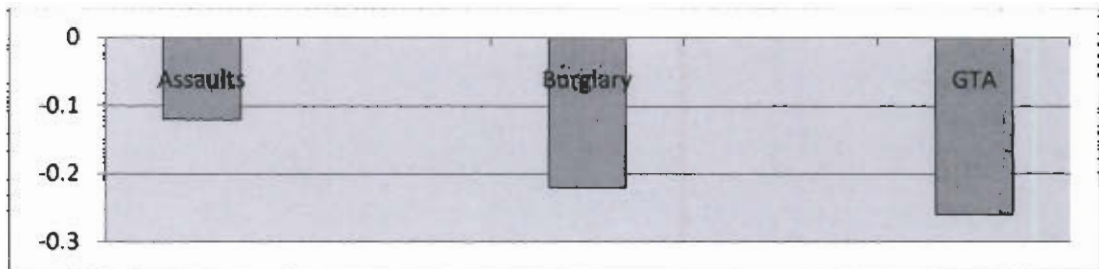
Members of the Monterey Park Police Department recognize that in order to deliver the highest level of police services, contemporary issues in our community, and challenges facing the Police Department must be studied on a continuous basis. Identifying the best solutions to address community safety and quality of life issues is a core responsibility of the Police Department. To fortify our community partnership, we maintained a high level of attention on significant issues that made an impact on the community's safety and quality of life. Through the Police Department's continual commitment to Community Based Policing and the continued implementation of the Department's 2002 Strategic Plan, the Department's objectives and areas of responsibilities are successfully accomplished.

We strive to promote the Police Department as a source of pride for our many employees and volunteers, many of whom live here in Monterey Park. Police Reserves, Monterey Park Emergency Communications, Citizen's Patrol, Police Explorers, Chaplains and interns volunteered over 17,700 hours in 2009-2010. The Police Department continues to maintain a strong partnership with the community to address crime and quality of life issues. With specific focus, the Monterey Park Police Department will meet the challenges of the future through

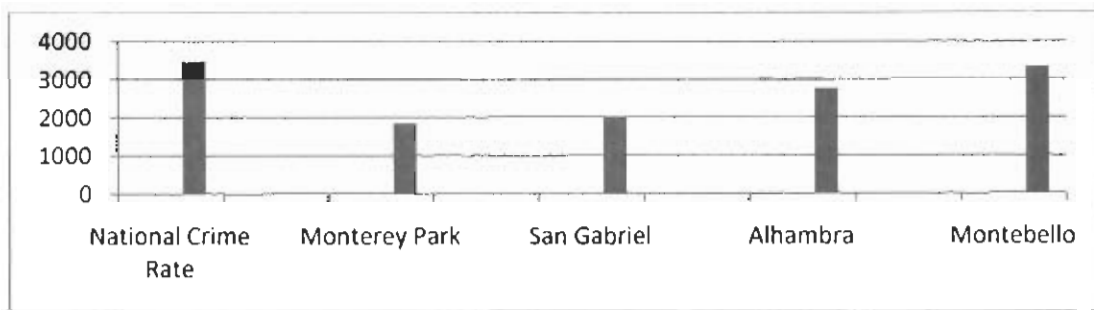
proper planning, strategic implementation and commitment in delivering the highest level of police services to our community.

An analysis of the crime statistics in Monterey Park reflects that for the year 2009, there were a total of 1,851 Part I crimes per 100,000 population, reflecting a 16% decrease in Part I crimes for 2009 as compared to the previous year. In 2009, assaults decreased by 12%, burglary decreased by 22%, and grand theft auto decreased by 26%. In comparison, Monterey Park's Part I crime rate was 45% less than Montebello's crime rate of 3,336 per 100,000 population, 33% less than Alhambra's rate of 2,761 per 100,000 population, and 7% less than San Gabriel's rate of 1,996 per 100,000 population.

Percentage Drop In Specified Crimes



Part I Crimes Per 100,000 Population



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

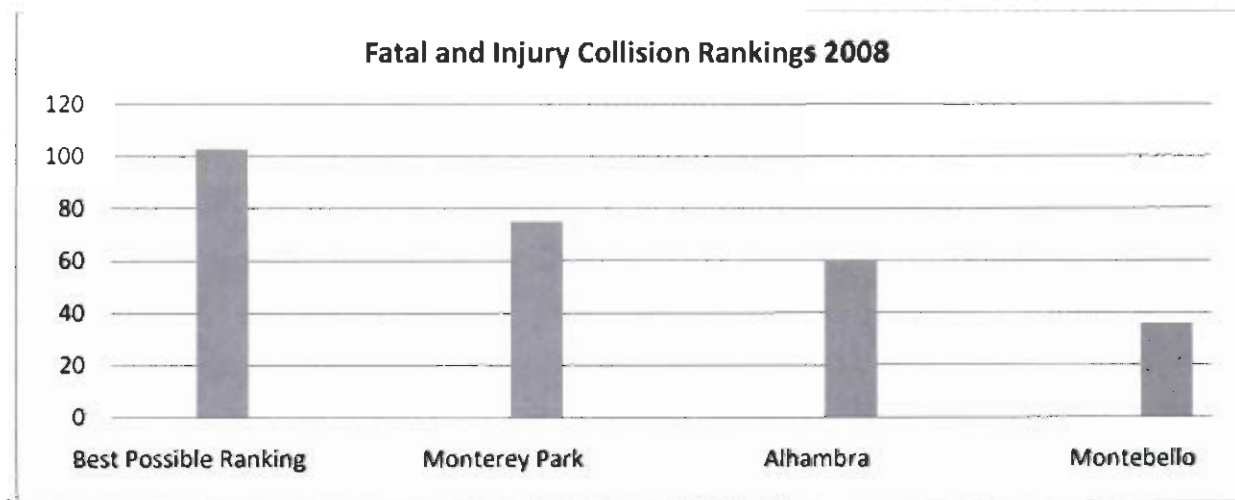
Calendar Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
% Change in Part I Crime	-15%	-25%	0%	6%	9%	0%	2%	-12%	-1%	-6%	-6%	-16%
# Traffic Fatalities	3	3	6	0	3	2	1	0	4	2	2	1

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 2009 calendar year is listed below:

Traffic Accident Comparison			
Agency	Fatal	Injury	Non-Injury
Monterey Park	1	147	565
Montebello	1	229	357
Alhambra	4	287	1,003

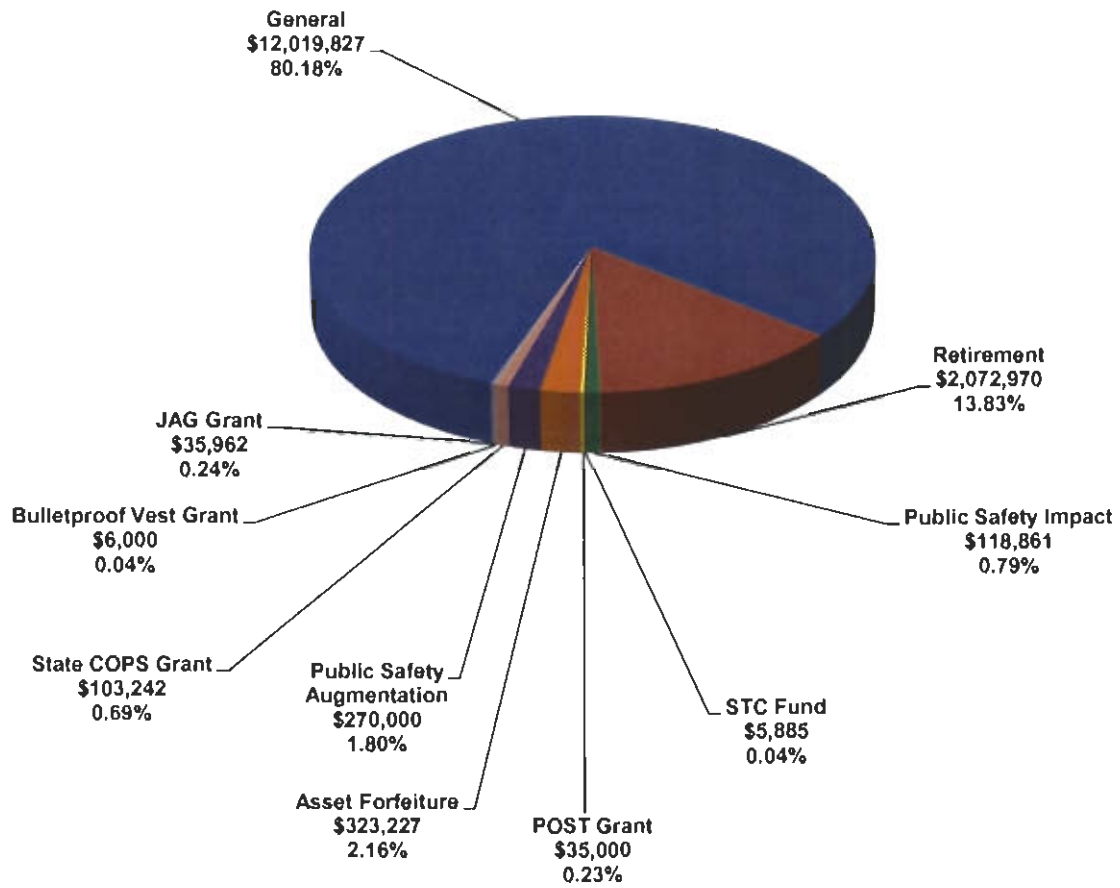
The Office of Traffic Safety’s Annual Fatal and Injury Collision Rankings are listed below for the 2008 calendar year. Rankings for the 2009 calendar year were not yet available.

- Monterey Park ranked 75 out of 103 agencies.
- Alhambra ranked 60 out of 103 agencies.
- Montebello ranked 36 out of 103 agencies.

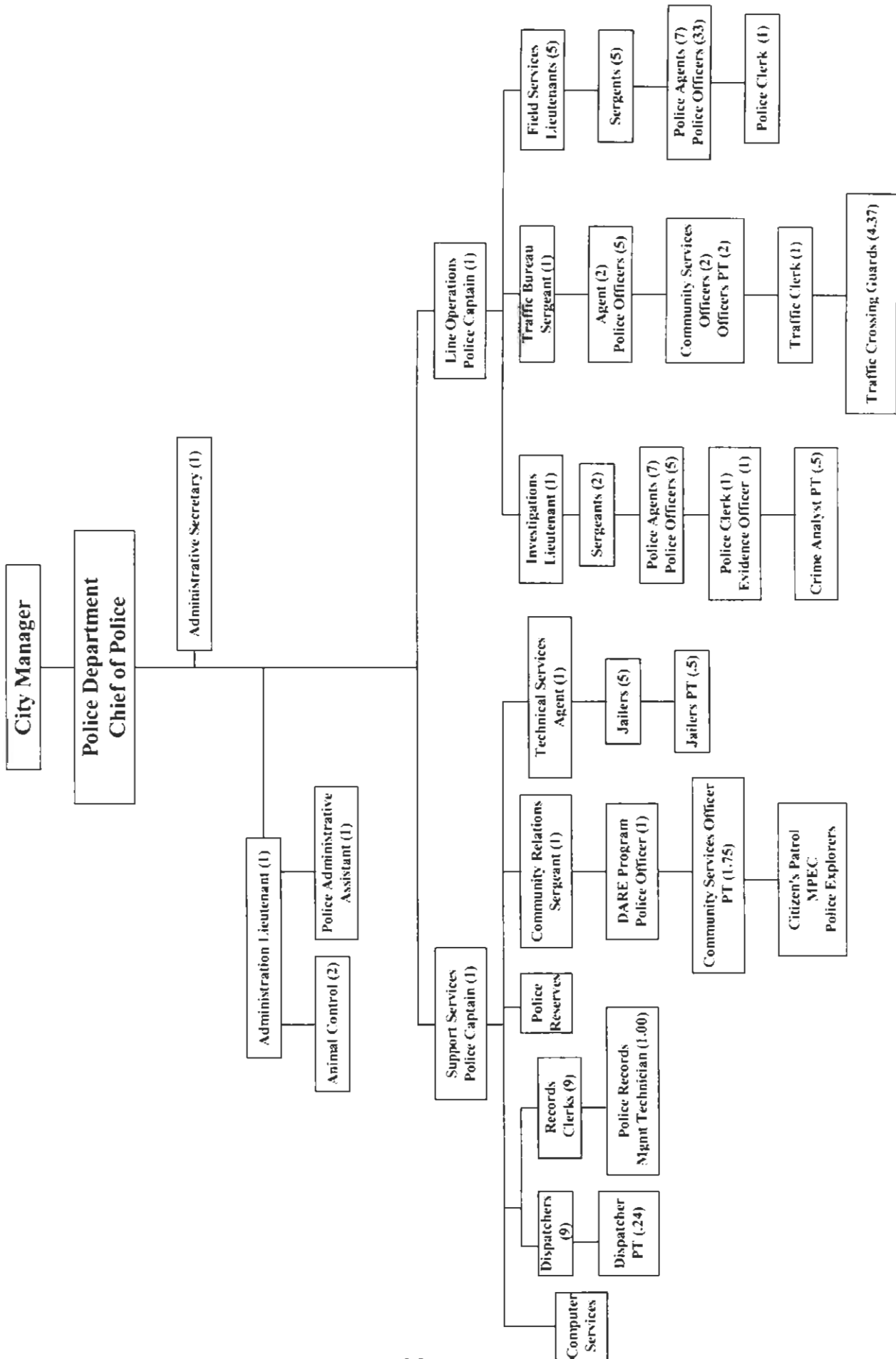


For victim and collision rankings, a Population Group Ranking of “1/103” would be assigned to the city with the highest number of victims/collisions per 1,000 residents in population group C, while a ranking of “103/103” would be assigned to the city with the lowest number of victims/collisions per 1,000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

Police Source of Funds



Police Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Police Admin
ACTIVITY NO.: 3101

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$1,217,634	\$1,293,635	\$1,271,623	\$1,116,278	\$1,116,278
SERVICES & SUPPLIES	104,665	89,407	84,459	89,957	89,957
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,322,299	\$1,383,042	\$1,356,082	\$1,206,235	\$1,206,235
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	5.00	5.00	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 maintenance of all 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 two business days.
- Identify possible external funding sources to augment current budget allowances.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Total Volunteer Hours:	15,428	17,747	17,950
Total Number of Volunteers:			
Reserves Officers	34	35	35
Explorers	23	18	22
Records	2	2	1
MPEC	15	16	17
MPCP	23	20	22
Investigations	0	0	1
Animal Control	2	2	2
Chaplains	4	4	4

Formal Training Hours for all Personnel: 8,969 hours

2010-2011 GOALS AND OBJECTIVES

1. All sworn personnel will view a P.O.S.T. certified “Critical Incident Management” training video. This course will provide an overview of both the Standardized Emergency Management System and National Incident Management System, which are used to manage major/critical incidents. This goal will be completed by June 30, 2011.
2. All sworn personnel will attend a “Use of Force Reporting” class. This course will assist in reducing liability through more thorough and efficient documentation of use of force incidents. This goal will be completed by June 30, 2011.

2009-2010 MAJOR ACCOMPLISHMENTS

1. All officers completed the “Officer Safety and Risk Management” training course which met the mandates set by the California Peace Officer Standards and Training. This course enhanced officer safety through proper assessment of high risk situations in the field.
2. All patrol officers attended the California Peace Officer Standards and Training “Force Options” course. This training strengthened officer’s skill in proper force options.

3. The Administration Bureau sought out and received more than \$375,000 in grants for equipment, supplies, training, and personnel costs.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$12,700 annual uniform allowance, \$500 for educational supplies, \$300 for operating supplies, \$7,000 for the annual awards/appreciation banquet and law enforcement meetings, and \$50 for miscellaneous supplies.
2. Communications category (#32000) consists of \$500 for mailings related to administrative matters.
3. Motor Pool category (#33000) consists of \$35,000 for State mandated POST training requirements, \$5,885 for State mandated Standards and Training for Corrections (STC) training, \$225 for parking expenses, and \$8,890 for allocated vehicle operating costs.
4. Miscellaneous category (#39000) consists of \$1,700 for printing and duplicating, \$1,100 for dues and membership, \$900 for books and subscriptions, \$10,407 for State mandated education/training costs for Reserve Police Officers, and \$3,000 for the annual update of department policy manual. Education/training costs reflects an increase of \$3,407 due to funding from the 2009 JAG grant.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$500,702	\$515,280	\$501,570	\$420,366	\$420,366
11400 Overtime Salaries	16,673	14,738	13,500	16,500	16,500
11450 Court Time Salaries	165	2,060	500	2,000	2,000
11500 Separation Benefits	516,500	568,150	568,150	505,000	505,000
TOTAL	\$1,034,040	\$1,100,228	\$1,083,720	\$943,866	\$943,866
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,080	\$1,080	\$847	\$696	\$696
12300 Medical Insurance	43,716	44,656	44,656	46,564	46,564
12350 Medicare Insurance	3,963	3,923	6,009	5,255	5,255
12400 Dental Insurance	2,224	2,229	2,158	2,241	2,241
12500 Workers Compensation	10,618	11,149	11,149	9,000	9,000
12600 Retirement	118,518	126,878	119,592	106,775	106,775
12800 Uniform Allowance	550	550	550	0	0
12900 Long Term Disability	2,290	2,292	2,292	1,188	1,188
12950 Vision Plan	635	650	650	693	693
TOTAL	\$183,594	\$193,407	\$187,903	\$172,412	\$172,412
SERVICES & SUPPLIES					
21000 Office Supplies	\$54	\$200	\$200	\$200	\$200
22000 Operating Supplies	16,963	20,000	18,869	20,550	20,550
24000 Small Tools	3	100	100	100	100
32000 Communications	1,392	500	1,025	500	500
33000 Motor Pool Charges	60,779	50,000	47,544	50,000	50,000
38000 R/M Contractual	1,879	1,500	1,650	1,500	1,500
39000 Miscellaneous	23,595	17,107	15,071	17,107	17,107
TOTAL	\$104,665	\$89,407	\$84,459	\$89,957	\$89,957
GRAND TOTAL	\$1,322,299	\$1,383,042	\$1,356,082	\$1,206,235	\$1,206,235

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$1,173,188	\$1,165,562	\$1,213,684	\$1,113,099	\$1,113,099
SERVICES & SUPPLIES	113,797	119,600	116,400	117,412	117,412
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,286,985	\$1,285,162	\$1,330,084	\$1,230,511	\$1,230,511
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	17.62	17.62	17.62	17.62	17.62

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 three 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 three business days.
- Conduct a Driving Under the Influence Checkpoint quarterly and a Safety Checkpoint bi-annually.
- 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</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Number of Citations:			
Traffic	11,188	8,900	10,000
Parking	19,114	14,320	19,000
Traffic Collision Incidents:			
Fatal	2	1	***
Injury	142	173	***
Non-injury	199	200	***
Fatalities	3	1	***
Persons Injured	199	205	***
Number of Arrests:			
Drunk Drivers	177	126	135
% of Traffic Investigations Commenced Within 3 Days	100%	100%	100%

% Response on Citation Appeals/Complaints Within 3 Days	100%	100%	100%
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Intersections With the Highest Number of Traffic Collisions:

	<u>To Date</u>
• Atlantic Blvd & Emerson Ave	7
• Atlantic Blvd & Garvey Ave	7
• Atlantic Blvd & Newmark Ave	7
• Atlantic Blvd & Floral Dr	5
• Garfield Ave & Hellman Ave	4

2010-2011 GOALS AND OBJECTIVES

1. The Traffic Bureau will develop a Pedestrian Safety program. The Pedestrian Safety program will be presented at quarterly Neighborhood and Business Watch meetings and in the Citizen’s Academy. This program will provide awareness to pedestrians about their responsibilities according to the California Vehicle Code. This goal will be completed by June 30, 2011.
2. Traffic Bureau will develop and offer to all schools, a comprehensive school zone safety program for elementary school aged children. The program will include vehicular safety issues around school zones and pedestrian safety tips. Coupled with this safety program will be directed enforcement of vehicle code violations around elementary schools. This goal will be completed by June 30, 2011

2009-2010 MAJOR ACCOMPLISHMENTS

1. Through an Office of Traffic Safety Grant, the Traffic Bureau conducted six Driving Under the Influence/Driver’s License Check Point Operations. These operations allowed for the dissemination of education material to over 20,000 drivers
2. The Traffic Bureau conducted accident investigation training to all patrol officers during shift briefing. The training helped officers transition to the new California Highway Patrol accident investigation report format.
3. The Traffic Bureau conducted the “Safe Moves” Pedestrian/Bicycle Education Program at all the elementary schools in Monterey Park. The Program is designed to reduce the number of collisions involving children and vehicles. The Program was taught to approximately 4,000 students.
4. The Traffic Bureau received a California Office of Traffic Safety “Click-it-or-Ticket” safety grant. This grant provided \$22,000 for the enforcement of seat belt laws.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$7,400 for annual uniform allowance and safety equipment and \$612 for operating supplies.
2. Small Tools category (#24000) consists of \$500 for minor equipment repairs.
3. Contracted Services category (#31000) consists of \$1,800 for the cost of administrative hearings for citizens contesting parking citations.
4. Motor Pool category (#33000) consists of \$50 for mileage and parking costs and \$99,950 for allocated vehicle operating costs.
5. R/M Contractual category (#38000) consists of \$500 for required yearly calibration of six hand-held radar/laser units and the repair/maintenance of office equipment.
6. Miscellaneous category (#39000) consists of \$5,500 for printing and duplicating, \$100 for dues & membership, and \$150 for towing charges. Printing and duplicating reflects a decrease of \$1,250.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$656,086	\$713,207	\$711,910	\$657,208	\$657,208
11300 Part Time Salaries	169,932	152,462	144,558	152,462	152,462
11400 Overtime Salaries	86,166	22,785	71,510	22,785	22,785
11450 Court Time Salaries	1,037	9,180	4,900	8,000	8,000
TOTAL	\$913,221	\$897,634	\$932,878	\$840,455	\$840,455
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,630	\$1,485	\$1,485	\$1,499	\$1,499
12300 Medical Insurance	62,004	61,616	69,271	70,166	70,166
12350 Medicare Insurance	11,289	8,566	10,512	8,387	8,387
12370 Part Time Retirement	4,882	6,578	3,955	6,578	6,578
12400 Dental Insurance	4,616	4,289	4,960	5,004	5,004
12500 Workers Compensation	6,852	7,195	7,195	5,500	5,500
12600 Retirement	166,685	176,677	181,631	172,778	172,778
12800 Uniform Allowance	138	0	275	688	688
12900 Long Term Disability	1,089	792	792	1,188	1,188
12950 Vision Plan	782	730	730	856	856
TOTAL	\$259,967	\$267,928	\$280,806	\$272,644	\$272,644
SERVICES & SUPPLIES					
21000 Office Supplies	\$287	\$400	\$380	\$400	\$400
22000 Operating Supplies	10,221	9,000	8,988	8,012	8,012
24000 Small Tools	347	500	480	500	500
31000 Contracted Services	1,800	1,800	1,800	1,800	1,800
32000 Communications	586	400	450	450	450
33000 Motor Pool Charges	93,561	100,000	99,985	100,000	100,000
38000 R/M Contractual	33	500	425	500	500
39000 Miscellaneous	6,962	7,000	3,892	5,750	5,750
TOTAL	\$113,797	\$119,600	\$116,400	\$117,412	\$117,412
GRAND TOTAL	\$1,286,985	\$1,285,162	\$1,330,084	\$1,230,511	\$1,230,511

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Field Services
ACTIVITY NO.: 3103

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$6,600,748	\$6,834,996	\$6,951,408	\$6,199,589	\$6,199,589
SERVICES & SUPPLIES	418,650	425,596	426,911	426,572	426,572
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$7,019,398	\$7,260,592	\$7,378,319	\$6,626,161	\$6,626,161
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 52.50	 52.50	 52.50	 51.50	 51.50

Program Description

Field Services Bureau personnel are the first responders to calls for service. The majority of the officer-citizen contacts occur within this Bureau. As first responders, these officers handle all emergencies, alarms, crime report requests, disputes, hazards, and various other calls for service. These officers also provide traffic enforcement and address other traffic safety related issues. Services are provided twenty-four hours a day, seven-days a week, ranging from the highest priority to the lowest priority type calls. These priority calls can vary from the preliminary investigations of serious crimes, including homicides and felony assaults to parking complaints.

Attached to the Field Services 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 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 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Calls for Service			
Citizen Requests:	30,315	29,113	29,475
Officer Observed:	24,610	23,674	24,100
Total Calls for Service:	54,925	52,787	53,575
Priority I (Emergency) Response Time (minutes/seconds):	4:25	4:08	4:00
Priority II Response Time:	4:25	5:32	5:00
Priority III Response Time:	9:02	8:49	8:25
Priority IV Response Time:	6:12	6:21	6:10

- 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

2010-2011 GOALS AND OBJECTIVES

1. The Service Area Commanders will obtain crime analysis data for his/her service area on a monthly basis and identify crime trends, issues and concerns. The Service Area Commanders will then attend one Neighborhood Watch meeting a month in their area and provide the information to the residents. Together they will establish and develop strategic plans to address the issues, concerns, and crime trends identified by crime analysis data and information received from residents. The goal is to reduce crime and calls for service in the service area by providing more efficient use of policing resources. This goal will be completed by June 30, 2011.
2. Each of the four patrol teams will be assigned an objective to address specific needs in the areas of patrol response to homelessness, Suicide Prevention and Crisis Intervention training, emergency response to the Atlantic Times Square, and student safety. This goal will be completed by June 30, 2011.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Patrol teams each identified a quality of life issue in the service areas of the City, and developed a plan to address the issue(s) utilizing a Problem Oriented Policing strategy. The efforts have been successful in reducing crime issues and calls for service at problem areas.
2. All Patrol officers received Cardio Pulmonary Resuscitation (CPR) training through the California Peace Officer Standards and Training web based training program. The training was designed to strengthen the patrol officer's confidence and skill in life saving techniques.
3. Designated Patrol officers and supervisors attended the Police Department Patrol Rifle Course. The course qualifies these personnel in the use and deployment of the enhanced weapons platform as part of the Patrol Rifle Program. This program significantly increases safety and enhances first responder capabilities when responding to potentially armed encounters.
4. Patrol officers were recognized by Mothers Against Drunk Driving (MADD) and the California Office of Traffic Safety (OTS) for excellence in DUI enforcement

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salarics 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 \$21,086 for police equipment. Also reflected are \$16,264 for safety equipment, \$29,275 for uniform allowance, \$21,547 for training ammunition, \$800 for range supplies, and \$8,500 for K-9 supplies. Safety equipment reflects an increase of \$6,000 due to the Bullet Proof Vest Partnership grant, training ammunition account reflects an increase of \$5,047 due to funding from the 2009 JAG grant, K-9 supplies reflects an increase of \$1,425 due to usage trend.
3. Contracted Services category (#31000) consists of \$5,000 for Los Angeles County Sheriff's Aero Bureau helicopter services. This account reflects a increase of \$1,500 due to usage trend.
4. Motor Pool category (#33000) consists of \$314,600 for allocated vehicle operating costs and \$400 for mileage and parking.
5. R/M Contractual category (#38000) consists of \$5,500 for the maintenance of video/digital cameras in patrol vehicles and office equipment.
6. Miscellaneous category (#39000) consists of \$400 for printing and duplicating and \$100 for dues and memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$4,151,891	\$4,418,412	\$4,368,000	\$3,949,008	\$3,949,008
11300 Part Time Salaries	17,649	21,055	11,200	0	0
11400 Overtime Salaries	332,572	114,178	312,450	104,000	104,000
11450 Court Time Salaries	90,927	92,599	87,850	90,000	90,000
TOTAL	\$4,593,039	\$4,646,244	\$4,779,500	\$4,143,008	\$4,143,008
EMPLOYEE BENEFITS					
12200 Life Insurance	\$9,154	\$9,090	\$8,266	\$7,857	\$7,857
12300 Medical Insurance	431,940	438,019	438,019	456,453	456,453
12350 Medicare Insurance	61,614	59,100	59,100	54,539	54,539
12370 Part Time Retirement	611	882	208	0	0
12400 Dental Insurance	26,897	26,456	26,456	26,547	26,547
12500 Workers Compensation	438,112	460,018	460,018	370,000	370,000
12600 Retirement	1,033,377	1,189,133	1,173,237	1,136,163	1,136,163
12800 Uniform Allowance	275	0	550	275	275
12900 Long Term Disability	1,353	1,584	1,584	396	396
12950 Vision Plan	4,376	4,470	4,470	4,351	4,351
TOTAL	\$2,007,709	\$2,188,752	\$2,171,908	\$2,056,581	\$2,056,581
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,836	\$2,500	\$2,500	\$2,500	\$2,500
22000 Operating Supplies	91,459	97,996	98,061	97,472	97,472
23000 R/M Supplies	50	300	250	300	300
24000 Small Tools	64	100	75	100	100
31000 Contracted Services	3,242	3,500	5,000	5,000	5,000
32000 Communications	170	200	175	200	200
33000 Motor Pool Charges	295,439	315,000	314,980	315,000	315,000
38000 R/M Contractual	16,319	5,500	5,250	5,500	5,500
39000 Miscellaneous	1,259	500	620	500	500
42000 Debt Service	7,812	0	0	0	0
TOTAL	\$418,650	\$425,596	\$426,911	\$426,572	\$426,572
GRAND TOTAL	\$7,019,398	\$7,260,592	\$7,378,319	\$6,626,161	\$6,626,161

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$2,165,186	\$2,481,078	\$2,097,551	\$2,040,323	\$2,040,323
SERVICES & SUPPLIES	277,469	271,001	270,336	271,364	271,364
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,442,655	\$2,752,079	\$2,367,887	\$2,311,687	\$2,311,687
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	19.75	19.75	19.75	17.75	17.75

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. 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 related investigations, gangs, and Asian organized crime. This section also assists detectives with the investigation of major criminal cases and works in concert with outside agencies on investigations that have an impact on the City of Monterey Park.

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 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Part I Crimes Investigated	1,273	1,210	1,305
Part I Clearance Rate	21%	20%	20%
Suspected Child Abuse Reports Followed Up Within One Business Day	100%	100%	100%

2010-2011 GOALS AND OBJECTIVES

1. To address criminal activity, the Investigations bureau will work in a directed patrol capacity at least once per quarter as a team. The focus of the directed patrol will address crime trends, verification of sex offender residences, and service of outstanding criminal warrants.
2. The Investigations Bureau, in conjunction with the Los Angeles County Sheriff's Department, will implement a Parolee Monitoring Program to identify and monitor active and non-revocable parolees in Monterey Park. An investigator will be appointed to work as a liaison to the Sheriff's Department to work in cooperation with their parolee monitoring program to address the issue of

2009-2010 MAJOR ACCOMPLISHMENTS

1. Detectives trained patrol personnel on new procedures when interviewing juveniles on school property when investigating possible child abuse.
2. Detectives conducted 28 weekly briefings. These briefings trained patrol personnel on emerging crime trends such as robberies, burglaries, fraud, and identity theft.

3. A Detective was trained on computer forensics and currently collaborates with other law enforcement agencies. The collaborative agencies work together to assist one another with analyzing forensic evidence from computers, cellular phones, and other electronic items.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Overtime salary category (11400) reflects an increase of \$7,076 due to usage trend.
2. Operating Supplies category (#22000) consists of \$150 for safety equipment and clothing, \$5,500 for annual uniform allowance, and \$713 for operating supplies.
3. Contracted Services category (#31000) consists of \$14,000 for District Attorney prosecution of Municipal Code violations, and \$26,000 for contracted background investigations.
4. Motor Pool/Travel category (#33000) consists of \$199,451 for allocated vehicle operating costs, \$500 extradition and special investigation costs, \$100 travel expenses costs, and \$150 for mileage and parking costs.
5. Lease and Rentals category (#37000) consists of \$4,000 for copy machine lease payments.
6. R/M Contractual category (#38000) consists of \$9,000 for repair and maintenance of office equipment.
7. Miscellaneous category (#39000) consists of \$9,180 for investigative expenses, \$520 for printing and duplicating, \$100 for confidential information, and \$100 for dues and memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$1,398,744	\$1,642,185	\$1,390,000	\$1,318,151	\$1,318,151
11300 Part Time Salaries	38,335	35,319	25,064	36,244	36,244
11400 Overtime Salaries	85,467	43,924	51,000	51,000	51,000
11450 Court Time Salaries	19,838	21,000	13,100	15,000	15,000
TOTAL	\$1,542,384	\$1,742,428	\$1,479,164	\$1,420,395	\$1,420,395
EMPLOYEE BENEFITS					
12200 Life Insurance	\$3,000	\$3,465	\$2,750	\$2,633	\$2,633
12300 Medical Insurance	142,235	172,587	153,650	145,012	145,012
12350 Medicare Insurance	20,147	18,532	18,398	15,159	15,159
12370 Part Time Retirement	1,407	1,412	735	1,412	1,412
12400 Dental Insurance	8,848	10,593	9,440	8,805	8,805
12500 Workers Compensation	85,354	89,622	89,622	70,000	70,000
12600 Retirement	355,607	435,032	338,000	370,833	370,833
12800 Uniform Allowance	3,985	4,950	3,575	3,788	3,788
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	1,427	1,665	1,425	1,494	1,494
TOTAL	\$622,802	\$738,650	\$618,387	\$619,928	\$619,928
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,994	\$1,200	\$1,229	\$1,200	\$1,200
22000 Operating Supplies	6,003	6,000	5,961	6,363	6,363
23000 R/M Supplies	100	100	100	100	100
31000 Contracted Services	61,128	40,000	40,000	40,000	40,000
32000 Communications	634	500	910	600	600
33000 Motor Pool Charges	182,203	200,201	200,166	200,201	200,201
37000 Leases & Rentals	4,157	4,000	4,000	4,000	4,000
38000 R/M Contractual	9,753	9,000	9,000	9,000	9,000
39000 Miscellaneous	11,497	10,000	8,970	9,900	9,900
TOTAL	\$277,469	\$271,001	\$270,336	\$271,364	\$271,364
GRAND TOTAL	\$2,442,655	\$2,752,079	\$2,367,887	\$2,311,687	\$2,311,687

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Animal Control
ACTIVITY NO.: 3111

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$183,004	\$190,894	\$153,832	\$116,594	\$116,594
SERVICES & SUPPLIES	216,887	212,800	207,662	217,875	217,875
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$399,891	\$403,694	\$361,494	\$334,469	\$334,469
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.20	 3.20	 3.20	 2.20	 2.20

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 San Gabriel Valley Animal Joint Powers Authority, the San Gabriel Valley Humane Society provides contracted licensing and shelter services in compliance with State and local laws.

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.

- Distribute citizen requested animal traps within one week of the request.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Number of Dog Bites Reported	7	7	10
Stray Animals Picked-Up	567	550	600
Warnings/Citations	130	140	150
Injured Animals	3	5	7
Dead Animals Picked-Up	327	395	400
Basic Dog Obedience Classes	0	0	0
Students in Educational Programs	60	60	60
Response Time: Dead Animals (minutes/seconds)	9:39	11:10	10:00
Response Time: Injured / Sick Animals (minutes/seconds)	7:44	8:01	7:45
<u>Calls for service:</u>			
Citizen Initiated	1,186	1,000	1,100
Calls Handled by S.G.V.H.S *	750	472	450
Officer Observed	<u>354</u>	<u>350</u>	<u>350</u>
<u>Total calls for service:</u>	2,290	1,822	1,900

*S.G.V.H.S. = San Gabriel Valley Humane Society

2010-2011 GOALS AND OBJECTIVES

1. Beginning August 2010, Animal Control will attend one Neighborhood watch meeting per month in cooperation with the Community Relations Bureau. Animal Control will provide information to our citizens on animal care and services provided to the community as well as updated information on wild life.
2. Animal Control personnel will attend patrol briefings and provide training to all patrol officers. The training will provide patrol officers with information on how to deal with stray, sick and wild animals while on daily patrol. This goal will be completed by June 20, 2011.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Animal Control Officers gave presentations at the Citizen's Academy to educate the community on animal care and control.
2. Animal Control Personnel attended Career Day Presentations at Macy, Ynez, and Belvedere Elementary Schools. The presentations enlightened the students on the function and areas of responsibility of an Animal Control Officer so that the students may consider a career in the animal control profession.
3. Animal Control in cooperation with the San Gabriel Valley Humane Society hosted two rabies clinics for the citizens of Monterey Park.
4. The Animal Control Bureau in cooperation with the San Gabriel Valley Humane Society continues to offer discounts for spay and neutering cats. This program helps control the local cat population. City residents received a 50% discount when their cats undergo the procedure at the San Gabriel Valley Humane Society. This program is funded through donations from community members.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$1,000 for annual uniform allowance and \$300 for operating supplies. The drugs and pharmaceuticals account is no longer funded due to usage trend (previously funded \$150).
2. Contracted Services category (#31000) consists of \$166,525 for contract services with San Gabriel Valley Humane Society for the impounding of stray animals, disposal of dead animals, and for after-hours service calls. This account also includes \$6,000 in contract services for coyote trapping, and \$500 for veterinary costs.
3. Motor Pool category (#33000) consists of \$43,000 for allocated vehicle operating costs.
4. Miscellaneous category (#39000) consists of \$50 for printing and duplicating and \$450 for State mandated training on care and control of pets and wildlife.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$136,064	\$143,366	\$115,000	\$83,202	\$83,202
11400 Overtime Salaries	1,441	1,030	750	1,000	1,000
TOTAL	\$137,505	\$144,396	\$115,750	\$84,202	\$84,202
EMPLOYEE BENEFITS					
12200 Life Insurance	\$396	\$396	\$396	\$195	\$195
12300 Medical Insurance	15,107	15,392	14,400	11,280	11,280
12350 Medicare Insurance	911	1,150	690	1,207	1,207
12400 Dental Insurance	572	549	470	341	341
12500 Workers Compensation	2,631	2,762	2,762	2,000	2,000
12600 Retirement	24,885	25,138	18,281	16,738	16,738
12800 Uniform Allowance	0	110	110	110	110
12900 Long Term Disability	792	792	792	396	396
12950 Vision Plan	205	209	181	125	125
TOTAL	\$45,499	\$46,498	\$38,082	\$32,392	\$32,392
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,270	\$1,200	\$1,040	\$1,300	\$1,300
31000 Contracted Services	171,961	168,000	162,508	173,025	173,025
32000 Communications	36	100	50	50	50
33000 Motor Pool Charges	43,324	43,000	43,000	43,000	43,000
39000 Miscellaneous	296	500	1,064	500	500
TOTAL	\$216,887	\$212,800	\$207,662	\$217,875	\$217,875
GRAND TOTAL	\$399,891	\$403,694	\$361,494	\$334,469	\$334,469

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Communications
ACTIVITY NO.: 3112

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$885,068	\$908,481	\$835,906	\$802,951	\$802,951
SERVICES & SUPPLIES	238,472	243,600	228,131	248,000	248,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,123,540	\$1,152,081	\$1,064,037	\$1,050,951	\$1,050,951
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	10.94	10.94	10.94	9.44	9.44

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>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Police Service Calls:	30,315	29,113	29,475
Officer Observations:	<u>24,610</u>	<u>23,674</u>	<u>24,100</u>
Total Police Service Calls:	54,925	52,787	53,575
Animal Control Service Calls:	2,290	1,822	1,900
Priority I Dispatch Time Emergency (min/sec):	1:15	1:02	1:03
Priority II Dispatch Times Non-Emergency (min/sec):	3:16	3:17	3:15
Priority III Dispatch Times Non-Emergency (min/sec):	9:12	9:40	9:35
Priority IV Dispatch Times Non-Emergency (min/sec):	6:09	5:40	5:30

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

2010-2011 GOALS AND OBJECTIVES

1. Beginning September 2010, the Communications Bureau will provide quarterly articles for the Cascades Newspaper to educate the public on current trends or changes in law enforcement technology as they relate to providing service to the community. The process will be completed by June 30, 2011.
2. Beginning September 2010, the Communications Bureau will focus on quality customer service by completing monthly audits of randomly selected reporting parties. The information will increase the dispatcher's awareness of how to improve their service to the community. The goal will be completed by June 30, 2011.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Dispatchers participated in a fly-along as an observer with the Los Angeles County Sheriff Department's Aero Bureau. This allowed them to gain a better insight on the type of information needed during critical incidents when using an helicopter.
2. Communications personnel authored and distributed an informative and detailed multi-language brochure for the community regarding calling 911 and the reporting of a crime. The brochures were posted at the front counter and distributed to residents and businesses via email.
3. Dispatchers participated in the H1N1 Pod, coordinating staffing and crowd control from the dispatch center and in the Emergency Operations Center.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Part Time Salaries (#11300) and Overtime Salaries (#11400) categories spent over budget in 2009-10 due to vacancies of Public Safety Dispatch personnel. Salary savings in this and other bureaus offset this over-expenditure.
2. Operating Supplies category (#22000) consists of \$3,300 for annual uniform allowance and \$200 for operating supplies.

3. Communications category (#32000) consists of \$97,000 for telephone services.
4. R/M Contractual category (#38000) consists of \$721 for maintenance of fire alarm monitoring equipment, \$114,307 for communications system hardware, \$5,703 for Simplex Fire Alarm, \$13,244 for police motorcycle helmet communication devices, and \$27,105 for the maintenance of the NEC telephone system, \$600 radio headset maintenance, and \$745 radio site lease/maintenance. Reflects an increase of \$22,425 due to contractual increases (Motorola, Simplex and motorcycle helmet accounts).
5. Dues/Membership category (#39000) consists of \$75 for membership to professional organizations.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$484,719	\$655,664	\$482,909	\$567,219	\$567,219
11300 Part Time Salaries	135,692	11,266	111,975	12,000	12,000
11400 Overtime Salaries	92,211	45,488	79,250	46,000	46,000
TOTAL	\$712,622	\$712,418	\$674,134	\$625,219	\$625,219
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,446	\$1,926	\$1,190	\$1,434	\$1,434
12300 Medical Insurance	49,662	63,634	54,230	59,555	59,555
12350 Medicare Insurance	9,156	9,120	8,865	7,244	7,244
12370 Part Time Retirement	3,025	450	2,753	2,800	2,800
12400 Dental Insurance	4,127	5,698	4,576	5,315	5,315
12500 Workers Compensation	9,506	9,981	9,981	7,000	7,000
12600 Retirement	91,446	99,917	76,066	89,671	89,671
12800 Uniform Allowance	150	110	113	260	260
12900 Long Term Disability	3,102	4,158	3,135	3,564	3,564
12950 Vision Plan	826	1,069	863	889	889
TOTAL	\$172,446	\$196,063	\$161,772	\$177,732	\$177,732
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,574	\$3,500	\$3,300	\$3,500	\$3,500
32000 Communications	96,626	100,000	94,740	97,000	97,000
38000 R/M Contractual	138,212	140,000	130,016	147,425	147,425
39000 Miscellaneous	60	100	75	75	75
TOTAL	\$238,472	\$243,600	\$228,131	\$248,000	\$248,000
GRAND TOTAL	\$1,123,540	\$1,152,081	\$1,064,037	\$1,050,951	\$1,050,951

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$418,597	\$414,471	\$409,152	\$460,734	\$460,734
SERVICES & SUPPLIES	95,021	82,300	65,379	82,685	82,685
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$513,618	\$496,771	\$474,531	\$543,419	\$543,419
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.70	 5.70	 5.70	 5.70	 5.70

Program Description

The Monterey Park Jail receives and processes persons booked for violations of the law. Bookings involving females, juveniles, and warrant arrests are for 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 misdemeanor 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 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Prisoners Booked: (Excluding fee-paying)	1,366	1,050	1,105
Fee-Paying Prisoners Booked	<u>2,465</u>	<u>1,250</u>	<u>1,290</u>
Total Prisoners Booked	3,831	2,300	2,395
Jail Revenue: Fee Paying	\$387,675	\$240,669	\$250,000
Prisoner Satisfaction Rating:	98%	98%	98%

2010-2011 GOALS AND OBJECTIVES

1. The Jail Supervisor will develop and institute a program to disseminate information regarding the availability of drug and alcohol counseling programs to all arrestees for drug and alcohol related offenses.
2. All Jail Staff will be trained on how to operate the P.A.S. (Preliminary Alcohol Screening) device. This device will be utilized when processing the release of an inmate arrested for an alcohol related arrest to ensure they are no longer under the influence of alcohol.

2009-2010 MAJOR ACCOMPLISHMENTS

1. All Jailers completed the X26 Taser training class. This training allowed the Jailers to be equipped with Tasers, thus giving them another force option when confronted with combative inmates.
2. A new automated time keeping system was installed in the jail. This system will time stamp and log the jailer's hourly check on the prisoners. This system allows for more accurate and consistent checks on the prisoners.
3. Jail staff attended Neighborhood and Business Watch meetings. This allowed the Jail staff to meet with citizens and educate them on the duties and functions of the jail.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries (#11300) and Overtime Salaries (#11400) categories are over budget due to vacancies, injured on duty, and medical leave. Salary savings in other bureaus offset this over expenditure.
2. Operating Supplies category (#22000) consists of \$1,800 for cleaning and sanitation supplies, \$2,000 for annual uniform allowance, and \$30,000 for jail prisoner supplies. Jail and prisoner supplies reflects a decrease of \$1,200.
3. Motor Pool category (#33000) consists of \$3,500 for allocated vehicle operating costs.
4. R/M Contractual category (#38000) consists of \$26,500 for janitorial services and contract pest control services, \$1,085 repairs and maintenance of buildings, and \$7,000 for the maintenance of jail cameras, intoximeter and typewriter. Janitorial services reflects a increase of \$1,585 due to power washing of jail facility.
5. 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$264,556	\$284,227	\$260,433	\$305,128	\$305,128
11300 Part Time Salaries	28,189	17,558	28,260	26,337	26,337
11400 Overtime Salaries	28,796	20,866	25,386	25,000	25,000
TOTAL	\$321,541	\$322,651	\$314,079	\$356,465	\$356,465
EMPLOYEE BENEFITS					
12200 Life Insurance	\$951	\$936	\$811	\$843	\$843
12300 Medical Insurance	31,734	30,007	35,760	39,422	39,422
12350 Medicare Insurance	4,446	4,750	4,534	4,455	4,455
12370 Part Time Retirement	0	702	500	702	702
12400 Dental Insurance	3,067	3,076	2,786	2,732	2,732
12500 Workers Compensation	3,826	4,017	4,017	3,200	3,200
12600 Retirement	50,507	45,719	44,128	50,194	50,194
12800 Uniform Allowance	0	110	0	110	110
12900 Long Term Disability	2,013	1,980	1,980	1,980	1,980
12950 Vision Plan	512	523	557	631	631
TOTAL	\$97,056	\$91,820	\$95,073	\$104,269	\$104,269
SERVICES & SUPPLIES					
21000 Office Supplies	\$798	\$800	\$201	\$800	\$800
22000 Operating Supplies	38,001	35,000	27,565	33,800	33,800
32000 Communications	1,089	1,000	660	1,000	1,000
33000 Motor Pool Charges	3,490	3,500	3,500	3,500	3,500
38000 R/M Contractual	32,812	33,000	28,454	34,585	34,585
39000 Miscellaneous	450	500	499	500	500
41000 Other Agency Serv	18,381	8,500	4,500	8,500	8,500
TOTAL	\$95,021	\$82,300	\$65,379	\$82,685	\$82,685
GRAND TOTAL	\$513,618	\$496,771	\$474,531	\$543,419	\$543,419

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$703,119	\$794,131	\$658,193	\$661,429	\$661,429
SERVICES & SUPPLIES	120,967	125,900	108,219	119,758	119,758
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$824,086	\$920,031	\$766,412	\$781,187	\$781,187
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 12.70	 12.70	 12.70	 10.20	 10.20

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 twenty-four hours, seven-days a week coverage 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 ten days in advance of the appearance date.
- Submit the monthly statistical reports to the Department of Justice by the tenth day of each month.

- Process invoices for payment within ten days of receiving the required documentation.
- Process requests for reports within eight days of receiving the request.
- Complete data entry of reports into the Records Management System within five days of receipt.
- Respond to the front counter within one minute for delivery of service.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Reports Processed:	5,765	5,100	5,500
Traffic Citations Processed:	11,188	8,900	10,000
Data Entry Completion: (within 5 days)	100%	100%	100%
Complaints Processed for Court: (within 10 days)	99%	99%	100%
Response Time to Front Counter: (based on 1 minute)	100%	100%	100%

2010-2011 GOALS AND OBJECTIVES

1. Beginning September 2010, the Records Bureau will provide a monthly “Tip of the Month” at the front counter which will focus on crime prevention information. The information will be available to those citizens who come to the Police Department for service and will increase their awareness of how to make themselves safer from crime. This goal will be completed by June 30, 2011.
2. By August 31, 2010, the Records Bureau will add all active Missing Person cases to the database of the New World Records Management System (Aegis). This will allow “fingertip access” to the investigator, improving the process of investigating the cases, and will improve the monthly validation process required by the Department of Justice. This goal will be completed by June 30, 2011.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Clerks were trained in Live Scan Fingerprinting and performed Live Scan service for the public.
2. Clerks participated in customer service training. Monthly audits were conducted to ensure that community members received the highest level of customer service.
3. Successfully completed the "California Justice Information Systems and National Crime Information Center (CJIS/NCIC) Data Base" audit. The purpose of the audit is to ensure that Monterey Park Police Department is entering data into these systems completely and accurately. Monterey Park is in compliance with the standards of these systems.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries (#11300) and Overtime Salaries (#11400) categories are over budget due to vacancies and employees on leave. Salary savings offset this over expenditure.
2. Supplies category (#21000) consists of \$3,700 for paper supplies, \$700 for copy machine supplies, and \$14,000 for other office supplies. Office supplies reflects a decrease of \$600.
3. Other Operating Supplies category (#22000) consists of \$3,300 for uniform allowance and \$100 for other operating office supplies.
4. Utilities category (#36000) consists of \$58,000 for electricity and \$1,500 for gas service. Electricity reflects a decrease of \$3,800 and gas service reflects a decrease of \$700.
5. Lease and Rentals category (#37000) consists of \$5,000 for copier lease contract.
6. 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 typewriter. The maintenance account reflects a decrease of \$400.
7. Miscellaneous category (#39000) consists of \$5,083 for printing and duplicating and \$175 for books and subscriptions. Dues and membership account was not funded this fiscal year due to usage trend and books and subscriptions was increased by \$75 due to usage trend.
8. Other Agency Services category (#41000) consists of \$400 for a telephone line to the Los Angeles County Sheriff's Department for Live Scan fingerprint identification.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$474,934	\$583,996	\$446,540	\$492,722	\$492,722
11300 Part Time Salaries	50,824	27,412	38,000	0	0
11400 Overtime Salaries	16,706	5,150	9,720	5,150	5,150
TOTAL	\$542,464	\$616,558	\$494,260	\$497,872	\$497,872
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,698	\$2,043	\$1,660	\$1,596	\$1,596
12300 Medical Insurance	53,690	59,995	59,860	60,113	60,113
12350 Medicare Insurance	7,812	8,528	8,330	7,175	7,175
12370 Part Time Retirement	2,118	1,096	1,800	1,900	1,900
12400 Dental Insurance	4,249	4,720	4,890	5,061	5,061
12500 Workers Compensation	5,851	6,143	6,143	4,275	4,275
12600 Retirement	80,332	89,334	75,920	77,806	77,806
12800 Uniform Allowance	150	110	120	260	260
12900 Long Term Disability	3,795	4,554	4,160	3,960	3,960
12950 Vision Plan	960	1,050	1,050	1,411	1,411
TOTAL	\$160,655	\$177,573	\$163,933	\$163,557	\$163,557
SERVICES & SUPPLIES					
21000 Office Supplies	\$18,584	\$19,000	\$15,310	\$18,400	\$18,400
22000 Operating Supplies	3,610	3,600	3,600	3,400	3,400
32000 Communications	3,461	2,700	2,450	2,200	2,200
36000 Utilities	59,971	64,000	52,610	59,500	59,500
37000 Leases & Rentals	5,000	5,000	5,000	5,000	5,000
38000 R/M Contractual	24,685	26,000	23,259	25,600	25,600
39000 Miscellaneous	5,258	5,200	5,740	5,258	5,258
41000 Other Agency Serv	398	400	250	400	400
TOTAL	\$120,967	\$125,900	\$108,219	\$119,758	\$119,758
GRAND TOTAL	\$824,086	\$920,031	\$766,412	\$781,187	\$781,187

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Computer Services
ACTIVITY NO.: 3115

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	407,899	412,569	402,594	574,989	574,989
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$407,899	\$412,569	\$402,594	\$574,989	\$574,989
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The Computer Services Bureau provides data processing, crime analysis information, 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.

2010-2011 GOALS AND OBJECTIVES

1. The Computer Services Bureau will provide technical assistance and training to Police Department employees in GIS Aerial Mapping, COPLINK, and information sharing in order to complete the department wide implementation of the New World Systems Computer Aided Dispatch/Records Management Systems and Mobile project. This goal will be completed by May 1, 2011
2. Department personnel will be trained to diagnose and service minor repair issues with Mobile Data Computers, In-Car Video Systems, and Police Radios. This will prevent minor repair issues from keeping a particular piece of equipment out of service for a lengthy time. This goal will be completed by June 30, 2011.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Computer Services implemented and completed the training of police personnel on the new "Field Reporting" program.
2. Computer services converted the dated Mobile Data Computers and installed new General Dynamic's notebook Mobile Data Computers in the police fleet that will support the transition to paperless reports.
3. Assisted with the conversion and installation of the new Mobile Vision Digital in-car video system. The new cameras provide a better quality video and longer recording duration in a digital format.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of contractual costs: \$123,675 for hardware support for the Computer Aided Dispatch/Record Management System and computer system for the entire department, \$4,285 for maintenance of the servers, and \$5,040 for Finance Computer Services.
2. Communications category (#32000) consists of \$24,970 for Data Processing/Technology Internal Service Fund. The postage account was eliminated due to usage trend.
3. R/M Contractual category (#38000) consists of \$17,452 for maintenance, repair, replacement, and upgrade of computers, monitors, printers, \$10,910 for the Police Computer Aided Dispatch/Record Management System (CAD/RMS) Network, \$600 for computer printer and maintenance, \$57,316 for costs related to the Mobile Data Computers in police vehicles, \$147,146 for CAD/RMS maintenance contract, \$1,100 for CAD/RMS escrow account, and \$11,376 for CAD/RMS server maintenance.
4. Debt Service category (#42000) displays \$165,869 for the loan payment obligation for the new Computer Aided Dispatch/Records Management System.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Computer Services

ACTIVITY NO.: 3115

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SERVICES & SUPPLIES					
21000 Office Supplies	\$300	\$400	\$400	\$400	\$400
22000 Operating Supplies	0	200	175	200	200
24000 Small Tools	2,936	3,000	1,850	1,850	1,850
31000 Contracted Services	132,984	133,000	133,000	133,000	133,000
32000 Communications	23,430	25,000	24,970	24,970	24,970
38000 R/M Contractual	82,382	85,000	76,310	248,700	248,700
39000 Miscellaneous	0	100	20	0	0
42000 Debt Service	165,867	165,869	165,869	165,869	165,869
TOTAL	\$407,899	\$412,569	\$402,594	\$574,989	\$574,989
GRAND TOTAL	\$407,899	\$412,569	\$402,594	\$574,989	\$574,989

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Year-End</u> <u>Estimated</u> <u>2009-10</u>	<u>Proposed</u> <u>2010-11</u>	<u>Adopted</u> <u>2010-11</u>
PERSONNEL COST	\$400,621	\$397,374	\$334,990	\$267,075	\$267,075
SERVICES & SUPPLIES	120,406	67,340	67,265	64,290	64,290
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$521,027	\$464,714	\$402,255	\$331,365	\$331,365
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.20	3.95	3.95	3.95	3.95

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 the community member's 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, Child Restraint Seat Safety Checks, 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.

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 Citizens' Patrol membership at 40 members to provide services to address the needs of the Community and the Police Department.
- Maintain a minimum membership of 40 Police Explorer Scouts 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 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Gang Resistance Education and Training (G.R.E.A.T.) Students: (Full curriculum)	1,153	420	0
Tour of City Facilities: (Number of persons)	1,287	487	500
Neighborhood Watch Groups:	206	210	215
Business Watch Groups:	84	86	88
Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	3,395	3,252	3,400
Community Relations Volunteers Hours:	1,395	1,159	1,200

2010-2011 GOALS AND OBJECTIVES

1. The Community Relations Bureau will continue its outreach to the local schools with a "Stranger Danger" presentation to all 3rd and 4th grade students. This program will be offered to all elementary schools. The instruction provided will enhance the safety of grade school children. This goal will be completed by June 30, 2011.
2. The Community Relations Bureau will continue to publish "The Blocker", a quarterly newsletter that provides Neighborhood Watch information to all Neighborhood Watch Block Captains. In an effort to reach more citizens with this newsletter, beginning July 2010, all editions of "The Blocker" will be posted on the City's website.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Community Relations Bureau prepared a Neighborhood Watch bulletin known as "The Blocker." The publication is prepared quarterly with information pertaining to crime prevention and safety awareness. This publication is e-mailed to all participating Block Captains and copies are made available in City Hall.
2. Community Relations Bureau staff offered the "Stranger Danger" presentation to all local elementary schools. Presentations were made to over 1,200 children.
3. Completed the 19th annual summer G.R.E.A.T. Camp. Sixty local students attended the four day camp in the San Bernardino Mountains. Twenty five members of the Police Department, two members of the Fire Department, and one member of the Parks and Recreation Department volunteered as counselors for the camp.
 - Strengthening the partnership between the youth of our community and the police department
 - Provided positive alternatives to drugs and gangs
 - Bolstering confidence, trust, and self-esteem in the youth
 - Teaching the youth teamwork and cooperation
4. The Community Relations Bureau held its' 10th Annual G.R.E.A.T. Golf Tournament at the San Dimas Canyon Golf Course. With the sponsorship of numerous local businesses and community members, and the participation of 43 golfers, the tournament raised over \$4,900 for our G.R.E.A.T. program.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) consists of \$75,490 for part-time salaries. This account reflects an increase of \$10,000 due to funding from 2009 JAG grant.

2. Operating Supplies category (#22000) consists of \$2,050 for annual uniform allowance, \$1,440 for Annual Police Explorer Awards dinner, \$2,150 for other operating supplies, \$150 for costs associated with on-going community programs.
3. Contracted Services category (#31000) costs related to the publishing of the Cascades Brochure was transferred to the Parks and Recreation budget.
4. Motor Pool category (#33000) consists of \$49,925 for allocated vehicle operating costs and \$75 for mileage and parking expenses.
5. Miscellaneous category (#39000) consists of \$1,400 for printing and duplicating, \$50 for dues and memberships, \$30 for books and subscriptions, and \$6,520 for public relations education materials.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$213,095	\$216,808	\$182,830	\$124,376	\$124,376
11300 Part Time Salaries	84,137	75,490	69,050	75,490	75,490
11400 Overtime Salaries	10,855	7,159	4,906	7,000	7,000
11450 Court Time Salaries	0	773	500	773	773
TOTAL	\$308,087	\$300,230	\$257,286	\$207,639	\$207,639
EMPLOYEE BENEFITS					
12200 Life Insurance	\$381	\$396	\$310	\$195	\$195
12300 Medical Insurance	15,173	19,987	10,120	10,142	10,142
12350 Medicare Insurance	4,303	4,267	3,040	1,954	1,954
12370 Part Time Retirement	1,328	3,262	899	3,262	3,262
12400 Dental Insurance	1,001	1,294	630	720	720
12500 Workers Compensation	7,548	7,925	7,925	6,500	6,500
12600 Retirement	62,602	59,694	54,610	36,428	36,428
12800 Uniform Allowance	0	110	0	110	110
12950 Vision Plan	198	209	170	125	125
TOTAL	\$92,534	\$97,144	\$77,704	\$59,436	\$59,436
SERVICES & SUPPLIES					
22000 Operating Supplies	\$51,295	\$6,340	\$12,060	\$5,790	\$5,790
31000 Contracted Services	3,449	2,500	2,000	0	0
32000 Communications	421	400	590	400	400
33000 Motor Pool Charges	54,695	50,000	50,000	50,000	50,000
38000 R/M Contractual	59	100	35	100	100
39000 Miscellaneous	10,487	8,000	2,580	8,000	8,000
TOTAL	\$120,406	\$67,340	\$67,265	\$64,290	\$64,290
GRAND TOTAL	\$521,027	\$464,714	\$402,255	\$331,365	\$331,365

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Fire
ACTIVITY NO.: 3200

SOURCE OF FUNDS:

General Fund \$8,048,805
 Retirement Fund \$1,576,272
 Shop Fund \$50,000
 Separation Benefits Fund \$162,000
 Public Safety Impact Fund \$85,980
 Public Safety Augmentation Fund \$270,000
 ELAC Instructional Service Program \$40,000

REVENUES:

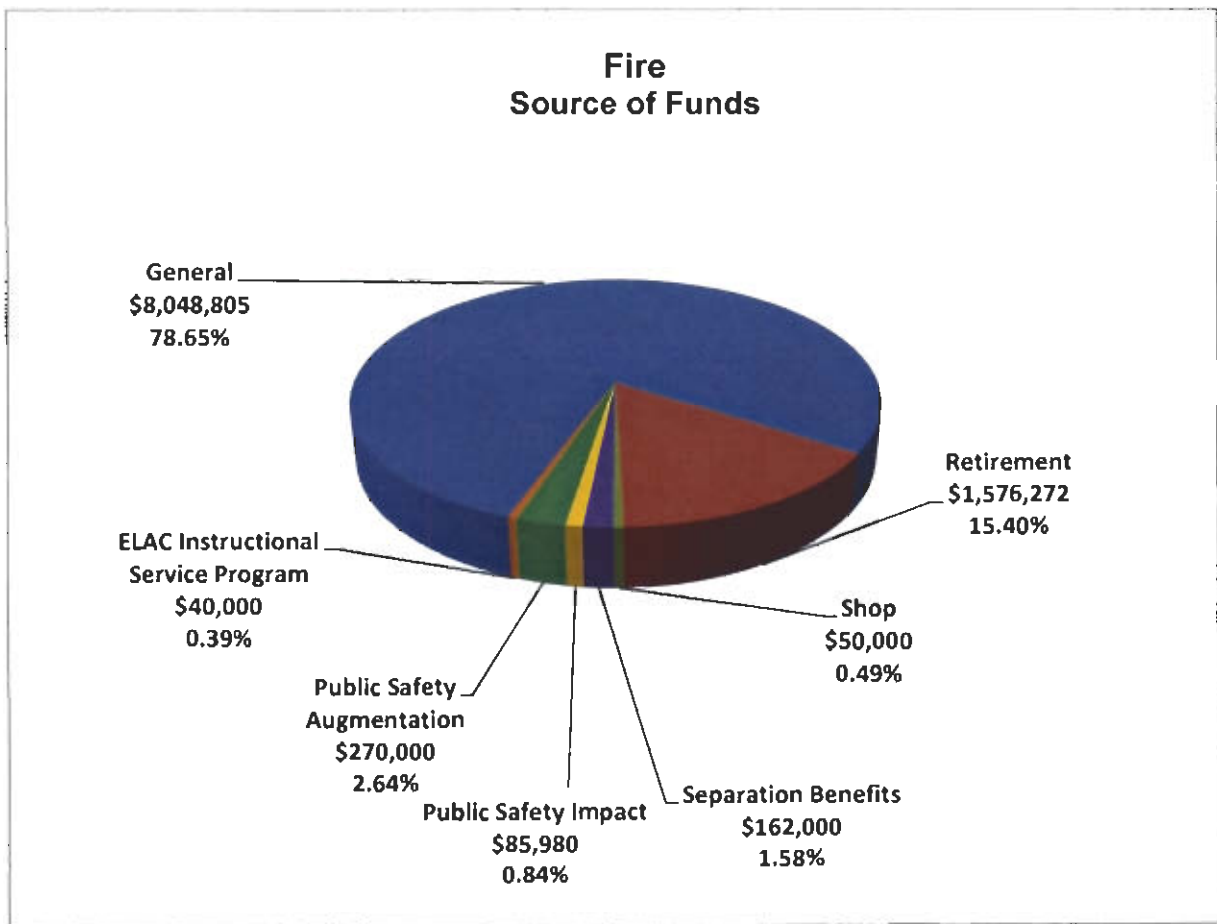
General Fund \$1,393,800

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$9,193,147	\$9,332,356	\$9,531,240	\$9,114,751	\$9,114,751
SERVICES & SUPPLIES	1,111,586	1,129,971	1,017,049	1,118,306	1,118,306
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$10,304,733	\$10,462,327	\$10,548,289	\$10,233,057	\$10,233,057
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 63.00	 64.00	 64.00	 62.00	 62.00

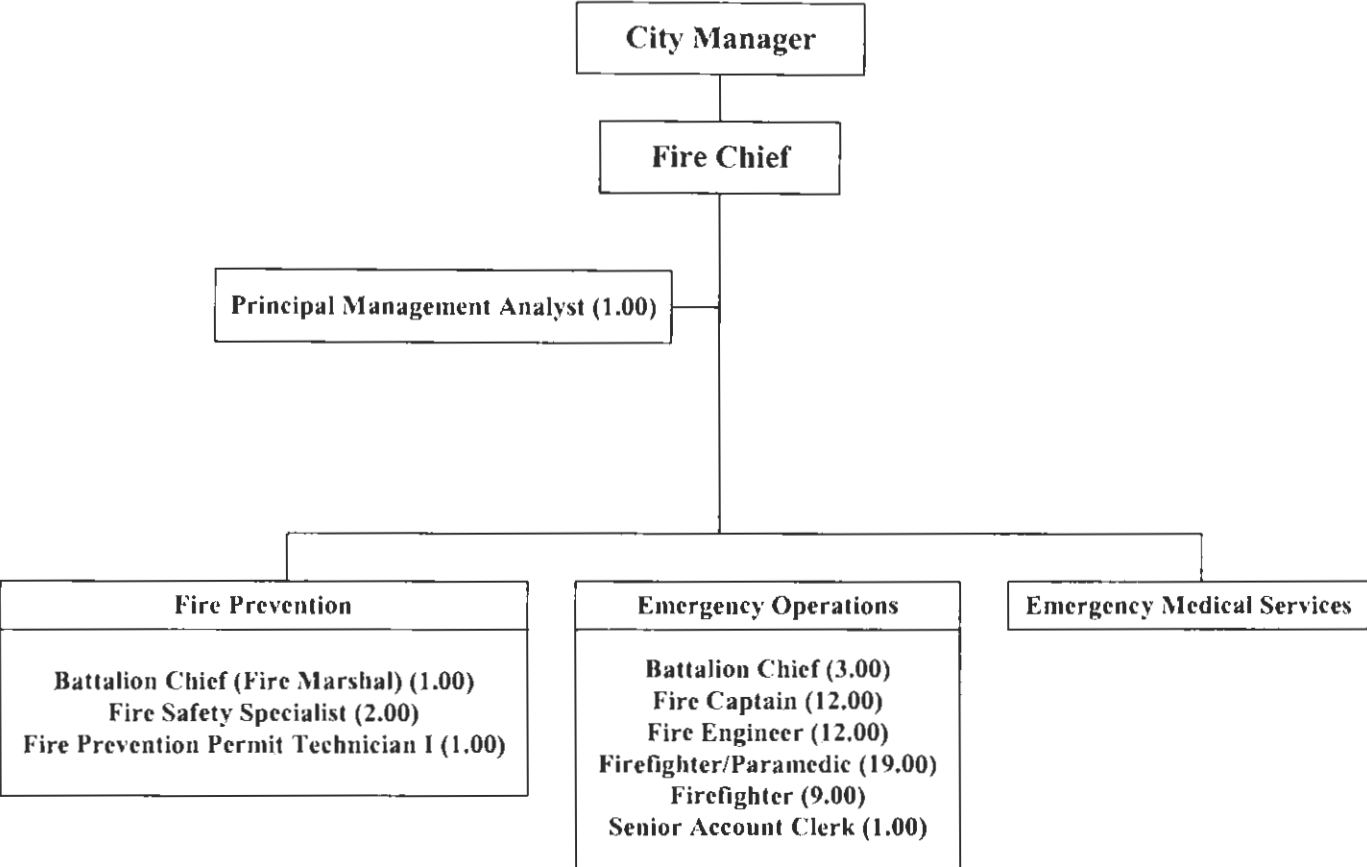
Program Description

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. This proximity results in numerous transportation accidents, which require specialized mitigation equipment, the treatment and transportation of the 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 four divisions: Administration, Fire Prevention/Environmental Safety, Emergency Operations, and Emergency Medical Services. 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 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 men and women of the Fire Department take great pride in providing service to the community with character, commitment, and competency.



Fire Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Fire Admin
ACTIVITY NO.: 3201

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$417,844	\$432,931	\$432,931	\$354,242	\$354,242
SERVICES & SUPPLIES	159,538	184,771	174,669	149,161	149,161
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$577,382	\$617,702	\$607,600	\$503,403	\$503,403
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.00	 3.00	 3.00	 2.00	 2.00

Program Description

The Administration consists of the Fire Chief and his/her 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 his/her staff. The service objectives of the Fire Department are currently achieved by maintaining three strategically located fire stations within the community, staffed by 62 dedicated personnel. Residents benefit from prompt response of emergency service units.

The Fire Chief and his/her administrative staff seek to develop and implement new programs and innovations to maintain the highest level of service to the community at the most reasonable cost. This occurs through 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 the use of volunteers and through improved life-safety programs that include the citizens we serve.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2008-2009	<u>Estimated</u> 2009-2010	<u>Projected</u> 2010-2011
Service Satisfaction Survey:			
Number of Surveys Mailed	400	400	400
Number of Surveys Returned	56	58	50
Surveys Rating Excellent in:			
Response Time/Promptness	92%	98%	98%
Professionalism & Courtesy	96%	96%	96%
Knowledge of Procedures	96%	96%	98%

Grant Awards:

(SHSGP, UASI, Measure B)	\$207,925	\$84,771	\$423,550
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*2008 UASI Grant Award performance extends into the 2009-2010 Fiscal Year. FY2010-2011 includes EOC Grant, UASI, and SHSGP.

2010-2011 GOALS AND OBJECTIVES

1. Research and apply administrative and operational strategies that ensure sustained and enhanced service delivery, and which result in improved efficiency and economies of scale.
2. Continue building the Public Access Defibrillator Program through purchase and installation of 10 additional AEDs and provision of two citizen CPR/AED classes.
3. Continue compliance with NIMS, State and regional Disaster Preparedness standards through provision of one annual exercise, and staff training as needed to support EOC and response functionality.

2009-2010 MAJOR ACCOMPLISHMENTS

1. This fiscal year, Automatic External Defibrillators (AEDs) were installed at La Loma Park, Garvey Ranch Park, and the City Yard. A total of 12 AEDs have been installed in the City as a result of the fundraising campaign with the Monterey Park Woman's Club.
2. Staff has been working with Administration, Finance, and the Redevelopment Agency for alternative financing options for the construction of the Public Safety Center. Council approved land acquisition financing through the Redevelopment Agency on March 3, 2010. In January 2010, the City received an award of \$375,000 for the construction of the Emergency Operations Center through the FY 2010 EOC Grant Program.
3. Staff continues to ensure adherence to the National Incident Management System (NIMS) by coordinating an ICS 400 Training session for City staff and surrounding agencies. In addition, in November 2009, the EOC was activated when the City participated with the County of Los Angeles as a Point of Dispensing site for the Free H1N1 Vaccination. This exercise involved the Fire Department, Police Department, Parks and Recreation, and Public Works Department and allowed the City to fully implement the EOC and all NIMS requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits categories (#11... and #12...) reflect personnel cost reductions per Budget Balancing Acts, including the elimination of Administrative Secretary position.
2. Small Tools category (#24000) reflects a reduction of \$300 for Software/Hardware.
3. Contracted Services category (#31000) reflects a reduction of \$8,600 as costs for Cascades has been shifted to the Recreation and Parks budget.
4. Telephone Services category (#32000) reflects an increase of \$161 to cover the cost of telephone service.
5. Utilities category (#36000) reflects an increase of \$1,300 to cover the cost of electricity service.
6. Miscellaneous category (#39000) shows a decrease in Fire Admin/Education/Training due to the completion of the 2008 UASI Grant, and an increase of \$6,600 in Disaster Preparedness as a result of merging the State Emergency Management budget from the Emergency Operations activity, for an overall decrease in this category of \$28,171.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$300,931	\$310,580	\$310,580	\$254,868	\$254,868
11500 Separation Benefits	13,018	14,319	14,319	9,250	9,250
TOTAL	\$313,949	\$324,899	\$324,899	\$264,118	\$264,118
EMPLOYEE BENEFITS					
12200 Life Insurance	\$720	\$720	\$720	\$486	\$486
12300 Medical Insurance	20,412	21,576	21,576	14,721	14,721
12350 Medicare Insurance	3,291	3,236	3,236	2,303	2,303
12400 Dental Insurance	1,573	1,588	1,588	1,320	1,320
12500 Workers Compensation	9,171	9,629	9,629	7,500	7,500
12600 Retirement	65,251	67,781	67,781	60,931	60,931
12800 Uniform Allowance	550	550	550	550	550
12900 Long Term Disability	2,229	2,232	2,232	1,833	1,833
12950 Vision Plan	698	720	720	480	480
TOTAL	\$103,895	\$108,032	\$108,032	\$90,124	\$90,124
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,823	\$1,500	\$1,500	\$1,500	\$1,500
22000 Operating Supplies	2,659	1,500	1,310	1,500	1,500
24000 Small Tools	557	1,000	500	700	700
31000 Contracted Services	8,121	11,000	4,577	2,400	2,400
32000 Communications	27,535	25,000	26,911	25,161	25,161
33000 Motor Pool Charges	17,393	18,000	18,000	18,000	18,000
36000 Utilities	38,511	40,000	35,490	41,300	41,300
38000 R/M Contractual	9,275	8,000	8,000	8,000	8,000
39000 Miscellaneous	52,664	78,771	78,381	50,600	50,600
TOTAL	\$159,538	\$184,771	\$174,669	\$149,161	\$149,161
GRAND TOTAL	\$577,382	\$617,702	\$607,600	\$503,403	\$503,403

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Fire Prevention
ACTIVITY NO.: 3205

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$509,451	\$543,559	\$519,138	\$472,336	\$472,336
SERVICES & SUPPLIES	83,615	71,000	68,800	68,800	68,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$593,066	\$614,559	\$587,938	\$541,136	\$541,136
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	5.00	5.00	4.00	4.00

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 2008-2009	ESTIMATED 2009-2010	PROJECTED 2010-2011
Plans Checked	489	360	410
Turn-around time (plan check percent completed in # of days)	100% in 5 days or less	100% in 5 days or less	100% in 5 days or less

Inspections

New Construction	378	365	365
Commercial	1483	1500	1500
Haz Mat	20	21	20
Industrial Waste	320	320	320
Residential	275	275	275
New Business Inspections	272	270	270
Re-inspection	481	600	600
Fire and other Investigations	143	165	170

Cost Recovery Programs <u>Fiscal Year</u>	ACTUAL 2008-2009	ESTIMATED 2009-2010	PROJECTED 2010-2011
Fire Inspections (Including Annual Business Inspections) Started in 2007-2008	\$135,680	\$132,000	\$140,000
Plan Checks	\$145,449*	\$62,000	\$65,000
Permits	\$46,012	\$35,000	\$40,000
Industrial Waste	<u>\$87,551</u>	<u>\$87,000</u>	<u>\$90,000</u>
Total Revenue Collected	\$414,692	\$316,000	\$335,000

*This amount includes a one-time permit/plan check fee from the Atlantic Times Square Project.

2010-2011 GOALS AND OBJECTIVES

1. In accordance with state regulations, staff will present the newly adopted California Fire Code (CFC) with local amendments to be adopted and entered into the City's municipal code under chapter 17.
2. Staff will expand the "Math on Fire" pilot program to additional area middle schools to motivate and demonstrate the application and functionality of mathematics in their future careers.
3. Staff will produce three episodes of fire prevention oriented public education programs on the local cable access channel covering topics of fire prevention and disaster preparedness concerns.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Staff developed an amendment to the City's Municipal Code, Chapter 17, as a local amendment, consistent with statewide efforts to regulate the installation of photovoltaic systems to ensure that their installation meets safety requirements during emergency operations. Staff is proposing to present to Council at the same time as Fire Code updates are presented for adoption.
2. Staff met with the City's Economic Development Advisory Committee and the Chamber of Commerce to improve and maintain an open line of communication, in an effort to better serve this group.
3. Developed a math program to demonstrate the application of algebraic formulas used in fire technology to the students participating in these math courses to inspire an interest in learning math while exposing students to the fire service. A pilot program was implemented at Brightwood Elementary School involving three sessions for the seventh grade students in February and March of this year. Staff will work to continue this program at the remaining elementary schools next year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Small Tools (#24000) shows a reduction of \$2,200 for Software/Hardware.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$360,100	\$391,091	\$341,760	\$338,954	\$338,954
11400 Overtime Salaries	5,401	0	25,000	0	0
11500 Separation Benefits	17,357	19,092	19,092	12,325	12,325
TOTAL	\$382,858	\$410,183	\$385,852	\$351,279	\$351,279
EMPLOYEE BENEFITS					
12200 Life Insurance	\$900	\$900	\$810	\$648	\$648
12300 Medical Insurance	30,571	31,507	31,507	31,582	31,582
12350 Medicare Insurance	1,662	1,787	1,787	967	967
12400 Dental Insurance	1,780	1,782	1,782	2,023	2,023
12500 Workers Compensation	19,499	20,474	20,474	14,000	14,000
12600 Retirement	69,746	74,480	74,480	69,872	69,872
12900 Long Term Disability	1,980	1,980	1,980	1,584	1,584
12950 Vision Plan	455	466	466	381	381
TOTAL	\$126,593	\$133,376	\$133,286	\$121,057	\$121,057
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,139	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	2,353	2,000	2,000	2,000	2,000
24000 Small Tools	6,132	3,000	800	800	800
31000 Contracted Services	0	500	500	500	500
32000 Communications	3,984	3,500	3,500	3,500	3,500
33000 Motor Pool Charges	50,962	50,000	50,000	50,000	50,000
37000 Leases & Rentals	2,902	2,000	2,000	2,000	2,000
38000 R/M Contractual	647	1,000	1,000	1,000	1,000
39000 Miscellaneous	14,496	7,000	7,000	7,000	7,000
TOTAL	\$83,615	\$71,000	\$68,800	\$68,800	\$68,800
GRAND TOTAL	\$593,066	\$614,559	\$587,938	\$541,136	\$541,136

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Emergency Operations
ACTIVITY NO.: 3210

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$8,265,852	\$8,355,866	\$8,579,171	\$8,288,173	\$8,288,173
SERVICES & SUPPLIES	623,356	635,000	541,570	660,965	660,965
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$8,889,208	\$8,990,866	\$9,120,741	\$8,949,138	\$8,949,138
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	56.00	56.00	56.00	56.00	56.00

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>2008- 2009</u>	<u>ESTIMATED</u> <u>2009 - 2010</u>	<u>PROJECTED</u> <u>2010 - 2011</u>
Residential	94	84	84
Commercial	6	9	9
Industrial	0	0	0
Brush/Grass	19	35	35
Trash/Other	14	32	33
Vehicle	<u>34</u>	<u>27</u>	<u>27</u>
Total Fire Incidents	167	187	188

<u>Fiscal Year</u>	ACTUAL	ESTIMATED	PROJECTED
<u>All Emergency Incidents</u>	<u>2008-2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>
Fire	167	187	189
EMS	2,906	3,022	3,052
Public Assist	172	176	178
Smoke	17	21	22
Haz Mat	53	81	82
False Alarms, Good Intent, and Cancelled En Route	746	682	696
*Other Misc. Incidents	<u>33</u>	<u>21</u>	<u>21</u>
Total Emergency Incidents	4,094	4,190	4,240

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

<u>Injuries/Deaths</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2008-2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>
Firefighter injuries	0	0	0
Civilian Fire Deaths	0	1	0

<u>Automatic Aid/Mutual Aid*</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2008-2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>
Auto Aid/Mutual Aid Provided	580	719	574
Auto Aid/Mutual Aid Received	<u>435</u>	<u>454</u>	<u>450</u>
Total Automatic/Mutual Aid	1,015	1,173	1,024

<u>Average Response Times*</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2008-2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>
EMS Calls	4.34	4.35	4.34
Fire Calls	5.15	5.03	5.03

*Data Source - Verdugo Communications
National Standard is 5 minutes or less.

<u>Volunteer Hour</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>
Hours Donated by Reserves	8,640	16,128	12,000
Hours Donated by Explorers	4,600	4,608	4,608

NON-EMERGENCY ACTIVITY SUMMARY

<u>Training Hrs – Non-Medical</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2008–2009</u>	<u>2009 – 2010</u>	<u>2010 – 2011</u>
In-Service Training	12,487	13,650	12,000
Outside Officer Training	1,400	1,455	2,160
Specialty Courses/Seminars	<u>2,905</u>	<u>1,650</u>	<u>1,500</u>
Total Hours	14,916	16,755	15,660

2010-2011 GOALS AND OBJECTIVES

1. Institute Positional Task Book (PTB) program to assist with strategic planning. This program will prepare our members for upcoming vacancies anticipated with scheduled retirements. The PTB identifies skills and competencies required for positions within the Fire Department. This book is used for position preparation as well as probationary monitoring.
2. Develop an industry standard based, department specific, firefighter safety program. This program will address incident safety survival as well as injury prevention. The goal is to reduce time lost due to injuries and to reduce sick time usage.
3. Evaluate and develop a plan to upgrade, as necessary, the fire department's emergency radio system. This would include all mobile, portable and station alerting systems. The required upgrades will bring the fire department emergency radios into compliance with new FCC requirements for Public Safety.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Developed a comprehensive driver training program to address the safe driving techniques of fire apparatus, rescue ambulances and utility vehicles. The program developed also includes the annual training and certification of tiller drivers for the ladder truck.
2. Through the Area C Training Officers, assisted in the development of an area wide ventilation training program. This training program standardized ventilation training and techniques throughout the area and included development of ventilation prop to increase the proficiency of firefighters on the ground.
3. With the assistance of the Finance division, developed and implemented a standardized replacement program for all fire apparatus, rescue ambulances and support vehicles throughout the Department. This policy will better enable both the Finance Division and the Fire Department to forecast and plan for the vehicle replacement needs of the Department.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes Cleaning/Sanitation Supplies \$5,000, Clothing/Uniforms/Safety Equipment \$56,000, Clothing/Annual Uniform Issue \$40,000, Uniform Allowance- Reserves \$5,039, Education Supplies \$100, Commendation/ Awards \$500 and Other Operating Supplies \$17,010. This category shows an increase of \$21,410 which is the return of funding for Firefighter turnout gear to replace 18 sets; an increase of \$2,539 in Reserves Uniforms to accurately reflect expenditures; a decrease of \$300 to reflect actual expenditures in Education Supplies. The overall increase in this category is \$23,649.
2. Contracted Services category (#31000) reflects a reduction of \$5,000 for physical exams.
3. Communications category (#32000) shows an increase in Verdugo Dispatch System to cover anticipated increases in contract which is based on call volumes.
4. Lease and Rentals (#37000) reflects an increase of \$1,300 to cover cost of lease contract for duplicating equipment
5. Miscellaneous category (#39000) includes Laundry Service \$4,000, Printing & Duplicating \$400, Dues & Memberships \$500, Books & Subscriptions \$120, Education/Training \$10,000 and SEMS Preparedness \$0.0 This category shows a decrease of \$3,980 in SEMS Preparedness as this amount was moved to 3201-39460 (Fire Admin. Activity).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$4,824,356	\$4,997,369	\$4,928,890	\$4,963,110	\$4,963,110
11400 Overtime Salaries	979,351	700,000	1,010,750	700,000	700,000
11470 Fire Holiday Payout	153,738	162,000	162,000	162,000	162,000
11500 Separation Benefits	242,995	267,295	267,295	240,000	240,000
TOTAL	\$6,200,440	\$6,126,664	\$6,368,935	\$6,065,110	\$6,065,110
EMPLOYEE BENEFITS					
12200 Life Insurance	\$9,480	\$9,900	\$8,520	\$8,748	\$8,748
12300 Medical Insurance	417,490	440,419	424,180	433,133	433,133
12350 Medicare Insurance	68,301	56,135	66,330	54,590	54,590
12400 Dental Insurance	22,077	24,877	23,620	23,144	23,144
12500 Workers Compensation	292,415	307,036	307,036	244,600	244,600
12600 Retirement	1,242,684	1,377,228	1,367,270	1,445,469	1,445,469
12900 Long Term Disability	8,580	8,928	8,710	8,784	8,784
12950 Vision Plan	4,385	4,679	4,570	4,595	4,595
TOTAL	\$2,065,412	\$2,229,202	\$2,210,236	\$2,223,063	\$2,223,063
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,790	\$3,000	\$1,720	\$3,000	\$3,000
22000 Operating Supplies	125,555	100,000	76,480	123,649	123,649
23000 R/M Supplies	809	1,000	1,000	1,000	1,000
24000 Small Tools	38,063	30,000	15,730	30,000	30,000
31000 Contracted Services	4,200	15,000	4,000	10,000	10,000
32000 Communications	192,443	203,000	203,450	212,996	212,996
33000 Motor Pool Charges	165,162	170,000	170,000	170,000	170,000
37000 Leases & Rentals	5,079	4,000	4,000	5,300	5,300
38000 R/M Contractual	56,247	90,000	49,500	90,000	90,000
39000 Miscellaneous	31,008	19,000	15,690	15,020	15,020
TOTAL	\$623,356	\$635,000	\$541,570	\$660,965	\$660,965
GRAND TOTAL	\$8,889,208	\$8,990,866	\$9,120,741	\$8,949,138	\$8,949,138

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Emergency Medical Services
ACTIVITY NO.: 3220

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	245,077	239,200	232,010	239,380	239,380
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$245,077	\$239,200	\$232,010	\$239,380	\$239,380
 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 advanced 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.
- Market enrollment in the paramedic ambulance subscription program to residents.

PROGRAM MEASUREMENTS

	<u>ACTUAL</u> 2008– 2009	<u>ESTIMATED</u> 2009 – 2010	<u>PROJECTED</u> 2010 – 2011
<u>Ambulance Membership</u>			
Residential Subscribers	2,320	2,300	2,300
<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

2010-2011 GOALS AND OBJECTIVES

1. Implement Standard Field Treatment Protocols under Los Angeles County DHS policy. This program will allow Monterey Park paramedics to initiate advanced patient treatments and initiate hospital transport without having to contact the base hospital for direction or patient destination guidance.
2. Establish compliance with AB 2917, an assembly bill for agency notification in the event of a legal infraction incurred by an EMT department member while off duty.
3. In conjunction with the Los Angeles County Department of Health Services, implement electronic inputting of EMS data from our agency. Currently, this is done by manually separating the forms and submitting by mail. This electronic submission is scheduled to be in place county-wide by 2011.

2009-2010 MAJOR ACCOMPLISHMENTS

1. In conjunction with L.A. County Department of Health Services and the UCLA Center of Pre-hospital Care, the Department participated in the "Best Practices in EMS" project. This will identify our organization's EMS performance in comparison with other pre-hospital care providers in Los Angeles County.
2. The Department received approval and certification of Engine 61 as a Paramedic Assessment Unit from the Department of Health Services. Engine 61 joins Engine 63 as a PAU. The Department is currently staffed with 12 paramedics providing for staffing on all engines, truck, and rescue ambulances.
3. Initiated the Continuous Positive Airway Pressure (CPAP) program. This Advanced airway procedure is allowed under the County of Los Angeles expanded scope of practice. This procedure has been shown to improve the outcomes of patients experiencing respiratory problems as well as stroke symptoms. Staff has been trained and the department purchased skill-specific oxygen delivery systems.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) reflects a decrease of \$100 in Film, Maps & Blueprints.
2. Contracted Services category (#31000) reflects an increase of \$3,780 to cover anticipated increases and call volume.
3. Communication category (#32000) shows a decrease of \$500 to accurately reflect costs of telephone service in this activity.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SERVICES & SUPPLIES					
21000 Office Supplies	\$281	\$500	\$230	\$400	\$400
22000 Operating Supplies	19,785	20,000	12,770	20,000	20,000
23000 R/M Supplies	240	200	200	200	200
24000 Small Tools	45,549	34,000	36,110	34,000	34,000
31000 Contracted Services	43,561	52,000	57,060	55,780	55,780
32000 Communications	4,578	3,500	1,700	3,000	3,000
33000 Motor Pool Charges	78,740	70,000	70,000	70,000	70,000
34000 Advertising	3,732	2,000	2,000	2,000	2,000
38000 R/M Contractual	8,866	9,000	8,940	9,000	9,000
39000 Miscellaneous	36,245	40,000	40,000	40,000	40,000
41000 Other Agency Serv	3,500	8,000	3,000	5,000	5,000
TOTAL	\$245,077	\$239,200	\$232,010	\$239,380	\$239,380
GRAND TOTAL	\$245,077	\$239,200	\$232,010	\$239,380	\$239,380

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Economic Development
ACTIVITY: Economic Development
ACTIVITY NO.: 7000 & 2200

SOURCE OF FUNDS:

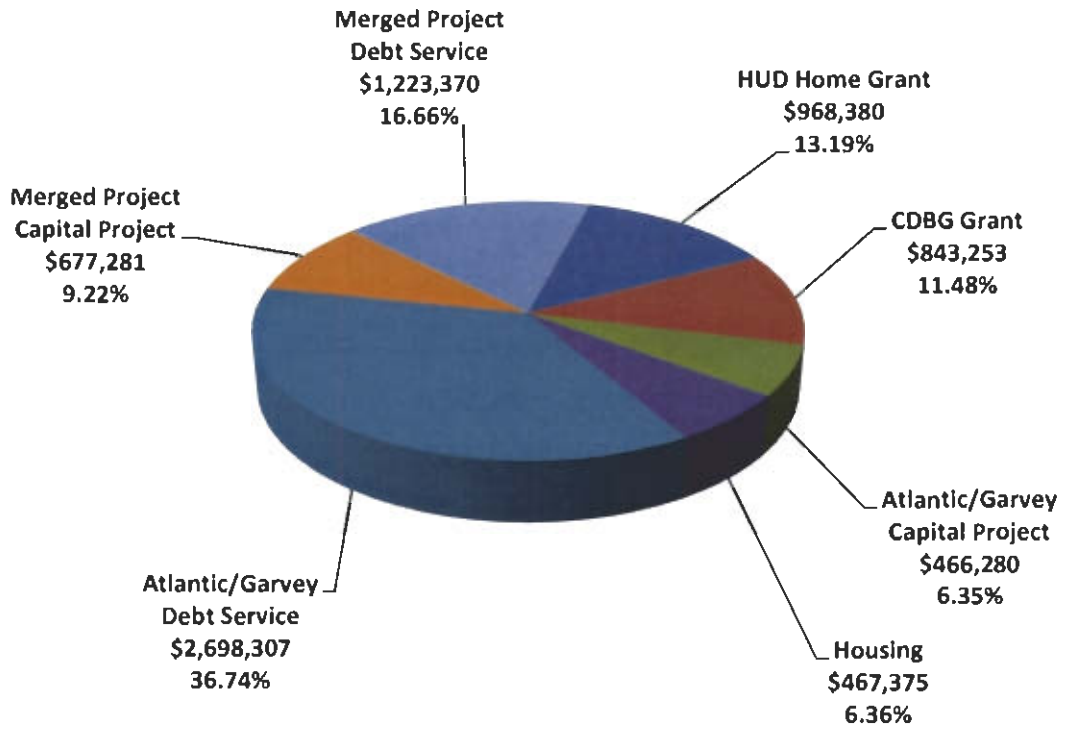
HUD Home Grant \$968,380
 CDBG Grant \$843,253
 Atlantic/Garvey Capital Project Fund \$466,280
 Housing Fund \$467,375
 Atlantic/Garvey Debt Service Fund \$2,698,307
 Merged Project Capital Project Fund \$677,281
 Merged Project Debt Service Fund \$1,223,370

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$707,839	\$761,045	\$683,657	\$679,266	\$679,266
SERVICES & SUPPLIES	6,639,730	8,531,167	8,390,657	6,664,980	6,664,980
CAPITAL OUTLAY	0	375,000	375,000	0	0
TOTAL COSTS	\$7,347,569	\$9,667,212	\$9,449,314	\$7,344,246	\$7,344,246
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	9.50	9.50	9.50	9.50	9.50

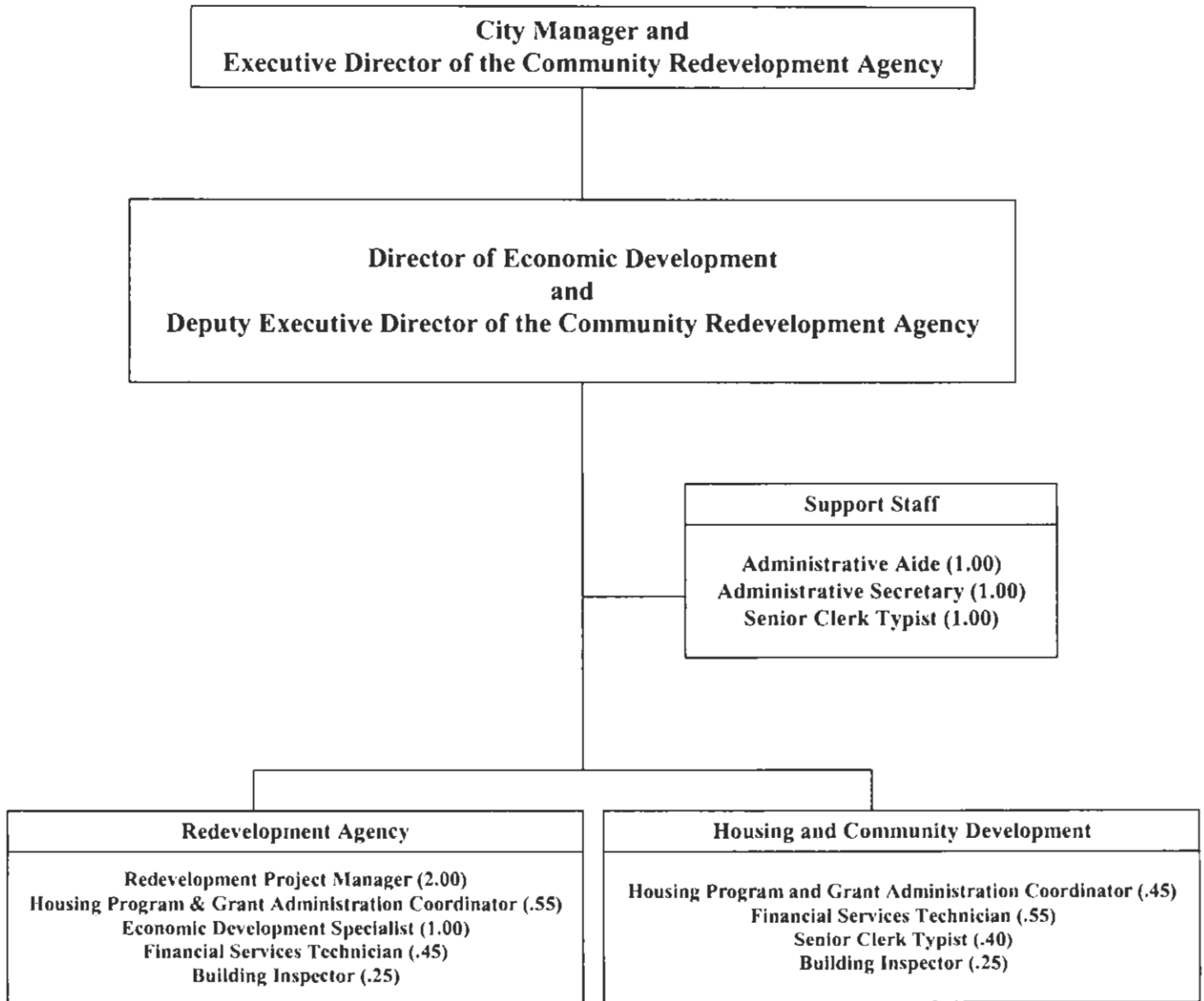
Program Description

The Economic Development Department has the responsibility to create and administer programs designed to stimulate economic activity and enhance City revenues. This includes the development of quality neighborhoods, commercial activities, business support services, aggressive marketing, and establishing mutual support between the residential community and local businesses. The Department will focus on four main areas: Redevelopment of Commercial areas, production of Affordable Housing; quality Business Support Services, and necessary Community Services. The Department activities are governed by the Economic Development Strategy Plan, the Consolidated Plan and the Redevelopment Five-Year Implementation Plan.

Economic Development Source of Funds



Economic Development Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**
ACTIVITY: **Atlantic/Garvey Capital Proj**
ACTIVITY NO.: **7010**

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$186,940	\$201,654	\$167,758	\$181,273	\$181,273
SERVICES & SUPPLIES	281,470	340,634	290,575	285,007	285,007
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$468,410	\$542,288	\$458,333	\$466,280	\$466,280
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.61	2.61	2.61	2.61	2.61

Program Description

The Atlantic/Garvey Redevelopment Project comprises an area of approximately 520 acres in the central and southern portions of the City. The Project Area, originally established on March 23, 1972, has been amended eight times, most recently in 2008, extending the time limit of the most recently amended area until 2029. The Atlantic/Garvey Redevelopment Project consists mostly of commercial and office uses plus some limited residential uses.

PROGRAM MEASUREMENTS

Many benefits that result from improving the environment and investing in the community are only possible through redevelopment. Benefits to the city include increased sales tax, increased property values, and the creation of jobs.

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Generated Sales Tax in the Project Area	\$1,300,517	\$989,705	\$1,009,000
Assessed Property Values in the Project	\$514,890,686	\$519,953,735	\$509,554,000

2010-2011 GOALS AND OBJECTIVES

1. Improve the City's position in the regional economy by eliminating blight, creating jobs and in accordance with the 2010-2014 Implementation Plan enhancing the tax base.
2. Support engineering analysis and infrastructure construction to improve the community and support the development of priority commercial and affordable housing sites.
3. Continue business attraction efforts to promote business growth and increase sales tax revenues to the city.
4. Continue working on obtaining a Public Safety Emergency Operation Center (EOC) facility for the city.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Completed the remediation and the two 90-day Environmental Protection Agency (EPA) review periods for the Cascades Market Place project.
2. Relocation of the commercial and residential tenants has now been completed for the Towne Centre development project.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

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

<u>Contractual Services</u>	<u>2009-2010</u>	<u>2010-2011</u>
Appraisal	\$ 3,000	\$ 3,000
Legal	\$ 34,301	\$ 34,400
Property Tax Audit	\$ 5,768	\$ 6,000
Economic Analysis Consultant	\$ 5,000	\$ 5,000
Cascades	\$ 3,431	\$ 0
Business Assistance Consultant	\$ 15,000	\$ 15,000
Economic Strategy & Branding	\$ 55,000	\$ 0
Translation	\$ 1,500	\$ 1,500
Project Implementation Consultant	<u>\$ 17,000</u>	<u>\$ 39,357</u>
	\$140,000	\$104,257

A reduction of \$35,743 in other professional services category

2. Communications category (#32000) includes telephone \$400, technology charges \$2,880, and postage \$720.
3. Motor Pool Charges category (#33000) includes mileage and parking \$900, conferences/seminars \$10,400, and travel/expenses \$700.
4. Advertising category (#34000) includes legal notices \$2,600 and other advertising \$5,000. Decrease of \$3,400 in other advertising costs.
5. R&M Contractual category (#38000) includes repairs and maintenance \$1,000, commercial rehabilitation program \$13,050, graffiti removal \$68,950, and Graffiti Tracker \$8,000, R&M machinery and equipment \$6,000. Decrease of \$13,000 is in commercial rehabilitation program. This will be the second year that we bank the budgeted Commercial Rehabilitation Program funds and combine with future year funds to create a substantial commercial rehabilitation project.
6. Miscellaneous category (#39000) includes printing and duplicating \$3,400, dues and memberships \$6,100, and books & subscriptions \$500.
7. Other Agency Services category (#41000) represents approved assistance to the Monterey Park Chamber of Commerce \$19,000. As part of the agreement between the City and the Monterey Park Chamber of Commerce the Chamber will provide quarterly reports and an annual financial report.
8. Miscellaneous Financial Services category (#44000) represents Agency's share of City support services and general liability \$20,000. This is a reduction of \$634.

Atlantic/Garvey Project Area Map



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Atlantic/Garvey Capital Proj**

ACTIVITY NO.: **7010**

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11100 Elective Salaries	\$2,040	\$2,400	\$2,400	\$2,400	\$2,400
11200 Permanent Salaries	133,805	148,270	120,000	134,263	134,263
11400 Overtime Salaries	987	1,000	664	500	500
11500 Separation Benefits	10,718	11,790	11,790	5,200	5,200
TOTAL	\$147,550	\$163,460	\$134,854	\$142,363	\$142,363
EMPLOYEE BENEFITS					
12200 Life Insurance	\$391	\$410	\$286	\$370	\$370
12300 Medical Insurance	11,660	11,615	9,547	13,320	13,320
12350 Medicare Insurance	2,426	2,160	1,611	1,957	1,957
12400 Dental Insurance	973	908	852	943	943
12500 Workers Compensation	370	388	388	388	388
12600 Retirement	22,376	21,627	19,250	20,219	20,219
12900 Long Term Disability	891	772	706	1,407	1,407
12950 Vision Plan	303	314	264	306	306
TOTAL	\$39,390	\$38,194	\$32,904	\$38,910	\$38,910
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,691	\$4,000	\$2,130	\$4,000	\$4,000
22000 Operating Supplies	5,820	5,000	4,150	4,650	4,650
24000 Small Tools	4,278	4,000	2,500	2,500	2,500
31000 Contracted Services	112,315	140,000	129,934	104,257	104,257
32000 Communications	3,140	4,000	3,980	4,000	4,000
33000 Motor Pool Charges	12,353	12,000	10,731	12,000	12,000
34000 Advertising	13,849	11,000	4,116	7,600	7,600
38000 R/M Contractual	82,521	110,000	87,800	97,000	97,000
39000 Miscellaneous	11,869	10,000	9,600	10,000	10,000
41000 Other Agency Serv	10,000	20,000	15,000	19,000	19,000
44000 Misc Financial Serv	20,634	20,634	20,634	20,000	20,000
TOTAL	\$281,470	\$340,634	\$290,575	\$285,007	\$285,007
GRAND TOTAL	\$468,410	\$542,288	\$458,333	\$466,280	\$466,280

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Capital Projects**

ACTIVITY NO.: **7011**

SUMMARY OF COST	Actual 2008-09	Adopted 2009-10	Year-End Estimated 2009-10	Proposed 2010-11	Adopted 2010-11
PERSONNEL COST	\$187,231	\$201,962	\$180,335	\$181,685	\$181,685
SERVICES & SUPPLIES	735,702	700,633	447,711	495,596	495,596
CAPITAL OUTLAY	0	375,000	375,000	0	0
TOTAL COSTS	\$922,933	\$1,277,595	\$1,003,046	\$677,281	\$677,281
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.61	2.61	2.61	2.61	2.61

Program Description

The Merged Project, adopted in 1992, consists of the former Freeway Redevelopment and Central Commercial Redevelopment Project areas. In 1997, through an amendment process, the Southeast Redevelopment Project integrated with the Merged Project. The merger brought the total area of the project to 610 acres. The Project Area primarily covers Garvey Avenue, northern portions of Atlantic Boulevard and Garfield Avenue, Monterey Pass Road, Corporate Center, and the Monterey Park Market Place retail center. The main uses in the area are commercial and manufacturing.

PROGRAM MEASUREMENTS

Many benefits resulting from improving the environment and investing in the community are only possible through redevelopment. Benefits to the City include increased sales tax, generating increased property values, and the creation of jobs.

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Generated Sales Tax in the Project Area	\$1,370,690	\$1,036,957	\$1,257,000
Assessed Property Values in the Project	\$698,875,626	\$759,828,370	\$744,631,000

2010-2011 GOALS AND OBJECTIVES

1. Improve the City's position in the regional economy by eliminating blight, creating jobs and in accordance with the 2010-2014 Implementation Plan enhancing the tax base.
2. Support engineering analysis and infrastructure construction to improve the community and support the development of priority commercial and affordable housing sites.
3. Continue business attraction efforts to promote business growth and increase sales tax revenues to the city.
4. Continue working with the developers to start the construction phase for the Towne Centre development project.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Worked with the consultants to complete the Economic Strategy Plan.
2. Started working with multiple consultants in preparing new Bonding capacities for the Agency and the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

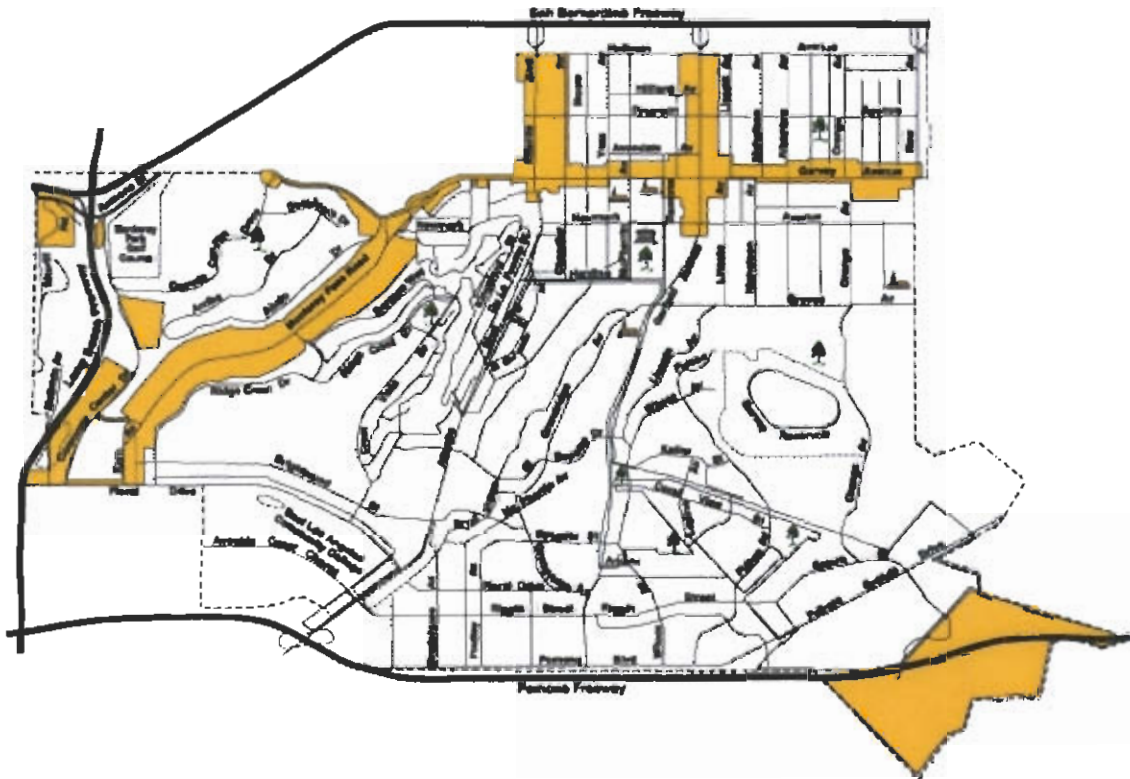
1. Contracted Services category (#31000) includes the following items:

<u>Contractual Services</u>	<u>2009-2010</u>	<u>2010-2011</u>
Appraisal	\$ 10,000	\$ 10,000
Legal	\$216,017	\$ 80,000
Property Tax Audit	\$ 5,768	\$ 6,000
Economic Analysis Consultant	\$ 15,000	\$ 15,000
Cascades	\$ 5,715	\$ 0
Project Implementation Consultant	\$ 91,000	\$ 90,768
Economic Strategy & Branding	\$ 55,000	\$ 0
Translation	\$ 1,500	\$ 1,500
	<u>\$400,000</u>	<u>\$203,268</u>

A reduction of \$136,017 in legal services and a reduction of \$60,715 in other professional services category.

2. Communications category (#32000) includes telephone \$380, technology charges \$3,898, and postage \$850.
3. Motor Pool Charges category (#33000) includes mileage and parking \$500 and conferences/seminars \$8,000. Decrease of \$500 is in conferences/seminars.
4. Advertising category (#34000) includes legal notices \$2,500 and other advertising \$3,250. Decrease of \$250 reflects department's reduction in legal notices.
5. R/M Contractual category (#38000) includes department share of the City's network maintenance charges \$5,500, Corporate Center association fees \$35,000, maintenance of City owned properties \$3,500, commercial rehabilitation \$90,000, graffiti removal \$68,950 and Graffiti Tracker \$8,000. This will be the second year that we bank the budgeted Commercial Rehabilitation Program funds and combine with future year funds to create a substantial commercial rehabilitation project.
6. Miscellaneous category (#39000) includes printing and duplicating \$7,000, dues and memberships \$3,500, and books and subscriptions \$500. Decrease of \$7,000 is in the departments reduction in printing and duplicating.
7. Other Agency Services category (#41000) represents approved assistance to the Monterey Park Chamber of Commerce \$19,000. As part of the agreement between the City and the Monterey Park Chamber of Commerce the Chamber will provide quarterly reports and an annual financial report.
8. Miscellaneous Financial Services category (#44000) represents Agency's share of City support services and general liability \$20,000. Decrease of \$633.

Merged Project Area Map



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Capital Projects**

ACTIVITY NO.: **7011**

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11100 Elective Salaries	\$2,040	\$2,400	\$2,400	\$2,400	\$2,400
11200 Permanent Salaries	133,805	148,270	148,270	134,263	134,263
11400 Overtime Salaries	987	1,000	1,000	1,000	1,000
11500 Separation Benefits	10,763	11,839	11,839	5,000	5,000
TOTAL	\$147,595	\$163,509	\$163,509	\$142,663	\$142,663
EMPLOYEE BENEFITS					
12200 Life Insurance	\$391	\$410	\$410	\$370	\$370
12300 Medical Insurance	11,661	11,615	11,615	13,320	13,320
12350 Medicare Insurance	2,426	2,160	2,160	1,957	1,957
12400 Dental Insurance	973	908	908	943	943
12500 Workers Compensation	616	647	647	500	500
12600 Retirement	22,375	21,627	0	20,219	20,219
12900 Long Term Disability	891	772	772	1,407	1,407
12950 Vision Plan	303	314	314	306	306
TOTAL	\$39,636	\$38,453	\$16,826	\$39,022	\$39,022
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,536	\$4,000	\$4,000	\$4,000	\$4,000
22000 Operating Supplies	4,795	5,000	3,650	5,000	5,000
24000 Small Tools	2,501	3,000	2,000	3,000	3,000
31000 Contracted Services	450,975	400,000	168,000	203,268	203,268
32000 Communications	4,912	5,000	5,028	5,128	5,128
33000 Motor Pool Charges	13,309	9,000	7,500	8,500	8,500
34000 Advertising	4,953	6,000	1,000	5,750	5,750
38000 R/M Contractual	205,552	210,000	209,500	210,950	210,950
39000 Miscellaneous	13,536	18,000	6,400	11,000	11,000
41000 Other Agency Serv	10,000	20,000	20,000	19,000	19,000
44000 Misc Financial Serv	20,633	20,633	20,633	20,000	20,000
TOTAL	\$735,702	\$700,633	\$447,711	\$495,596	\$495,596
CAPITAL OUTLAY					
51000 Land	\$0	\$375,000	\$375,000	\$0	\$0
TOTAL	\$0	\$375,000	\$375,000	\$0	\$0
GRAND TOTAL	\$922,933	\$1,277,595	\$1,003,046	\$677,281	\$677,281

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Housing Set-Aside**

ACTIVITY NO.: **7030**

SUMMARY OF COST	Actual 2008-09	Adopted 2009-10	Year-End Estimated 2009-10	Proposed 2010-11	Adopted 2010-11
PERSONNEL COST	\$190,975	\$205,234	\$183,670	\$179,472	\$179,472
SERVICES & SUPPLIES	307,702	2,099,399	1,869,120	287,903	287,903
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$498,677	\$2,304,633	\$2,052,790	\$467,375	\$467,375
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.63	2.63	2.63	2.63	2.63

Program Description

Section 33334.2 of the California Health and Safety Code requires the Redevelopment Agency to allocate twenty percent (20%) of tax increment revenue for low and moderate income housing uses. State guidelines for housing preservation and production also recommend that the City participate in addressing regional housing needs. The Agency continued to set aside, as required, 20% of its tax increment plus additional increment pursuant to the Housing Deferral Repayment Plan for low/mod housing during 2000-01. This use of funds helps the City meet the requirements of the California Health and Safety Code, the State's Housing and Community Development goals, and AB315 requirements (AB315 requires the Agency to develop a five-year housing plan utilizing housing set-aside funds toward low and moderate income housing).

The Agency housing set-aside fund activities include the development of special needs housing, funding for the City's Rental Rehabilitation Program, funding for the Critical Maintenance program and the development and adoption of new affordable housing programs to reach a greater number of eligible residents.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Gross Tax Increment Set-Aside	\$1,975,000	\$2,120,000	\$2,115,000
Residential Rehab Participants	5	6	6

2010-2011 GOALS AND OBJECTIVES

1. Seek out for new affordable housing projects for development and continue the development of existing projects.
2. Expand on sustainable green building code practices with East Los Angeles College and other regional partners.

2009-2010 MAJOR ACCOMPLISHMENTS

1. The combination of both the Redevelopment Agency's Housing Set-Aside funds and HOME funds, were established to increase and improve the affordable housing opportunities in the community through the acquisition of units for rehabilitation and working with property owners to renovate their rental units for low-income renters. This was also made a component of the 2010-2014 Implementation Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	<u>2009-2010</u>	<u>2010-2011</u>
Appraisal	\$ 15,000	\$ 15,000
Legal	\$ 25,000	\$ 50,000
County Admin Charges	\$ 27,000	\$ 27,000
Property Tax Audit	\$ 5,768	\$ 6,000
CDBG's Management Consultant	\$ 10,600	\$ 10,600
Environmental Consultant	\$ 5,000	\$ 5,000
Residential Rehab Management Consultant	\$ 4,861	\$ 4,861
Cascades	\$ 13,746	\$ 0
Housing Consultant	\$ 46,525	\$ 26,293
Translation	\$ 1,500	\$ 1,500
Economic Strategy & Branding	\$ 10,000	\$ 0
	<u>\$165,000</u>	<u>\$146,254</u>

2. Communications category (#32000) includes telephone \$220, technology charges \$9,379, and postage \$1,000.
3. Motor Pool Charges category (#33000) includes mileage and parking \$500 and conferences/seminars \$4,500.
4. Advertising category (#34000) includes legal notices \$500 and advertising to promote housing programs \$250. Decrease of \$250 reflects the department's reduction in advertising.
5. R&M contractual category (#38000) includes department share of the City's network maintenance charges \$5,000, Critical Maintenance Grant Program \$80,000, Rebuilding Together Program \$10,000. Increase of \$15,000 reflects departments increase for the Critical Maintenance Program.
6. Miscellaneous category (#39000) includes printing and duplicating \$2,800, dues and memberships \$2,500, and books and subscriptions \$700.
7. Miscellaneous Financial Services category (#44000) includes the Agency's share of City support services and general liability \$20,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Housing Set-Aside**

ACTIVITY NO.: **7030**

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11100 Elective Salaries	\$2,040	\$2,400	\$2,400	\$2,400	\$2,400
11200 Permanent Salaries	133,289	147,837	147,837	133,162	133,162
11400 Overtime Salaries	1,017	0	0	0	0
11500 Separation Benefits	14,400	15,840	15,840	5,200	5,200
TOTAL	\$150,746	\$166,077	\$166,077	\$140,762	\$140,762
EMPLOYEE BENEFITS					
12200 Life Insurance	\$392	\$412	\$412	\$371	\$371
12300 Medical Insurance	11,453	11,490	11,490	13,178	13,178
12350 Medicare Insurance	2,430	2,154	2,154	1,941	1,941
12400 Dental Insurance	969	901	901	936	936
12500 Workers Compensation	1,478	1,552	1,552	500	500
12600 Retirement	22,311	21,564	0	20,054	20,054
12900 Long Term Disability	894	772	772	1,426	1,426
12950 Vision Plan	302	312	312	304	304
TOTAL	\$40,229	\$39,157	\$17,593	\$38,710	\$38,710
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,806	\$2,500	\$1,800	\$2,500	\$2,500
22000 Operating Supplies	2,909	1,800	1,150	1,800	1,800
24000 Small Tools	1,844	2,500	700	0	0
31000 Contracted Services	133,834	165,000	160,000	146,254	146,254
32000 Communications	7,873	10,599	10,279	10,599	10,599
33000 Motor Pool Charges	4,333	5,000	5,000	5,000	5,000
34000 Advertising	100	1,000	750	750	750
38000 R/M Contractual	76,422	80,000	76,000	95,000	95,000
39000 Miscellaneous	5,488	6,000	5,500	6,000	6,000
44000 Misc Financial Serv	73,093	1,825,000	1,607,941	20,000	20,000
TOTAL	\$307,702	\$2,099,399	\$1,869,120	\$287,903	\$287,903
GRAND TOTAL	\$498,677	\$2,304,633	\$2,052,790	\$467,375	\$467,375

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Redevelopment
ACTIVITY: Atlantic/Garvey Debt Service
ACTIVITY NO.: 7040

SUMMARY OF COST	Actual	Adopted	Year-End	Proposed	Adopted
	2008-09	2009-10	Estimated	2010-11	2010-11
	2008-09	2009-10	2009-10	2010-11	2010-11
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	2,600,128	2,277,350	2,646,400	2,698,307	2,698,307
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,600,128	\$2,277,350	\$2,646,400	\$2,698,307	\$2,698,307
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This activity establishes an account for the Atlantic/Garvey Debt Service 2002 Bonds and pays for bond principal and interest. These 2002 Bonds, completed in August, refinanced the 1992 issue, significantly reducing the annual debt service, improving the Agency's cash flow and generating funds for investment in priority redevelopment projects. The bonds mature in 2027.

This activity also funds the annual pass-through agreement payments (Object #44000) for the L.A. County, Alhambra, Los Angeles, and Montebello School Districts as well as various taxing entities. Increase in fees due to requirements in AB1389.

In addition, this activity includes \$75,000 in the Contracted Services category (Object #31000) for payment to the Agency's Fiscal Agency for bond administration, \$14,000, Agency's annual share of the administrative cost to the L.A. County, \$57,250, Arbitrage rebate fee for bond \$2,525, and a Pass-Thru report \$1,225.

**City of Monterey Park
Atlantic/Garvey Debt Service
Summary of Future Debt Service Requirements**

Year	2002 Tax Allocation Bonds
<hr/>	
2011	1,673,306
2012	1,670,362
2013	1,669,894
2014	1,667,250
2015	1,667,675
2016-2020	8,297,250
2021-2025	8,134,332
2026-2027	3,044,531
<hr/>	
Total	27,823,600
Less: Interest	8,593,600
<hr/>	
Remaining Principal	<u><u>\$ 19,230,000</u></u>

- The above Atlantic-Garvey Redevelopment No. 1 2002 Tax Allocation Bonds include \$10,920,000 serial bonds at interest rates ranging from 2.5% to 5%, and \$8,310,000 term bonds at 4.75%.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Atlantic/Garvey Debt Service**

ACTIVITY NO.: **7040**

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SERVICES & SUPPLIES					
31000 Contracted Services	\$69,975	\$72,950	\$73,000	\$75,000	\$75,000
42000 Debt Service	1,675,838	1,673,400	1,673,400	1,673,307	1,673,307
44000 Misc Financial Serv	854,315	531,000	900,000	950,000	950,000
TOTAL	\$2,600,128	\$2,277,350	\$2,646,400	\$2,698,307	\$2,698,307
GRAND TOTAL	\$2,600,128	\$2,277,350	\$2,646,400	\$2,698,307	\$2,698,307

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Debt Service**

ACTIVITY NO.: **7041**

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,183,584	1,181,396	1,206,396	1,223,370	1,223,370
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,183,584	\$1,181,396	\$1,206,396	\$1,223,370	\$1,223,370
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This activity establishes an account for the Merged Debt Service 1998 Bonds and pays for bond principal and interest (Object #42000). In September 1998, bonds were issued to refinance the 1977 Tax Allocation Bonds and to raise capital to meet the needs of priority projects. These bonds mature by March 2028.

This activity also funds the annual pass-through agreement payments (Object #44000) for the L.A. County, Alhambra and Garvey School Districts and the Los Angeles Community College District as well as various taxing entities. Increase in fees due to requirements in AB1389.

In addition, this activity includes \$75,000 in the Contracted Services category (Object #31000) for payment to the Agency's Fiscal Agent for bond administration, \$14,000, Agency's annual share of the administrative cost to the L.A. County, \$57,250, Arbitrage rebate fee for bond \$2,525, and Pass-Thru report \$1,225.

**City of Monterey Park
Merged Debt Service
Summary of Future Debt Service Requirements**

Year	1998 Tax Allocation Bonds
2011	773,365
2012	777,353
2013	775,290
2014	777,440
2015	773,540
2016-2020	3,879,317
2021-2025	3,880,815
2026-2028	2,326,310
Total	13,963,430
Less: Interest	5,098,430
Remaining Principal	\$ 8,865,000

* The above Merged Redevelopment Project Area 1998 Tax Allocation Bonds include \$2,960,000 term bonds at 5.25%, and \$5,905,000 term bonds at 5.3%.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Debt Service**

ACTIVITY NO.: **7041**

<u>Classification</u>	<u>Actual 2008/2009</u>	<u>Adopted 2009/2010</u>	<u>Year-End Estimated 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Adopted 2010/2011</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$63,685	\$72,950	\$72,950	\$75,000	\$75,000
42000 Debt Service	777,725	773,446	773,446	773,370	773,370
44000 Misc Financial Serv	342,174	335,000	360,000	375,000	375,000
TOTAL	\$1,183,584	\$1,181,396	\$1,206,396	\$1,223,370	\$1,223,370
GRAND TOTAL	\$1,183,584	\$1,181,396	\$1,206,396	\$1,223,370	\$1,223,370

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Housing/Community Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$96,945	\$108,806	\$108,505	\$91,956	\$91,956
SERVICES & SUPPLIES	700,954	982,255	987,107	751,297	751,297
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$797,899	\$1,091,061	\$1,095,612	\$843,253	\$843,253
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.15	 1.20	 1.20	 1.20	 1.20

Program Description

The Housing and Community Development Division's responsibilities within this activity include general administration of the City's Community Development Block Grant (CDBG) program and economic development 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. In addition we continue to look for third party funding sources.

PROGRAM MEASUREMENTS

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-2011</u>
Agencies assisted from Community Fund	10	10	10
Number of Child Care subsidized students	21	21	21
Number of students in adult literacy program	200	200	200
Number of Housing Rights Center clients assisted	230	230	230

2010-2011 GOALS AND OBJECTIVES

1. Work with the Housing Rights Center to maintain office hours in the City, assist in conducting one rental property owner workshop and one tenant workshop. Topics for the workshops will include an overview of federal and state fair housing laws, a discussion on protected classes under the fair housing law, and unlawful housing discrimination practices.
2. Prepare the One Year Action Plan.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Complete monitoring of the ten (10) assisted non-profit organizations that receive Community Fund monies to ensure that all the organizations are complying with the CDBG regulations. With CDBG funds, these agencies directly assisted over 2,000 low and moderate-income residents with a variety of social services.
2. The Housing Rights Center held a tenant fair housing workshop and a landlord fair housing workshop. Topics included evictions, security deposits, repairs and rent increases.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	<u>2009-2010</u>	<u>2010-2011</u>
Accounting/Auditing	\$ 6,200	\$ 6,200
Management Consulting Services	\$11,000	\$11,000

2. Communications category (#32000) includes telephone \$2,000, technology charges \$3,355, and postage \$1350.
3. Motor Pool category (#33000) includes mileage and parking \$200, conferences and seminars \$500, and City's Motor Pool charges \$6,406. A decrease of \$800 is reflected in conferences and seminars.
4. Advertising category (#34000) includes legal notices \$4,550 and other advertising \$250. A decrease of \$250 in other advertising.
5. R/M Contractual category (#38000) includes department share of the City's network maintenance charges \$2,200.
6. Miscellaneous category (#39000) includes printing and duplicating \$750, dues and memberships \$0, and books and subscriptions \$0. A reduction of \$250 is in dues & memberships and \$100 books & subscriptions. These objects were not funded this fiscal year.
7. Other Agency Services category (#41000) represent childcare services \$31,830, fair housing \$25,000, After school program \$18,806, and the Community Fund \$75,800.
8. Debt Service category (#42000) represents payment to HUD for Section 108 Loan Payments \$534,200.
9. Miscellaneous Financial Services category (#44000) represents administrative support costs of \$15,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Housing/Community Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$66,385	\$76,065	\$76,065	\$59,572	\$59,572
11400 Overtime Salaries	77	200	0	0	0
11500 Separation Benefits	7,252	7,977	7,977	7,225	7,225
TOTAL	\$73,714	\$84,242	\$84,042	\$66,797	\$66,797
EMPLOYEE BENEFITS					
12200 Life Insurance	\$207	\$216	\$216	\$195	\$195
12300 Medical Insurance	7,382	8,100	8,100	10,926	10,926
12350 Medicare Insurance	989	1,103	1,103	864	864
12400 Dental Insurance	672	703	703	825	825
12500 Workers Compensation	2,600	2,730	2,730	2,730	2,730
12600 Retirement	10,803	11,101	11,000	8,987	8,987
12900 Long Term Disability	455	475	475	476	476
12950 Vision Plan	123	136	136	156	156
TOTAL	\$23,231	\$24,564	\$24,463	\$25,159	\$25,159
SERVICES & SUPPLIES					
21000 Office Supplies	\$179	\$300	\$300	\$300	\$300
22000 Operating Supplies	16	100	100	100	100
31000 Contracted Services	27,951	43,200	43,200	17,200	17,200
32000 Communications	5,992	6,555	7,459	6,705	6,705
33000 Motor Pool Charges	6,434	7,856	7,056	7,106	7,106
34000 Advertising	5,303	5,050	5,700	4,800	4,800
37000 Leases & Rentals	1,993	2,500	2,500	2,500	2,500
38000 R/M Contractual	2,095	103,103	103,181	2,200	2,200
39000 Miscellaneous	207	850	700	750	750
41000 Other Agency Serv	100,448	257,830	262,000	151,436	151,436
42000 Debt Service	535,336	539,911	539,911	543,200	543,200
44000 Misc Financial Serv	15,000	15,000	15,000	15,000	15,000
TOTAL	\$700,954	\$982,255	\$987,107	\$751,297	\$751,297
GRAND TOTAL	\$797,899	\$1,091,061	\$1,095,612	\$843,253	\$843,253

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Housing/Community Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$45,748	\$43,389	\$43,389	\$44,880	\$44,880
SERVICES & SUPPLIES	830,190	949,500	943,348	923,500	923,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$875,938	\$992,889	\$986,737	\$968,380	\$968,380
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.50	.45	.45	.45	.45

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. Housing programs are usually funded with other City Redevelopment Agency affordable housing monies.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Residential Rehab/ Multi Housing Participants	8	8	11

2010-2011 GOALS AND OBJECTIVES

1. The Department anticipates assisting eleven (11) applicants for the Residential Rehabilitation Grant and Loan Program.
2. Combine both HOME and RDA Housing Set-Aside funds to acquire multi-family properties for rehabilitation and to provide units for low and very low income households.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Continue to work with MERCI to develop a six-bedroom 24-hour housing facility for mentally disabled individuals.
2. Purchased a four unit property located at 371 E. Pomona Blvd. for affordable housing.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) funds the City's Housing Rehabilitation Loan/Grant Program \$173,500. A program reduction of \$26,000 for this fiscal year.
2. Miscellaneous Financial Services category (#44000) represents funds for Acquisition and Rehabilitation to target apartment complexes with four or more units \$750,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Housing/Community Development**

ACTIVITY: **Home Housing Program**

ACTIVITY NO.: **2206**

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$34,612	\$33,064	\$33,064	\$33,682	\$33,682
11400 Overtime Salaries	29	0	0	0	0
11500 Separation Benefits	506	919	919	919	919
TOTAL	\$35,147	\$33,983	\$33,983	\$34,601	\$34,601
EMPLOYEE BENEFITS					
12200 Life Insurance	\$90	\$81	\$81	\$73	\$73
12300 Medical Insurance	3,805	3,524	3,524	4,104	4,104
12350 Medicare Insurance	514	480	480	489	489
12400 Dental Insurance	292	265	265	305	305
12600 Retirement	5,639	4,823	4,823	5,071	5,071
12900 Long Term Disability	198	178	178	179	179
12950 Vision Plan	63	55	55	58	58
TOTAL	\$10,601	\$9,406	\$9,406	\$10,279	\$10,279
SERVICES & SUPPLIES					
38000 R/M Contractual	\$109,112	\$199,500	\$173,500	\$173,500	\$173,500
44000 Misc Financial Serv	721,078	750,000	769,848	750,000	750,000
TOTAL	\$830,190	\$949,500	\$943,348	\$923,500	\$923,500
GRAND TOTAL	\$875,938	\$992,889	\$986,737	\$968,380	\$968,380

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:
 General Fund \$1,545,340
 Retirement Fund \$160,261
 CFF Grant \$15,537
 Library Tax Fund \$472,317
 Literacy and Civics Ed. Grant \$6,096
 California Literacy SVC Grant \$42,273
 CDBG Grant \$18,695
 Library Automation Trust Grant \$25,000

DEPARTMENT: Library
ACTIVITY: Library
ACTIVITY NO.: 6000

REVENUES:
 General Fund \$53,400

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$1,642,972	\$1,761,113	\$1,602,775	\$1,640,703	\$1,640,703
SERVICES & SUPPLIES	763,062	717,342	693,479	644,816	644,816
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,406,034	\$2,478,455	\$2,296,254	\$2,285,519	\$2,285,519
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 31.03	 30.58	 30.58	 24.59	 24.59

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 acquiring, organizing and maintaining a diversified collection of books and non-print materials; encouraging and promoting independent lifelong learning; providing reference assistance to answer personal, business and job-related inquiries; providing recreational reading, listening and viewing opportunities; providing access for patrons to materials and services in other libraries; and preserving Monterey Park's heritage by collecting local information and materials of historical significance.

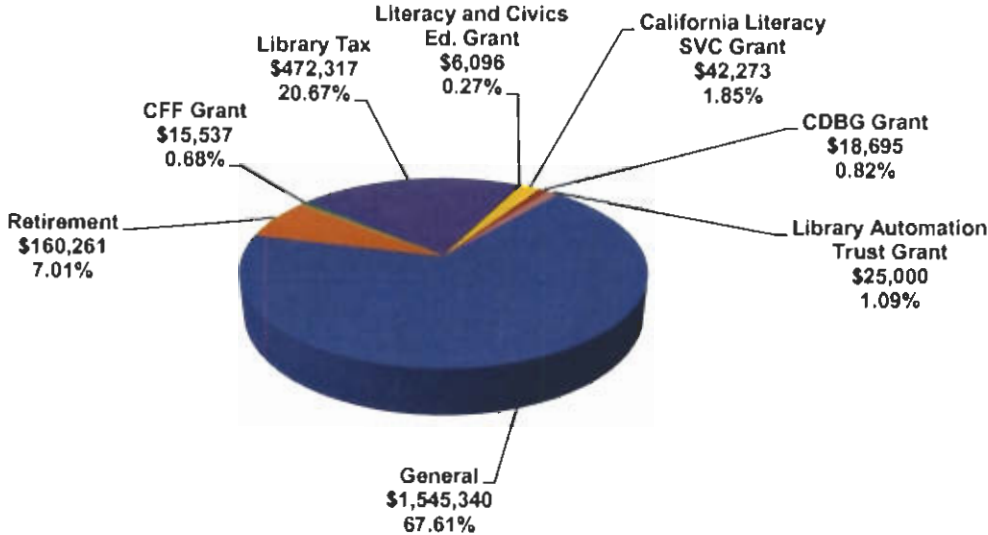
The library has a collection of approximately 155,000 volumes of books, 6,700 government publications, 3,779 audio items, 6,095 videocassettes, 2,164 DVDs, 4,420 maps, 422 pamphlets and 105 magazine and newspaper subscriptions.

Special activities and strengths include a literacy program (LAMP) which includes an English as a Second Language component and several citizenship classes, and an international collection of 30,202 non-English language items with an emphasis on Asian materials housed in the International Room.

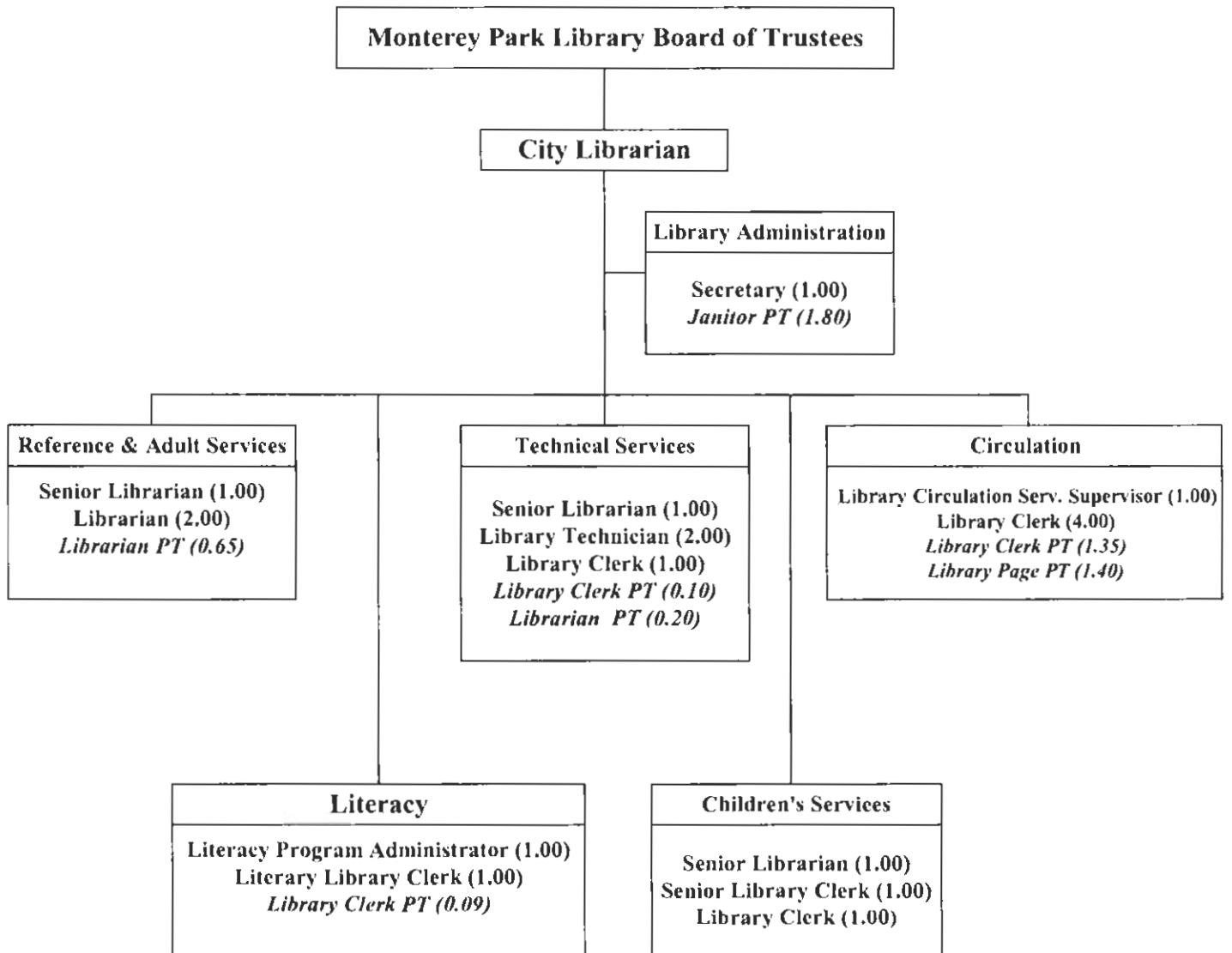
Personnel changes from last year include: Permanent Salaries category (#11200) reflects hiring of City Librarian as of January 4, 2010, the filling of the vacant Senior Librarian position in Reference and Adult Services (Activity 6002) at Step 1, and the freezing of the Library Clerk position in Circulation (Activity 6004).

Part-time Salaries category (#11300) reflects reduction of 0.23 full-time equivalent in Janitor positions in Administration (Activity 6001), elimination of 0.25 full-time equivalent in Library Page positions in Administration (Activity 6001), elimination of 0.10 full-time equivalent in Senior Librarian positions in Reference and Adult Services (Activity 6002), reduction of 0.10 full-time equivalent in Librarian positions in Reference and Adult Services (Activity 6002), elimination of 0.48 full-time equivalent in Library Page positions in Reference and Adult Services (Activity 6002), elimination of 0.11 full-time equivalent in Library Technician positions in Technical Services (Activity 6003), elimination of 0.68 full-time equivalent in Library Page positions in Technical Services (Activity 6003), reduction of 0.37 full-time equivalent in Library Clerk positions in Circulation (Activity 6004), reduction of 0.97 full-time equivalent in Library Page positions in Circulation (Activity 6004), elimination of 2.30 full-time equivalent in Library Page positions in Children's Services (Activity 6006) and elimination of 0.42 full-time equivalent in Library Clerk positions in Children's Services (Activity 6006).

Library Source of Funds



Monterey Park Bruggemeyer Library Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$263,251	\$247,669	\$247,677	\$245,980	\$245,980
SERVICES & SUPPLIES	551,386	551,883	560,486	511,737	511,737
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$814,637	\$799,552	\$808,163	\$757,717	\$757,717
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.38	 4.38	 4.38	 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, Inc., Monterey Park Library Foundation, Inc. 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/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 Metropolitan Cooperative Library System (MCLS).

PROGRAM MEASUREMENTS

	<u>Actual 2008-09</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Library Volunteer Hours	11,543	11,500	12,000
Grants Awarded (Number)	0	1	4
Grants Awarded (Amount)	0	\$5,000	\$75,000
Fundraising (Foundation)	\$18,465	\$12,500	\$25,000
Fundraising (Friends)	\$8,643	\$10,000	\$8,000

2010-2011 GOALS AND OBJECTIVES

1. Complete final installation and unveiling of the three-dimensional mosaic mural over the library entrance.
2. Through grants or other external assistance, assist the Library Board of Trustees in developing the capacity of the Library Foundation and the Friends of the Library to provide increased support and advocacy for the library.
3. Redesign and reconfigure the library floor plan to enable the public to easily navigate the library and to access library staff for assistance for research, reader's advisory, computer use and teen space.
4. Create an easily recognizable brand for the library that can be used to communicate its mission and vision, and to present its collections and services through its website and all other forms of communication inside the library and outside in the community.
5. Establish collaborative relationship with City of Monterey Park's Economic Development department to improve library's capacity for generating revenue and for sustaining networks with other agencies and institutions who share similar missions in the community.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Reinstated Library collection development and maintenance programs, arranged technology tours of other libraries, and presented Board Technology workshop to introduce board and staff to latest developments in library technology and electronic databases.
2. Received one of 22 IMLS Fellowships in California (99 in the nation) for new program "Transforming Lives after 50" as part of nationwide effort to research and serve the interests of the fastest growing demographic in the nation.
3. Collaborated with Library Foundation to raise over \$5,000 at annual gala and to plan for first major Foundation Book Sale in August 2010.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) reduction is due to reduction or elimination in part-time positions including the reduction of 0.23 full-time equivalent in Janitor positions and elimination of 0.25 full-time equivalent in Library Page positions.
2. Operating Supplies category (#22000) includes an increase in Cleaning and Sanitation Supplies due to the need for more restroom supplies.
3. Contracted Services category (#31000) is the library's share of the City's data processing charges.
4. Utilities category (#36100) reduction is due to reduction in Electricity and Gas usage due to increased control over air conditioning/heating systems and closures of two days per week.
5. R/M Contractual category (#38000) is for security and fire alarm monitoring costs, elevator maintenance, air conditioning/heating maintenance, security system, etc.
6. Miscellaneous category (#39000) consists of printing and duplicating for business cards and other forms now including all expenditures for Administration, Circulation and Children's Services as well as Dues and Memberships.
7. Other Agency Services category (#41000) is ongoing costs associated with the software maintenance for the collection of the community approved library tax.
8. Debt Service category (#42000) is the annual debt service payment for the library loan. This is the sixth year payment on a 13-year library financing program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$164,664	\$147,044	\$147,044	\$146,919	\$146,919
11300 Part Time Salaries	42,186	47,600	47,552	39,071	39,071
11500 Separation Benefits	8,678	9,546	9,546	9,000	9,000
TOTAL	\$215,528	\$204,190	\$204,142	\$194,990	\$194,990
EMPLOYEE BENEFITS					
12200 Life Insurance	\$435	\$468	\$420	\$486	\$486
12300 Medical Insurance	11,621	12,520	12,520	18,422	18,422
12350 Medicare Insurance	3,226	2,222	2,576	2,268	2,268
12370 Part Time Retirement	1,688	1,903	1,653	1,863	1,863
12400 Dental Insurance	743	797	797	821	821
12500 Workers Compensation	2,791	2,931	2,931	1,900	1,900
12600 Retirement	25,734	21,451	21,451	22,119	22,119
12900 Long Term Disability	1,116	792	792	2,715	2,715
12950 Vision Plan	369	395	395	396	396
TOTAL	\$47,723	\$43,479	\$43,535	\$50,990	\$50,990
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,583	\$2,900	\$2,360	\$2,300	\$2,300
22000 Operating Supplies	7,100	7,400	7,200	7,200	7,200
24000 Small Tools	1,550	2,000	0	0	0
31000 Contracted Services	11,037	11,992	11,369	11,369	11,369
32000 Communications	10,463	11,843	11,583	12,613	12,613
33000 Motor Pool Charges	498	55	55	0	0
36000 Utilities	104,737	96,400	118,300	65,115	65,115
38000 R/M Contractual	23,079	25,565	18,573	16,800	16,800
39000 Miscellaneous	7,145	7,532	4,850	10,135	10,135
41000 Other Agency Serv	0	3,000	3,000	3,000	3,000
42000 Debt Service	383,194	383,196	383,196	383,205	383,205
TOTAL	\$551,386	\$551,883	\$560,486	\$511,737	\$511,737
GRAND TOTAL	\$814,637	\$799,552	\$808,163	\$757,717	\$757,717

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$246,329	\$286,271	\$228,408	\$291,910	\$291,910
SERVICES & SUPPLIES	89,549	61,378	38,940	30,148	30,148
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$335,878	\$347,649	\$267,348	\$322,058	\$322,058
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.93	 3.83	 3.83	 3.65	 3.65

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.
- Maintain the library's Federal Depository documents collection.

PROGRAM MEASUREMENTS

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-10</u>
Reference Transactions	9,919	5,792	6,100
Adult/YA Programs Presented	1,717	2,104	2,200
Adult/YA Program Attendance	21,022	26,560	27,900

2010-2011 GOALS AND OBJECTIVES

1. Re-design and relocate YA area and collection to better suit the teen population.
2. Complete the weeding of Adult Non-fiction collection and part of International collection for future new materials.
3. Establish the library's core E-resources, prepare promotional materials, and provide training to staff and public.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Completed the weeding of YA, YA Paperback, Adult Paperback; VHS Feature, Non-feature, and International; Audio Book-on-tapes, and part of Adult Non-fiction collection.
2. Developed new monthly programs that presented variety of information and cultures to the public, including YA Welcome Wednesdays, Monthly Chinese Movie Screening, Taiwan Photo Exhibition.
3. Conducted many community outreach programs and activities, including visiting local job fairs and Census open houses, presenting the library services to local community organizations.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Part-time Salaries category (#11300) reflects reduction or elimination in part-time positions including the elimination of 0.10 full-time equivalent in Senior Librarian positions, reduction of 0.10 full-time equivalent in Librarian positions and elimination of 0.48 full-time equivalent in Library Page positions.
2. Books and Subscriptions category (#40000) decrease is a budget cuts and anticipated expanded fund raising efforts by the Monterey Park Library Foundation and the Friends of the Monterey Park Library. These organizations raise funds specifically for the collection and programs of the Library.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$147,963	\$190,827	\$145,900	\$198,214	\$198,214
11300 Part Time Salaries	35,242	24,792	20,580	21,904	21,904
11500 Separation Benefits	13,018	14,319	14,319	12,500	12,500
TOTAL	\$196,223	\$229,938	\$180,799	\$232,618	\$232,618
EMPLOYEE BENEFITS					
12200 Life Insurance	\$465	\$540	\$360	\$486	\$486
12300 Medical Insurance	15,617	18,425	15,160	19,797	19,797
12350 Medicare Insurance	2,616	2,730	2,615	3,038	3,038
12370 Part Time Retirement	826	1,215	1,118	1,227	1,227
12400 Dental Insurance	1,116	1,372	900	1,393	1,393
12500 Workers Compensation	2,791	2,931	2,931	1,900	1,900
12600 Retirement	25,335	27,524	23,340	29,855	29,855
12900 Long Term Disability	1,023	1,188	925	1,188	1,188
12950 Vision Plan	317	408	260	408	408
TOTAL	\$50,106	\$56,333	\$47,609	\$59,292	\$59,292
SERVICES & SUPPLIES					
31000 Contracted Services	\$1,000	\$0	\$0	\$0	\$0
32000 Communications	12,348	0	0	0	0
33000 Motor Pool Charges	125	125	0	0	0
38000 R/M Contractual	680	3,880	2,840	1,500	1,500
40000 Books & Subscriptions	75,396	57,373	36,100	28,648	28,648
TOTAL	\$89,549	\$61,378	\$38,940	\$30,148	\$30,148
GRAND TOTAL	\$335,878	\$347,649	\$267,348	\$322,058	\$322,058

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Technical Services
ACTIVITY NO.: 6003

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$320,299	\$350,088	\$336,665	\$343,745	\$343,745
SERVICES & SUPPLIES	52,899	58,104	54,823	68,488	68,488
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$373,198	\$408,192	\$391,488	\$412,233	\$412,233
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 5.09	 5.09	 5.09	 4.30	 4.30

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.
- Facilitate a selective inventory of portions of the collection and maintain appropriate statistical data on holdings and records.
- Borrow and lend materials via interlibrary loan and keep statistics.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
<u>NEW CATALOG TITLES ADDED</u>			
Books	5,883	4,700	5,000
Audio-Visual	<u>1,024</u>	<u>700</u>	<u>700</u>
Total Cataloged Titles Added	6,907	5,400	5,700
<u>NEW ITEMS ADDED</u>			
Cataloged Books	8,507	6,200	6,000
Cataloged Audio-Visual	855	1,000	900
Government Documents	<u>433</u>	<u>300</u>	<u>300</u>
Total Cataloged Items Added	9,795	7,500	7,200
Total Uncataloged Items Added	20	20	20
Items Purged	6,518	4,000	3,000
Number of Materials Borrowed from Other Libraries	308	400	400
Number of Materials Other Libraries Borrowed from City	233	260	300

COLLECTION TOTALS

All Items	192,791	195,000	195,000
Cataloged Titles	157,795	165,000	165,000

2010-2011 GOALS AND OBJECTIVES

1. Plan for additional automation by investigating new technology such as RFID (Radio Frequency Identification), self-check machines, automated materials service handling and bins sorters.
2. Improve the collection by working with selectors to reorder, weed and update library materials which are out of date and in bad condition.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Increased the speed of public Internet access by upgrading the bandwidth software and adding additional licenses.
2. Acquired Newsbank database which includes 30 U.S. newspaper titles including the *Los Angeles Times*, giving library patrons access to current news and reports even when the library is closed and added the *Los Angeles Times* Bestsellers Lists to the library's website.
3. Added to the collection 1,708 donated items to the library collection with a value of \$23,692.
4. Upgraded timeout software to more reliably manage the public's access to computers and made it possible for library patrons to print from the two express computers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) reduction is due to elimination in part-time positions including elimination of 0.11 full-time equivalent in Library Technician positions and elimination of 0.68 full-time equivalent in Library Page positions.
2. Operating Supplies category (#22000) increase is due to required renewal of anti-virus licenses for maintaining public computers and increases in costs of supplies.
3. R/M Contractual category (#38000) increase includes annual increase in the contract for maintenance of the Online Public Access catalog as well as upgrades to the system and replacement computers.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$206,271	\$228,015	\$224,020	\$238,380	\$238,380
11300 Part Time Salaries	22,955	28,034	17,770	9,408	9,408
11400 Overtime Salaries	256	0	0	0	0
11500 Separation Benefits	17,357	19,092	19,092	17,000	17,000
TOTAL	\$246,839	\$275,141	\$260,882	\$264,788	\$264,788
EMPLOYEE BENEFITS					
12200 Life Insurance	\$720	\$720	\$650	\$648	\$648
12300 Medical Insurance	27,091	28,556	29,860	31,270	31,270
12350 Medicare Insurance	3,462	3,363	3,602	3,457	3,457
12370 Part Time Retirement	995	1,120	716	494	494
12400 Dental Insurance	1,863	1,954	2,260	2,478	2,478
12500 Workers Compensation	3,722	3,908	3,908	2,650	2,650
12600 Retirement	33,581	33,289	32,750	35,923	35,923
12900 Long Term Disability	1,584	1,584	1,584	1,584	1,584
12950 Vision Plan	442	453	453	453	453
TOTAL	\$73,460	\$74,947	\$75,783	\$78,957	\$78,957
SERVICES & SUPPLIES					
22000 Operating Supplies	\$8,582	\$9,502	\$7,800	\$8,511	\$8,511
31000 Contracted Services	10,613	11,675	11,675	10,613	10,613
33000 Motor Pool Charges	110	110	0	0	0
38000 R/M Contractual	31,294	34,517	33,348	48,064	48,064
39000 Miscellaneous	2,300	2,300	2,000	1,300	1,300
TOTAL	\$52,899	\$58,104	\$54,823	\$68,488	\$68,488
GRAND TOTAL	\$373,198	\$408,192	\$391,488	\$412,233	\$412,233

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Circulation
ACTIVITY NO.: 6004

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$412,989	\$436,952	\$371,149	\$354,262	\$354,262
SERVICES & SUPPLIES	8,550	13,090	9,140	6,300	6,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$421,539	\$450,042	\$380,289	\$360,562	\$360,562
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	9.44	9.09	9.09	7.75	7.75

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> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
<u>ITEMS CIRCULATED</u>			
Total	393,784	450,000	460,000
Items Per Capita	6.49	6.92	7.07
Weekly Hours of Opening	54	39	39

LIBRARY USERS

User Visits Per Day	1,378	1,375	1,700
Total User Visits Per Year	468,573	450,000	475,000
New Cardholders Registered	4,894	5,500	6,000
Library Cardholders	65,564	70,500	77,000
Number of Requests for Items Checked-Out	3,662	4,000	4,200
Overdue Notices-Processed	8,648	9,000	8,500

- Population figure used for calculation: 65,027

COMPARISON TO OTHER LIBRARIES (Figures are 2008 - 2009)

<u>LIBRARY</u>	<u>CIRCULATION</u>	<u>CIRC/CAPITA</u>	<u>CARDHOLDERS</u>
Alhambra	550,203	5.97	70,907
Arcadia	712,482	13.43	58,916
Covina	32,000	.67	23,432
Los Angeles Public	17,000,000	4.41	1,650,000
Los Angeles County	14,139,359	3.85	2,948,353
Monterey Park	389,000	6.02	60,678
Redondo Beach	831,354	13.14	67,200
Whittier	99,127	1.18	191,000

2010-2011 GOALS AND OBJECTIVES

1. Work with Technical Services to expand the current library computer circulation system to offer more enhancements for patrons' needs.
2. Purge paper records in Circulation prior to 2004 and ensure computer information is current on those patron and item records.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Completed the installation of the upgrade on the Circulation computer system enabling more efficient, expedient service to the public.
2. Provided courtesy reminder notices to patrons who have e-mail notification to help patrons avoid overdue fines..
3. Increased the number of volunteers in Circulation to help offset the loss of part-time staff and continue to provide excellent service.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects reduction due to freezing of Library Clerk position.
2. Part-time Salaries category (#11300) reflects reduction in part-time positions including reduction of 0.37 full-time equivalent in Library Clerk positions and reduction of 0.97 full-time equivalent in Library Page positions. The department consolidated all Part-Time Library Page positions in this area.
3. Communications category (#32000) reduction is due to Postage costs now being located in Administration.
4. Miscellaneous category (#39000) reduction is due to Printing and Duplicating costs now being located in Administration.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$216,486	\$233,975	\$215,460	\$198,753	\$198,753
11300 Part Time Salaries	92,501	98,264	57,280	69,618	69,618
11500 Separation Benefits	21,696	23,866	23,866	15,400	15,400
TOTAL	\$330,683	\$356,105	\$296,606	\$283,771	\$283,771
EMPLOYEE BENEFITS					
12200 Life Insurance	\$900	\$900	\$730	\$648	\$648
12300 Medical Insurance	27,838	28,580	27,100	25,701	25,701
12350 Medicare Insurance	4,405	3,250	4,160	3,326	3,326
12370 Part Time Retirement	3,429	4,183	2,460	3,636	3,636
12400 Dental Insurance	2,249	2,360	2,080	1,799	1,799
12500 Workers Compensation	4,651	4,883	4,883	3,350	3,350
12600 Retirement	36,348	34,186	30,840	29,983	29,983
12900 Long Term Disability	1,980	1,980	1,790	1,584	1,584
12950 Vision Plan	506	525	500	464	464
TOTAL	\$82,306	\$80,847	\$74,543	\$70,491	\$70,491
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,715	\$3,700	\$2,950	\$3,700	\$3,700
32000 Communications	2,154	2,000	1,500	0	0
33000 Motor Pool Charges	71	100	80	0	0
38000 R/M Contractual	1,900	5,000	3,760	2,600	2,600
39000 Miscellaneous	1,710	2,290	850	0	0
TOTAL	\$8,550	\$13,090	\$9,140	\$6,300	\$6,300
GRAND TOTAL	\$421,539	\$450,042	\$380,289	\$360,562	\$360,562

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$153,505	\$155,743	\$155,863	\$170,391	\$170,391
SERVICES & SUPPLIES	3,669	1,000	2,230	1,020	1,020
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$157,174	\$156,743	\$158,093	\$171,411	\$171,411
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.47	2.47	2.47	2.09	2.09

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 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Number of Students Participating	1004	1200	1300
Number of Student Hours	13,9010	20,000	22,000
Number of Tutors	95	100	120
Number of Tutor Volunteer Hours	3,030	3,500	3,500
Number of Tutors Trained	40	60	70

2010-2011 GOALS AND OBJECTIVES

1. Create additional partnerships with local colleges to bring literacy classes and students together.
2. Implement new programs such as a Mommy and Me series and Child Care Business that will encourage a community of education, nutrition, health and business planning while increasing reading skills for young parents.
3. Write at least one literacy grant to support the LAMP Literacy Program in providing innovative literacy programs to the public.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Implemented a year-round English Language Literacy Intensive program with Ynez Elementary School for students in grades kindergarten-5th to raise their California English Language Development scores.
2. Added three new English as Second Language classes – Phonics, Beginning Literacy and an additional Conversation class – to address the needs of the community and large enrollment of students waiting for classes.
3. Was awarded an additional \$19,000 from the California Department of Education for providing all three literacy components in one program – Adult Basic Education, ESL and Citizenship Preparation. Student/program enrollment increased by 125 percent.
4. Partnered with the Claremont Colleges to bring college students and learners together in Citizenship Preparation classes to help learners pass their Immigration interviews.
5. Organized and implemented the first annual Walk-athon fundraiser and collected over \$3,300.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-time Salaries category (#11300) reflects reduction in funding to 0.09 full-time equivalent in Library Clerk positions and 0.38 full-time equivalent in Library Page positions.
2. R/M Contractual category (#38000) increase is due to higher cost of the maintenance contract on the scanner.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$98,330	\$106,015	\$106,015	\$118,349	\$118,349
11300 Part Time Salaries	9,183	3,478	3,478	2,560	2,560
11500 Separation Benefits	8,678	7,570	7,570	7,500	7,500
TOTAL	\$116,191	\$117,063	\$117,063	\$128,409	\$128,409
EMPLOYEE BENEFITS					
12200 Life Insurance	\$330	\$371	\$371	\$325	\$325
12300 Medical Insurance	15,126	16,988	16,988	18,301	18,301
12350 Medicare Insurance	1,657	1,537	1,577	1,757	1,757
12370 Part Time Retirement	221	103	183	103	103
12400 Dental Insurance	671	774	774	799	799
12500 Workers Compensation	2,750	2,600	2,600	1,700	1,700
12600 Retirement	15,530	15,153	15,153	17,837	17,837
12900 Long Term Disability	726	790	790	793	793
12950 Vision Plan	303	364	364	367	367
TOTAL	\$37,314	\$38,680	\$38,800	\$41,982	\$41,982
SERVICES & SUPPLIES					
21000 Office Supplies	\$524	\$250	\$180	\$200	\$200
22000 Operating Supplies	1,257	0	1,000	0	0
31000 Contracted Services	605	0	300	0	0
32000 Communications	70	50	50	50	50
33000 Motor Pool Charges	217	0	0	0	0
38000 R/M Contractual	400	400	400	570	570
39000 Miscellaneous	240	300	300	200	200
40000 Books & Subscriptions	356	0	0	0	0
TOTAL	\$3,669	\$1,000	\$2,230	\$1,020	\$1,020
GRAND TOTAL	\$157,174	\$156,743	\$158,093	\$171,411	\$171,411

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$246,599	\$284,390	\$263,013	\$234,415	\$234,415
SERVICES & SUPPLIES	57,009	31,887	27,860	27,123	27,123
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$303,608	\$316,277	\$290,873	\$261,538	\$261,538
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.72	 5.72	 5.72	 3.00	 3.00

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 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Reference Transactions	10,855	11,800	10,100
Children’s Reading Programs	550	450	400
Children’s Reading Programs’ Attendance	10,942	10,050	9,500

2010-2011 GOALS AND OBJECTIVES

1. Conduct monthly tween programs for students ages 8 to 12 years of age.
2. Enhance reader's advisory services to parents, students and teachers by providing recommended reading lists.
3. Expand collection for primary readers to foster the enjoyment of reading.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Publicized the children's programs and activities on the library website to let the public know of the updated information on children's programs including arts and crafts, dentist talks, homework assistance, storytimes, and reading programs.
2. Conducted a successful 2009 Summer Reading Program with a theme of "Be creative @ your library" to promote the pleasure of reading for infants through sixth grade students.
3. Implemented a six-week In-N-Out "Food For Thought" Reading Program for children aged 4 to 12 years of age.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category reflects elimination of part-time positions including elimination of 2.30 full-time equivalent in Library Page positions and elimination of 0.42 full-time equivalent in Library Clerk positions.
2. Office Supplies category (#21000) reduction due to switch from film developing to digital printing.
3. Motor Pool Charges category (#33000) decrease due to consolidation of visits to schools and community outreach.
4. Miscellaneous category (#39000) consists of printing and duplicating of library brochure, Summer Reading Program materials, library newsletters, book lists, flyers for programs, bookmarks, etc. – reduction due to these cost now being located in Administration (Activity 6001).
5. Books and Subscriptions category (#40000) increase due to anticipated demand among young library users and increased purchases of databases which will allow library users access to information at all times even when the library is closed.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$133,328	\$160,095	\$160,095	\$171,633	\$171,633
11300 Part Time Salaries	54,499	53,882	35,840	0	0
11500 Separation Benefits	13,018	14,319	14,319	9,250	9,250
TOTAL	\$200,845	\$228,296	\$210,254	\$180,883	\$180,883
EMPLOYEE BENEFITS					
12200 Life Insurance	\$480	\$540	\$490	\$486	\$486
12300 Medical Insurance	13,430	21,632	19,270	19,977	19,977
12350 Medicare Insurance	2,792	2,444	2,860	2,489	2,489
12370 Part Time Retirement	2,055	2,155	1,460	0	0
12400 Dental Insurance	1,016	1,415	1,110	1,161	1,161
12500 Workers Compensation	2,791	2,931	2,931	1,950	1,950
12600 Retirement	21,788	23,379	23,040	25,870	25,870
12900 Long Term Disability	1,023	1,188	1,188	1,188	1,188
12950 Vision Plan	379	410	410	411	411
TOTAL	\$45,754	\$56,094	\$52,759	\$53,532	\$53,532
SERVICES & SUPPLIES					
21000 Office Supplies	\$172	\$90	\$90	\$0	\$0
22000 Operating Supplies	5,895	5,838	4,710	3,770	3,770
31000 Contracted Services	1,178	1,213	1,370	0	0
33000 Motor Pool Charges	209	290	200	0	0
39000 Miscellaneous	3,595	3,595	1,490	0	0
40000 Books & Subscriptions	45,960	20,861	20,000	23,353	23,353
TOTAL	\$57,009	\$31,887	\$27,860	\$27,123	\$27,123
GRAND TOTAL	\$303,608	\$316,277	\$290,873	\$261,538	\$261,538

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Recreation and Parks

ACTIVITY NO.: 6500

SOURCE OF FUNDS:

General Fund \$2,487,133
 Retirement Fund \$199,224
 Refuse Fund \$35,000
 Water Fund \$13,850
 Prop A Fund \$520,260
 CRA Fund \$23,000
 Recreation Fund \$579,860
 Maintenance District Fund \$362,312
 Prop A - Per Parcel Grant \$60,000

REVENUES:

General Fund \$227,400
 Recreation Fund \$550,000

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$3,229,602	\$3,273,064	\$3,128,565	\$2,850,887	\$2,850,887
SERVICES & SUPPLIES	1,560,404	1,379,990	1,311,022	1,429,752	1,429,752
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,790,006	\$4,653,054	\$4,439,587	\$4,280,639	\$4,280,639
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	58.69	54.67	54.67	48.67	48.67

Program Description

The Recreation and Parks 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; and for the development and maintenance of public parks and facilities, landscaped areas, street medians, and street trees.

In addition to traditional programs, the Recreation and Parks 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 four City Commissions: Recreation and Parks, Historical Heritage, Art and Culture and Commission on Aging.

In addition to expending general funds, the Recreation and Parks 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-

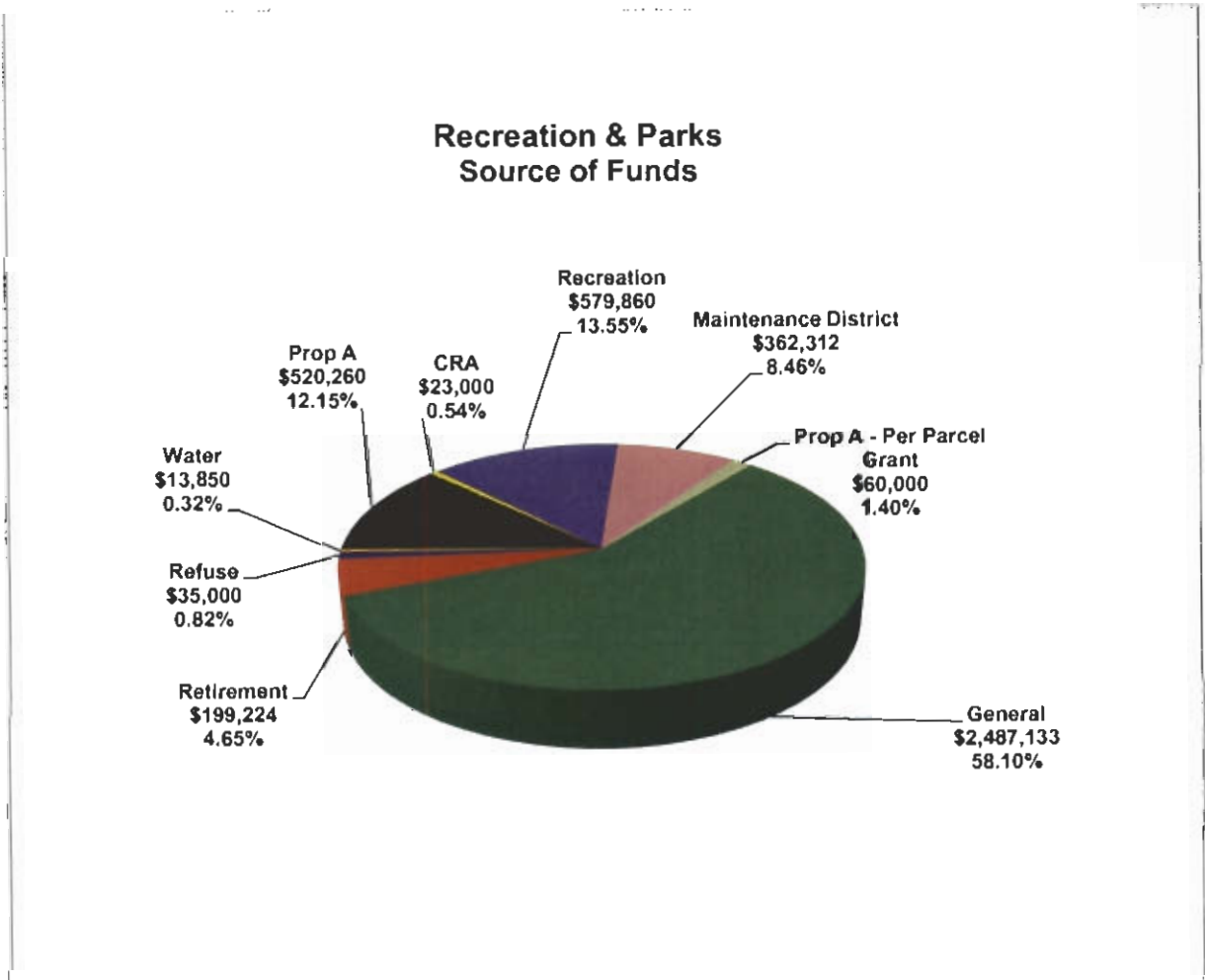
quarter percent sales tax revenue. Child Care receives funding from user fees and Community Development Block Grant Funds. Programs and operations at Sierra Vista Park and the Barnes Park Memorial Bowl are partially funded by Proposition A, the Los Angeles County voter approved bond measure, maintenance and servicing account.

Program Changes from last year include:

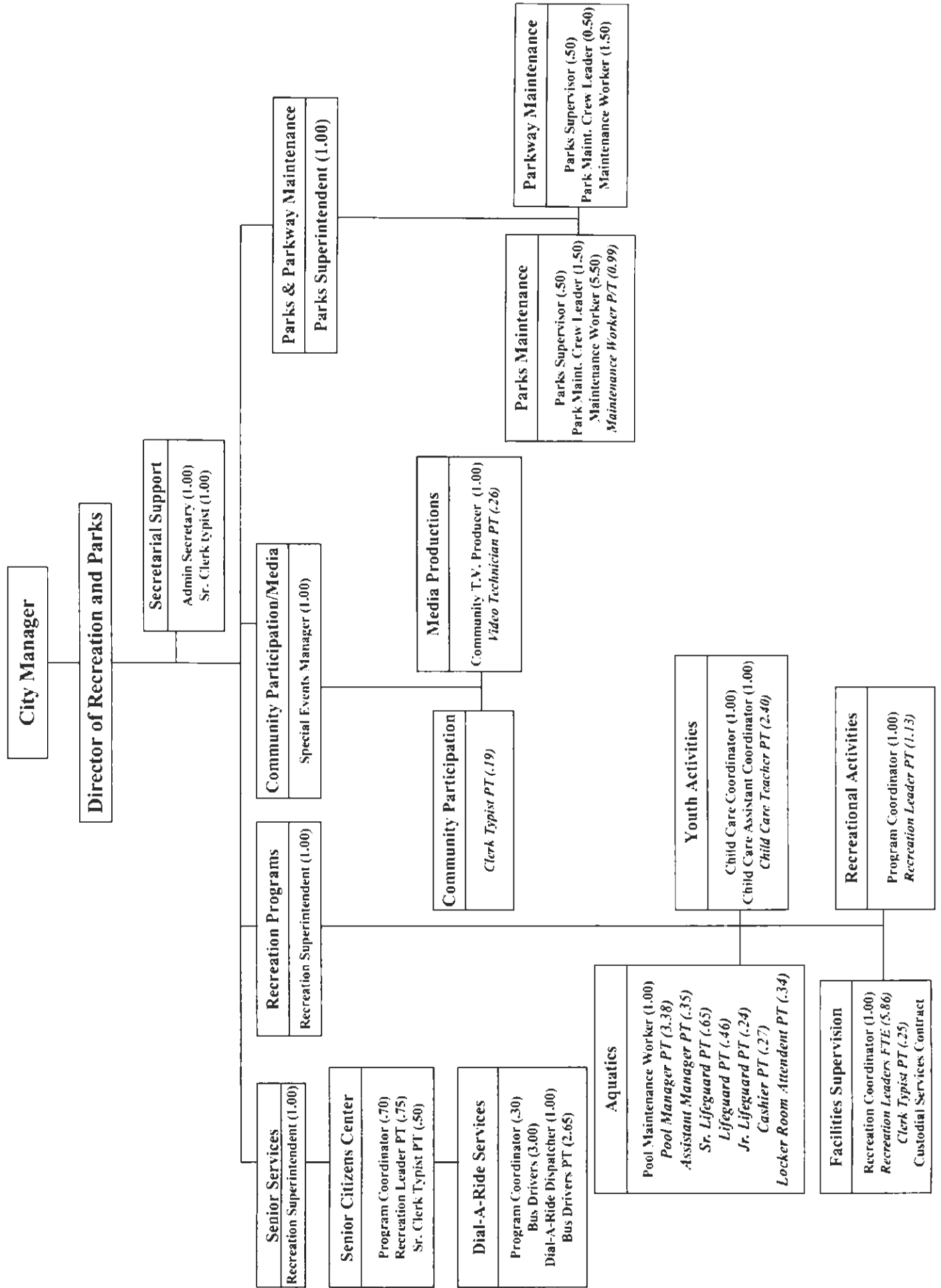
No proposed changes

Personnel Changes from last year include:

Reflects reduction of six full time positions: Community Participation Coordinator, Program Coordinator, Parks Maintenance Crew Leader, Irrigation Specialist, and 2 Maintenance Workers.



Recreation and Parks Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$498,821	\$417,181	\$415,455	\$396,943	\$396,943
SERVICES & SUPPLIES	201,814	208,500	200,318	207,267	207,267
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$700,635	\$625,681	\$615,773	\$604,210	\$604,210
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 12.00	 8.96	 8.96	 8.96	 8.96

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 Parks 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, athletic events.
- Continue to seek grants and other funds to upgrade City's parks and facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2008-09	<u>Estimated</u> 2009-10	<u>Projected</u> 2010-11
Number of Youth Visits –			
School Year	40,172	*0	*0
Gymnasium (s) Visits (daily avg.)	127	113	105
Hours of Facilities Use by -			
Youth Groups	1,263	1,075	1,100
Private Groups	1,119	1,112	1,200
Facility Reservations	241	177	185

* After school recreation program was dropped in Fiscal Year 2009-10

2010-2011 GOALS AND OBJECTIVES

1. Conduct a grade school basketball tournament with the assistance of local high school volunteers.
2. Reallocate available open public gym time to increase revenue through rentals to private groups.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Worked with the Historical Heritage Commission and the Historical Society to submit all necessary documentation to have the Garvey Ranch House and Observatory designated as a Historical Landmark under the California Register of Historical Resources. Once the state approves this designation there will be opportunities for potential grant funding.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) reflects a shift of \$17,392 in CDBG funding back to the Economic Development department.
2. Employee Benefits category (#12000) reflects a reduction of \$694 in Part Time retirement due to the shift of CDBG funding back to the Economic Development department.
3. Motor Pool Charges category (#33000) consists of motor pool funding of \$22,000.
4. Utilities category (#36000) reflects funding of \$10,000 for gas and \$60,000 for electricity.
5. R/M Contractual category (#38000) reflects funding of \$900 for minor building repairs and \$39,725 for contracted custodial services, floor care, and pest control for Parks, Community Centers and the Memorial Amphitheater, and landscaping services at El Encanto. This category also reflects \$19,377 in funding for inspection and maintenance of fire alarms and extinguishers, computer network maintenance, computer and copy machine repairs, and lease payments for phones.
6. Miscellaneous category (#39000) reflects funding of \$7,000 for Duplicating and Printing of flyers, letters and department brochures.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$189,469	\$199,373	\$197,000	\$204,629	\$204,629
11300 Part Time Salaries	209,466	121,692	121,692	104,300	104,300
11400 Overtime Salaries	1,464	3,000	3,150	3,000	3,000
11500 Separation Benefits	12,367	13,604	13,604	8,775	8,775
TOTAL	\$412,766	\$337,669	\$335,446	\$320,704	\$320,704
EMPLOYEE BENEFITS					
12200 Life Insurance	\$540	\$540	\$523	\$486	\$486
12300 Medical Insurance	21,613	23,006	25,000	24,020	24,020
12350 Medicare Insurance	6,199	4,351	4,974	3,261	3,261
12370 Part Time Retirement	10,247	5,264	4,569	4,570	4,570
12400 Dental Insurance	1,635	1,585	2,000	1,673	1,673
12500 Workers Compensation	13,279	13,943	13,943	9,675	9,675
12600 Retirement	30,821	29,088	27,000	30,810	30,810
12900 Long Term Disability	1,250	1,251	1,400	1,250	1,250
12950 Vision Plan	471	484	600	494	494
TOTAL	\$86,055	\$79,512	\$80,009	\$76,239	\$76,239
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,392	\$3,000	\$3,000	\$3,000	\$3,000
22000 Operating Supplies	7,673	5,000	5,000	6,648	6,648
23000 R/M Supplies	726	2,000	1,518	1,515	1,515
31000 Contracted Services	13,327	10,000	10,000	10,600	10,600
32000 Communications	28,621	24,000	24,300	24,002	24,002
33000 Motor Pool Charges	20,662	22,000	22,000	22,000	22,000
36000 Utilities	65,669	73,000	65,000	70,000	70,000
37000 Leases & Rentals	2,425	2,500	2,500	2,500	2,500
38000 R/M Contractual	51,632	60,000	60,000	60,002	60,002
39000 Miscellaneous	6,687	7,000	7,000	7,000	7,000
TOTAL	\$201,814	\$208,500	\$200,318	\$207,267	\$207,267
GRAND TOTAL	\$700,635	\$625,681	\$615,773	\$604,210	\$604,210

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Recr & Pk-Aquatics

ACTIVITY NO.: 6503

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$378,121	\$351,500	\$323,515	\$278,784	\$278,784
SERVICES & SUPPLIES	173,354	207,900	151,356	182,900	182,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$551,475	\$559,400	\$474,871	\$461,684	\$461,684
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.99	 7.99	 7.99	 6.99	 6.99

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 Parks 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

	Actual <u>2008-09</u>	Estimated <u>2009-10</u>	Projected <u>2010-11</u>
Total Number of Users	55,505	63,500	64,000
Instructional Class Attendance	2,463	2,500	2,150
Hours of Use by:			
Instructional Classes	700	770	770
Private Groups	1,600	1,600	1,600
School Groups	1,700	1,700	1,700
Public Swim	500	500	500
% of Operating Expenses Defrayed by User Fees	29%	28%	30%

2010-2011 GOALS AND OBJECTIVES

1. Offer courses to the community on how to safeguard their pools and maintain them all year long. This class strives to educate the dangers of a pool and how to prevent accidents from occurring. The class also gives basic advice on how to properly maintain the pool.
2. Distribute surveys on what the community would like to see implemented in the aquatic program.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Established a social network presence for the Recreation & Parks department. By implementing Twitter, Facebook, and e-mail blasts, we offer faster communication with less spending. We currently have over 250 fans following the department on Facebook and Twitter.
2. We installed new grates at both pools at Barnes Park to comply with the Virginia Graeme Baker Federal Law. This upgrade will prevent pool patrons from getting trapped in the suction of the return drains. This law will go into effect for all California pools in July 2010.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects reduction of \$52,650 due to the elimination of the Program Coordinator position.
2. Employee Benefits category (#12000) reflects a reduction of \$20,066 due to the elimination of the Program Coordinator position.
3. Operating supplies category (#22000) reflects sanitation and cleaning supplies \$5,500 and staff uniforms and safety equipment \$3,500.
4. R/M Supplies category (#23000) reflects \$32,000 for pool chemicals.
5. Utilities category (#36000) reflects costs of \$90,000 for gas and \$45,000 for electrical utilities.
6. R/M category (#38000) reflects \$4,250 for pool repairs, and \$750 for building maintenance.
7. Miscellaneous Category (#39000) reflects \$100 for professional memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Recr & Pk-Aquatics

ACTIVITY NO.: 6503

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$107,581	\$115,319	\$104,800	\$63,669	\$63,669
11300 Part Time Salaries	202,349	169,200	152,200	169,200	169,200
11400 Overtime Salaries	2,901	2,000	671	1,000	1,000
11500 Separation Benefits	9,980	10,978	10,978	10,978	10,978
TOTAL	\$322,811	\$297,497	\$268,649	\$244,847	\$244,847
EMPLOYEE BENEFITS					
12200 Life Insurance	\$432	\$432	\$420	\$227	\$227
12300 Medical Insurance	17,266	18,206	20,100	11,349	11,349
12350 Medicare Insurance	4,386	3,922	3,700	1,071	1,071
12370 Part Time Retirement	7,863	7,428	6,780	6,780	6,780
12400 Dental Insurance	1,260	1,341	1,600	897	897
12500 Workers Compensation	4,539	4,766	4,766	3,225	3,225
12600 Retirement	18,311	16,648	16,100	9,606	9,606
12900 Long Term Disability	992	992	1,100	596	596
12950 Vision Plan	261	268	300	186	186
TOTAL	\$55,310	\$54,003	\$54,866	\$33,937	\$33,937
SERVICES & SUPPLIES					
22000 Operating Supplies	\$10,668	\$9,000	\$8,100	\$9,000	\$9,000
23000 R/M Snpplies	33,570	32,000	32,000	32,000	32,000
31000 Contracted Services	1,800	1,800	1,800	1,800	1,800
36000 Utilities	117,911	160,000	102,036	135,000	135,000
38000 R/M Contractual	9,335	5,000	7,400	5,000	5,000
39000 Miscellaneous	70	100	20	100	100
TOTAL	\$173,354	\$207,900	\$151,356	\$182,900	\$182,900
GRAND TOTAL	\$551,475	\$559,400	\$474,871	\$461,684	\$461,684

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$169,814	\$164,239	\$164,173	\$171,197	\$171,197
SERVICES & SUPPLIES	94,106	121,550	106,950	117,556	117,556
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$263,920	\$285,789	\$271,123	\$288,753	\$288,753
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.65	 2.65	 2.65	 2.65	 2.65

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 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-2011</u>
Sr. Citizen Lunches served	19,366	20,000	22,000
Home Delivered Lunches	15,600	15,600	15,600
Volunteer Hours	37,500	37,500	37,600
Education & Recreational Classes Attendance	100,450	100,500	100,000
Health Care Screenings	4,525	4,200	4,500
In Home Care Contacts	2,600	2,800	2,950
Trips & Tours	2,800	2,800	3,000
Billiards, Table Tennis, Exercise Machines	89,500	93,000	98,000

2010-2011 GOALS AND OBJECTIVES

1. Seek a qualified instructor to develop an affordable Computer Class for seniors, to continue the popular computer class program at Langley Center. Current programs run in cooperation with the Alhambra Adult Education will be curtailed or cancelled by the Alhambra School District.
2. Develop new outdoor recreation activities and classes in the new park area being developed adjacent to Langley Center. Specific activities to be determined when park is developed.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Increased participation at Langley Center through new programs including Chinese Painting class, Japanese Craft class, Karaoke class and doll making class. Also had increases in existing Chinese Opera classes, Chinese Chorus class and ping pong program.
2. Conducted three successful table tennis tournaments hosting participants from cities and private clubs throughout Southern California, and organized a new "billiards team" that participated in surrounding cities billiards tournaments.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) reflects \$49,500 for electricity and \$3,500 for gas.
2. 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.
3. Miscellaneous category (#39000) reflects \$5,000 in printing and duplicating of flyers and materials for programs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$88,710	\$96,648	\$91,500	\$102,924	\$102,924
11300 Part Time Salaries	46,865	36,376	40,400	36,400	36,400
11400 Overtime Salaries	332	0	194	0	0
11500 Separation Benefits	6,075	6,683	6,683	6,075	6,075
TOTAL	\$141,982	\$139,707	\$138,777	\$145,399	\$145,399
EMPLOYEE BENEFITS					
12200 Life Insurance	\$126	\$126	\$122	\$114	\$114
12300 Medical Insurance	6,454	6,641	6,400	7,015	7,015
12350 Medicare Insurance	1,136	1,049	1,087	563	563
12370 Part Time Retirement	1,025	1,455	1,000	1,450	1,450
12400 Dental Insurance	406	408	442	408	408
12600 Retirement	17,938	14,101	15,529	15,495	15,495
12900 Long Term Disability	554	554	601	555	555
12950 Vision Plan	193	198	215	198	198
TOTAL	\$27,832	\$24,532	\$25,396	\$25,798	\$25,798
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,655	\$950	\$850	\$850	\$850
22000 Operating Supplies	9,900	9,900	10,100	9,900	9,900
23000 R/M Supplies	2,332	2,000	2,000	2,000	2,000
32000 Communications	33	200	200	200	200
33000 Motor Pool Charges	500	500	500	500	500
36000 Utilities	44,141	53,000	53,000	53,000	53,000
38000 R/M Contractual	27,243	50,000	32,500	46,106	46,106
39000 Miscellaneous	8,302	5,000	7,800	5,000	5,000
TOTAL	\$94,106	\$121,550	\$106,950	\$117,556	\$117,556
GRAND TOTAL	\$263,920	\$285,789	\$271,123	\$288,753	\$288,753

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Youth Activities

ACTIVITY NO.: 6506

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$193,433	\$205,406	\$188,213	\$224,713	\$224,713
SERVICES & SUPPLIES	16,347	15,800	15,800	15,800	15,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$209,780	\$221,206	\$204,013	\$240,513	\$240,513
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.50	 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. Eligible low and moderate income families receive financial assistance through Community Development Block Grant (C.D.B.G.) funding. Currently fifty percent of the participants are of low or moderate income status.

Specific service targets are:

- Provide an after-school childcare program for 40 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.

- Provide a quality, low-cost childcare program with the goal of 50% of the program enrollment meeting low to moderate income level requirements in accordance with the C.D.B.G. funding stipulation.
- Program is mandated to be self sufficient, through user fees and C.D.B.G. funds.

PROGRAM MEASUREMENTS

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Barnes Child Care Center Average Daily Attendance	35	40	40
% of Operating Expenses Defrayed by C.D.B.G. Grant	15%	20%	38%
% of Operating Expenses Defrayed by User Fees	85%	80%	62%
Enrollment – School Year			
Subsidized	18	20	26
Non Subsidized	17	20	14
% of Children Receiving H.U.D. Subsidy	51%	50%	65%
Enrollment - Summer	73	75	85

2010-2011 GOALS AND OBJECTIVES

1. Update and expand earthquake supplies, and maintain a current and accessible evacuation plan. This will include a dated 72-hour emergency supply of food that does not require refrigeration and can be kept for long periods of time. Assign duties for each staff member in case of a disaster or emergency.
2. Through the combined efforts of our staff and volunteers, we will implement sport skill development workshops. Children will learn fundamental sport skills geared towards their age group. They'll take part in drills, game procedures and simulated games for many popular sports including soccer, baseball, football, hockey, and golf. They will learn the rules and strategies.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Established a system where children were able to collect recyclable products. Money raised was used to buy Scholastic books to increase our library at the Day Care.
2. Introduced children to variety foods from different cultures. Children learned different traditions on ways of eating healthy. Students recognized and celebrated their differences and learned about other countries at the same time. Children were fascinated that different cultures used the same food in various ways

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$9,200 for games, materials, and summer field trip admissions.
2. Miscellaneous category (#39000) reflects \$100 for membership in California School Age Consortium.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Youth Activities

ACTIVITY NO.: 6506

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$101,108	\$107,276	\$101,700	\$113,546	\$113,546
11300 Part Time Salaries	37,681	42,000	30,000	38,000	38,000
11400 Overtime Salaries	164	250	500	500	500
11500 Separation Benefits	9,113	10,024	10,024	10,050	10,050
TOTAL	\$148,066	\$159,550	\$142,224	\$162,096	\$162,096
EMPLOYEE BENEFITS					
12200 Life Insurance	\$378	\$378	\$366	\$341	\$341
12300 Medical Insurance	13,627	14,126	15,950	15,353	15,353
12350 Medicare Insurance	2,047	2,165	2,000	1,647	1,647
12370 Part Time Retirement	1,507	1,680	1,200	1,680	1,680
12400 Dental Insurance	652	660	800	678	678
12500 Workers Compensation	9,669	10,153	10,153	10,050	10,050
12600 Retirement	16,465	15,668	14,300	31,841	31,841
12900 Long Term Disability	832	832	1,000	832	832
12950 Vision Plan	190	194	220	195	195
TOTAL	\$45,367	\$45,856	\$45,989	\$62,617	\$62,617
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,526	\$6,500	\$6,500	\$6,500	\$6,500
31000 Contracted Services	9,821	9,200	9,200	9,200	9,200
39000 Miscellaneous	0	100	100	100	100
TOTAL	\$16,347	\$15,800	\$15,800	\$15,800	\$15,800
GRAND TOTAL	\$209,780	\$221,206	\$204,013	\$240,513	\$240,513

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$84,412	\$105,573	\$104,683	\$118,115	\$118,115
SERVICES & SUPPLIES	326,489	168,900	201,100	168,900	168,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$410,901	\$274,473	\$305,783	\$287,015	\$287,015
 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>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Adult Sports Teams	360	360	330
Specialized Recreation -			
Activities Enrollment: Youth	3,040	3,700	3,900
Adult	1,641	1,750	1,800
Total Activity Revenue Collected	\$287,694	\$300,000	\$300,600
Number of Free Summer Lunches Served	47,685	18,500	17,000

2010-2011 GOALS AND OBJECTIVES

1. Continue to add Off-Site programming – this allows additional recreation opportunities while not increasing the need for supplies and wear and tear on buildings. In addition, some classes are less expensive for the residents than what they would pay going directly to a provider.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Implemented new Leisure Classes including Tai Chi and martial arts programs to meet increased demand and increased participation by 10%.
2. Added more than 20 ‘Off-Site’ and online programming opportunities. This allows the division to increase programming during popular time when city facilities are full.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$5,700 for maintenance and operational cost for the Service Clubhouse, \$152,100 for revenue generating adult sports leagues and seasonal classes, and \$100 for Picnic Reservations. The Free Summer Lunch Program is now being run directly by the San Gabriel School District.
2. Utilities category (#36000) funding reflects \$9,800 for electricity and \$1,200 for gas service at the Service Clubhouse.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$55,891	\$58,794	\$55,800	\$62,148	\$62,148
11300 Part Time Salaries	0	16,200	16,200	16,200	16,200
11400 Overtime Salaries	1,713	2,500	2,500	2,500	2,500
11500 Separation Benefits	4,339	4,773	4,773	4,325	4,325
TOTAL	\$61,943	\$82,267	\$79,273	\$85,173	\$85,173
EMPLOYEE BENEFITS					
12200 Life Insurance	\$180	\$180	\$180	\$162	\$162
12300 Medical Insurance	7,885	8,160	8,160	9,060	9,060
12350 Medicare Insurance	835	1,087	1,000	902	902
12370 Part Time Retirement	0	648	648	648	648
12400 Dental Insurance	600	600	730	720	720
12500 Workers Compensation	3,341	3,508	3,508	3,475	3,475
12600 Retirement	9,098	8,583	10,583	17,411	17,411
12900 Long Term Disability	396	396	429	396	396
12950 Vision Plan	134	144	172	168	168
TOTAL	\$22,469	\$23,306	\$25,410	\$32,942	\$32,942
SERVICES & SUPPLIES					
31000 Contracted Services	\$315,796	\$157,900	\$190,100	\$157,900	\$157,900
36000 Utilities	10,693	11,000	11,000	11,000	11,000
TOTAL	\$326,489	\$168,900	\$201,100	\$168,900	\$168,900
GRAND TOTAL	\$410,901	\$274,473	\$305,783	\$287,015	\$287,015

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks
ACTIVITY: Community Participation
ACTIVITY NO.: 6508

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Year-End</u> <u>Estimated</u> <u>2009-10</u>	<u>Proposed</u> <u>2010-11</u>	<u>Adopted</u> <u>2010-11</u>
PERSONNEL COST	\$123,993	\$136,987	\$129,402	\$94,023	\$94,023
SERVICES & SUPPLIES	48,485	19,240	10,330	18,740	18,740
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$172,478	\$156,227	\$139,732	\$112,763	\$112,763
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.54	 1.54	 1.54	 1.04	 1.04

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 Special Events Manager 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.

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 Volunteers 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.
- Oversee the Summer Employment Program in coordination with the Alhambra School District, in the screening and placement of Summer Workers in City Departments.
- 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>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Total Number of Volunteer Hours	28,069	28,000	30,500
Number of Community Service Court Allocated/Referral Volunteers	25	70	60
Number of Regular Volunteers	459	450	450
Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$18.01 per hour)	\$505,523	\$504,280	\$549,305
Total Number of Special Events	26	25	25
Number of Clubs, Groups and Organizations Participating in Special Events	42	45	45

2010-2011 GOALS AND OBJECTIVES

1. Improve the utilization of volunteers by designating a contact person in each city department, and conducting a training session on 'Working with Volunteers'.
2. Work with the local service organizations to better promote their local events in the Cascades Newspaper. Events like the Lions Club Breakfast could greatly benefit from additional exposure.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Created a promotional Volunteer Involvement Guide and a Volunteer Program Staff Training Guide to reflect current programs.
2. Adapted areas of volunteer involvement to reflect enhanced job training and 'on the job' work experience, giving training and experience opportunities to persons who may be currently unemployed and looking for new job skills .

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a reduction of \$32,157 due to the elimination of the Community Participation Coordinator position.
2. Employee Benefits category (#12000) reflects a reduction of \$8,528 due to the elimination of the Community Participation Coordinator position.
3. Contracted Services category (#31000) reflects \$1,000 for fingerprinting of department volunteers and \$1,500 for city ceremonial events.
4. Miscellaneous category (#39000) reflects \$340 for Dues/Memberships, and \$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 Parks

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$76,461	\$95,765	\$90,710	\$63,608	\$63,608
11300 Part Time Salaries	16,178	6,510	3,880	6,500	6,500
11400 Overtime Salaries	477	0	51	0	0
11500 Separation Benefits	5,858	6,444	6,444	4,175	4,175
TOTAL	\$98,974	\$108,719	\$101,085	\$74,283	\$74,283
EMPLOYEE BENEFITS					
12200 Life Insurance	\$209	\$243	\$243	\$138	\$138
12300 Medical Insurance	9,485	10,783	10,783	7,764	7,764
12350 Medicare Insurance	1,368	1,484	1,484	923	923
12370 Part Time Retirement	649	260	260	275	275
12400 Dental Insurance	579	642	642	358	358
12500 Workers Compensation	374	393	393	200	200
12600 Retirement	11,817	13,681	13,730	9,541	9,541
12900 Long Term Disability	337	535	535	337	337
12950 Vision Plan	201	247	247	204	204
TOTAL	\$25,019	\$28,268	\$28,317	\$19,740	\$19,740
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,021	\$1,200	\$200	\$800	\$800
22000 Operating Supplies	6,023	6,000	5,800	5,900	5,900
23000 R/M Supplies	274	500	500	500	500
24000 Small Tools	476	500	500	500	500
31000 Contracted Services	5,611	2,500	2,500	2,500	2,500
32000 Communications	725	500	200	500	500
38000 R/M Contractual	2,200	2,200	380	2,200	2,200
39000 Miscellaneous	32,155	5,840	250	5,840	5,840
TOTAL	\$48,485	\$19,240	\$10,330	\$18,740	\$18,740
GRAND TOTAL	\$172,478	\$156,227	\$139,732	\$112,763	\$112,763

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Media Production

ACTIVITY NO.: 6509

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$154,467	\$167,599	\$163,724	\$122,068	\$122,068
SERVICES & SUPPLIES	28,114	11,000	2,655	93,530	93,530
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$182,581	\$178,599	\$166,379	\$215,598	\$215,598
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.11	 2.11	 2.11	 1.61	 1.61

Program Description

The Media Production Division coordinates the City's Cable Television, general and community based programming, and original productions. The Division administers the State's Cable Television franchise agreement and keeps up to date with information regarding new technology, rules, laws and regulations regarding the operation of government access television. 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 2008-09</u>	<u>Estimated 2009-10</u>	<u>Projected 2010-11</u>
Number of Public Service Announcements	229	231	230
Number of Programs Shown on MPK-TV (including repeats)	2,447	2,100	2,200
Percent of Survey Respondents Who Rate CASCADES Newspaper Above Average or Excellent	80%	80%	80%

2010-2011 GOALS AND OBJECTIVES

1. Research the ability to utilize robotic cameras in order to increase coverage of commissions and events in the council chambers. Robotics cameras will decrease set up and breakdown time, saving staff hours.
2. Work with various departments on keeping their programming and shows current. Develop new media advertising programs and services of public interest.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Sent Request for Proposal to vendors in March 2010 to present options to utilize a Hard Drive Digital filing system for MPK-TV. System should improve ability to store, playback and duplicate filming, and include the ability to upgrade with online streaming. Out to bid March 2010.
2. Sent Request for Proposal to vendors in March 2010 to develop cost effective plan for upgrading MPK-TV equipment to handle future “Live Streaming” and archiving records.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reduced by \$31,619 due to the elimination of the Community Participation Coordinator position.
2. Employee Benefits category (#12000) reduced by \$8,531 due to the elimination of the Community Participation Coordinator position.
3. Office Supplies category (#21000) reflects \$700 for video hardware and taping supplies.
4. Contracted Services category (#31000) reflects \$200 for Other Professional Services and \$87,730 for the publication of the Cascades newspaper; previously the funding for the Cascades was in various departments' budgets.
5. R/M Contractual category (#38000) reflects \$500 for upkeep of MPK-TV programming equipment and \$4,000 for webcasting of City Council meetings.
6. Miscellaneous category (#39000) includes \$100 for Dues/Memberships, and \$100 for Books and Subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$105,259	\$117,821	\$117,821	\$86,202	\$86,202
11300 Part Time Salaries	4,983	4,750	3,600	4,000	4,000
11400 Overtime Salaries	3,606	2,500	1,000	1,000	1,000
11500 Separation Benefits	8,028	8,831	8,831	5,700	5,700
TOTAL	\$121,876	\$133,902	\$131,252	\$96,902	\$96,902
EMPLOYEE BENEFITS					
12200 Life Insurance	\$322	\$333	\$333	\$219	\$219
12300 Medical Insurance	10,945	11,727	11,727	8,585	8,585
12350 Medicare Insurance	1,659	1,777	1,777	1,250	1,250
12370 Part Time Retirement	206	190	190	200	200
12400 Dental Insurance	1,003	1,009	1,009	741	741
12500 Workers Compensation	693	727	700	500	500
12600 Retirement	16,915	17,098	15,900	12,974	12,974
12900 Long Term Disability	667	634	634	535	535
12950 Vision Plan	181	202	202	162	162
TOTAL	\$32,591	\$33,697	\$32,472	\$25,166	\$25,166
SERVICES & SUPPLIES					
21000 Office Supplies	\$949	\$1,000	\$700	\$700	\$700
22000 Operating Supplies	0	200	200	200	200
24000 Small Tools	500	500	0	0	0
31000 Contracted Services	25,995	8,000	1,400	87,930	87,930
38000 R/M Contractual	670	1,000	200	4,500	4,500
39000 Miscellaneous	0	300	155	200	200
TOTAL	\$28,114	\$11,000	\$2,655	\$93,530	\$93,530
GRAND TOTAL	\$182,581	\$178,599	\$166,379	\$215,598	\$215,598

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks
ACTIVITY: Community Transportation
ACTIVITY NO.: 6511

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$348,227	\$380,413	\$348,707	\$376,930	\$376,930
SERVICES & SUPPLIES	144,290	131,700	131,700	131,700	131,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$492,517	\$512,113	\$480,407	\$508,630	\$508,630
 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 monthly passes, to encourage residents, especially seniors and students, to utilize public transit facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Dial-A-Ride:			
Senior Passengers	11,134	12,100	12,400
Handicapped Passengers	3,830	4,100	4,100
Transit Miles	43,650	46,000	46,000
M.T.A. Passes / Stamps & Parking Tokens	19,250	14,500	17,000
Taxi Coupons	1,000	1,000	900

2010-2011 GOALS AND OBJECTIVES

1. Work with L.A. Metro on improving the new TAP bus pass system. Develop back up plan for selling bus passes when the card reader is inoperable.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Increased service area to surrounding cities due to re-location of medical offices to Montebello, San Gabriel and Alhambra.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects \$100,000 in allocated City Motor Pool charges.
2. R/M Contractual category (#38000) reflects \$6,000 for custodial services at Langley Center.
3. Other Agency Services category (#41000) reflects \$20,000 for MTA bus subsidy.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$223,521	\$237,543	\$234,440	\$237,296	\$237,296
11300 Part Time Salaries	30,039	47,215	23,280	47,225	47,225
11400 Overtime Salaries	92	250	0	0	0
11500 Separation Benefits	17,140	18,854	18,854	17,075	17,075
TOTAL	\$270,792	\$303,862	\$276,574	\$301,596	\$301,596
EMPLOYEE BENEFITS					
12200 Life Insurance	\$900	\$900	\$750	\$810	\$810
12300 Medical Insurance	28,950	30,854	31,130	28,755	28,755
12350 Medicare Insurance	2,675	3,041	2,710	2,509	2,509
12370 Part Time Retirement	492	1,889	220	1,890	1,890
12400 Dental Insurance	1,951	1,971	2,000	2,353	2,353
12500 Workers Compensation	336	353	353	350	350
12600 Retirement	39,315	34,704	32,310	35,805	35,805
12900 Long Term Disability	2,243	2,246	2,100	2,244	2,244
12950 Vision Plan	573	593	560	618	618
TOTAL	\$77,435	\$76,551	\$72,133	\$75,334	\$75,334
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,401	\$1,200	\$1,200	\$1,200	\$1,200
31000 Contracted Services	2,153	3,600	3,600	3,600	3,600
32000 Communications	851	900	900	900	900
33000 Motor Pool Charges	98,500	100,000	100,000	100,000	100,000
38000 R/M Contractual	23,913	6,000	6,000	6,000	6,000
41000 Other Agency Serv	17,472	20,000	20,000	20,000	20,000
TOTAL	\$144,290	\$131,700	\$131,700	\$131,700	\$131,700
GRAND TOTAL	\$492,517	\$512,113	\$480,407	\$508,630	\$508,630

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$403,447	\$477,539	\$463,652	\$378,977	\$378,977
SERVICES & SUPPLIES	258,059	230,500	232,607	232,707	232,707
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$661,506	\$708,039	\$696,259	\$611,684	\$611,684
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.60	 5.60	 5.60	 3.60	 3.60

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.

A private firm is contracted to maintain approximately half of the City's 2 ½ acres of street medians located through 5.5 miles of city streets, 4 ½ acres of parkways, and 9 landscaped bubbles on Garfield Ave.

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.

This Division's majority of tree work is provided under outside contract. One City tree crew is available to service emergency requests because of faster response time and less cost. Each tree, under contract, will be inventoried and trimmed at a minimum of once every five years. The three main streets (Atlantic, Garvey, & Garfield) trees 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.
- Provide attractive landscaped buffer areas, islands and parkways for traffic channelization, safety and the enhancement of the City's appearance by monitoring the median maintenance contract.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Street Tree Trimmed	3,372	2,650	2,650
Street Trees Planted	67	20	30
Street Trees Removed	56	30	30
Service Requests	260	270	270

2010-2011 GOALS AND OBJECTIVES

1. Continue the annual median renovation program on E. Garvey, at Gladys. This program provides better aesthetics and will be consistent with the design used on previous projects, using new water efficient irrigation products and drought tolerant plant material.
2. Develop new recommendations for trimming the trees on the major boulevards, to enhance the natural canopy of the trees while still meeting the concerns of the businesses regarding blocking of the business signage.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Completed the annual renovation of the median on E. Garvey, east of Orange Ave. This renovation replaced an outdated and unattractive landscape, which had vintage irrigation products.
2. In conjunction with the Public Works Department, we developed an irrigation and landscape plan, to coincide with their water main replacement on W. Garvey. This plan will replace the vintage irrigation products and install newer healthier plant material.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a reduction of \$60,907 due to reduction in work force.
2. Employee Benefits category (#12000) reflects a reduction of \$24,925 due to reduction in work force.
3. Contract Services category (#31000) reflects \$168,257 for parkway tree-trimming program and street median landscaping services.
4. Motor Pool Charges category (#33000) reflects \$54,000 in allocated City Motor Pool charges.
5. Utilities category (#36000) reflects \$1,500 for electricity in street medians.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$259,253	\$309,774	\$308,284	\$248,867	\$248,867
11400 Overtime Salaries	2,267	3,000	2,212	2,000	2,000
11500 Separation Benefits	24,300	26,730	26,730	15,000	15,000
TOTAL	\$285,820	\$339,504	\$337,226	\$265,867	\$265,867
EMPLOYEE BENEFITS					
12200 Life Insurance	\$796	\$954	\$974	\$779	\$779
12300 Medical Insurance	21,426	34,056	26,801	22,946	22,946
12350 Medicare Insurance	2,863	3,503	3,373	2,685	2,685
12400 Dental Insurance	1,830	2,594	2,852	2,077	2,077
12500 Workers Compensation	46,164	48,471	48,471	44,350	44,350
12600 Retirement	41,869	45,230	40,900	37,523	37,523
12800 Uniform Allowance	150	150	150	150	150
12900 Long Term Disability	1,917	2,381	2,148	1,984	1,984
12950 Vision Plan	612	696	757	616	616
TOTAL	\$117,627	\$138,035	\$126,426	\$113,110	\$113,110
SERVICES & SUPPLIES					
21000 Office Supplies	\$643	\$500	\$500	\$500	\$500
22000 Operating Supplies	5,835	4,000	4,000	4,000	4,000
23000 R/M Supplies	1,219	1,300	1,300	1,300	1,300
24000 Small Tools	630	700	700	700	700
31000 Contracted Services	194,263	166,000	168,257	168,257	168,257
32000 Communications	69	0	0	0	0
33000 Motor Pool Charges	51,636	54,000	54,000	54,000	54,000
36000 Utilities	1,408	1,500	1,500	1,500	1,500
38000 R/M Contractual	2,356	2,500	2,350	2,450	2,450
TOTAL	\$258,059	\$230,500	\$232,607	\$232,707	\$232,707
GRAND TOTAL	\$661,506	\$708,039	\$696,259	\$611,684	\$611,684

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Parks

ACTIVITY NO.: 6517

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$874,867	\$866,627	\$827,041	\$689,137	\$689,137
SERVICES & SUPPLIES	269,346	264,900	258,206	260,652	260,652
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,144,213	\$1,131,527	\$1,085,247	\$949,789	\$949,789
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 12.57	 11.59	 11.59	 9.59	 9.59

Program Description

This activity provides for the maintenance of the City's eight larger parks, five smaller parks and one garden totaling 107.64 acres. Therefore, 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; the Cascades Waterfall; an outdoor amphitheater; 16 tennis courts and one tennis practice area; three outdoor basketball courts; and picnic facilities. Additionally, this Division oversees the maintenance contract for Adopt A Park.

The Parks Department maintains a very important part of our City's infrastructure. This Department maintains areas where residents can go to relax, exercise, and have fun. This is very important, as people now tend to stay closer to home for these activities. Our parks help our residents have and enjoy a better quality of life. Park sites are also the host for numerous City events and tens of thousands of visits a year.

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>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Acres of Parks Maintained Under Contract	6.0	0.0(*)	0.0 (*)
Acres of Park Maintained Under Adopt A Park	2.0	2.0	2.0
% of Park Acres Maintained on a Contract Basis	5.6	0.0(*)	0.0 (*)

(*) The work will now be performed by Park Maintenance Workers.

2010-2011 GOALS AND OBJECTIVES

1. In conjunction with Public Works, assist with the demolition and inspection on the installation of the play ground equipment at Sunny Slope Park, La Loma Park and Pine Tree Parks.
2. In conjunction with Public Works, assist with monitoring the installation of the new landscape area, adjacent to Langley Center.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Re-landscaped and rejuvenated the back slope of City Hall. New plant material and irrigation were installed as part of a water conservation effort. We also enlisted a Boy Scout to assist us in planting some of the plant material, to help him earn one of his badges.
2. In conjunction with the Risk Manager, contracted with a certified Play Ground Inspector to inspect numerous play ground areas and the Department is implementing his recommendations to make the areas safer.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a reduction of \$106,599 due to a reduction in the work force.
2. Employee Benefits category (#12000) reflects a reduction of \$61,295 due to a reduction in the work force.
3. Operating Supplies category (#22000) reflects the \$4,900 for landscaping materials, \$13,000 for cleaning and sanitary supplies for the park restrooms, \$2,200 for clothing and safety equipment, \$3,000 for staff uniforms, and \$4,900 for other supplies.
4. Contracted Services category (#31000) reflects \$5,000 for weed control service at Edison Trails and Garvey Ranch Park. City crews will be responsible for the Landscaping at Bella Vista and Cascades Parks.
5. Motor Pool Charges category (#33000) reflects the City Motor Pool charges.
6. Utilities category (#36000) reflects the \$66,000 for electricity at city parks.
7. R&M Contractual category (#38000) reflects \$1,700 for building repairs and maintenance, \$2,600 for office cleaning, \$1,700 for machinery supplies and controllers, and \$6,000 for Adopt-A-Park services.
8. Miscellaneous category (#39000) reflects \$800 for staff training.
9. Other Agency Services category (#40000) reflects \$2,800 for gopher eradication.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Parks

ACTIVITY NO.: 6517

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$483,860	\$550,083	\$520,221	\$443,484	\$443,484
11300 Part Time Salaries	99,671	23,250	27,428	23,250	23,250
11400 Overtime Salaries	15,174	3,000	6,000	6,000	6,000
11500 Separation Benefits	45,996	50,596	50,596	38,000	38,000
TOTAL	\$644,701	\$626,929	\$604,245	\$510,734	\$510,734
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,756	\$1,854	\$1,738	\$1,102	\$1,102
12300 Medical Insurance	57,682	65,773	58,966	46,753	46,753
12350 Medicare Insurance	6,720	6,639	6,694	5,507	5,507
12370 Part Time Retirement	4,107	930	534	950	950
12400 Dental Insurance	3,803	4,147	4,408	2,797	2,797
12500 Workers Compensation	71,069	74,622	74,622	50,575	50,575
12600 Retirement	79,680	80,002	70,032	66,839	66,839
12800 Uniform Allowance	150	150	150	150	150
12900 Long Term Disability	4,062	4,361	4,361	2,776	2,776
12950 Vision Plan	1,137	1,220	1,291	954	954
TOTAL	\$230,166	\$239,698	\$222,796	\$178,403	\$178,403
SERVICES & SUPPLIES					
21000 Office Supplies	\$792	\$800	\$800	\$800	\$800
22000 Operating Supplies	31,585	27,000	27,306	28,000	28,000
23000 R/M Supplies	22,327	23,000	23,000	23,000	23,000
24000 Small Tools	8,782	8,000	3,000	5,000	5,000
31000 Contracted Services	15,525	5,000	5,000	5,000	5,000
32000 Communications	2,837	3,000	3,000	3,000	3,000
33000 Motor Pool Charges	105,155	115,000	115,000	112,752	112,752
36000 Utilities	65,909	66,000	64,000	66,000	66,000
37000 Leases & Rentals	1,459	1,500	1,500	1,500	1,500
38000 R/M Contractual	11,378	12,000	12,000	12,000	12,000
39000 Miscellaneous	883	800	800	800	800
41000 Other Agency Serv	2,714	2,800	2,800	2,800	2,800
TOTAL	\$269,346	\$264,900	\$258,206	\$260,652	\$260,652
GRAND TOTAL	\$1,144,213	\$1,131,527	\$1,085,247	\$949,789	\$949,789

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Public Works
ACTIVITY NO.: 4200

SOURCE OF FUNDS:
 General Fund \$1,820,218
 Retirement Fund \$111,379
 State Gas Tax Fund \$1,103,642
 Sewer Fund \$196,048
 Refuse Fund \$5,088,798
 Shop Fund \$1,477,392
 Water Fund \$5,958,636
 Water Treatment Projects Fund \$2,757,650
 Prop A Fund \$476,341
 CRA Fund \$185,928
 Asset Forfeiture \$70,000
 Air Quality Improvement Fund \$143,500
 Prop C Fund \$884,782
 Maintenance District Fund \$552,013
 Used Oil Recycling Grant \$8,757
 Tire Amnesty Events & Ed Grant \$6,700
 Beverage Container Recycle Grant \$7,997

REVENUES:
 General Fund \$218,198

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$5,696,578	\$5,546,705	\$5,500,228	\$5,410,599	\$5,410,599
SERVICES & SUPPLIES	15,237,797	14,361,759	13,120,694	13,963,582	13,963,582
CAPITAL OUTLAY	252,065	1,729,016	1,190,366	1,475,600	1,475,600
TOTAL COSTS	\$21,186,440	\$21,637,480	\$19,811,288	\$20,849,781	\$20,849,781
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 61.25	 61.75	 61.75	 58.50	 58.50

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 three divisions, the Public Works Maintenance Services Division, the Engineering Division, and the Water Utility Division.

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 2,054 gate valves, approximately 1054 fire hydrants, 13 storage reservoirs, and 11 pumping stations. There are approximately 13,156 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.

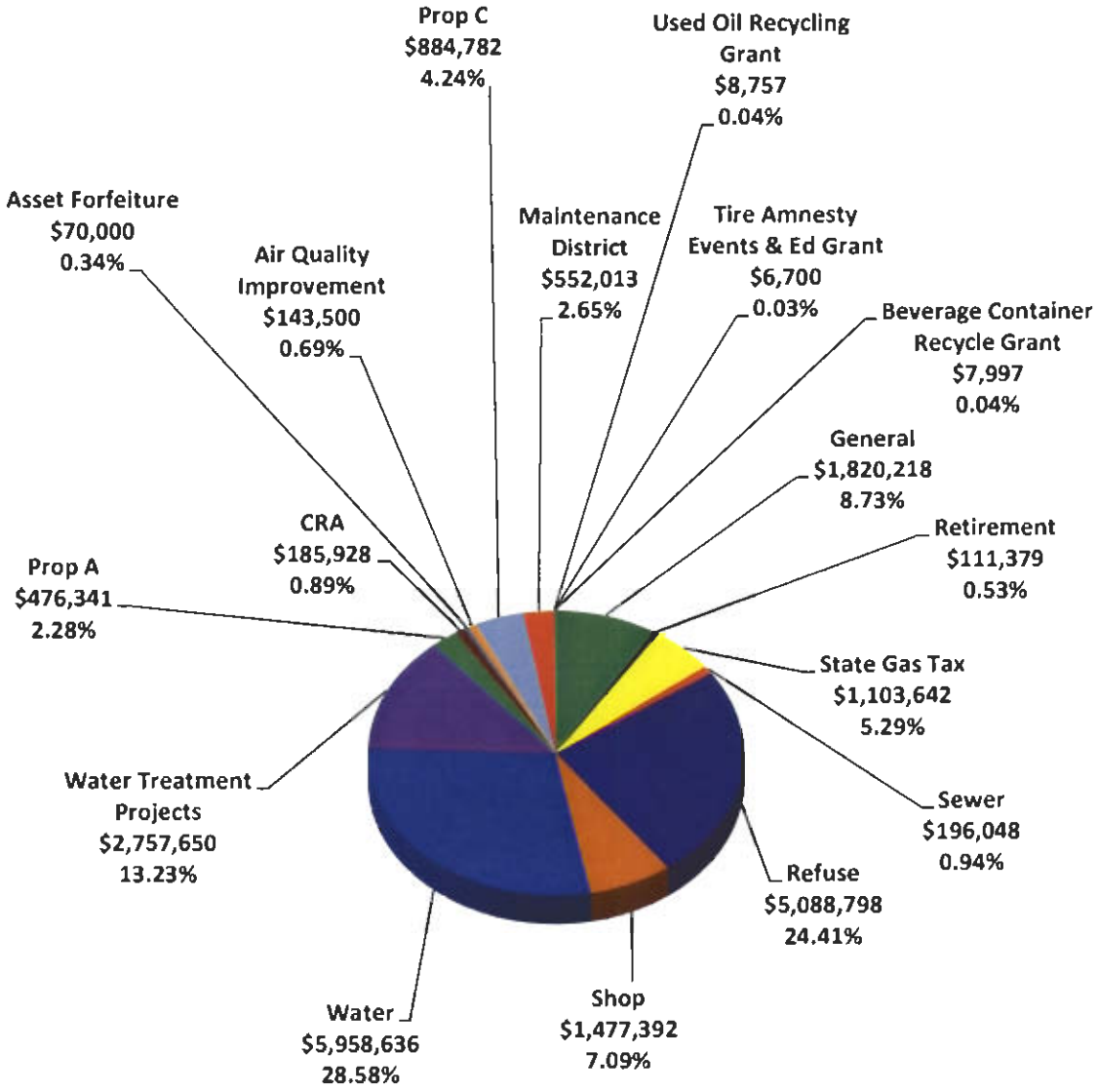
The quality of water in the City's system is regulated by federal, state and county agencies. In 1975, the federal government passed the "Safe Drinking Water Act" (SDWA), which is administered by the Environmental Protection Agency. The SDWA has been continually revised to require more stringent standards, 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.

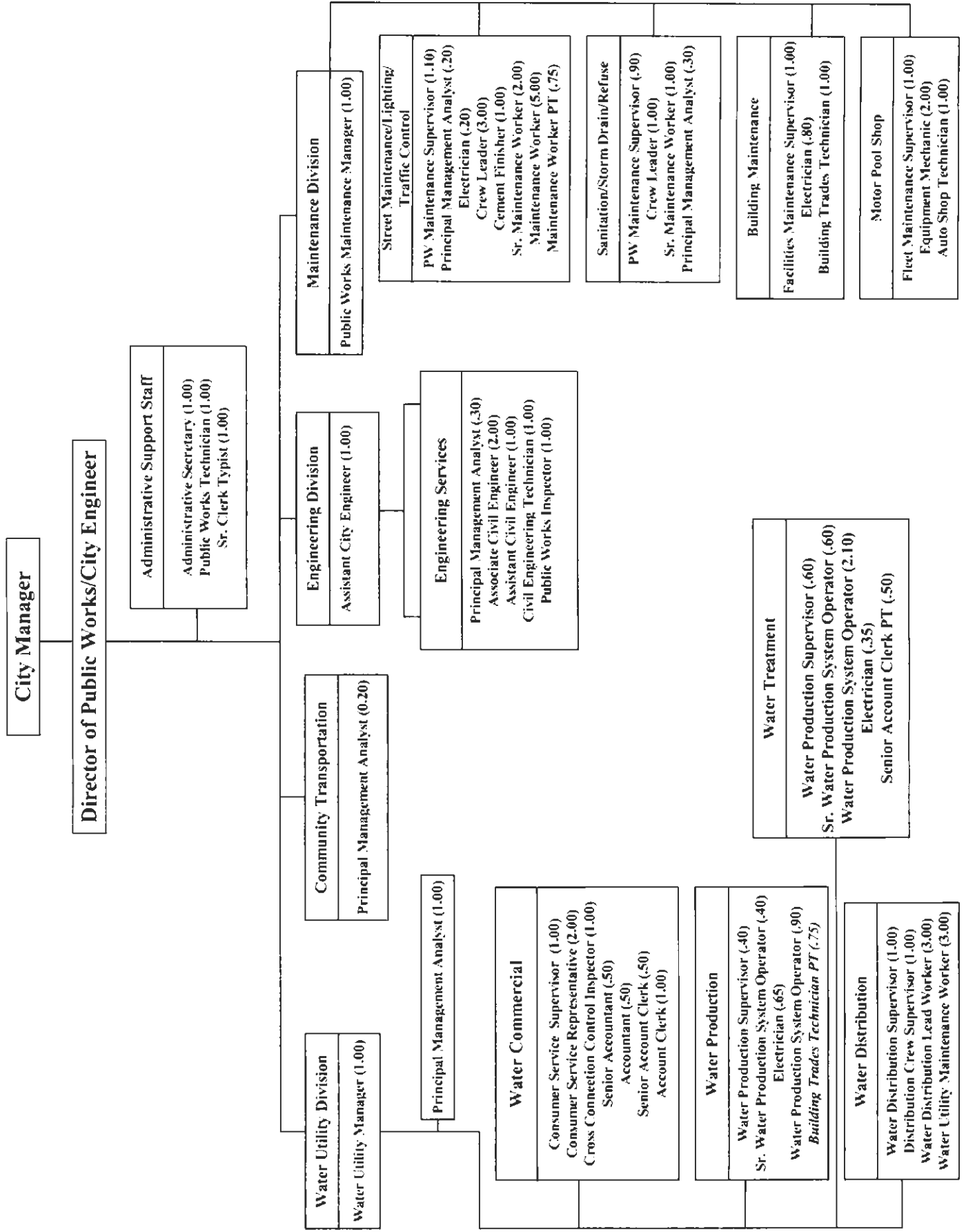
Personnel changes from last year include:

Full-time positions – Maintenance Worker (2.0 FTE) in Street Maintenance Division 4201 and Water Utility Maintenance Worker (1.0 FTE) in Water Distribution Division 4223 – have been eliminated. Part-time position – Administrative Intern (0.5 FTE) in Refuse Collection – has been eliminated.

Public Works Source of Funds



Public Works Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Community Transportation
ACTIVITY NO.: 4201

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$112,015	\$36,000	\$31,500	\$56,189	\$56,189
SERVICES & SUPPLIES	1,166,304	1,174,300	1,174,734	1,199,452	1,199,452
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,278,319	\$1,210,300	\$1,206,234	\$1,255,641	\$1,255,641
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 .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>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Projected</u> <u>2010-11</u>
Grant Funding			
MTA National Transit Data Reporting Funds	\$118,270	\$115,700	\$99,800
Fixed-Route Transit:			
Total Passengers	448,558	447,660	450,000
Passenger per Revenue Service Hour*	24.05	23.82	24.00
Cost per Passenger	\$2.70	\$2.40	\$2.40
Specialized Recreational Trip Passengers:			
Youth Summer	154	300	200
School Year	200	200	200
Hollywood Bowl	145	165	112
Senior Citizen	350	300	300
Employee Transportation Program:			
Average Vehicle Ridership	1.19	1.25	1.25
% of Employees Ridesharing	26%	28%	28%

*Audited FY 2009/10 data of similar local, fixed-route bus services is provided for comparison purposes.

Alhambra	33.33 passengers/revenue service hour
Baldwin Park Transit	9.94
El Monte	27.68
East LA Shuttle (El Sol)	37.99
Pasadena ARTS Bus	29.76
West Covina	9.78

2010-2011 GOALS AND OBJECTIVES

1. Implement the restructuring plan for the Spirit Bus System based on the findings from the study.
2. Replace 4 of the diesel buses with alternative fueled vehicles that meet the State Air Resources Board emission standards.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Completed a Request for Proposal process to execute a new contract for the operation and maintenance of the Spirit Bus.
2. Through collaborative efforts with the cities of South El Monte, El Monte, Rosemead, and Montebello, successfully convinced the Los Angeles Metropolitan Transportation Authority to include the Route 60 alternative in the next phase of the Eastside Transit Corridor Phase II study.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) and Employee Benefits include a portion of the staff time of the Principal Management Analyst for transportation-related duties. This cost was previously allocated to Street Maintenance Activity 4202, Street Lighting Activity 4207 and Engineering Activity 4212 and has been reduced from these three activities accordingly.
2. Contracted Services category (#31000) includes the operation of the Spirit Bus system and recreational transportation services for City-sponsored events.
3. Motor Pool Charges category (#33000) previously included funding for the West San Gabriel Valley YMCA.
4. Advertising category (#34000) includes \$7,500 for the July 4th fireworks.
5. Miscellaneous category (#39000) includes \$3,000 for Printing/Duplicating and \$32,000 for Dues/Memberships.
6. 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.
7. 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$34,703	\$0	\$0	\$19,601	\$19,601
11300 Part Time Salaries	20,842	0	0	0	0
11400 Overtime Salaries	238	0	0	0	0
11500 Separation Benefits	4,339	0	0	0	0
11700 Rideshare Incentives	36,907	36,000	31,500	31,500	31,500
TOTAL	\$97,029	\$36,000	\$31,500	\$51,101	\$51,101
EMPLOYEE BENEFITS					
12200 Life Insurance	\$45	\$0	\$0	\$33	\$33
12300 Medical Insurance	7,159	0	0	1,585	1,585
12350 Medicare Insurance	688	0	0	285	285
12400 Dental Insurance	139	0	0	117	117
12500 Workers Compensation	101	0	0	0	0
12600 Retirement	6,708	0	0	2,948	2,948
12900 Long Term Disability	99	0	0	80	80
12950 Vision Plan	47	0	0	40	40
TOTAL	\$14,986	\$0	\$0	\$5,088	\$5,088
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,703	\$1,800	\$1,400	\$200	\$200
31000 Contracted Services	908,891	919,000	919,000	945,670	945,670
33000 Motor Pool Charges	4,000	4,000	4,000	0	0
34000 Advertising	8,928	7,500	7,500	7,500	7,500
39000 Miscellaneous	33,253	33,000	34,305	35,000	35,000
41000 Other Agency Serv	25,529	26,000	25,529	28,082	28,082
44000 Misc Financial Serv	183,000	183,000	183,000	183,000	183,000
TOTAL	\$1,166,304	\$1,174,300	\$1,174,734	\$1,199,452	\$1,199,452
GRAND TOTAL	\$1,278,319	\$1,210,300	\$1,206,234	\$1,255,641	\$1,255,641

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Street Maintenance
ACTIVITY NO.: 4202

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$843,423	\$880,204	\$884,407	\$702,526	\$702,526
SERVICES & SUPPLIES	413,636	398,100	363,448	393,450	393,450
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,257,059	\$1,278,304	\$1,247,855	\$1,095,976	\$1,095,976
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	11.90	11.90	11.90	9.90	9.90

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.

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>2008-2009</u>	<u>Estimated</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>
Roadway Maintenance:			
Slurry Seal (Sq. Ft.) Preventive Maintenance (14-year cycle)	1,136,644	0	2,300,000
<i>This program prolongs the life of the roadway and provides a smooth riding surface.</i>			
Potholes Repaired	3,829	4,500	3,500
Utility Cuts Repaired (new)	179	100	120
<i>This program makes permanent repairs to the roadway after water services are installed</i>			
Service Requests			
Received	286	230	250
Completed	251	200	210

	<u>Actual 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	9,216	7,000	9,000
<i>This program eliminates trip hazards in the right-of-way by cutting tree roots and constructing new sidewalk sections.</i>			
Sidewalk Grinds	425	900	600
<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>			
Percentage of raised sidewalk ramped with temporary asphalt within two days	100%	100%	100%
Number of trip hazards ramped With temporary asphalt	15	25	35
Service Requests			
Received	95	65	75
Completed	75	45	60
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	193	140	150
<i>This program repairs curb and gutter that impede the flow of water or causes pooling.</i>			

	<u>Actual 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Misc. Maintenance			
Bus Shelters Pressure Washed	275	200	250
Shopping Carts Picked Up	1,263	400*	1,000
Tree Wells Cleaned	188	50*	200
Signs Removed from Right of Way	1,252	85*	1,200

*Clean Team was understaffed which reduced services.

2010-2011 GOALS AND OBJECTIVES

1. There are several culvert covers across sidewalks that are raised and causing potential trip hazards. Identify and repair culvert covers to eliminate potential trip hazards.
2. Create a letter and notify property owners where private trees are raising sidewalks creating potential trip hazards. Property owners have the option to either have the sidewalks repaired or remove the problem trees and the city will repair sidewalks to eliminate potential trip hazards.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Manholes in city streets have been inspected and asphalt deficiencies have been repaired. Continue to inspect and repair asphalt deficiencies throughout the city.
2. An area of the city bordered by Garfield Ave to Fulton Ave. and Kempton Ave. and Coral View St and Graves Ave has been inspected. 44 locations have been identified that have private trees raising sidewalks causing potential trip hazards.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries (11200) and Employee Benefits reflect the elimination of 2 full-time positions.
2. Operating Supplies category (#22000) covers the costs of miscellaneous maintenance supplies such as cleaning agents and equipment and uniforms.
3. R/M Supplies category (#23000) covers construction activities including annual slurry seal, purchase of barricades, lights, and signs. FY2009-10 cost was reduced due to the availability of Proposition 1B and federal stimulus funds for street improvement.
4. Contracted Services category (#31000) is for weed abatement 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$570,240	\$604,398	\$604,398	\$469,291	\$469,291
11300 Part Time Salaries	21,223	21,244	21,244	21,244	21,244
11400 Overtime Salaries	8,601	6,000	5,250	4,000	4,000
11500 Separation Benefits	48,381	53,220	53,220	44,000	44,000
TOTAL	\$648,445	\$684,862	\$684,112	\$538,535	\$538,535
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,965	\$2,025	\$1,810	\$1,501	\$1,501
12300 Medical Insurance	61,184	66,838	70,170	57,137	57,137
12350 Medicare Insurance	4,719	4,530	4,840	3,442	3,442
12370 Part Time Retirement	774	850	0	0	0
12400 Dental Insurance	4,824	5,061	5,760	5,070	5,070
12500 Workers Compensation	22,461	21,976	21,976	21,300	21,300
12600 Retirement	93,490	88,345	90,020	70,782	70,782
12900 Long Term Disability	4,411	4,518	4,518	3,728	3,728
12950 Vision Plan	1,150	1,199	1,201	1,031	1,031
TOTAL	\$194,978	\$195,342	\$200,295	\$163,991	\$163,991
SERVICES & SUPPLIES					
22000 Operating Supplies	\$21,406	\$21,000	\$17,215	\$17,600	\$17,600
23000 R/M Supplies	206,214	174,000	143,950	173,300	173,300
24000 Small Tools	1,099	1,000	280	1,000	1,000
31000 Contracted Services	5,904	6,000	5,800	6,000	6,000
32000 Communications	2,431	2,500	2,500	2,500	2,500
33000 Motor Pool Charges	172,822	190,000	190,000	190,000	190,000
38000 R/M Contractual	3,710	3,500	3,653	3,000	3,000
39000 Miscellaneous	50	100	50	50	50
TOTAL	\$413,636	\$398,100	\$363,448	\$393,450	\$393,450
GRAND TOTAL	\$1,257,059	\$1,278,304	\$1,247,855	\$1,095,976	\$1,095,976

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Storm Drain Maintenance
ACTIVITY NO.: 4203

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$92,356	\$91,825	\$91,825	\$92,009	\$92,009
SERVICES & SUPPLIES	76,708	77,300	64,385	76,800	76,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$169,064	\$169,125	\$156,210	\$168,809	\$168,809
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.05	1.05	1.05	1.05	1.05

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</u> <u>2008-2009</u>	<u>Estimated</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>
Storm Drain Maintenance:			
Number of catch basins and grates cleaned annually	5,472	3,800	4,200
<i>Catch basins are cleaned to insure unrestricted flow of storm water.</i>			
Miles of lines cleaned annually	9.5	10	10
<i>Lines are cleaned to remove any possible restrictions</i>			
Slope Drain Inspection Program:			
Number of slope drains inspected (this includes re-inspections)	1,700	11 ⁽¹⁾	11
<i>Slope drains are inspected annually to insure unrestricted flow of storm water from properties.</i>			
Number of citations issued	101	0 ⁽¹⁾	0

(1) Court approval to enter private property was not obtained. Only drains on city property were inspected and cleaned.

2010-2011 GOALS AND OBJECTIVES

1. Develop a letter to property owners regarding the maintenance and repair of slope drains on private property. Proper maintenance of slope drains is important to ensure the proper flow of water on the slope to eliminate the possibility of slope failures.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Prepared a schedule for installation of structural control inserts for catch basins.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted services category (#31000) covers anticipated costs to comply with the NPDES permit to include inspections, annual report, public education, and mandatory training and \$10,000 for share of costs for the consortium of LA County cities for Coalition for Practical Regulation (CPR).
2. Miscellaneous category (#39000) includes printing of slope drain inspection notices and storm-preparedness and confined space entry training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$60,550	\$61,161	\$61,161	\$61,736	\$61,736
11400 Overtime Salaries	1,985	1,500	1,500	1,500	1,500
11500 Separation Benefits	4,556	5,012	5,012	4,125	4,125
TOTAL	\$67,091	\$67,673	\$67,673	\$67,361	\$67,361
EMPLOYEE BENEFITS					
12200 Life Insurance	\$189	\$189	\$189	\$171	\$171
12300 Medical Insurance	7,270	6,831	6,831	7,517	7,517
12350 Medicare Insurance	399	386	386	409	409
12400 Dental Insurance	630	630	630	756	756
12500 Workers Compensation	6,357	6,674	6,674	5,975	5,975
12600 Retirement	9,910	8,929	8,929	9,305	9,305
12900 Long Term Disability	415	416	416	417	417
12950 Vision Plan	95	97	97	98	98
TOTAL	\$25,265	\$24,152	\$24,152	\$24,648	\$24,648
SERVICES & SUPPLIES					
22000 Operating Supplies	\$450	\$500	\$500	\$500	\$500
23000 R/M Supplies	1,183	1,200	1,155	1,200	1,200
31000 Contracted Services	74,656	75,000	62,630	75,000	75,000
32000 Communications	192	300	0	0	0
39000 Miscellaneous	227	300	100	100	100
TOTAL	\$76,708	\$77,300	\$64,385	\$76,800	\$76,800
GRAND TOTAL	\$169,064	\$169,125	\$156,210	\$168,809	\$168,809

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$115,913	\$116,290	\$104,606	\$110,748	\$110,748
SERVICES & SUPPLIES	84,662	85,000	82,758	85,300	85,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$200,575	\$201,290	\$187,364	\$196,048	\$196,048
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.25	 1.25	 1.25	 1.25	 1.25

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-rod 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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Main Line Cleaning:			
Miles of main lines cleaned	120	126	126
<i>Sewer lines are cleaned annually to remove any restrictions to flow.</i>			
Miles of Problem Lines Cleaned	33	30	35
<i>These lines have been determined to have a frequent build-up of debris that may cause possible restrictions.</i>			
Sewer Stoppages:			
Number of sewer stoppages	6	0	5
Percentage of stoppages responded to within 30 min. during working hours.	100%	100%	100%
Percentage of stoppages responded to within one hour after normal working hours.	100%	100%	100%

	<u>Actual 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Video Taping:			
Number of feet video taped	48,785	0	45,000
<i>This program is designed to check the sewer system for current and potential problems and assist in future maintenance planning.</i>			
Service Requests			
Received	3	2	2
Completed	3	2	2

2010-2011 GOALS AND OBJECTIVES

1. Locate and install signage on manholes in easements. Many signs have been destroyed and manholes have been covered over. Educate residents in the importance of keeping these manholes accessible.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Annual training for first responders has been completed on the operation of the Vactor.

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.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$6,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$78,516	\$80,059	\$80,059	\$75,922	\$75,922
11400 Overtime Salaries	1,985	1,500	1,500	0	0
11500 Separation Benefits	5,424	5,966	5,966	5,400	5,400
TOTAL	\$85,925	\$87,525	\$87,525	\$81,322	\$81,322
EMPLOYEE BENEFITS					
12200 Life Insurance	\$225	\$225	\$225	\$203	\$203
12300 Medical Insurance	8,788	8,404	8,404	9,233	9,233
12350 Medicare Insurance	399	386	386	409	409
12400 Dental Insurance	750	750	750	900	900
12500 Workers Compensation	6,358	6,676	6,676	6,600	6,600
12600 Retirement	12,830	11,684	0	11,440	11,440
12900 Long Term Disability	495	495	495	495	495
12950 Vision Plan	143	145	145	146	146
TOTAL	\$29,988	\$28,765	\$17,081	\$29,426	\$29,426
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,457	\$3,500	\$3,430	\$3,500	\$3,500
23000 R/M Supplies	10,426	10,000	9,820	10,000	10,000
31000 Contracted Services	64,950	65,000	63,500	65,000	65,000
33000 Motor Pool Charges	5,769	6,000	6,000	6,000	6,000
38000 R/M Contractual	60	500	8	800	800
TOTAL	\$84,662	\$85,000	\$82,758	\$85,300	\$85,300
GRAND TOTAL	\$200,575	\$201,290	\$187,364	\$196,048	\$196,048

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$23,202	\$24,307	\$24,129	\$15,447	\$15,447
SERVICES & SUPPLIES	326,447	336,000	322,000	336,270	336,270
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$349,649	\$360,307	\$346,129	\$351,717	\$351,717
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .20	 .20	 .20	 .20	 .20

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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Number of Complaints:	18	15	15
<i>Reflects the number of problems reported by residents.</i>			
Number of Missed Curb Miles:	5	10	10
<i>Curb miles missed due to mechanical breakdown, excluding rainy days.</i>			

2010-2011 GOALS AND OBJECTIVES

1. Review and update the sweeping routes where necessary to make them more efficient.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Improved communications with Athens supervisors which has helped in correcting problems more efficiently.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$18,000.
2. Other Agency Services category (#41000) covers the cost of street sweeping contractual services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$16,747	\$17,615	\$17,615	\$9,935	\$9,935
11400 Overtime Salaries	0	200	0	0	0
11500 Separation Benefits	868	954	954	875	875
TOTAL	\$17,615	\$18,769	\$18,569	\$10,810	\$10,810
EMPLOYEE BENEFITS					
12200 Life Insurance	\$36	\$36	\$36	\$33	\$33
12300 Medical Insurance	1,565	1,620	1,620	1,783	1,783
12400 Dental Insurance	120	120	120	144	144
12500 Workers Compensation	1,016	1,067	1,067	1,050	1,050
12600 Retirement	2,723	2,568	2,590	1,499	1,499
12900 Long Term Disability	79	79	79	80	80
12950 Vision Plan	48	48	48	48	48
TOTAL	\$5,587	\$5,538	\$5,560	\$4,637	\$4,637
SERVICES & SUPPLIES					
33000 Motor Pool Charges	\$17,035	\$18,000	\$18,000	\$18,000	\$18,000
41000 Other Agency Serv	309,412	318,000	304,000	318,270	318,270
TOTAL	\$326,447	\$336,000	\$322,000	\$336,270	\$336,270
GRAND TOTAL	\$349,649	\$360,307	\$346,129	\$351,717	\$351,717

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$251,061	\$258,143	\$257,143	\$266,633	\$266,633
SERVICES & SUPPLIES	258,630	277,400	293,791	287,200	287,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$509,691	\$535,543	\$550,934	\$553,833	\$553,833
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.10	 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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Street Painting:			
Miles striped <i>This measurement includes lane lines and centerlines.</i>	0 ⁽¹⁾	85 ⁽¹⁾	250
Crosswalks repainted	315	310	325
Sign Maintenance:			
<i>Sign replacement is done on an as needed basis. Projected numbers are obtained from historical data.</i>			
Stop signs replaced	179	85	100
Regulatory and warning signs replaced	1,242	1,225	1,200

(1) Striping miles reduced due to mechanical failure of equipment.

	<u>Actual 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Number of new stop sign installations	2	0	3
Regulatory and warning signs maintained	2,023	1,600	1,800
<i>Required due to vandalism, graffiti and damage.</i>			
Percentage of safety related regulatory signs replaced with either temporary or permanent signs within 1 hour of notification	100%	100%	100%
<i>Safety signs include "Stop" signs, "Do Not Enter" signs, "Yield" and "Wrong Way" signs.</i>			
Service Requests			
Received	29	20	30
Completed	29	20	30
Traffic Work Orders	30	40	35
<i>New projects or changes to existing traffic control measures.</i>			

2010 2011 GOALS AND OBJECTIVES

1. Paint all lane lines throughout the city. This has not been done in two years due to mechanical problems with the old sweeper.
2. Cross train staff on the operation of the new striper

2009-2010 MAJOR ACCOMPLISHMENTS

1. Incorporated the State requirements for sign-spacing distance into the signage replacement program.

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 \$46,000.
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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$172,221	\$179,180	\$179,180	\$189,349	\$189,349
11400 Overtime Salaries	3,419	3,000	2,000	1,000	1,000
11500 Separation Benefits	13,452	14,797	14,797	11,400	11,400
TOTAL	\$189,092	\$196,977	\$195,977	\$201,749	\$201,749
EMPLOYEE BENEFITS					
12200 Life Insurance	\$558	\$558	\$558	\$503	\$503
12300 Medical Insurance	15,969	16,470	16,470	17,726	17,726
12350 Medicare Insurance	1,431	1,446	1,446	1,527	1,527
12400 Dental Insurance	1,093	1,105	1,105	1,283	1,283
12500 Workers Compensation	13,229	13,891	13,891	13,775	13,775
12600 Retirement	28,156	26,158	26,158	28,531	28,531
12900 Long Term Disability	1,228	1,228	1,228	1,228	1,228
12950 Vision Plan	305	310	310	311	311
TOTAL	\$61,969	\$61,166	\$61,166	\$64,884	\$64,884
SERVICES & SUPPLIES					
22000 Operating Supplies	\$161	\$0	\$0	\$0	\$0
23000 R/M Supplies	54,016	55,000	52,601	55,000	55,000
24000 Small Tools	651	1,000	950	1,000	1,000
32000 Communications	11,404	12,000	10,865	12,000	12,000
33000 Motor Pool Charges	45,060	46,000	46,000	46,000	46,000
36000 Utilities	40,666	42,000	41,100	45,000	45,000
38000 R/M Contractual	97,087	100,000	107,100	107,000	107,000
39000 Miscellaneous	400	400	175	200	200
41000 Other Agency Serv	9,185	21,000	35,000	21,000	21,000
TOTAL	\$258,630	\$277,400	\$293,791	\$287,200	\$287,200
GRAND TOTAL	\$509,691	\$535,543	\$550,934	\$553,833	\$553,833

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$71,201	\$77,292	\$77,642	\$57,313	\$57,313
SERVICES & SUPPLIES	496,541	505,000	519,400	524,700	524,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$567,742	\$582,292	\$597,042	\$582,013	\$582,013
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .75	 .75	 .75	 .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

Street Light Maintenance:	<u>Actual 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Number of Street Lights re-lamped	108	95	100
Service Requests			
Received	13	10	10
Completed	13	10	10

2010-2011 GOALS AND OBJECTIVES

1. Segregate electrical outlets from street light circuit, they are currently operating 24 hours a day. By installing a new circuit and timer at the downtown area we can control the operation time of the Christmas lights and save electricity.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Upgraded the city-owned street light map and made adjustments to pole numbering to accommodate newly added lights in order to facilitate maintenance.

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 Lightiug

ACTIVITY NO.: 4207

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$51,157	\$56,397	\$56,397	\$40,332	\$40,332
11400 Overtime Salaries	793	900	1,250	1,000	1,000
11500 Separation Benefits	3,254	3,580	3,580	3,500	3,500
TOTAL	\$55,204	\$60,877	\$61,227	\$44,832	\$44,832
EMPLOYEE BENEFITS					
12200 Life Insurance	\$130	\$122	\$122	\$78	\$78
12300 Medical Insurance	3,588	4,383	4,383	3,117	3,117
12350 Medicare Insurance	512	521	521	272	272
12400 Dental Insurance	284	285	285	203	203
12500 Workers Compensation	2,352	2,470	2,470	2,450	2,450
12600 Retirement	8,726	8,227	8,227	6,072	6,072
12900 Long Term Disability	297	297	297	218	218
12950 Vision Plan	108	110	110	71	71
TOTAL	\$15,997	\$16,415	\$16,415	\$12,481	\$12,481
SERVICES & SUPPLIES					
23000 R/M Supplies	\$3,489	\$5,000	\$4,400	\$4,700	\$4,700
36000 Utilities	493,052	500,000	515,000	520,000	520,000
TOTAL	\$496,541	\$505,000	\$519,400	\$524,700	\$524,700
GRAND TOTAL	\$567,742	\$582,292	\$597,042	\$582,013	\$582,013

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Refuse Collection
ACTIVITY NO.: 4208

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$163,673	\$167,891	\$166,304	\$131,527	\$131,527
SERVICES & SUPPLIES	4,766,449	5,046,300	4,847,206	4,861,329	4,861,329
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,930,122	\$5,214,191	\$5,013,510	\$4,992,856	\$4,992,856
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.70	 1.70	 1.70	 1.30	 1.30

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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Curbside service accounts	14,252	14,276	14,280
Bin service accounts	1,096	1,093	1,100
City hauler tons collected (Self-hauled tons not included)	53,404	52,269	51,150
AB 939 diversion rate (year reported) Tons per capita. Target is 5.0 tons per person.	4.7 (2007)	4.4 (2008)	4.4 (2009)
Construction and debris collected in tons As reported to CIWMB	5,349	1,517	1,500

2010-2011 GOALS AND OBJECTIVES

1. Work with the San Gabriel Valley Council of Governments Solid Waste Committee to achieve higher diversion rates through support of alternatives to landfill disposal such as conversion technologies.
2. Through the Environmental Commission and coordination with Development Services, develop and implement a sustainability and Green Building program to promote recycling.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Conducted the first Earth Day Event to promote community awareness of recycling.
2. Completed financial and operation audit of City's franchise solid waste hauler.
3. Secured \$56,000 reimbursement for street repair expenditures from CalRecycle (formally the California Integrated Waste Management Board) through the use of recycled tires.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects costs for public trash receptacle replacement, clean-up materials, computer expenses, and items related to ordinance and contract enforcement.
2. Contracted Services category (#31000) includes costs for the removal of city generated hazardous waste, \$8,757 in used oil recycling grant funds, and \$7,997 of beverage recycling grant funds. Both these grants have been reduced by one-half due to the State's budget crisis.
3. Motor Pool Charges category (#33000) covers travel reimbursement costs to meetings, workshops and seminars.
4. Miscellaneous category (#39000) covers printing and duplicating costs and AB 939 required public education programs.
5. Other Agency Services category (#41000) covers annual residential waste collection contract costs that increase by an anticipated annual CPI of 3%.
6. Miscellaneous Financial Services category (#44000) has \$70,000 for allocated administrative support services and \$55,000 for general liability charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$110,681	\$118,343	\$118,343	\$96,317	\$96,317
11300 Part Time Salaries	13,715	12,247	10,660	0	0
11400 Overtime Salaries	762	0	0	0	0
11500 Separation Benefits	4,774	5,251	5,251	4,750	4,750
TOTAL	\$129,932	\$135,841	\$134,254	\$101,067	\$101,067
EMPLOYEE BENEFITS					
12200 Life Insurance	\$252	\$252	\$252	\$243	\$243
12300 Medical Insurance	9,082	10,060	10,060	11,605	11,605
12350 Medicare Insurance	914	712	712	821	821
12370 Part Time Retirement	0	490	490	0	0
12400 Dental Insurance	716	716	716	871	871
12500 Workers Compensation	1,361	1,429	1,429	1,400	1,400
12600 Retirement	20,475	17,429	17,429	14,500	14,500
12900 Long Term Disability	662	682	682	720	720
12950 Vision Plan	279	280	280	300	300
TOTAL	\$33,741	\$32,050	\$32,050	\$30,460	\$30,460
SERVICES & SUPPLIES					
22000 Operating Supplies	\$8,921	\$10,000	\$3,700	\$6,000	\$6,000
31000 Contracted Services	46,337	145,000	142,431	23,454	23,454
32000 Communications	774	1,000	1,000	1,000	1,000
33000 Motor Pool Charges	298	300	300	300	300
39000 Miscellaneous	3,974	5,000	4,775	5,575	5,575
41000 Other Agency Serv	4,581,145	4,760,000	4,570,000	4,700,000	4,700,000
44000 Misc Financial Serv	125,000	125,000	125,000	125,000	125,000
TOTAL	\$4,766,449	\$5,046,300	\$4,847,206	\$4,861,329	\$4,861,329
GRAND TOTAL	\$4,930,122	\$5,214,191	\$5,013,510	\$4,992,856	\$4,992,856

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$94,155	\$99,443	\$99,343	\$99,002	\$99,002
SERVICES & SUPPLIES	23,548	23,800	22,936	23,850	23,850
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$117,703	\$123,243	\$122,279	\$122,852	\$122,852
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.20	 1.20	 1.20	 1.20	 1.20

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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Service Requests	26	10	15
Received	26	10	15
Completed	507	0	0
Notice of Violations Issued			
Citations Issued	51	0	0

2010-2011 GOALS AND OBJECTIVES

1. Work with residential and commercial property owners that have alleys in the rear of their properties to display address numbers that would be visible from the alley in order to assist city staff in the maintenance of alley areas. Work with Code Compliance to develop a city ordinance.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Developed a Hazardous Communication Plan for the city yard and submitted it to the Risk Manager for approval.

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.
3. Leases and Rentals category (#37000) covers copy machine leasing costs.
4. R/M Contractual category (#38000) covers copy machine maintenance costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$66,840	\$71,656	\$71,656	\$72,857	\$72,857
11400 Overtime Salaries	142	150	50	100	100
11500 Separation Benefits	5,207	5,727	5,727	3,700	3,700
TOTAL	\$72,189	\$77,533	\$77,433	\$76,657	\$76,657
EMPLOYEE BENEFITS					
12200 Life Insurance	\$216	\$216	\$216	\$195	\$195
12300 Medical Insurance	6,514	6,703	6,703	7,297	7,297
12350 Medicare Insurance	307	339	339	359	359
12400 Dental Insurance	720	720	720	864	864
12500 Workers Compensation	2,699	2,834	2,834	2,000	2,000
12600 Retirement	10,878	10,460	10,460	10,979	10,979
12900 Long Term Disability	475	475	475	476	476
12950 Vision Plan	157	163	163	175	175
TOTAL	\$21,966	\$21,910	\$21,910	\$22,345	\$22,345
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,286	\$1,600	\$1,600	\$1,600	\$1,600
22000 Operating Supplies	9,720	10,500	10,485	10,500	10,500
32000 Communications	8,488	8,000	7,163	8,050	8,050
37000 Leases & Rentals	2,804	2,500	2,500	2,500	2,500
38000 R/M Contractual	91	1,000	1,000	1,000	1,000
39000 Miscellaneous	159	200	188	200	200
TOTAL	\$23,548	\$23,800	\$22,936	\$23,850	\$23,850
GRAND TOTAL	\$117,703	\$123,243	\$122,279	\$122,852	\$122,852

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$284,700	\$294,175	\$293,425	\$308,947	\$308,947
SERVICES & SUPPLIES	293,563	285,000	218,307	258,250	258,250
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$578,263	\$579,175	\$511,732	\$567,197	\$567,197
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.90	 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.
- Assist the Engineering Division with major building-related projects.
- Inspect facilities quarterly for any needed repairs or improvements.
- Perform preventive maintenance on all heating, ventilating and air conditioning units.

PROGRAM MEASUREMENTS

	<u>Actual 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Number Of Service Requests:			
Received	881	725	800
Completed	868	700	775

Service requests originate from City departments requesting service.

Number Of Special Work Orders:	2	2	3
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Special work orders are implemented requests for services that go beyond the scope of normal maintenance.

2010-2011 GOALS AND OBJECTIVES

1. Currently the outside lighting at city hall is on electric timers. Install photocells for all outside lighting circuits to prevent lights from either coming on too early or too late.

2009-2010 MAJOR ACCOMPLISHMENTS

1. An inspection program to identify deficient equipment in city facilities has been developed. Inspections will be ongoing.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating supplies category (#22000) covers cleaning and sanitation supplies and miscellaneous construction and safety supplies.
2. R/M Supplies (#23000) covers construction, maintenance, paint, plumbing, electrical, and equipment supplies necessary for the maintenance of City facilities.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$35,000.
4. R/M Contractual category (#38000) includes \$96,000 for building maintenance, \$30,000 for air conditioning maintenance, \$39,000 for janitorial service, and \$13,500 for machinery and equipment maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$187,013	\$200,349	\$200,349	\$215,361	\$215,361
11400 Overtime Salaries	15,008	10,000	9,250	10,600	10,600
11500 Separation Benefits	12,583	13,842	13,842	10,000	10,000
TOTAL	\$214,604	\$224,191	\$223,441	\$235,961	\$235,961
EMPLOYEE BENEFITS					
12200 Life Insurance	\$501	\$472	\$472	\$426	\$426
12300 Medical Insurance	18,346	18,919	18,919	20,773	20,773
12350 Medicare Insurance	2,848	2,774	2,774	2,985	2,985
12400 Dental Insurance	1,260	1,260	1,260	1,512	1,512
12500 Workers Compensation	14,767	15,505	15,505	13,000	13,000
12600 Retirement	30,560	29,231	29,231	32,423	32,423
12800 Uniform Allowance	300	300	300	300	300
12900 Long Term Disability	1,148	1,148	1,148	1,149	1,149
12950 Vision Plan	366	375	375	418	418
TOTAL	\$70,096	\$69,984	\$69,984	\$72,986	\$72,986
SERVICES & SUPPLIES					
22000 Operating Supplies	\$9,148	\$10,000	\$9,000	\$10,000	\$10,000
23000 R/M Supplies	42,251	36,000	27,067	30,750	30,750
24000 Small Tools	1,041	1,000	950	1,000	1,000
32000 Communications	2,431	2,500	2,500	2,500	2,500
33000 Motor Pool Charges	33,658	35,000	35,000	35,000	35,000
37000 Leases & Rentals	320	500	400	500	500
38000 R/M Contractual	204,714	200,000	143,390	178,500	178,500
TOTAL	\$293,563	\$285,000	\$218,307	\$258,250	\$258,250
GRAND TOTAL	\$578,263	\$579,175	\$511,732	\$567,197	\$567,197

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Motor Pool Shop
ACTIVITY NO.: 4211

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$354,702	\$362,754	\$361,279	\$382,392	\$382,392
SERVICES & SUPPLIES	1,721,568	891,000	855,408	882,800	882,800
CAPITAL OUTLAY	252,065	606,516	606,516	392,200	392,200
TOTAL COSTS	\$2,328,335	\$1,860,270	\$1,823,203	\$1,657,392	\$1,657,392
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.20	 4.20	 4.20	 4.20	 4.20

Program Description

Monterey Park's motorized fleet consists of 183 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 195 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.

- Maintain accurate schedule of City-owned vehicles and equipment and update information semi-annually.
- 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.
- Conduct thorough safety inspections (such as brakes, suspension systems, fluid levels, etc.) on all vehicles during preventive maintenance service.
- Purchase fuel for joint consumption by the City and Monterey Park Spirit buses.

PROGRAM MEASUREMENTS

	<u>Actual 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Number of preventive maintenance services	329	330	325
Number of smog checks completed	30	28	30
Compressed natural gas (CNG) purchased (in 100 cubic feet)	8,169	9,000	9,100
Average price per gallon of unleaded fuel	\$2.58	\$2.65	\$2.60
Average price per gallon of diesel fuel	\$2.01	\$2.84	\$2.90

2010-2011 GOALS AND OBJECTIVES

1. Perform installation of specialized equipment and lighting of fleet vehicles in-house. Historically, completion times by vendors has been lengthy due to their workload. This will reduce completion time and save money.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Refurbished two retired police vehicles and returned them into the fleet replacing older vehicles assigned to departments at city hall. These vehicles have a life expectancy of four to five years.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers anticipated fuel costs.
2. R/M Supplies category (#23000) is budgeted for materials and supplies used for the repair and maintenance of vehicles and city equipment.
3. Contracted Services category (#31000) includes the cost of AQMD annual inspection/certification and underground storage tank (UST) operator fee.
4. R/M Contractual category (#38000) includes vehicle conversions, repair of fire engines, and repair of vehicles involved in traffic collisions and maintenance of the CNG fuel station.
5. Miscellaneous category (#39000) includes printing and duplicating and training and certification of mechanics.
6. Miscellaneous Financial Services category (#44000) consists of allocated overhead costs of central service departments and liability insurance.
7. FY 2010-11 budgeted purchases of vehicles and equipment include: 1-ton dump truck (\$48,000), 2 Chevy Tracker 4-door SUV (\$70,000), 2 Chevy Caprice 4-door SUV (\$60,000), 2 Hybrid 4-door Chevy Pickup (\$76,000), 1 Skid steer loader with trailer (\$80,000), 1 Master software (\$4,200), 1 Pro Cut on car lathe (\$14,000), 1 Plasma cutter / mig welder (\$10,000), and 2 T-3 Motion Personal Mobility vehicles (\$30,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$248,386	\$257,766	\$257,766	\$273,471	\$273,471
11300 Part Time Salaries	1,297	0	0	0	0
11400 Overtime Salaries	3,959	1,500	25	100	100
11500 Separation Benefits	18,224	20,047	20,047	18,150	18,150
TOTAL	\$271,866	\$279,313	\$277,838	\$291,721	\$291,721
EMPLOYEE BENEFITS					
12200 Life Insurance	\$774	\$774	\$774	\$697	\$697
12300 Medical Insurance	29,969	31,349	31,349	34,503	34,503
12350 Medicare Insurance	3,429	3,591	3,591	3,801	3,801
12370 Part Time Retirement	52	0	0	0	0
12400 Dental Insurance	2,049	2,084	2,084	2,252	2,252
12500 Workers Compensation	5,649	5,932	5,932	5,875	5,875
12600 Retirement	38,649	37,385	37,385	41,193	41,193
12900 Long Term Disability	1,724	1,766	1,766	1,766	1,766
12950 Vision Plan	541	560	560	584	584
TOTAL	\$82,836	\$83,441	\$83,441	\$90,671	\$90,671
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,070	\$1,000	\$800	\$800	\$800
22000 Operating Supplies	381,422	382,000	377,000	382,000	382,000
23000 R/M Supplies	83,268	80,000	75,000	80,000	80,000
24000 Small Tools	6,095	6,000	5,700	5,500	5,500
31000 Contracted Services	18,814	19,000	18,800	19,000	19,000
32000 Communications	2,495	2,500	2,525	2,500	2,500
33000 Motor Pool Charges	7,647	8,000	8,000	8,000	8,000
36000 Utilities	18,015	18,000	19,040	20,000	20,000
37000 Leases & Rentals	16,623	18,000	1,200	10,000	10,000
38000 R/M Contractual	212,943	150,000	141,352	149,000	149,000
39000 Miscellaneous	1,591	1,500	991	1,000	1,000
41000 Other Agency Serv	4,943	5,000	5,000	5,000	5,000
42000 Debt Service	6,822	0	0	0	0
44000 Misc Financial Serv	959,820	200,000	200,000	200,000	200,000
TOTAL	\$1,721,568	\$891,000	\$855,408	\$882,800	\$882,800

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$252,065	\$606,516	\$606,516	\$392,200	\$392,200
TOTAL	\$252,065	\$606,516	\$606,516	\$392,200	\$392,200
GRAND TOTAL	\$2,328,335	\$1,860,270	\$1,823,203	\$1,657,392	\$1,657,392

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$830,112	\$824,550	\$840,467	\$786,256	\$786,256
SERVICES & SUPPLIES	72,077	74,300	60,805	61,200	61,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$902,189	\$898,850	\$901,272	\$847,456	\$847,456
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.70	 7.70	 7.70	 7.60	 7.60

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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Capital Improvement Projects (CIP) commenced and/or completed	12	14	10
Dollar value of CIP projects completed (\$ millions)	2.2	3.8	3.6
Subdivisions Processed:			
<i>Tentative Tract Maps</i>	0	1	1
<i>Tentative Parcels Maps</i>	3	1	2
<i>Final Tract Maps</i>	1	1	1
<i>Final Parcel Maps</i>	14	1	2
<i>Lot Line Adjustments Reviewed</i>	1	2	1
Conditional Use Permits Reviewed	20	8	10
Variancecs Reviewed	2	0	0
Site and Plan Checks for Building Permits	376	118	200
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	113	216	200
Grading Permits Issued	11	14	15

	<u>Actual</u> <u>2008-2009</u>	<u>Estimated</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>
Traffic Engineering Issues Investigated	50	50	50

2010-2011 GOALS AND OBJECTIVES

1. Construct Transit Center on Collegian Avenue at East Los Angeles College.
2. Update the 1996 Water Master Plan and perform Water Rate Study utilizing consultant services to address water system improvement needs.
3. Oversee consultant's design for the replacement of Russell Reservoirs No. 1 and 2 and pursue funding for construction.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Completed \$3 million in street resurfacing work citywide utilizing Federal Economic Stimulus and State funding.
2. Obtained Energy Efficiency and Conservation Block Grant funding from U.S. Department of Energy and completed construction of Title 24 compliant "cool roof" system on eastern portion of the Langley Senior Center.
3. Expanded public parking lot at Langley Senior Center and employee parking lot at City Hall.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) has \$10,000 budgeted for engineering consultant services for traffic, soils testing, and \$4,000 for miscellaneous professional services.
2. Communications category (#32000) covers costs for telephone, postage, and data processing and communications requirements.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$7,950 and \$50 in travel reimbursement.
4. R/M Contractual category (#38000) provides for the maintenance of copier and plotter equipment.
5. Miscellaneous category (#39000) consists of \$3,000 for duplicating and printing, \$1,000 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$609,578	\$622,504	\$626,230	\$597,718	\$597,718
11300 Part Time Salaries	21,075	0	13,060	0	0
11400 Overtime Salaries	1,581	500	150	0	0
11500 Separation Benefits	33,412	36,753	36,753	23,700	23,700
TOTAL	\$665,646	\$659,757	\$676,193	\$621,418	\$621,418
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,455	\$1,440	\$1,440	\$1,282	\$1,282
12300 Medical Insurance	45,846	48,848	48,848	51,672	51,672
12350 Medicare Insurance	9,419	9,144	9,144	8,728	8,728
12370 Part Time Retirement	2,185	0	255	355	355
12400 Dental Insurance	3,422	3,377	3,377	3,562	3,562
12500 Workers Compensation	6,631	6,962	6,962	4,700	4,700
12600 Retirement	91,000	90,384	89,610	89,961	89,961
12900 Long Term Disability	3,231	3,359	3,359	3,317	3,317
12950 Vision Plan	1,277	1,279	1,279	1,261	1,261
TOTAL	\$164,466	\$164,793	\$164,274	\$164,838	\$164,838
SERVICES & SUPPLIES					
21000 Office Supplies	\$6,727	\$6,500	\$5,405	\$7,400	\$7,400
22000 Operating Supplies	1,335	1,300	1,300	1,300	1,300
24000 Small Tools	2,800	2,000	2,000	2,000	2,000
31000 Contracted Services	11,591	20,000	14,000	14,000	14,000
32000 Communications	8,775	9,000	7,000	6,900	6,900
33000 Motor Pool Charges	8,378	8,000	8,000	8,000	8,000
37000 Leases & Rentals	13,356	12,000	12,000	12,500	12,500
38000 R/M Contractual	14,696	11,000	7,000	5,000	5,000
39000 Miscellaneous	4,419	4,500	4,100	4,100	4,100
TOTAL	\$72,077	\$74,300	\$60,805	\$61,200	\$61,200
GRAND TOTAL	\$902,189	\$898,850	\$901,272	\$847,456	\$847,456

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$457,238	\$264,106	\$264,306	\$280,314	\$280,314
SERVICES & SUPPLIES	794,740	794,500	778,811	766,988	766,988
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$1,251,978</u>	<u>\$1,058,606</u>	<u>\$1,043,117</u>	<u>\$1,047,302</u>	<u>\$1,047,302</u>
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>

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, MTBE, chromium 6, etc).
- Attend scheduled meetings with Federal, State, and American Water Works Association (AWWA) regulatory boards to review proposed water quality standards.
- 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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Water Rates:			
Surrounding agencies – average monthly (350 gallons/day, with ¾” meter)	\$42.92	\$46.32	\$48.45
Monterey Park – average monthly (350 gallons/day, with ¾” meter)*	\$33.09	\$33.08	\$33.81
Customer savings	29.71%	40.02%	43.30%

* Includes water treatment surcharge.

2010-2011 GOALS AND OBJECTIVES

1. Track and secure outside operations & maintenance and capital reimbursement monies from the Water Quality Authority (WQA), the San Gabriel Valley Municipal Water District (SGVMWD) and Southern California Edison (SCE), while seeking additional funding opportunities.
2. Work in conjunction with the SGVMWD to expand rebate program and to promote water conservation within the City boundaries.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Delivered high-quality clean, treated water to Monterey Park residents and businesses at a rate approximately 40% less than water agencies in the surrounding area.
2. Secured two grants from SGVMWD- one for \$50,000 for landscape and median conservation efforts and another for \$60,000 for an automated meter reading (AMR) pilot program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$53,000 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.
2. Contracted Services category (#31000) includes \$6,188 for hazardous materials disposal, engineering services, and website maintenance.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$3,500, and conferences and seminars costs of \$500.
4. R/M Contractual category (#38000) consists of \$3,250 for janitorial maintenance and \$16,750 for alarm system, computer, copier, and other office equipment maintenance.
5. Miscellaneous category (#39000) includes printing (\$500), membership fees for associations (\$6,000), books and education (\$5,500), and preparation of water quality reports and public awareness campaign (\$10,000).
6. Miscellaneous Financial Services category (#44000) consists of \$365,000 for allocated administrative support services and \$280,000 for general liability.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$244,862	\$193,856	\$193,856	\$206,425	\$206,425
11300 Part Time Salaries	32,549	0	200	0	0
11400 Overtime Salaries	208	0	0	0	0
11500 Separation Benefits	10,414	11,455	11,455	11,000	11,000
TOTAL	\$288,033	\$205,311	\$205,511	\$217,425	\$217,425
EMPLOYEE BENEFITS					
12200 Life Insurance	\$450	\$450	\$450	\$405	\$405
12300 Medical Insurance	120,671	14,937	14,937	16,126	16,126
12350 Medicare Insurance	2,703	2,394	2,394	2,543	2,543
12370 Part Time Retirement	459	0	0	0	0
12400 Dental Insurance	1,427	1,428	1,428	1,627	1,627
12500 Workers Compensation	9,328	9,795	9,795	9,700	9,700
12600 Retirement	32,740	28,342	28,342	31,027	31,027
12900 Long Term Disability	1,044	1,054	1,054	1,053	1,053
12950 Vision Plan	383	395	395	408	408
TOTAL	\$169,205	\$58,795	\$58,795	\$62,889	\$62,889
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,131	\$4,000	\$4,000	\$4,000	\$4,000
22000 Operating Supplies	55,478	55,000	54,801	55,000	55,000
23000 R/M Supplies	-84	0	0	0	0
24000 Small Tools	2,119	2,500	1,800	1,800	1,800
31000 Contracted Services	19,999	20,000	20,000	6,188	6,188
32000 Communications	4,552	5,000	5,000	5,000	5,000
33000 Motor Pool Charges	3,866	4,000	4,000	4,000	4,000
37000 Leases & Rentals	3,848	4,000	1,300	4,000	4,000
38000 R/M Contractual	20,431	20,000	21,310	20,000	20,000
39000 Miscellaneous	35,400	35,000	21,600	22,000	22,000
44000 Misc Financial Serv	645,000	645,000	645,000	645,000	645,000
TOTAL	\$794,740	\$794,500	\$778,811	\$766,988	\$766,988
GRAND TOTAL	\$1,251,978	\$1,058,606	\$1,043,117	\$1,047,302	\$1,047,302

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$557,635	\$579,870	\$551,522	\$620,407	\$620,407
SERVICES & SUPPLIES	154,349	154,200	136,760	152,300	152,300
CAPITAL OUTLAY	0	37,000	37,000	0	0
TOTAL COSTS	\$711,984	\$771,070	\$725,282	\$772,707	\$772,707
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.50	 6.50	 6.50	 6.50	 6.50

Program Description

This program, in coordination with the Management Services Department, provides for approximately 78,936 meter readings, billing, and collection of revenue from approximately 13,156 water meters. The City's consumers average 510 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 84 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.
- Track and maintain 969 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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Meter Exchange Program:			
Meters changed ¾" – 2"	432	500	750
Large Water Meter Installation/ Upgrades: 3" – 8" meters			
Meter installation upgrades	8	6	4
Total meters installed to field- testable and/or field-repairable standards *	78	84	97
Water Turn-ons and Turn-offs:	2,939	2,574	2,600
Work orders completed:	6,325	6,121	6,300

- Note : Total number of large meters has increased in 2009-2010 to 97 large meters.

2010-2011 GOALS AND OBJECTIVES

1. Upgrade Meter Route 44 to an Automated Meter Read Route (AMR) in order to more quickly identify leaks and meter problems.
2. Test 10 large water meters (3" and larger) for accuracy and proper billing.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Meter Route 45 was upgraded to AMR as part of a pilot program.
2. Distributed 321 ultra low-flow toilets (ULFT 1.6 gallons per flush) as part of the annual toilet exchange.

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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$385,106	\$408,506	\$386,330	\$438,562	\$438,562
11400 Overtime Salaries	10,850	8,000	8,000	8,000	8,000
11500 Separation Benefits	28,205	31,025	31,025	30,000	30,000
TOTAL	\$424,161	\$447,531	\$425,355	\$476,562	\$476,562
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,148	\$1,170	\$970	\$1,053	\$1,053
12300 Medical Insurance	40,003	39,789	38,160	44,347	44,347
12350 Medicare Insurance	5,334	5,461	5,350	5,884	5,884
12370 Part Time Retirement	342	0	0	0	0
12400 Dental Insurance	3,535	3,627	3,460	3,953	3,953
12500 Workers Compensation	18,321	19,237	19,237	19,075	19,075
12600 Retirement	61,447	59,620	55,770	66,050	66,050
12900 Long Term Disability	2,524	2,574	2,410	2,574	2,574
12950 Vision Plan	820	861	810	909	909
TOTAL	\$133,474	\$132,339	\$126,167	\$143,845	\$143,845
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,465	\$600	\$600	\$600	\$600
22000 Operating Supplies	3,073	3,000	2,970	3,000	3,000
23000 R/M Supplies	28,820	30,000	19,700	30,000	30,000
24000 Small Tools	4,124	4,000	3,365	4,000	4,000
31000 Contracted Services	14,053	14,000	14,000	14,000	14,000
32000 Communications	42,351	43,000	38,850	43,000	43,000
33000 Motor Pool Charges	38,669	38,000	38,000	38,000	38,000
37000 Leases & Rentals	523	600	675	700	700
38000 R/M Contractual	11,794	12,000	10,000	10,000	10,000
39000 Miscellaneous	9,477	9,000	8,600	9,000	9,000
TOTAL	\$154,349	\$154,200	\$136,760	\$152,300	\$152,300
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$37,000	\$37,000	\$0	\$0
TOTAL	\$0	\$37,000	\$37,000	\$0	\$0
GRAND TOTAL	\$711,984	\$771,070	\$725,282	\$772,707	\$772,707

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Production
ACTIVITY NO.: 4222

<u>SUMMARY OF COST</u>	<u>Actual</u> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$258,776	\$253,630	\$280,569	\$291,144	\$291,144
SERVICES & SUPPLIES	1,388,348	1,509,059	1,349,613	1,436,400	1,436,400
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,647,124	\$1,762,689	\$1,630,182	\$1,727,544	\$1,727,544
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.95	 2.95	 2.95	 3.20	 3.20

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 11 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 18 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>2008-2009</u>	<u>Estimated</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>
Water Production:			
(Acre-feet/year)	9,501	9,000	9,680
(Million gallons/year)	3,097	2,932	3,154
(Million gallons/day)	8.49	8.03	8.64
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

2010-2011 GOALS AND OBJECTIVES

1. Replace existing Delta Booster discharge piping with new water meters, check valves and plug valves.
2. Redevelop and increase production capacity of Well 1 with new pump, motor, motor control starter and emergency generator transfer switch.
3. Integrate seismic control valve operation status onto the SCADA System for remote monitoring in the event of an emergency.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Retrofitted and modified the La Loma Booster Station to help reduce water main breaks caused by water hammer in the Southeastern part of town.
2. Upgraded and retrofitted the Air-Vacs located on the treatment plants to help maintain proper operations while minimize pressures fluctuations across the treatment plants.
3. Installed water main and valve control station tie-in capable of providing 3,500 GPM to ELAC specifically for fire protection.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. 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.
2. R/M Supplies category (#23000) covers supplies for well and pump station maintenance and upgrades.
3. Contracted Services category (#31000) includes \$20,000 for CDPH required water quality analyses and \$15,000 for various reservoir inspections and related services.
4. Communications category (#32000) accounts for Nextel radios, office telephones and new phone services at various remote sites to help with SCADA.
5. Motor Pool Charges category (#33000) consists of allocated vehicle operating costs to the Auto Shop Internal Service Fund.
6. Utilities category (#36000) includes electrical and natural gas costs.
7. 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 engines, and \$34,000 for grounds maintenance.
8. 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 nine of a thirty-year lease.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$149,990	\$157,891	\$157,891	\$177,120	\$177,120
11300 Part Time Salaries	31,986	24,772	40,000	40,000	40,000
11400 Overtime Salaries	17,996	10,000	15,000	10,000	10,000
11500 Separation Benefits	10,631	11,694	11,694	11,694	11,694
TOTAL	\$210,603	\$204,357	\$224,585	\$238,814	\$238,814
EMPLOYEE BENEFITS					
12200 Life Insurance	\$391	\$441	\$441	\$397	\$397
12300 Medical Insurance	12,111	15,338	15,338	14,291	14,291
12350 Medicare Insurance	3,026	2,301	2,301	2,581	2,581
12370 Part Time Retirement	1,002	1,121	1,121	1,200	1,200
12400 Dental Insurance	1,074	1,285	1,285	1,327	1,327
12500 Workers Compensation	4,429	4,650	4,650	4,600	4,600
12600 Retirement	25,010	22,879	29,590	26,665	26,665
12900 Long Term Disability	868	970	970	971	971
12950 Vision Plan	262	288	288	298	298
TOTAL	\$48,173	\$49,273	\$55,984	\$52,330	\$52,330
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,524	\$1,500	\$1,500	\$1,500	\$1,500
22000 Operating Supplies	438,250	440,000	440,000	440,000	440,000
23000 R/M Supplies	71,063	75,000	70,503	75,000	75,000
24000 Small Tools	7,053	8,000	6,500	6,500	6,500
31000 Contracted Services	34,814	35,000	35,000	35,000	35,000
32000 Communications	13,294	14,000	11,500	14,000	14,000
33000 Motor Pool Charges	59,637	60,000	60,000	60,000	60,000
36000 Utilities	537,987	625,000	491,430	568,000	568,000
37000 Leases & Rentals	37,461	7,500	7,167	7,500	7,500
38000 R/M Contractual	105,526	120,000	103,205	106,000	106,000
39000 Miscellaneous	526	600	350	600	600
41000 Other Agency Serv	8,243	7,000	7,000	7,000	7,000
42000 Debt Service	72,970	115,459	115,458	115,300	115,300
TOTAL	\$1,388,348	\$1,509,059	\$1,349,613	\$1,436,400	\$1,436,400
GRAND TOTAL	\$1,647,124	\$1,762,689	\$1,630,182	\$1,727,544	\$1,727,544

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$732,542	\$737,874	\$692,743	\$706,995	\$706,995
SERVICES & SUPPLIES	1,569,680	593,900	420,419	589,393	589,393
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,302,222	\$1,331,774	\$1,113,162	\$1,296,388	\$1,296,388
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.00	 9.00	 9.00	 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 13,156 water accounts, 134 miles of distribution mains, approximately 1,054 fire hydrants, and 2,054 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 2,054 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 2008-2009</u>	<u>Estimated 2009-2010</u>	<u>Projected 2010-2011</u>
Water Valve Exercising:			
Valves exercised ⁽¹⁾	1122	800	800
2,054 valves should be exercised annually ⁽²⁾	55%	36%	49%
New Water Services Installed:	76	31	30
Water Services Repaired:	59	54	50
Water Mains Repaired:	31	28	30
Gate Valves Repaired:	12	12	14

2010-2011 GOALS AND OBJECTIVES

1. Install a new fire hydrant tie-in at Russell Reservoir to allow for improved fire protection and for emergency generator operations.
2. Install 3 new water main blow offs per year at dead ends (135 total remaining) to help ensure good water quality within the distribution system.
3. Complete the tie-in of the 8" Florence Avenue main, abandon old 4" main, eliminate a dead end to improve fire protection and water quality.

1) Unable to fully implement program in current and previous years due to personnel shortage.

2) In FY 09-10, 18 valves were added to the system.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Completed the transfer of individual services to the new main transmission water line on Florence Avenue.
2. Relocated and abandoned old services to allow for the completion of new parking lots adjacent to City Hall.
3. Upgraded an 8" meter along Potrero Grande Drive to allow for ADA sidewalk compliance and eventual growth and development to the SCE lot.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries (#11200) and Employee Benefits reflect elimination of a full-time position.
2. Overtime Salaries category (#11400) is for costs to respond to unanticipated after hour calls and emergency repairs and the Stand-By Program.
3. 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. These costs will be offset by revenue from new water service installations.
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 \$187,593 is the fourth 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$447,127	\$479,991	\$463,810	\$475,976	\$475,976
11300 Part Time Salaries	39,234	0	0	0	0
11400 Overtime Salaries	41,754	50,000	25,000	25,000	25,000
11500 Separation Benefits	39,053	42,958	42,958	42,958	42,958
TOTAL	\$567,168	\$572,949	\$531,768	\$543,934	\$543,934
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,545	\$1,620	\$1,620	\$1,134	\$1,134
12300 Medical Insurance	52,044	54,809	54,809	52,345	52,345
12350 Medicare Insurance	7,701	6,960	6,960	6,902	6,902
12370 Part Time Retirement	1,138	0	0	0	0
12400 Dental Insurance	3,669	3,979	3,979	3,944	3,944
12500 Workers Compensation	22,548	23,676	23,676	23,450	23,450
12600 Retirement	72,452	69,380	65,430	71,682	71,682
12900 Long Term Disability	3,399	3,564	3,564	2,772	2,772
12950 Vision Plan	878	937	937	832	832
TOTAL	\$165,374	\$164,925	\$160,975	\$163,061	\$163,061
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,360	\$1,800	\$1,800	\$1,800	\$1,800
22000 Operating Supplies	14,785	14,000	12,900	14,000	14,000
23000 R/M Supplies	287,608	275,000	114,300	275,000	275,000
24000 Small Tools	10,168	10,000	5,720	10,000	10,000
32000 Communications	3,307	3,500	2,300	3,500	3,500
33000 Motor Pool Charges	70,665	75,000	75,000	75,000	75,000
36000 Utilities	6,951	7,000	6,000	7,000	7,000
37000 Leases & Rentals	6,713	6,000	2,516	3,000	3,000
38000 R/M Contractual	9,010	11,000	9,800	10,000	10,000
39000 Miscellaneous	2,395	2,500	2,150	2,500	2,500
42000 Debt Service	49,898	188,100	187,933	187,593	187,593
44000 Misc Financial Serv	1,105,820	0	0	0	0
TOTAL	\$1,569,680	\$593,900	\$420,419	\$589,393	\$589,393
GRAND TOTAL	\$2,302,222	\$1,331,774	\$1,113,162	\$1,296,388	\$1,296,388

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Capital Projects
ACTIVITY NO.: 4224

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	0	1,085,500	546,850	1,083,400	1,083,400
TOTAL COSTS	\$0	\$1,085,500	\$546,850	\$1,083,400	\$1,083,400
 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)** **\$100,000**

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) | \$30,000 |
| | <p>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.</p> <p><u>Impact on Operating Budget:</u> 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.</p> | |
| 3. | Well Redevelopment Program (81240) | \$120,000 |
| | <p>This is an ongoing program to maintain efficiency of all City owned water wells.</p> <p><u>Impact on Operating Budget:</u> There is no impact to the operating budget.</p> | |
| 4. | Well Telemetry System (81990) | \$25,000 |
| | <p>This ongoing program is to improve the City's water telemetry system, including software upgrades and radio replacements.</p> <p><u>Impact on Operating Budget:</u> There is no impact to the operating budget.</p> | |
| 5. | Street Maintenance (81580) | \$281,400 |
| | <p>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.</p> <p><u>Impact on Operating Budget:</u> This is the annual contribution from the Water Fund to the City's General Fund for street maintenance.</p> | |
| 6. | Perchlorate Contingency Plan (82251) | 227,000 |
| | <p>This project will allow the City to design and implement a contingency plan to circumvent the perchlorate removal process at the Delta Plant as long as the levels in the water remain below the state-regulated MCL. This cost includes design, construction and amendment of all required DPH permits.</p> <p><u>Impact on Operating Budget:</u> There is no impact to the operating budget.</p> | |

7. Water Main Replacement (82246)

300,000

This project is an ongoing program to replace undersized and old water mains per the adopted Water Master Plan. This project will reduce the possibility of waterline failures and reduce the damage to streets and private property. In addition, the larger water mainlines will improve the water supply and fire protection to residences and businesses. Locations include Milam Place from Wilcox Avenue to the Cul-de-sac; Lincoln Avenue from Langley Way to El Repetto Drive; De La Fuente Street from Sevilla Street to Cadiz Avenue. Cecil Street from Graves Avenue to Lincoln Avenue; and Triana Street from Fotini Place to Ynez Avenue.

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.

2009-2010 Water Capital Projects

Meter Exchange Program (81070)	\$ 101,500	*
Well Redevelopment Program (81240)	112,000	*
Street Maintenance (81580)	278,000	
Well Electrical and Pump Station Upgrades (81860)	30,000	*
Well Telemetry System (81990)	24,000	*
Water Master Plan Update (82240)	150,000	*
Check Valve Upgrade At Delta (82242)	142,000	**
Water Main Replacement (City) (82246)	350,000	*
Water Rate Study (82249)	<u>40,000</u>	*
<i>Total</i>	<u>\$ 1,227,500</u>	

() Projects in progress*

*(**) Amendment per City Council on 3/17/10 for Delta Plant Booster Pump Retrofit*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Capital Projects

ACTIVITY NO.: 4224

<u>Classification</u>	<u>Actual 2008/2009</u>	<u>Adopted 2009/2010</u>	<u>Year-End Estimated 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Adopted 2010/2011</u>
CAPITAL OUTLAY					
81000 Capital Improvements	\$0	\$545,500	\$545,500	\$556,400	\$556,400
82000 Capital Improvements	0	540,000	1,350	527,000	527,000
TOTAL	\$0	\$1,085,500	\$546,850	\$1,083,400	\$1,083,400
GRAND TOTAL	\$0	\$1,085,500	\$546,850	\$1,083,400	\$1,083,400

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 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$77,948	\$74,959	\$78,319	\$79,235	\$79,235
SERVICES & SUPPLIES	364,724	461,000	315,453	357,000	357,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$442,672	\$535,959	\$393,772	\$436,235	\$436,235
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .70	 .79	 .79	 .79	 .79

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.

2010-2011 GOALS AND OBJECTIVES

1. Add piping and an air stripping tower to remove VOCs to accommodate Well No. 6 tie-in. This will increase water production capacity and provide greater operational flexibility.
2. Continue to work with SGVMWD to convert the existing \$2,000,000 loan to a grant for the capital and O & M costs of the air stripper.

2009-2010 MAJOR ACCOMPLISHMENTS

1. By evaluating our water chemistry and the available carbon, we were able to maximize the life of the GAC used in the Well 5 vessels.

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 \$12,000 for legal fees, \$3,000 for data processing and \$65,000 for required water analysis.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$7,000.
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.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment

ACTIVITY NO.: 4226

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$51,570	\$52,445	\$52,445	\$55,627	\$55,627
11300 Part Time Salaries	3,514	3,240	3,000	3,500	3,500
11400 Overtime Salaries	4,029	0	3,600	0	0
11500 Separation Benefits	3,037	3,341	3,341	3,341	3,341
TOTAL	\$62,150	\$59,026	\$62,386	\$62,468	\$62,468
EMPLOYEE BENEFITS					
12200 Life Insurance	\$124	\$135	\$135	\$122	\$122
12300 Medical Insurance	3,826	4,387	4,387	4,511	4,511
12350 Medicare Insurance	841	815	815	810	810
12370 Part Time Retirement	0	130	130	130	130
12400 Dental Insurance	319	358	358	371	371
12500 Workers Compensation	1,946	2,043	2,043	2,025	2,025
12600 Retirement	8,352	7,640	7,640	8,370	8,370
12900 Long Term Disability	301	329	329	329	329
12950 Vision Plan	89	96	96	99	99
TOTAL	\$15,798	\$15,933	\$15,933	\$16,767	\$16,767
SERVICES & SUPPLIES					
23000 R/M Supplies	\$122,145	\$150,000	\$61,000	\$126,000	\$126,000
31000 Contracted Services	84,621	90,000	57,875	80,000	80,000
33000 Motor Pool Charges	6,584	7,000	7,000	7,000	7,000
36000 Utilities	128,585	120,000	102,810	128,000	128,000
37000 Leases & Rentals	0	0	0	0	0
38000 R/M Contractual	0	2,000	1,000	1,000	1,000
41000 Other Agency Serv	18,577	18,000	12,400	15,000	15,000
42000 Debt Service	4,212	74,000	73,368	0	0
TOTAL	\$364,724	\$461,000	\$315,453	\$357,000	\$357,000
GRAND TOTAL	\$442,672	\$535,959	\$393,772	\$436,235	\$436,235

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 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$75,264	\$78,459	\$77,979	\$82,905	\$82,905
SERVICES & SUPPLIES	317,042	700,800	554,880	710,800	710,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$392,306	\$779,259	\$632,859	\$793,705	\$793,705
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .70	 .79	 .79	 .79	 .79

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.

2010-2011 GOALS AND OBJECTIVES

1. Replace the air diffusing balls in the air stripper tower, if necessary. These balls aerate the water and facilitate the removal of VOC contaminants.
2. Change out 22,000 pounds of vapor off-gas activated carbon to ensure compliance with AQMD standards.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Completed inspection of the Air Stripping Tower as required in the California Department of Public Health operating permit.
2. Replaced the cooling unit of Tower Pump 1 with a more energy efficient version, ensuring continued operation of the air stripping tower.

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 \$15,000 in legal costs, \$132,500 in treatment plant water analyses, preparation of compliance reports required by the State, engineering consultant services and \$3,500 in data processing costs.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. Utilities category (#36000) \$260,000 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$48,886	\$52,445	\$52,445	\$55,627	\$55,627
11300 Part Time Salaries	3,514	3,240	2,770	3,800	3,800
11400 Overtime Salaries	4,029	3,500	3,620	3,500	3,500
11500 Separation Benefits	3,037	3,341	3,341	3,341	3,341
TOTAL	\$59,466	\$62,526	\$62,176	\$66,268	\$66,268
EMPLOYEE BENEFITS					
12200 Life Insurance	\$124	\$135	\$135	\$122	\$122
12300 Medical Insurance	3,826	4,387	4,387	4,511	4,511
12350 Medicare Insurance	841	815	815	810	810
12370 Part Time Retirement	0	130	0	0	0
12400 Dental Insurance	319	358	358	371	371
12500 Workers Compensation	1,946	2,043	2,043	2,025	2,025
12600 Retirement	8,352	7,640	7,640	8,370	8,370
12900 Long Term Disability	301	329	329	329	329
12950 Vision Plan	89	96	96	99	99
TOTAL	\$15,798	\$15,933	\$15,803	\$16,637	\$16,637
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$4,000	\$4,000	\$4,000	\$4,000
23000 R/M Supplies	59,610	279,800	234,730	279,800	279,800
31000 Contracted Services	25,861	151,000	53,500	151,000	151,000
33000 Motor Pool Charges	6,584	6,500	6,500	6,500	6,500
36000 Utilities	217,905	250,000	250,000	260,000	260,000
37000 Leases & Rentals	500	500	0	500	500
38000 R/M Contractual	0	2,500	2,500	2,500	2,500
41000 Other Agency Serv	6,582	6,500	3,650	6,500	6,500
TOTAL	\$317,042	\$700,800	\$554,880	\$710,800	\$710,800
GRAND TOTAL	\$392,306	\$779,259	\$632,859	\$793,705	\$793,705

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> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$82,367	\$85,620	\$85,440	\$91,196	\$91,196
SERVICES & SUPPLIES	531,922	172,700	180,000	183,700	183,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$614,289	\$258,320	\$265,440	\$274,896	\$274,896
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .76	 .84	 .84	 .84	 .84

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.

2010-2011 GOALS AND OBJECTIVES

1. Petition the California Department of Public Health to allow the City to by pass the Perchlorate Treatment Plant due to the reduced Perchlorate influent water quality sample results.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Successfully petitioned the California Department of Public Health to reduce the number of Perchlorate samples required at this facility due to changes in water quality.
2. Upgraded and retrofitted the Air – Vacs located on the Perchlorate Treatment Plant Vessels to help maintain proper operations while minimizing pressure fluctuations across the treatment plant.

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, \$16,000 for legal fees and \$3,000 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$54,299	\$58,281	\$58,281	\$61,953	\$61,953
11300 Part Time Salaries	3,514	2,880	2,500	3,800	3,800
11400 Overtime Salaries	4,029	3,500	3,620	3,500	3,500
11500 Separation Benefits	3,298	3,627	3,627	3,627	3,627
TOTAL	\$65,140	\$68,288	\$68,028	\$72,880	\$72,880
EMPLOYEE BENEFITS					
12200 Life Insurance	\$135	\$146	\$130	\$132	\$132
12300 Medical Insurance	4,217	4,791	4,791	4,949	4,949
12350 Medicare Insurance	919	894	990	902	902
12370 Part Time Retirement	0	115	115	115	115
12400 Dental Insurance	354	393	393	410	410
12500 Workers Compensation	1,946	2,043	2,043	2,025	2,025
12600 Retirement	9,231	8,489	8,489	9,320	9,320
12900 Long Term Disability	325	353	353	353	353
12950 Vision Plan	100	108	108	110	110
TOTAL	\$17,227	\$17,332	\$17,412	\$18,316	\$18,316
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$1,000	\$0	\$0	\$0
23000 R/M Supplies	327,778	82,200	82,200	82,200	82,200
31000 Contracted Services	150,140	25,000	39,250	39,000	39,000
33000 Motor Pool Charges	6,584	6,500	6,500	6,500	6,500
36000 Utilities	27,298	30,000	26,500	30,000	30,000
37000 Leases & Rentals	0	5,000	5,000	5,000	5,000
38000 R/M Contractual	0	6,000	6,000	6,000	6,000
41000 Other Agency Serv	20,122	17,000	14,550	15,000	15,000
TOTAL	\$531,922	\$172,700	\$180,000	\$183,700	\$183,700
GRAND TOTAL	\$614,289	\$258,320	\$265,440	\$274,896	\$274,896

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 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$69,659	\$68,836	\$72,644	\$74,164	\$74,164
SERVICES & SUPPLIES	242,911	471,100	341,385	504,900	504,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$312,570	\$539,936	\$414,029	\$579,064	\$579,064
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .67	 .75	 .75	 .75	 .75

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 \$140,000 for granular activated carbon (GAC) replacements and \$3,000 for supplies required for normal maintenance. This expense includes a complete GAC change out at this Plant. These change outs are unpredictable because contaminants can present themselves unexpectedly. Increases are a direct result of adding Fern Well to this Treatment Plant.
2. Contracted Services category (#31000) includes \$120,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services, \$15,000 for legal fees and \$2,800 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 three 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$44,618	\$48,044	\$48,044	\$51,550	\$51,550
11300 Part Time Salaries	3,514	2,880	2,500	3,800	3,800
11400 Overtime Salaries	4,029	0	3,630	0	0
11500 Separation Benefits	2,908	3,198	3,198	3,198	3,198
TOTAL	\$55,069	\$54,122	\$57,372	\$58,548	\$58,548
EMPLOYEE BENEFITS					
12200 Life Insurance	\$113	\$124	\$124	\$112	\$112
12300 Medical Insurance	3,519	4,072	4,072	4,196	4,196
12350 Medicare Insurance	775	743	743	751	751
12370 Part Time Retirement	0	115	115	120	120
12400 Dental Insurance	301	340	340	353	353
12500 Workers Compensation	1,880	1,974	1,974	1,950	1,950
12600 Retirement	7,659	6,972	7,530	7,757	7,757
12900 Long Term Disability	261	286	286	286	286
12950 Vision Plan	82	88	88	91	91
TOTAL	\$14,590	\$14,714	\$15,272	\$15,616	\$15,616
SERVICES & SUPPLIES					
23000 R/M Supplies	\$17,780	\$100,000	\$12,500	\$143,000	\$143,000
31000 Contracted Services	141,310	145,000	121,050	137,800	137,800
33000 Motor Pool Charges	6,584	7,000	7,000	7,000	7,000
36000 Utilities	64,811	70,000	56,800	68,000	68,000
37000 Leases & Rentals	2,000	2,000	1,000	2,000	2,000
38000 R/M Contractual	3,597	5,000	2,500	5,000	5,000
41000 Other Agency Serv	6,829	10,000	8,500	10,000	10,000
42000 Debt Service	0	132,100	132,035	132,100	132,100
TOTAL	\$242,911	\$471,100	\$341,385	\$504,900	\$504,900
GRAND TOTAL	\$312,570	\$539,936	\$414,029	\$579,064	\$579,064

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$50,997	\$59,666	\$57,405	\$61,702	\$61,702
SERVICES & SUPPLIES	28,462	171,000	86,985	141,000	141,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$79,459	\$230,666	\$144,390	\$202,702	\$202,702
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .53	 .61	 .61	 .61	 .61

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 \$70,000 for carbon change outs of 6 vessels.
2. Contracted Services category (#31000) includes \$15,000 for legal costs associated with treatment cost recovery and \$4,000 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 three 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$34,294	\$37,161	\$37,161	\$39,762	\$39,762
11300 Part Time Salaries	0	2,880	2,500	3,800	3,800
11400 Overtime Salaries	3,155	5,000	3,200	3,000	3,000
11500 Separation Benefits	2,516	2,768	2,768	2,768	2,768
TOTAL	\$39,965	\$47,809	\$45,629	\$49,330	\$49,330
EMPLOYEE BENEFITS					
12200 Life Insurance	\$90	\$101	\$90	\$91	\$91
12300 Medical Insurance	2,878	3,410	3,380	3,478	3,478
12350 Medicare Insurance	558	585	660	579	579
12370 Part Time Retirement	0	115	0	0	0
12400 Dental Insurance	218	257	257	258	258
12500 Workers Compensation	1,611	1,691	1,691	1,675	1,675
12600 Retirement	5,404	5,393	5,393	5,984	5,984
12900 Long Term Disability	215	241	241	241	241
12950 Vision Plan	58	64	64	66	66
TOTAL	\$11,032	\$11,857	\$11,776	\$12,372	\$12,372
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$100,000	\$10,900	\$71,000	\$71,000
31000 Contracted Services	18,476	19,000	25,620	19,000	19,000
33000 Motor Pool Charges	6,605	7,000	7,000	7,000	7,000
37000 Leases & Rentals	0	1,000	0	0	0
38000 R/M Contractual	0	1,000	500	1,000	1,000
41000 Other Agency Serv	3,381	5,000	5,000	5,000	5,000
42000 Debt Service	0	38,000	37,965	38,000	38,000
TOTAL	\$28,462	\$171,000	\$86,985	\$141,000	\$141,000
GRAND TOTAL	\$79,459	\$230,666	\$144,390	\$202,702	\$202,702

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$42,947	\$51,336	\$49,341	\$52,267	\$52,267
SERVICES & SUPPLIES	75,537	88,000	101,010	89,000	89,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$118,484	\$139,336	\$150,351	\$141,267	\$141,267
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .50	 .58	 .58	 .58	 .58

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 \$15,400 for legal costs associated with treatment cost recovery, \$2,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,600 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. Leases and Rentals category (#37000) is for the costs expended renting equipment for the inspection of the treatment facility.
6. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.
7. 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$28,680	\$31,321	\$31,321	\$34,119	\$34,119
11300 Part Time Salaries	0	2,880	2,800	3,000	3,000
11400 Overtime Salaries	3,155	5,000	3,200	2,500	2,500
11500 Separation Benefits	1,952	2,148	2,148	2,148	2,148
TOTAL	\$33,787	\$41,349	\$39,469	\$41,767	\$41,767
EMPLOYEE BENEFITS					
12200 Life Insurance	\$79	\$90	\$90	\$81	\$81
12300 Medical Insurance	2,414	2,935	2,935	2,969	2,969
12350 Medicare Insurance	473	498	498	497	497
12370 Part Time Retirement	0	115	0	0	0
12400 Dental Insurance	199	238	238	233	233
12500 Workers Compensation	1,274	1,338	1,338	1,325	1,325
12600 Retirement	4,495	4,518	4,518	5,139	5,139
12900 Long Term Disability	175	198	198	198	198
12950 Vision Plan	51	57	57	58	58
TOTAL	\$9,160	\$9,987	\$9,872	\$10,500	\$10,500
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$1,500	\$1,500	\$1,500	\$1,500
31000 Contracted Services	21,284	21,000	23,010	21,000	21,000
33000 Motor Pool Charges	6,561	7,000	7,000	7,000	7,000
36000 Utilities	44,220	50,000	65,000	55,000	55,000
37000 Leases & Rentals	0	1,000	0	0	0
38000 R/M Contractual	0	1,500	1,000	1,000	1,000
41000 Other Agency Serv	3,472	6,000	3,500	3,500	3,500
TOTAL	\$75,537	\$88,000	\$101,010	\$89,000	\$89,000
GRAND TOTAL	\$118,484	\$139,336	\$150,351	\$141,267	\$141,267

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> 2008-09	<u>Adopted</u> 2009-10	<u>Year-End</u> <u>Estimated</u> 2009-10	<u>Proposed</u> 2010-11	<u>Adopted</u> 2010-11
PERSONNEL COST	\$54,692	\$59,475	\$57,890	\$61,281	\$61,281
SERVICES & SUPPLIES	41,498	72,000	30,200	41,500	41,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$96,190	\$131,475	\$88,090	\$102,781	\$102,781
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .59	 .59	 .59	 .59	 .59

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 \$13,500 for legal costs associated with treatment cost recovery, \$10,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,000 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 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11200 Permanent Salaries	\$36,362	\$39,275	\$39,275	\$42,507	\$42,507
11400 Overtime Salaries	3,994	5,000	3,270	3,000	3,000
11500 Separation Benefits	2,560	2,816	2,816	2,550	2,550
TOTAL	\$42,916	\$47,091	\$45,361	\$48,057	\$48,057
EMPLOYEE BENEFITS					
12200 Life Insurance	\$95	\$106	\$95	\$96	\$96
12300 Medical Insurance	2,924	3,457	3,457	3,548	3,548
12350 Medicare Insurance	601	572	660	620	620
12400 Dental Insurance	254	292	360	302	302
12500 Workers Compensation	1,880	1,974	1,974	1,950	1,950
12600 Retirement	5,746	5,677	5,677	6,399	6,399
12900 Long Term Disability	211	234	234	234	234
12950 Vision Plan	65	72	72	75	75
TOTAL	\$11,776	\$12,384	\$12,529	\$13,224	\$13,224
SERVICES & SUPPLIES					
23000 R/M Supplies	\$16,000	\$16,000	\$0	\$11,000	\$11,000
31000 Contracted Services	22,716	50,000	27,200	26,500	26,500
37000 Leases & Rentals	0	1,000	0	0	0
38000 R/M Contractual	0	1,000	0	1,000	1,000
41000 Other Agency Serv	2,782	4,000	3,000	3,000	3,000
TOTAL	\$41,498	\$72,000	\$30,200	\$41,500	\$41,500
GRAND TOTAL	\$96,190	\$131,475	\$88,090	\$102,781	\$102,781

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Interconnection/Purchase
ACTIVITY NO.: 4233

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	28,451	0	0	0	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$28,451	\$0	\$0	\$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.

2010-2011 GOALS AND OBJECTIVES

1. Minimize the purchase of water from the San Gabriel Valley Water Company.

2009-2010 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 2008/2009</u>	<u>Adopted 2009/2010</u>	<u>Year-End Estimated 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Adopted 2010/2011</u>
SERVICES & SUPPLIES					
22000 Operating Supplies	\$28,451	\$0	\$0	\$0	\$0
TOTAL	\$28,451	\$0	\$0	\$0	\$0
GRAND TOTAL	\$28,451	\$0	\$0	\$0	\$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Capital Improvement

ACTIVITY NO.: 5000

SOURCE OF FUNDS:

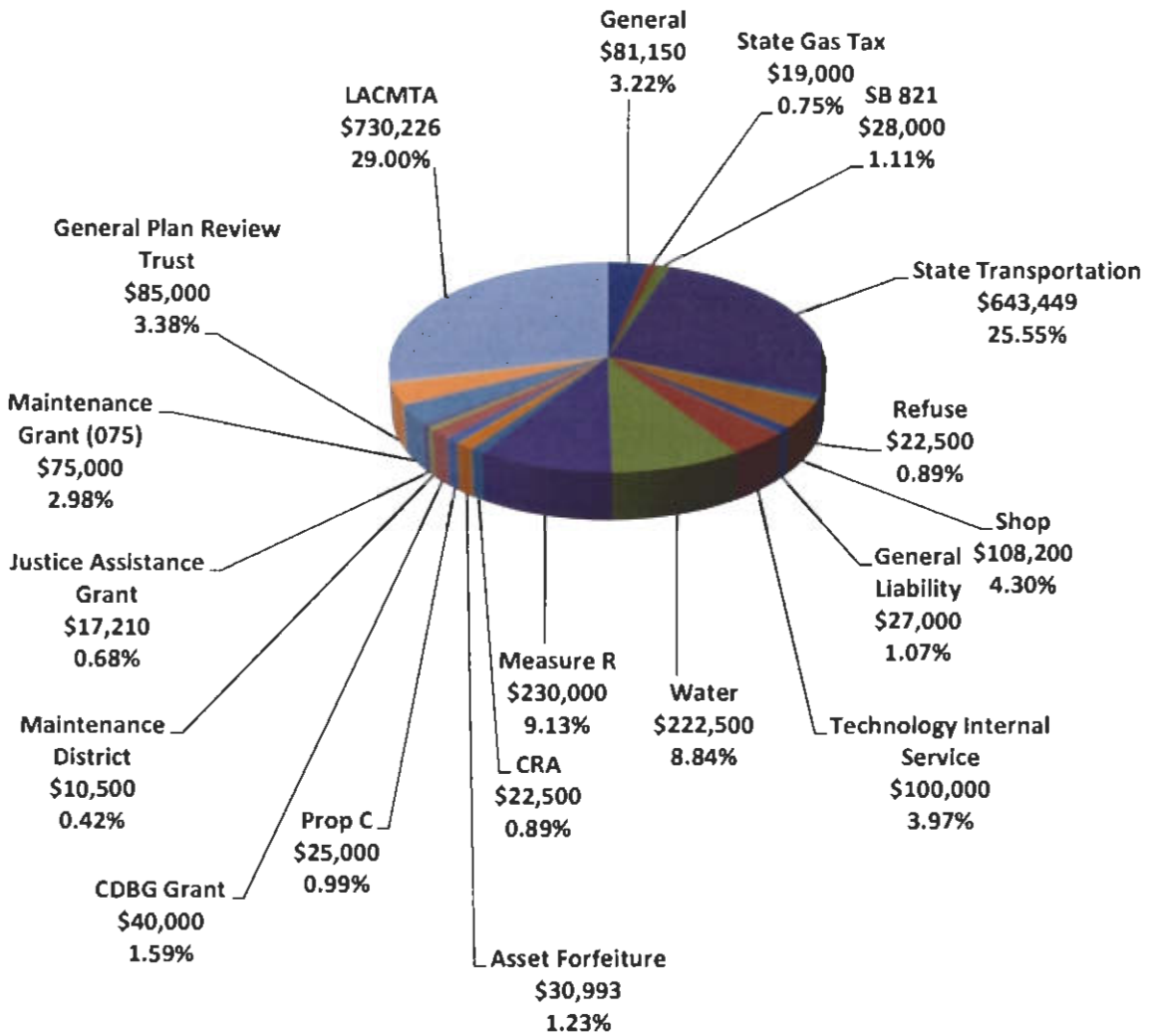
General Fund \$81,150
 State Gas Tax Fund \$19,000
 SB 821 Fund \$28,000
 State Transportation Fund \$643,449
 Refuse Fund \$22,500
 Shop Fund \$108,200
 General Liability Fund \$27,000
 Technology Internal Service Fund \$100,000
 Water Fund \$222,500
 Measure R Fund \$230,000
 CRA Fund \$22,500
 Asset Forfeiture \$30,993
 Prop C Fund \$25,000
 CDBG Grant \$40,000
 Maintenance District Fund \$10,500
 Justice Assistance Grant JAG \$17,210
 Maintenance Grant (075) \$75,000
 General Plan Review Trust \$85,000
 LACMTA Funds \$730,226

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	885,615	6,892,131	3,196,793	2,518,228	2,518,228
TOTAL COSTS	\$885,615	\$6,892,131	\$3,196,793	\$2,518,228	\$2,518,228
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.

Capital Improvement Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	97,130	3,119,998	1,565,335	1,896,675	1,896,675
TOTAL COSTS	\$97,130	\$3,119,998	\$1,565,335	\$1,896,675	\$1,896,675
 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 2010-2011 street improvements include the following projects:

1. Sidewalk Reconstruction (89340) \$108,000

Continuation of the City's Sidewalk Construction program. The SB-821 State fund can be used for sidewalk related projects.

Funding Source:

Bike Route Fund (0023)	\$ 28,000
Measure R Fund (0110)	80,000

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. Alley Reconstruction (89520) \$30,000

This program is to repair and reconstruct deteriorating alleys, and improve drainage problems and substandard pavement conditions.

Funding Source:
CDBG Fund (0169) \$30,000

Impact on Operating Budget: This project will result in a minor reduction in roadway maintenance costs.

3. Wheelchair Access Ramps (89850) \$10,000

The City is required to construct wheelchair ramps at intersections to comply with the American Disability Act (ADA).

Funding Source:
CDBG Fund (0169) \$10,000

Impact on Operating Budget: This project will have no effect on the operating budget.

4. Localized Pavement Repairs (91914) \$250,000

This project is to repair localized pavement failures and utility cuts citywide as identified by staff under a single construction contract.

Funding Source:
Water Fund (0092) \$200,000
Measure R Fund (0110) 50,000

Impact on Operating Budget: This project will result in reduced street maintenance operating costs such as utility cut pavement repairs under Street Maintenance Activity.

5. Various Street Resurfacing I (91915) \$643,449

This project is to resurface various residential streets as identified in the City's Pavement Management Study.

Funding Source:
State Transportation Fund (0026) \$643,449

Impact on Operating Budget: This project will result in reduced street maintenance operating costs such as pothole repairs under Street Maintenance Activity.

6. Various Street Resurfacing II (91916) \$730,226

This project is to resurface various collector and arterial streets as identified in the City's Pavement Management Study.

Funding Source:
LACMTA Funds (0356) \$730,226

Impact on Operating Budget: This project will result in reduced street maintenance operating costs such as pothole repairs under Street Maintenance Activity.

7. Slurry Seal of Various Streets (91917) \$100,000

This is an ongoing program to slurry seal the City's streets on a rotating area-to-area basis, and extend the life of the pavement by several years.

Funding Source:
Measure R Fund (0110) \$100,000

Impact on Operating Budget: This project will have no effect on the operating budget.

8. Overhead Street Name Signs Replacement (91918) \$25,000

This project is to replace overhead street name signs that are deteriorated with highly reflective signs that do not require illumination. This is the last year of a three year project to replace signs on transit routes.

Funding Source:
Prop C Funds (0166) \$25,000

Impact on Operating Budget: This project will reduce utility cost for electricity that is required for existing signs for illumination.

2009-2010 Street Construction Projects

Pavement Management Study (89100)	\$ 40,000	*
Sidewalk Reconstruction (89340)	39,000	*
Alley Reconstruction (89520)	30,000	
Handicapped Access Ramps (89850)	28,000	*
Street Resurfacing Projects (91900)	958,998	
Overhead Street Name Signs (91905)	25,000	
Traffic Calming Measures (91907)	15,000	
Traffic Signal Upgrades (91908)	50,000	
Garvey Traffic Signal Upgrade (91910)	25,000	
Street Resurfacing (ARRA)	1,889,000	**
Crosswalk Improvement Findlay/Markland	20,000	
Casuda Canyon/Ramona/Newmark	<u>497,000</u>	***

Total **\$ 3,616,998**

() Projects in Progress*

*(**) Projects in Construction*

*(***) Amendment per City Council on 3/17/10 for Casuda Canyon Overlay Project*

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
CAPITAL OUTLAY					
89000 Capital Improvements	\$74,228	\$137,000	\$31,890	\$148,000	\$148,000
91000 Capital Improvements	22,902	2,982,998	1,533,445	1,748,675	1,748,675
TOTAL	\$97,130	\$3,119,998	\$1,565,335	\$1,896,675	\$1,896,675
GRAND TOTAL	\$97,130	\$3,119,998	\$1,565,335	\$1,896,675	\$1,896,675

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement
ACTIVITY: Community Capital Improvement
ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	788,485	3,772,133	1,631,458	621,553	621,553
TOTAL COSTS	\$788,485	\$3,772,133	\$1,631,458	\$621,553	\$621,553
 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) \$5,500

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) \$5,500

Impact on Operating Budget: There is no impact to the operating budget.

2. Tree Well Maintenance (91590) \$5,000

This special project is to clean out City tree wells in public areas.

Funding Source:

Maintenance District Fund (0176) \$5,000

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.

3. Fire Stations Air Duct Cleaning (96025) \$27,000

This project consists of cleaning air handlers and duct work Fire Stations 1, 2, and 3.

Funding Source:

General Liability Fund (0062) \$27,000

Impact on Operating Budget: There is no impact on the operating budget.

4. City Hall Skylights Repairs (96026) \$90,000

Water is leaking into the building through the skylights. This project consists of removing all the outside panel, cleaning and resealing.

Funding Source:

General Fund (0010) \$22,500
Refuse Fund (0043) 22,500
Water Fund (0092) 22,500
CRA Fund (0118) 22,500

Impact on Operating Budget: May save on electricity cost.

5. City Informational Signs Replacement (96027) \$19,000

City entrance and informational signs were installed in 1984 and are in need of replacement. The signs are fading, cracking, and some are illegible.

Funding Source:

State Gas Tax Fund (0022) \$19,000

Impact on Operating Budget: There is no impact on the operating budget.

6. Auto Shop Roof Repair & Painting (96028) \$80,000

Repair roof and wall leaks in auto shop office. These leaks have gotten worse since 2008, resulting damage to ceiling and walls including parts storage area.

Funding Source:

Shop Fund (0060) \$80,000

Impact on Operating Budget: Reduction of maintenance costs.

7. Zoning Ordinance Updates (99004) \$85,000

Overhaul the entire Zoning Ordinance and provide a more flexible and user friendly document. Modify and adopt local CEQA guidelines per SB 97, and modify land use standards to address Greenhouse Gas emissions per SB 375 and AB 32.

Funding Source:

General Plan Trust Fund (0352) \$85,000

Impact on Operating Budget: There is no impact to the operating budget.

8. Network Equipment and Server Upgrades (99055) \$90,000

Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.

Funding Source:

Technology Fund (0063) \$90,000

Impact on Operating Budget: Upgrades help improve overall network performance.

9. Specialty Restaurant/Golf Course Maintenance (99290) \$75,000

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) \$75,000

Impact on Operating Budget: No impact to operating budget. Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

10. Replacement of the Apparatus Door at Fire Station 62 (99707) \$8,000

Repairs to the apparatus door at Station 62 due to the age, wear, and tear of the door. The proper functioning of the apparatus door impacts emergency response and reduce repair costs.

Funding Source:

General Fund (0010) \$8,000

Impact on Operating Budget: Reduction in maintenance costs.

11. Library Landscaping Design (96029) \$2,500

Re-design and re-plant its front and side landscapes, including planters and front lawn areas. The landscape will enable the library to install plantings that are better suited to the high traffic areas where they are located.

Funding Source:

General Fund (0010) \$2,500

Impact on Operating Budget: There is no impact to the operating budget.

12. Phone System Replacement (99708) \$10,000

Replace the existing phone systems at Fire Stations No. 2 and No. 3

Funding Source:

Technology Fund (0063) \$10,000

Impact on Operating Budget: There is no impact to the operating budget.

13. Traffic Collision/Taser Equipment (99312) \$17,210

Equipment to augment the traffic collision investigation and accident reconstruction system. Twelve (12) new Taser equipment allows officers to temporarily incapacitate resistive, assaultive and life threatening subjects.

Funding Source:

Justice Assistance Grant (JAG) \$17,210

Impact on Operating Budget: There is no impact to the operating budget.

14. Fire Station #3 Butler Building Electrical Work (91270) \$15,000

Installation of underground conduit, electrical wiring, panel and circuits to accommodate the air conditioning unit and proposed interior and exterior lighting. The building will be wired for interior and exterior lighting and electrical outlets.

Funding Source:
General Fund (0010) \$15,000

Impact on Operating Budget: There is no impact to the operating budget.

15. Small Capital Projects for Police (88550) \$30,993

Police small capital purchases include 1 Pepper Ball System (\$7,000), 1 Commercial Refrigerator (\$3,993), and 1 New Battery Backup System (\$20,000).

Funding Source:
Asset Forfeiture (0160) \$30,993

Impact on Operating Budget: There is no impact to the operating budget.

16. Small Capital Projects for Recreation & Parks (88510) \$19,150

La Loma Park restrooms partitions, sinks, and valves (\$8,550); Barnes Park Gym/Daycare Center roof drain line replacements (\$4,600); Elder Park restrooms valves and urinal replacements (\$3,900); and Sequoia Park restrooms valves (\$2,100).

Funding Source:
General Fund (0010) \$19,150

Impact on Operating Budget: There is no impact to the operating budget.

17. Small Capital Projects for Fire (88560) \$14,000

Fire safety small capital purchases include fire hoses (\$12,000) and 4 station chairs (\$2,000).

Funding Sources:
General Fund (0010) \$14,000

Impact on Operating Budget: There is no impact on the operating budget.

18. Small Capital Projects for Public Works (88500) \$28,200

Public Works small capital purchases include 1 Mastertech software (\$4,200), 1 Pro Cut on car lathe (\$14,000) and 1 Plasma cutter / mig welder (\$10,000).

Funding Sources:
Shop Fund (0060) \$28,200

Impact on Operating Budget: Items listed above will have no impact on operating budget.

2009-2010 Community Capital Projects

Median Maintenance (82520)	\$ 5,500	*
Capital Purchases for Public Works (88500)	12,200	*
Capital Purchases for Parks (88510)	31,100	
Capital Purchases for Police (88550)	14,712	
Capital Purchases for Fire (88560)	42,200	*
City Facility ADA Compliance Improvements (89390)	12,000	*
Langley Center – 313 McPherrin (91495)	123,270	*
Barnes Park Gym Painting (91496)	35,000	
Barnes Park Amphitheater Painting (91497)	30,000	
Barnes Park Picnic Shelter Reroof (91498)	39,000	
Garvey Ranch/Barnes Door Replacement (91499)	15,000	*
Elder Park Pool Drains/Replastering (91501)	32,000	*
Elder Park Community Center Roof Repair (91502)	14,000	*
Sierra Vista Community Center Painting (91503)	30,000	
Various Playground Improvements (91504)	20,000	
Channel 55 Camera/Video Components Modernization (91505)	35,000	*
Irrigation System Improvement (91506)	50,000	*
Census 2010 Campaign (91508)	15,000	
Langley Additional Parking (91509)	38,000	
Tree Well Maintenance (91590)	5,000	*
Patrol Vehicle Camera Replacement (91630)	43,828	*
Employee Parking Lots (96017)	27,323	
City Facilities Air Duct Cleaning (96018)	108,000	
Fuel Pump Canopy (96019)	135,000	
Traffic Maintenance Building Improvement (96021)	25,000	*
Langley Center Roof Replacement (96023)	300,000	*
Redevelopment Project Area Merger (99003)	350,000	*
Zoning Ordinance Updates (99004)	87,000	
Transit Bus Replacement (99005)	1,280,000	*
Network Equipment Upgrade (99055)	30,000	*
Special Restaurant/Golf Course (99290)	75,000	
Computers for Police CAD/RMS (99303)	12,000	
Police Mobile Radio (XTS-3000) (99308)	325,000	*
Police Mobile Radio (Astro Spectra) (99309)	290,000	*
Police Computer Server (99311)	35,000	*
Cops Technology Grant (2009) (99706)	<u>50,000</u>	*

Total **\$ 3,772,133**

() Projects in progress*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
CAPITAL OUTLAY					
82000 Capital Improvements	\$1,763	\$5,500	\$5,500	\$5,500	\$5,500
88000 Capital Improvements	205,993	100,212	100,212	92,343	92,343
89000 Capital Improvements	0	12,000	0	0	0
90000 Capital Improvements	10,497	0	0	0	0
91000 Capital Improvements	137,666	525,098	245,923	20,000	20,000
96000 Capital Improvements	175,840	595,323	375,823	218,500	218,500
99000 Capital Improvements	256,726	2,534,000	904,000	285,210	285,210
TOTAL	\$788,485	\$3,772,133	\$1,631,458	\$621,553	\$621,553
GRAND TOTAL	\$788,485	\$3,772,133	\$1,631,458	\$621,553	\$621,553

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$10,000
 General Liability Fund \$738,800
 Water Fund \$50,000
 CERCLA Liability Fund \$120,000

DEPARTMENT: Non-Department
ACTIVITY: General Liabilities Program
ACTIVITY NO.: 5101

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,104,139	743,800	846,871	918,800	918,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,104,139	\$743,800	\$846,871	\$918,800	\$918,800
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

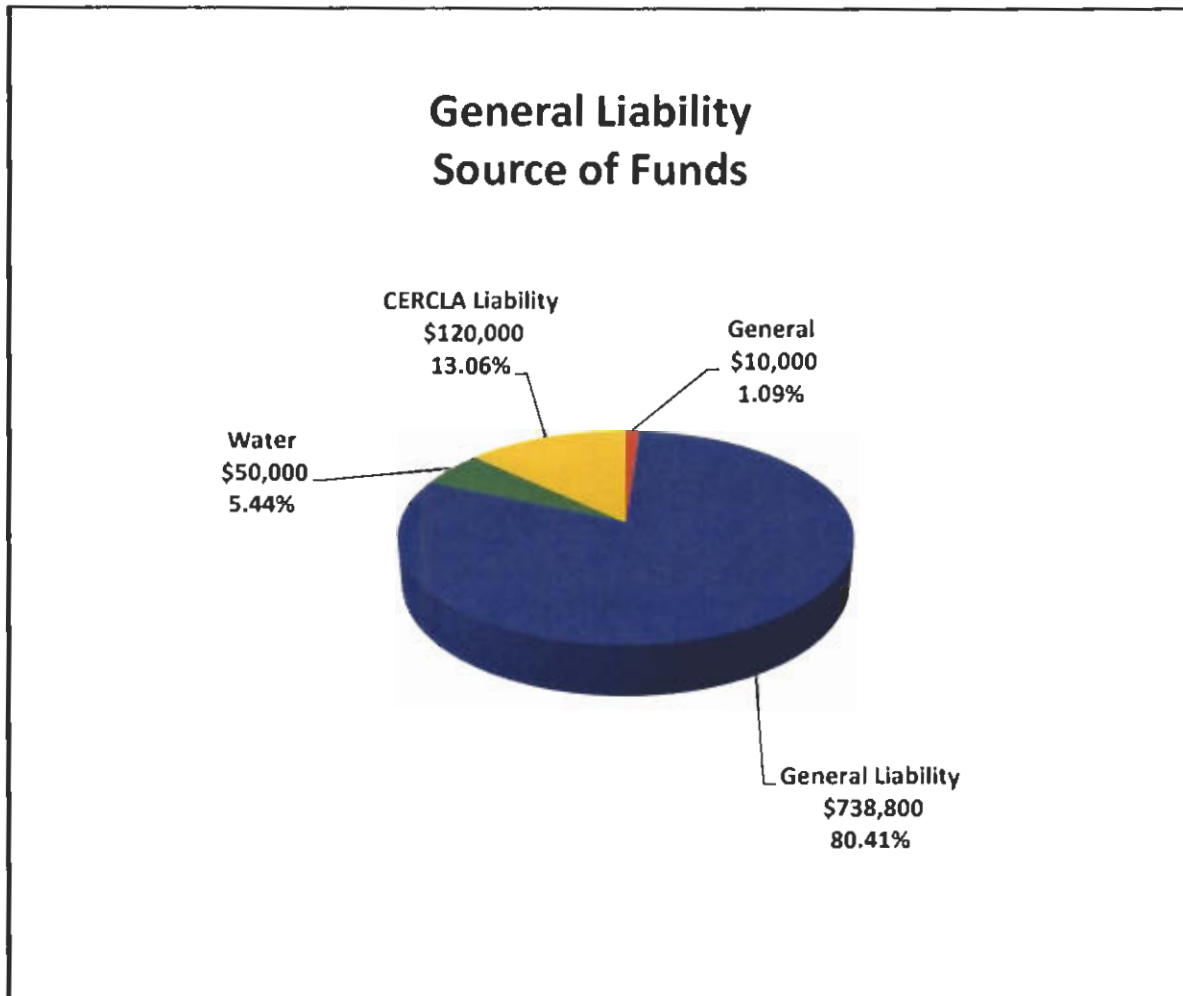
The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from \$300,000 to \$20 million per occurrence through the Independent 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:

2009-10	Estimated	\$1,197,800
2010-11	Projected	\$1,233,000

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 \$480,000 premium to ICRMA, \$28,800 for third-party claims administration, and \$150,000 for the payment of claims to resolve liability issues.
3. Miscellaneous Financial Services category (#44000) consists of \$10,000 contribution of the General Fund, \$50,000 of the Water Fund and \$120,000 of the CERCLA Fund to the General Liability Fund in order to meet incurred liabilities and Incurred But Not Reported (IBNR) losses.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Non-Department

ACTIVITY: General Liabilities Program

ACTIVITY NO.: 5101

<u>Classification</u>	<u>Actual 2008/2009</u>	<u>Adopted 2009/2010</u>	<u>Year-End Estimated 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Adopted 2010/2011</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$64,176	\$50,000	\$75,000	\$80,000	\$80,000
35000 Insurance	859,963	513,800	591,871	658,800	658,800
44000 Misc Financial Serv	180,000	180,000	180,000	180,000	180,000
TOTAL	\$1,104,139	\$743,800	\$846,871	\$918,800	\$918,800
GRAND TOTAL	\$1,104,139	\$743,800	\$846,871	\$918,800	\$918,800

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department
ACTIVITY: Post Employment
ACTIVITY NO.: 5102

SOURCE OF FUNDS:
 General Fund \$1,096,000
 Retirement Fund \$1,936,104
 State Gas Tax Fund \$7,000
 Sewer Fund \$4,000
 Refuse Fund \$262,000
 Shop Fund \$2,500
 Separation Benefits Fund \$1,200,000
 General Liability Fund \$2,000
 Workers' Compensation Fund \$2,000
 Water Fund \$610,000
 Water Treatment Fund \$3,000
 Prop A Fund \$8,000
 CRA Fund \$298,000
 Home Housing Program Fund \$765
 CDBG Fund \$3,000
 Maintenance District Fund \$17,200
 Atlantic/Garvey Capital Project Fund \$2,000
 Housing Fund \$2,000
 Merged Project Capital Project Fund \$2,000

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Year-End</u> <u>Estimated</u> <u>2009-10</u>	<u>Proposed</u> <u>2010-11</u>	<u>Adopted</u> <u>2010-11</u>
PERSONNEL COST	\$2,119,603	\$2,865,648	\$2,749,029	\$3,220,160	\$3,220,160
SERVICES & SUPPLIES	1,120,612	1,638,714	1,718,714	2,237,409	2,237,409
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,240,215	\$4,504,362	\$4,467,743	\$5,457,569	\$5,457,569
 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 per employee for the Separation Benefits Fund are as follows:

		<u>Fund Liability</u>
2009-10	Estimated	\$5,584,565
2010-11	Projected	\$5,864,000

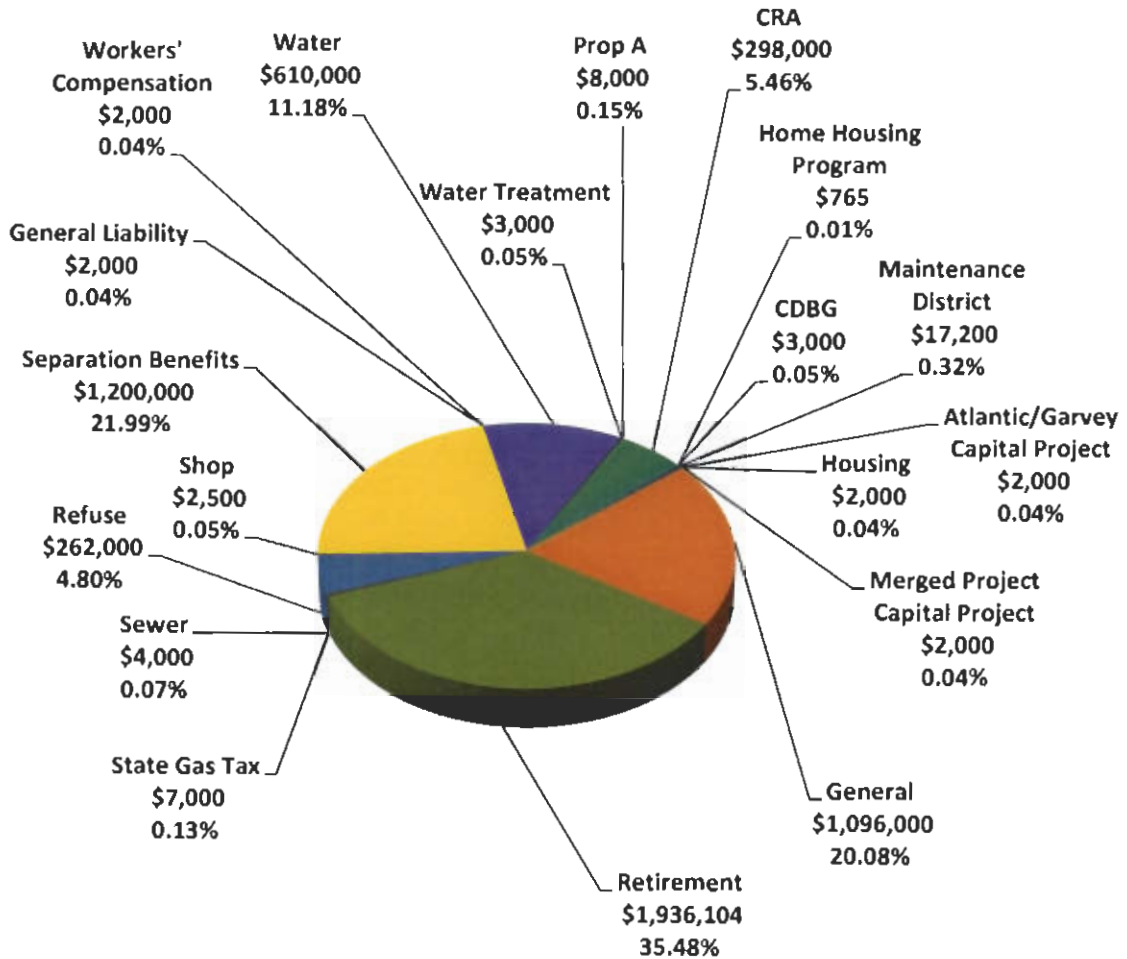
Post-Employment Benefits

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. 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 212 vested retirees eligible for City-paid medical benefits and 76 vested members in the Massachusetts Mutual Retirement Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Separation Benefits category (#11650) includes sick leave and vacation pay-off per MOU's, and employee service separation.
2. Benefits category (#12330/12700) contains funding of \$1,497,000 for payment of retirees' medical premiums and funding of \$404,695 for Massachusetts Mutual retirement plan.
3. Contracted Services category (#31000) contains \$31,000 for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.
4. Insurance category (#35000) displays \$700,000 unemployment reimbursement required from EDD. An increase of \$650,000 is a result of anticipated higher payments for unemployment claims due to elimination of 24 full-time positions and the approved jobless extension benefits by the Congress.
5. 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.

Post-Employment Administration Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **Post Employment**

ACTIVITY NO.: **5102**

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SALARIES					
11600 Salary Set-Aside	\$0	\$383,000	\$0	\$0	\$0
11650 Separation Benefits	785,848	934,200	1,170,581	1,318,465	1,318,465
TOTAL	\$785,848	\$1,317,200	\$1,170,581	\$1,318,465	\$1,318,465
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	\$1,108,347	\$1,235,000	\$1,265,000	\$1,497,000	\$1,497,000
12700 Mass Mutual Retirement	225,408	313,448	313,448	404,695	404,695
TOTAL	\$1,333,755	\$1,548,448	\$1,578,448	\$1,901,695	\$1,901,695
SERVICES & SUPPLIES					
31000 Contracted Services	\$30,362	\$42,000	\$16,000	\$31,000	\$31,000
35000 Insurance	42,409	50,000	156,000	700,000	700,000
42000 Debt Service	1,047,841	1,546,714	1,546,714	1,506,409	1,506,409
TOTAL	\$1,120,612	\$1,638,714	\$1,718,714	\$2,237,409	\$2,237,409
GRAND TOTAL	\$3,240,215	\$4,504,362	\$4,467,743	\$5,457,569	\$5,457,569

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation Fund \$1,403,500

ACTIVITY NO.: 8301

<u>SUMMARY OF COST</u>	<u>Actual 2008-09</u>	<u>Adopted 2009-10</u>	<u>Year-End Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Adopted 2010-11</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,507,834	1,205,037	1,614,531	1,403,500	1,403,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,507,834	\$1,205,037	\$1,614,531	\$1,403,500	\$1,403,500
 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:

2009-10	Estimated	\$2,442,000
2010-11	Projected	\$2,515,000

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Administrative Services category (#20000) displays costs for third-party administration of workers' compensation claims, \$75,000.
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 2010-11 premium is projected to be \$302,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Workers' Compensation

ACTIVITY: Workers' Compensation

ACTIVITY NO.: 8301

Classification	Actual 2008/2009	Adopted 2009/2010	Year-End Estimated 2009/2010	Proposed 2010/2011	Adopted 2010/2011
SERVICES & SUPPLIES					
20000 Workers' Compensation	\$64,318	\$79,037	\$79,037	\$75,000	\$75,000
31000 Permanent Disability	460,207	303,000	334,000	303,000	303,000
32000 Temporary Disability	30,698	32,000	32,000	32,000	32,000
33000 Medical	541,694	380,000	742,000	550,000	550,000
34000 Legal Fees	148,737	138,000	138,000	138,000	138,000
35000 Insurance Premiums	258,669	270,000	284,000	302,000	302,000
36000 Rehabilitation	3,511	3,000	5,494	3,500	3,500
TOTAL	\$1,507,834	\$1,205,037	\$1,614,531	\$1,403,500	\$1,403,500
GRAND TOTAL	\$1,507,834	\$1,205,037	\$1,614,531	\$1,403,500	\$1,403,500

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, 2009

City Assessed Valuation	\$ 4,459,677,834
Redevelopment Agency Incremental Valuation	<u>863,166,228</u>
Total Assessed Valuation	<u>\$ 5,322,844,062</u>

	Percentage Applicable(%)	Net Bonded Debt Debt 6/30/09	Estimated Share of Overlapping Debt
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.240	\$ 274,192,302	\$ 658,062
Garvey School District	28.504	42,046,020	11,984,798
LA CCD DS	0.910	2,408,605,000	21,918,306
Los Angeles Unified DS	0.039	8,046,220,000	3,138,026
Montebello Unified DS	8.080	131,349,641	10,613,051
Alhambra Unified DS	32.663	<u>130,188,883</u>	<u>42,523,595</u>
Total overlapping debt repaid with property taxes		<u>\$ 11,032,601,846</u>	<u>\$ 90,835,838</u>

Source: HDL Coren & Cone

CITY OF MONTEREY PARK
Major Employers

<u>Company</u>	<u>Product/Services</u>	<u>Employees</u>
East Los Angeles Community College	Community College	1,969
Garfield Medical Center	Hospital & Medical Services	970
Los Angeles County Sheriff's Department	Government	791
L.A. County Children's Court	Government	736
City of Monterey Park	Government	440
Monterey Park Hospital	Hospital & Medical Services	362
Care 1st Health Plan (2 Locations)	Insurance Billing	316
Southern California Gas Company	Utility	279
Pacific Bell	Communications Services	228
SynerMed Inc	Management Company	217
Ralph's Grocery Store (2 Locations)	Retail (Supermarket)	158
Remitco LLC	Payment Processing Center	133
California Highway Patrol	Government	131
Chinese Daily News	Newspaper Publishing	128
Southern California Edison Company	Utility	125
Camino Real Chevrolet	Car Dealer	121
CVS Pharmacies (2 Locations)	Retail (Drug Store)	117
La Colonial Tortilla Products (2 Locations)	Food	91
Heritage Manor Healthcare	Convalescent Hospital	90
Monterey Park Convalescent Hospital	Convalescent Hospital	88
TEAC Aerospace Technologies	Wholesale/Distributors	85
Seacliff Diagnostics Med Group (2 Locations)	Medical Lab	83
Shun Fat Supermarket	Retail (Supermarket)	76
99 Ranch Market	Retail (Supermarket)	72

Source: City of Monterey Park Management Services Department

CITY OF MONTEREY PARK
2009-10 Top Ten Property Taxpayers

<u>Taxpayer</u>	<u>2009-10 Assessed Valuation</u>	<u>Percent of Total Assessed Valuation</u>
1977 Saturn LLC	\$ 50,370,000	0.93%
Union Bank	48,963,490	0.91%
Garfield Calmed Investment LP	67,381,735	1.25%
Atlantic Times Square II LLC	54,368,444	1.01%
Los Angeles Corporate Center LLC	92,916,900	1.72%
GMS Five LLC	42,812,164	0.79%
Atlantic Shopping Center LP	22,056,480	0.41%
Care 1st Health Plan Inc	16,236,479	0.30%
MPM Partners LLC	16,673,579	0.31%
Magnus Sunhill Group LLC	14,720,988	0.27%
	<u><u>\$ 426,500,259</u></u>	<u><u>7.90%</u></u>

Source: HDL Coren & Cone
County of Los Angeles Department of Auditor-Controller

CITY OF MONTEREY PARK
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2001	62,181	294,508,314	30,503	4.0%
2002	62,629	301,002,945	30,828	4.8%
2003	63,406	310,043,501	31,452	4.9%
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	N/A	N/A	8.5%
2010	65,027	N/A	N/A	9.4%

Note: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis

Sources: Bureau of Economic Analysis
State of California Employment Development Department (data shown is for the county)

CITY OF MONTEREY PARK FINANCIAL TREND GRAPHS

The graphic presentations contained in this section highlight important statistical trends in the nine-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 2015. Sales taxes are expected to increase at a rate of 3% annually, plus additional sales tax amounts estimated beginning in 2011-12 pertaining to development projects.

General Fund Police & Fire Safety Expenditures Trend

This graph shows that City expenditures for public safety services (police and fire safety) have decreased as a ratio of total General Fund expenditures, even in the face of diminishing revenue collections; expenditures for all other General Fund-supported services (general administration, community development, parks & recreation, public works and library) for FY 2010-11 have shown reductions to overcome the financial challenges brought on by the recession.

Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

City staffing trends are depicted by this line graph whose slope started to increase due to the restoration of library personnel after the completion of the library construction project in FY 2006-07. The staffing for 2010-11 is down 31.74 FTEs to a total of 373.62 FTEs. Majority of the decrease consists of twenty three (23) full time positions and 8.74 FTE part-time personnel due to economic conditions.

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 52% 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.

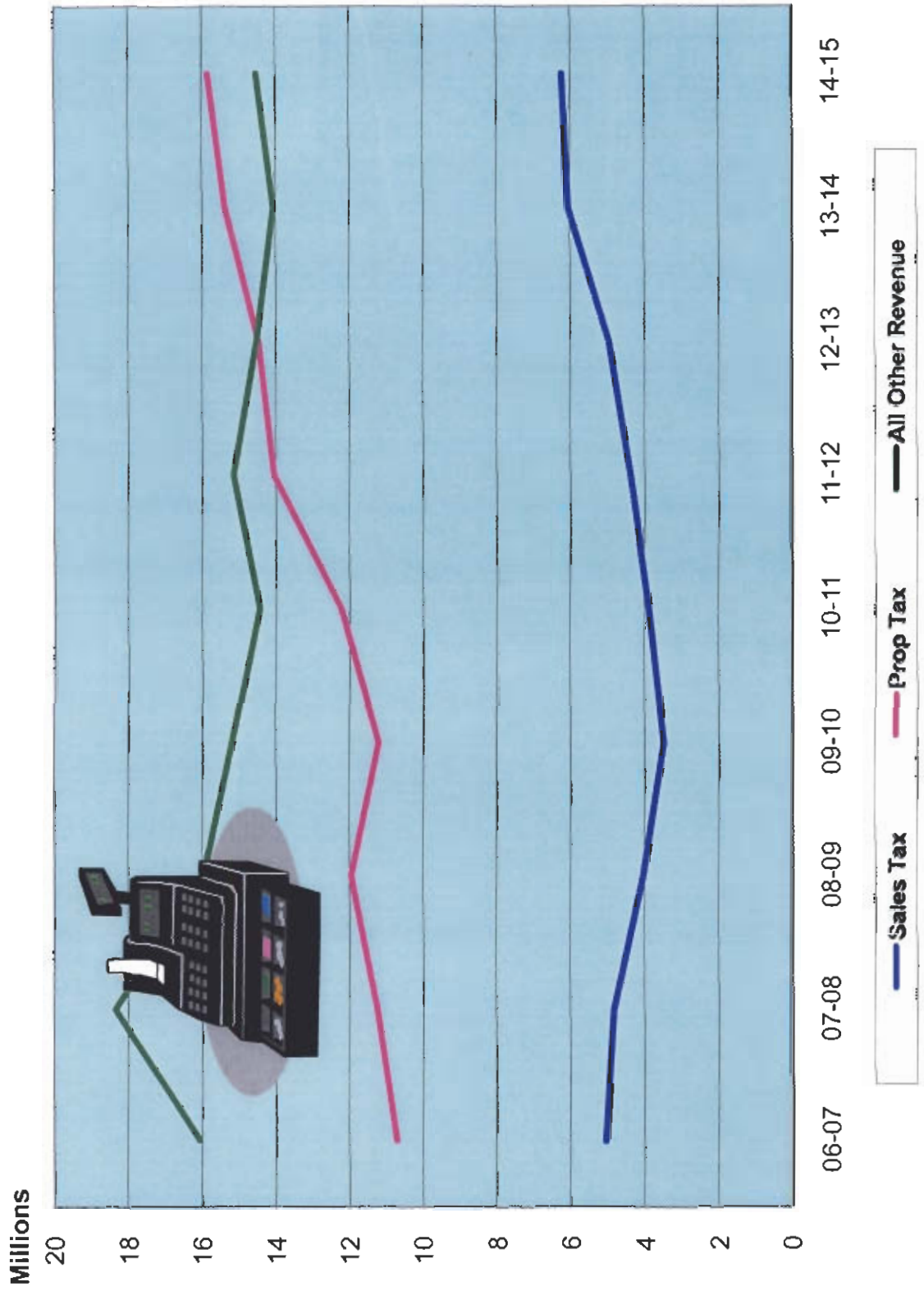
Monterey Park Population Trend

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.

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 2010-11 forward are based on the projected annual growth of 0.46% annually.

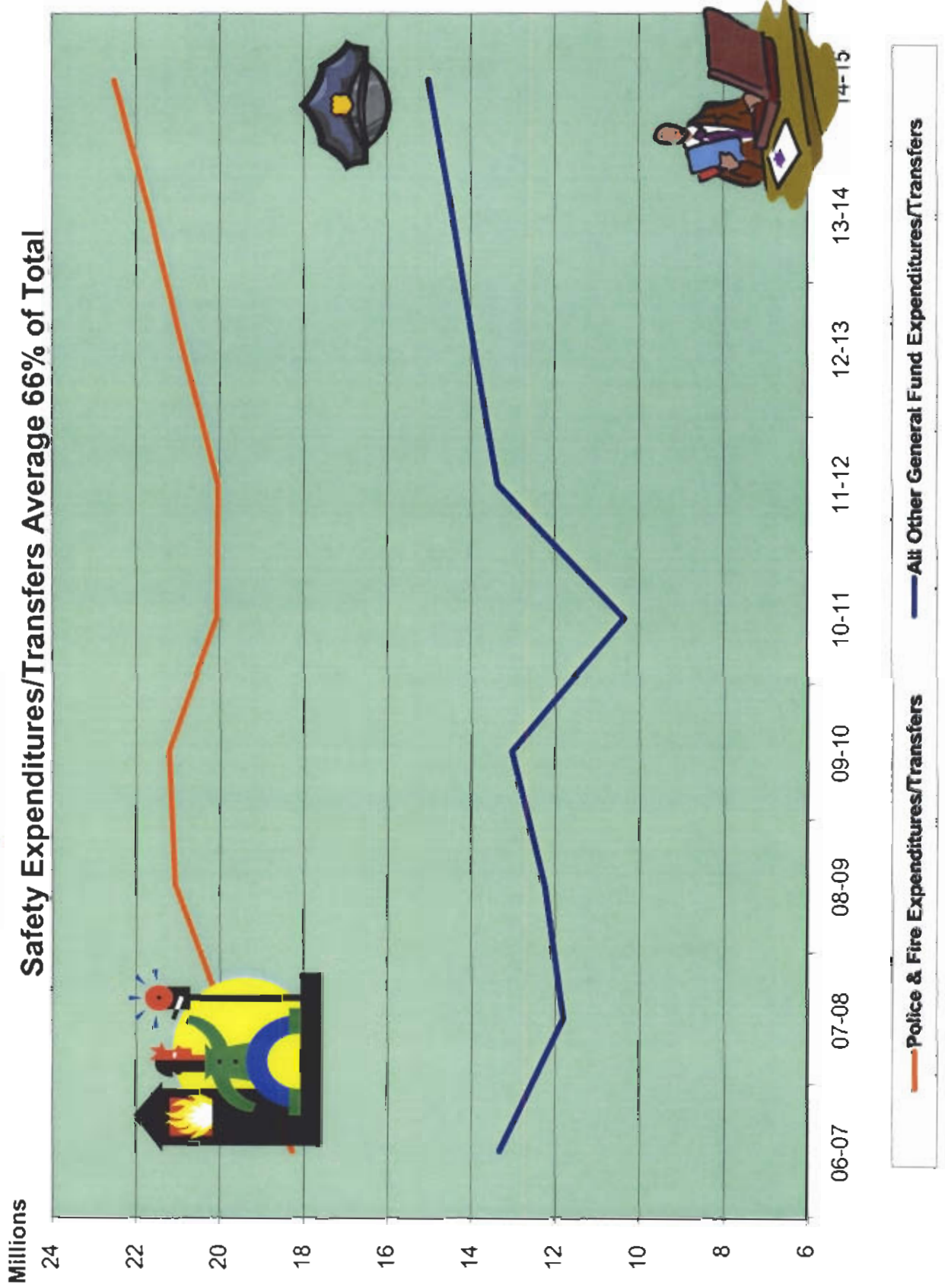
General Fund Revenue Trend

Sales Tax and Property Tax as Portion of all Revenue

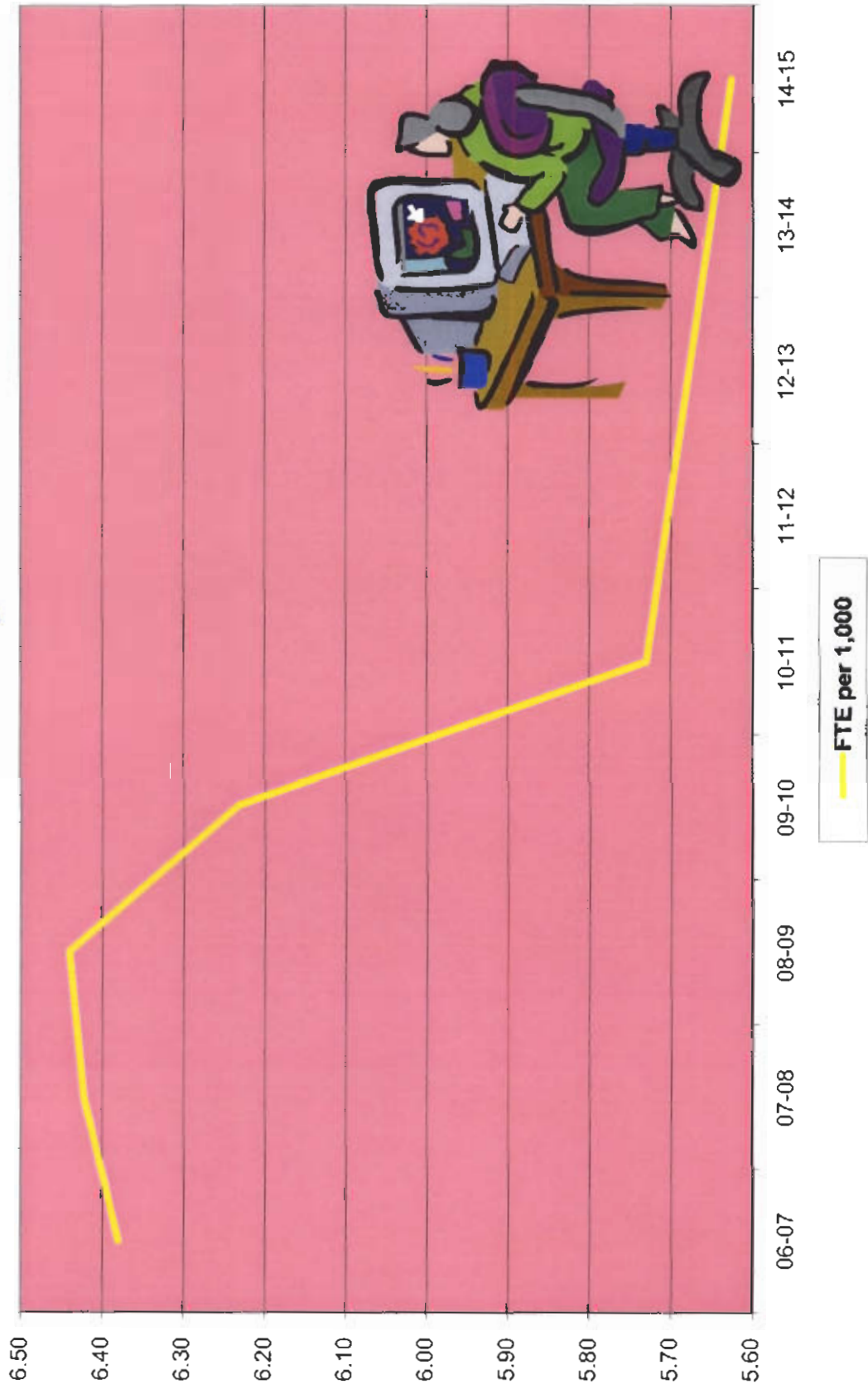


General Fund Police & Fire Safety Expenditures/Transfers Trend

Safety Expenditures/Transfers Average 66% of Total

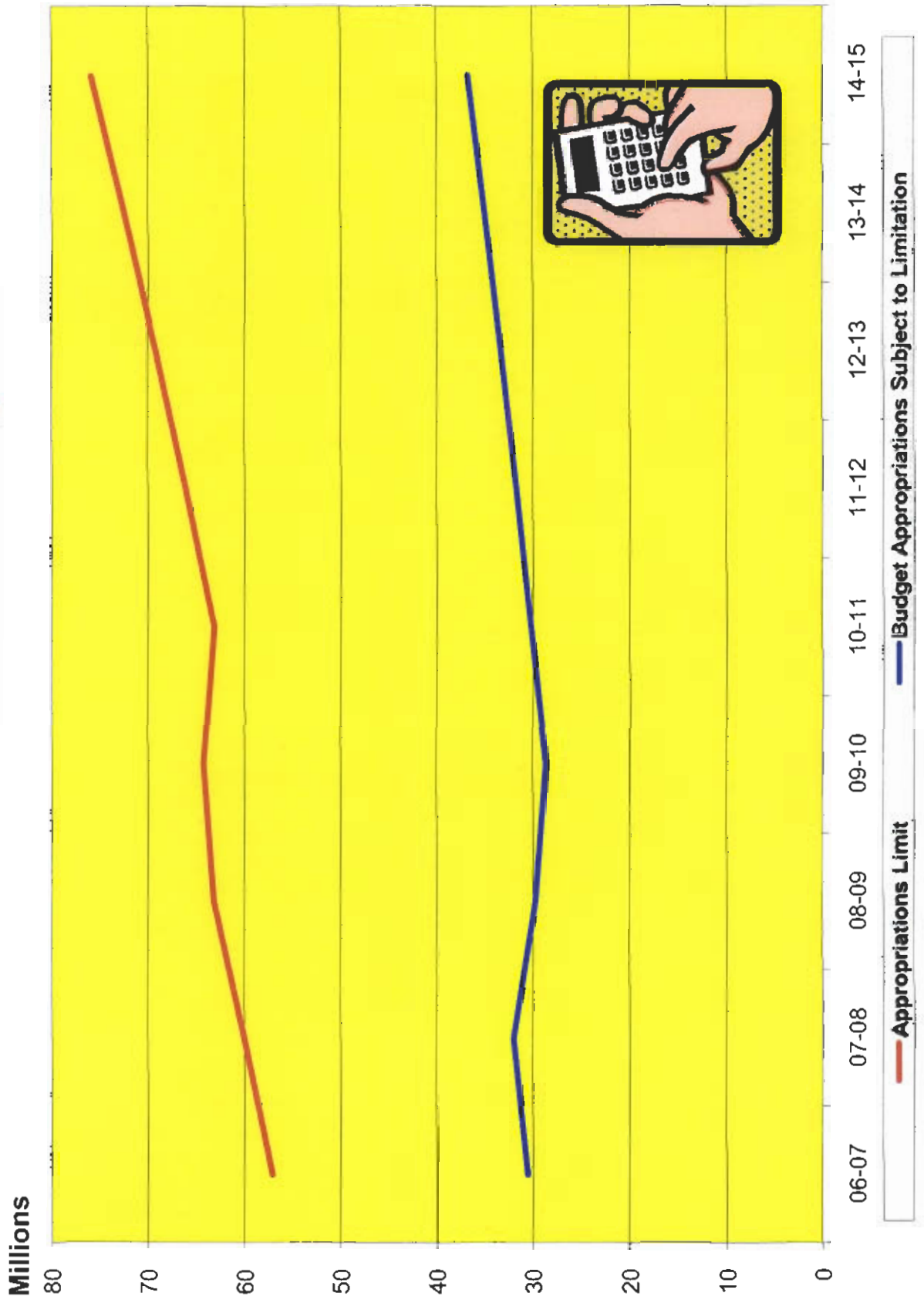


All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

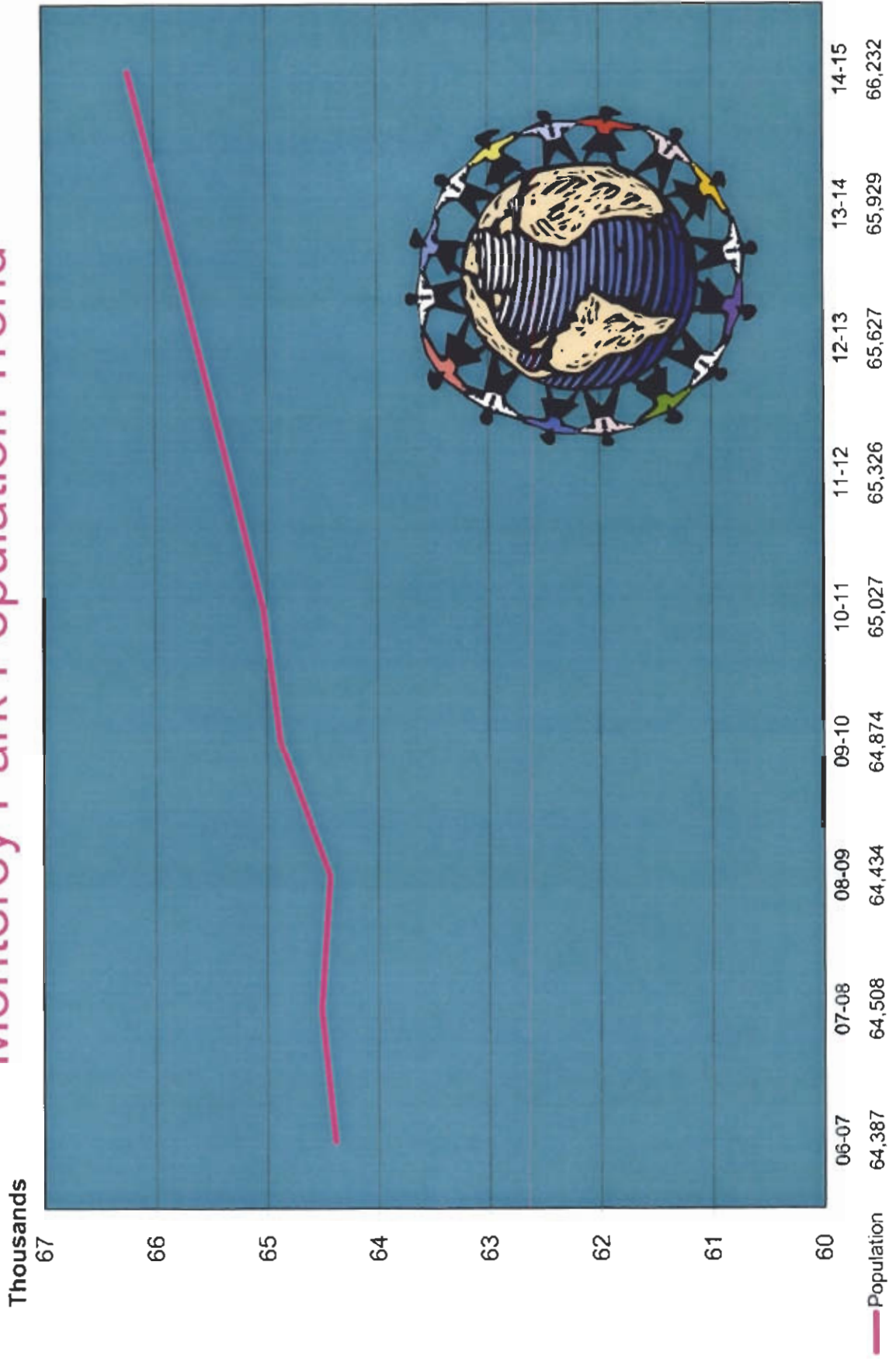


(Note: Staffing for 2010-11 is down by 31.74 FTEs due to per Budget Balancing Act for 2010-11.)

GANN Limit Analysis



Monterey Park Population Trend



Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
ALHAMBRA	89,501	8	128	92	571	1.4 / 0.9
ARCADIA	56,719	11	159	253	847	1.7 / 1
DOWNEY	113,715	13	115	225	590	1.1 / 0.8
MONTEBELLO	65,781	8	158	52	757	1.9 / 1.2
MONROVIA	39,984	14	188	383	739	2.3 / 1.1
Average	73,140	11	150	201	701	1.7 / 1
Monterey Park	65,027	8	62	184	498	2.0 / 1.0

Data based on 06/09 actual for all cities

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.

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.

CITY OF MONTEREY PARK

SOURCE OF FUNDS (Continued)

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.

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.

Pension Liability Fund accounts for the financial resources provided by the City in anticipation of estimated increases in retirement costs due to the improved employee pension plan benefits.

CITY OF MONTEREY PARK

SOURCE OF FUNDS (Continued)

Capital Projects Fund

Capital Projects Fund accounts for the capital improvement projects of the Community Redevelopment Agency as supported by Agency contributions.

Debt Service Fund

Debt Service Fund accounts for the accumulation of resources for and the payment of general long-term debt principal and interest.

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.

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.

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.

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
GENERAL ADMINISTRATION								
Citywide Geographic Information System (GIS) IT Infrastructure/Applications		Water Operation		30,000				30,000
Public Safety System		Public Safety Impact Fee			300,000			300,000
Economic Development		CRA		60,000				60,000
Licensing		General		10,000				10,000
Public Works/Maintenance		General		60,000				60,000
City Telephone System Upgrade		Technology	10,000	200,000				210,000
City IT System Replacement/Upgrade		Technology	40,000					40,000
Network Equipment Replacement	0063-5002-99055	Technology	50,000					50,000
Server Upgrade	0063-5002-99055	Technology			150,000			150,000
Upgrade Workstations to Microsoft Office		Technology						
Replace City's existing Business License System with an online licensing Systems		General	8,400	8,400				8,400
		Water Operation	8,300	8,300				8,300
		Refuse	8,300	8,300				8,300
TOTAL GENERAL ADMINISTRATION			100,000	385,000	450,000	0	0	935,000
GENERAL ADMINISTRATION								
FUNDING RECAP								
CRA			0	60,000	0	0	0	60,000
General			0	78,400	0	0	0	78,400
Public Safety Impact Fee			0	0	300,000	0	0	300,000
Refuse			0	8,300	0	0	0	8,300
Technology			100,000	200,000	150,000	0	0	450,000
Water Operation			0	38,300	0	0	0	38,300
TOTAL GENERAL ADMINISTRATION			100,000	385,000	450,000	0	0	935,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
FIRE DEPARTMENT								
Station 61 - Paint Exterior		Public Safety Impact Fee		17,000				17,000
Station 61 - Apparatus Floor Repair & Resurfacing		Public Safety Impact Fee		49,800				49,800
Station 61 - Paint Interior Walls and Trim		Public Safety Impact Fee		30,800				30,800
Station 61 - Shower Remodel		Public Safety Impact Fee		45,000				45,000
Station 61 - Replace Asphalt Parking Lot w/Concrete		Public Safety Impact Fee		50,000				50,000
Station 61 - Dorm Bathroom Major Remodel		Public Safety Impact Fee		425,000				425,000
Station 61 - Apparatus Bay Extension		Public Safety Impact Fee			500,000			500,000
Station 61 - Fire Ladder Truck		Shop		1,063,000				1,063,000
Station 61 - Fire Engine		Shop			525,000			525,000
Station 61 - Rescue Ambulance		Shop				225,000		225,000
Station 62 - Apparatus Door Replacement	0010-5002-99707	General	8,000					8,000
Station 62 - Replacement		Fire Financing		4,000,000				4,000,000
Station 63 - Butler Building		General	15,000					15,000
Station 63 - Retaining Wall		Public Safety Impact Fee		36,800				36,800
Station 63 - Locker Replacement		General		9,400				9,400
Station 62 - Roof Replacement		General			40,000		40,000	40,000
Station 63 Study		General			40,000			40,000
TOTAL FIRE DEPARTMENT			23,000	5,726,800	1,065,000	225,000	40,000	7,079,800
FUNDING RECAP								
Fire Financing			0	4,000,000	0	0	0	4,000,000
General			23,000	9,400	40,000	0	40,000	112,400
Public Safety Impact Fee			0	654,400	500,000	0	0	1,154,400
Shop			0	1,063,000	525,000	225,000	0	1,813,000
TOTAL FIRE DEPARTMENT			23,000	5,726,800	1,065,000	225,000	40,000	7,079,800

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
POLICE DEPARTMENT								
New Battery Backup System		Asset Forfeiture		20,000				20,000
Evidence Room Storage System Upgrade		Asset Forfeiture		100,000				100,000
Mobile Command Post and Communications Center		Asset Forfeiture			200,000			200,000
Tasers		Asset Forfeiture				100,000		100,000
Mobile Data Computers		Asset Forfeiture					200,000	200,000
Radio Transmitter Tower Modification		Asset Forfeiture					100,000	100,000
Traffic Collision / Tasers Equipment		Justice Assistance Grant	17,210					17,210
TOTAL POLICE			17,210	120,000	200,000	100,000	300,000	737,210
FUNDING RECAP								
Asset Forfeiture			0	120,000	200,000	100,000	300,000	720,000
Justice Assistance Grant			17,210	0	0	0	0	17,210
TOTAL POLICE			17,210	120,000	200,000	100,000	300,000	737,210

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
DEVELOPMENT SERVICES DEPARTMENT								
Zoning Ordinance Completion/Health and Sustainability Elements/CEQA Greenhouse Gas Emissions pursuant to SB375, SB97 and AB32	0352-5002-99004	General Plan Review	85,000					85,000
TOTAL DEVELOPMENT SERVICES DEPARTMENT			85,000	0	0	0	0	85,000
FUNDING RECAP								
General Plan Review			85,000	0	0	0	0	85,000
TOTAL DEVELOPMENT SERVICES DEPARTMENT			85,000	0	0	0	0	85,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
RECREATION AND PARKS DEPARTMENT								
Barnes Park:								
Re-Roof Picnic Shelter (1 of 2)	0010-5002-91512	General		19,500				19,500
Misc Improv - Gym/Daycare Ctr Roof Drain Line Replac		General		4,600			75,000	4,600
Concession Stand Rehabilitation		Park Facilities				75,000		75,000
Service Club Kitchen Rehabilitation		Park Facilities		4,600				4,600
Park Entry Sign Replacement		Park Facilities		25,000				25,000
Service Club Painting		Park Facilities			10,000			10,000
Poothouse Painting		Park Facilities			60,000			60,000
Playground Equipment Replacement		Park Facilities					50,000	50,000
Park Storage Building		Park Facilities						60,000
Bella Vista Park:								
RR Drinking Fountain ADA Rehab		Park Facilities		40,000				40,000
Drinking Fountain Rehab		Park Facilities		4,000				4,000
Cascades Park/Heritage Waterfalls:								
Cascades Waterfall Lighting		Park Facilities		12,000				12,000
Park Entry Sign Replacement		Park Facilities			4,600			4,600
Walkway Replacement		Park Facilities				125,000		125,000
New Landscaping		Park Facilities			35,000			35,000
Edison Trails Park:								
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Restroom / ADA Rehabilitation		Park Facilities			50,000			50,000
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
Park Entry Sign Replacement		Park Facilities		9,200				9,200
George Elder Park:								
Misc Improv - Restroom Valves & Urinal Replacements		General		3,900				3,900
Large Pavilion Structure (4)		Park Facilities				120,000		120,000
Tennis Court Fence Repair		Park Facilities						15,000
Picnic Pavilions (elect & water)		Park Facilities				120,000		120,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
Storage Shed								
Pool Motor Replacement		Park Facilities		10,000				10,000
Park Entry Sign Replacement		Park Facilities		30,000				30,000
		Park Facilities		4,600				4,600
Highland Park :								
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Walkways Construction		Park Facilities		5,000				5,000
La Loma Park :								
Misc Improv - Restroom Partitions, Sinks, Vales		General		8,500				8,500
Restroom Rehabilitation - Lower Field ADA		Park Facilities		125,000				125,000
Driveway/Parking Replacement		Park Facilities					95,000	95,000
New Driveway (top)		Park Facilities			20,000			20,000
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Langley Center:								
Restroom Rehabilitation-Tile Floors for 2 Restrooms		Park Facilities		60,000				60,000
Park Entry Sign Replacement		Park Facilities			4,600			4,600
Sound System Replacement		Park Facilities			50,000			50,000
Ping Pong Floor Resurfacing & Barnes Gym Floor Recoating		Park Facilities		4,500				4,500
Roof Replacement		Park Facilities			65,000			65,000
Front Door Replacement		Park Facilities				25,000		25,000
Exercise Equipment Replacement		Park Facilities				35,000		35,000
Pine Tree Park :								
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Drinking Fountain		Park Facilities				4,600		4,600
Irrigation System Improvement		Park Facilities				11,000		11,000
Sequoia Park :								
Re-Roof Tea House (2 of 2)	0010-5002-91512	General		19,500				19,500
Misc Improv - Restroom Vales		General		2,100				2,100
Slope Drains		Park Facilities					50,000	50,000
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Playground Equip / Surfacing		Park Facilities		75,000				75,000
Ballfield / Park Fencing		Park Facilities			10,000			10,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
Sierra Vista Park :								
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Sunnyslope Park :								
Picnic Shelter		Park Facilities		50,000				50,000
Perimeter Fencing		Park Facilities		25,000				25,000
Park Entry Sign Replacement		Park Facilities		4,600	15,000			4,600
Concrete Drainage		Park Facilities						15,000
Others								
Various Playground Improvement-Repair & Replace Equipment - parks, medians, city facilities		Park Facilities		20,000				20,000
On Going Projects								
Median Maintenance	0176-5002-82520	Maintenance District	5,500	5,665	5,835	6,010	6,190	29,200
Tree Well Maintenance	0176-5002-91590	Maintenance District	5,000	5,000	5,000	5,000	5,000	25,000
Specialty Restaurant / Golf Course Maintenance	0344-5002-99290	Maintenance Grant (344 Trust)	75,000	77,300	79,600	82,000		313,900
TOTAL RECREATION AND PARKS			85,500	712,165	414,635	608,610	531,190	2,352,100
FUNDING RECAP								
General			0	58,100	0	0	0	58,100
Maintenance District			10,500	10,665	10,835	11,010	11,190	54,200
Park Facilities			0	568,100	324,200	515,600	520,000	1,925,900
Maintenance Grant (344 Trust)			75,000	77,300	79,600	82,000	0	313,900
TOTAL RECREATION AND PARKS			85,500	712,165	414,635	608,610	531,190	2,352,100

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Building Maintenance</i>								
City Facility ADA Compliance Improvements	0169-5002-99390	CDBG		12,000	12,000	12,000	12,000	48,000
City Informational Signs	0022-5002-96027	Gas Tax	19,000					19,000
City Yard Fence		AQMD Park Facilities Water Operation Sewer		12,000 12,000 12,000 12,000				48,000
City Hall 2nd Level Parking Structure Repair		General		270,000				270,000
City Hall Skylights Repair	0010-5002-96026	General	22,500					22,500
	0043-5002-96026	Refuse	22,500					22,500
	0092-5002-96026	Water Operation	22,500					22,500
	0118-5002-96026	CRA	22,500					22,500
City Hall, Police Dept, and Fire HQ Interior Painting		General		54,000				54,000
Overhead Street Name Signs	0166-5001-91918	Prop C	25,000					25,000
Fire Stations Air Duct Cleaning	0062-5002-96025	Liability	27,000					27,000
Auto Shop Roof Repair and Interior Painting	0060-5002-96028	Shop	80,000					80,000
Library Landscaping	0010-5002-96029	General	2,500	8,500				11,000
TOTAL BUILDING MAINTENANCE			243,500	382,500	12,000	12,000	12,000	672,000
FUNDING RECAP								
AQMD			0	12,000	0	0	0	12,000
CRA			22,500	0	0	0	0	22,500
Gas Tax			19,000	0	0	0	0	19,000
Refuse			22,500	0	0	0	0	22,500
Sewer			0	12,000	0	0	0	12,000
Shop			80,000	0	0	0	0	80,000
Park Facilities			0	12,000	0	0	0	12,000
Water Operation			22,500	12,000	0	0	0	34,500
Prop C			25,000	0	0	0	0	25,000
CDBG			0	12,000	12,000	12,000	12,000	48,000
DOE			0	0	0	0	0	0
General			25,000	332,500	0	0	0	357,500
Liability			27,000	0	0	0	0	27,000
TOTAL BUILDING MAINTENANCE			243,500	382,500	12,000	12,000	12,000	672,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT							
<i>Sanitary Sewer (per the Sewer Master Plan adopted by the City Council 11/6/96)</i>							
Sanitary Sewer Rehabilitation	Sewer		230,000				230,000
Harding (Ynez - Crandler)	Sewer		125,000				125,000
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
TOTAL SANITARY SEWER		0	805,000	28,000	120,000	90,000	1,043,000
FUNDING RECAP							
Sewer		0	805,000	28,000	120,000	90,000	1,043,000
TOTAL SANITARY SEWER		0	805,000	28,000	120,000	90,000	1,043,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Engineering Division</i>								
Wheelchair Ramps ADA Eligible	0169-5001-89850	CDBG	10,000	10,000	10,000	10,000	10,000	50,000
Alley Reconstruction	0169-5001-89520	CDBG	30,000	30,000	30,000	30,000	30,000	150,000
Sidewalk Construction	0023-5001-89340	SB821	28,000	29,000	30,000	31,000	32,000	150,000
	0110-5001-89340	Measure R	80,000					80,000
Localized Pavement Repairs	0110-5001-91914	Measure R	50,000					50,000
	0092-5001-91914	Water Operation	200,000					200,000
Various Street Resurfacing I	0026-5001-91915	State Transp (AB2928)	643,449					643,449
Various Street Resurfacing II	0356-5001-91916	LACMTA	730,226					730,226
Street Resurfacing (American Recovery & Reinvestment Act 2009)		ARRA (Stimulus)						0
Corporate Yard General Plan		Water Operation		10,000	10,000			20,000
		Sewer		20,000	20,000			40,000
		Refuse		10,000	10,000			20,000
		Parks Facilities		10,000	10,000			20,000
Landscape Median Islands Project, Atlantic/Garfield/Potrero Grande	0820-5002-96014	CRA- Merged		250,000	290,000			540,000
	0810-5002-96014	CRA - Atlantic/Garvey		15,000	10,000			25,000
Traffic Calming Measures - Citywide		Gas Tax		15,000	25,000	25,000	25,000	90,000
Traffic Signal Upgrade I		Proposition C		50,000	25,000	25,000	25,000	125,000
Traffic Signal Upgrade II		CRA- Merged		25,000				25,000
Slurry Seal of Various Streets	0110-5001-91917	Measure R	100,000					100,000
Pavement Management Program Update Biennial Update Required for Prop C Fund Eligibility		Proposition C		40,000				40,000
TOTAL ENGINEERING			1,871,675	514,000	470,000	121,000	122,000	3,098,675

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
FUNDING RECAP								
Gas Tax			0	15,000	25,000	25,000	25,000	90,000
CDEG			40,000	40,000	40,000	40,000	40,000	200,000
Parks Facilities			0	10,000	10,000	0	0	20,000
State Transp (AB2928)			643,449	0	0	0	0	643,449
ARRA Grant			0	0	0	0	0	0
Proposition C			0	90,000	25,000	25,000	25,000	165,000
Reluse			0	10,000	10,000	0	0	20,000
SB821			28,000	29,000	30,000	31,000	32,000	150,000
Sewer			0	20,000	20,000	0	0	40,000
Water Operation			200,000	10,000	10,000	0	0	220,000
Measure R			230,000	0	0	0	0	230,000
LACMTA			730,226	0	0	0	0	730,226
CRA - Atlantic/Garvey			0	15,000	10,000	0	0	25,000
CRA- Merged			0	275,000	290,000	0	0	565,000
TOTAL ENGINEERING			1,871,675	514,000	470,000	121,000	122,000	3,088,675

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Water Division (per the Water Master Plan adopted by the City Council 11/6/96)</i>								
<u>On-Going Projects:</u>								
Meter Exchange Program An Ongoing Program to Replace Old and Inefficient Meters	0092-4224-81070	Water Operation	100,000	32,000	33,000	34,000	150,000	349,000
Well Electrical and Pump Station Upgrades	0092-4224-81850	Water Operation	30,000	31,000	103,000	40,000	45,000	249,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells	0092-4224-81240	Water Operation	120,000	130,000	140,000	150,000	200,000	740,000
Well Telemetry	0092-4224-81990	Water Operation	25,000	26,000	27,000	28,000	29,000	135,000
Street Maintenance	0092-4224-81580	Water Operation	281,400	295,500	310,300	326,000	342,300	1,555,500
<u>Water Main Replacement Projects:</u>								
Water Main Replacement	0092-4224-82246	Water Operation	300,000	1,000,000	1,276,000	1,750,000	2,100,000	6,426,000
<u>Water Operational Projects:</u>								
Reservoir & Well Landscaping		Water Operation				30,000		30,000
Bradshawe Reservoir Replacement		Water Operation			6,000,000			6,000,000
Replace Surge Tank with VFD at Bradshawe Booster		Water Operation				400,000		400,000
Refurbish Pine Tree Reservoir		Water Operation				300,000		300,000
Replace CiaVal at Greengridge/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

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
<u>Water Treatment Plant Projects:</u>								
Ultraviolet Treatment Facility		Water Financing				1,500,000		1,500,000
Perchlorate Contingency Plan	0093-4224-82251	Water Treatment	227,000					227,000
TOTAL WATER			1,083,400	1,514,500	7,889,300	4,658,000	2,986,300	18,131,500
FUNDING RECAP								
Water Financing			0	0	0	1,500,000	0	1,500,000
Water Operation			856,400	1,514,500	7,889,300	3,158,000	2,986,300	16,404,500
Water Treatment			227,000	0	0	0	0	227,000
TOTAL WATER			1,083,400	1,514,500	7,889,300	4,658,000	2,986,300	18,131,500

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	PROJECT TOTAL
		Asset Forfeiture	0	120,000	200,000	100,000	300,000	720,000
		ACMD	0	12,000	0	0	0	12,000
		ARRA Grant	0	0	0	0	0	0
		CDBG	40,000	52,000	52,000	52,000	52,000	248,000
		CRA	22,500	60,000	0	0	0	82,500
		CRA - Atlantic/Garvey	0	15,000	10,000	0	0	25,000
		CRA - Merged	0	275,000	290,000	0	0	565,000
		D O E	0	0	0	0	0	0
		Fire Financing	0	4,000,000	0	0	0	4,000,000
		LACMTA	730,226	0	0	0	0	730,226
		Gas Tax	19,000	15,000	25,000	25,000	25,000	109,000
		General	48,000	478,400	40,000	0	40,000	606,400
		General Plan Review	85,000	0	0	0	0	85,000
		Justice Assistance Grant	17,210	0	0	0	0	17,210
		Liability	27,000	0	0	0	0	27,000
		Maintenance District	10,500	10,665	10,835	11,010	11,190	54,200
		Maintenance Grant (344 Trust)	75,000	77,300	79,600	82,000	0	313,900
		Measure R	230,000	0	0	0	0	230,000
		Park Facilities	0	588,100	334,200	515,800	520,000	1,957,900
		Proposition C	25,000	90,000	25,000	25,000	25,000	190,000
		Public Safety Impact Fee	0	654,400	800,000	0	0	1,454,400
		Refuse	22,500	18,300	10,000	0	0	50,800
		Sewer	0	837,000	48,000	120,000	90,000	1,095,000
		Shop	80,000	1,063,000	525,000	225,000	0	1,893,000
		SB921	28,000	29,000	30,000	31,000	32,000	150,000
		State Transp (AB2928)	643,449	0	0	0	0	643,449
		Technology	100,000	200,000	150,000	0	0	450,000
		Water Financing	0	0	0	1,500,000	0	1,500,000
		Water Operation	1,078,900	1,574,800	7,899,300	3,158,000	2,986,300	16,697,300
		Water Treatment	227,000	0	0	0	0	227,000
CITYWIDE TOTAL			3,509,285	10,169,965	10,528,935	5,844,610	4,081,490	34,134,285

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