

City of Monterey Park

California

2008-2009

Adopted Budget



City of Monterey Park, California

ADOPTED BUDGET



MAYOR

Sharon Martinez

MAYOR PRO TEM

Benjamin "Frank" Venti

COUNCIL MEMBERS

Mitchell Ing / Anthony Wong / David T. Lau

CITY CLERK

David M. Barron

CITY TREASURER

Joseph Leon

CITY MANAGER

June Yotsuya

For the Fiscal Year Beginning July 1, 2008

Adopted by the City Council on June 24, 2008

Incorporated: May 29, 1916 Population: 64,434

Prepared by Management Services Department



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

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

320 West Newmark Avenue • Monterey Park • California 91754-2896
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June 24, 2008

To: Honorable Mayor and City Council
Re: 2008-09 Fiscal Year Adopted Budget

City Council
Mitchell Ing
David T. Lau
Sharon Martinez
Benjamin "Frank" Venti
Anthony Wong

City Clerk
David Barron

City Treasurer
Joseph Leon

We are presenting to you the City's 2008-09 adopted budget. This budget was reviewed and approved by the City Council during the public hearings held on June 23 and 24. This document covers all funds of the City including the redevelopment agency and the water system. It also contains a detailed description of the work programs by department and the goals they have set out to accomplish for the coming year.

The nation is going through a difficult economic time. As the largest economy in the US, California has also endured the hardest hit. The housing crisis has slowed the real estate and related industries. Some regions in the State, such as Central Valley and Inland Empire, have been severely impacted. However, certain areas, including Monterey Park, where housing demands continue to be high, have experienced only a nominal effect.

Projections show the economic downturn is causing a significant revenue decline for California. According to the projections, the estimated State budget shortfall is \$17.5 billion for the coming year. While our city's budget is balanced, concerned with the potential impact from the State's financial crisis, we have asked city departments to hold the line on expenditures.

The 2008-09 adopted budget does not include new programs or additional staffing. Expenditure increases are limited primarily to those required by contractual obligations such as labor and service agreements and inflationary adjustments for fuel, utilities, and supplies. As presented, funding in this budget will allow the City to maintain all services at the current levels.

Projected General Fund revenues are \$33.5 million. Approved General Fund expenditures are \$32.2 million and the transfers to the Pension Liability Fund are \$1.1 million. The margin, approximately \$190,000, will be maintained as the operational contingency in the event of unanticipated needs.

Other City funds are in sound position. The City has implemented a number of the 2006 Community Blue Ribbon Pension Committee's recommendations. Updated projections indicate the outlook of the Retirement Fund has gained noticeable improvement.

Several major commercial developments in the City are currently underway in various stages. The onetime permit fees have boosted the City's revenues. As part of the 2008-09 budget actions, the City will set aside these surplus revenues, approximately \$2.2 million for 2007-08, into a reserve for future needs. When these major developments are completed in the next few years, they will significantly enhance the City's tax base.

The Governor's updated budget does not contain proposals to take local funds for the State budget deficits. But with a enormous shortfall and deep cuts in social services, the State Legislature may

consider borrowing funds as permitted by Proposition 1A. If this occurs, we will bring the necessary adjustments to the City Council for consideration.

Outlook

Across the nation, the housing crisis has slowed down the construction industry; created a tighter credit for investors; and increased financial market volatility. Additionally the record-high fuel prices have created additional squeeze to the consumers.

While the economic condition for California is similar to the nation, the adverse effects from the housing crisis and the high fuel prices tend to be greater in California due to its highly cyclical real estate sector and higher than average fuel consumption.

According to the forecast by the State Department of Finance, the current economic situation is likely to remain depressed throughout 2009 and a slow recovery is anticipated to begin in early 2010.

State Budget

The slowing economy and a troubled housing market are expected to produce far less tax revenue for the State. To close a now estimated \$17.5 billion shortfall, the Governor's budget proposes a number of creative solutions. One is to seek voter approval in November to borrow funds based on future lottery revenue (if voters reject the measure, the State will increase the sales tax by 1% for three years). The Governor's revised budget keeps the 10% across-the-board cuts to state agencies but eliminates the prior proposal to early release inmates and prevents parks closure by increasing fees.

The Governor's budget does not include proposals to take local property tax under Proposition 1A of 2004 or to take transportation funds under Proposition 1A of 2006 (Under these propositions, taking local funds by the State is significantly restricted. To do so, the Governor must declare a hardship and approved by two-thirds of Legislature. Funds taken must be repaid in three years with interest).

Based on the updated release of the State budget, the estimated impact to our city is approximately \$20,000. This includes \$14,000 from the reduction of the COPS grant and \$6,000 from the booking fee realignment. There are sufficient funds in the operational contingency to cover this variance.

With the proposed cuts in the social and welfare programs, the 2008-09 proposed State spending is expected to ignite a fierce battle and there is a great deal of action anticipated. At the same time, there are other proposals, such as those made by the Legislative Analyst Office, being considered by the Legislature. In the coming months, there could be additional financial impact to our city. We will continue monitoring the state budget development.

Ballot Measures Affect Local Finances

Since the late 1970's, California voters have passed several propositions that have direct impact on local finances. Earlier propositions focus on the limitation of local government's ability to raise taxes and increase spending. Recent propositions focus more on the State's budget practices and place limit on the State Legislature's ability to raid local funds. Below is a list of these propositions.

- Proposition 13 (1978) sets the maximum property tax rate to 1% on assessed values. It also restricts increases in assessed values 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 for local government 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 a hardship declared by the Governor and approved by two-thirds of the Legislature. Funds taken must be repaid in three years with interest.
- Proposition 1A (2006) requires sales tax from gasoline to be used only for local traffic congestion relief projects. It also imposes the same restrictions as Proposition 1A of 2004 with regard to the taking of local funds.
- Proposition 1B (2006) authorizes bond funds for local streets improvement. Based on preliminary estimates, Monterey Park could receive approximately \$2 million.

Estimated Revenues

General Fund

General Fund is the main operating fund and it pays for the majority of the City services including police, fire, community development, public works, park maintenance, recreation, and library.

The estimated General Fund revenues are \$34.4 million for 2007-08 and \$33.5 million for 2008-09 (the 2007-08 revenues include the bulk of plan checking and build permit fees for the Atlantic Times Square development and portion of the plan checking fees from the Towne Centre development). The table below is a summary of major General Fund revenues.

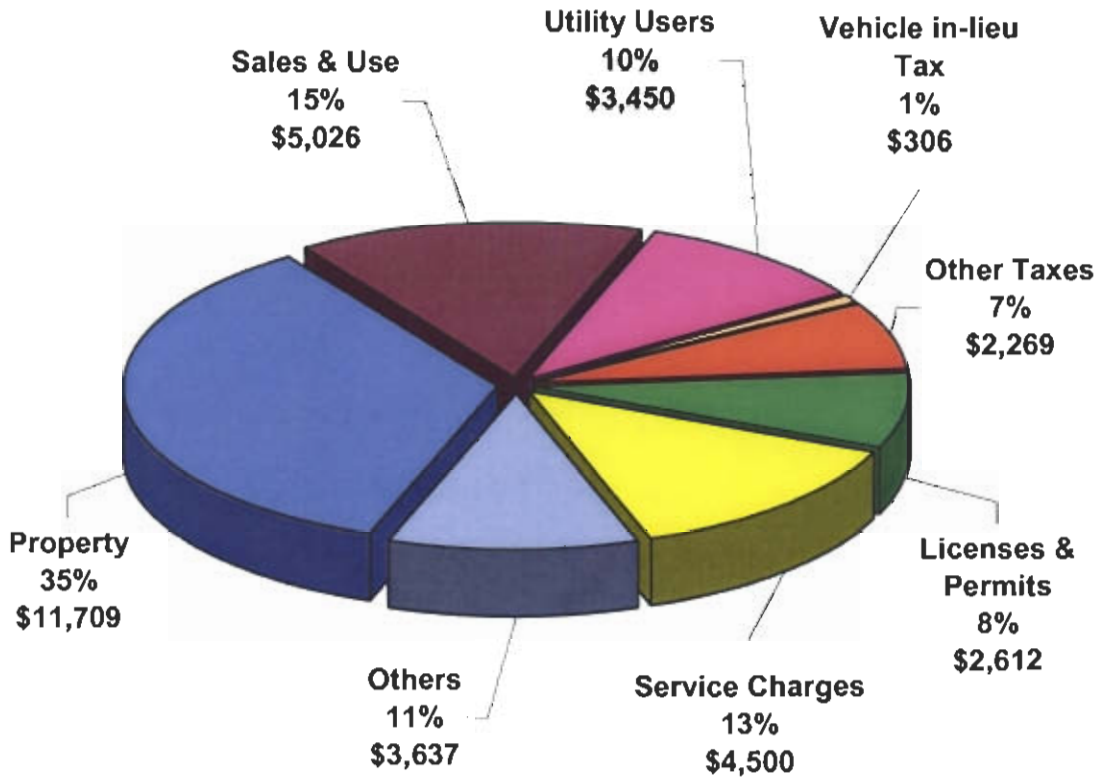
(Amounts in 000s)	2007-08 <u>Budget</u>	2007-08 <u>Est. Actual</u>	2008-09 <u>Projected</u>
Property Tax	\$10,726	\$11,179	\$11,709
Sales Tax	5,075	4,889	5,026
Utility Tax	3,295	3,350	3,450
Vehicle in-lieu Tax	398	300	306
Other Taxes	1,951	2,271	2,269
Licenses & Permits	2,575	2,821	2,612
Service Charges	4,498	5,945	4,500
Other Revenue	3,422	3,631	3,637
Total	<u>\$31,940</u>	<u>\$34,386</u>	<u>\$33,509</u>

Total Revenue Over 2007-08 Budget

+ 5%

Property Tax. The property tax figure shown includes the property tax based on valuation as well as 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 inflation adjustment and 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 the county,

GENERAL FUND REVENUE 2008 - 2009



	%	FY 08-09 Projected	%	FY 07-08 Budget
Property	35%	\$ 11,709	34%	\$ 10,726
Sales & Use	15%	5,026	16%	5,075
Utility Users	10%	3,450	10%	3,295
Vehicle in-lieu Tax	1%	306	1%	398
Other Taxes	7%	2,269	6%	1,951
Licenses & Permits	8%	2,612	8%	2,575
Service Charges	13%	4,500	14%	4,500
Others	11%	3,637	11%	3,420
	<u>100%</u>	<u>\$ 33,509</u>	<u>100%</u>	<u>\$ 31,940</u>

cities, school districts, redevelopment agencies, and special districts. Of every dollar of the property tax paid in Monterey Park, the City's General Fund receives approximately 16 cents.

Monterey Park continues to be a highly desirable community for people to live in. The current gross property valuation of the City is approximately \$5.0 billion (taxable \$4.9 billion), up 6.5% from the previous year. Due to the slowdown in the real estate market, we project a slower growth for 2008-09 of 5%, based on 2% from inflationary growth and 3% from transfer and new construction.

The VLF back fill is a result of the State's action to permanently reduce the VLF from 2% to 0.67% and backfilled the loss with property tax. The backfill is paid twice a year in January and May. The backfill is adjusted based on the growth in property values.

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 based on the point-of-sale.

Proposition 57, the California Economic Recovery Bond Act, allows the State to issue bonds to reduce its budget deficit. As a result, the "triple flip" program 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's sales tax is not generated evenly by the 2,000 retail businesses in the City. The City's number one sales tax producer alone contributes approximately 20% of our sales tax revenue and the top 25 producers generate near 60% of our total sales tax. Any changes in these businesses could have a major impact to the City's budget. The City has various programs to attract and retain businesses. Also through redevelopment, the City has been working with private developers on various large commercial development projects to increase and diversify the City's sale tax base.

Auto sales, especially trucks and SUVs, have dropped sharply since early 2007. The decline is attributable to (1) higher oil prices and (2) tightened consumer spending on durable goods. In Monterey Park, auto sales account for approximately 20% of the City's sales tax. The projected sales tax revenue takes into account of inflationary price increase and the decrease in auto sales.

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 2008-09 utility tax revenue assumes a 3% increase based on price increase and consumption.

Vehicle License Fee. VLF is imposed based on the market value of vehicles. The current rate is 0.67%.

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. Transient occupancy tax is imposed on the rent of hotels and motels in the City. The current transient occupancy tax rate is 12%.

Licenses and Permits. Business licenses are expected to remain at the current level. The amount for 2008-09 includes \$400,000 building permit fees from major commercial developments.

Charge for Services. This category includes charges for fee-supported services. Examples include police reports, library services, plan checking, ambulance transport, DUI recovery, and recreational classes. The 2007-08 figure includes \$1.9 million plan-checking fees from major commercial projects.

Other Revenues. This category includes investment earnings, rents, fines, and miscellaneous revenue accounts. Revenues in this category are projected to remain unchanged.

Restricted Funds

Other City funds, including Special Revenue Funds, Internal Service Funds, Water Fund, and Redevelopment Agency Funds, are restricted 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 2008-09 revenues for the restricted funds are \$49.6 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 2008-09, the projected retirement tax revenue is \$4.2 million based on a projected 5% 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. The Asset Forfeiture funds can only be used to augment police investigation and enforcement activities. Forfeiture is distributed through the justice system and can take several years for the agencies to receive forfeiture income. Collections for 2008-09 are estimated to be \$172,000.

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 2008-09 is \$318,000.

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 to fund the contracted collection and recycling services.

The projected revenue for 2008-09 is \$5.9 million based on an estimated 3% inflationary adjustment (there is a corresponding increase in the refuse collection contract service expenditures).

Maintenance Assessment District Special Revenue Fund

In 1993, the City established a Citywide Maintenance District to finance the maintenance and operation of streetlights, street trees, and medians. The District was formed in accordance with the Landscaping and Lighting Act of 1972. The City has completed the District renewal for 2008-09 and the assessment rates remain the same as in 2007-08. The projected revenue for 2008-09 is \$965,000.

Public Safety Impact Fee Special Revenue Fund

The public safety impact fee 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 in the community generated by the new developments. The projected revenue for 2008-09 is \$687,000, which includes fees from the major commercial developments.

Library Tax Special Revenue Fund

In 1998, the Monterey Park voters approved a special library tax (Measure C) to finance the costs for the library expansion, additional opening hours, and book acquisitions. The tax has a term of 20 years. The projected library tax revenue is \$509,200. Majority of the library tax revenue is earmarked for debt service payment for the library expansion construction financing.

Grants Special Revenue Fund

The projected grant revenues for 2008-09 total \$4.4 million, which includes \$64,000 for library programs, \$2.2 million for CDBG after school, literacy, housing, and ADA improvements, \$262,000 for summer lunch, parks and landscape maintenance programs, \$315,000 for safety personnel training, supplies, and police computers and \$1.6 million for street improvements.

Water Fund

The projected water operation revenue for 2008-09 is \$8.5 million. The water operation revenue is to cover the costs for the water production, distribution, commercial, and capital improvements. The projected water treatment revenue is \$3.4 million. The water treatment revenue is to fund the City's water treatment operations and capital improvements.

Internal Service Funds

The Internal Service Funds include general liability insurance, workers' compensation insurance, vehicle operations and replacement, technology development, and employee separation benefits. These funds are financed through charges to departments.

Charges are updated each year to ensure adequate funding of operations and outstanding obligations. The 2008-09 charges are: workers' compensation \$1.2 million, separation benefits \$1.5 million, technology \$122,000, general liability \$790,000, and vehicle operating \$1.8 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 property tax assumes a 5% growth, which includes 2% for inflation (per Proposition 13) and 3% from new construction and change of ownership. The projected revenue for Atlantic Garvey Project and the Merged Project is \$4.4 million and \$3.8 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 2008-09 is \$2.0 million.

Estimated Expenditures and Transfers

General Fund

The estimated 2007-08 General Fund expenditures are \$30.3 million and the approved General Fund expenditures for 2008-09 are \$32.2 million. The fund transfers are \$3.4 million for 2007-08 and \$1.1 million for 2008-09. The estimated expenditures and transfers are summarized as follows:

(Amounts in 000s)	2007-08 Budget	2007-08 Est. Actual	2008-09 Approved
Expenditures	<u>\$30,731</u>	<u>\$30,305</u>	<u>\$ 32,238</u>
Transfers To:			
Pension Liability Fund	1,082	1,082	1,082
Onetime Separation Benefit Fund	200	200	
Onetime General Fund Capital Reserve		1,800	
Onetime Technology Fund Reserve		300	
Total Transfers:	<u>\$1,282</u>	<u>\$3,382</u>	<u>\$1,082</u>
Total Expenditures and Transfers:	<u>\$32,013</u>	<u>\$33,687</u>	<u>\$ 33,320</u>
Total Expenditure over 2007-08 Budget			+5%

It is recommended the City continue setting aside \$700,000 from the General Fund and transfer the funds to the Pension Liability Fund (this transfer has been continued each year since 2005). Several recommendations (made by the 2006 Community Blue Ribbon Pension Committee) implemented in 2007 will generate approximately \$382,000 a year in additional revenue, which is also to be transferred to the Pension Liability Fund per the City Council direction.

Restricted Funds

The approved 2008-09 expenditures for the restricted funds are \$48.4 million. 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.

Changes in Staffing Level

The approved staffing for 2008-09 is 413.79 Full Time Equivalent (FTE = 2,080 hours/year), down 0.5 FTE from last year. In 2007-08, the City Council authorized a temporary (for one year only) clerical position in the City Clerk's Office to assist in the preparation of city council meeting minutes.

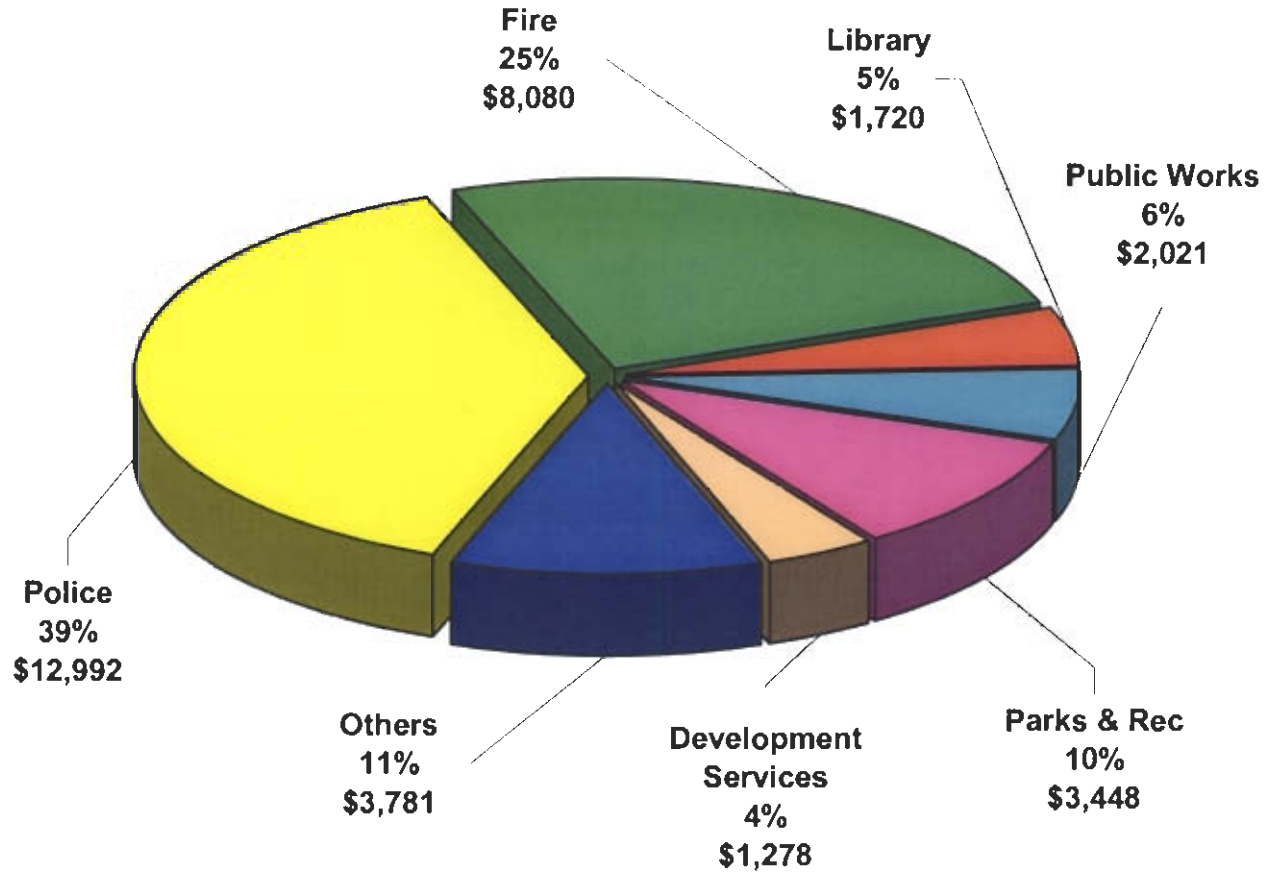
Employee Compensation

The City maintains a competitive compensation plan to attract and retain employees. There are eight labor groups in the City. The average increase, including salaries and benefits based on the respective Memorandum of Understanding, is approximately 5% for 2008-09.

Major Expenditure Changes

The 2008-09 Budget is developed based on the needs to continue city services at the current levels. Expenditures such as utilities, internal services charges, contracted services, and supplies have been

GENERAL FUND EXPENDITURE & TRANSFERS 2008 - 2009



	FY 08-09 Projected		FY 07-08 Budget	
	%		%	
Police	39%	\$ 12,992	38%	\$ 12,264
Fire	25%	8,080	24%	7,613
Library	5%	1,720	5%	1,545
Public Works	6%	2,021	6%	1,897
Parks & Rec	10%	3,448	10%	3,167
Development Serv	4%	1,278	4%	1,168
Others *	11%	3,781	14%	4,359
	<u>100%</u>	<u>\$ 33,320</u>	<u>100%</u>	<u>\$ 32,013</u>

* Include : Non-Department, Street Construction, Community Capital Improvement, and General Administration.

adjusted based on inflation and usage. The salaries and benefits for all City personnel have been adjusted based on the approved labor agreements. Major budget increases and decreases compared to 2007-08 are as follows.

City Clerk

Increase City Clerk Activity Contracted Services by \$83,000 for the cost of the 2009 general municipal election. Funding: General Fund.

City Manager

Increase Community Transportation Activity Contracted Services by \$25,000 to cover anticipated Spirit Bus fuel and contract cost increases. Funding: Prop A and Prop C Funds.

Community Promotion

Eliminate lobbyist services. Savings: \$36,000 Proposition C and Redevelopment Funds.

Human Resources and Risk Management

Increase the following items in Non-Department Post Employment Activity: Separation Benefits \$226,000 for employee service separation payoff; Retirees Medical \$110,000 per contractual obligations; Mass Mutual Retirement Plan \$87,000 based on funding requirement; Debt Service \$25,000 for the payment of the Pension Obligation Bonds. Funding: Separation Benefits, Water Operation, Refuse, Redevelopment, and Retirement Funds.

Police Department

Decrease Traffic Activity Overtime Salaries by \$102,000 and Small Tools by \$8,000 due to completion of traffic safety grants.

Increase Field Services Activity Court Time Salaries by \$45,000 per MOU agreement. Funding: General Fund.

Decrease Communications Activity Contractual by \$45,000 based on the radio and telephone system maintenance agreements. Funding: General Fund and Justice Assistance Grant Fund.

Increase Computer Services Activity Contracted Services by \$125,000 for the maintenance of the Computer Aided Dispatch/Records Management System. Funding: Asset Forfeiture Fund.

Decrease Community Relations Operating Supplies by \$43,000 and Overtime Salaries by \$10,000 due to the fulfillment of the Gang Resistance Education and Training grant.

Fire Department

Increase Fire Administration Activity Miscellaneous Expenditures by \$20,000 for education and training per the ELAC agreement. Funding: ELAC Instructional Service Program Fund.

Increase Emergency Operations Activity Communications by \$17,000 for Verdugo Dispatch System costs. Funding: Public Safety Impact Fee Fund.

Economic Development

Increase Atlantic/Garvey Capital Projects Activity Contracted Services by \$88,000 for consulting and legal services for eminent domain and five-year implementation plan; also increase R&M Contractual by \$30,000 for anticipated commercial rehabilitation activities. Funding: Atlantic/Garvey Capital Projects Fund.

Increase Merged Capital Projects Activity Contracted Services by \$65,000 for consulting and legal services in connection to projects for eminent domain and five-year implementation plan. Funding: Merged Capital Projects Fund.

Increase Housing Set-Aside Activity Contracted Services by \$25,000 to fund consultant services for five-year implementation plan. Funding: Housing Set-Aside Fund.

Public Works

Increase Storm Drain Maintenance Activity Contracted Services by \$30,000 to fund the first year of a two-year Water Quality Board TMDL study. Funding: Refuse Fund.

Decrease Street Cleaning Activity Other Agency Services by \$39,000 to reflect current amount of the street sweeping services (the budget amount will be adjusted based on the actual bid results). Funding: Gas Tax Fund.

Increase Street Lighting Activity Utilities by \$40,000 for electricity cost. Funding: General Fund.

Increase Refuse Collection Activity Other Agency Services by \$143,000 for trash collection based on the inflationary adjustments per the service contract. Funding: Refuse Fund.

Decrease Administration Activity Debt Service by \$171,000 as a result of paying off the loan for the citywide energy retrofit. Funding: General and Gas Tax Funds.

Increase Building Maintenance Activity Contractual by \$40,000 for building maintenance due to the aging of City buildings and facilities. Funding: General and Redevelopment Funds.

Decrease Water Production Activity Utilities by \$77,000 based on usage; Debt Service by \$82,000 due to fulfillment of the 2004 loan; and increase Vehicles/Equipment by \$45,000 for one midsize truck and an epoxy coating for water truck tank. Funding: Water Operation Fund.

Increase Water Distribution Activity Supplies by \$94,000 for costs associated with new meter installations, and Debt Service by \$135,000 due to the 2008-09 included a full year loan payment for the I-Bank water main financing. Funding: Water Operation Fund.

Increase Well No. 5 VOC Treatment Activity Supplies by \$43,000 for carbon replacement and increase Utilities by \$65,000 for the operation of the well. Funding: Water Treatment Fund.

Increase Well No. 12 Treatment Plant Activity Supplies by \$40,000 for carbon replacement, Utilities by \$65,000 based on usage trend, and decrease Contracted Services by \$40,000 based on anticipated needs for water analyses. Funding: Water Treatment Fund.

Decrease Delta Perchlorate Treatment Plant Activity Contractual by \$68,000 due to usage trend on the repair and maintenance costs. Funding: Water Treatment Fund.

Increase Well 1, 3, 10 & Fern VOC Activity Contracted Services by \$40,000 for water analyses and State compliance reports. Funding: Water Treatment Fund.

Increase Well 12 Dual Barrier Activity R/M Supplies by \$120,000 for carbon replacement. Funding: Water Treatment Fund.

Increase Well 15 Activity Utilities by \$30,000 to reflect electricity costs for the wells. Funding: Water Treatment Fund.

Vehicle Replacement

Vehicles replacement authorized for 2008-09 is consistent with the City's policies. Vehicles recommended for replacement include five patrol cars, two detective cars, one police motorcycle, one fire command vehicle, one park maintenance truck, one fire prevention truck, one sewer truck, one building inspection truck, one paint striper, and one auto shop service truck. Please refer to the Auto Shop Activity for a detail description of the replacement and funding sources.

Water Capital Improvements

Water capital improvements authorized for 2008-09 include meter exchange, various well electrical and pump station upgrades, water main replacements, and water master plan update. Total cost for the water capital improvements is \$1.5 million. Please refer to the Water Capital Activity for a detail description of the projects and funding sources.

Street Construction

Street Construction projects for 2008-09 include improvements to streets, sidewalks, wheelchair ramps, catch basins, traffic signals, Garvey bridges, street name signs, and disposal bin concrete pad. Also included are Phase II of the East Los Angeles Community College transit center and directional signage program. Total cost for the street construction projects is \$2.2 million. Please refer to the Street Construction Activity for a detail description of the projects and funding sources.

Community Capital Improvements

Community Capital projects authorized for 2008-09 include network equipment and server upgrades, Fire Station 63 facility upgrades, laptop computers for patrol and detective cars, digital video recorder for Police Department, downtown business improvement district tree grates and rope lights, various parks and recreation facilities improvements, median and tree well maintenance, City Hall water line and water heater replacement, City Hall fire alarm system, ADA upgrades, emergency generator replacement, safety light covers replacement, sewer improvements, soil remediation at Fire Station No. 1, City monuments replacement, and equipment purchases for fire hose, radios, fire shelters, pool covers, diesel trap, traffic stencils, traffic sign posts, and police equipment. Total cost for community capital improvements is \$1.5 million. Please refer to the Community Capital Improvements Activity for a detail 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. In 2007-08, the unanticipated expenditures included emergency elevator repair, geo tech services for slopes, and fire station replacement study.

The chart below summaries the General Fund projected revenues, expenditures, fund transfers, and contingency for 2007-08 and 2008-09.

(Amounts in 000s)	2007-08		2008-09
	Estimated	Actual	Projected
Revenues	\$ 34,386		\$ 33,509
Less: Expenditures	30,305		32,238
Revenue Over Expenditures	4,081		1,271
Less: Transfers	3,382		1,082
Contingency	\$ 699		\$ 189

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 expiration dates. Funding of the debt service payments include grants, special revenue funds, internal service funds, and energy savings.

Department	Activity	Annual Payment	Description	Loan Expiration
Police	Field Services	\$ 7,463	Patrol Cars	2009
	Computer Services	165,869	CAD/RMS	2021
Library	Administration	383,196	Library Expansion	2018
Public Works	Auto Shop	233,029	Fire Truck & City Vehicles	2009
	Water Production	82,273	Energy Retrofit	2009
	Water Production	115,630	Reservoirs	2030
	Water Distribution	188,482	Water Main	2021
	Well #5 VOC	73,369	Treatment Plant	2010
	Well #1, 3, 10 & Fern	132,035	Treatment Plant	2032
	Well #12	37,965	Treatment Plant	2032
Non- Dept	Non-Dept	1,047,841	Pension Bonds	2034
Econ Dev	Atlantic/Garvey	1,675,838	2002 CRA Bonds	2015
	Merged	777,725	1998 CRA Bonds	2019
	HCD Admin	535,336	CDBG Section 108 Loans	2019

Economic Development

Monterey Park encompasses an area of 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 primarily 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 economic development activities and programs.

Residential development in the City remains active. In recent years, many large under-utilized residential lots are being combined and developed with multiple family housing. The City also continues pursuing opportunities to develop affordable housing units and maintains active programs for residential maintenance, rental rehabilitation and first time homebuyers. Several major commercial development projects are currently underway; they are as follows.

Atlantic Times Square

This is a mixed-use retail/entertainment/residential center on a seven-acre site at North Atlantic. The project features 210 condominiums (with up to 20 to be designated as affordable for moderate-income households) and 205,000 square feet of commercial space that will be anchored by a 14-screen theater. The project is currently under construction. Completion is expected by late 2009.

Towne Centre

Towne Centre is a mixed-use residential and retail project located at the southeast corner of Garvey and Garfield, in the heart of downtown. The project site includes City Parking Lot No 1. The project would comply with onsite parking requirements and would include an additional 56 parking spaces designated for public use to alleviate downtown parking shortage. The developer has acquired all the parcels except the city parking lot. Relocation is in process. Completion is expected by late 2010.

Garvey Villas

This is a mixed-use retail and residential project located at the southwest corner of Atlantic and Garvey. Relocation is in process. Completion is expected by late 2010.

Cascades Market Place

The Cascades Market Place is a 500,000 square foot center. The project is on a US Environmental Protection Agency Superfund site, which includes an 11-acre trash field north of the I-60 Freeway. The City is negotiating with the developers and various public agencies. So far, the City of Montebello has approved the plans for the road that would connect the project to Paramount Boulevard. The EPA has approved a remediation plan and work has commenced. It is expected that the remediation will be completed by December of 2009.

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 a divested 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 (pending on the timing and completion of major commercial developments).

By taking into account of the actions implemented so far, updated projections show that the City would have sufficient funds to meet its pension costs until 2014. After 2014, the estimated pension shortfall will be approximately \$800,000 per year and would require General Fund to bridge the difference. Still, there is a significant shortfall that must be dealt with. The City will 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 water 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.

The City's water rates are below the average of rates charged by the neighboring communities. The rate structure is developed to cover water operations, i.e., production, commercial, distribution, and capital improvements.

However, due to the change in water quality standards since 1999, the City has 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 2007 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. Additionally, 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 governmental agencies to establish a program to eliminate pollutants from entering rivers and oceans. Monterey Park started its program in 1996 by carrying out a multi-year 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, the development and implementation of storm water management plans for new construction and development projects within the City, and the installation of physical controls on catch basins to allow for compliance with total maximum daily limits for specific pollutants.

The City is working with a coalition of 43 local cities to change the NPDES regulations to allow for a more realistic and cost-effective manner for storm drain water cleanup. Should the City fail to secure the change in regulations, this single item 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. Based on the study the projected total accrued liability amount is between \$55.5 million (based on 5% discount rate) and \$32.4 million (based on 7.75% discount rate). The accrued liabilities represent the ultimate cost of the City that will be paid from future revenues. To fully fund these liabilities, the actuarially determined annual funding would be between \$3.1 million to \$2.2 million over the next 30 years (the City's retiree medical costs are approximately \$1.1 million for 2008-09).

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 insurance 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. For 2008-09, the recommended increases are: Workers Compensation Fund 5%, Auto Shop Fund 6%, Separation Benefits Fund 20%, and Technology Fund 20%.

Capital Improvements

The City has made good progress in updating its water and sewer infrastructure through financing, maintenance fees, and grants. The City has also obtained grants to complete several major projects including various street improvements, water treatment facilities, and slope repairs that were damaged in the 2005 winter storms.

The City is also continuously moving forward on technology development. The City has implemented a new PC-based accounting software to streamline accounting operations. The Police Department's computer aided dispatch and record management system is also currently in use.

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 Five-Year Capital Improvement Program (part of the midyear budget report published in February) identifies improvements needed over next five years. Total funding requirement for the next five years is \$39.7 million. It is a priority for the City to continue developing financing options to fund these projects.

In Closing

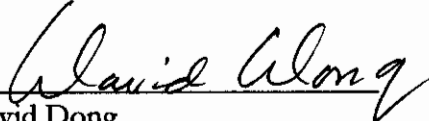
The 2008-09 Budget was prepared following a conservative approach in projecting revenues and the expenditures. This approach is necessary since the City must adapt to potential changes in the condition of the State and economy.

Our collective efforts and prudent management have allowed the City to endure the difficult times. Special thanks to the City Council and citizens for their support in planning the City's finances and to City departments for their hard work in preparing this budget.

Respectfully,



June Yotsuya
City Manager



David Dong
Director of Management Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Monterey Park
California**

For the Fiscal Year Beginning

July 1, 2007

President

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, 2007**. 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 2007-2008

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.

March 6, 2008



Bradley R. Grant

Brad Grant
CSMFO President

Cindy Guziak

Cindy Guziak, Chair
Budgeting & Financial Reporting

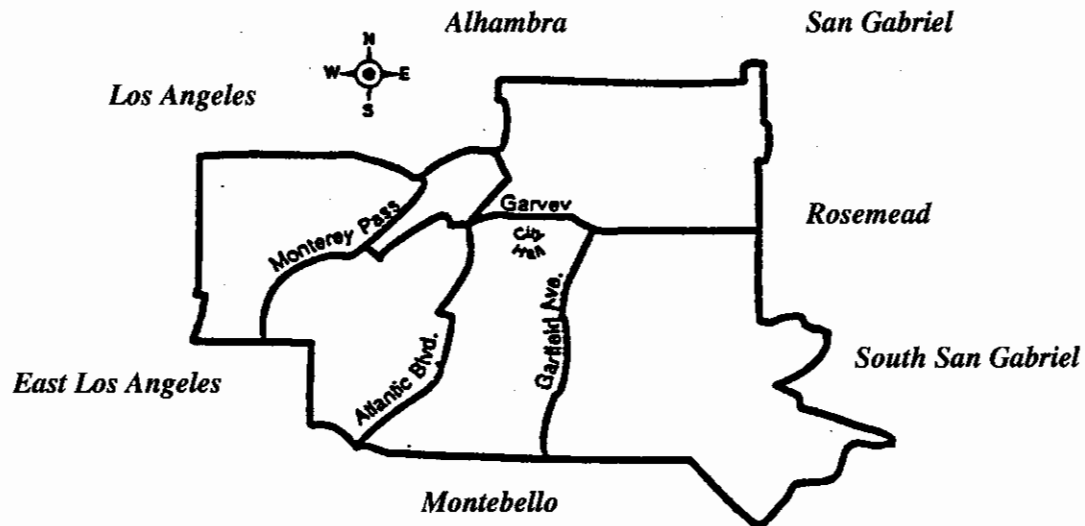
ABOUT THE CITY OF MONTEREY PARK

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.

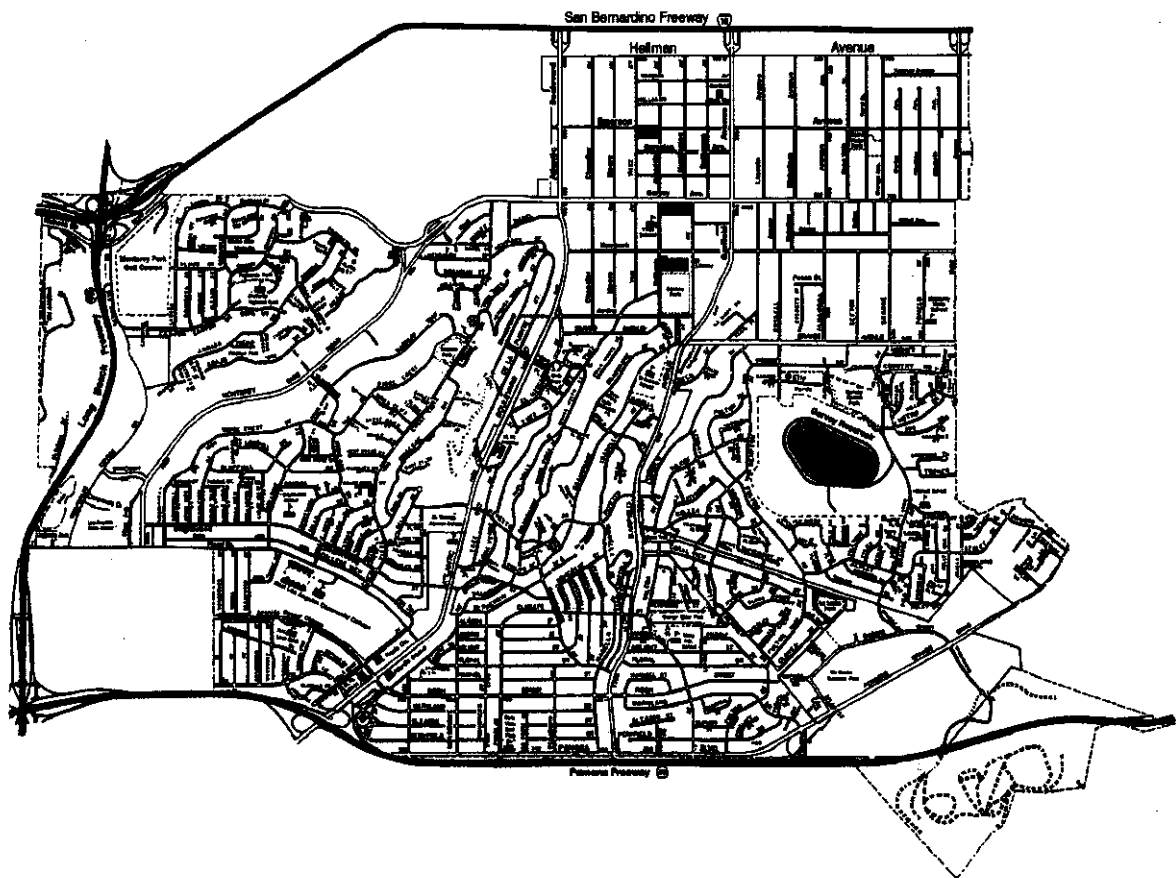
Artisans Faire - Every year in November, the City's Art and Culture Commission holds this special Arts and Crafts event allowing master crafters to display and sell their handicrafts in a serene and tranquil park setting.

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.

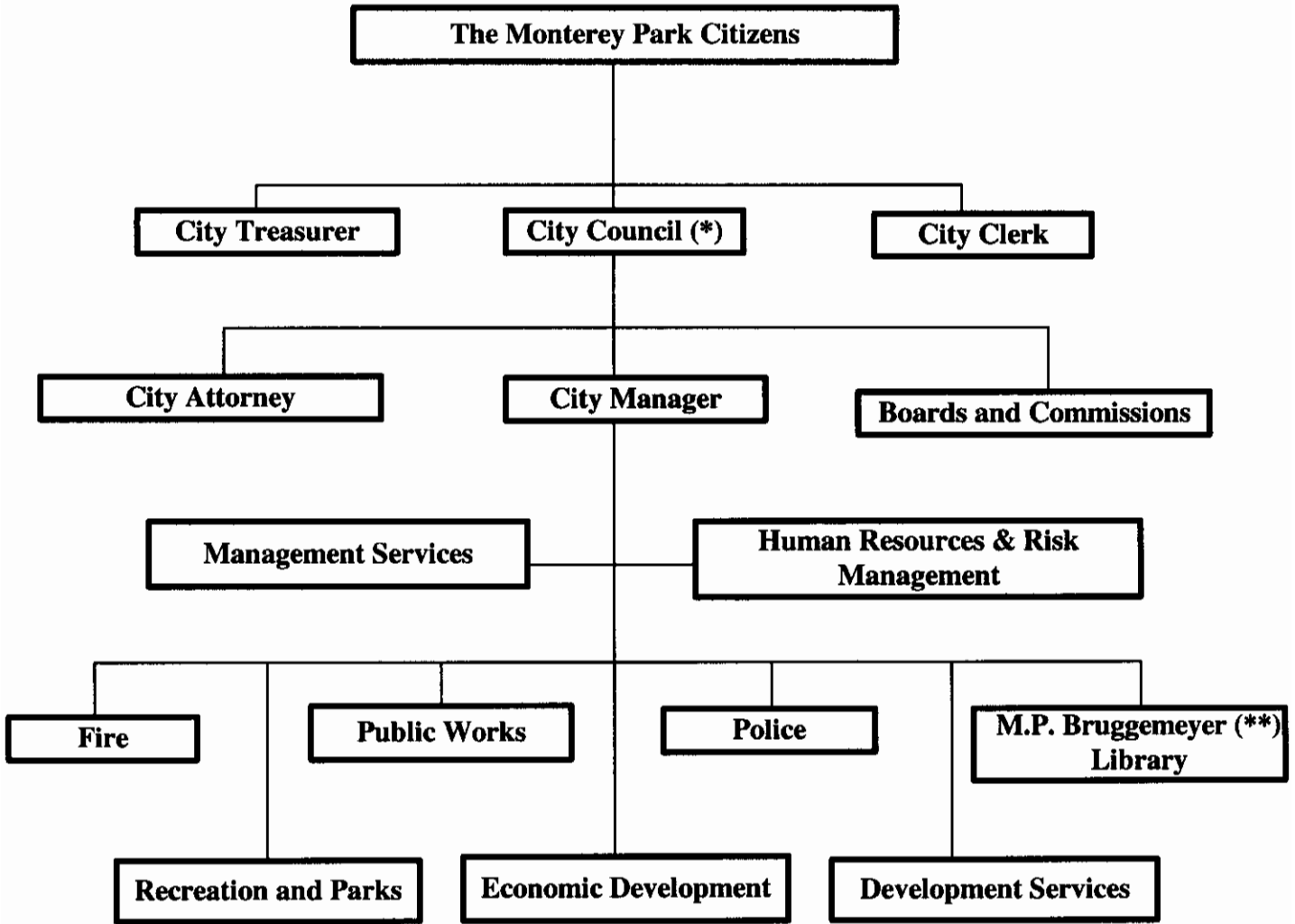
City Map



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:	64
Police Protection:	
Number of Stations:	1
Number of Sworn Police Officers and Non-Sworn Personnel:	132.11
Municipal Water Department:	
Number of Water Meters:	13,045
Average Daily Consumption:	10,000,000
Miles of Water Distribution Lines:	134
Number of Fire Hydrants:	1,041
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	12.43
Building Permits Issued:	929
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.47 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	186,271
Number of Library Cardholders:	59,485
Number of Employees:	
Elected Officials:	7
Full-Time:	351
Part-Time:	55.79
Population:	64,434

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 07/01/2008	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 06/30/2009
CITY FUNDS:						
GENERAL FUND	6,565,585	33,509,223		32,238,321	1,082,000 ⁽¹⁾	6,754,487
SPECIAL REVENUE FUNDS :						
Retirement	328,526	4,172,000	1,500,000 ⁽³⁾	5,760,546		239,980
Pension Liability	4,967,194		1,142,000 ⁽¹⁾⁽²⁾		1,500,000 ⁽³⁾	4,609,194
Gas Taxes	278,461	1,241,926		1,245,429		274,958
Refuse	2,243,268	5,935,000		5,773,221		2,405,047
Sewer	85,307	318,000		379,329		23,978
Park Facilities	222,296	206,000		325,000		103,296
Proposition A	1,280,149	1,275,000		1,122,996		1,432,153
Proposition C	1,278,885	956,000		968,335		1,266,550
Asset Forfeiture	1,330,907	172,000		753,195		749,712
Business Impr Dx #1	176,411	77,400		182,218		71,593
Air Quality	105,349	83,500		55,220		133,629
Maint. District 1972 Act	125,931	965,000		1,016,961		73,970
Public Safety Impact	93,085	687,000		610,030	60,000 ⁽²⁾	110,055
Public Safety Augmentation	0	642,600		642,600		0
Library Tax	165,955	509,200		530,000		145,155
CERCLA Liability	767,205	163,000		120,000		810,205
GRANT FUNDS :						
Library	0	64,241		64,241		0
HUD	0	2,165,493		2,165,493		0
Parks & Recreation	0	190,000		190,000		0
Fire	0	40,000		40,000		0
Police	130,718	274,710		405,428		0
Engineering/Transportation	0	1,641,509		1,641,509		0
Specialty Maint Trust Account	0	71,800		71,800		0
ENTERPRISE FUND						
Water Operation	3,368,261	8,526,000	343,954 ⁽⁴⁾	8,617,641		3,620,574
Water Treatment	399,506	3,382,500		3,438,052	343,954 ⁽⁴⁾	0
INTERNAL SERVICE FUNDS						
Auto Shop	1,073,205	1,813,940		2,133,831		753,314
Separation Benefits	973,333	1,512,159		962,000		1,523,492
Workers' Compensation	2,844,820	1,249,231		1,152,498		2,941,553
General Liability	1,701,926	790,000		752,018		1,739,908
Technology/Data Processing	302,533	122,098		75,000		349,631
TOTAL CITY FUNDS	30,808,816	72,756,530	2,985,954	73,432,912	2,985,954	30,132,434

Combined Changes in Fund Balance

Fund Description	Fund Balance 07/01/2008	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 06/30/2009
COMMUNITY REDEVELOPMENT AGENCY (CRA):						
Atlantic/Garvey	12,538,383	4,446,400		3,054,823		13,929,960
Merged Project	10,551,211	3,837,600		2,866,738		11,522,073
HOUSING FUNDS	<u>7,065,485</u>	<u>2,046,000</u>		<u>1,255,919</u>		<u>7,855,566</u>
TOTAL CRA	<u>30,155,079</u>	<u>10,330,000</u>	<u>0</u>	<u>7,177,480</u>	<u>0</u>	<u>33,307,599</u>
TOTAL CITY AND CRA	<u>60,963,895</u>	<u>83,086,530</u>	<u>2,985,954</u>	<u>80,610,392</u>	<u>2,985,954</u>	<u>63,440,033</u>

Note:

- (1) Transfer from General Fund to Pension Liability Fund to strengthen pension reserve.
- (2) Transfer from Public Safety Impact Fund to Pension Liability Fund to strengthen pension reserve.
- (3) Transfer from Pension Liability Fund to Retirement Fund to cover pension costs.
- (4) Transfer from Water Treatment Fund to Water Operation Fund for repayment of treatment fund loan.

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual		Estimated	
		2006-2007	Budgeted 2007-2008	Actual 2007-2008	Estimated 2008-2009
Property Taxes:					
Current Secured	0010- 01010	5,624,786	5,800,000	6,050,000	6,350,000
VLF Compensation	01010	4,257,297	4,320,000	4,520,000	4,750,000
Current Unsecured	01020	217,206	250,000	250,000	250,000
Homeowner Exemption	01030	59,353	61,000	60,000	60,000
Prior Year Secured	01110	499,241	250,000	250,000	250,000
Prior Year Unsecured	01120	12,401	10,000	15,000	15,000
Interest & Penalties	01200	36,541	35,000	34,000	34,000
Total Property Taxes		10,706,825	10,726,000	11,179,000	11,709,000
Other Taxes:					
Admission Tax	01400	9,037	11,000	9,000	9,000
Sales Tax	01500	3,712,555	3,725,000	3,600,000	3,726,000
Sales Tax Compensation	01500	1,309,022	1,350,000	1,289,000	1,300,000
Transient Tax	01550	783,506	660,000	930,000	950,000
Franchise Tax	01600	1,073,341	1,070,000	1,042,000	1,070,000
Transfer Tax	01800	238,722	210,000	290,000	240,000
Utility Users Tax	01900	3,330,631	3,295,000	3,350,000	3,450,000
Vehicle In-lieu Tax	04410	429,693	398,000	300,000	306,000
Total Other Taxes		10,886,507	10,719,000	10,810,000	11,051,000
Licenses & Permits:					
Licenses:					
Business Licenses	02010	996,629	960,000	997,000	997,000
Business Lic Processing Fees	02020	136,411	127,000	137,000	137,000
Dog Licenses Regular	02410/02430	15,510	15,000	15,500	15,500
Dog Licenses Altered	02420/02450/02460	20,399	20,000	20,500	20,500
Total Licenses		1,168,948	1,122,000	1,170,000	1,170,000
Construction Permits:					
Building Permits	02500	714,153	950,000	1,330,000	1,100,000
Electrical Permits	02600	123,080	220,000	149,000	150,000
Plumbing Permits	02700	75,453	160,000	90,000	100,000
Mechanical Permits	02900	58,467	110,000	70,000	80,000
Total Construction Permits		971,153	1,440,000	1,639,000	1,430,000
Other Permits:					
Firework Permits	03540	3,300	3,500	3,300	3,300
Yard Sale Permits	03550	1,830	2,000	2,000	2,000
Misc Permits	03590	3,438	3,700	3,500	3,500
Parking Permits	03650	1,251	1,000	1,200	1,200

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual		Estimated	
		2006-2007	Budgeted 2007-2008	Actual 2007-2008	Estimated 2008-2009
Banner Permits	06290	728	280	500	500
Newsrack Permits	06710	1,378	2,700	1,500	1,500
Total Other Permits		11,925	13,180	12,000	12,000
Total Licenses & Permits		2,152,026	2,575,180	2,821,000	2,612,000
Fines:					
Traffic Fines	03580	344,611	350,000	350,000	350,000
Court Fines	03600	40,723	55,000	45,000	45,000
Parking Fines	03630	755,295	760,000	760,000	760,000
Total Court and Traffic Fines		1,140,630	1,165,000	1,155,000	1,155,000
Use of Money & Property:					
Interest Income	03700	1,602,342	1,350,000	1,495,000	1,495,000
Golf Course Rental	03800	97,928	62,000	77,000	78,000
MetroPCS (3500 Ramona)	03870	5,984	31,800	31,800	32,754
T-Mobile Rental (Fire Station 3)	03880	24,000	24,000	24,000	24,000
Cingular Rental (Fire Station 3)	03890	24,000	24,000	24,000	24,000
Charter Commu. Rental (Bradshawe Pl.)	03920	32,500	30,000	30,000	30,000
T-Mobile Rental (Sierra Vista)	03930	30,844	31,770	31,770	32,723
Nextel Rental (Ramona Blvd.)	03940	28,700	32,225	32,225	33,191
Teletrac Rental (Sombrero Site)	03950	17,730	18,616	18,616	19,550
Acosta Grower (Delta & Fox Sites)	03960	11,527	12,103	12,103	12,708
Martinez Nursery (La Loma Site)	03961	2,362	2,481	2,481	2,605
Specialty Restaurants	03970	170,000	161,000	170,000	170,000
Sublease Rent - Pactel	03980	8,509	8,900	8,764	9,025
Sublease Rent - Cox Communication	03990	6,384	6,575	6,580	6,777
Total Use of Money & Property		2,062,810	1,795,470	1,964,339	1,970,333
Charges for Services:					
Police Services:					
Witness Fees	03610	2,115	4,000	4,000	4,000
Prisoner Housing	03640	178,469	120,000	270,000	225,000
Vehicle Release	03670	115,093	100,000	115,000	115,000
DUI Recovery	03680	63,902	69,000	65,000	65,000
Fingerprint	06390/03710	34,952	28,500	32,000	32,000
Correction Notices	03720	1,196	4,500	2,500	2,500
Prisoner Booking Fees	03730	2,376	4,900	2,700	2,700
Police Report	05990	2,691	2,600	2,600	2,600
Burglar Alarm	06400	55,814	72,000	55,000	60,000
Total Police Services		456,608	405,500	548,800	508,800

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual		Estimated	
		2006-2007	Budgeted 2007-2008	Actual 2007-2008	Estimated 2008-2009
Fire Services:					
Fire Report Copy	06050	435	500	500	500
Fire Inspection	06320	96,477	65,000	98,000	98,000
Fire Plan Checks	06330	120,418	90,000	92,183	100,000
Fire Permit Fees	06340	54,732	67,000	50,000	50,000
Fire Response	06350	10,309	1,500	1,500	1,500
Business Fire Safety Inspection	06370		133,000	133,000	133,000
Ind Waste Permit/Inspection	06850	99,397	87,000	89,000	89,000
Medical Subscription	07950	109,193	110,000	110,000	115,000
Ambulance Transport	07960	745,283	730,000	760,000	760,000
Total Fire Services		1,236,245	1,284,000	1,334,183	1,347,000
Development Services:					
Plan Check	06100	612,104	900,000	2,021,000	702,000
Comm Prop Insp	06120	49,867	42,000	50,000	50,000
Res Prop Insp	06150	54,786	70,000	55,000	55,000
Home Occup Insp	06160	12,955	13,000	13,500	13,500
Zoning	06200	47,523	80,000	50,000	50,000
Admin Citation - Code Compliance	06220/06130	42,576	45,000	43,000	43,000
Design Review	06250	7,535	21,000	7,500	7,500
Special Inspection	06450	6,929	8,000	8,000	8,500
Total Development Services Fees		834,275	1,179,000	2,248,000	929,500
Public Works Fees:					
Comm. Franchise in lieu fee	01610	122,893	115,000	123,000	123,000
Street Excavation	02910	2,125	5,300	2,200	2,200
Sewer Permits	02920	104	100	100	100
Driveway/Sidewalk	02930	5,039	4,000	4,000	4,000
Transportation Permits	03520	10,651	7,600	5,000	5,000
Sale of Maps	06000	196	500	500	500
Sale of Plans	06010	2,516	2,400	2,400	2,400
Address Change	06140	4,908	2,100	2,500	2,500
Admin Citation - Public Works	06230	9,504	6,000	6,000	6,000
Engr Inspection	06210/06300	20,257	20,000	25,000	25,000
Engr Plan Check	06700	146,956	30,000	220,000	100,000
Slope Drain Reinspect/Citation	06720		11,000	4,000	4,000
Soil Review	06910	10,322	12,000	7,000	7,000
Total Public Works Fees		335,469	216,000	401,700	281,700
Library Fees:					
Calif Library Serv	05300	2,201	50,000	10,000	10,000
Library Fines	07410	22,511	25,000	26,500	27,000
Audio Visual	07420	11,520	18,000	15,000	16,000
Lost Books	07430	3,146	5,000	5,000	5,200
Misc Library Revenue	07460	314	500	350	350
Card Replacement	07480	5,478	4,000	4,900	5,200
Damaged Items	07490	1,097	2,000	1,300	1,400

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual		Estimated	
		2006-2007	Budgeted 2007-2008	Actual 2007-2008	Estimated 2008-2009
Coin Equipment	07500	47	1,000	100	100
Total Library Fees		46,315	105,500	63,150	65,250
Recreation Fees:					
Rec. Facilities	04020	43,893	58,000	48,000	50,400
Rec Registration	06090	21,063	14,200	22,000	23,000
Barnes Pool Admission	07610	11,900	14,200	14,200	14,900
Elder Pool Admission	07620	4,482	4,500	6,200	6,300
Swim Lessons	07630	42,144	40,000	43,000	45,000
Barnes & Elder Pool Rental	07640	54,467	35,000	47,000	48,000
After School Program	08010	9,923	9,923	10,419	10,940
Adopt-A-Park	08020	6,000	6,000	6,000	6,000
Other Rec. Revenue	07900/08030	8,539	8,300	8,300	8,300
Service Clubhouse	0159-04020	7,258	12,000	12,000	12,600
Rec Registration	0159-06090	21,037	23,000	23,000	24,000
Summer Programs	0159-07010	65,707	65,000	66,000	66,000
Fall Programs	0159-07020	29,847	30,000	32,000	32,000
Winter Programs	0159-07030	35,017	33,000	35,000	35,000
Spring Programs	0159-07040	34,153	31,000	34,000	34,000
Picnic Reservation	0159-07050	44,807	44,000	47,000	48,000
Aquatics	0159-07090	51,423	50,000	50,000	50,000
Adult Leagues	0159-07100	49,818	38,000	49,000	49,000
Child Care	0159-07150	178,484	170,000	174,000	182,000
Total Recreation Fees		719,960	686,123	727,119	745,440
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	341	300	300	300
Returned Check Fee	08150	2,513	2,000	2,000	2,000
Total Other Services		2,854	2,300	2,300	2,300
Total Charges for Services		4,251,626	4,498,323	5,945,152	4,499,890
Other Revenue:					
Surplus Property Sale	04000	26,855	15,000	15,000	15,000
Refunds/Rebates	08100	280,692	150,000	200,000	200,000
Misc Revenue	09210/07530	27,581	35,000	35,000	35,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2006-2007	Budgeted 2007-2008	Estimated Actual 2007-2008	Estimated 2008-2009
Street Maintenance - Water	0092- 81580	250,000	262,000	262,000	262,000
Total Other Revenue		585,128	462,000	512,000	512,000
Total General Fund		31,785,552	31,940,973	34,386,491	33,509,223
Retirement Fund - 0012					
Property Taxes:					
Current Secured	01010	3,443,449	3,500,000	3,700,000	3,885,000
Current Unsecured	01020	61,184	67,000	56,000	58,000
Homeowner Exemption	01030	57,908	59,000	59,000	59,000
Prior Year Secured	01110	151,162	80,000	130,000	130,000
Prior Year Unsecured	01120	1,900	2,000	2,000	2,000
Interest & Penalties	01200/03750	38,606	33,000	38,000	38,000
Total Retirement Fund		3,754,210	3,741,000	3,985,000	4,172,000
State Gas Tax Funds					
Gas Tax:					
Section 2105	0022- 04540	391,924	410,000	410,000	410,000
Section 2106	0022- 04500	233,969	246,000	235,000	237,000
Section 2107	0022- 04510	523,898	550,000	530,000	535,000
Section 2107.5	0022- 04520	7,500	7,500	7,500	7,500
Interest Income	0022- 03700	6,832	10,000	15,000	13,000
SB 821 Bikeway	0023- 05400	35,829	32,600	36,902	39,426
Total Gas Tax Fund		1,199,952	1,256,100	1,234,402	1,241,926
Sewer Fund - 0042					
Sewer Reconstruction Fee	01000		3,000	2,000	2,000
Sewer Revenue	05200	294,889	320,000	305,500	316,000
Total Sewer Fund		294,889	323,000	307,500	318,000
Refuse Fund - 0043					
Refuse Charges	05300/05350	5,169,967	5,335,000	5,400,000	5,600,000
Waste Mgmt Surcharge	05360	328,039	280,000	323,000	335,000
Total Refuse Fund		5,498,006	5,615,000	5,723,000	5,935,000
Park Facility Fund - 0070					

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2006-2007	Budgeted 2007-2008	Estimated Actual 2007-2008	Estimated 2008-2009
Park Facilities Fees	09000	98,879	517,700	237,946	206,000
Proposition A Fund - 0109					
Proposition A Local Return	05400	1,034,285	1,065,000	1,065,000	1,070,000
Proposition A Incentive Program	05430	104,836	104,000	111,413	95,000
Prop A Incentive Vehicle Replacement Program	05431		40,500	40,500	
Fares	07680	55,838	56,000	56,000	57,000
Interest Income	03700	49,140	41,000	52,000	53,000
Total Proposition A Fund		1,244,099	1,306,500	1,324,913	1,275,000
Proposition C Fund - 0166					
Proposition C	05400	859,288	890,000	890,000	908,000
Interest Income	03700	65,362	41,000	48,000	48,000
Total Proposition C		924,650	931,000	938,000	956,000
Asset Forfeiture Fund - 0160					
Asset Forfeiture-Justice	03690	4,265	3,300	3,300	5,000
Interest Income	03700	16,697	5,000	24,000	22,000
Asset Forfeiture-Treasury	03770	338,132	143,700	1,017,700	140,000
Asset Forfeiture-State	03780	1,293	3,000	3,000	5,000
Total Asset Forfeiture Fund		360,388	155,000	1,048,000	172,000
Business Improvement Fund - 0077					
Business Improvement Fees	02110	67,829	61,000	68,000	69,000
Interest Income	03700	8,037	8,600	9,000	8,400
Total Business Improvement		75,865	69,600	77,000	77,400
Air Quality Improvement Fund - 0165					
Air Quality Allocation	05400	77,814	80,000	78,000	79,000
Interest Income	03700	1,958	1,700	3,500	4,500
Total Air Quality Improvement		79,772	81,700	81,500	83,500
Maint. District -1972 Act - 0176					
Special Assessment	01060	940,103	970,000	965,000	965,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2006-2007	Budgeted 2007-2008	Actual 2007-2008	Estimated 2008-2009
Library Tax Fund - 0131					
Library Tax	01060	492,177	502,700	502,700	502,700
Interest Income	03700	6,591	5,300	7,000	6,500
Total Library Tax Fund		498,768	508,000	509,700	509,200
Public Safety Augmentation Fund - 0182					
Sales Tax Public Safety Augmentation	01510	599,402	660,000	630,000	642,600
Public Safety Impact Fund - 0071					
Public Safety Impact Fee	03570	390,793	1,017,550	596,317	687,000
Public Safety CAD/RMS Financing	09060	1,800,000			
Total Public Safety Impact Fee		2,190,793	1,017,550	596,317	687,000
CERCLA Liability Fund - 0203					
CERCLA Fees	06950	121,428	110,000	125,000	128,000
Interest Income	03700	29,365	34,000	34,000	35,000
Total CERCLA Liability		150,793	144,000	159,000	163,000
Grants Fund					
Library Grants:					
Cal Foundation - PLF	0115- 05400	37,171	37,193	24,600	22,302
Kaiser Permanente Com Grant	0120- 05400		8,250	8,250	
Target Prime Time Reading Grant	0121- 05400		2,000	2,000	
Learning w/ Families Grant	0124- 05400	5,000	25,000	25,000	
American Library Association Grant	0126- 05400		5,000	5,000	
Literacy and Civics Ed. Grant	0142- 05400	9,900	10,186	10,186	9,900
Starbucks Foundation Grant	0147- 05400	1,350			
LSTA Award Grant	0263- 05400		3,141	3,141	
Cal Literacy Grant	0163- 05400	36,652	35,570	35,570	32,039
State Proposition 14 Grant	0235- 05400	399,470			
Total Library Grants		489,543	126,340	113,747	64,241
HUD Grants:					
CDBG	0169- 05400	1,092,401	1,135,163	1,135,163	1,169,948
HOME Fund	0152- 05400	1,045,898	996,801	996,801	995,545
	/08100/07530				
EDI Grant	0211- 05400	540,000			

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2006-2007	Budgeted 2007-2008	Estimated Actual 2007-2008	Estimated 2008-2009
Workforce Housing Reward Grant	0390- 05400		37,444	37,444	
Total HUD Grants		2,678,299	2,169,408	2,169,408	2,165,493
Parks and Recreation Grants:					
Fed Summer Lunch	0171- 05400	101,242	108,000	108,000	130,000
Park Discretionary (Maint.)	0178- 05420	90,000	90,000	90,000	60,000
Per Capita 2000 Grant	0230- 05400	132,125			
Roberti-Zberg 2002 Grant	0250- 05400	16,853			
Charter Commu Grant (0075)	0351- 05400		31,000	31,000	
Total Parks & Rec Grants		340,219	229,000	229,000	190,000
Police Grants:					
STC Grant	0132- 05400	5,720	5,885	5,885	5,885
POST Grant	0136- 04500	61,912	20,000	20,000	35,000
Interest Income	0192- 03700	4,546			
State - COPS	0192- 05400	125,321	124,043	124,043	
OTS Traffic Safety Grant	0197- 05400	25,029			
Justice Assistance Grant	0217- 05400	12,251	16,992	16,992	
Bullet Proof Vest Grant	0229- 05400	8,102	17,228	17,228	
Homeland Security Grant	0240- 05400	329,946			
OTS Sobriety Checkpoint Grant	0243- 05400	29,509	41,928	41,928	
State 9-1-1 Emergency Grant	0246- 05400		6,000	6,000	
Urban Area Security Initiative Grant	0247- 05400	234,580			
OTS Traffic Edu/Enforcement Grant	0300- 05400	59,956	51,120	51,120	
Gang Resistance Ed & Training Grant	0320- 05400		55,500	55,500	
OTS Driver and Pedestrian Grant	0340- 05400	8,402			
Fed COPS Technology Grant	0400- 05400				233,825
Total Police Grants		905,274	338,696	338,696	274,710
Engineering Grants:					
State Transportation AB2928	0026- 05400	471,398	300,000		
Prop 1B Street Improvement Fund	0028- 05400				1,037,567
FEMA Disaster Grant	0154- 05400	671,444	500,000	500,000	
TEA21 Grant	0175- 05400	320,000			
Used Oil Recycling Grant	0184- 05400	20,532	16,886	16,886	16,642
Beverage Container Recycling	0214- 05400	17,338	17,112	17,112	17,112
Total Engineering Grants		1,500,712	833,998	533,998	1,071,321
Transportation Grants:					
Air Quality Investment Program	0233- 07680	5,796			
SAFETEA-LU Grant	0342- 05400		385,229	385,229	416,716
FLAC Contribution	0346- 05400		40,128	40,128	43,472
EDISON Settlement	0350- 05400		125,000	125,000	
MTA Call Grant (Signage Project)	0353- 05400				110,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2006-2007	Budgeted 2007-2008	Estimated Actual 2007-2008	Estimated 2008-2009
Total Transportation Grants		5,796	550,357	550,357	570,188
Fire Grants:					
Homeland Security Grant	0240- 05400	28,785			
Urban Area Security Initiative-2005	0247- 05400	112,934	119,653	119,653	
Urban Area Security Initiative-2006	0248- 05400	14,177	237,725	237,725	
Measure B Trauma Prop. Assessment	0348- 05400	67,002	17,000	17,000	
ELAC Instructional Serv Program	0349- 05400		21,344	21,344	40,000
Total Fire Grants		222,899	395,722	395,722	40,000
Other Special Grants (Trust Funds):					
Recreation Grant (0075)	0343- 05400	185,000			
Maintenance Grant (0075)	0344- 05400	65,100	68,400	68,400	71,800
Total Other Special Grants		250,100	68,400	68,400	71,800
Total Grant Funds		6,392,842	4,711,921	4,399,328	4,447,753
Water Fund					
Water Operation Fund:					
Water Sales	0092- 07510	7,477,245	7,873,600	7,750,000	8,030,000
Connection Fee	0092- 07550	280,959	153,000	270,000	270,000
Meter Installation	0092- 07520	419,981	142,000	320,000	200,000
Other Revenue	0092-07530/07540	25,665	10,400	270,000	26,000
Total Water Operation Fund		8,203,851	8,179,000	8,610,000	8,526,000
Water Treatment Fund:					
Water Treatment Surcharge	0093- 07590	2,550,942	2,900,000	2,900,000	3,000,000
SGWQA Grant	0093- 07560	287,506	236,000		332,500
Potential Responsible Parties Reimb.	0093- 07570	526,841	310,000	600,927	
Other - Insurance Reimb.	0093- 07530	41,206	120,000	50,000	50,000
Total Water Treatment Fund		3,406,495	3,566,000	3,550,927	3,382,500
Total Water Fund		11,610,346	11,745,000	12,160,927	11,908,500
Auto Shop Fund - 0060					
Vehicle Charges	08700	1,669,559	1,711,300	1,711,300	1,813,940

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2006-2007	Budgeted 2007-2008	Estimated Actual 2007-2008	Estimated 2008-2009
Total Shop Fund		1,669,559	1,711,300	1,711,300	1,813,940
Separation Benefits Fund - 0061					
Separation Charges	07900	1,054,759	1,258,500	1,258,500	1,512,159
General Liability Fund - 0062					
Insurance Charges	06020	750,000	770,000	770,000	790,000
Workers' Compensation Fund - 0080					
Insurance Charges	07900	1,151,560	1,190,000	1,190,000	1,249,231
Total Workers' Compensation Fund		1,151,560	1,190,000	1,190,000	1,249,231
Technology - 0063					
Technology Charges	06020	104,798	125,800	125,800	122,098
Total City - All Funds		72,429,985	70,749,644	73,819,624	72,756,530
COMMUNITY REDEVELOPMENT AGENCY					
Atlantic/Garvey Debt Service Fund - 0815					
Tax Increment	01070	3,503,407	3,330,000	3,568,000	3,746,400
Interest Income - F.A.	03750/03700	143,110	70,000	150,000	150,000
Total Atlantic/Garvey Debt Service Fund		3,646,516	3,400,000	3,718,000	3,896,400
Merged Debt Service Fund - 0825					
Tax Increment	01070	3,004,401	3,000,000	3,178,400	3,337,600
Interest Income - F.A.	03750/03700	88,874	60,000	90,000	90,000
Total Merged Debt Service Fund		3,093,275	3,060,000	3,268,400	3,427,600
Atlantic/Garvey Capital Project Fund - 0810					
Interest Income	03700	546,723	355,000	550,000	550,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2006-2007	Budgeted 2007-2008	Estimated Actual 2007-2008	Estimated 2008-2009
Total Atlantic/Garvey					
Capital Project Fund		546,723	355,000	550,000	550,000
Merged Capital Project Fund - 0820					
Interest Income	03700	435,836	190,000	410,000	410,000
Other Revenue	07530	9,265			
Total Merged Capital Project Fund		445,101	190,000	410,000	410,000
Housing Fund - 0811					
Tax Increment	01070/01080	1,626,953	1,550,000	1,686,600	1,771,000
Interest Income	03700	232,045	80,000	250,000	250,000
Program Income	05450	52,960	25,000	25,000	25,000
Total Housing Fund		1,911,958	1,655,000	1,961,600	2,046,000
Total CRA		9,643,573	8,660,000	9,908,000	10,330,000
Grand Total City & CRA		82,073,558	79,409,644	83,727,624	83,086,530

Note:

(1) Major funds include General Fund, Special Grant Funds, Community Redevelopment Agency Debt Service and Capital Projects Funds. All other 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).

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CITY OF MONTEREY PARK

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

GOVERNMENTAL FUND TYPES

Fiscal Year Ending	SPECIAL REVENUE							
	General Fund	Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Refuse Fund	Other Funds
1998	22,342,263	2,350,028	4,015,464	925,216	1,522,566	1,271,053	3,881,546	995,703
1999	22,347,813	2,424,069	3,803,688	915,696	1,554,684	1,193,263	3,957,946	2,384,279
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	34,386,491	3,985,000	4,399,328	965,000	2,262,913	1,234,402	5,723,000	3,646,963
2009	33,509,223	4,172,000	4,447,753	965,000	2,231,000	1,241,926	5,935,000	2,858,700

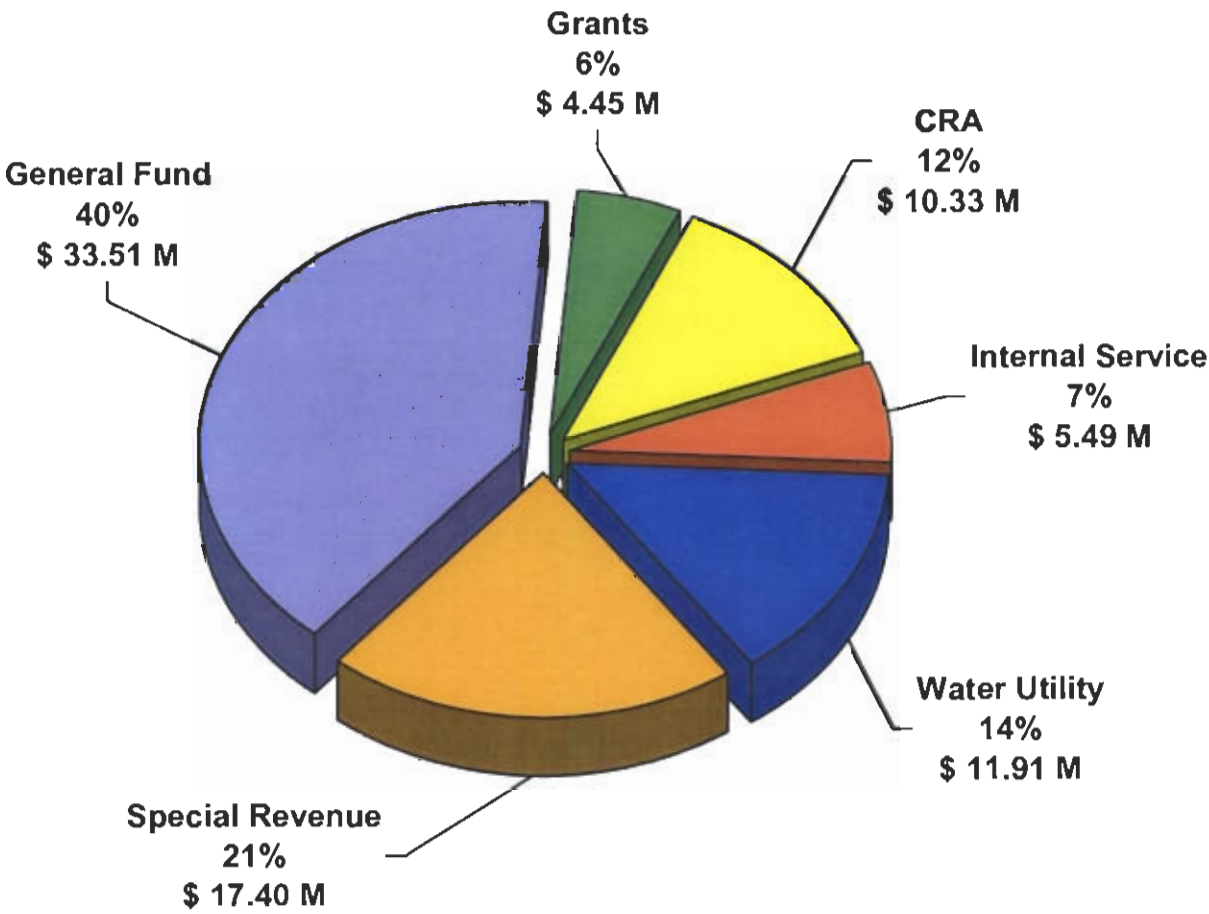
Notes:

- (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.

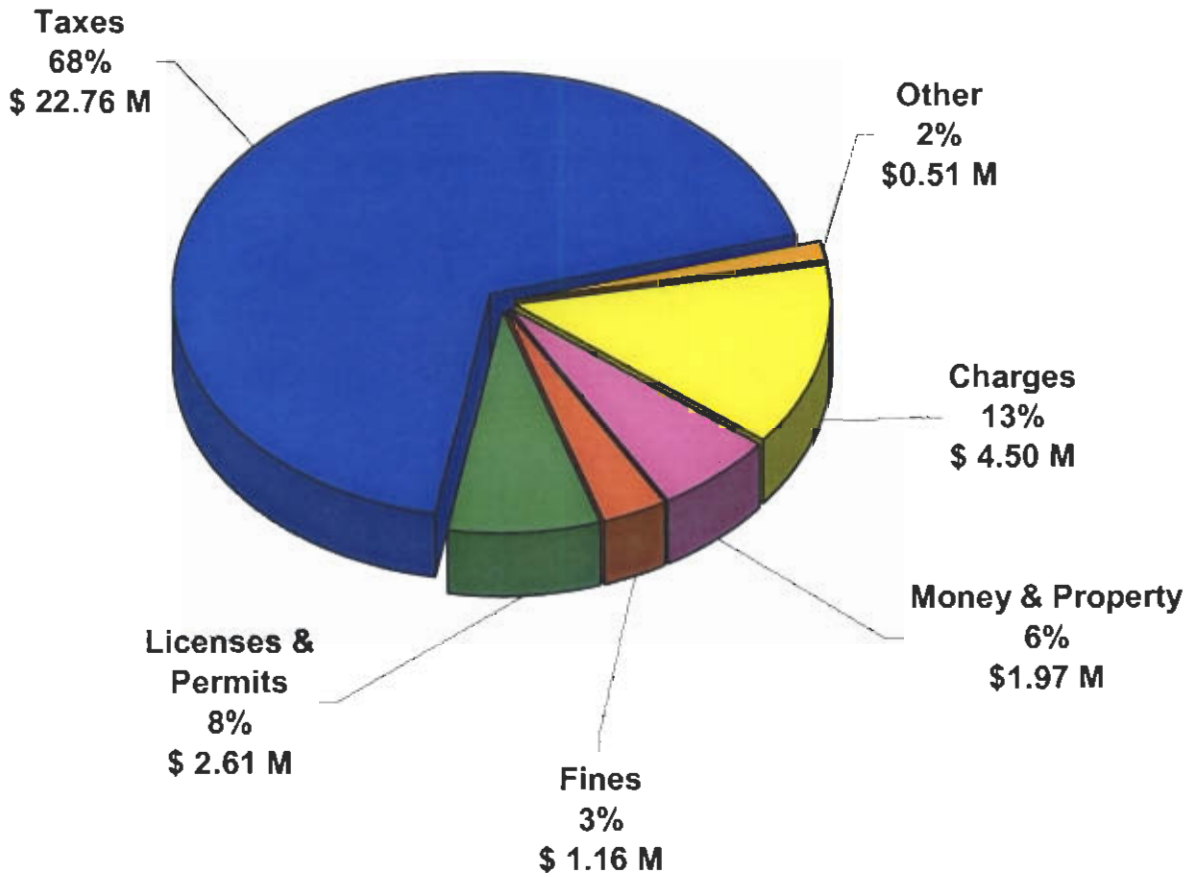
PROPRIETARY FUND TYPES

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
3,561,184	2,300,812	5,168,779		1,403,598	812,743	1,293,889		1,766,417	53,611,261
15,365,655	11,706,350	5,773,589		1,366,576	345,073	1,479,697		746,583	75,364,961
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
6,986,400	2,921,600	8,610,000	3,550,927	1,711,300	1,258,500	770,000	125,800	1,190,000	83,727,624
7,324,000	3,006,000	8,526,000	3,382,500	1,813,940	1,512,159	790,000	122,098	1,249,231	83,086,530

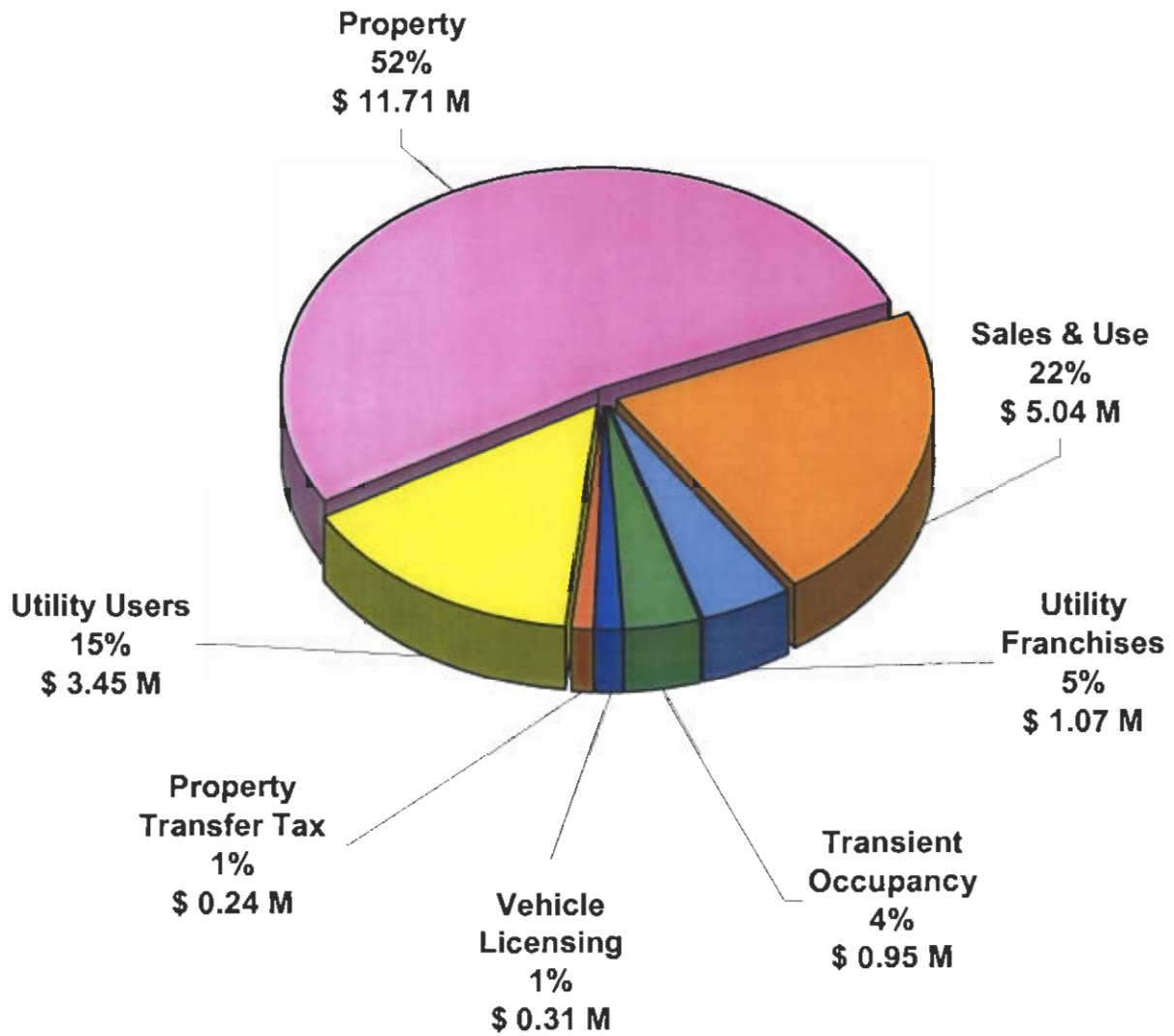
Combined City and Agency
Fiscal Year 2008-2009
Revenues By Source



General Fund Revenues
Fiscal Year 2008-2009
By Source



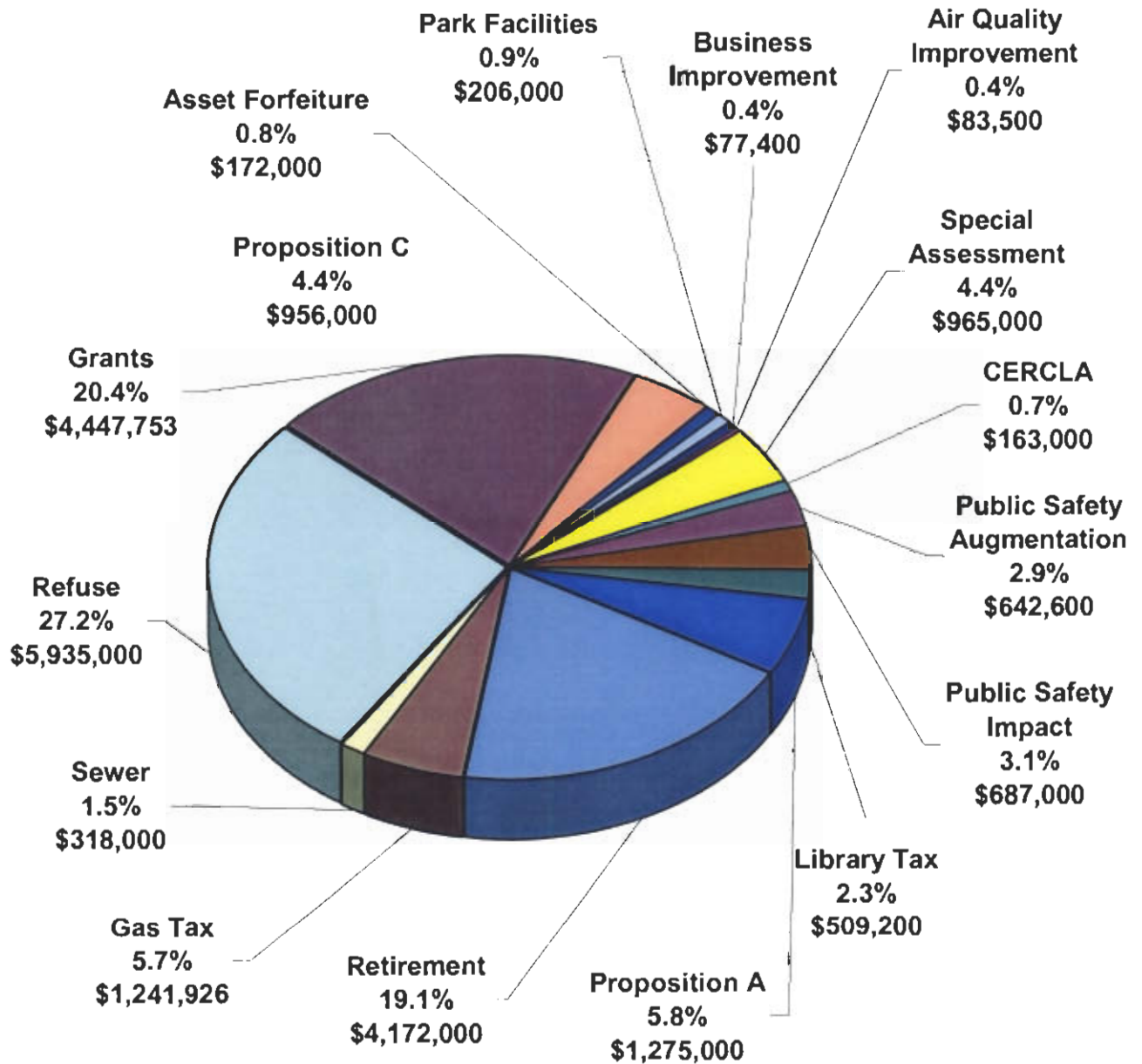
General Fund
Fiscal Year 2008-2009
Tax Revenues By Category



Special Revenue Funds

Fiscal Year 2008-2009

Revenues By Source



Five Year Summary of Expenditures

Fund Description	Actual 2004-05	Actual 2005-06	Actual 2006-07	Estimated Actual 2007-08	Budgeted 2008-09
MAJOR FUNDS					
<i>General Fund</i>	26,568,177	27,345,300	29,991,398	30,305,271	32,238,321
<i>Grant Funds</i>					
Library	5,108,126	2,455,400	641,590	117,359	64,241
HUD	1,599,504	1,552,613	2,129,145	1,968,214	2,165,493
Parks & Recreation	616,834	310,198	399,976	223,601	190,000
Police / Fire	971,316	431,540	997,337	672,933	445,428
Engineering / Transportation	666,214	254,263	1,890,363	116,928	1,641,509
Other Special Grant				99,400	71,800
<i>Debt Service Funds (1)</i>					
Atlantic/Garvey	2,568,977	2,554,575	2,409,888	1,941,200	1,961,854
Merged Project	2,791,274	3,030,469	3,239,402	1,125,275	1,148,797
<i>Capital Projects Funds</i>					
Atlantic/Garvey	552,497	632,682	790,973	896,100	1,092,969
Merged Project	951,661	971,769	1,044,654	1,295,732	1,717,941
Housing Funds	598,647	650,694	742,889	1,051,816	1,255,919
NONMAJOR FUNDS					
<i>Special Revenue Funds</i>					
Retirement	3,907,994	4,757,790	4,827,620	5,055,378	5,760,546
Gas Taxes	1,260,465	1,273,841	1,190,670	1,577,130	1,245,429
Refuse	4,677,439	5,061,594	5,208,786	5,516,051	5,773,221
Sewer	174,040	250,389	748,632	214,726	379,329
Library Tax	1,933,153	4,699,167	472,930	499,360	530,000
Proposition A	811,891	1,333,413	1,077,764	1,066,739	1,122,996
Proposition C	1,009,127	422,035	1,076,049	824,937	968,335
Asset Forfeiture	439,417	459,747	409,756	104,687	753,195
Business Improv. District #1	40,164	54,139	54,156	89,480	182,218
Air Quality	51,749	110,358	42,473	39,780	55,220
Maint. District 1972 Act	922,308	893,393	983,580	995,699	1,016,961
Public Safety Impact	295,754	1,125,820	1,957,684	670,339	610,030
Public Safety Augmentation	548,366	618,340	599,402	660,000	642,600
Park Facilities	67,845	108,752	430,642	75,574	325,000
CERCLA Liability	60,000	60,000	90,000	90,000	120,000
Building Permit Automation		3,606			
Total Governmental Funds	59,192,939	61,421,887	63,447,759	57,293,710	63,479,352
PROPRIETARY FUNDS					
<i>Enterprise Fund</i>					
Water Utility	8,421,639	9,061,624	11,820,854	9,917,266	12,055,693
<i>Internal Service Funds</i>					
Auto Shop	1,548,306	1,742,187	1,835,843	2,087,423	2,133,831
Separation Benefits	645,123	487,832	875,473	1,440,000	962,000
Workers' Compensation	1,293,210	1,367,893	1,096,929	1,068,328	1,152,498
General Liability	638,001	758,261	1,413,696	669,171	752,018
Technology/Communication	33,094	27,423	33,718	159,470	75,000
Total Proprietary Funds	12,579,373	13,445,220	17,076,513	15,341,658	17,131,040
TOTAL CITY & CRA	71,772,312	74,867,107	80,524,272	72,635,368	80,610,392

(1) Actual includes County Deferral Loans for the Redevelopment Agency Project Areas, for 2004-05, 2005-06, and 2006-07.

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Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2006-07	2007-08	2008-09	2006-07	2007-08	2008-09
CITY COUNCIL	79,751	91,263	95,271	21,500	15,800	16,000
COMMISSIONS/COMMITTEES				2,077	3,100	3,100
COMMUNITY PROMOTION				66,760	70,745	35,017
BUSINESS IMPROVEMENT DISTRICT				54,156	84,480	84,180
CITY MANAGER	459,182	498,833	518,670	18,570	26,512	25,380
COMMUNITY TRANSPORTATION	140,125	131,644	139,058	1,108,630	1,133,467	1,167,460
ECONOMIC DEVELOPMENT						
CDBG Administration	87,949	91,809	98,550	717,084	715,932	725,130
Commercial Rehabilitation	21,718			18,168		
Home Housing Program	38,357	42,874	45,785	998,387	849,331	949,500
Total Economic Development /CDBG	148,023	134,683	144,335	1,733,639	1,565,263	1,674,630
HUMAN RESOURCES AND RISK MANAGEMENT						
Human Resources Admin.	311,109	347,276	378,249	200,023	219,788	163,633
Risk Management	220,330	256,678	281,346	68,405	106,094	121,197
Total Human Resources / Risk Management	531,438	603,954	659,595	268,427	325,882	284,830
CITY CLERK	205,872	225,023	227,449	149,989	61,923	136,768
MANAGEMENT SERVICES						
Finance	634,843	712,399	773,468	102,626	115,108	116,472
Data Processing Management				269,250	258,077	239,342
Revenue Collection	236,893	245,544	267,596	21,407	25,765	26,065
Central Support Services	264,117	256,216	287,816	15,228	21,276	22,228
Communication/Duplication	162,228	167,993	175,022	176,850	232,407	237,075
Total Management Services	1,298,081	1,382,152	1,503,902	585,362	652,633	641,182

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2006-07	Estimated Actual 2007-08	Budgeted 2008-09	Actual 2006-07	Estimated Actual 2007-08	Budgeted 2008-09
			101,251	107,063	111,271
			2,077	3,100	3,100
			66,760	70,745	35,017
			54,156	84,480	84,180
			477,752	525,345	544,050
			1,248,755	1,265,111	1,306,518
			805,033	807,741	823,680
			39,886	0	0
			1,036,744	892,205	995,285
0	0	0	1,881,663	1,699,946	1,818,965
			511,131	567,064	541,882
			288,734	362,772	402,543
0	0	0	799,866	929,836	944,425
			355,861	286,946	364,217
			737,470	827,507	889,940
			269,250	258,077	239,342
			258,300	271,309	293,661
			279,345	277,492	310,044
			339,078	400,400	412,097
0	0	0	1,883,443	2,034,785	2,145,084

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2006-07	2007-08	2008-09	2006-07	2007-08	2008-09
CITY TREASURER	21,171	27,916	29,189	411	660	730
CITY ATTORNEY				304,940	338,400	294,400
DEVELOPMENT SERVICES						
Planning	405,506	378,394	499,401	89,419	30,580	23,914
Code Enforcement	365,718	442,229	538,412	133,251	149,387	151,811
Building	579,103	582,502	661,305	47,904	49,731	53,002
Total Development Services	<u>1,350,327</u>	<u>1,403,125</u>	<u>1,699,118</u>	<u>270,574</u>	<u>229,698</u>	<u>228,727</u>
POLICE						
Administration	912,040	1,078,130	1,219,563	141,092	129,117	104,469
Traffic	975,720	1,107,116	1,291,979	144,243	119,625	115,658
Field Services	5,976,869	6,213,386	6,491,745	414,728	399,591	424,915
Investigations	1,848,130	2,109,527	2,360,445	228,738	243,781	267,967
Animal Control	159,347	163,560	187,080	206,533	218,877	229,745
Communications	812,561	824,784	852,350	382,813	234,710	248,860
Jail	346,578	374,494	391,801	72,567	78,437	92,050
Records	545,605	664,703	787,513	113,170	117,931	126,469
Computer Services				402,177	437,880	562,299
Community Relations	349,905	331,637	363,876	57,595	107,653	68,633
Total Police	<u>11,926,754</u>	<u>12,867,337</u>	<u>13,946,352</u>	<u>2,163,656</u>	<u>2,087,602</u>	<u>2,241,065</u>
FIRE						
Administration	312,362	381,599	415,542	142,267	142,869	191,521
Fire Prevention	343,066	403,890	503,039	76,791	82,683	90,128
Emergency Operations	7,317,699	7,823,679	8,140,627	659,007	645,346	668,321
Emergency Medical Services				196,459	227,542	240,320
Total Fire	<u>7,973,127</u>	<u>8,609,168</u>	<u>9,059,208</u>	<u>1,074,525</u>	<u>1,098,440</u>	<u>1,190,290</u>
PUBLIC WORKS						
Street Maintenance	662,385	789,890	860,525	390,824	399,745	427,977
Storm Drain Maintenance	81,779	85,825	89,881	79,012	77,992	112,050
Sanitary Sewer Maintenance	102,274	108,471	113,497	108,358	77,755	86,419
Street Cleaning	20,695	21,869	23,412	270,556	286,786	287,750
Traffic Control	230,613	236,605	252,854	283,135	287,208	307,164
Street Lighting	43,373	69,323	74,694	440,728	457,000	507,700
Refuse Collection	129,936	156,492	163,139	4,504,232	4,664,444	4,815,925
Administration	95,641	88,926	95,615	193,725	196,410	27,500
Building Maintenance	234,970	263,937	271,188	322,263	274,318	309,239
Motor Pool Shop	327,603	342,135	354,272	1,459,069	1,146,802	1,176,117
Engineering	686,584	597,898	795,043	83,946	89,231	85,423
Water Administration	251,337	249,912	262,652	801,969	812,332	821,531

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2006-07	Estimated Actual 2007-08	Budgeted 2008-09	Actual 2006-07	Estimated Actual 2007-08	Budgeted 2008-09
			21,581	28,576	29,919
			304,940	338,400	294,400
			494,925	408,974	523,315
			498,968	591,616	690,223
			627,007	632,233	714,307
0	0	0	1,620,901	1,632,823	1,927,845
			1,053,132	1,207,247	1,324,032
			1,119,963	1,226,741	1,407,637
			6,391,596	6,612,977	6,916,660
			2,076,868	2,353,308	2,628,412
			365,880	382,437	416,825
			1,195,374	1,059,494	1,101,210
			419,145	452,931	483,851
			658,774	782,634	913,982
			402,177	437,880	562,299
			407,500	439,290	432,509
0	0	0	14,090,410	14,954,939	16,187,417
			454,629	524,468	607,063
			419,857	486,573	593,167
			7,976,706	8,469,025	8,808,948
			196,459	227,542	240,320
0	0	0	9,047,652	9,707,608	10,249,498
			1,053,209	1,189,635	1,288,502
			160,791	163,817	201,931
			210,632	186,226	199,916
			291,251	308,655	311,162
			513,748	523,813	560,018
			484,101	526,323	582,394
			4,634,167	4,820,936	4,979,064
			289,366	285,336	123,115
			557,233	538,255	580,427
130,569	643,886	700,000	1,917,241	2,132,823	2,230,389
			770,530	687,129	880,466
			1,053,306	1,062,244	1,084,183

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2006-07	2007-08	2008-09	2006-07	2007-08	2008-09
Water Commercial	530,211	531,113	561,586	150,012	152,737	167,798
Water Production	246,628	261,296	249,185	1,401,711	2,034,440	2,020,888
Water Distribution	577,605	556,021	708,014	1,427,626	462,932	614,147
Well 5 Treatment Plant	68,214	68,516	68,765	312,249	483,092	496,261
Well 12 Treatment Plant	65,641	68,117	72,264	240,249	326,965	428,892
Delta Perchlorate Plant	69,797	72,629	79,285	1,112,636	514,510	943,392
Well 1,3,10 VOC Plant	60,440	63,154	63,186	305,503	395,179	705,427
Well 12 Dual Barrier	48,419	45,209	54,927	151,094	119,832	201,170
Well 15	37,345	35,666	47,251	58,465	98,889	113,369
Well 5 Perchlorate	48,083	45,470	57,443	114,933	102,000	103,120
Water Interconnection				555,949	70,000	
Water Capital Projects						
Total Public Works	4,619,572	4,758,474	5,318,678	14,768,245	13,530,599	14,759,259
STREET CONSTRUCTION						
COMMUNITY CAPITAL IMPROVEMENTS						
LIBRARY						
Administration	211,335	254,870	277,205	531,774	552,797	571,661
Reference and Adult Services	191,696	258,782	276,292	95,457	91,239	90,619
Technical Services	267,689	303,465	325,583	48,945	63,290	52,796
Circulation	330,214	393,152	422,416	12,892	11,140	9,990
Literacy	133,408	143,909	150,647	10,405	18,851	3,387
Children's Services	196,728	250,618	262,247	58,327	75,578	56,967
Total Library	1,331,068	1,604,796	1,714,390	757,801	812,895	785,420
RECREATION AND PARKS						
Facilities Supervision	447,505	431,381	457,307	241,671	213,647	222,672
Aquatics	330,603	332,815	343,562	204,533	208,249	215,475
Langley Center	129,843	145,269	159,019	94,222	102,004	103,904
Youth Activities	159,801	189,240	198,898	13,497	14,450	16,048
Recreational Activities	93,780	97,666	102,074	254,219	303,743	298,900
Community Participation	124,641	134,874	144,390	66,049	47,070	47,790
Media Productions	146,920	158,206	169,466	2,341	14,919	11,211
Dial-A-Ride	290,080	328,879	369,188	134,687	161,243	166,813
Parkway Maintenance	411,958	407,244	451,786	259,705	252,583	255,659
Parks	699,036	713,179	871,164	247,623	265,283	272,390
Total Recreation and Parks	2,834,166	2,938,753	3,266,854	1,518,547	1,583,191	1,610,862

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2006-07	Estimated Actual 2007-08	Budgeted 2008-09	Actual 2006-07	Estimated Actual 2007-08	Budgeted 2008-09
	8,000	35,000	680,223	691,850	764,384
10,204		45,000	1,658,542	2,295,736	2,315,073
21,877	26,000	47,100	2,027,108	1,044,953	1,369,261
			380,463	551,608	565,026
			305,891	395,082	501,156
			1,182,434	587,139	1,022,677
			365,943	458,333	768,613
			199,513	165,041	256,097
			95,810	134,555	160,620
			163,016	147,470	160,563
			555,949	70,000	0
1,895,844	814,931	1,535,000	1,895,844	814,931	1,535,000
2,058,494	1,492,817	2,362,100	21,446,311	19,781,890	22,440,037
1,219,061	456,026	2,152,888	1,219,061	456,026	2,152,888
5,657,584	1,027,123	1,540,957	5,657,584	1,027,123	1,540,957
			743,109	807,667	848,866
			287,153	350,021	366,911
			316,634	366,755	378,379
			343,106	404,292	432,406
			143,813	162,760	154,034
			255,055	326,196	319,214
0	0	0	2,088,869	2,417,691	2,499,810
			689,175	645,028	679,979
			535,136	541,064	559,037
			224,065	247,273	262,923
			173,298	203,690	214,946
			347,999	401,409	400,974
			190,690	181,944	192,180
			149,261	173,125	180,677
			424,767	490,122	536,001
			671,663	659,827	707,445
			946,659	978,462	1,143,554
0	0	0	4,352,714	4,521,944	4,877,716

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2006-07	2007-08	2008-09	2006-07	2007-08	2008-09
GEN. LIABILITY PROGRAM				1,524,473	777,696	886,840
POST-EMPLOYMENT ADMIN.	2,030,456	2,657,762	2,275,778	1,087,255	1,080,841	1,132,841
WORKERS' COMPENSATION				1,057,705	1,022,500	1,102,500
TOTAL CITY EXPENDITURES	34,949,115	37,934,883	40,597,847	28,537,240	26,502,327	28,301,481
COMMUNITY REDEVELOPMENT AGENCY						
Capital Projects						
Atlantic/Garvey	217,747	258,075	275,010	467,673	275,508	388,089
Merged Project Area	220,668	258,347	275,301	811,547	674,388	761,970
Housing Set-Aside	229,314	263,051	280,780	506,538	426,348	563,318
Debt Service						
Atlantic/Garvey				1,942,592	1,941,200	1,961,854
Merged				3,706,698	1,125,275	1,148,797
TOTAL COM. REDEVELOPMENT AGENCY EXPENDITURES	667,729	779,473	831,091	7,435,049	4,442,719	4,824,028
TOTAL ALL CITY AND REDEVELOPMENT AGENCY EXPENDITURES	35,616,844	38,714,356	41,428,938	35,972,289	30,945,046	33,125,509

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2006-07	Estimated Actual 2007-08	Budgeted 2008-09	Actual 2006-07	Estimated Actual 2007-08	Budgeted 2008-09
			1,524,473	777,696	886,840
			3,117,711	3,738,603	3,408,619
			1,057,705	1,022,500	1,102,500
8,935,139	2,975,966	6,055,945	72,421,494	67,413,176	74,955,273
			685,420	533,583	663,099
			1,032,215	932,735	1,037,271
			735,852	689,399	844,098
			1,942,592	1,941,200	1,961,854
			3,706,698	1,125,275	1,148,797
0	0	0	8,102,778	5,222,192	5,655,119
8,935,139	2,975,966	6,055,945	80,524,272	72,635,368	80,610,392

CITY OF MONTEREY PARK

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

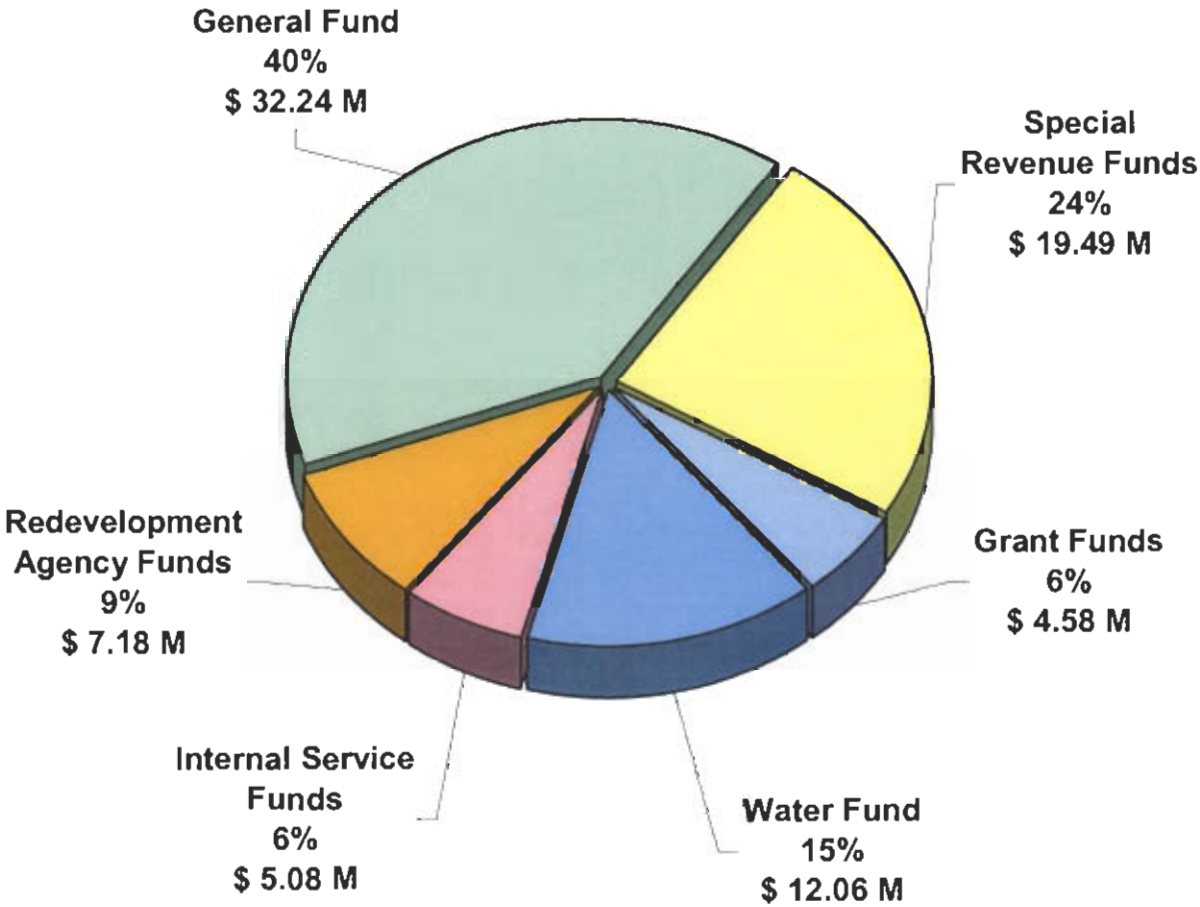
Fiscal Year Ending	General Administration	Police	Fire	Development Services	Public Works	Recreation & Parks
1998	3,578,509	10,879,240	5,417,587	2,556,478	11,938,531	2,971,059
1999	2,801,021	10,205,831	5,779,359	3,054,872	12,491,418	3,134,467
2000	4,271,307	10,280,603	5,923,572	3,001,540	13,269,979	3,190,488
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	5,589,907	14,954,939	9,707,608	3,417,249	19,781,890	4,521,944
2009	5,778,001	16,187,417	10,249,498	3,830,990	22,440,037	4,877,716

- 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.

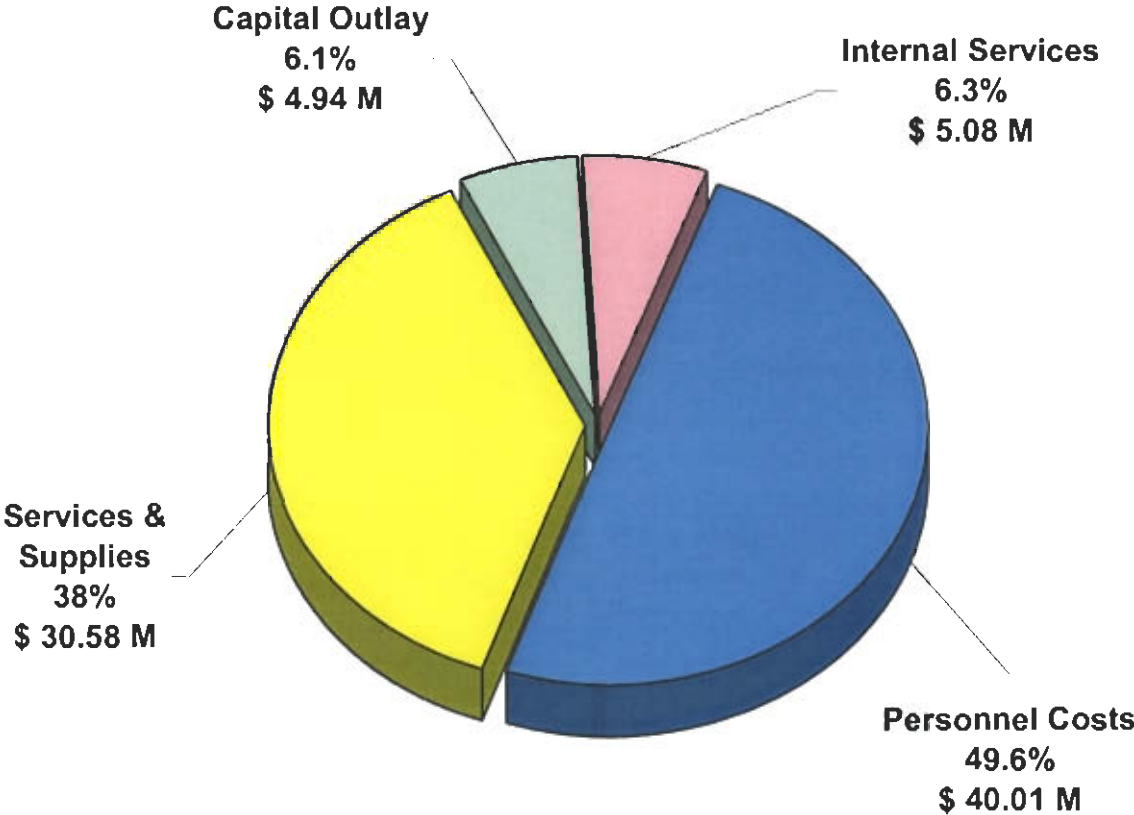
FY 2008-09 BUDGET

Library	Capital Improvement Projects	Non- Department/ Internal Service	Debt Service	Capital Projects	GRAND TOTAL
1,349,154	1,829,776	3,698,749	2,754,739	2,313,969	49,287,791
1,489,603	1,741,237	3,246,097	14,689,618	2,526,538	61,160,061
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
2,417,691	1,483,149	5,538,799	3,066,475	2,155,717	72,635,368
2,499,810	3,693,845	5,397,959	3,110,651	2,544,468	80,610,392

**Combined City and Agency
Fiscal Year 2008-2009
Expenditures By Fund**



Combined City and Agency
Fiscal Year 2008-2009
Expenditures By Function



Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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	3.00	3.00	3.00	3.00	3.00	3.00
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	2.00	2.00 (1)	2.00	2.00	2.00
Part-Time						
Management Analyst	0.75	0.75	0.75	0.75	0.75	0.75
Senior Clerk Typist	0.25	0.25	0.25	0.25	0.25	0.25
City Manager Activity 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>
Community Transportation Activity (1202)						
Full-Time						
Transportation Program Manager	1.00	1.00	1.00	1.00	1.00	1.00
DEPARTMENT TOTAL	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</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	0.50	0.50	1.00 (3)	0.50 (4)
Elections Clerk	0.50	0.50	0.50	0.50	0.50	0.50
DEPARTMENT TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.50</u>	<u>4.00</u>

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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	1.00	1.00
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
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	1.00	1.00	2.00 (2)	2.00	2.00
Part-Time						
Account Clerk	0.30	0.30	0.30			
Finance Activity Total	6.80	6.80	6.80	7.50 (2)	7.50	7.50
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 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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	1.00
Part-Time						
Senior Account Clerk	0.45	0.45	0.40	0.40	0.40	0.40
Account Clerk	0.45	0.45	0.50			
Central Support Services Activity Total	4.09	4.09	4.09	3.59	3.59	3.59
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	0.45	0.45	0.25 (2)	0.25	0.25
Communication/Duplication Activity Total	1.98	1.98	1.98	1.78 (2)	1.78	1.78
DEPARTMENT TOTAL	15.90	15.90	15.90	15.90	15.90	15.90
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	1.00
Human Resources Technician		1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00					
Human Resources Activity Total	3.60	3.60	3.60	3.60	3.60	3.60
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	1.00
Human Resources Technician		1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00					
Risk Management Activity Total	2.40	2.40	2.40	2.40	2.40	2.40
DEPARTMENT TOTAL	6.00	6.00	6.00	6.00	6.00	6.00

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
DEVELOPMENT SERVICES DEPARTMENT						
Planning Activity (1701)						
Full-Time						
Director of Development Services	0.34	0.34	0.34	0.34	0.34	0.33
Planning Manager	1.00	1.00	1.00	1.00	1.00	0.60
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	1.00
Part-Time						
Planning Technician	0.38	0.38	0.38 (1)	0.38		
Planning Activity Total	6.06	6.06	6.06	6.06	5.68	5.27
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
Code Enforcement Manager	1.00	1.00	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	3.00	3.00	4.00 (2)	4.00	4.00
Code Enforcement Activity Total	5.66	5.66	5.66	5.66	5.66	6.06
Building Activity (1703)						
Full-Time						
Director of Development Services	0.33	0.33	0.33	0.33	0.33	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	1.00	1.00			
Permit Technician			1.00	2.00 (2)	2.00	2.00
Administrative Aide	0.33	0.33	0.33	0.33	0.33	0.33
Building Clerk	1.00	1.00				
Part-Time						
Building Inspector			0.50	0.50	0.50	0.50
Building Activity Total	6.16	6.16	6.66	6.66	6.66	6.67
DEPARTMENT TOTAL	17.88	17.88	18.38	18.38	18.00	18.00

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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
Police Clerk	1.00	1.00	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	1.00	1.00	2.00	2.00	2.00	2.00
Police Officer	6.00	6.00	5.00	5.00	5.00	5.00
Community Services Officer	4.00	4.00	4.00	2.00 (2)	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
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	1.00
Field Services Activity Total	52.50	52.50	52.50	52.50	52.50	52.50
Investigations Activity (3104)						
Full-Time						
Police Captain	0.25	0.25	0.25	0.25	0.25	0.25
Police Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Police Sergeant	2.00	2.00	2.00	2.00	2.00	2.00
Police Agent	8.00	8.00	7.00	7.00	7.00	7.00
Police Officer	6.00	6.00	7.00	7.00	7.00	7.00
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	0.50	0.50
Investigations Activity Total	20.25	20.25	20.25	20.25	20.25	20.25
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	1.00
Animal Control Officer	2.00	2.00	2.00 (1)	2.00	2.00	2.00
Animal Control Activity Total	3.20	3.20	3.20	3.20	3.20	3.20
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	0.50
Dispatcher	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time						
Dispatcher	0.24	0.24	0.24	0.24	0.24	0.24
Communications Activity Total	10.94	10.94	10.94	10.94	10.94	10.94
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	5.70	5.70	5.70	5.70	5.70	5.70
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	0.50
Police Records Management System Technician					1.00 (3)	1.00
Police Clerk	10.00	10.00	10.00	10.00	10.00	10.00

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Part-Time						
Police Record Intern	0.50	0.50	0.50	0.50	0.50	0.50
Police Record Clerk	0.50	0.50	0.50	0.50	0.50	0.50
Records Activity Total	<u>11.70</u>	<u>11.70</u>	<u>11.70</u>	<u>11.70</u>	<u>12.70</u>	<u>12.70</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	1.00	1.00			
Part-Time						
Community Services Officer	1.00	1.00	1.00	2.00 (2)	2.00	2.00
Community Relations Activity Total	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>
DEPARTMENT TOTAL	<u>131.11</u>	<u>131.11</u>	<u>131.11</u>	<u>131.11</u>	<u>132.11</u>	<u>132.11</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
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Fire Admin Activity Total	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>3.00 (2)</u>	<u>3.00</u>	<u>3.00</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	2.00	2.00	3.00	3.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	1.00
Fire Prevention Activity Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>	<u>5.00</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 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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	62.00	62.00	63.00 (2)	64.00	64.00

ECONOMIC DEVELOPMENT DEPARTMENT

Administration Activity (2201)

Full-Time

Housing Program & Grant Admin Coordinator	0.25	0.25	0.25	0.25	0.25	0.25
Rehab. Specialist	0.05	0.05				
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

	1.20	1.20	1.15	1.15	1.15	1.15
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Residential Rehabilitation Activity (2203)

Full-Time

Rehabilitation Specialist						
Financial Services Technician						
Building Inspector						

Residential Rehabilitation Activity Total

	0.00	0.00	0.00	0.00	0.00	0.00
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Commercial Rehabilitation Activity (2204)

Full-Time

Housing Program & Grant Admin Coordinator	0.20	0.20	0.20	0.20		
Rehabilitation Specialist	0.35	0.35				
Senior Clerk Typist	0.15	0.15	0.15	0.15		

Commercial Rehabilitation Activity Total

	0.70	0.70	0.35	0.35	0.00	0.00
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Home Housing Program Activity (2206)

Full-Time

Housing Program & Grant Admin Coordinator	0.20	0.20	0.20	0.20	0.20	0.20
Rehabilitation Specialist	0.20	0.20				
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

	0.70	0.70	0.50	0.50	0.50	0.50
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Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Atlantic Garvey Capital 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	0.11	0.11	0.20 (3)	0.20
Economic Development Specialist	0.33	0.33	0.33	0.33	0.33	0.33
Rehabilitation Specialist	0.13	0.13				
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	0.15	0.15	0.20 (3)	0.20
Atlantic Garvey Capital Projects Activity Total	2.60	2.60	2.47	2.47	2.61 (3)	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	0.12	0.12	0.20 (3)	0.20
Economic Development Specialist	0.33	0.33	0.33	0.33	0.33	0.33
Rehabilitation Specialist	0.13	0.13				
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	0.15	0.15	0.20 (3)	0.20
Merged Capital Projects Activity Total	2.61	2.61	2.48	2.48	2.61 (3)	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	0.12	0.12	0.15 (3)	0.15
Economic Development Specialist	0.34	0.34	0.34	0.34	0.34	0.34
Rehabilitation Specialist	0.14	0.14				
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	0.15	0.15	0.20 (3)	0.20
Housing Set-Aside Activity Total	2.69	2.69	2.55	2.55	2.63 (3)	2.63
DEPARTMENT TOTAL	10.50	10.50	9.50	9.50	9.50	9.50

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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	0.25	0.38	0.38	0.25 (2)	0.25	0.25
Janitor	1.03	0.78	0.78	2.13 (2)	2.13	2.13
Administration Activity Total	3.28	3.16	3.16	4.38 (2)	4.38	4.38
Reference and Adult Services Activity (6002)						
Full-Time						
Senior Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Librarian	2.00	1.00	1.00	2.00 (2)	2.00	2.00
Part-Time						
Librarian	0.38	0.11	0.11	0.32 (2)	0.35 (3)	0.35
Senior Librarian	0.13			0.08 (2)	0.10	0.10
Library Page	0.50			0.39 (2)	0.48	0.48
Reference and Adult Services Activity Total	4.01	2.11	2.11	3.79 (2)	3.93 (3)	3.93
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	0.20	0.10	0.10	0.20 (2)	0.20	0.20
Library Technician	0.33			0.09 (2)	0.11	0.11
Library Clerk	0.10			0.10 (2)	0.10	0.10
Library Page	0.75	0.20	0.20	0.56 (2)	0.68	0.68
Technical Services Activity Total	5.38	4.30	4.30	4.95 (2)	5.09	5.09
Circulation Activity (6004)						
Full-Time						
Library Circulation Serv Supervisor					1.00 (3)	1.00
Senior Library Clerk	1.00	1.00	1.00	1.00		
Library Clerk	4.00	3.00	3.00	4.00 (2)	4.00	4.00

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Part-Time						
Library Clerk	1.64	0.20	0.20	1.72 (2)	1.72	1.72
Library Page	3.71	0.25	0.25	2.38 (2)	2.72 (3)	2.72
Circulation Activity Total	<u>10.35</u>	<u>4.45</u>	<u>4.45</u>	<u>9.10 (2)</u>	<u>9.44 (3)</u>	<u>9.44</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	1.30	0.48	0.48	0.27 (2)	0.09	0.09
Library Page	0.41	0.09	0.09	0.63 (2)	0.38	0.38
Literacy Activity Total	<u>3.71</u>	<u>2.57</u>	<u>2.57</u>	<u>2.90 (2)</u>	<u>2.47</u>	<u>2.47</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	1.00	1.00 (2)	1.00	1.00
Part-Time						
Library Clerk	0.48			0.35 (2)	0.42	0.42
Library Page	1.91	0.75	0.75	1.73 (2)	2.30	2.30
Children's Services Activity Total	<u>5.39</u>	<u>3.75</u>	<u>3.75</u>	<u>5.08 (2)</u>	<u>5.72</u>	<u>5.72</u>
DEPARTMENT TOTAL	<u>32.12</u>	<u>20.34</u>	<u>20.34</u>	<u>30.20 (2)</u>	<u>31.03</u>	<u>31.03</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

Part-Time

Recreation Leader	8.90	8.90	8.90	8.90	8.90	8.90
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Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Clerk Typist	0.25	0.25	0.25	0.25	0.25	0.25
Facilities Supervision Activity Total	12.00	12.00	12.00	12.00	12.00	12.00
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
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	7.99	7.99	7.99	7.99	7.99	7.99
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
Part-Time						
Recreation Leader	0.19	0.19	0.19	0.19	0.75 (3)	0.75
Senior Clerk Typist			0.50	0.50	0.50	0.50
Langley Center Activity Total	0.89	0.89	2.09	2.09	2.65 (3)	2.65
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	4.50	4.50	4.50	4.50	4.50	4.50

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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	0.50
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	1.54
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	0.50
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	2.11
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
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
Part-Time						
Recreation Superintendent	0.50	0.50				
Senior Clerk Typist	1.00	1.00	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	7.80	7.80	7.60	7.60	7.60	7.60

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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	3.50
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	5.60
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	2.50
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	1.00
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	1.97	1.97
Parks Activity Total	12.57	12.57	12.57	12.57	12.57	12.57
DEPARTMENT TOTAL	57.13	57.13	58.13	58.13	58.69 (3)	58.69
PUBLIC WORKS DEPARTMENT						
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
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	5.00	5.00	6.00	6.00 (2)	6.00	6.00
Part-Time						
Maintenance Worker				0.75 (2)	0.75	0.75
Street Maintenance Activity Total	10.15	10.15	11.15	11.90 (2)	11.90	11.90

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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	1.05	1.05	1.05	1.05	1.05	1.05
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	1.25	1.25	1.25	1.25	1.25	1.25
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	0.25	0.15	0.15	0.15	0.15	0.15
Street Cleaning Activity Total	0.30	0.20	0.20	0.20	0.20	0.20
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	3.10	3.10	3.10	3.10	3.10	3.10
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
Principal Management Analyst	0.20	0.20	0.20	0.20	0.20	0.20
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	0.75

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
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	0.50	0.60	0.60	0.60	0.60	0.60
Principal Management Analyst	0.20	0.20	0.20	0.20	0.20	0.20
Part-Time						
Administrative Intern	0.50	0.50	0.50	0.50	0.50	0.50
Refuse Collection Activity Total	1.60	1.70	1.70	1.70	1.70	1.70
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	1.00	1.00		
Facilities Maintenance Supervisor					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	1.00	1.00		
Fleet Maintenance Supervisor					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
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	0.40

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Associate Civil Engineer	1.00	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	2.00	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	0.37	0.37
Engineering Aide	0.50	0.50	0.50	0.50	0.50	0.50
Engineering Activity Total	8.57	8.57	8.57	8.57	8.57	8.57
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	0.80	0.80	0.65	0.65	0.65	0.65
Principal Management Analyst	1.00	1.00	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	0.44	0.44
Water Administration Activity Total	3.34	3.34	2.84	2.84	2.84	2.84
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
Principal Management Analyst			0.05	0.05	0.05	0.05
Water Production Supervisor	0.65	0.65	0.40	0.40	0.40	0.40
Senior Water Production System Operator	1.00	1.00	0.40	0.40	0.40	0.40
Water Production System Operator	2.45	2.45	0.90	0.90	0.90	0.90
Electrician	1.00	1.00	0.65	0.65	0.65	0.65
Part-Time						

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Building Trades Technician	0.50	0.50	0.50	0.50	0.50	0.50
Water Production Activity Total	5.60	5.60	2.95	2.95	2.95	2.95
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	3.00	4.00	4.00	4.00	4.00	4.00
Water Distribution Activity Total	8.00	9.00	9.00	9.00	9.00	9.00
Well 5 VOC Treatment Plant Activity (4226)						
Full-Time						
Director of Public Works/City Engineer	0.02	0.02	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
Water Production Supervisor	0.05	0.05	0.10	0.10	0.10	0.10
Senior Water Production System Operator			0.10	0.10	0.10	0.10
Water Production System Operator	0.10	0.10	0.30	0.30	0.30	0.30
Electrician			0.05	0.05	0.05	0.05
Well 5 VOC Treatment Plant Activity Total	0.22	0.22	0.70	0.70	0.70	0.70
Well 12 VOC Treatment Plant Activity (4227)						
Full-Time						
Director of Public Works/City Engineer	0.08	0.08	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
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
Water Production System Operator	0.15	0.15	0.30	0.30	0.30	0.30
Electrician			0.05	0.05	0.05	0.05
Well 12 VOC Treatment Plant Activity Total	0.38	0.38	0.70	0.70	0.70	0.70
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	0.05	0.05	0.08	0.08	0.08
Principal Management Analyst			0.05	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
Water Production System Operator	0.15	0.15	0.30	0.30	0.30	0.30
Electrician			0.05	0.05	0.05	0.05
Delta Perchlorate Treatment Plant Activity Total	0.35	0.35	0.70	0.76	0.76	0.76

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Well 1, 3, 10 VOC Treatment Plant Activity (4229)						
Full-Time						
Director of Public Works/City Engineer	0.05	0.05	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
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
Water Production System Operator	0.15	0.15	0.30	0.30	0.30	0.30
Electrician			0.05	0.05	0.05	0.05
Well 1, 3, 10 VOC Treatment Plant Activity Total	0.35	0.35	0.67	0.67	0.67	0.67
Well 12 Dual Barrier Activity (4230)						
Full-Time						
Director of Public Works/City Engineer			0.03	0.03	0.03	0.03
Water Utility Manager			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
Senior Water Production System Operator			0.05	0.05	0.05	0.05
Water Production System Operator			0.30	0.30	0.30	0.30
Electrician			0.05	0.05	0.05	0.05
Well 12 Dual Barrier Activity Total	0.00	0.00	0.58	0.58	0.58	0.53
Well 15 Activity (4231)						
Full-Time						
Principal Management Analyst						0.05
Water Production Supervisor			0.05	0.05	0.05	0.05
Senior Water Production System Operator			0.05	0.05	0.05	0.05
Water Production System Operator			0.30	0.30	0.30	0.30
Electrician			0.05	0.05	0.05	0.05
Well 15 Activity Total	0.00	0.00	0.45	0.45	0.45	0.50
Well 5 Perchlorate Treatment Activity (4232)						
Full-Time						
Water Utility Manager			0.05	0.02	0.02	0.02
Principal Management Analyst			0.05	0.02	0.02	0.02
Water Production Supervisor			0.10	0.10	0.10	0.10
Senior Water Production System Operator			0.10	0.10	0.10	0.10
Water Production System Operator			0.30	0.30	0.30	0.30
Electrician			0.05	0.05	0.05	0.05
Well 5 Perchlorate Treatment Activity Total	0.00	0.00	0.65	0.59	0.59	0.59
DEPARTMENT TOTAL	59.81	60.81	61.81	62.56 (2)	62.56	62.56

Citywide Personnel Summary

	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
<i>CITYWIDE TOTAL</i>	<u>408.45</u>	<u>397.67</u>	<u>399.17</u>	<u>410.78</u> (2)	<u>414.29</u> (3)	<u>413.79</u>
<u><i>CITYWIDE STAFFING TOTALS</i></u>						
Elected Officials	7.00	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	347.00	346.00	347.00	348.00	351.00	351.00
Part-Time Employees	<u>54.45</u>	<u>44.67</u>	<u>45.17</u>	<u>55.78</u>	<u>56.29</u> (3)	<u>55.79</u>
<i>GRAND TOTAL CITYWIDE FULL-TIME EQUIVALENT POSITIONS (1.00 Position = 2,080 Working Hours)</i>	<u>408.45</u>	<u>397.67</u>	<u>399.17</u>	<u>410.78</u> (2)	<u>414.29</u> (3)	<u>413.79</u> (4)

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.

Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
1999-00	399.30	66,572	6.00
2000-01	403.20	67,409	5.98
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	413.79	64,434	6.42

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2008-2009

<u>Classification</u>	<u>Salary Range</u>		
Account Clerk	2,922	-	3,738
Accountant	4,216	-	5,394
Accounting Manager	6,736	-	8,618
Administrative Aide	3,694	-	4,726
Administrative Aide (Non-Conf)	3,676	-	4,703
Administrative Secretary	3,513	-	4,494
Animal Control Officer	3,188	-	4,078
Animal Control Supervisor	4,097	-	5,241
Assistant City Engineer	7,954	-	10,175
Assistant Planner	4,340	-	5,553
Assistant Storekeeper	3,044	-	3,894
Associate Planner	4,855	-	6,212
Auto Shop Technician	3,195	-	4,087
Battalion Chief/Fire Marshal	8,804	-	11,265
Building Clerk	3,044	-	3,894
Building Codes Technician	3,044	-	3,894
Building Inspector	4,855	-	6,212
Building Official	7,080	-	9,058
Building Trades Technician	3,784	-	4,841
Cement Finisher	3,434	-	4,394
Child Care Assistant	2,922	-	3,738
Child Care Coordinator	3,676	-	4,703
City Librarian	8,251	-	10,555
Civil Engineering Assistant	4,713	-	6,030
Civil Engineering Associate	5,741	-	7,345
Civil Engineering Technician	4,097	-	5,241
Code Enforcement Officer	3,880	-	4,963
Communication Dispatcher	4,005	-	5,124
Communications Dispatcher Trainee	3,310	-	4,235
Community Participation Coordinator	4,600	-	5,885
Community Services Officer	3,135	-	4,011
Community TV Producer	3,676	-	4,703
Consumer Services Representative	3,579	-	4,578
Consumer Services Supervisor	5,446	-	6,967

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2008-2009**

<u>Classification</u>	<u>Salary Range</u>		
Crew Leader	3,784	-	4,841
Cross Connection Control Inspector	4,459	-	5,704
Deputy City Clerk	5,545	-	7,094
Dial-A-Ride Dispatcher	3,135	-	4,011
Dial-A-Ride Driver	2,083	-	2,665
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	4,713	-	6,030
Electrician	4,097	-	5,241
Equipment Services Specialist	3,195	-	4,087
Equipment Mechanic	3,784	-	4,841
Evidence Officer	3,436	-	4,396
Facilities Maintenance Supervisor	5,107	-	6,533
Financial Services Manager	7,993	-	10,225
Financial Services Technician	3,880	-	4,963
Fire Captain	7,040	-	8,557
Fire Chief	11,145	-	14,258
Fire Engineer	6,043	-	7,345
Firefighter	5,222	-	6,347
Fire Safety Specialist	4,600	-	5,885
Fleet Maintenance Supervisor	5,107	-	6,533
Housing Program/Grant Admin Coordinator	5,798	-	7,417
Human Resources Assistant	4,287	-	5,484
Human Resources Analyst	5,095	-	6,519
Human Resources Technician	3,769	-	4,822
Irrigation Specialist	3,195	-	4,087
Jailer	3,365	-	4,305
Librarian	4,340	-	5,553
Library Circulation Services Supervisor	3,335	-	4,267
Library Clerk	2,922	-	3,738
Library Technician	3,335	-	4,267
Literacy Program Administrator	5,107	-	6,533
Maintenance Worker	3,041	-	3,890

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2008-2009**

<u>Classification</u>	<u>Salary Range</u>		
Park Maintenance Worker	3,041	-	3,890
Park Maintenance Crew Leader	3,676	-	4,703
Park Maintenance Lead Worker	3,519	-	4,501
Park Superintendent	5,545	-	7,094
Park Supervisor	5,107	-	6,533
Payroll Technician	3,882	-	4,966
Permit Technician I	3,497	-	4,473
Permit Technician II	3,880	-	4,963
Plan Checker	5,199	-	6,651
Planning Manager	7,682	-	9,828
Police Administrative Assistant	3,335	-	4,267
Police Agent	5,561	-	6,760
Police Captain	9,903	-	12,669
Police Chief	12,133	-	15,522
Police Chief's Secretary	3,513	-	4,494
Police Clerk	2,954	-	3,779
Police Lieutenant	7,979	-	9,699
Police Officer	5,220	-	6,344
Police Officer Recruit	3,847	-	3,847
Police Records/Dispatch Comm Manager	6,372	-	8,152
Police Records Management Technician	3,880	-	4,963
Police Sergeant	6,552	-	7,964
Pool Maintenance Worker	3,041	-	3,890
Principal Management Analyst	5,798	-	7,417
Program Coordinator	3,676	-	4,703
Public Works Inspector	4,343	-	5,556
Public Works Maintenance Manager	6,712	-	8,587
Public Works Maintenance Supervisor	5,107	-	6,533
Public Works Technician	3,676	-	4,703
Recreation Superintendent	5,545	-	7,094
Redevelopment Project Manager	6,078	-	7,775
Risk Manager	6,131	-	7,844
Secretary (Non-Conf)	3,497	-	4,473
Secretary to the City Manager (Conf)	4,287	-	5,484
Senior Account Clerk (Non-Conf)	3,497	-	4,473
Senior Accountant	5,545	-	7,094

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2008-2009**

<u>Classification</u>	<u>Salary Range</u>		
Senior Clerk Typist (Non-Conf)	2,922	-	3,738
Senior Clerk Typist (Conf)	2,937	-	3,757
Senior Librarian	5,107	-	6,533
Senior Library Clerk	3,188	-	4,078
Senior Maintenance Worker	3,310	-	4,235
Special Events Manager	5,317	-	6,802
Senior Water Production System Operator	4,459	-	5,704
Storekeeper/Buyer	3,497	-	4,473
Support Services Manager	6,473	-	8,281
Support Services Supervisor	4,600	-	5,885
Transportation Program Manager	5,545	-	7,094
Water Distribution Crew Supervisor	4,459	-	5,704
Water Distribution Lead Worker	3,847	-	4,922
Water Distribution Supervisor	5,446	-	6,967
Water Production Supervisor	5,446	-	6,967
Water Production System Operator	3,847	-	4,922
Water Utility Maintenance Worker	3,248	-	4,155
Water Utility Manager	7,610	-	9,736

CITY OF MONTEREY PARK

PART-TIME CLASSIFICATION AND HOURLY RATES LIST FISCAL YEAR 2008-2009

<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 2008-2009**

Classification	Hourly Rate	
Library Clerk	13.34	- 17.06
Library Page	8.00	- 10.23
Library Technician	15.35	- 19.64
Lifeguard	8.89	- 11.37
Literacy Program Administrator	33.24	- 42.52
Locker Room Attendant	8.00	- 10.23
Lunch Program Monitor	9.36	- 11.97
Lunch Program Site Supervisor	8.63	- 11.04
Lunch Program Worker	8.00	- 10.23
Maintenance Worker	16.37	- 20.94
Management Analyst	28.98	- 37.08
Minutes Clerk	16.37	- 20.94
Permit Systems Technician	15.35	- 19.64
Permit Technician I	18.25	- 23.35
Planning Intern	8.76	- 11.21
Planning Technician	15.41	- 19.72
Police Cadet	9.66	- 12.36
Police Records Cadet	9.66	- 12.36
Police Records Clerk	13.34	- 17.06
Police Records Intern	9.66	- 12.36
Police Records Management Technician	21.38	- 27.34
Pool Manager	11.75	- 15.03
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 consider 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>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	
Beginning Fund Balance	\$6,565,585	\$6,754,487	\$8,496,387	\$8,314,537	\$7,793,037	
Revenues: ⁽⁶⁾						
Taxes	22,760,000	23,534,000	24,637,000	25,740,000	26,880,000	(1)
Charges for Services	4,499,890	5,157,000	4,989,000	5,089,000	5,191,000	(2)
Licenses & Permits	2,612,000	3,662,000	2,792,000	2,848,000	2,905,000	(2)
Other	3,637,333	3,990,000	3,774,000	3,844,000	3,916,000	(3)
Total Revenues	33,509,223	36,343,000	36,192,000	37,521,000	38,892,000	
Expenditures: ⁽⁶⁾						
Personnel Services	25,980,746	27,195,000	28,609,000	29,972,000	31,403,000	(4)
Maintenance & Operations	6,181,975	6,262,000	6,530,000	6,807,000	7,092,000	
Capital Outlay	75,600	0	0	0	0	
Transfer to Other Funds	1,082,000	1,144,100	1,234,850	1,263,500	1,301,400	(5)
Total Expenditures	33,320,321	34,601,100	36,373,850	38,042,500	39,796,400	
Ending Fund Balance	\$6,754,487	\$8,496,387	\$8,314,537	\$7,793,037	\$6,888,637	

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 2007-2008 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⁾

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Beginning Fund Balance	\$13,448,929	\$12,509,475	\$11,724,989	\$11,457,164	\$9,965,299
Revenues: ⁽⁶⁾					
Taxes	8,878,226	9,557,400	9,733,700	9,492,700	9,764,700
Charges for Services	8,090,000	8,835,000	8,764,000	8,288,000	8,581,000
Fines and Forfeitures	150,000	400,000	400,000	400,000	400,000
Special Grants	4,578,471	3,600,000	3,600,000	3,600,000	3,600,000 (2)
Other	285,400	273,700	275,600	270,800	270,800
Transfer From General Fund	1,142,000	1,204,100	1,294,850	1,323,500	1,361,400
Transfer From Pension Liability Fund	1,500,000	2,157,713	2,167,408	2,166,806	1,887,620
Total Revenues	24,624,097	26,027,913	26,235,558	25,541,806	25,865,520
Expenditures: ⁽⁵⁾					
Personnel Services	13,294,821	13,948,021	14,450,702	15,039,394	15,654,230 (3)
Maintenance & Operations	3,163,798	3,265,200	3,388,800	3,516,600	3,651,600
Debt Services	1,473,651	1,995,778	1,955,473	1,914,871	1,914,871 (4)
Capital Outlay	1,492,810	996,143	581,000	436,000	436,000
Special Grants	4,578,471	3,600,000	3,600,000	3,600,000	3,600,000 (2)
Liquid Waste Claims	0	501,000	0	0	0
Repay General Fund Loan	0	0	0	0	0
Transfer To Retirement Fund	1,500,000	2,157,713	2,167,408	2,166,806	1,887,620
Transfer To Pension Liability Fund	60,000	60,000	60,000	60,000	60,000
Total Expenditures	25,563,551	26,523,855	26,203,383	26,733,671	27,204,321
Ending Fund Balance	12,509,475	12,013,533	11,757,164	10,265,299	8,626,498

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. Refer to 2007-2008 MidYear Review Report for the underlying assumptions.

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

Water Enterprise Fund ⁽¹⁾

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	
Beginning Fund Balance	\$3,767,767	\$3,620,574	\$3,890,676	\$4,226,676	\$4,319,876	
Revenues:						
Charges for Service	11,526,000	12,033,302	12,535,000	13,300,000	13,451,788	(2)
Financing	0	5,400,000	0	0	0	(3)
Settlement	0	50,000	50,000	50,000	50,000	
Grants/Reimbursement	382,500	236,000	236,000	0	0	
Total Revenues	11,908,500	17,719,302	12,821,000	13,350,000	13,501,788	
Expenditures:						
Water Administration	2,633,923	2,714,000	2,794,000	2,878,000	2,964,000	
Water Commercial	764,384	787,000	811,000	834,000	858,000	
Water Production	2,110,170	2,550,000	2,659,000	2,738,800	2,821,000	
Water Distribution	1,180,779	1,216,000	983,000	1,013,000	1,013,000	
Well #5 VOC	565,026	384,000	396,000	408,000	408,000	(4)
Well #12 VOC	501,156	384,000	395,000	407,000	407,000	(4)
Delta Perchlorate	1,025,977	1,462,000	1,492,000	1,521,000	1,521,000	(4)
Wells #1,3,10 VOC	768,613	470,000	484,000	498,000	498,000	(4)
Well #12 Dual Barrier	256,097	168,000	173,000	179,000	179,000	(4)
Well #15	160,620	130,000	134,000	138,000	138,000	(4)
Well #5 Perchlorate	160,563	181,200	186,000	192,000	192,000	(4)
Debt Services	393,385	200,000	671,000	671,000	671,000	(5)
Capital Projects - Water Main	300,000	700,000	800,000	1,276,000	1,276,000	
Capital Projects - Other	1,235,000	6,103,000	507,000	503,000	503,000	
Total Expenditures	12,055,693	17,449,200	12,485,000	13,256,800	13,449,000	
Ending Fund Balance	\$3,620,574	\$3,890,676	\$4,226,676	\$4,319,876	\$4,372,663	

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>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	
Beginning Fund Balance	\$6,895,817	\$7,307,898	\$8,398,898	\$10,040,898	\$11,991,898	
Revenues: ⁽⁴⁾						
Interfund Charges	5,487,428	5,932,000	6,446,000	7,044,000	7,740,000	(1)
Transfer From General Fund	0	200,000	200,000	200,000	200,000	
Total Revenues	5,487,428	6,132,000	6,646,000	7,244,000	7,940,000	
Expenditures: ⁽⁴⁾						
Personnel Services	1,414,648	1,481,000	1,553,000	1,627,000	1,706,000	(3)
Maintenance & Operations	2,740,068	2,830,000	2,921,000	3,016,000	3,114,000	
Capital Projects	687,602	730,000	530,000	650,000	650,000	
Debt Services	233,029	0	0	0	0	(2)
Total Expenditures	5,075,347	5,041,000	5,004,000	5,293,000	5,470,000	
Ending Fund Balance	<u>\$7,307,898</u>	<u>\$8,398,898</u>	<u>\$10,040,898</u>	<u>\$11,991,898</u>	<u>\$14,461,898</u>	

Notes:

- (1) Internal Service Funds include: auto shop, separation benefits, general liability, workers' compensation, and technology funds.
- (2) Annual debt services costs for the lease purchase of fire ladder truck, and street maintenance equipment.
- (3) Amounts reflect MOU labor obligations and merit increases.
- (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. Refer to 2007-2008 MidYear Review Report for the underlying assumptions.

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

Capital Projects and Debt Service Funds ⁽⁵⁾

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	
Beginning Fund Balance	\$30,155,079	\$33,307,599	\$34,217,198	\$36,940,117	\$40,133,737	
Revenues: ⁽⁴⁾						
Property Tax Increment	8,855,000	9,607,594	10,924,594	11,292,194	11,675,194	(1)
Other	1,475,000	4,024,000	524,000	524,000	524,000	
Total Revenues	10,330,000	13,631,594	11,448,594	11,816,194	12,199,194	
Expenditures: ⁽⁴⁾						
Personnel Services	1,819,946	1,911,600	2,007,600	2,107,200	2,212,500	(2)
Maintenance & Operation	1,477,488	1,507,100	1,537,400	1,567,800	1,599,200	
Debt Services	1,760,563	2,820,175	2,820,175	2,820,175	2,820,175	(3)
Capital Projects	611,000	4,825,020	652,000	366,000	381,000	
Contracted Services	1,010,483	1,051,100	1,092,500	1,136,400	1,181,700	
Pass-Through Payments	218,000	227,000	236,000	245,000	255,000	
Other Housing Projects	280,000	380,000	380,000	380,000	380,000	
Total Expenditures	7,177,480	12,721,995	8,725,675	8,622,575	8,829,575	
Ending Fund Balance	\$33,307,599	\$34,217,198	\$36,940,117	\$40,133,737	\$43,503,356	

Notes:

(1) 4% growth (2% from reassessment and 2% 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. Refer to 2007-2008 MidYear Review Report for the underlying assumptions.

(5) Capital Projects and Debt Service Funds are Major Funds.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

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 2008-2009**

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.

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

3. DESCRIPTION OF REPORTING ENTITIES (Continued)

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)
- 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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

4. BUDGETARY FUND STRUCTURE (Continued)

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.
- 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

5. GENERAL MANAGEMENT AND BUDGET POLICIES (Continued)

- 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.
- 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

6. REVENUE POLICY (Continued)

- 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.

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

8. CAPITAL IMPROVEMENT PROGRAM POLICY (Continued)

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.
- 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

9. INVESTMENT POLICY (Continued)

- 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.
- 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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

9. INVESTMENT POLICY (Continued)

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 2008-2009)**

Total Assessed Value of all Real and Personal Property	\$	4,998,634,635
Debt Limit Percentage		15%
 Total Debt Limit		 749,795,195
Amount of Debt Applicable to Debt Limit		-
 Legal Debt Margin	 \$	 749,795,195

(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, 2008, the City had no general obligation bonds outstanding.**

(B) DEBT POLICY

The City's key debt management goal is to protect and enhance the viability of the General Fund and other associated operating funds to enable the City to continue to deliver top services to Monterey Park residents.

- The City uses debt financing only for capital improvements or projects that cannot be financed from current revenues.
- The project's useful life, or the estimated service life of the equipment (lease-purchase), will be equal to or exceed the term of the financing.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

- 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 2007-08</u>	<u>Fiscal Year 2008-09</u>
<u>City</u>				
0010	Lease Purchase	Mechanical Retrofit & Energy Management	150,377	
0022		(Final date: 2/2008)	<u>20,508</u>	
			<u>170,885</u>	
0060	Lease Purchase	2004 LaSalle Equipment & Vehicles	158,337	152,737
0160		(Final date: 3/2009)	<u>7,462</u>	<u>7,463</u>
			<u>165,799</u>	<u>160,200</u>
0071	Lease Purchase	Police CAD/RMS System	65,868	35,151
0192			<u>100,000</u>	<u>130,718</u>
			<u>165,868</u>	<u>165,869</u>
0060	Lease Purchase	Fire Ladder Truck	80,292	80,292
		(Final date: 5/2009)		
0092	Loan	I-Bank La Loma/Highland Reservoirs	115,794	115,630
		(Final date: 8/2030)		
0092	Loan	I-Bank Water Main Replacement	53,600	188,482
		(Final date: 2/2021)		
0092	Lease Purchase	Water System Retrofit Program	164,547	82,273
		(Final date: 12/30/08)		
0093	Lease Purchase	SGVMWD Well #5 VOC Treatment Plant	73,368	73,369
		(Final date: 9/2009)		

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

<u>Fund</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year</u> <u>2007-08</u>	<u>Fiscal Year</u> <u>2008-09</u>
<u>City</u>	<u>(Cont'd)</u>			
0093	Lease Purchase	SGVMWD Treatment Plant Financing (Final date: 9/2015)	170,000	170,000
0131	Library Note	Library Expansion Project (Final date: 6/2018)	383,197	383,196
0169	Note	HUD Section 108 (Final date: 8/2022)	530,423	535,336
0012	Bonds	Pension Obligation Bonds (Final date: 6/2034)	<u>1,022,841</u>	<u>1,047,841</u>
		<i>City Total</i>	\$3,096,615	\$3,002,488
 <u>Community Redevelopment Agency</u>				
0815	Bonds	2002 Atlantic/Garvey Tax Increment Bonds (Final date: 3/2026)	1,675,800	1,675,838
0825	Bonds	1998 Merged Tax Increment Bonds (Final date: 3/2028)	<u>775,975</u>	<u>777,725</u>
		<i>CRA Total</i>	\$2,451,775	2,453,563
		<i>Grand Total</i>	<u><u>\$5,548,389</u></u>	<u><u>\$ 5,456,051</u></u>

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

11. GRANT ADMINISTRATION POLICY

To aggressively seek and apply for federal, state and other agencies grant funding to support a variety of social, recreation, public safety, and public works programs. And, to effectively administer grants to ensure the grants can be best integrated into the City's service goals and financial planning.

Grant Application:

- Programs and projects proposed for grant funding should be those that are consistent with the City's service goals, objectives and priorities.
- When contemplating a grant application, the applying department shall consider the cost and benefit of the grant activity including the cost of administering the proposed grant, the matching requirement, and the potential impact on the operating budget.
- Regardless of grant dollar amount or application medium, the department shall, prior to application, submit a report to the City Manager.
- Applications for grants that require the City to provide matching funds of \$15,000 or more must first be submitted to the City Manager, and then, seek formal Council approval.

Expending the Grant Funds:

- Grant expenditures are appropriated and expended following the City's budget and accounting procedures. The department shall not expend or commit any grant funds until the grant is incorporated into the accounting system.
- If the grant expenditures are funded by multiple sources, the most restricted funding source should be used first. Grant funds should be planned so they will be fully expended at the grant expiration.

Grant Compliance:

- The department in charge is to administer the grant, to ensure compliance with grant requirements, to submit to the grantor any compliance or progress reports of a programmatic nature and to monitor grant expenditures. Management Services is responsible for preparing all financial reports to the granting agency as well as coordinating all financial audits relating to grant activities.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

12. COST ACCOUNTING APPLICATION

The City applies cost accounting in the two following areas: cost recovery from Federal, State and other agencies, and internal service operations.

Indirect Cost Allocation Plan

Indirect costs are costs that cannot be practically assigned to any particular department and/or division, but are necessary for the functioning of the City as a whole. Most of the City's indirect costs are either for general administrative support or facilities maintenance.

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

<u>Operating Units</u>	<u>Indirect Cost Rates</u>
Development Services	18.93%
Police	9.45%
Fire	5.37%
Public Works	29.11%
Library	55.85%
Recreation and Parks	38.10%
Proposition A	29.23%
Water Utility	9.33%
Community Redevelopment Agency	8.18%
Community Development Block Grant	12.14%
Refuse Collections	4.94%
City Manager/City Council	40.01%

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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

12. COST ACCOUNTING APPLICATION (Continued)

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

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

I. Background and Calculations

Article XIII B of the California State Constitution, more commonly known as the Gann or "Prop 4" Appropriations Limit, was adopted by the California voters in 1980. The Gann Limit places limits on the amount of tax proceeds that government agencies can receive and appropriate each year.

The appropriations limit is based on actual appropriations during the 1978-79 Fiscal Year, and is adjusted each year using the growth in population and inflation. The City's limit is adopted each year via resolution of the City Council.

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 2008-2009 Gann Appropriations Limit follows:

FISCAL YEAR 2008-2009 ARTICLE XIII B APPROPRIATIONS LIMIT

A. 2008-09 Appropriations Limit:

2007-08 Adopted Limit		\$60,020,086
x Annual Adjustment Factors:		
Change in CA Personal Income	1.0429%	
Change in Population	1.0086%	<u>1.05186894</u>
2008-09 Appropriation Limit		\$63,133,264

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

2008-09 Preliminary Budget Total		\$68,347,626
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**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2008-2009**

FISCAL YEAR 2008-2009 ARTICLE XIII B APPROPRIATIONS LIMIT (Continued)

Less Exclusions:		
Non-Proceeds of Taxes	37,523,646	
Appr. from Reserves	<u>1,078,524</u>	<u>(38,602,170)</u>
Budget Appropriations Subject to Limit		\$29,745,457
Amount Under Legal Limit		\$33,387,808

ARTICLE XIII B APPROPRIATIONS LIMIT (GANN APPROPRIATIONS LIMIT)

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 49% 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 2008 - 2009**

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 / COMM TRAN	✓	✓			✓	✓			✓	✓	✓			✓	
CITY CLERK	✓				✓	✓			✓						
CITY TREASURER	✓					✓									
CITY ATTORNEY	✓	✓							✓						
MANAGEMENT SERVICES	✓	✓			✓	✓			✓						
HUMAN RESOURCES/RISK MANAGEMENT	✓	✓	✓		✓	✓								✓	
DEVELOPMENT SERVICES	✓				✓	✓								✓	
POLICE	✓					✓								✓	
FIRE	✓		✓			✓								✓	
ECONOMIC DEVELOPMENT				✓	✓									✓	
LIBRARY	✓					✓							✓	✓	
RECREATION AND PARKS	✓					✓				✓		✓		✓	
PUBLIC WORKS	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	
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).

Proprietary:

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

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
BUDGET PREPARATION PROCESS AND CALENDAR
FISCAL YEAR 2008-2009**

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 2008-2009 budget follows.

- | | |
|---------------------|--|
| October
/January | Work began on the 2007-2008 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2008-09 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 2007-2008 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 19, 2008. |
| March | It's the Budget preparation month and proposal submission deadline was scheduled on March 20 th . |
| April | City Manager's proposal review meetings with department representatives and Management Services Department Director and Financial Services Manager. |
| May | Following department proposal revisions, the City Manager's proposed budget, reflected both external and internal expectations, was assembled and published for City Council consideration during the final week of May. |
| June | City Council public hearing meetings are conducted during the fourth week of June. The 2008-09 Budget was adopted on June 24 th . |
| July | Publication of 2008-2009 Budget. |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

General Funds \$47,317
 Retirement Fund \$4,317
 Refuse Fund \$9,527
 Water Fund \$9,527
 CRA Fund \$40,583

ACTIVITY: City Council

ACTIVITY NO.: 1101

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$79,750	\$91,263	\$91,263	\$95,271	\$95,271
SERVICES & SUPPLIES	15,800	15,800	15,800	16,000	16,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$95,550	\$107,063	\$107,063	\$111,271	\$111,271
 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.

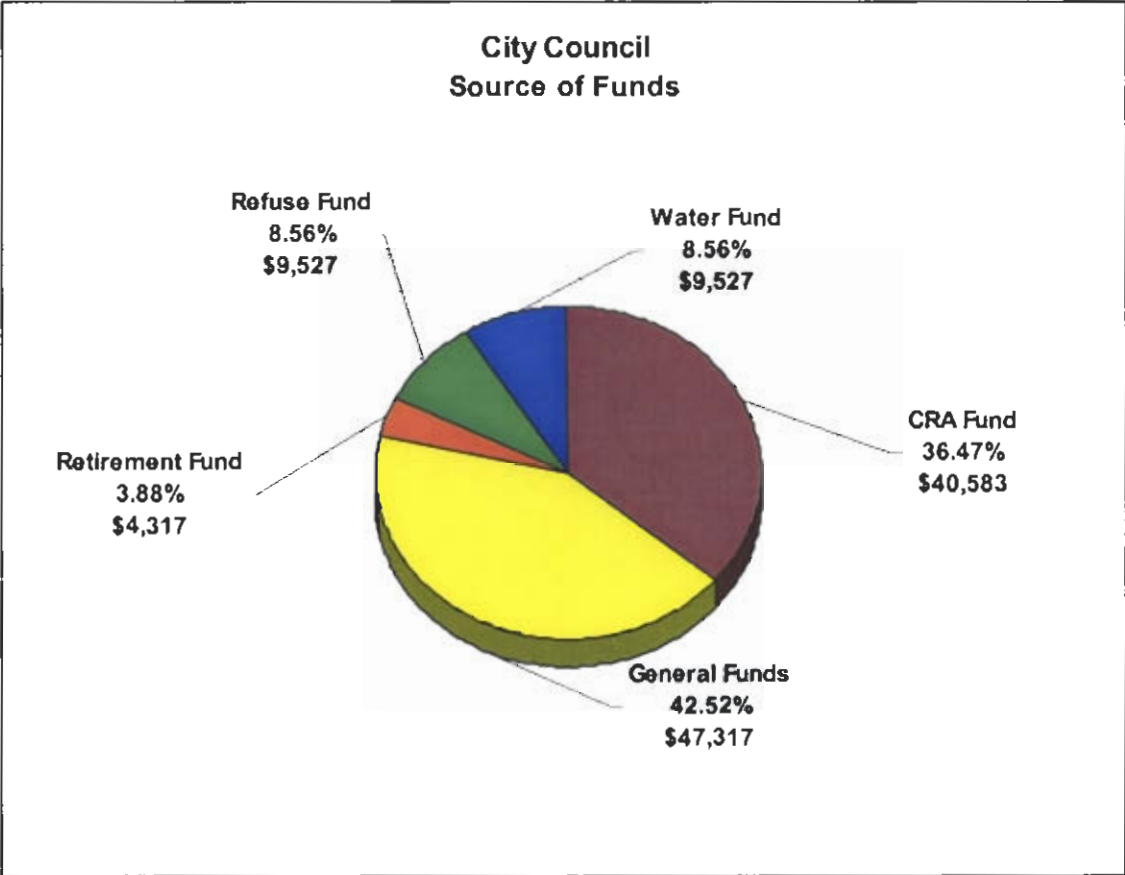
The City Council is responsible to the electorate for keeping pace with changing community needs; for establishing the quality of municipal services and the community environment; for promoting confidence in local government through open conduct of public affairs; and for encouraging constructive citizen 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11100 Elective Salaries	\$29,139	\$32,400	\$32,400	\$32,400	\$32,400
TOTAL	\$29,139	\$32,400	\$32,400	\$32,400	\$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,332	\$1,760	\$1,760	\$2,663	\$2,663
12300 Medical Insurance	40,204	47,400	47,400	48,537	48,537
12350 Medicare Insurance	388	388	388	451	451
12400 Dental Insurance	4,052	4,560	4,560	4,808	4,808
12600 Retirement	3,765	3,799	3,799	5,480	5,480
12950 Vision Plan	870	956	956	932	932
TOTAL	\$50,611	\$58,863	\$58,863	\$62,871	\$62,871
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,100	\$3,100	\$3,100	\$3,300	\$3,300
22000 Operating Supplies	4,600	4,600	4,600	4,600	4,600
32000 Communications	0	0	0	0	0
33000 Motor Pool Charges	1,100	1,100	1,100	1,100	1,100
39000 Miscellaneous	7,000	7,000	7,000	7,000	7,000
TOTAL	\$15,800	\$15,800	\$15,800	\$16,000	\$16,000
GRAND TOTAL	\$95,550	\$107,063	\$107,063	\$111,271	\$111,271

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

General Fund \$3,100

ACTIVITY: Citizen Comm./Committees

ACTIVITY NO.: 1107

SUMMARY OF COST	Actual 2006-07	Adopted 2007-08	Year-End Estimated 2007-08	Proposed 2008-09	Adopted 2008-09
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	2,077	3,350	3,100	3,100	3,100
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,077	\$3,350	\$3,100	\$3,100	\$3,100
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 a first ever short film contest consisting of 3 minute films that had to have been filmed in Monterey Park using specific landmarks in the City. Fifteen entries were received and the top ten were showcased at a special contest screening for the Community.
- The Beautification Committee honored fifteen (15) homeowners with Beautification Awards. The Committee continues to tour remaining areas of the city every other month to select Beautification Award Winners to be commended by the City Council.
- The BIDAC organized the 2008 Annual Chinese New Year Floral Street Fair celebration. This involved the hiring of an event coordinator and providing part of the entertainment. The event brought in an estimated 100,000 visitors to the City.
- The Commission on Aging continues to work on senior citizen issues, including recommending age requirements for table tennis tournaments, nomination of seniors for annual Tree Memorial, recommendation for expanded Dial A Ride Service and recommendations for Langley Center upgrades.
- The Community Relations Commission organized the annual Harmony Festival, six events that celebrate the multi-cultural character of Monterey Park. The Commission hosted the annual gathering of all commissions called the “Commissioner Mixer” which was well attended. The Commission is responsible for annually reviewing the City’s efforts in regards to providing multi-lingual communications with its culturally diverse community members.
- The Economic Development Advisory Committee had representatives address the issues of commercial truck parking, property maintenance and excessive window signage to improve the attraction of the City to national retailers. It also worked on improving the efficiency of the development and permitting practices.
- The Environmental Commission hosted a booth at the Open House event in October 2007 to promote public awareness on a variety of environmental issues. Other programs included the “My Green House” art contest with elementary and secondary school students in March 2008 with winning artwork to be published in a 2009 Calendar, and an initiative to measure the community’s carbon footprint to address global warming.
- The Historical Heritage Commission successfully hosted their first ever photo contest of City landmarks and Historical sites, to promote interest in preserving historical element in Monterey Park and to provide photographs to show future generations how Monterey Park looks today.
- The Library Board reviewed and revised the policies in light of being in a newly expanded and renovated library in order to make the library a “Family Friendly

Place.” They continued to work with the Monterey Park Library Foundation to raise funds for the library. They have started work on identifying an artist to do a mural over the main entrance to the library to be completed in the fall of 2008.

- The Personnel Board has considered and approved modifications to various class specifications to update the duties, responsibilities and required knowledge, skills and abilities required to successfully perform the essential functions of the position; and reviewed and considered reclassification requests pursuant to provisions of the municipal code.
- The Recreation and Parks Commission studied the possibility of providing an off leash area for dogs. They conducted surveys, hosted public hearings, studied models from other cities, and placed the proposal on the list of Master Plan Improvements.
- The Sister Cities Commission hosted the tenth annual International Ball. This occasion allows people from all diverse cultures to come together to better understand different traditions and customs. The proceeds from the event are used for a new Student Exchange Ambassador Program for local high school students interested in International Relationships.
- 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 hosted the 7th annual Crystal Youth Awards program. In 2007-08, the Board is collaborating with the Library to assist them with programs for youth.
- The Modification Committee approved several modifications and alternate methods of design and construction for the North Atlantic Times Square project. These modifications and alternate methods afforded the project flexibility to achieve desirable features without compromising building safety.

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$200	\$200	\$200	\$200
22000 Operating Supplies	2,000	2,000	2,000	2,000	2,000
39000 Miscellaneous	77	1,150	900	900	900
TOTAL	\$2,077	\$3,350	\$3,100	\$3,100	\$3,100
GRAND TOTAL	\$2,077	\$3,350	\$3,100	\$3,100	\$3,100

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$20,250
 Refuse Fund \$5,840
 Water Fund \$8,927

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	66,760	70,908	70,745	74,857	35,017
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$66,760	\$70,908	\$70,745	\$74,857	\$35,017
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

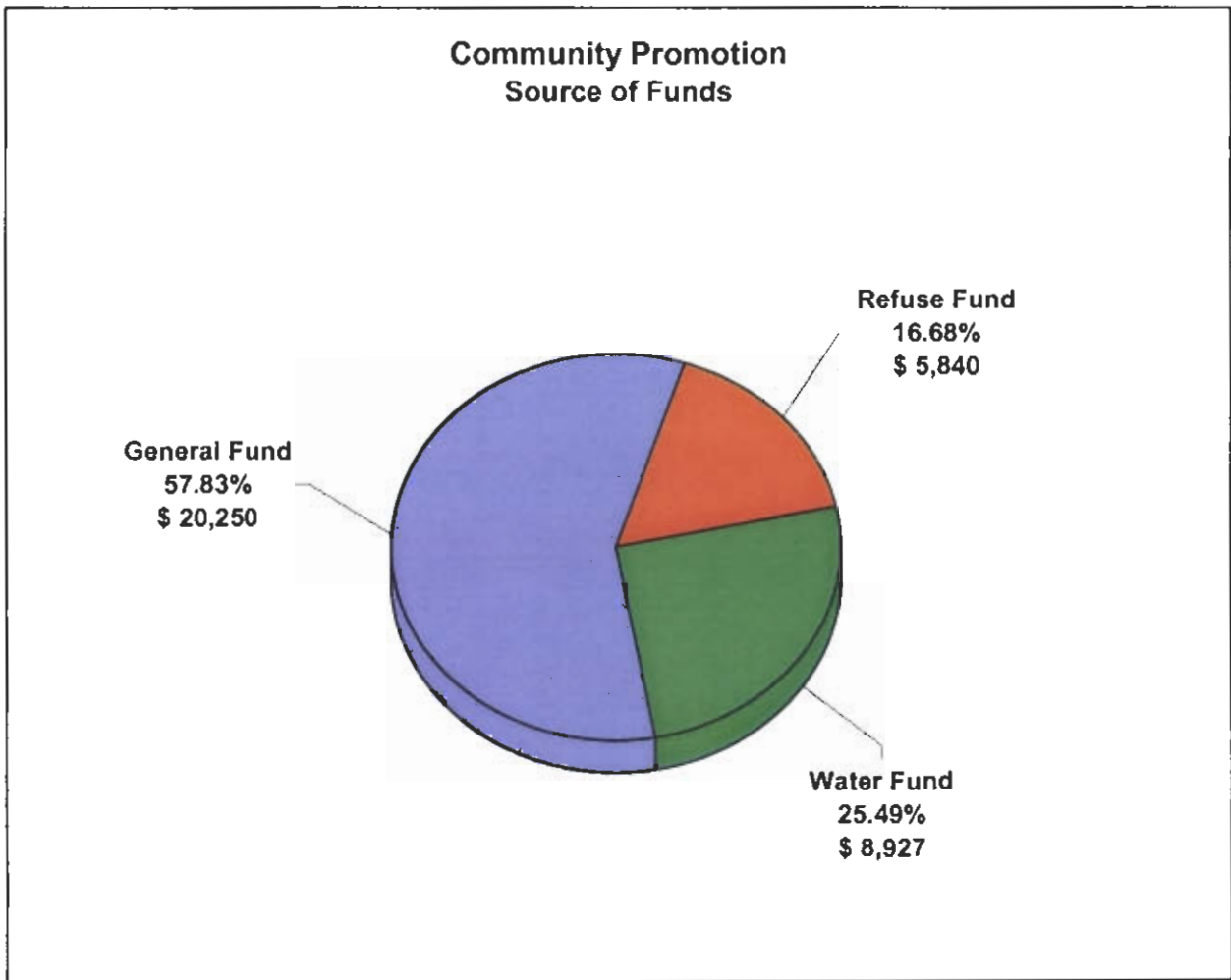
Program Description

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:

<u>Organizations</u>	<u>Amount</u>
Independent Cities Association	\$2,940
League of California Cities	19,350
League of California Cities – Los Angeles County Division	1,470
Southern California Association of Governments	5,754
San Gabriel Valley Council of Governments	3,003
	<u>\$32,517</u>

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) displays the elimination of funding for lobbyist services regarding legislative issues.
2. Miscellaneous category (#39000) includes City memberships in various para-governmental organizations.



CITY OF MONTEREY PARK

PROGRAM DETAIL

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

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$500	\$300	\$500	\$500
22000 Operating Supplies	1,455	2,000	2,037	2,000	2,000
31000 Contracted Services	36,999	37,440	37,440	37,440	0
39000 Miscellaneous	28,306	30,968	30,968	34,917	32,517
TOTAL	\$66,760	\$70,908	\$70,745	\$74,857	\$35,017
GRAND TOTAL	\$66,760	\$70,908	\$70,745	\$74,857	\$35,017

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Council

SOURCE OF FUNDS:

ACTIVITY: Business Improvement Area No.1

Business Improvement District Fund \$84,180

ACTIVITY NO.: 1111

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	54,156	84,480	84,480	84,180	84,180
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$54,156	\$84,480	\$84,480	\$84,180	\$84,180
 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 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>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Retail	26%	29%	24%
Services	26%	26%	28%
Professional	19%	18%	20%
Restaurant	7%	6%	5%
Commercial Rentals	17%	16%	16%
Other (Hotel, Laundromat, Manufacturers, Misc.)	5%	5%	7%

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Sales Tax from BID	\$284,589	\$293,127	\$301,921

2008-2009 GOALS AND OBJECTIVES

The goals for 2008-09 reflect the City Council's approval of the BID's Annual Report and renewal of assessments in December 2007.

1. Coordinate the 2009 Chinese New Year Floral Street Fair with the BIDAC and Fair Coordinator.
2. Focus on workshops and information dissemination to benefit small businesses. Workshops will be coordinated with the Chinatown Service Center focusing on window displays, business cleanliness and customer service. In addition business information dissemination will be coordinated with CHARO.
3. Enhance the Downtown BID Area through capital improvements including electrical power upgrades, lighting conditions improvement, and the palm tree grates replacement.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Sponsored the 2008 annual Chinese New Year Floral Street Fair. This year the Street Fair was considered a great success in terms of visitor turnout, logistics, passing of inspections, and organization.
2. Purchased additional Christmas decorations, produced a BID Restaurant Guide and a BID Directory.
3. Partnered with the Chinatown Service Center to hold 3 workshops to benefit businesses in the BID as well as Citywide.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	<u>2007-08</u>	<u>2008-09</u>
Administration	\$ 6,080	\$ 6,080
Promotions	\$ 7,000	\$ 7,000
New Holiday Decorations	\$ 9,000	\$ 9,000
Decoration Installation	\$ 3,500	\$ 3,500
Public Facilities Account	\$ 10,000	\$ 10,000
Sidewalk Cleaning	\$ 13,600	\$ 13,600
2009 Chinese New Year Festival*	\$ 10,000	\$ 15,000
Festival Police Services*	\$ 5,300	\$ 0
<u>BID Expansion</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
Total	\$ 84,480	\$ 84,180

*The 2009 Chinese New Year Festival \$15,000 shows an increase approved by the Business Improvement District Advisory Committee to provide additional funding to ensure the quality and diversity of entertainment at the festival.

**Chinese New Year Festival Police Services \$5,300 are no longer required due to the removal of the 5K Run aspect of the festival.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: City Council
ACTIVITY: Business Improvement Area No.1
ACTIVITY NO.: 1111

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$54,156	\$84,480	\$84,480	\$84,180	\$84,180
TOTAL	\$54,156	\$84,480	\$84,480	\$84,180	\$84,180
GRAND TOTAL	\$54,156	\$84,480	\$84,480	\$84,180	\$84,180

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$185,128
 Retirement Fund \$34,862
 Refuse Fund \$94,486
 Water Fund \$101,186
 CRA Fund \$128,388

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$459,183	\$498,377	\$498,833	\$518,670	\$518,670
SERVICES & SUPPLIES	18,569	21,758	26,512	25,380	25,380
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$477,752	\$520,135	\$525,345	\$544,050	\$544,050
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	5.00	5.00	5.00	5.00	5.00

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>FY2006-2007</u>	<u>FY2007-2008</u>	<u>FY2008-2009</u>
Constituent Requests	572	1,680	1,700
Suggestion Boxes (Lobby and Internet)	38	15	20
Employee Requests	1,710	1,600	1,600

Citizen Questionnaires

Citizen Questionnaires Sent	126	125	150
Number of Questionnaire Received	39	40	50

Breakdown Regarding Service (FY 2007-2008)

<u>EXCELLENT</u> 40%	<u>GOOD</u> 36%	<u>IMPROVEMENT NEEDED</u> 24%
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2008-2009 GOALS AND OBJECTIVES

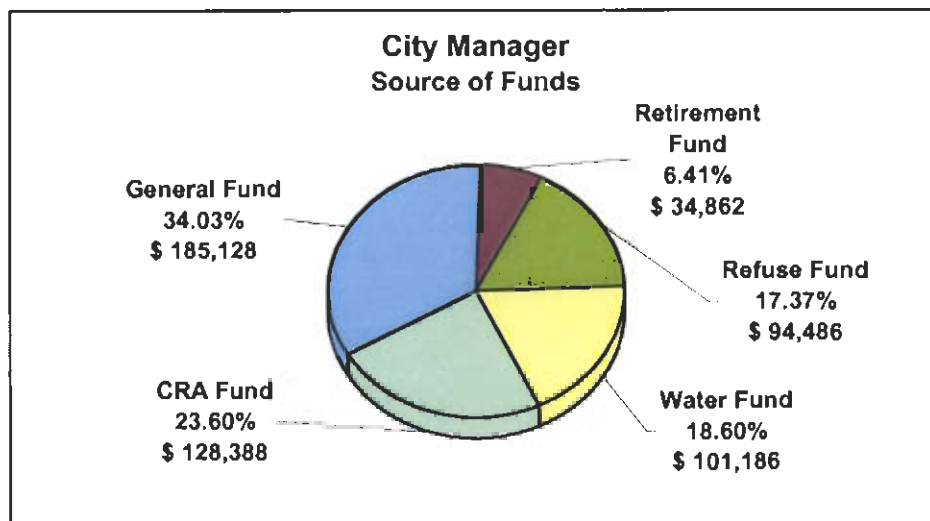
1. Continue working on various Redevelopment Projects including Garvey Villas, Cascades-Market Place, Towne Centre Development and Atlantic Times Squares.
2. Continue the effort with the City Council to push for funding and feasible alternatives in completing the extension of the 710 Freeway to Pasadena.
3. Strive to improve the operational effectiveness and efficiency of the City and continue working towards improving the quality of City Services to maintain a high level of customer service.

2007-2008 MAJOR ACCOMPLISHMENTS

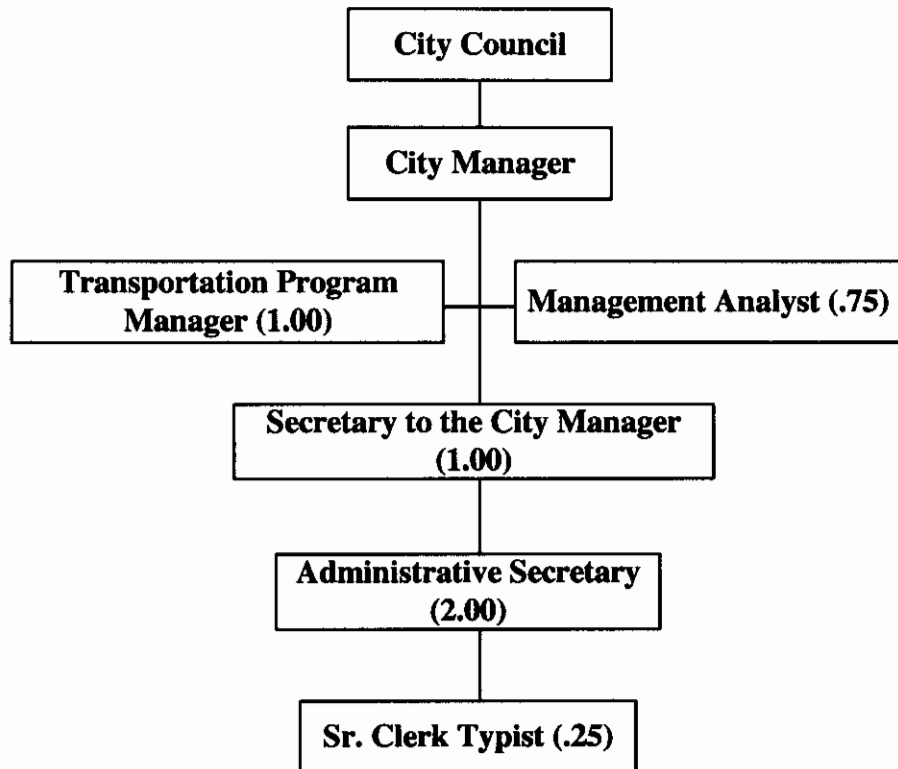
1. The groundbreaking and construction phase has begun of the long awaited 200,000 square foot/200 condo/14 screen commercial mixed-use Atlantic Times Square Development Project at Atlantic Boulevard and Hellman Avenue. This development will be the largest commercial project ever built in Monterey Park.
2. Acquisition of the final piece of property and the start of the relocation process for the Monterey Park Towne Centre Project located at the southeast corner of Garvey and Garfield Avenues. This project, which will be the most extensive commercial/condominium mixed-use development in the downtown area, is projected to have over 70,000 square feet of commercial space as well as 109 residential condominium units.
3. The Monterey Views Development Project (North Parcel Phase) was completed with 48 single-family units with the average sale price of 1.2 million dollars each. The increase in assessed valuation will result in substantial revenue to the City's Redevelopment Agency.
4. Directed the implementation of the Shopping Cart Ordinance and fee, which was adopted by City Council to ensure that all retail business owners that have five or more shopping carts available for customer use obtain a shopping cart permit. All retail business owners must implement a plan that prevents customers from removing shopping carts from the premises or a cart retrieval plan to retrieve lost, stolen or abandoned shopping carts.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communication category (#32000) includes Technology internal service charges, \$7,335 and postage, \$1,820.
2. Miscellaneous category (#39000) reflects costs associated with printing and duplication services \$1,300, dues and memberships \$175, and books and subscriptions \$400.



City Manager's Office Organization Chart



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SALARIES					
11200 Permanent Salaries	\$283,189	\$293,340	\$293,340	\$319,670	\$319,670
11300 Part Time Salaries	63,422	77,191	77,191	79,507	79,507
11400 Overtime Salaries	2,568	1,882	1,882	1,928	1,928
11500 Separation Benefits	12,086	18,080	18,080	17,357	17,357
TOTAL	\$361,265	\$390,493	\$390,493	\$418,462	\$418,462
EMPLOYEE BENEFITS					
12200 Life Insurance	\$9,746	\$11,328	\$11,328	\$978	\$978
12300 Medical Insurance	30,817	33,660	33,660	34,032	34,032
12350 Medicare Insurance	2,442	2,588	2,588	5,792	5,792
12370 Part Time Retirement	40	0	456	810	810
12400 Dental Insurance	1,957	2,431	2,431	2,352	2,352
12500 Workers Compensation	1,437	1,509	1,509	1,584	1,584
12600 Retirement	48,303	52,765	52,765	50,394	50,394
12900 Long Term Disability	2,633	2,884	2,884	3,410	3,410
12950 Vision Plan	543	719	719	856	856
TOTAL	\$97,918	\$107,884	\$108,340	\$100,208	\$100,208
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,339	\$4,000	\$4,000	\$4,260	\$4,260
22000 Operating Supplies	558	1,800	1,800	1,890	1,890
31000 Contracted Services	1,230	0	4,707	2,000	2,000
32000 Communications	7,002	7,933	7,933	9,155	9,155
33000 Motor Pool Charges	155	350	397	400	400
37000 Leases & Rentals	2,547	3,700	3,700	3,700	3,700
38000 R/M Contractual	2,221	2,100	2,100	2,100	2,100
39000 Miscellaneous	517	1,875	1,875	1,875	1,875
TOTAL	\$18,569	\$21,758	\$26,512	\$25,380	\$25,380
GRAND TOTAL	\$477,752	\$520,135	\$525,345	\$544,050	\$544,050

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

Proposition A Fund \$502,558
Air Quality Improvement Fund \$42,860
Proposition C Fund \$761,100

DEPARTMENT: City Manager
ACTIVITY: Community Transportation
ACTIVITY NO.: 1202

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$140,125	\$135,104	\$131,644	\$139,058	\$139,058
SERVICES & SUPPLIES	1,108,631	1,125,770	1,133,467	1,167,460	1,167,460
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,248,756	\$1,260,874	\$1,265,111	\$1,306,518	\$1,306,518
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

This activity provides for the local, fixed-route bus system, coordination for regional transit service, recreation outings for youth, senior citizens and residents, and the Employee Transportation Program for City employees. The transportation program supports programs that provide mobility to meet work, school, medical, shopping, recreational, cultural, and social needs, and other transportation-related projects to enhance the quality of life for the community.

The objectives 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 for regional bus service.
- Work with outside agencies to improve regional transportation services.
- Establish and maintain a transportation infrastructure that 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, reduce the demand on employee parking at City Hall, and coordinate travel arrangements to meet individual needs.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Grant Funding			
MTA National Transit Data Reporting Funds	\$104,836	\$111,413	\$118,354
Congressional Transportation Funding			
SAFETEA-LU*			
ELAC Transit Center	\$321,024	\$347,776	\$361,152
Catch Basins at Bus Stops	\$64,205	\$69,555	\$72,230
Fixed-Route Transit:			
Total Passengers	444,611	454,834	463, 931
Passenger per Revenue Service Hour**	23.84	24.39	24.88
Cost per Passenger	\$2.72	\$2.63	\$2.72
Scheduled Specialized Trip Passengers:			
Youth Summer	601	585	600
School Year	146	175	180
Senior Citizen	270	270	270
Employee Transportation Program:			
Average Vehicle Ridership	1.29	1.15	1.30
% of Employees Ridesharing	29%	30%	30%

*SAFETEA-LU federal earmark for FY2006-10 to be approved by the California Transportation Commission.

**Audited FY 2006/07 data of similar local, fixed-route bus services is provided for comparison purposes.

Alhambra	28.35
Baldwin Park Transit	13.60
El Monte	26.55
East LA Shuttle (El Sol)	36.42
Pasadena ARTS Bus	28.54
West Covina	9.26

2008-2009 GOALS AND OBJECTIVES

1. Evaluate the cost efficiency of the Spirit Bus system. Assess the system's ridership, subsidy per passenger, and schedule brochure printing cost.
2. Select a most responsive transit contractor for the Spirit Bus system through a competitive bidding process. Ensure a smooth transition.

2007-2008 MAJOR ACCOMPLISHMENTS

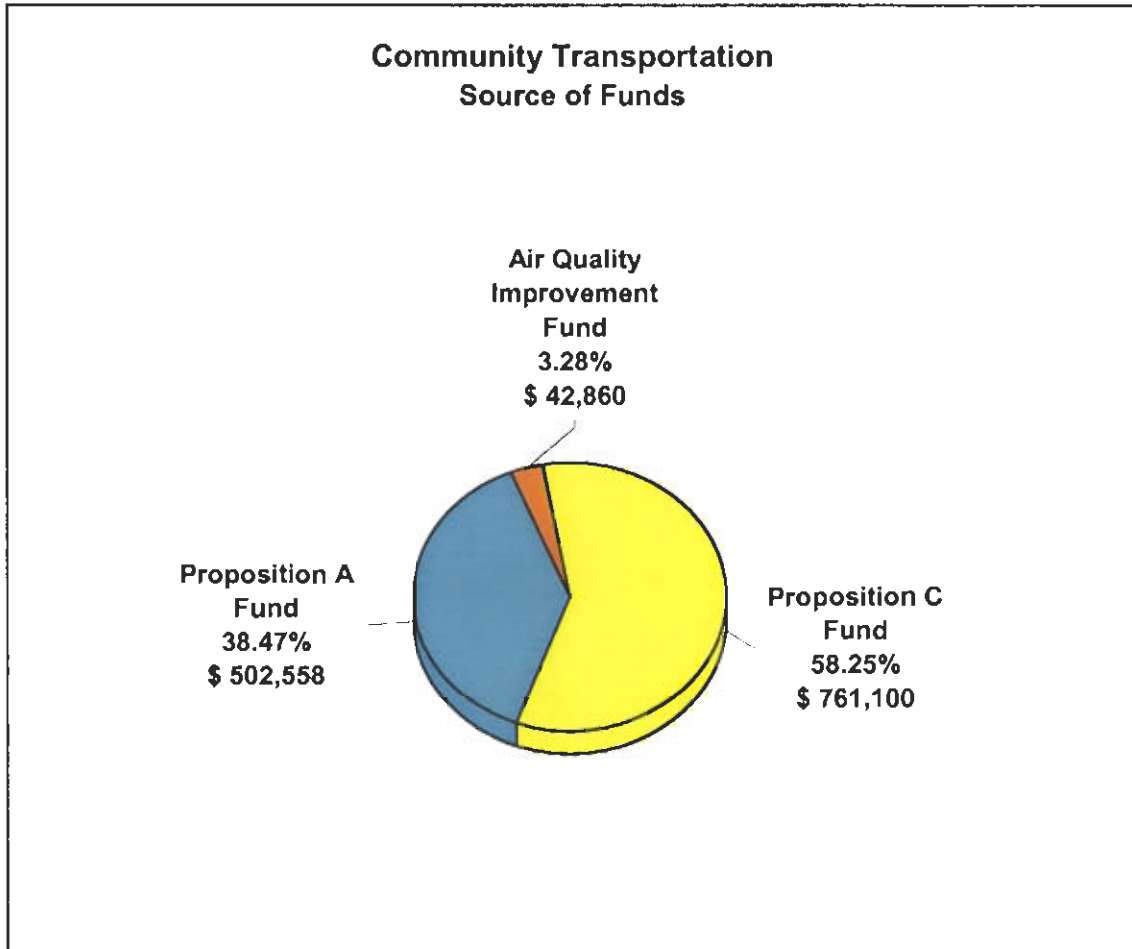
1. Secured a Metro grant to fund replacement of two Dial-A-Ride vehicles. Two Toyota Prius vehicles were purchased. These hybrid vehicles will save the City fuel expenses as well as improve emissions for the region.
2. Completed a pedestrian and vehicular signage study which identifies key attractions within the Downtown corridor/intersections. The City secured a Metro grant to fund the design, production and installation of these directional signs.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$5,860 for Commendations/Awards and \$4,500 for Other Operating Supplies. This category is increased by \$6,000 due to a \$2,500 shift of Rideshare Incentive costs to here and \$3,500 for extending the ArcGIS software user base by one license.
2. Contracted Services category (#31000) includes \$22,000 for charter services for city-sponsored events, \$170,500 for fuel cost for the Spirit Bus system, and \$703,500 for operating cost for the Spirit Bus system. This category is increased by \$25,000 due to higher operating and fuel costs.
3. Motor Pool Charges category (#33000) includes \$1,000 for Conferences & Seminars for transit development and \$4,000 for Community Shuttle Service to the West San Gabriel Valley YMCA. This category is increased by \$750 due to higher conference and seminar fees.
4. Advertising category (#34000) includes \$7,500 for the July 4th firework and \$1,500 for a directional signage study called *Wayfinding*.
5. Miscellaneous category (#39000) includes \$5,500 for Printing/Duplicating and \$31,000 for Dues/Memberships. This category is increased by \$5,000 due to higher membership fees. These fees mainly pay for transportation-related projects done by the San Gabriel Valley Council of Governments.
6. Other Agency Services category (#41000) includes \$27,600 for City's contribution to the California State University, Los Angeles (CSULA) Metrolink Joint Powers Authority

(JPA) for operating and maintaining the facility. This category is increased by \$5,000 due to higher membership fees.

- 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: City Manager

ACTIVITY: Community Transportation

ACTIVITY NO.: 1202

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$81,502	\$72,721	\$72,721	\$75,864	\$75,864
11500 Separation Benefits	3,021	3,616	3,616	4,339	4,339
11700 Rideshare Incentives	34,898	38,460	35,000	36,000	36,000
TOTAL	\$119,421	\$114,797	\$111,337	\$116,203	\$116,203
EMPLOYEE BENEFITS					
12200 Life Insurance	\$180	\$180	\$180	\$180	\$180
12300 Medical Insurance	6,420	7,350	7,350	8,004	8,004
12350 Medicare Insurance	1,227	1,014	1,014	1,100	1,100
12400 Dental Insurance	360	480	480	557	557
12500 Workers Compensation	92	97	97	101	101
12600 Retirement	11,939	10,673	10,673	12,330	12,330
12900 Long Term Disability	300	300	300	396	396
12950 Vision Plan	186	213	213	187	187
TOTAL	\$20,704	\$20,307	\$20,307	\$22,855	\$22,855
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,626	\$4,200	\$4,270	\$10,360	\$10,360
31000 Contracted Services	854,454	870,820	870,820	896,000	896,000
33000 Motor Pool Charges	4,241	4,250	4,250	5,000	5,000
34000 Advertising	8,928	9,000	9,000	9,000	9,000
39000 Miscellaneous	35,137	31,850	35,808	36,500	36,500
41000 Other Agency Serv	20,245	22,650	26,319	27,600	27,600
44000 Misc Financial Serv	183,000	183,000	183,000	183,000	183,000
TOTAL	\$1,108,631	\$1,125,770	\$1,133,467	\$1,167,460	\$1,167,460
GRAND TOTAL	\$1,248,756	\$1,260,874	\$1,265,111	\$1,306,518	\$1,306,518

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

SOURCE OF FUNDS:

General Fund \$332,390
 Retirement Fund \$21,855
 Refuse Fund \$5,000
 CRA Fund \$4,972

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$205,599	\$225,023	\$225,023	\$227,449	\$227,449
SERVICES & SUPPLIES	149,990	54,988	61,923	136,768	136,768
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$355,589	\$280,011	\$286,946	\$364,217	\$364,217
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	4.50	4.50	4.00	4.00

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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
City Website Visitors (Monthly Average)	30,000	35,000	40,000
City Hall Information Desk, # of Volunteers	6	6	6
City Hall Information Desk, # of Public Contacts	8,000	7,000	7,500
Passport Application Processing	677	600	600
General Municipal Election Voter Turnout	March, 2007 28.5%	Not an Election Year	March, 2009 29%

2008-2009 GOALS AND OBJECTIVES

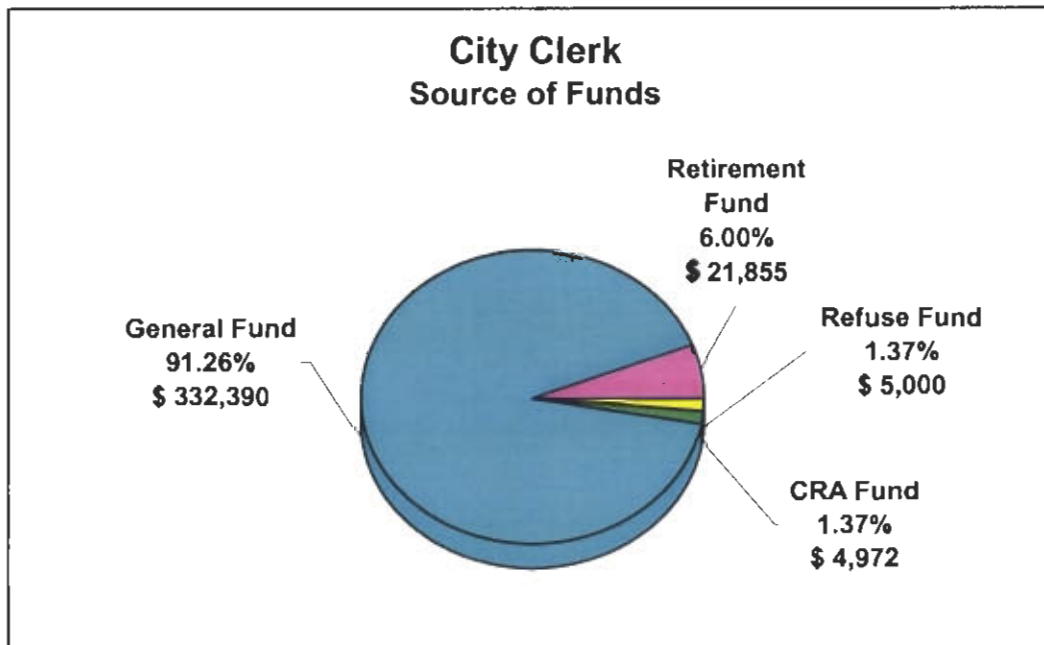
1. Conduct a new marketing effort to promote the passport services and to inform potential clients through the use of street banners, flyers and mailers.
2. Review the current record management procedure with a goal of implementing a record retention schedule for the Clerk's office to be adopted by the City Council.
3. Conduct the General Municipal Election in March 2009 and conduct an outreach effort to register voters and to promote voter education in accordance with the requirements of the U.S. Voting Rights Act.

2007-2008 MAJOR ACCOMPLISHMENTS

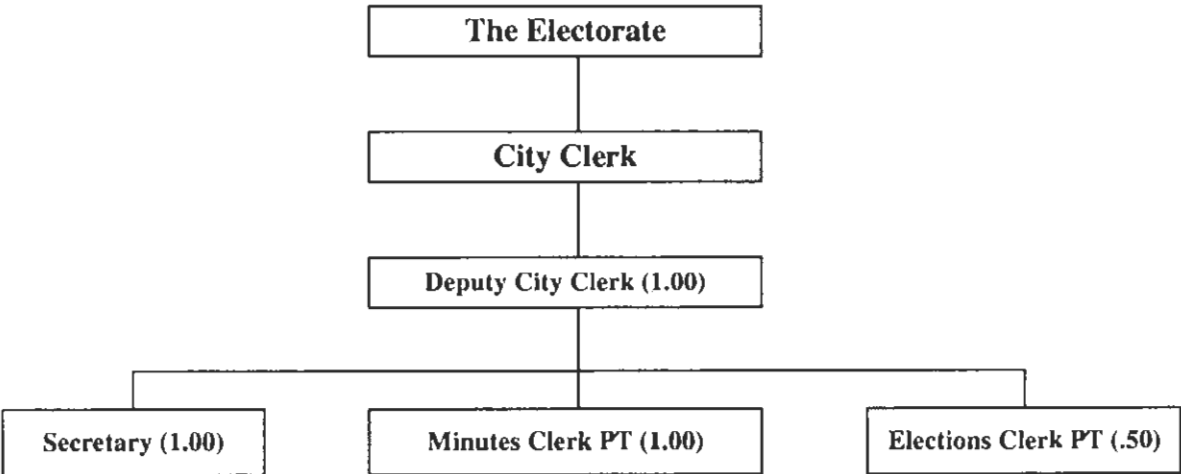
1. Solicited a vendor to provide the service of converting microfiche records into a digital format for accessibility and future retrieval of stored documents via the Internet.
2. Upgraded the Content Management Tool to facilitate the posting of information and graphics on the City website. The upgrade enhances the technical processes for speedy approval and overall updating by individual departments.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) reflects a decrease due to removal of one-time additional minutes clerk hours that were included in FY 2007-08 to help out the City's minutes preparation.
2. Contracted Services category (#31000) reflects increased costs for election services due to increased expenses for translations and printing of election materials. Some of the election costs may be reduced by consolidating with the City of Los Angeles election which will occur at the same time.
3. Communications category (#32000) includes departmental share of the Technology Internal Service Fund charges, \$3,168; postage, \$1,100; and telephone, \$500.



City Clerk's Office Organization Chart



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11100 Elective Salaries	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
11200 Permanent Salaries	104,850	116,335	116,335	125,126	125,126
11300 Part Time Salaries	34,863	42,486	40,986	31,180	31,180
11400 Overtime Salaries	4,631	1,000	2,500	1,000	1,000
11500 Separation Benefits	6,043	7,232	7,232	8,678	8,678
TOTAL	\$156,387	\$173,053	\$173,053	\$171,984	\$171,984
EMPLOYEE BENEFITS					
12200 Life Insurance	\$579	\$560	\$560	\$824	\$824
12300 Medical Insurance	22,954	24,659	24,659	25,968	25,968
12350 Medicare Insurance	2,196	1,713	1,713	1,905	1,905
12370 Part Time Retirement	676	2,971	2,971	692	692
12400 Dental Insurance	1,987	2,241	2,241	2,583	2,583
12500 Workers Compensation	734	770	770	809	809
12600 Retirement	19,033	17,955	17,955	21,355	21,355
12900 Long Term Disability	600	600	600	792	792
12950 Vision Plan	453	501	501	537	537
TOTAL	\$49,212	\$51,970	\$51,970	\$55,465	\$55,465
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,354	\$2,750	\$2,750	\$2,750	\$2,750
22000 Operating Supplies	0	1,000	1,000	1,000	1,000
31000 Contracted Services	111,293	9,500	7,000	92,000	92,000
32000 Communications	4,546	4,238	3,938	4,768	4,768
33000 Motor Pool Charges	97	500	250	250	250
34000 Advertising	12,662	15,000	26,000	15,000	15,000
37000 Leases & Rentals	3,718	3,500	3,500	3,500	3,500
38000 R/M Contractual	8,676	9,500	8,700	8,500	8,500
39000 Miscellaneous	6,644	9,000	8,785	9,000	9,000
TOTAL	\$149,990	\$54,988	\$61,923	\$136,768	\$136,768
GRAND TOTAL	\$355,589	\$280,011	\$286,946	\$364,217	\$364,217

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Treasurer

General Fund \$28,823
Retirement Fund \$1,096

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$21,440	\$27,901	\$27,916	\$29,189	\$29,189
SERVICES & SUPPLIES	711	745	660	730	730
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$22,151	\$28,646	\$28,576	\$29,919	\$29,919
 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
✓ Average Investment Balance	\$40.7 million	\$41.6 million	\$43.0 million
✓ Net Investment Earnings (All City Funds excluding CRA)	\$1,824,930	\$1,777,700	\$1,729,900

2008-2009 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.

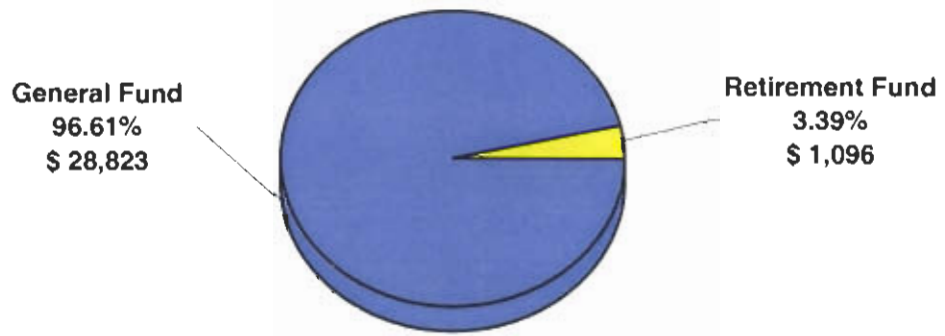
2007-2008 MAJOR ACCOMPLISHMENTS

1. Presented annual City Investment Policy to the City Council in August 2007.
2. Prudent, conservative management of the City's investment portfolio to maximum investment earning during the 2007-2008 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, \$85 and Municipal Treasurers Association, \$95.

**City Treasurer
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11100 Elective Salaries	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$330	\$440	\$440	\$460	\$460
12300 Medical Insurance	12,865	18,948	18,948	19,895	19,895
12350 Medicare Insurance	83	88	88	88	88
12400 Dental Insurance	1,161	1,330	1,330	1,430	1,430
12600 Retirement	830	885	900	1,096	1,096
12950 Vision Plan	171	210	210	220	220
TOTAL	\$15,440	\$21,901	\$21,916	\$23,189	\$23,189
SERVICES & SUPPLIES					
21000 Office Supplies	\$309	\$150	\$100	\$150	\$150
32000 Communications	0	50	50	50	50
33000 Motor Pool Charges	0	50	50	50	50
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	102	195	160	180	180
TOTAL	\$711	\$745	\$660	\$730	\$730
GRAND TOTAL	\$22,151	\$28,646	\$28,576	\$29,919	\$29,919

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Attorney

General Fund \$149,700

Refuse Fund \$61,800

Water Fund \$82,900

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	304,940	285,690	338,400	294,400	294,400
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$304,940	\$285,690	\$338,400	\$294,400	\$294,400
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 contract with Brown, Winfield and Canzoneri, 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:

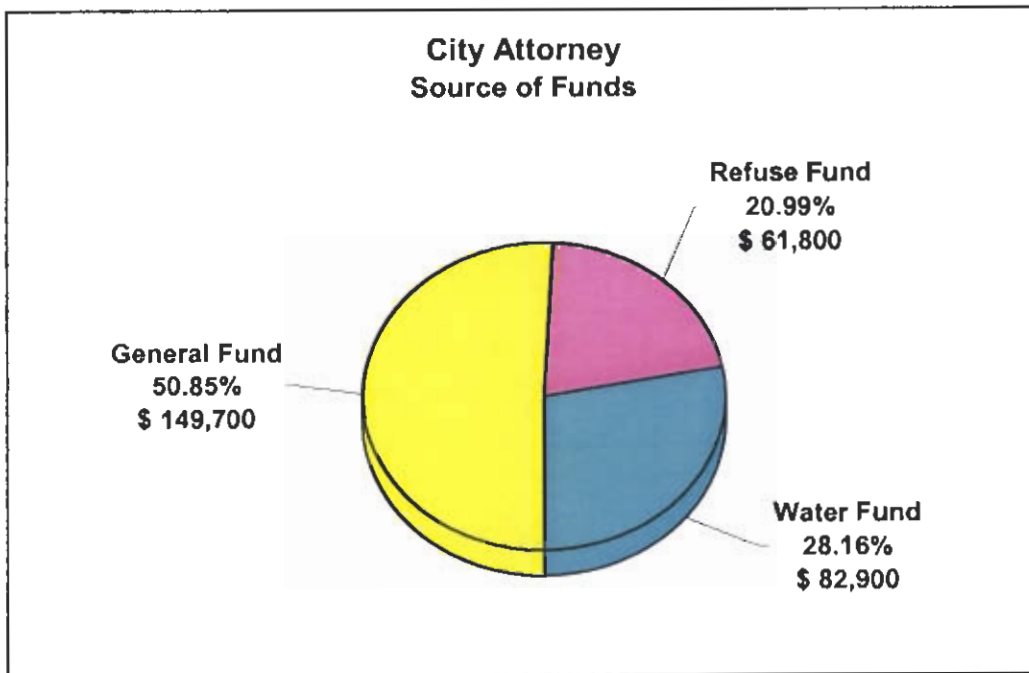
- Provide expert legal advice to the City Council and its committees and commissions, as well as the City Manager, the Library Board of Trustees and all City departments so that policies are established and programs administered according to the legal guidelines established by City, State and Federal 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) includes Brown, Winfield and Canzoneri for general legal services and other firms on an as-needed basis for labor/personnel and municipal code prosecution.

	<u>Adopted 2007-2008</u>	<u>Year-end Estimated 2007-2008</u>	<u>Proposed 2008-2009</u>
General Services: Brown, Winfield & Canzoneri	\$ 185,400	\$ 185,400	\$ 191,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	50,000	103,000	51,500
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions: Various Firms	<u>50,290</u>	<u>50,000</u>	<u>51,900</u>
Total	<u>\$ 285,690</u>	<u>\$338,400</u>	<u>\$294,400</u>



CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SERVICES & SUPPLIES					
31000 Contracted Services	\$304,940	\$285,690	\$338,400	\$294,400	\$294,400
TOTAL	\$304,940	\$285,690	\$338,400	\$294,400	\$294,400
GRAND TOTAL	\$304,940	\$285,690	\$338,400	\$294,400	\$294,400

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CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General Fund \$908,483
 Retirement Fund \$102,136
 Refuse Fund \$344,477
 Water Fund \$489,747
 CRA Fund \$300,241

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$1,298,087	\$1,412,704	\$1,382,152	\$1,503,902	\$1,503,902
SERVICES & SUPPLIES	594,108	658,252	652,633	641,182	641,182
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,892,195	\$2,070,956	\$2,034,785	\$2,145,084	\$2,145,084
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	15.90	15.90	15.90	15.90	15.90

Program Description

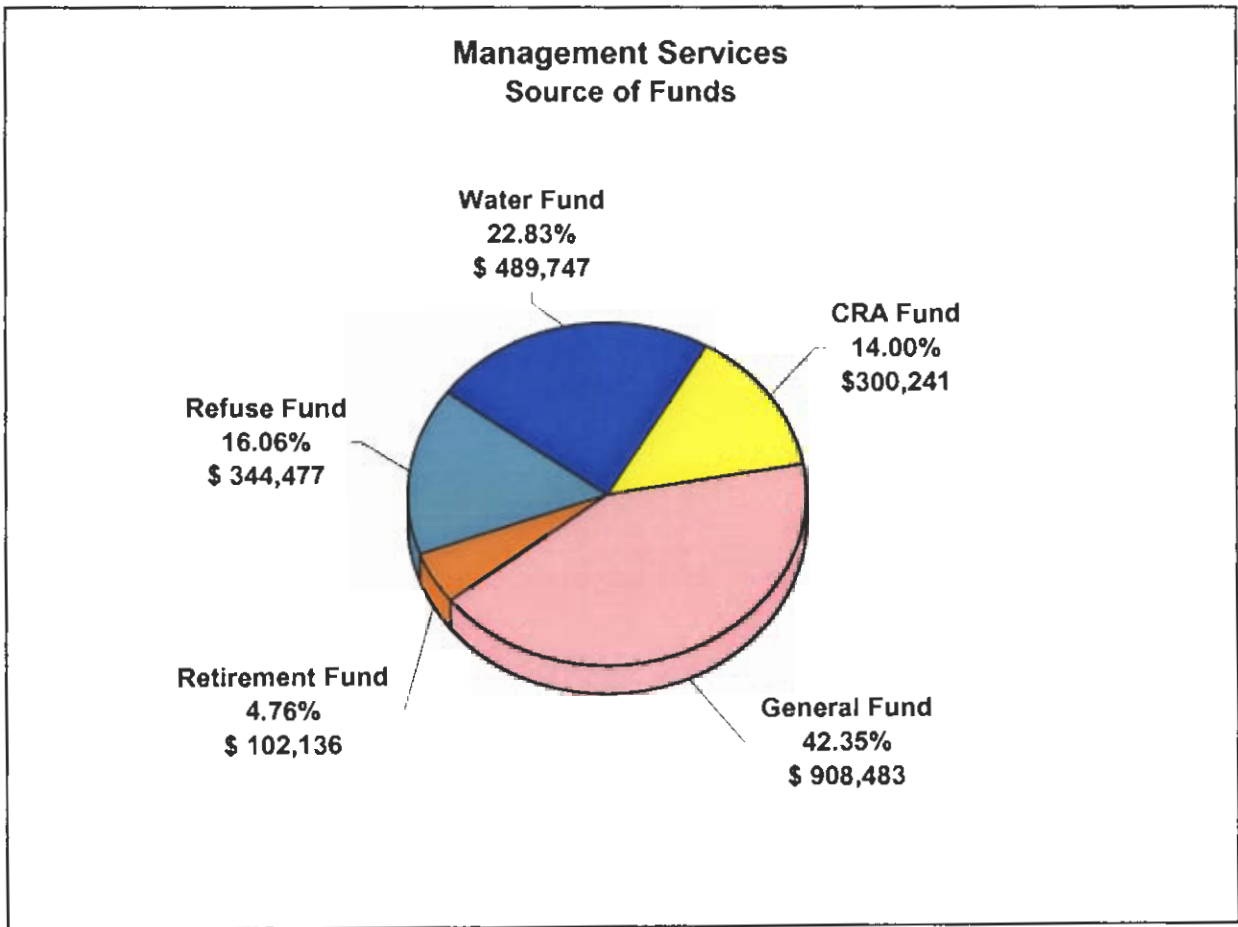
The Management Services Department serves a dual function: supporting other City departments and meeting the direct public service needs of the Monterey Park citizen. Its primary operations include financial services, data processing, support services, and revenue collection.

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.

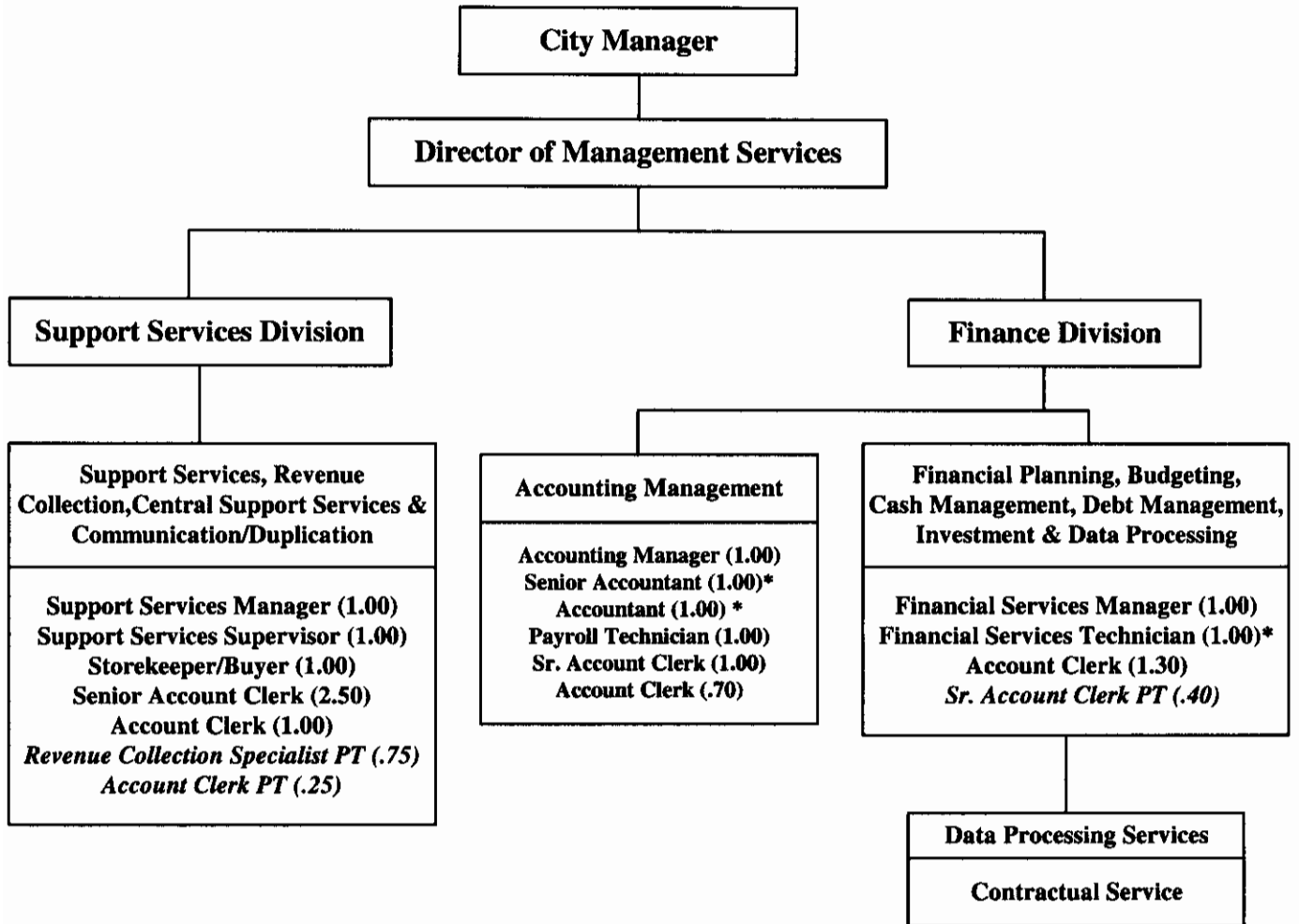
Management Services oversees and maintains the City's data processing function. Current applications, including accounting, assessment, budgeting, licensing, utility billing, and planning, are all on a PC-based network. The Department also provides support to the Citywide personal computer network. In 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.



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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$634,846	\$714,305	\$712,399	\$773,468	\$773,468
SERVICES & SUPPLIES	114,528	122,430	115,108	116,472	116,472
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$749,374</u>	<u>\$836,735</u>	<u>\$827,507</u>	<u>\$889,940</u>	<u>\$889,940</u>
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>

Program Description

The Finance Division is responsible for the financial operations of the City and its redevelopment agency. Financial operations include budgeting, accounts payable, accounts receivable, payroll, financial planning, cash management, debt administration, 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 updates the City's Master Schedule of Fees and Charges 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 also 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 2007-2008</u>	<u>Projected 2008-2009</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.	17	18
✓ Number of years received awards from GFOA for excellence in financing reporting.	19	20

2008-2009 GOALS AND OBJECTIVES

1. Implement the new PC based payroll system including integration with the general ledger system.
2. Comply with Governmental Financial Standard Board (GASB) Statement No. 45 concerning post employment benefit liability disclosure.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Received awards for excellence from (GFOA) and (CSMFO) for the City's 2007-08 Annual Budget and from (GFOA) for the 2006-07 Comprehensive Annual Financial Report.
2. Completed the development and data testing of the new payroll system. The implementation is scheduled to begin in July 2008.
3. Completed an actuarial valuation study for postretirement employment benefits in accordance with GASB 45. The actuarially determined liabilities will be reported in the City's 2007-08 Comprehensive Annual Financial Report.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of annual City audit \$24,500, CRA audit \$7,800, Single audit \$6,350, sales tax audit \$4,600, cost allocation program \$6,350, GASB Statement 45 implementation \$2,000, computer backup tape outside storage \$3,350, and award program application \$1,825.
2. R/M Contractual category (#38000) includes timecard CD-Rom storage services \$3,000, off-site computer tape storage \$3,097, and equipment maintenance \$5,700 for the perforator, copiers, time clocks, and check signer.
3. Miscellaneous category (#39000) consists of Printing/Duplicating \$22,900, Dues & Memberships \$2,000, Books & Subscriptions \$2,300, and Education/Training \$2,800.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$483,281	\$529,720	\$529,720	\$568,494	\$568,494
11300 Part Time Salaries	889	0	0	0	0
11400 Overtime Salaries	3,315	2,200	2,142	1,500	1,500
11500 Separation Benefits	22,960	27,120	27,120	32,544	32,544
TOTAL	\$510,445	\$559,040	\$558,982	\$602,538	\$602,538
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,242	\$1,470	\$1,470	\$1,578	\$1,578
12300 Medical Insurance	36,154	54,660	52,300	56,400	56,400
12350 Medicare Insurance	7,131	6,969	6,969	7,923	7,923
12370 Part Time Retirement	36	0	0	0	0
12400 Dental Insurance	2,491	3,675	3,600	4,440	4,440
12500 Workers Compensation	2,621	2,752	2,752	2,890	2,890
12600 Retirement	70,711	81,840	81,700	92,394	92,394
12900 Long Term Disability	3,021	2,650	3,377	3,965	3,965
12950 Vision Plan	994	1,249	1,249	1,340	1,340
TOTAL	\$124,401	\$155,265	\$153,417	\$170,930	\$170,930
SERVICES & SUPPLIES					
21000 Office Supplies	\$7,145	\$6,980	\$6,980	\$7,000	\$7,000
22000 Operating Supplies	4,200	4,200	4,000	4,200	4,200
31000 Contracted Services	63,381	62,553	57,528	56,775	56,775
32000 Communications	3,454	3,000	3,200	3,500	3,500
37000 Leases & Rentals	2,547	4,200	3,000	3,200	3,200
38000 R/M Contractual	9,186	11,797	11,400	11,797	11,797
39000 Miscellaneous	24,615	29,700	29,000	30,000	30,000
TOTAL	\$114,528	\$122,430	\$115,108	\$116,472	\$116,472
GRAND TOTAL	\$749,374	\$836,735	\$827,507	\$889,940	\$889,940

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	224,950	263,187	258,077	239,342	239,342
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$224,950	\$263,187	\$258,077	\$239,342	\$239,342
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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
✓ Major Programming Projects	2	2	3
✓ Modifications/Enhancements to Existing Programs	5	7	5

2008-2009 GOALS AND OBJECTIVES

1. Complete the citywide software installation and training of the Microsoft Office 2007 by November 2008.
2. Modify the City's budget system including personnel budget based on the new Microsoft Office 2007 software by December 2008. The training of the new budget system is scheduled in January 2009.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed the development of the new payroll system in June 2008.
2. Modified the Service Request Tracking System to include enhanced features that allow City departments to better respond and track requests from citizens.
3. Completed the purchase of Microsoft Office 2007 software and the development of a training plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is the allocated costs for the finance system (i.e. general ledger, accounts payable, payroll, budget, and purchasing) support.
2. Communications category (#32000) reflects the costs for T1 high-speed line connection for the citywide internet service. Amounts for 2007-08 included a one-time contribution to the Data Processing/Technology Internal Service Fund.
3. R/M Contractual category (#38000) includes costs for onsite HP support and equipment maintenance \$13,500, network system support \$40,002, anti-virus and ten servers maintenance \$28,000, and internet equipment and printer maintenance \$8,498.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,998	\$3,550	\$3,550	\$3,550	\$3,550
24000 Small Tools	3,800	4,350	4,350	4,350	4,350
31000 Contracted Services	115,950	120,588	120,588	125,412	125,412
32000 Communications	28,974	39,589	39,589	16,030	16,030
38000 R/M Contractual	73,228	95,110	90,000	90,000	90,000
TOTAL	\$224,950	\$263,187	\$258,077	\$239,342	\$239,342
GRAND TOTAL	\$224,950	\$263,187	\$258,077	\$239,342	\$239,342

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$236,894	\$254,497	\$245,544	\$267,596	\$267,596
SERVICES & SUPPLIES	21,406	25,765	25,765	26,065	26,065
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$258,300</u>	<u>\$280,262</u>	<u>\$271,309</u>	<u>\$293,661</u>	<u>\$293,661</u>
 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>2006-2007</u>	<u>Estimated</u> <u>2007-2008</u>	<u>Projected</u> <u>2008-2009</u>
Business Licenses Issued	5,609	5,650	5,700
Fireworks Permits Issued	21	23	23
Business License Notices of Violations/ Admin. Citations Issued	560	796	850
Utility Bills Mailed (Original and Delinquent)	89,450	89,850	90,000
Customers Paying with Credit Card	5,700	6,600	7,000
Customers Paying with Direct Pay	1,450	1,510	1,600

2008-2009 GOALS AND OBJECTIVES

1. Evaluate feasibility of an online payment process for collection of utility bill payments. This would provide customers with a convenient payment option as well as assist City staff in processing the high volume of utility bill remittances.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed the handheld water meter reading equipment and software upgrade, which improved the efficiency and accuracy of the water meter uploading, downloading, and reading process for use in conjunction with the utility billing process.
2. Completed evaluation of an integrated online business license system. Based on this study, Staff determined that either an additional subsystem or a new business license program is required to implement this feature.

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 \$4,000 for cash register system maintenance, \$9,500 for business license program maintenance, \$2,300 for utility bill scanner programming software maintenance, and \$100 for typewriter 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 \$500 for education and training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$139,687	\$148,357	\$144,004	\$149,823	\$149,823
11300 Part Time Salaries	38,567	40,071	41,151	41,398	41,398
11400 Overtime Salaries	69	0	0	0	0
11500 Separation Benefits	6,888	8,244	7,214	9,893	9,893
TOTAL	\$185,211	\$196,672	\$192,369	\$201,114	\$201,114
EMPLOYEE BENEFITS					
12200 Life Insurance	\$523	\$545	\$789	\$641	\$641
12300 Medical Insurance	19,108	22,415	19,104	24,858	24,858
12350 Medicare Insurance	2,163	2,303	2,031	2,959	2,959
12400 Dental Insurance	1,181	1,447	1,387	1,916	1,916
12500 Workers Compensation	956	1,003	878	1,054	1,054
12600 Retirement	26,109	28,737	27,318	33,063	33,063
12900 Long Term Disability	1,324	1,010	1,362	1,645	1,645
12950 Vision Plan	319	365	306	346	346
TOTAL	\$51,683	\$57,825	\$53,175	\$66,482	\$66,482
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,295	\$1,350	\$1,350	\$1,350	\$1,350
22000 Operating Supplies	346	600	600	600	600
24000 Small Tools	687	1,050	1,050	1,050	1,050
31000 Contracted Services	0	500	500	500	500
32000 Communications	3,894	2,215	2,215	2,215	2,215
38000 R/M Contractual	10,471	15,900	15,900	15,900	15,900
39000 Miscellaneous	4,713	4,150	4,150	4,450	4,450
TOTAL	\$21,406	\$25,765	\$25,765	\$26,065	\$26,065
GRAND TOTAL	\$258,300	\$280,262	\$271,309	\$293,661	\$293,661

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$264,118	\$273,179	\$256,216	\$287,816	\$287,816
SERVICES & SUPPLIES	25,044	21,924	21,276	22,228	22,228
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$289,162</u>	<u>\$295,103</u>	<u>\$277,492</u>	<u>\$310,044</u>	<u>\$310,044</u>
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	<u>3.59</u>	<u>3.59</u>	<u>3.59</u>	<u>3.59</u>	<u>3.59</u>

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>2006-2007</u>	<u>Estimated</u> <u>2007-2008</u>	<u>Projected</u> <u>2008-2009</u>
Purchase Orders Issued	1,610	1,625	1,650
Requisitions Processed	2,415	2,430	2,500
Number of Formal Bids	20	19	20
Cooperative Purchases with other Governmental Agencies	20	30	25
In-City Purchases	\$1,133,500	\$1,280,000	\$1,350,000

2008-2009 GOALS AND OBJECTIVES

1. Set up purchase orders and agreements with local vendors to ensure critical supplies can be acquired promptly during emergency incidents.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Identified local vendors who are willing to supply the City on a "rush" basis when the Emergency Operations Center has been activated.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects postage for mailing purchase orders and correspondence \$1,680.
2. Motor Pool category (#33000) reflects the division's vehicle operation and maintenance charges \$5,348.
3. R&M Machinery/Equipment category (#38000) reflects maintenance of copier, printers, and the replacement of calculators and two personal computers.
4. Miscellaneous category (#39000) reflects \$2,000 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$169,663	\$177,927	\$170,555	\$182,518	\$182,518
11300 Part Time Salaries	33,457	26,880	26,879	27,687	27,687
11400 Overtime Salaries	254	1,500	1,539	1,500	1,500
11500 Separation Benefits	9,638	11,535	10,094	13,842	13,842
TOTAL	\$213,012	\$217,842	\$209,067	\$225,547	\$225,547
EMPLOYEE BENEFITS					
12200 Life Insurance	\$501	\$519	\$523	\$619	\$619
12300 Medical Insurance	19,375	22,567	19,358	24,337	24,337
12350 Medicare Insurance	1,743	1,204	1,486	1,680	1,680
12370 Part Time Retirement	1,470	1,070	1,070	1,102	1,102
12400 Dental Insurance	1,149	1,531	1,320	1,854	1,854
12500 Workers Compensation	959	1,007	881	1,057	1,057
12600 Retirement	24,386	26,113	20,919	29,692	29,692
12900 Long Term Disability	1,221	957	1,282	1,533	1,533
12950 Vision Plan	302	369	310	395	395
TOTAL	\$51,106	\$55,337	\$47,149	\$62,269	\$62,269
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,035	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	448	600	600	600	600
24000 Small Tools	666	1,000	1,000	1,000	1,000
32000 Communications	1,777	1,680	1,680	1,680	1,680
33000 Motor Pool Charges	4,892	5,044	4,396	5,348	5,348
37000 Leases & Rentals	1,825	2,600	2,600	2,600	2,600
38000 R/M Contractual	10,560	5,600	5,600	5,600	5,600
39000 Miscellaneous	2,841	3,400	3,400	3,400	3,400
TOTAL	\$25,044	\$21,924	\$21,276	\$22,228	\$22,228
GRAND TOTAL	\$289,162	\$295,103	\$277,492	\$310,044	\$310,044

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$162,229	\$170,723	\$167,993	\$175,022	\$175,022
SERVICES & SUPPLIES	208,180	224,946	232,407	237,075	237,075
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$370,409	\$395,669	\$400,400	\$412,097	\$412,097
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.78	1.78	1.78	1.78	1.78

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.
- Compile quarterly vehicle maintenance and operation information for Proposition A reimbursements for Spirit Buses and Dial-A-Ride vehicles.
- Coordinate maintenance services to City departments for their satellite copiers.
- Maintain the City's telephone system.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2006-2007</u>	<u>Estimated</u> <u>2007-2008</u>	<u>Projected</u> <u>2008-2009</u>
Copies Reproduced - Citywide	4,300,000	4,200,000	4,150,000
Presort Mail Handled	495,000	516,000	520,000
Presort Savings	\$24,750	\$25,800	\$26,000

2008-2009 GOALS AND OBJECTIVES

1. Identify various reports that can be created and transmitted to departments in electronic format to reduce the department's printing costs.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Upgraded the City's telephone system and to software allowing it to accommodate new extensions, new locations, and provides more reliability to ensure that critical lines for the City, including Police and Fire, remain operational.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$34,150 for City Hall telephone services, \$2,769 for postage and \$33,856 contributions to City's Data Processing/Technology Internal Services fund. The 2007-2008 budget included a one-time \$15,000 for the phone system upgrade.
2. Utilities category (#36000) is for the City Hall utility costs, which include \$101,000 for electricity and \$2,800 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 \$24,000 for postage meter equipment (meter, scale, scanner, and computer), \$8,500 for black & white and color copiers, \$3,000 for binding machines, \$5,800 for large folder/inserters, \$7,000 for utility bill folder/inserters, \$3,200 for auto booklet stapler, and \$2,800 for scanner and computer.
4. Miscellaneous category (#39000) reflects costs for allocated printing and duplicating, \$1,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$107,599	\$114,238	\$113,533	\$113,756	\$113,756
11300 Part Time Salaries	22,739	19,425	19,425	20,008	20,008
11400 Overtime Salaries	68	500	251	250	250
11500 Separation Benefits	4,623	5,532	5,532	6,638	6,638
TOTAL	\$135,029	\$139,695	\$138,741	\$140,652	\$140,652
EMPLOYEE BENEFITS					
12200 Life Insurance	\$273	\$300	\$278	\$333	\$333
12300 Medical Insurance	7,504	10,456	7,740	11,166	11,166
12350 Medicare Insurance	781	581	1,172	1,074	1,074
12370 Part Time Retirement	910	777	777	800	800
12400 Dental Insurance	552	733	604	859	859
12500 Workers Compensation	446	468	468	491	491
12600 Retirement	15,756	17,031	17,220	18,490	18,490
12900 Long Term Disability	799	465	821	952	952
12950 Vision Plan	179	217	172	205	205
TOTAL	\$27,200	\$31,028	\$29,252	\$34,370	\$34,370
SERVICES & SUPPLIES					
21000 Office Supplies	\$12,906	\$5,900	\$5,900	\$5,900	\$5,900
22000 Operating Supplies	812	750	750	750	750
24000 Small Tools	394	550	550	550	550
32000 Communications	61,803	80,132	80,132	70,775	70,775
36000 Utilities	77,309	82,314	89,775	103,800	103,800
37000 Leases & Rentals	22,456	22,300	22,300	22,300	22,300
38000 R/M Contractual	32,500	32,000	32,000	32,000	32,000
39000 Miscellaneous	0	1,000	1,000	1,000	1,000
TOTAL	\$208,180	\$224,946	\$232,407	\$237,075	\$237,075
GRAND TOTAL	\$370,409	\$395,669	\$400,400	\$412,097	\$412,097

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

SOURCE OF FUNDS:

General Fund \$443,300
 Retirement Fund \$56,399
 General Liability Fund \$44,178
 Public Safety Impact Fund \$11,650
 Workers' Compensation Fund \$48,998
 Water Fund \$249,500
 CRA Fund \$90,400

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$531,438	\$602,423	\$603,954	\$659,595	\$659,595
SERVICES & SUPPLIES	267,447	275,364	325,882	284,830	284,830
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$798,885	\$877,787	\$929,836	\$944,425	\$944,425
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.00	 6.00	 6.00	 6.00	 6.00

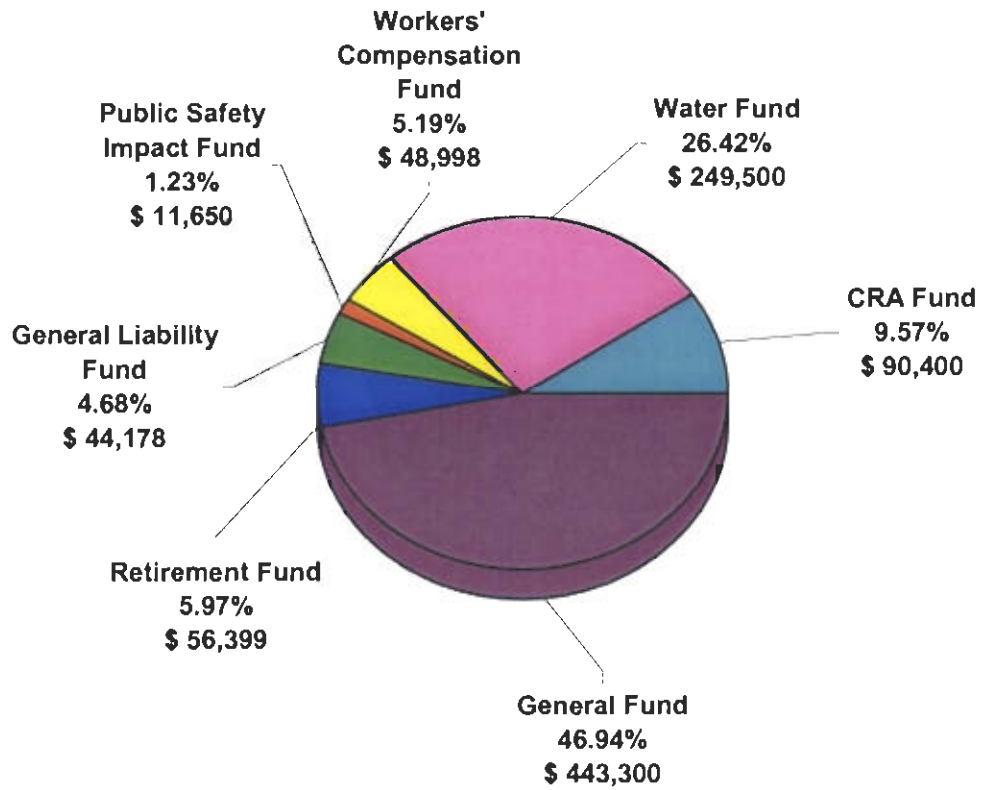
Program Description

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.

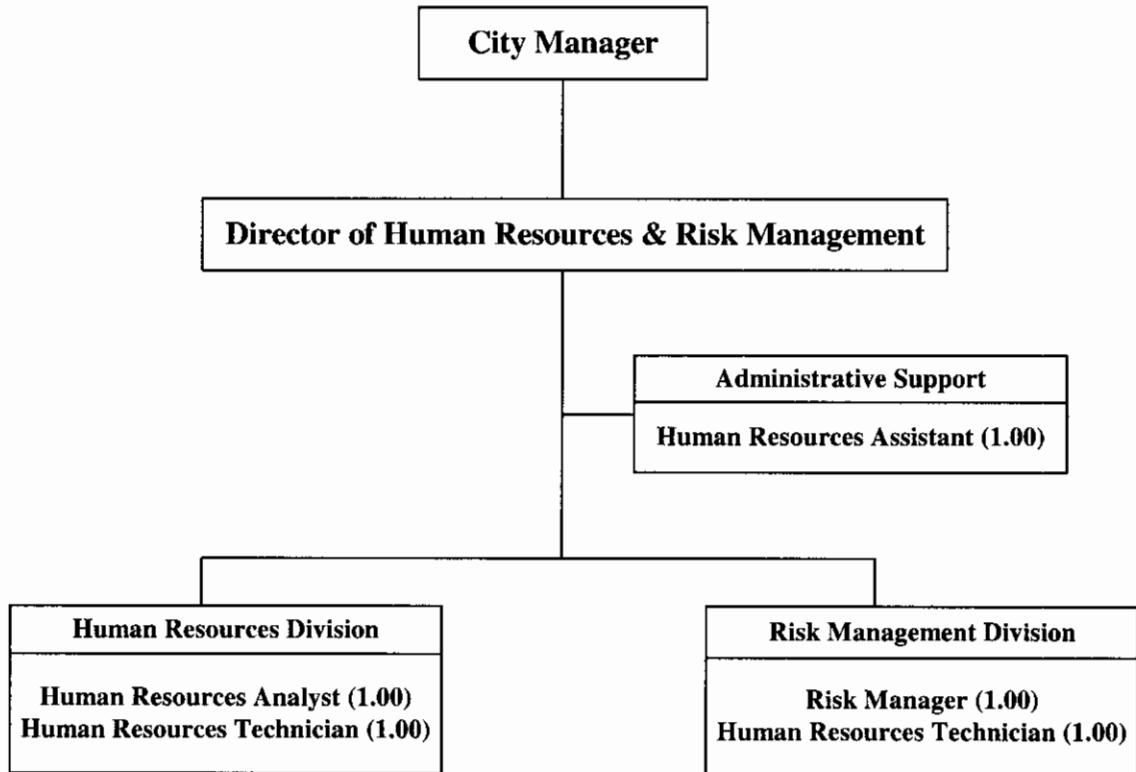
The Human Resources Division is the core of the City's employment and training operations. It provides centralized recruitment and selection, compensation administration, job classification, benefits administration, employment records management, employer/employee relation's administration, employee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

Human Resources Source of Funds



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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$311,108	\$345,754	\$347,276	\$378,249	\$378,249
SERVICES & SUPPLIES	199,042	160,674	219,788	163,633	163,633
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$510,150	\$506,428	\$567,064	\$541,882	\$541,882
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.60	 3.60	 3.60	 3.60	 3.60

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>Estimated</u>	<u>Projected</u>
<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
13.5%	5.4%	4.0%

Number of Employee Separations by Department

	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
City Manager	1	1	0
City Clerk	0	0	0
Development Services	4	3	1
Economic Development	1	0	0
Fire	5	1	2
Human Resources	0	0	0

Library	7	1	1
Management Services	1	1	0
Police	13	5	4
Public Works	8	5	4
Recreation and Parks	<u>7</u>	<u>2</u>	<u>2</u>
TOTAL	47	19	14

Other Program Measurements

	<u>Actual 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Total Number of Budgeted Full-Time Positions	348	351	351
Total Number of Competitive Service Positions Filled	45	30	10
Total Number of Promotions	22	12	5
Examinations Administered	46	34	25
Total Number of Applications Processed	937	1,127	900
Number of Seasonal, Part-time, Limited Term Employee Appointments	112	33	25

2008-2009 GOALS AND OBJECTIVES

1. Conduct two orientation sessions for new employees including a tour of all City facilities (i.e. Langley Center, Delta water facility, Jail, Fire Department, etc).
2. Schedule quarterly employee information meetings on Health Benefits (i.e. deferred compensation, medical, dental, Employee Assistant Program and vision).
3. Commence and conclude M.O.U. negotiations with the Monterey Park Firefighters' Association. The current contract expires June 30, 2009.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Maintained compliance with AB1825 and conducted Sexual Harassment Training for all newly appointed supervisors. AB1825/Sexual Harassment Prevention training was provided through the City's participation in the San Gabriel Valley Training

Consortium in September. The HR Director attended re-certification training as a qualified trainer and additional sessions are scheduled throughout the year.

2. Scheduled quarterly employee information meetings on Health Benefits (i.e. deferred compensation, medical, dental, Employee Assistance Program and vision). Health & Wellness workshops included an 8-week walking program, Managing Personal Finances seminar and nutrition workshops in May 2008. Teambuilding workshop for Library staff scheduled for April 2008.
3. Commenced and concluded M.O.U. negotiations with the City's General Employees' Bargaining Unit represented by the S.E.I.U. Local 347 and the City's Mid-Management Employees represented by the Monterey Park Mid-Management Association. These contracts each expire June 30, 2011.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services (#31000) includes \$25,000 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 \$10,800 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.
2. Motor Pool Charges (#33000) reflects \$400 to provide professional and certification training for HR Department personnel and \$2,000 for Motor Pool Charges.
3. Miscellaneous category (#39000) includes \$3,300 for printing and duplicating costs associated with department forms, employment announcement, application forms and various Memoranda of Understanding (MOU); \$1,850 for membership dues; \$50 for professional publications; \$12,000 for pre-employment expenses relating to testing and candidate backgrounds and mandated fingerprinting current and future volunteers assigned to the Police Department; and, \$45,000 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$227,265	\$258,715	\$258,714	\$276,216	\$276,216
11300 Part Time Salaries	7,720	0	7,800	0	0
11500 Separation Benefits	10,876	13,018	13,018	15,622	15,622
TOTAL	\$245,861	\$271,733	\$279,532	\$291,838	\$291,838
EMPLOYEE BENEFITS					
12200 Life Insurance	\$756	\$911	\$911	\$911	\$911
12300 Medical Insurance	22,086	27,414	27,414	30,132	30,132
12350 Medicare Insurance	3,555	3,491	3,491	4,008	4,008
12370 Part Time Retirement	192	0	245	0	0
12400 Dental Insurance	1,231	1,572	1,572	2,160	2,160
12500 Workers Compensation	674	708	708	743	743
12600 Retirement	33,697	37,973	31,226	44,893	44,893
12900 Long Term Disability	2,385	1,185	1,410	2,753	2,753
12950 Vision Plan	671	767	767	811	811
TOTAL	\$65,247	\$74,021	\$67,744	\$86,411	\$86,411
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,782	\$2,100	\$3,800	\$3,800	\$3,800
22000 Operating Supplies	5,064	8,700	11,314	10,300	10,300
24000 Small Tools	309	0	0	0	0
31000 Contracted Services	101,392	65,790	119,590	60,000	60,000
32000 Communications	8,965	8,406	8,406	9,187	9,187
33000 Motor Pool Charges	628	2,060	2,060	2,400	2,400
34000 Advertising	7,753	3,600	7,500	5,066	5,066
37000 Leases & Rentals	1,825	2,000	2,000	2,000	2,000
38000 R/M Contractual	8,172	8,428	8,428	8,680	8,680
39000 Miscellaneous	61,152	59,590	56,690	62,200	62,200
TOTAL	\$199,042	\$160,674	\$219,788	\$163,633	\$163,633
GRAND TOTAL	\$510,150	\$506,428	\$567,064	\$541,882	\$541,882

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$220,330	\$256,669	\$256,678	\$281,346	\$281,346
SERVICES & SUPPLIES	68,405	114,690	106,094	121,197	121,197
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$288,735	\$371,359	\$362,772	\$402,543	\$402,543
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.40	 2.40	 2.40	 2.40	 2.40

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 \$50 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.). Worker's 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 administer the City's Unemployment Insurance claims.

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
GENERAL GOVERNMENT	0	3	2
POLICE	8	10	7
FIRE	1	1	0
LIBRARY	0	0	0
MANAGEMENT SERVICES	0	0	0
RECREATION & PARKS	8	4	4
HUMAN RESOURCES	0	0	0
DEVELOPMENT SERVICES	0	1	0
PUBLIC WORKS	<u>27</u>	<u>8</u>	<u>6</u>
TOTAL	44	27	19

INCURRED* COSTS OF LIABILITY CLAIMS

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
GENERAL GOVERNMENT	0	1,500	1,000
POLICE	94,832	26,660	25,000
FIRE	264	1,000	0
LIBRARY	0	0	0
MANAGEMENT SERVICES	0	0	0
RECREATION & PARKS	77,910	38,627	25,000
HUMAN RESOURCES	0	0	0
DEVELOPMENT SERVICES	0	1,000	0
PUBLIC WORKS	<u>613,498.</u>	<u>190,000</u>	<u>125,000</u>
TOTAL	786,504*	258,727*	176,000

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

In 2006/07 there were three large claims associated with sewer back-ups into private residential and commercial structures and in 2007/08 one sewer back up claim.*

WORKERS' COMPENSATION CLAIMS FILED

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-2009</u>
GENERAL EMPLOYEES	3	2	2
POLICE	21	28	20
FIRE	22	12	8
PUBLIC WORKS	8	12	10
LIBRARY	0	1	0
RECREATION & PARKS	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL*	58	59	44

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

INCURRED COSTS OF WORKERS' COMPENSATION CLAIMS

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
GENERAL EMPLOYEES	12,742	1,000	1,500
POLICE	89,457	250,000	175,000
FIRE	511,021	242,880	175,000
PUBLIC WORKS	74,834	50,000	40,000
LIBRARY	0	13,000	0
RECREATION & PARKS	<u>24,195</u>	<u>10,000</u>	<u>10,000</u>
TOTAL	712,249	566,880	401,500

2008-2009 GOALS & OBJECTIVES

1. Update the City's Blood Borne Pathogens Plan.
2. Institute a Heat Illness Prevention Plan and provide training for all impacted departments and personnel.
3. Obtain a grant from the ICRMA to use in providing safety training to all City departments and continue to include other cities for cost savings through cost sharing.

2007-2008 MAJOR ACCOMPLISHMENTS

1. 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. City obtained a dividend reimbursement of \$24,780 from ICRMA for savings in the liability insurance program.
3. Instituted a citywide employee identification card program complete with card generating software and printer from a grant obtained through the ICRMA.
4. Implemented Accident Review Board policies and procedures to investigate non-safety vehicles accidents.
5. On March 1, 2008 the City began participation in a pilot program with the ICRMA to provide injured employees immediate 24-hour access to a nurse professional following any industrial injury.
6. Selected Third Party Administrator to administer the City's Department of Transportation Drug Testing Program.
7. Employee training workshops completed on: forklift operation, behavioral driver training, asbestos pipe identification and removal, defensive driver training, hearing conservation, workers compensation claims processing and tracking, Department of Transportation reasonable suspicion training for supervisors.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Insurance category (#35000) includes premium costs for property coverage \$92,889; Auto Physical Damage \$11,000 and employee fidelity bond \$6,500.
2. Miscellaneous category (#39000) includes \$500 for printing & duplicating costs associated with printing and duplicating safety related publications for distribution to employees; \$300 for membership dues; \$600 for mandated Federal and State posters and professional publications; and \$300 for safety training services including materials.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$167,789	\$193,571	\$193,571	\$207,503	\$207,503
11500 Separation Benefits	7,251	8,678	8,678	10,414	10,414
TOTAL	\$175,040	\$202,249	\$202,249	\$217,917	\$217,917
EMPLOYEE BENEFITS					
12200 Life Insurance	\$454	\$607	\$607	\$607	\$607
12300 Medical Insurance	13,670	18,276	18,285	20,087	20,087
12350 Medicare Insurance	2,572	2,617	2,617	3,010	3,010
12400 Dental Insurance	774	1,152	1,152	1,440	1,440
12500 Workers Compensation	1,957	2,055	2,055	2,158	2,158
12600 Retirement	23,922	28,410	28,410	33,715	33,715
12900 Long Term Disability	1,540	790	790	1,836	1,836
12950 Vision Plan	401	513	513	576	576
TOTAL	\$45,290	\$54,420	\$54,429	\$63,429	\$63,429
SERVICES & SUPPLIES					
21000 Office Supplies	\$111	\$100	\$100	\$283	\$283
22000 Operating Supplies	37	50	50	1,250	1,250
24000 Small Tools	3,072	0	0	1,500	1,500
31000 Contracted Services	5	5,000	5,000	4,200	4,200
32000 Communications	557	400	400	400	400
33000 Motor Pool Charges	372	1,375	1,475	1,475	1,475
35000 Insurance	62,126	106,465	96,792	110,389	110,389
39000 Miscellaneous	2,125	1,300	2,277	1,700	1,700
TOTAL	\$68,405	\$114,690	\$106,094	\$121,197	\$121,197
GRAND TOTAL	\$288,735	\$371,359	\$362,772	\$402,543	\$402,543

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:
 General Fund \$1,278,247
 Retirement Fund \$171,104
 CRA Fund \$250,265
 CDBG Grant \$228,229

DEPARTMENT: Development Services

REVENUES:

ACTIVITY: Development Services

General Fund \$929,500

ACTIVITY NO.: 1700

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$1,350,326	\$1,559,067	\$1,403,125	\$1,699,118	\$1,699,118
SERVICES & SUPPLIES	270,576	230,960	229,698	228,727	228,727
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,620,902	\$1,790,027	\$1,632,823	\$1,927,845	\$1,927,845
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 17.00	 18.00	 18.00	 18.00	 18.00

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. And this year will begin monitoring and enforcing the recently adopted MPMC Chapter 9.74 commonly known as the Shopping Cart Ordinance.

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	64,434 residents*

*California Department of Finance

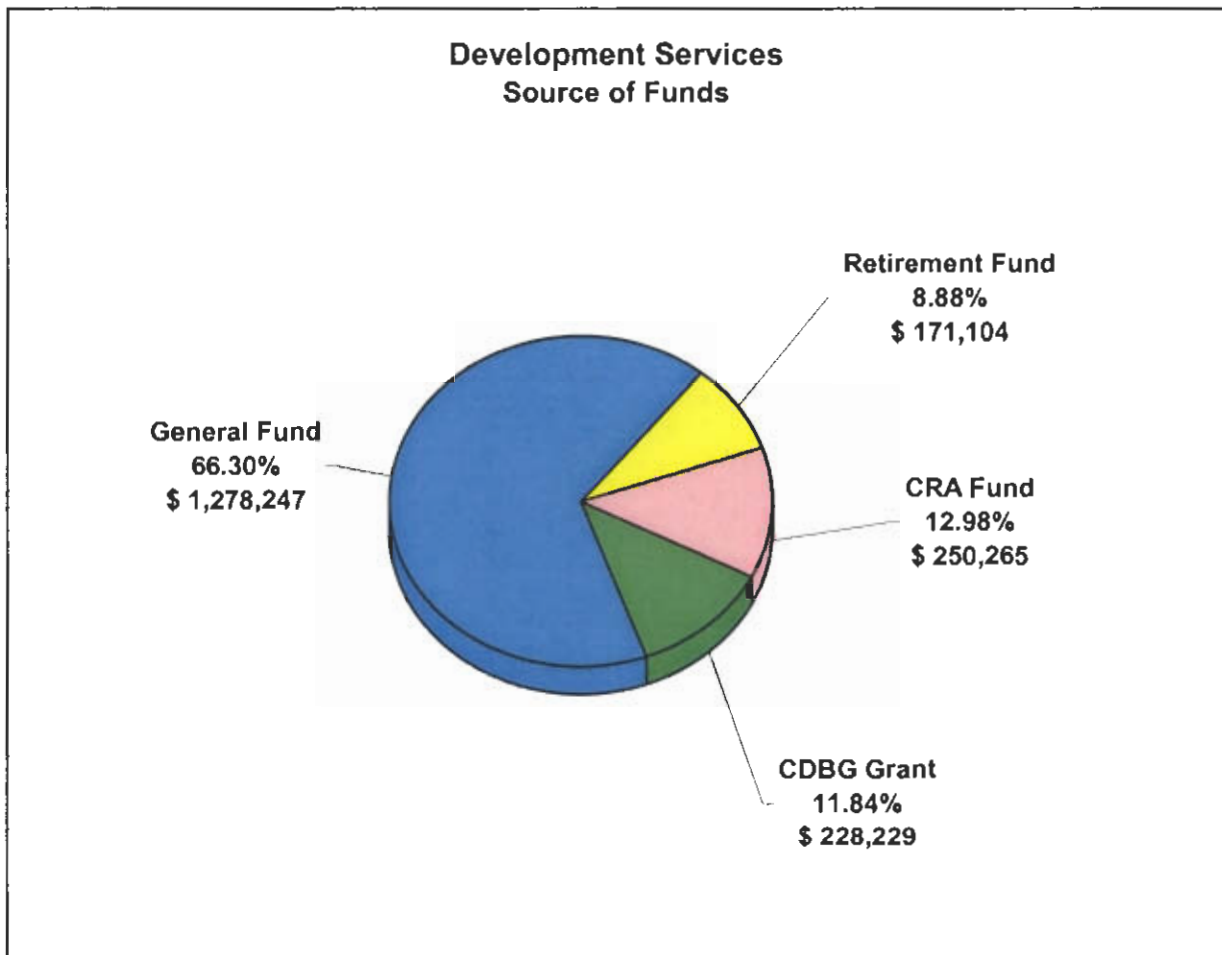
Zoning:

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)	

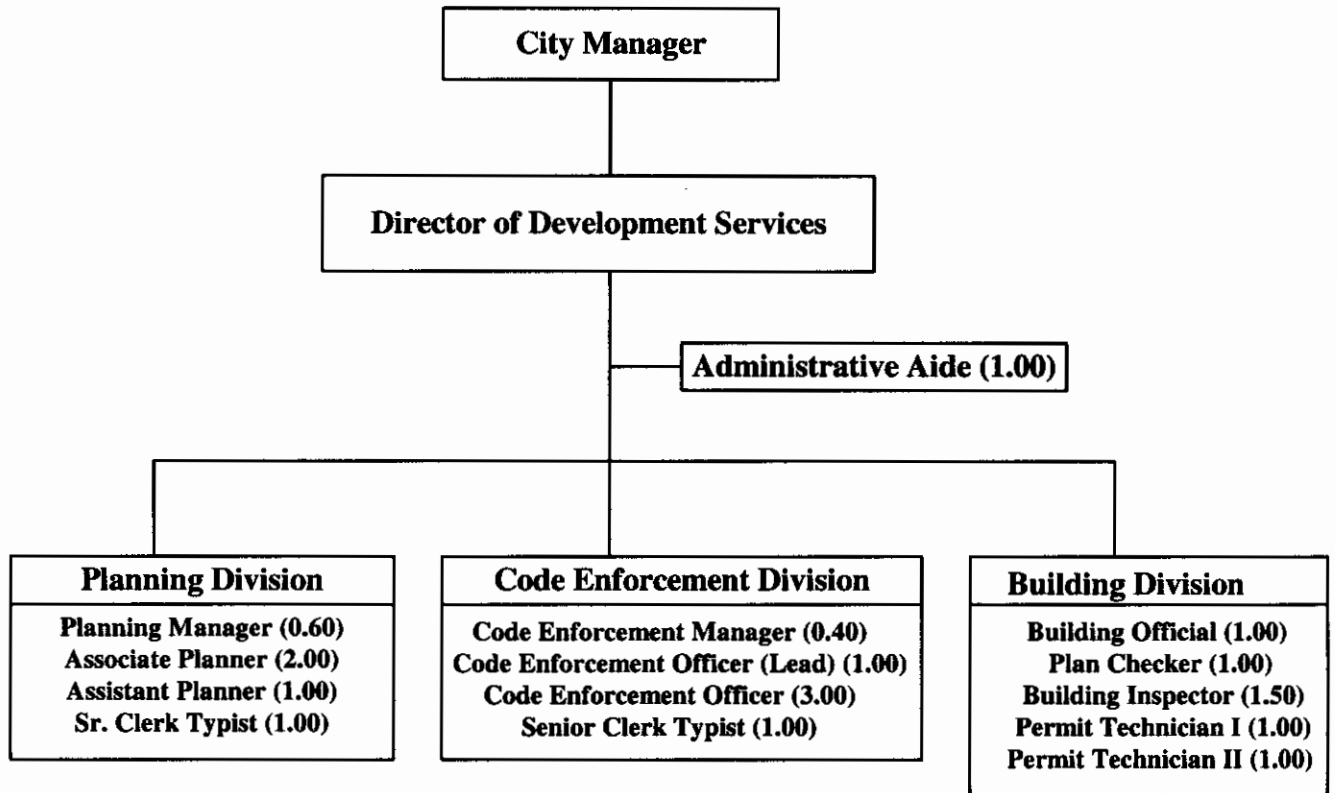
The Department is charged with the responsibility of reviewing and periodically updating the City's General Plan, the Zoning Ordinance, along with the various development standards with the ultimate goal of providing a solid foundation for the overall development of the City.

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.



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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$405,507	\$513,023	\$378,394	\$499,401	\$499,401
SERVICES & SUPPLIES	89,420	22,320	30,580	23,914	23,914
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$494,927	 \$535,343	 \$408,974	 \$523,315	 \$523,315
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.68	 5.68	 5.68	 5.27	 5.27

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> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Civic District Review	0	0	0
Code Amendments	3	4	2
Conditional Use Permits	16	15	20
General Plan Amendments	1	2	2
Modification to Specific Plan	1	2	2
Parcel Maps	5	12	14
Precise Plan Related	1	3	3
Radius Map/Mailing	26	34	40
Specific Plan Amendments	0	1	2
Tentative Tract Maps	1	3	5
Time Extensions	6	18	10
Variances	4	2	2
Zone Changes	0	1	2
CEQA			
Environmental Impact Reports	0	1	1
Negative Declarations	26	5	5
Categorical Exemptions	25	58	50

DESIGN REVIEW

Signs	10	15	20
Remodels, No increase of floor area	1	4	10
Remodels, Increase of floor area	0	1	1
New Construction < 10,000 SF	2	4	6
New Construction > 10,000 SF	5	4	6
Landscaping	5	6	10
Single Family Residential	9	8	10

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	134	180	170
Minor Departure	6	8	10
Second Units	0	2	2
Site Plan Review	4	8	15
Temporary Use Permits	17	30	30
Traffic/Parking Study	1	3	3
Yard Sales	363	350	370

PLAN CHECK

Process within 72 hours	99.8%	100%	100%
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2008-2009 GOALS AND OBJECTIVES

1. Revise the comprehensive Zoning Ordinance to streamline the development process, consolidate various land use districts, refine development standards, and provide flexibility in type of land uses allowed in the various land use districts, by December 2008.
2. Update the mandatory Housing Element of the General Plan and receive City Council approval and certification by the State Housing and Community Development Department, by September 2008.
3. Amend the North Atlantic, Mid-Atlantic, South Garfield and Garvey/Garfield Specific Plans that were adopted by City Council in the 1980s which outline the planning goals along Atlantic Boulevard, Garfield and Garvey Avenues, by June 2009.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed the preparation and processing of modifications to existing entitlements and addendum to the certified environmental impact report for the Atlantic Times Square development project.

2. Completed the preparation and processing of an urgency ordinance prohibiting medical marijuana dispensaries in the city.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) reflects the time for Planners attending evening meetings for the Planning Commission and Design Review Board, \$1,000.
2. Motor Pool Charges category (#33000) consists of mileage and parking \$225, conferences and seminars for environmental training \$850 and City allocated motor pool charges \$3,630.
3. Leases & Rentals category (#37000) reflects the cost for the rental of the copy equipment \$2,550.
4. R/M Contractual category (#38000) consists of computer network maintenance charges \$3,068, and repair and maintenance of City equipment \$980.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Development Services

ACTIVITY: Planning

ACTIVITY NO.: 1701

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$302,246	\$379,666	\$253,624	\$356,584	\$356,584
11400 Overtime Salaries	1,293	500	834	1,000	1,000
11500 Separation Benefits	17,161	20,539	20,539	24,647	24,647
TOTAL	\$320,700	\$400,705	\$274,997	\$382,231	\$382,231
EMPLOYEE BENEFITS					
12200 Life Insurance	\$781	\$1,006	\$1,006	\$987	\$987
12300 Medical Insurance	27,415	41,121	33,721	42,186	42,186
12350 Medicare Insurance	5,136	5,242	3,721	5,162	5,162
12400 Dental Insurance	1,318	1,778	1,778	3,048	3,048
12500 Workers Compensation	4,692	4,926	4,926	5,173	5,173
12600 Retirement	43,100	55,724	55,724	57,879	57,879
12900 Long Term Disability	1,849	1,764	1,764	2,087	2,087
12950 Vision Plan	516	757	757	648	648
TOTAL	\$84,807	\$112,318	\$103,397	\$117,170	\$117,170
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,199	\$2,515	\$2,515	\$2,515	\$2,515
22000 Operating Supplies	488	600	600	600	600
24000 Small Tools	742	850	850	850	850
31000 Contracted Services	70,085	1,500	9,760	1,000	1,000
32000 Communications	4,336	4,447	4,447	4,726	4,726
33000 Motor Pool Charges	3,679	3,999	3,999	4,705	4,705
37000 Leases & Rentals	1,394	1,550	1,550	2,550	2,550
38000 R/M Contractual	3,827	3,939	3,939	4,048	4,048
39000 Miscellaneous	2,670	2,920	2,920	2,920	2,920
TOTAL	\$89,420	\$22,320	\$30,580	\$23,914	\$23,914
GRAND TOTAL	\$494,927	\$535,343	\$408,974	\$523,315	\$523,315

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Development Services

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$365,717	\$442,475	\$442,229	\$538,412	\$538,412
SERVICES & SUPPLIES	133,251	157,874	149,387	151,811	151,811
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$498,968	\$600,349	\$591,616	\$690,223	\$690,223
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.66	 5.66	 5.66	 6.06	 6.06

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>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
INSPECTIONS (*)			
Residential Inspections	2,904	3,569	4,000
Home Occupation	325	325	325
Commercial Inspections	1,100	1,167	2,000
Industrial Inspections	<u>249</u>	<u>332</u>	<u>400</u>
Total	4,578	5,393	6,725
GRAFFITI REMOVED (**)			
CDBG/CRA	3,974	3,260	3,500
Other Area	<u>4,285</u>	<u>3,008</u>	<u>3,200</u>
Total	7,859	6,268	6,700

* Numbers include all follow-up site inspections

** Numbers include in inspection figures

	<u>Actual 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Complaints received and Investigated	2,093	2,856	3,000
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	250	500	500
Administrative Citations	429	489	500

2008-2009 GOALS AND OBJECTIVES

1. Maintain property maintenance compliance and effectively achieve violation corrections at the administrative level by implementing the new administrative citation fines.
2. Create an effective outreach program with the business and residential community to educate the public in implementing higher standards in property maintenance, substandard living conditions and health and sanitation violations by enforcement of established codes.
3. Meet with local civic groups and organizations, including members of the Chamber of Commerce, Business Improvement District Advisory Committee and other local civic organizations emphasizing a need for higher standards for commercial properties.
4. Conduct Code Enforcement interviews on Channel 55 regarding presentations with City staff educating the public on various issues, including lawn care, swimming pool maintenance, building code issues and Health & Safety Codes concerns.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Amended the Administrative Citation program set forth in the Municipal Code to assist in streamlining code enforcement efforts in gaining further compliance with property abatement proceedings, public nuisances and other property maintenance conditions.
2. Implemented the Shopping Cart Ordinance by notifying all retail business owners with five or more shopping carts to submit either a Cart Containment or Retrieval Plan to the Code Enforcement Division for processing.
3. Created public informational pamphlets for property maintenance, graffiti and yard sales. In addition, informative articles regarding graffiti, property maintenance and temporary signs are being published in the Cascades.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of legal fees \$55,000 and other professional services \$59,100 for graffiti removal for non-CRA areas.
2. Motor Pool Charges category (#33000) consists of mileage and parking \$195, conference and seminars \$850 and City allocated motor pool charges \$13,076.
3. R/M Contractual category (#38000) reflects the cost for computer network maintenance and repair and maintenance of City equipment \$8,773.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Development Services

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$260,721	\$311,493	\$311,493	\$376,949	\$376,949
11400 Overtime Salaries	1,307	1,500	1,529	1,500	1,500
11500 Separation Benefits	17,101	20,466	20,466	24,560	24,560
TOTAL	\$279,129	\$333,459	\$333,488	\$403,009	\$403,009
EMPLOYEE BENEFITS					
12200 Life Insurance	\$750	\$963	\$963	\$1,129	\$1,129
12300 Medical Insurance	28,114	40,793	38,391	48,329	48,329
12350 Medicare Insurance	3,160	3,565	3,565	4,652	4,652
12400 Dental Insurance	1,575	2,478	2,478	3,196	3,196
12500 Workers Compensation	12,477	13,100	13,100	13,755	13,755
12600 Retirement	38,257	45,720	47,847	61,303	61,303
12900 Long Term Disability	1,799	1,756	1,756	2,400	2,400
12950 Vision Plan	456	641	641	639	639
TOTAL	\$86,588	\$109,016	\$108,741	\$135,403	\$135,403
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,089	\$1,950	\$1,950	\$1,950	\$1,950
22000 Operating Supplies	621	1,150	1,150	1,150	1,150
24000 Small Tools	600	600	600	600	600
31000 Contracted Services	99,888	124,100	114,100	114,100	114,100
32000 Communications	8,014	8,659	8,659	9,217	9,217
33000 Motor Pool Charges	12,485	12,881	12,881	14,121	14,121
38000 R/M Contractual	7,754	6,634	8,147	8,773	8,773
39000 Miscellaneous	1,800	1,900	1,900	1,900	1,900
TOTAL	\$133,251	\$157,874	\$149,387	\$151,811	\$151,811
GRAND TOTAL	\$498,968	\$600,349	\$591,616	\$690,223	\$690,223

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Development Services**

ACTIVITY: **Building**

ACTIVITY NO.: **1703**

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$579,102	\$603,569	\$582,502	\$661,305	\$661,305
SERVICES & SUPPLIES	47,905	50,766	49,731	53,002	53,002
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$627,007	 \$654,335	 \$632,233	 \$714,307	 \$714,307
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.66	 6.66	 6.66	 6.67	 6.67

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>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	64	50	40
<i>b. Residential, Add/Alter</i>	502	470	460
<i>c. Non-Residential, New</i>	4	9	4
<i>d. Non-Residential, Add/Alter</i>	173	130	120
<i>e. Miscellaneous</i>	<u>404</u>	<u>270</u>	<u>270</u>
Building Permits Total	1,147	929	894
Electrical Permits	266	220	200
Mechanical Permits	160	150	140
Plumbing Permits	<u>180</u>	<u>160</u>	<u>150</u>
All Permits Total	1,753	1,459	1,384
ANNUAL PERMIT VALUATION	45 mil.	174 mil.⁽¹⁾	90 mil.⁽²⁾
PLAN CHECKS			
Total Number Processed	<u>540</u>	<u>500</u>	<u>450</u>
Processed In-House	96%	95%	97%
Contracted Out	4%	5%	3%
INSPECTIONS			
Construction Inspections	7,107	9,500	13,500
Property Sales, Residential	736	560	500
Property Sales, Commercial	107	65	60
Violation Inspections	<u>164</u>	<u>100</u>	<u>100</u>
All Inspections Total	8,114	10,225	14,060

⁽¹⁾ Amount in 2007-08 includes permit valuation for the Atlantic Times Square project.

⁽²⁾ Amount in 2008-09 includes permit valuation for the Towne Centre project.

2008-2009 GOALS AND OBJECTIVES

1. Maintain a consistent customer service level and a smooth transition from the Uniform Building Code to the new International Building Code by providing adequate staff training through outside as well as in-house training.
2. Review and update Division forms, policies, procedures and information handouts to harmonize them with the structure and provisions of the new code, by January 2009.
3. Prepare the Division for an ISO building department rating review, which is due soon.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed an extensive review of major data management software currently on the market as part of the long-term planning of our permit records management.
2. Worked with the developer's design team and processed several alternate design and construction methods through the Modification Committee for the North Atlantic Times Square project.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Motor Pool Charges category (#33000) consists of conference and seminars \$5,200, and City allocated motor pool charges \$23,550.
2. Miscellaneous category (#39000) includes \$3,500 for printing & duplicating, \$1,010 for membership dues, and \$2,500 for code books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Development Services**

ACTIVITY: **Building**

ACTIVITY NO.: **1703**

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$404,948	\$429,836	\$409,829	\$458,546	\$458,546
11300 Part Time Salaries	42,948	36,772	36,772	37,692	37,692
11400 Overtime Salaries	2,156	1,500	1,911	1,500	1,500
11500 Separation Benefits	18,612	22,274	22,274	26,729	26,729
TOTAL	\$468,664	\$490,382	\$470,786	\$524,467	\$524,467
EMPLOYEE BENEFITS					
12200 Life Insurance	\$962	\$1,071	\$1,071	\$1,151	\$1,151
12300 Medical Insurance	33,491	32,978	32,978	43,597	43,597
12350 Medicare Insurance	6,604	5,974	5,974	6,680	6,680
12370 Part Time Retirement	1,608	1,471	0	0	0
12400 Dental Insurance	2,128	2,058	2,058	3,631	3,631
12500 Workers Compensation	3,647	3,829	3,829	4,020	4,020
12600 Retirement	59,127	63,088	63,088	74,533	74,533
12900 Long Term Disability	2,207	1,912	1,912	2,443	2,443
12950 Vision Plan	664	806	806	783	783
TOTAL	\$110,438	\$113,187	\$111,716	\$136,838	\$136,838
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,914	\$2,650	\$2,500	\$2,500	\$2,500
22000 Operating Supplies	2,530	2,800	2,800	3,000	3,000
24000 Small Tools	1,044	1,200	1,200	1,200	1,200
31000 Contracted Services	4,865	1,193	1,193	956	956
32000 Communications	3,746	5,283	4,657	5,562	5,562
33000 Motor Pool Charges	23,686	26,916	26,916	28,750	28,750
38000 R/M Contractual	2,947	4,014	3,855	4,024	4,024
39000 Miscellaneous	7,173	6,710	6,610	7,010	7,010
TOTAL	\$47,905	\$50,766	\$49,731	\$53,002	\$53,002
GRAND TOTAL	\$627,007	\$654,335	\$632,233	\$714,307	\$714,307

CITY OF MONTEREY PARK
PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$12,991,998
 Retirement Fund \$2,069,472
 Public Safety Impact Fund \$239,670
 STC Standards/Training/
 Correction Fund \$5,885
 POST Grant \$35,000
 Asset Forfeiture Fund \$393,374
 Public Safety Augmentation Fund \$321,300
 State COPS Grant \$130,718

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

REVENUES:

General Fund \$508,800

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$11,926,758	\$13,336,083	\$12,867,337	\$13,946,352	\$13,946,352
SERVICES & SUPPLIES	2,162,859	2,161,396	2,087,602	2,241,065	2,241,065
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$14,089,617	\$15,497,479	\$14,954,939	\$16,187,417	\$16,187,417
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	131.11	132.11	132.11	132.11	132.11

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 make the Police Department a source of pride for our many employees and volunteers, many of whom live here in Monterey Park. Our volunteer groups gave well over 20,000 hours in 2007-2008. These groups include: Police Reserves, Monterey Park Emergency Communications, Citizen's Patrol, Police Explorers, and volunteer interns. We continue to maintain a strong partnership with the community we serve. The Monterey Park

Police Department eagerly moves towards the challenges of the future with anticipation, planning, and an unyielding commitment to deliver the highest level of police services.

An analysis of the crime statistics in Monterey Park shows that for the year 2007, we had a total of 2,455 Part I crimes per 100,000 population. This reflects a 6% decrease in Part I crimes for 2007 as compared to the previous year. In 2007, burglaries decreased by 14%, assaults decreased by 13%, and grand theft auto decreased by 21%. In comparison, Monterey Park's Part I crime rate was 56% less than Montebello's crime rate of 3,824 per 100,000 population, 29% less than Alhambra's rate of 3,171 per 100,000 population, and 15% less than San Gabriel's rate of 2,825 per 100,000 population.

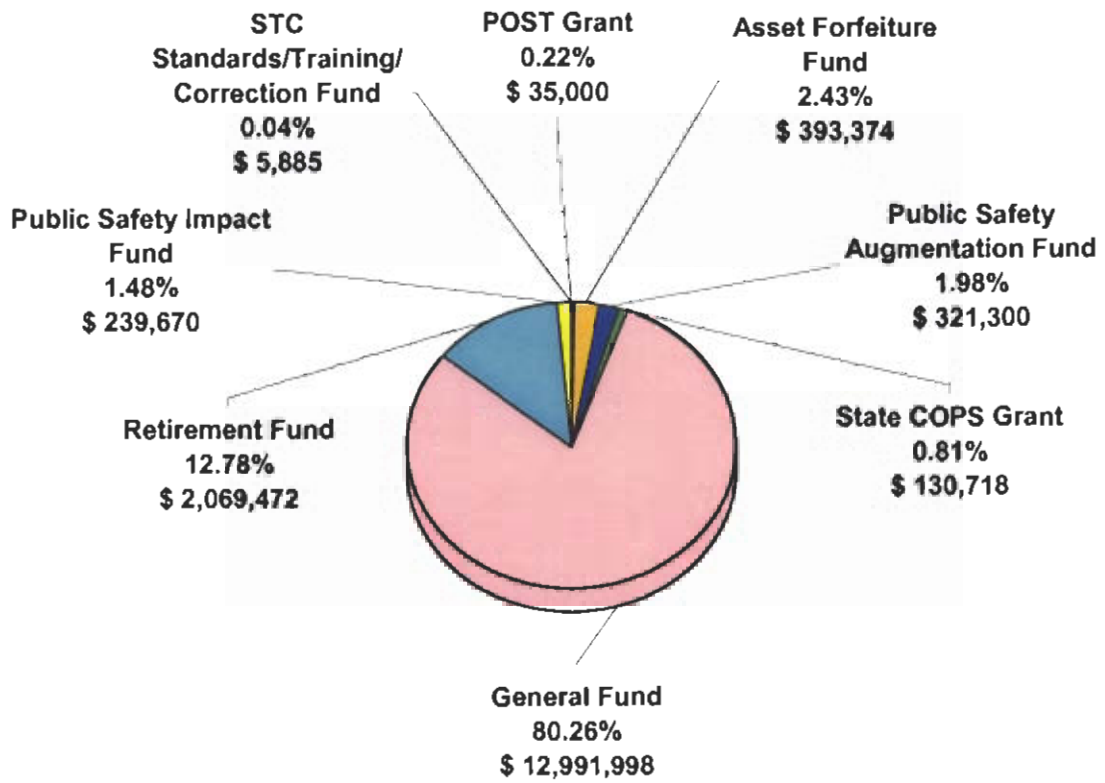
An annual account of Monterey Park's Part I crime trends and traffic fatalities are listed below:

<u>Calendar Year</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
% Change in Part I Crime	-3%	-6%	-15%	-25%	0%	6%	9%	0%	2%	-12%	-1%	-6%
# Traffic Fatalities	1	1	3	3	6	0	3	2	1	0	4	2

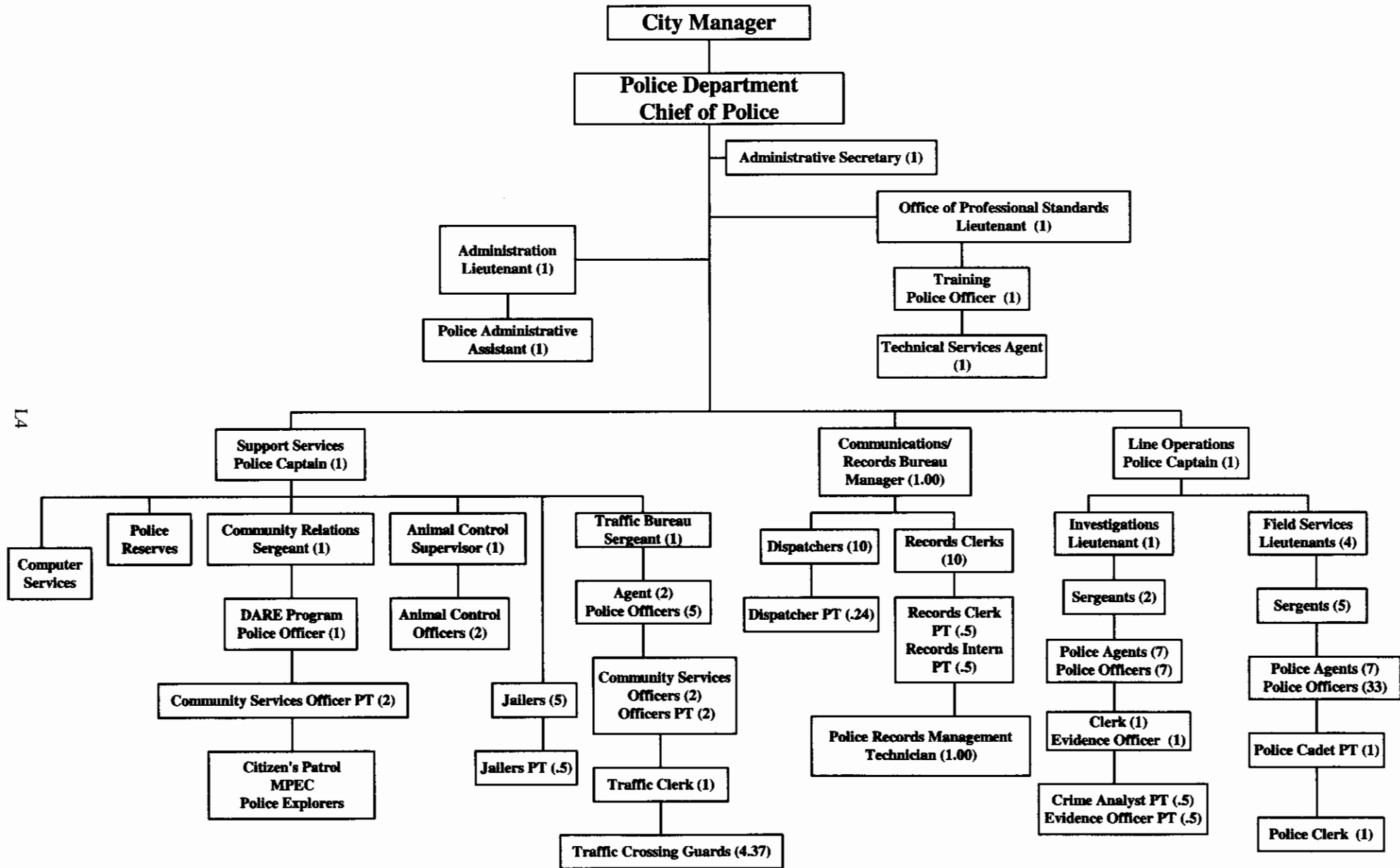
Monterey Park, Alhambra, and Montebello are "C" category agencies as determined by the Office of Traffic Safety. The agency's population density, miles of roadway, and demographics determine their category. A comparison of these local policing agencies regarding traffic accidents for the 2007 calendar year is listed below:

<u>Traffic Accident Comparison</u>			
<u>Agency</u>	<u>Fatal</u>	<u>Injury</u>	<u>Non-Injury</u>
Monterey Park	2	131	244
Montebello	3	247	193
Alhambra	1	109	794

Police Department Source of Funds



Police Department Organization Chart



L4

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$912,042	\$1,079,292	\$1,078,130	\$1,219,563	\$1,219,563
SERVICES & SUPPLIES	140,296	101,707	129,117	104,469	104,469
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$1,052,338</u>	<u>\$1,180,999</u>	<u>\$1,207,247</u>	<u>\$1,324,032</u>	<u>\$1,324,032</u>
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

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 Professional Standards Bureau, a section of Administration, is responsible for investigating citizen generated and internal complaints on department personnel. Also, the Professional Standards Bureau 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 outside funding sources to augment current budget allowances.

PROGRAM MEASUREMENTS

	<u>Actual 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Total Volunteer Hours:	19,479	20,848	21,665
Total Number of Volunteers:	118	122	145
Reserves Officers	35	39	40
Explorers	30	29	40
Records	2	2	2
MPEC	16	16	16
MPCP	27	29	40
Investigations	1	1	1
Animal Control	3	2	2
Chaplains	4	4	4
Formal Training Hours for all Personnel:	15,332	10,900	11,000

2008-2009 GOALS AND OBJECTIVES

1. Attend legal update training presented by the Los Angeles County District Attorney's Office. The training will enhance the officers' ability to effectively carry out their duties.
2. Attend a risk management training seminar presented by a police risk management attorney to enhance the officers' knowledge in this area, thus reducing liability exposure for the Department.
3. To strengthen officer safety skills, all officers assigned to the Field Services Bureau will attend a Peace Officer Standards and Training (POST) approved "Advanced Arrest and Control Techniques" course.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed a Force Options / Driver's Training course. The course provided "perishable skills" training to personnel on the proper deployment of force options and enhanced the driving techniques of our personnel.
2. Completed training on the Incident Command System (ICS). ICS is a standardized, on-scene, all-hazard incident management system. ICS consists of procedures for the management of personnel, facilities, equipment, and communications from the beginning to the conclusion of a critical incident.
3. Implemented a quarterly policy and procedures test which reinforced each employee's knowledge and familiarity of departmental policies.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$20,900 annual uniform allowance for Police Administration Assistant, Reserve Police Officers, Citizen's Patrol members, and Monterey Park Emergency Communications members, \$1,000 for educational supplies, \$350 for operating supplies, and \$8,500 for the annual Citizen's Patrol, Reserve Police Officers, and Monterey Park Emergency Communications awards/appreciation banquet and law enforcement meetings.
2. Communications category (#32000) consists of \$663 for mailings related to administrative matters.
3. Motor Pool category (#33000) consists of \$40,000 for State mandated POST training requirements, \$5,885 for State mandated Standards and Training for Corrections (STC) training, \$225 for parking expenses, and \$9,136 for allocated vehicle operating costs.
4. Miscellaneous category (#39000) consists of \$1,800 for printing and duplicating, \$1,100 for dues and membership, \$1,000 for books and subscriptions, \$8,650 for State mandated education/training costs for Reserve Police Officers, and \$3,000 for the annual update of department policy manual.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$395,001	\$463,287	\$463,287	\$500,004	\$500,004
11400 Overtime Salaries	2,307	16,738	16,738	16,738	16,738
11450 Court Time Salaries	1,415	2,060	1,950	2,060	2,060
11500 Separation Benefits	368,605	430,417	430,417	516,500	516,500
TOTAL	\$767,328	\$912,502	\$912,392	\$1,035,302	\$1,035,302
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,044	\$1,182	\$1,173	\$1,218	\$1,218
12300 Medical Insurance	36,231	41,730	41,730	45,165	45,165
12350 Medicare Insurance	2,369	3,471	3,471	3,740	3,740
12400 Dental Insurance	1,542	2,208	2,138	2,215	2,215
12500 Workers Compensation	9,631	10,112	10,112	10,618	10,618
12600 Retirement	90,652	104,975	103,699	117,851	117,851
12800 Uniform Allowance	550	1,650	550	550	550
12900 Long Term Disability	2,074	775	2,195	2,290	2,290
12950 Vision Plan	621	687	670	614	614
TOTAL	\$144,714	\$166,790	\$165,738	\$184,261	\$184,261
SERVICES & SUPPLIES					
21000 Office Supplies	\$166	\$310	\$245	\$310	\$310
22000 Operating Supplies	16,637	29,150	28,426	30,750	30,750
24000 Small Tools	96	150	145	150	150
32000 Communications	1,534	631	685	663	663
33000 Motor Pool Charges	85,756	54,729	81,834	55,246	55,246
38000 R/M Contractual	2,122	1,800	1,785	1,800	1,800
39000 Miscellaneous	33,985	14,937	15,997	15,550	15,550
TOTAL	\$140,296	\$101,707	\$129,117	\$104,469	\$104,469
GRAND TOTAL	\$1,052,338	\$1,180,999	\$1,207,247	\$1,324,032	\$1,324,032

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$975,721	\$1,326,431	\$1,107,116	\$1,291,979	\$1,291,979
SERVICES & SUPPLIES	144,243	120,153	119,625	115,658	115,658
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$1,119,964</u>	<u>\$1,446,584</u>	<u>\$1,226,741</u>	<u>\$1,407,637</u>	<u>\$1,407,637</u>
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	<u>17.62</u>	<u>17.62</u>	<u>17.62</u>	<u>17.62</u>	<u>17.62</u>

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 days-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 responding 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 the 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.
- Conduct six Pedestrian Decoy Enforcement details.
- 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>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Number of Citations:			
Traffic	11,110	10,950	11,100
Parking	17,973	17,676	17,950
Traffic Collision Incidents:			
Fatal	3	1	*
Injury	136	132	*
Non-injury	319	214	*
Fatalities	3	1	*
Persons Injured	171	146	*

Number of Arrests:			
Drunk Drivers	186	171	175
% of Traffic Investigations Commenced Within 3 Days	100%	100%	100%
% Response on Citation Appeals/Complaints Within 3 Days	100%	100%	100%

Intersections With the Highest
Number of Traffic Collisions:

To Date

- Garfield Ave & Garvey Ave 7
- Garfield Ave & Newmark Ave 5
- Atlantic Blvd & Garvey Ave 5
- Atlantic Blvd & Riggin St 5
- Atlantic Blvd & Floral Dr 4

2008-2009 GOALS AND OBJECTIVES

1. To raise the level of traffic safety awareness in our community, the Traffic Bureau will produce four traffic safety Public Service Announcements (PSA) for airing on Monterey Park Channel 55. The PSA's will focus on topics such as Pedestrian Safety, Bicycle Safety, Driving Under the Influence Prevention, and Traffic Collision Reporting Guidelines.
2. Conduct quarterly Commercial Vehicle Safety Checkpoints to inspect commercial vehicles operating in the City to reduce congestion, roadway maintenance, and increase safety for all motorists.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Hosted eight Senior Pedestrian Safety classes at various senior housing locations in the City. The program was successful in delivering pedestrian safety information to the residents of senior housing complexes in Monterey Park.
2. Conducted Bicycle Safety classes at local elementary schools. The program utilized the Traffic Bureau's "Safe Moves City" to teach proper safety practices for operating a bicycle in an urban environment.
3. Received a California Office Of Traffic Safety "Click it or Ticket" safety grant to educate the public and increase our enforcement efforts of applicable State laws on the usage of seatbelts.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) decreased \$102,298 due to the completion of Office of Traffic Safety grants. Court overtime (#11450) reflects an increase of \$3,000 due to Memorandum of Understanding (MOU) agreement.
2. Operating Supplies category (#22000) consists of \$9,150 for annual uniform allowance and safety equipment, and \$1,050 for operating supplies.
3. Small Tools category (#24000) consists of \$525 for minor equipment repairs. This category reflects a decrease of \$7,809 due to the completion of Office of Traffic Safety grants.
4. Contracted Services category (#31000) consists of \$2,480 for the cost of administrative hearings for citizens contesting parking citations.
5. Motor Pool category (#33000) consists of \$50 for mileage and parking costs and \$93,551 for allocated vehicle operating costs. Mileage and parking costs reflects a decrease of \$2,000 due to the completion of Office of Traffic Safety grants.
6. R/M Contractual category (#38000) consists of \$700 for required yearly calibration of six hand-held radar/laser units and the repair/maintenance of office equipment.
7. Miscellaneous category (#39000) consists of \$7,000 for printing and duplicating, \$100 for dues & membership, and \$150 for towing charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$532,224	\$762,161	\$614,397	\$798,975	\$798,975
11300 Part Time Salaries	135,662	139,759	136,056	152,462	152,462
11350 Reserve Man Power	0	600	0	0	0
11400 Overtime Salaries	105,559	125,083	122,098	22,785	22,785
11450 Court Time Salaries	871	6,180	5,163	9,180	9,180
TOTAL	\$774,316	\$1,033,783	\$877,714	\$983,402	\$983,402
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,353	\$1,917	\$1,689	\$2,025	\$2,025
12300 Medical Insurance	46,330	81,240	52,635	80,217	80,217
12350 Medicare Insurance	9,203	8,658	10,120	12,266	12,266
12370 Part Time Retirement	4,453	5,559	5,172	6,578	6,578
12400 Dental Insurance	2,399	4,794	4,534	5,690	5,690
12500 Workers Compensation	6,215	6,526	6,526	6,852	6,852
12600 Retirement	129,468	181,474	146,098	192,144	192,144
12800 Uniform Allowance	648	688	688	688	688
12900 Long Term Disability	700	900	1,152	1,188	1,188
12950 Vision Plan	636	892	788	929	929
TOTAL	\$201,405	\$292,648	\$229,402	\$308,577	\$308,577
SERVICES & SUPPLIES					
21000 Office Supplies	\$430	\$500	\$410	\$500	\$500
22000 Operating Supplies	14,318	10,200	9,860	10,200	10,200
24000 Small Tools	32,926	8,334	8,204	525	525
31000 Contracted Services	1,728	2,480	2,110	2,480	2,480
32000 Communications	410	383	311	402	402
33000 Motor Pool Charges	87,202	90,306	90,291	93,601	93,601
38000 R/M Contractual	700	700	700	700	700
39000 Miscellaneous	6,529	7,250	7,739	7,250	7,250
TOTAL	\$144,243	\$120,153	\$119,625	\$115,658	\$115,658
GRAND TOTAL	\$1,119,964	\$1,446,584	\$1,226,741	\$1,407,637	\$1,407,637

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$5,976,869	\$6,227,893	\$6,213,386	\$6,491,745	\$6,491,745
SERVICES & SUPPLIES	414,726	402,137	399,591	424,915	424,915
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$6,391,595	\$6,630,030	\$6,612,977	\$6,916,660	\$6,916,660
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	52.50	52.50	52.50	52.50	52.50

Program Description

The 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.
- The Field Services Bureau will continue to maintain a minimum average response time of four minutes or less for Priority I calls.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Calls for Service:			
Citizen Requests	27,315	29,350	29,750
Officer Observed	<u>23,593</u>	<u>23,484</u>	<u>23,670</u>
Total Calls for Service	50,908	52,834	53,420
Priority I (Emergency) Response Time (minutes/seconds):	4:05	4:08	4:00
Priority II Response Time:	4:20	4:05	4:15
Priority III Response Time:	7:46	8:28	8:16
Priority IV Response Time:	5:55	5:26	5:35
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

2008-2009 GOALS AND OBJECTIVES

1. Provide 16 hours of "Response to Terrorism" training to Field Services officers. The training will include the proper use of respirators (gas masks) and personal protective equipment.
2. In January 2005, Field Services personnel contacted schools in the City and developed an emergency response plan for each campus. Field Services personnel will contact each school to update the emergency response plan and the critical information contained within the plan.

2007-2008 MAJOR ACCOMPLISHMENTS

1. As part of the new Computer Aided Dispatch/Records Management System (CAD/RMS), the "Field Reporting" feature was implemented. Officers are completing police reports utilizing the Mobile Data Computer (MDC) and submitting the finished reports electronically to the supervisor via the MDC. During the year, in house instructors provided training to personnel to facilitate the transition into the system.
2. All Police Agents received Peace Officer Standards and Training (POST) certified training on the proper deployment and use of patrol rifles.
3. Produced two Public Service Announcements (PSA) which were reenactments of actual crime incidents. Crime prevention information was presented to enhance the safety of our community. The PSA's were aired on Monterey Park Channel 55.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries Category (#11400) for 2007-08 was over budget due to vacancies, backfill for officers on long-term injured on duty status, and officers on Family Medical Leave Act (FMLA). Salary savings in other bureaus offset this over expenditure. Court overtime (#11450) reflects an increase of \$44,755 due to Memorandum of Understanding (MOU) agreement.
2. Operating Supplies category (#22000) consists of \$26,780 for mobile video/digital cameras. An increase of \$3,780 due to annual cost increases. Also reflected is \$10,264 for safety equipment, \$29,000 for uniform allowance, \$21,500 for training ammunition, \$800 for range supplies, and \$7,700 for K-9 supplies. K-9 account reflects a \$3,000 increase for narcotics detection training for one K-9.
3. Contracted Services category (#31000) consists of \$6,000 for Los Angeles County Sheriff's Aero Bureau helicopter services. This account reflects an increase of \$1,000 due to contractual increases.

4. Motor Pool category (#33000) consists of \$295,093 for allocated vehicle operating costs and \$400 for mileage and parking.
5. R/M Contractual category (#38000) is for the maintenance of video/digital cameras in patrol vehicles and office equipment. This increase in maintenance costs is due to the new vehicle digital cameras.
6. Miscellaneous category (#39000) consists of \$900 for printing and duplicating and \$240 for dues and memberships.
7. Debt Service category (#42000) consists of \$7,463 for the financing of patrol vehicles.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$3,805,722	\$4,083,805	\$3,909,882	\$4,232,493	\$4,232,493
11300 Part Time Salaries	10,036	17,097	13,434	21,055	21,055
11400 Overtime Salaries	278,339	98,382	287,196	114,178	114,178
11450 Court Time Salaries	78,378	47,844	95,480	92,599	92,599
TOTAL	\$4,172,475	\$4,247,128	\$4,305,992	\$4,460,325	\$4,460,325
EMPLOYEE BENEFITS					
12200 Life Insurance	\$9,225	\$9,054	\$8,514	\$9,175	\$9,175
12300 Medical Insurance	368,673	424,039	403,140	424,383	424,383
12350 Medicare Insurance	55,221	58,000	57,094	56,393	56,393
12370 Part Time Retirement	343	679	400	882	882
12400 Dental Insurance	17,373	25,788	25,503	27,106	27,106
12500 Workers Compensation	397,381	417,250	417,250	438,112	438,112
12600 Retirement	950,621	1,039,132	988,689	1,069,654	1,069,654
12800 Uniform Allowance	741	2,475	1,690	300	300
12900 Long Term Disability	675	300	945	1,188	1,188
12950 Vision Plan	4,141	4,048	4,169	4,227	4,227
TOTAL	\$1,804,394	\$1,980,765	\$1,907,394	\$2,031,420	\$2,031,420
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,444	\$3,000	\$2,680	\$3,000	\$3,000
22000 Operating Supplies	101,181	101,019	99,224	96,044	96,044
23000 R/M Supplies	16	400	340	400	400
24000 Small Tools	140	90	75	90	90
31000 Contracted Services	5,409	5,000	5,100	6,000	6,000
32000 Communications	58	236	115	248	248
33000 Motor Pool Charges	270,311	278,790	278,590	295,493	295,493
38000 R/M Contractual	4,780	5,000	4,930	15,037	15,037
39000 Miscellaneous	1,000	1,140	1,075	1,140	1,140
42000 Debt Service	29,387	7,462	7,462	7,463	7,463
TOTAL	\$414,726	\$402,137	\$399,591	\$424,915	\$424,915
GRAND TOTAL	\$6,391,595	\$6,630,030	\$6,612,977	\$6,916,660	\$6,916,660

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$1,848,131	\$2,244,083	\$2,109,527	\$2,360,445	\$2,360,445
SERVICES & SUPPLIES	228,737	252,859	243,781	267,967	267,967
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$2,076,868</u>	<u>\$2,496,942</u>	<u>\$2,353,308</u>	<u>\$2,628,412</u>	<u>\$2,628,412</u>
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	<u>20.25</u>	<u>20.25</u>	<u>20.25</u>	<u>20.25</u>	<u>20.25</u>

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 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 cases 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 cases (SCAR) within one business day.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Part I Crimes Investigated	1,354	1,391	1,382
Part I Clearance Rate	19%	19%	20%
Suspected Child Abuse Reports			
Followed Up Within One Business Day	100%	100%	100%

2008-2009 GOALS AND OBJECTIVES

1. To minimize gang related activity, the Crime Impact Team, in partnership with the Los Angeles County Probation Department, will conduct monthly probation “home checks.” The contacts with the probationers will reinforce compliance with their terms of probation. Eight “home checks” will be conducted each month.
2. Give presentations at two Neighborhood Watch meetings, on a quarterly basis, to raise the community’s level of knowledge on identity theft prevention methods.
3. Produce a Public Service Announcement (PSA) describing the process of obtaining a restraining order. The presentation will detail the purpose and scope of restraining orders.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Provided education to the community on burglary prevention by giving several presentations on Monterey Park Channel 55 and to Neighborhood Watch groups. Additionally, articles on “Residential Burglary Prevention” were published on the City’s website and the Cascades Newspaper.
2. Through enforcement, education, crime analysis, and community outreach, in 2007, the City achieved a 21% decrease in vehicles stolen.

3. Received training on the new Computer Aided Dispatch/Records Management System's "Aegis Program", thus allowing a more effective and efficient method of recording and managing assigned investigations.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Overtime category (#11400) reflects an increase of \$12,245 in court overtime due to Memorandum of Understanding (MOU) agreement.
2. Operating Supplies category (#22000) consists of \$250 for safety equipment and clothing, \$4,850 for annual uniform allowance, and \$1,000 for operating supplies.
3. Contracted Services category (#31000) consists of \$23,843 for latent fingerprint classification and identification services, District Attorney prosecutions of Municipal Code violations, and \$26,000 for contracted background investigations.
4. Motor Pool/Travel category (#33000) consists of \$181,319 for allocated vehicle operating costs, \$800 extradition and special investigation costs, and \$150 for mileage and parking costs.
5. Lease and Rentals category (#37000) consists of \$5,000 for copy machine lease payments.
6. R/M Contractual category (#38000) consists of \$9,480 for repair and maintenance of office equipment.
7. Miscellaneous category (#39000) consists of \$12,400 for investigative expenses, \$520 for printing and duplicating, and \$100 for dues and memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$1,219,107	\$1,491,775	\$1,390,854	\$1,576,013	\$1,576,013
11300 Part Time Salaries	36,661	31,658	30,272	35,319	35,319
11400 Overtime Salaries	50,256	43,924	51,631	43,924	43,924
11450 Court Time Salaries	10,409	8,755	20,500	21,000	21,000
TOTAL	\$1,316,433	\$1,576,112	\$1,493,257	\$1,676,256	\$1,676,256
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,853	\$3,393	\$3,123	\$3,465	\$3,465
12300 Medical Insurance	117,027	172,200	150,527	164,643	164,643
12350 Medicare Insurance	15,371	16,701	16,701	17,681	17,681
12370 Part Time Retirement	1,043	1,201	1,167	1,412	1,412
12400 Dental Insurance	5,944	10,350	9,460	9,892	9,892
12500 Workers Compensation	77,419	81,290	81,290	85,354	85,354
12600 Retirement	302,447	371,214	343,311	393,703	393,703
12800 Uniform Allowance	7,689	9,488	8,388	5,638	5,638
12900 Long Term Disability	600	600	778	792	792
12950 Vision Plan	1,305	1,534	1,525	1,609	1,609
TOTAL	\$531,698	\$667,971	\$616,270	\$684,189	\$684,189
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,181	\$1,500	\$1,350	\$1,500	\$1,500
22000 Operating Supplies	1,832	3,500	3,230	6,100	6,100
23000 R/M Supplies	80	100	95	100	100
31000 Contracted Services	42,427	49,843	44,180	49,843	49,843
32000 Communications	1,183	510	400	535	535
33000 Motor Pool Charges	166,436	172,106	171,891	182,369	182,369
37000 Leases & Rentals	0	5,000	4,120	5,000	5,000
38000 R/M Contractual	9,931	9,480	9,350	9,480	9,480
39000 Miscellaneous	5,667	10,820	9,165	13,040	13,040
TOTAL	\$228,737	\$252,859	\$243,781	\$267,967	\$267,967
GRAND TOTAL	\$2,076,868	\$2,496,942	\$2,353,308	\$2,628,412	\$2,628,412

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$159,347	\$173,827	\$163,560	\$187,080	\$187,080
SERVICES & SUPPLIES	206,534	220,930	218,877	229,745	229,745
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$365,881</u>	<u>\$394,757</u>	<u>\$382,437</u>	<u>\$416,825</u>	<u>\$416,825</u>
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.20	 3.20	 3.20	 3.20	 3.20

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>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Number of Dog Bites Reported	12	9	11
Stray Animals Picked-Up	711	490	510
Warnings/Citations	156	220	225
Injured Animals	2	9	4
Dead Animals Picked-Up	420	382	405
Basic Dog Obedience Classes	0	0	0
Students in Educational Programs	60	60	60
Response Time:			
Dead Animals (minutes/seconds)	8:24	9:46	8:46
Response Time:			
Injured / Sick Animals (Minutes/seconds)	6:30	6:22	6:20
<u>Calls for service:</u>			
Citizen Initiated	1,085	1,022	1,030
Calls Handled by S.G.V.H.S *	1,051	971	980
Officer Observed	<u>160</u>	<u>286</u>	<u>297</u>
<u>Total calls for service:</u>	2,296	2,279	2,307

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

2008-2009 GOALS AND OBJECTIVES

1. Produce an information flyer on animal care related services provided to the residents of Monterey Park. Topics such as animal trapping, wild animal concerns, rabies clinics, animal control hours of operation, and pertinent phone numbers related to animal care will be provided on the flyer.
2. Develop and present a pet education program for day-care aged children. This program will teach young children the fundamentals of pet care and the responsibilities of pet ownership. The program will be offered to all day-care programs located in the City.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Provided presentations at Neighborhood Watch meetings, disseminating information relating to animal care and control and local coyote activity.
2. Conducted quarterly training for police officers assigned to the Field Services Bureau. Officers were provided information on current laws pertaining to animal cruelty and care, safety techniques in handling animals, and the proper documentation of dog bite reports.
3. Conducted two rabies clinics in cooperation with the San Gabriel Valley Humane Society to promote the licensing and vaccination of pets.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$1,010 for annual uniform allowance, \$450 for drugs and pharmaceuticals for the emergency treatment of injured animals, and \$500 for operating supplies.
2. Contracted Services category (#31000) consists of \$160,986 for contract services with San Gabriel Valley Humane Society for the impound of stray animals and the disposal of dead animals, \$17,050 for after-hours service calls, \$4,500 for coyote trapping services, and \$500 for veterinary costs. Contract services with San Gabriel Valley Humane Society reflects a contractual 4% increase.
3. Motor Pool category (#33000) consists of \$43,324 for allocated vehicle operating costs.
4. Miscellaneous category (#39000) consists of \$75 for printing and duplicating, \$35 for dues and memberships, and \$1,257 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$119,870	\$129,285	\$120,494	\$137,525	\$137,525
11400 Overtime Salaries	257	1,030	1,114	1,030	1,030
TOTAL	\$120,127	\$130,315	\$121,608	\$138,555	\$138,555
EMPLOYEE BENEFITS					
12200 Life Insurance	\$324	\$324	\$324	\$396	\$396
12300 Medical Insurance	13,734	15,941	16,178	17,688	17,688
12350 Medicare Insurance	959	938	938	1,083	1,083
12400 Dental Insurance	642	1,044	753	704	704
12500 Workers Compensation	2,386	2,505	2,505	2,631	2,631
12600 Retirement	20,288	21,874	20,190	25,034	25,034
12800 Uniform Allowance	110	110	110	0	0
12900 Long Term Disability	600	600	778	792	792
12950 Vision Plan	177	176	176	197	197
TOTAL	\$39,220	\$43,512	\$41,952	\$48,525	\$48,525
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,095	\$1,850	\$1,420	\$1,960	\$1,960
31000 Contracted Services	164,438	176,785	175,270	183,036	183,036
32000 Communications	0	56	20	58	58
33000 Motor Pool Charges	39,682	40,872	40,872	43,324	43,324
39000 Miscellaneous	1,319	1,367	1,295	1,367	1,367
TOTAL	\$206,534	\$220,930	\$218,877	\$229,745	\$229,745
GRAND TOTAL	\$365,881	\$394,757	\$382,437	\$416,825	\$416,825

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Communications
ACTIVITY NO.: 3112

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$812,562	\$824,196	\$824,784	\$852,350	\$852,350
SERVICES & SUPPLIES	382,812	289,713	234,710	248,860	248,860
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,195,374	\$1,113,909	\$1,059,494	\$1,101,210	\$1,101,210
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	10.94	10.94	10.94	10.94	10.94

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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Police Service Calls:	27,315	29,350	29,750
Officer Observations:	<u>23,593</u>	<u>23,484</u>	<u>23,670</u>
Total Police Service Calls:	50,908	52,834	53,420
Animal Control Service Calls:	2,296	2,279	2,307
Priority I Dispatch Time Emergency (min/sec):	1:36	1:23	1:20
Priority II Dispatch Times Non-Emergency (min/sec):	2:54	3:04	2:58
Priority III Dispatch Times Non-Emergency (min/sec):	9:58	9:11	9:06
Priority IV Dispatch Times Non-Emergency (min/sec):	5:40	5:45	5:36

Priority I: Where danger to life and/or property is imminent, or a crime of a serious nature is in progress.

Examples: (1) An armed Robbery (2) A person shot

Priority II: Where a threat to a person or property is possible, or a breach of the peace is occurring.

Examples: (1) A trespass in progress (2) Disturbances caused by juveniles

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

2008-2009 GOALS AND OBJECTIVES

1. Produce an informational program to be broadcasted on the Monterey Park Channel 55. This program will present to the community the circumstances, the process, and the procedure when calling into the 9-1-1 system.
2. Work along side with dispatchers at the Verdugo Communications Center. The interaction will give dispatchers a better understanding of the process when fire and medical calls are transferred into the Verdugo Communications Center and what information Verdugo may need at the time the call for service is transferred by our personnel.
3. Monthly, Communications personnel will attend patrol briefings to provide training to officers on what information is needed when entering call dispositions into the Mobile Data Computers. The entry of pertinent information is critical for crime analysis and the investigation of incidents which have occurred.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Presented the "9-1-1 for Kids" program at elementary schools throughout the City. The program educated the children on the proper use of 9-1-1 and instructed them on when to call 9-1-1. Presentations were given to children from kindergarten to second grade.
2. All dispatchers participated in two patrol ride-alongs during the year. The ride-alongs refreshed the dispatcher's familiarity with the City's beats and boundaries and enabled them to observe field situations from the police officer's perspective which enhanced officer safety.
3. Educating the community on the areas of responsibility and operations of the Communications Bureau, dispatchers staffed informational booths at the City's Annual Playdays Festival and Cherry Blossom events. Dispatchers provided information to community members on the 9-1-1 system and the steps on reporting a crime.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Part Time Salaries and Overtime Salaries Categories (#11300 and #11400) are over budget due to vacancies of Public Safety Dispatch personnel. Salary savings in this and other bureaus offset the over-expenditure.
2. Operating Supplies category (#22000) consists of \$3,300 for annual uniform allowance and \$500 for office supplies.
3. Communications category (#32000) is for telephone services.
4. Motor Pool/Training category (#33000) reflects a decrease of \$3,000 due to the completion of the one-time State 9-1-1 grant which educated children on the 9-1-1 system.
5. R/M Contractual category (#38000) consists of \$721 for maintenance of fire alarm monitoring equipment, \$87,728 for communications system hardware, \$16,808 for communications software, \$4,892 for Simplex Fire Alarm, \$536 for pagers, \$7,210 for police motorcycle helmet communication devices, and \$27,105 for the maintenance of the NEC telephone system. Reflects a decrease of \$44,853 due to contractual decreases.
6. Dues/Membership category (#39000) consists of \$60 for membership to professional organizations.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$446,483	\$578,755	\$452,048	\$590,656	\$590,656
11300 Part Time Salaries	78,899	10,629	90,914	11,266	11,266
11400 Overtime Salaries	145,184	45,488	127,853	45,488	45,488
TOTAL	\$670,566	\$634,872	\$670,815	\$647,410	\$647,410
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,266	\$1,566	\$1,419	\$1,926	\$1,926
12300 Medical Insurance	43,086	74,346	47,411	75,834	75,834
12350 Medicare Insurance	8,559	7,279	9,189	7,845	7,845
12370 Part Time Retirement	1,386	425	1,585	450	450
12400 Dental Insurance	2,589	4,536	3,559	5,293	5,293
12500 Workers Compensation	8,622	9,053	9,053	9,506	9,506
12600 Retirement	73,145	87,844	77,635	98,768	98,768
12800 Uniform Allowance	198	200	200	200	200
12900 Long Term Disability	2,400	3,150	3,106	4,158	4,158
12950 Vision Plan	745	925	812	960	960
TOTAL	\$141,996	\$189,324	\$153,969	\$204,940	\$204,940
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,671	\$6,800	\$5,600	\$3,800	\$3,800
32000 Communications	106,269	90,000	91,050	100,000	100,000
33000 Motor Pool Charges	0	3,000	3,000	0	0
38000 R/M Contractual	125,872	189,853	135,000	145,000	145,000
39000 Miscellaneous	60	60	60	60	60
42000 Debt Service	148,940	0	0	0	0
TOTAL	\$382,812	\$289,713	\$234,710	\$248,860	\$248,860
GRAND TOTAL	\$1,195,374	\$1,113,909	\$1,059,494	\$1,101,210	\$1,101,210

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$346,577	\$362,478	\$374,494	\$391,801	\$391,801
SERVICES & SUPPLIES	72,567	92,672	78,437	92,050	92,050
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$419,144	\$455,150	\$452,931	\$483,851	\$483,851
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</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Prisoners Booked: (Excluding fee-paying)	1,420	1,330	1,390
Fee-Paying Prisoners Booked	1,178	1,563	1,370
Total Prisoners Booked	<u>2,598</u>	<u>2,893</u>	<u>2,760</u>
Jail Revenue: Fee Paying	\$178,469	\$270,000	\$225,000
Prisoner Satisfaction Rating:	98%	98%	98%

2008-2009 GOALS AND OBJECTIVES

1. Staff a booth at four City events to fingerprint children and provide the family with a completed fingerprint card. The fingerprint card will aid in locating and identifying a child if a child is abducted, runs away, or is involved in some unforeseen tragedy.
2. All jailers will complete an eight-hour Standards and Training for Corrections (STC) certified course in "Fire and Life Safety for Adult and Juvenile Detention Facilities." The training will enhance the jailer's ability to safely handle fire related emergencies in the jail.
3. In preparation of Proposition 69's Statewide mandate, all jailers will be trained on the proper and safe methods of obtaining DNA samples from all adults arrested for felonies. Beginning January 1, 2009, jailers will obtain DNA samples from all adults arrested for felonies.

2007-2008 MAJOR ACCOMPLISHMENTS

1. All jailers attended a twenty-four hour Standards for Training and Corrections (STC) Drug and Alcohol Recognition (DAR) course. The course provided training for the jailers on the identification of specific symptoms which arrestees will display if they are under the influence of drugs and/or alcohol. The training also updated the jailers on safe practices when handling those arrestees who are under the influence of drugs and/or alcohol.

2. Jail personnel participated in an interview on the “Monterey Park Police Department and the Community” program that aired on Monterey Park Channel 55. The interview informed the public of the services offered at the jail.
3. In protecting our jail personnel and the inmates from exposure to unhealthy conditions caused by dirt and debris, all jail cells were “power washed” to remove the dust and debris that had accumulated in the jail cells over the past ten years.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$1,800 for cleaning and sanitation supplies, \$2,110 for annual uniform allowance, and \$32,000 for jail prisoner supplies.
2. Motor Pool category (#33000) consists of \$3,490 for allocated vehicle operating costs.
3. R/M Contractual category (#38000) consists of \$25,176 for janitorial services, \$824 for contract pest control services, and \$7,538 for the maintenance of jail cameras, intoximeter and typewriter.
4. Other Agency Service category (#41000) consists of \$15,000 for booking prisoners at the Los Angeles County Jail.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$208,578	\$248,904	\$248,904	\$268,441	\$268,441
11300 Part Time Salaries	51,604	17,558	29,952	17,558	17,558
11400 Overtime Salaries	16,104	20,866	20,755	20,866	20,866
TOTAL	\$276,286	\$287,328	\$299,611	\$306,865	\$306,865
EMPLOYEE BENEFITS					
12200 Life Insurance	\$696	\$756	\$756	\$936	\$936
12300 Medical Insurance	19,962	22,901	22,901	23,988	23,988
12350 Medicare Insurance	4,173	3,577	3,704	4,194	4,194
12370 Part Time Retirement	880	702	450	702	702
12400 Dental Insurance	1,516	2,112	2,096	2,476	2,476
12500 Workers Compensation	3,470	3,644	3,644	3,826	3,826
12600 Retirement	37,742	39,431	39,025	46,356	46,356
12800 Uniform Allowance	110	110	110	0	0
12900 Long Term Disability	1,325	1,500	1,780	1,980	1,980
12950 Vision Plan	417	417	417	478	478
TOTAL	\$70,291	\$75,150	\$74,883	\$84,936	\$84,936
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$1,100	\$650	\$1,100	\$1,100
22000 Operating Supplies	30,167	32,300	31,778	35,910	35,910
32000 Communications	1,919	909	1,045	1,109	1,109
33000 Motor Pool Charges	3,196	3,292	3,292	3,490	3,490
34000 Advertising	0	40	10	40	40
38000 R/M Contractual	27,125	39,453	30,122	34,823	34,823
39000 Miscellaneous	174	578	340	578	578
41000 Other Agency Serv	9,986	15,000	11,200	15,000	15,000
TOTAL	\$72,567	\$92,672	\$78,437	\$92,050	\$92,050
GRAND TOTAL	\$419,144	\$455,150	\$452,931	\$483,851	\$483,851

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$545,604	\$728,527	\$664,703	\$787,513	\$787,513
SERVICES & SUPPLIES	113,170	140,559	117,931	126,469	126,469
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$658,774	\$869,086	\$782,634	\$913,982	\$913,982
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	11.70	12.70	12.70	12.70	12.70

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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Reports Processed:	6,566	6,481	6,525
Traffic Citations Processed:	11,110	10,950	11,100
Data Entry Completion: (within 5 days)	100%	100%	100%
Complaints Processed for Court: (within 10 days)	97%	99%	100%
Response Time to Front Counter: (based on 1 minute)	100%	100%	100%

2008-2009 GOALS AND OBJECTIVES

1. All clerks to attend a Public Records Act training class to strengthen their knowledge on the legal requirements associated with the release of information.
2. Provide monthly training for patrol officers on the "Field Reporting System" to strengthen their knowledge and use of the "Field Reporting System." The training will raise the accuracy level of the statistical data recorded in the "Records Management System."

2007-2008 MAJOR ACCOMPLISHMENTS

1. Records Bureau personnel, in cooperation with the Community Relations Bureau, staffed information booths at Play Days, Town Square Fair, and the Floral Street Fair to inform the public on Records Bureau functions and services.
2. Records clerks implemented the “merge” process of the new “Records Management System.” As opposed to the previous process of manually inputting information, the “merge” process electronically extrapolates information from police reports and saves the information into the “Records Management System.” The process increased the efficiency and accuracy of records kept in the Department’s new “Records Management System.”
3. Successfully completed the re-certification exam for “Full Access” operators of the California Law Enforcement Telecommunications System (CLETS). The re-certification gives all Records Bureau personnel full access to California Department of Justice records.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Supplies category (#21000) consists of \$4,000 for paper supplies, \$1,200 for copy machine supplies, and \$15,000 for other office supplies.
2. Other Operating Supplies category (#22000) consists of \$3,610 for uniform allowance, \$25 for cleaning and sanitizing, \$25 for pharmaceutical first-aid supplies, and \$250 for other operating office supplies.
3. Utilities Category (#36000) consists of \$55,000 for electricity and \$2,100 for gas service.
4. Lease and Rentals category (#37000) consists of \$5,000 for Pitney Bowes copier lease contract.
5. R/M Contractual category (#38000) consists of \$18,000 for janitorial services. This account reflects a decrease of \$13,100 due to contractual decreases. This category also consists of \$13,722 for maintenance of the copy machine and typewriter.
6. Miscellaneous category (#39000) consists of \$5,300 for printing and duplicating, \$17 for dues and memberships, and \$100 for books and subscriptions.
7. Other Agency Services category (#41000) consists of \$360 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$388,527	\$523,647	\$476,230	\$554,777	\$554,777
11300 Part Time Salaries	21,048	22,580	23,668	27,412	27,412
11400 Overtime Salaries	8,527	5,150	11,582	5,150	5,150
TOTAL	\$418,102	\$551,377	\$511,480	\$587,339	\$587,339
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,314	\$1,710	\$1,548	\$2,043	\$2,043
12300 Medical Insurance	47,267	72,207	56,493	78,558	78,558
12350 Medicare Insurance	6,117	7,381	7,462	8,471	8,471
12370 Part Time Retirement	808	903	873	1,096	1,096
12400 Dental Insurance	2,949	4,968	4,089	5,301	5,301
12500 Workers Compensation	5,307	5,572	5,572	5,851	5,851
12600 Retirement	59,964	79,756	72,370	92,986	92,986
12800 Uniform Allowance	197	198	198	198	198
12900 Long Term Disability	2,700	3,450	3,613	4,554	4,554
12950 Vision Plan	879	1,005	1,005	1,116	1,116
TOTAL	\$127,502	\$177,150	\$153,223	\$200,174	\$200,174
SERVICES & SUPPLIES					
21000 Office Supplies	\$20,391	\$20,200	\$18,600	\$20,200	\$20,200
22000 Operating Supplies	2,379	3,300	3,040	3,910	3,910
32000 Communications	3,292	2,121	2,999	2,700	2,700
33000 Motor Pool Charges	51	60	55	60	60
36000 Utilities	54,767	57,654	56,095	57,100	57,100
37000 Leases & Rentals	5,000	5,000	5,000	5,000	5,000
38000 R/M Contractual	21,722	46,447	26,825	31,722	31,722
39000 Miscellaneous	5,374	5,417	5,067	5,417	5,417
41000 Other Agency Serv	194	360	250	360	360
TOTAL	\$113,170	\$140,559	\$117,931	\$126,469	\$126,469
GRAND TOTAL	\$658,774	\$869,086	\$782,634	\$913,982	\$913,982

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Computer Services

ACTIVITY NO.: 3115

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	402,178	430,238	437,880	562,299	562,299
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$402,178	\$430,238	\$437,880	\$562,299	\$562,299
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.

2008-2009 GOALS AND OBJECTIVES

1. Continue to strategically repair, refurbish, and/or replace department computer equipment. This will allow employees to complete their work in a more efficient and effective manner.
2. Assist and provide instruction to Police Department employees in the implementation of the new "Field Reporting" program. Personnel will provide technical assistance and training to facilitate the transition from paper to paperless reports.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Provided Department wide technical assistance and training for the implementation of the Department's new Computer Aided Dispatch/Records Management System (CAD/RMS). The training and assistance facilitated the transition from the Tiburon CAD/RMS system to the New World CAD/RMS system.
2. Replaced and refurbished outdated computer equipment in the Police Department. This allowed employees to complete their work in a more effective and efficient manner as well as standardized the computer equipment used throughout the department.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of contractual costs: \$117,832 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, \$12,854 for networking/hardware maintenance for Dispatch, and \$8,391 for HP Computer Services.
2. Communications category (#32000) consists of \$23,430 for Data Processing/Technology Internal Service Fund, and \$56 for postage costs.
3. R/M Contractual category (#38000) consists of \$28,032 for maintenance, repair, replacement, and upgrade of computers, monitors, printers, \$10,910 for the Police Computer Aided Dispatch/Record Management System (CAD/RMS) Network, \$2,600 for janitorial services, \$600 for computer printer maintenance, \$57,316 for costs related to the Mobile Data Computers in police vehicles, and \$125,074 for CAD/RMS (the warranty expired March 2008).
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

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
21000 Office Supplies	\$208	\$900	\$275	\$900	\$900
22000 Operating Supplies	24	200	75	200	200
24000 Small Tools	2,409	3,800	2,450	3,800	3,800
31000 Contracted Services	153,955	140,280	138,560	143,362	143,362
32000 Communications	16,271	19,581	19,535	23,486	23,486
38000 R/M Contractual	62,894	99,458	111,081	224,532	224,532
39000 Miscellaneous	49	150	35	150	150
42000 Debt Service	166,368	165,869	165,869	165,869	165,869
TOTAL	\$402,178	\$430,238	\$437,880	\$562,299	\$562,299
GRAND TOTAL	\$402,178	\$430,238	\$437,880	\$562,299	\$562,299

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$349,905	\$369,356	\$331,637	\$363,876	\$363,876
SERVICES & SUPPLIES	57,596	110,428	107,653	68,633	68,633
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$407,501	\$479,784	\$439,290	\$432,509	\$432,509
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.20	4.20	4.20	4.20	4.20

Program Description

The primary goal of the Community Relations Bureau is to educate citizens by providing them with an awareness of crime and practical crime prevention methods. The desired outcome is to decrease their potential of becoming victimized. This goal is accomplished through Community Based Policing, a partnership between the Community and Police 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. In addition, the Community Relations Bureau offers the G.R.E.A.T. (Gang Resistance Education and Training) and Learning For Life programs, which are educational and designed to reach out to the youth.

The specific operational objectives are as follows:

- Maintain the current level of service to the public and private schools in the City by instructing the G.R.E.A.T. core lessons to 6th grade students.
- 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</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Gang Resistance Education and Training (G.R.E.A.T.) Students: (Full curriculum)	965	1,044	1,080
Tour of City Facilities: (Number of persons)	1,101	1,300	1,400
Neighborhood Watch Groups:	190	195	198
Business Watch Groups:	80	82	84
Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	4,266	4,565	4,620
Community Relations Volunteers Hours:	1,765	1,835	1,900

2008-2009 GOALS AND OBJECTIVES

1. Provide presentations on "Personal Safety" to the residents of senior housing complexes in the City of Monterey Park. The presentations will inform seniors on how to reduce their risk of being a victim of a crime. All senior housing centers in the City will be contacted and a presentation will be made at all of the locations that request our presentation.
2. Present two training sessions for all Neighborhood Watch Block Captains. The training sessions will educate the attendees about the duties and responsibilities of the Block Captain for a Neighborhood Watch group.
3. Expanding the Department's Gang Resistance Education and Training (G.R.E.A.T.) program, the G.R.E.A.T. program officer will present a six-week elementary school level curriculum to 3rd, 4th, and 5th grade students who participate in the West San Gabriel Valley Boys and Girls Club's Summer Program.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Community Relations Bureau researched alternatives to the Drug Abuse Resistance Education (D.A.R.E.) program. After research, the Gang Resistance Education and Training (G.R.E.A.T.) program was identified as an excellent program to meet the needs of the students, the schools, and the Police Department. In September 2007, the Police Department transitioned from the D.A.R.E. program to the G.R.E.A.T. program.
2. Completed the Seventeenth Annual Summer D.A.R.E./G.R.E.A.T Camp. Eighty local students attended the five-day camp in the San Bernardino Mountains. Thirty members of the Police Department, two members of the Fire Department, and five members of the Parks and Recreation Department volunteered as counselors for the camp. The camp provided the following:
 - 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.
3. The Monterey Park Citizen's Academy was presented three times during the year, once in English, once in Chinese, and once in Spanish. The course provided sixty-one members of our community the opportunity to become better acquainted with not only the Police Department, but all Departments within the City and the City services available to the community. Class members completed the course with a better understanding and appreciation of the role and responsibilities of law enforcement personnel and local government.

4. The Eighth Annual D.A.R.E./G.R.E.A.T. Golf Tournament was held at the Pacific Palms Golf Course in the City of Industry. With sponsorship from numerous local businesses and community members, and the participation of over 80 golfers, the tournament raised over \$7,500 for our D.A.R.E./ G.R.E.A.T. program.
5. Enhancing firearm safety, the Community Relations Bureau distributed over 225 safety gunlocks to members of the community through the Monterey Park Police Department's "Gun Safety Lock Program." Through "Project Childsafe" and U.S. Department of Justice funding, safety gunlocks were distributed to the public at no cost.
6. Strengthening the relationship between the Police Department and the community, the "Meet, Greet, and Tea Program" was held at Barnes and Sierra Vista Parks. Citizens were able to obtain crime prevention information along with information on other available City resources and services.
7. Promoting safety within the community, the Monterey Park Police Department's Community Service Officers (CSO) attended a certified Emergency/Disaster Preparedness training class. The invaluable information attained through the training was disseminated to community members at Neighborhood/Business Watch meetings and at local community events.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$2,710 for annual uniform allowance, \$1,440 for Annual Police Explorer Awards dinner, \$3,150 for other operating supplies, \$150 for costs associated with on-going community programs. This account reflects a decrease of \$44,419 due to the fulfillment of the G.R.E.A.T. grant.
2. Contracted Services category (#31000) consists of \$2,642 for costs associated with Cascades Brochure.
3. Motor Pool category (#33000) consists of \$48,148 for allocated vehicle operating costs and \$150 for mileage and parking expenses.
4. Miscellaneous category (#39000) consists of \$1,500 for printing and duplicating, \$100 for dues and memberships, \$100 for books and subscriptions, and \$7,900 for public relations education materials.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$185,939	\$200,385	\$173,364	\$196,431	\$196,431
11300 Part Time Salaries	74,310	63,226	63,226	75,490	75,490
11400 Overtime Salaries	3,624	17,193	14,405	7,159	7,159
11450 Court Time Salaries	0	773	75	773	773
TOTAL	\$263,873	\$281,577	\$251,070	\$279,853	\$279,853
EMPLOYEE BENEFITS					
12200 Life Insurance	\$396	\$396	\$369	\$396	\$396
12300 Medical Insurance	18,722	19,872	17,626	18,670	18,670
12350 Medicare Insurance	3,920	3,895	3,792	3,945	3,945
12370 Part Time Retirement	1,787	2,529	2,519	3,262	3,262
12400 Dental Insurance	832	1,320	1,181	1,320	1,320
12500 Workers Compensation	6,846	7,189	7,189	7,548	7,548
12600 Retirement	51,612	51,192	46,518	48,685	48,685
12800 Uniform Allowance	1,740	1,210	1,210	0	0
12950 Vision Plan	177	176	163	197	197
TOTAL	\$86,032	\$87,779	\$80,567	\$84,023	\$84,023
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,529	\$50,659	\$49,139	\$7,450	\$7,450
31000 Contracted Services	3,090	2,930	2,840	2,642	2,642
32000 Communications	790	470	470	493	493
33000 Motor Pool Charges	44,100	46,619	46,539	48,298	48,298
38000 R/M Contractual	35	150	50	150	150
39000 Miscellaneous	6,052	9,600	8,615	9,600	9,600
TOTAL	\$57,596	\$110,428	\$107,653	\$68,633	\$68,633
GRAND TOTAL	\$407,501	\$479,784	\$439,290	\$432,509	\$432,509

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Fire
ACTIVITY NO.: 3200

SOURCE OF FUNDS:

General Fund \$8,080,000
 Retirement Fund \$1,358,198
 Separation Benefits Fund \$162,000
 Public Safety Impact Fund \$288,000
 Public Safety Augmentation Fund \$321,300
 ELAC Instructional Service Program \$40,000

REVENUES:

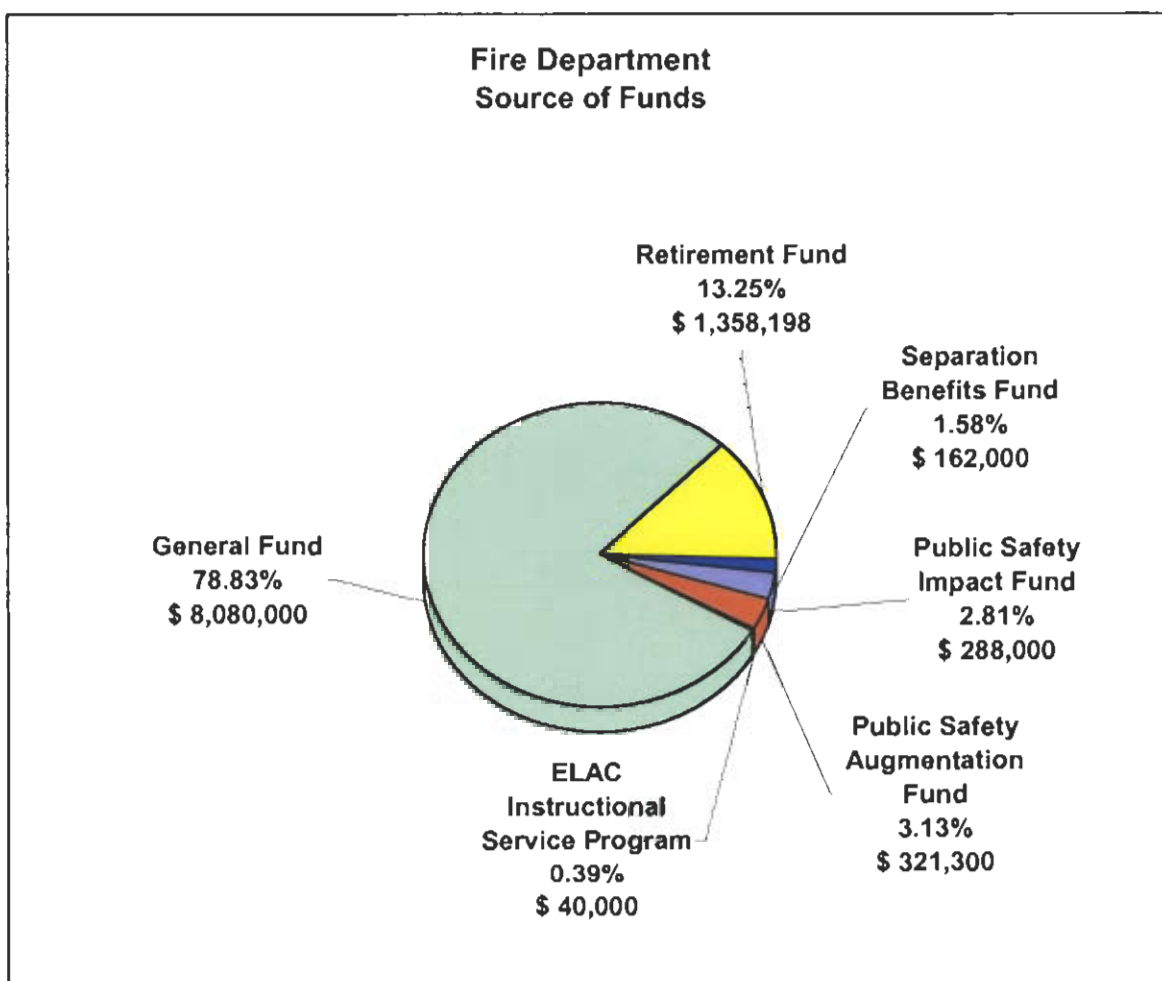
General Fund \$1,347,000

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$7,973,126	\$8,609,323	\$8,609,168	\$9,059,208	\$9,059,208
SERVICES & SUPPLIES	1,061,953	1,092,658	1,098,440	1,190,290	1,190,290
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$9,035,079	\$9,701,981	\$9,707,608	\$10,249,498	\$10,249,498
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 63.00	 64.00	 64.00	 64.00	 64.00

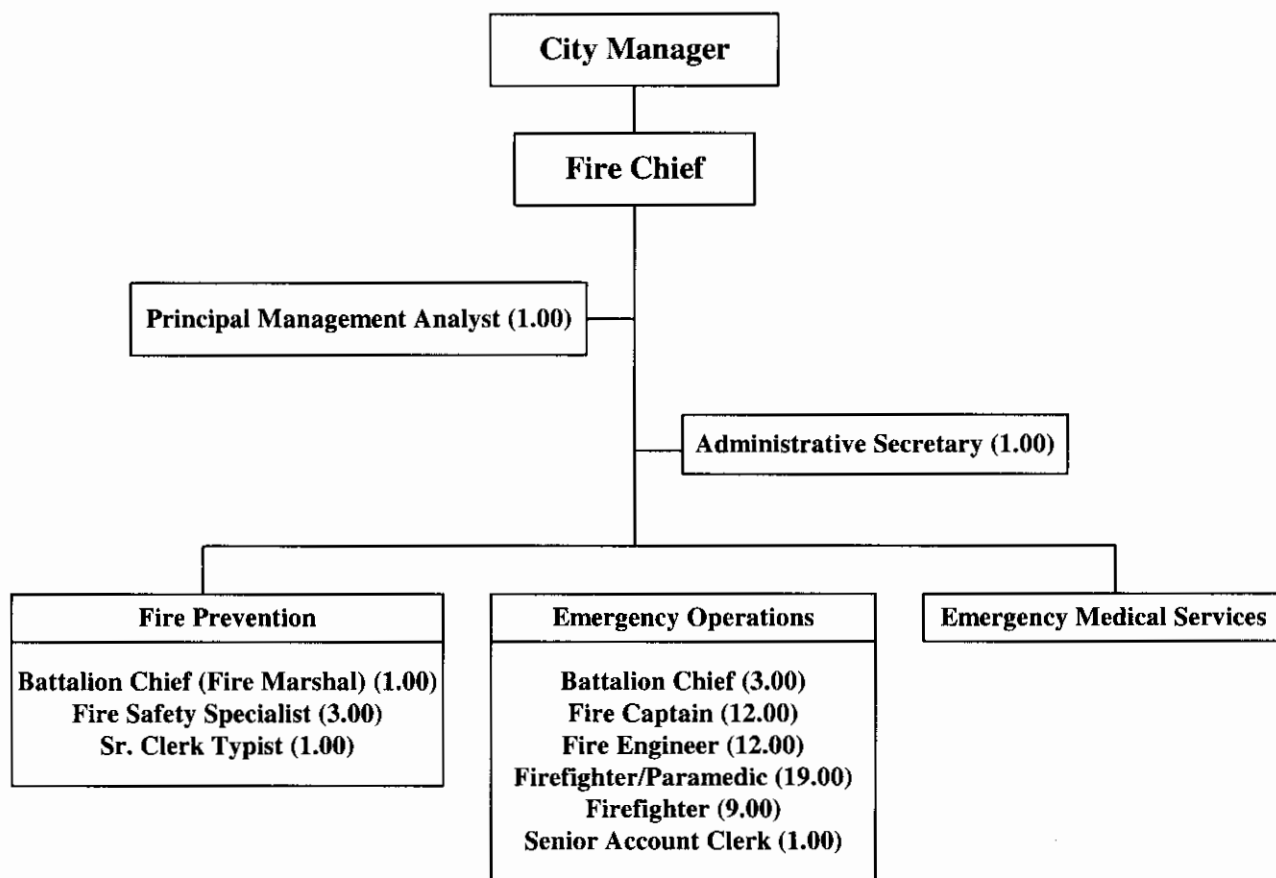
Program Description

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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$312,362	\$381,599	\$381,599	\$415,542	\$415,542
SERVICES & SUPPLIES	133,223	142,710	142,869	191,521	191,521
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$445,585	\$524,309	\$524,468	\$607,063	\$607,063
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.00	 3.00	 3.00	 3.00	 3.00

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, 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 64 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> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Service Satisfaction Survey:			
Number of Surveys Mailed	300	400	500
Number of Surveys Returned	38	52	60
Surveys Rating Excellent in:			
Promptness	86%	99%	100%
Helpfulness	82%	98%	100%
Professionalism	82%	96%	100%
Knowledge	88%	98%	100%
Courtesy	82%	96%	100%
Grant Awards: (SHSGP, UASI, Measure B)	\$222,899	\$ 395,722	\$40,000

*2006 UASI Grant Award performance extends into the 2007-2008 Fiscal Year. New SHSGP and UASI Grant Award Resources have become obsolete as requests are for regional applications.

2008-2009 GOALS AND OBJECTIVES

1. Fulfill objectives identified in the Strategic Plan for Fiscal Year 2008-2009 including, but not limited to, development of plans that address community outreach, facilities, equipment, staffing and succession planning.
2. Complete the City Council approved Full Standards of Cover Study and Space needs assessment.
3. Build on disaster preparedness activities and National Incident Management System (NIMS) compliance through provision of training and exercises that prepare City employees and businesses to deal with the effects of natural and man-made disasters.

2007-2008 MAJOR ACCOMPLISHMENTS

1. The City Council approved the Fire Department to initiate a contractual Full Standards of Cover Study including a space needs design assessment for a new fire station.
2. A strategic planning workshop was held and input received during the workshop resulted in the development of a Strategic Plan that identified goals and objectives to address in the next several years.
3. Purchased a Community Emergency Response Team (CERT) trailer for use at special events such as the Floral Street Festival, Cherry Blossom Festival, and the CERT Academy. Incident Command System (ICS 300 and 400) training was also conducted for City personnel in February.
4. Continued to seek appropriate supplementary funding, including the new business inspection fee program, a community fundraising campaign and grant proposals.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects telephone service of \$25,441, technology charges \$5,384 and postage \$1,610.
2. Motor Pool charges category (#33000) provides for mileage and parking \$125, conferences and seminars \$2,500, and vehicle operations and maintenance \$15,563.
3. Utilities category (#36000) provides for electricity service \$33,000 and gas service of \$8,000.
4. Miscellaneous category (#39000) is for printing and duplicating \$800, books and subscriptions \$400, dues and memberships of \$600, disaster preparedness \$18,000, public relations 5,300 and education and training \$40,000. This category reflects the transfer of the ELAC Instructional Services Agreement for education and training of \$21,344 from Activity 3210 Emergency Operations and additional contractual funding of \$18,656 for a total of \$40,000.
5. Contracted Services category (#31000) provides physical exams of \$500, background investigations, Cascades, and wellness program \$14,895.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$227,275	\$278,599	\$278,599	\$300,354	\$300,354
11500 Separation Benefits	9,073	10,848	10,848	13,018	13,018
TOTAL	\$236,348	\$289,447	\$289,447	\$313,372	\$313,372
EMPLOYEE BENEFITS					
12200 Life Insurance	\$660	\$810	\$810	\$810	\$810
12300 Medical Insurance	12,515	20,040	20,040	19,008	19,008
12350 Medicare Insurance	2,685	2,704	2,704	3,228	3,228
12400 Dental Insurance	990	1,440	1,440	1,552	1,552
12500 Workers Compensation	8,318	8,734	8,734	9,171	9,171
12600 Retirement	47,958	56,159	56,159	64,957	64,957
12800 Uniform Allowance	550	550	550	550	550
12900 Long Term Disability	1,841	1,075	1,075	2,228	2,228
12950 Vision Plan	497	640	640	666	666
TOTAL	\$76,014	\$92,152	\$92,152	\$102,170	\$102,170
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,871	\$2,850	\$2,760	\$3,350	\$3,350
22000 Operating Supplies	2,482	1,700	1,674	2,700	2,700
24000 Small Tools	461	1,750	1,733	1,750	1,750
31000 Contracted Services	15,679	15,395	15,395	15,395	15,395
32000 Communications	27,642	30,780	30,587	32,435	32,435
33000 Motor Pool Charges	15,840	16,307	16,878	18,188	18,188
36000 Utilities	37,434	37,225	37,225	41,000	41,000
38000 R/M Contractual	9,028	11,603	11,603	11,603	11,603
39000 Miscellaneous	21,786	25,100	25,014	65,100	65,100
TOTAL	\$133,223	\$142,710	\$142,869	\$191,521	\$191,521
GRAND TOTAL	\$445,585	\$524,309	\$524,468	\$607,063	\$607,063

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$343,066	\$460,611	\$403,890	\$503,039	\$503,039
SERVICES & SUPPLIES	76,790	82,446	82,683	90,128	90,128
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$419,856	\$543,057	\$486,573	\$593,167	\$593,167
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.00	5.00	5.00	5.00	5.00

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>	<u>ACTUAL 2006-2007</u>	<u>ESTIMATED 2007-2008</u>	<u>PROJECTED 2008-2009</u>
Plans Checked	256	260	260
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
<u>Inspections</u>			
New Construction	373	370	375
Commercial	868	875	875
Haz Mat	16	20	20
Industrial Waste	320	320	320
Residential	267	265	265
New Business Inspections	273	275	275
Re-inspection	454	560	650
Fire and other Investigations	26	25	25
<u>Cost Recovery Programs</u>			
<u>Fiscal Year</u>	<u>ACTUAL 2006-2007</u>	<u>ESTIMATED 2007-2008</u>	<u>PROJECTED 2008-2009</u>
Fire Inspections (Including Annual Business Inspections) Started in 2007-2008	\$96,477	\$231,000	\$231,000
Plan Checks	\$120,418	\$92,000	\$90,000
Permits	\$54,732	\$50,000	\$50,000
Industrial Waste	<u>\$99,396</u>	<u>\$89,000</u>	<u>\$89,000</u>
Total Revenue Collected	\$371,023	\$462,000	\$460,000

2008-2009 GOALS AND OBJECTIVES

1. In order to increase the quality of education delivered to the members of the community by the Fire Prevention Division, selected fire prevention staff shall complete the California State Fire Marshal's requirements to become certified public education officers, which is in keeping with the department's strategic plan.
2. Provide a series of workshops to educate suppression staff in ongoing and new code applications for building fire safety.
3. Coordinate with the fire suppression division to update the department's general marketing of resources to the community during local events. Establish an organized approach in displaying the department's many features to the citizens.

2007-2008 MAJOR ACCOMPLISHMENTS

1. The City Council approved an ordinance recommending the adoption of the 2007 California Fire Code with local amendments to ensure compliance with the new State code while addressing local conditions.
2. In coordination with the city's Public Works Department, developed a tracking system for the identification and testing of private "yard" fire hydrants with an inspection scheduling process to ensure the functional operation of these hydrants.
3. Recorded four public information spots for Channel 55 highlighting several areas of fire prevention and safety, such as the new California Fire Code effective January 1, 2008, recruitment information for the Community Emergency Response Team (CERT) and the business community on the newly developed "Annual Business Safety Inspection Program."

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects telephone costs of \$2,933 and postage costs of \$1,000.
2. Motor Pool charges category (#33000) is for allocated costs for vehicle operations and maintenance \$50,962.
3. Leases & Rentals category (#37000) provides for duplicating equipment rental charges of \$2,954.
4. Miscellaneous category (#39000) reflects printing and duplication charges \$2,000, dues and memberships \$400, books and subscriptions \$1,500, educational training for staff \$3,950, and public relations and safety materials of \$7,674.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SALARIES					
11200 Permanent Salaries	\$229,213	\$324,374	\$282,205	\$350,179	\$350,179
11300 Part Time Salaries	5,279	0	0	0	0
11400 Overtime Salaries	3,509	0	0	0	0
11500 Separation Benefits	12,086	14,464	14,464	17,357	17,357
TOTAL	\$250,087	\$338,838	\$296,669	\$367,536	\$367,536
EMPLOYEE BENEFITS					
12200 Life Insurance	\$534	\$756	\$714	\$900	\$900
12300 Medical Insurance	24,905	37,152	32,322	40,008	40,008
12350 Medicare Insurance	1,273	1,464	1,275	1,618	1,618
12370 Part Time Retirement	211	0	0	0	0
12400 Dental Insurance	869	1,920	1,671	2,376	2,376
12500 Workers Compensation	17,686	18,571	17,332	19,499	19,499
12600 Retirement	46,113	60,008	52,207	68,683	68,683
12900 Long Term Disability	1,100	1,500	1,350	1,980	1,980
12950 Vision Plan	288	402	350	439	439
TOTAL	\$92,979	\$121,773	\$107,221	\$135,503	\$135,503
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,590	\$3,100	\$3,076	\$3,100	\$3,100
22000 Operating Supplies	2,244	2,750	2,686	3,225	3,225
24000 Small Tools	6,081	7,500	7,500	7,500	7,500
31000 Contracted Services	0	500	412	500	500
32000 Communications	4,333	3,015	3,021	3,933	3,933
33000 Motor Pool Charges	46,677	48,077	48,077	50,962	50,962
37000 Leases & Rentals	1,394	1,550	1,550	2,954	2,954
38000 R/M Contractual	1,878	2,430	2,430	2,430	2,430
39000 Miscellaneous	12,593	13,524	13,931	15,524	15,524
TOTAL	\$76,790	\$82,446	\$82,683	\$90,128	\$90,128
GRAND TOTAL	\$419,856	\$543,057	\$486,573	\$593,167	\$593,167

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$7,317,698	\$7,767,113	\$7,823,679	\$8,140,627	\$8,140,627
SERVICES & SUPPLIES	655,480	640,060	645,346	668,321	668,321
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$7,973,178	\$8,407,173	\$8,469,025	\$8,808,948	\$8,808,948
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>2006– 2007</u>	<u>ESTIMATED</u> <u>2007 – 2008</u>	<u>PROJECTED</u> <u>2008 – 2009</u>
Residential	92	90	95
Commercial	7	6	3
Industrial	3	0	0
Brush/Grass	15	38	34
Trash/Other	11	24	31
Vehicle	<u>33</u>	<u>41</u>	<u>43</u>
Total Fire Incidents	161	199	206

<u>Fiscal Year</u> <u>All Emergency Incidents</u>	<u>ACTUAL</u> <u>2006–2007</u>	<u>ESTIMATED</u> <u>2007 – 2008</u>	<u>PROJECTED</u> <u>2008 – 2009</u>
Fire	161	199	206
EMS	2,808	2,920	3,037
Public Assist	152	153	154
Smoke	20	15	16
Haz Mat	76	91	109
False Alarms, Good Intent, and Cancelled En Route	211	257	313
*Other Misc. Incidents	<u>467</u>	<u>478</u>	<u>492</u>
Total Emergency Incidents	3895	4120	4339

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

Automatic Aid/Mutual Aid

Auto Aid/Mutual Aid Provided	568	525	547
Auto Aid/Mutual Aid Received	<u>473</u>	<u>428</u>	<u>451</u>
Total Automatic/Mutual Aid	1041	953	998

(Data source - Verdugo Communications)

Average Response Times

EMS Calls	4.45	4.49	4.49
Fire Calls	5.28	5.22	5.00

(Data source - Verdugo Communications)

Injuries/Deaths

Firefighter Injuries	2	4	0
Civilian Fire Deaths	0	0	0

<u>Volunteer Hours</u>	<u>ACTUAL 2006–2007</u>	<u>ESTIMATED 2007 – 2008</u>	<u>PROJECTED 2008 – 2009</u>
Hours Donated by Reserves	9,952	7,882	10,222
Hours Donated by Explorers	4,515	4,600	4,600

*2007-2008 Estimated Hours are projected lower due to the hiring of three reserves to fill current vacancies.

NON-EMERGENCY ACTIVITY SUMMARY

Training Hrs – Non-Medical

In-Service Training	13,329	13,500	13,650
Outside Officer Training	1,255	1,400	1,455
Specialty Courses/Seminars	<u>1,555</u>	<u>2,905</u>	<u>1,650</u>
Total Hours	16,139	17,805	16,755

2008-2009 GOALS AND OBJECTIVES

1. Develop a succession plan to prepare members for future promotional opportunities. This has been identified as a strategic priority and will encompass Chief and Company Officer training as well as Apparatus Operator classes. This program can be coordinated through East Los Angeles College using the current State Fire Marshal curriculum.
2. Coordinate an In-Service training program to keep all members current with operations and techniques utilizing apparatus, equipment, thermal imaging, and communication procedures. This training will be held in-house utilizing members who have attended conferences targeting fire service operations.
3. Sponsor a joint training program with the Police Department providing operational awareness for Police personnel at Fire Department managed incidents.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Provided training to USAR personnel in the area of Heavy Lifting And Shoring, Confined Space Rescue, Low Angle Rescue, and Technical Rope Rescue by utilizing grant funding.
2. Worked with East Los Angeles College to develop a Chief Officers Course Program and Fire Officer course program for Department personnel as part of the Strategic Plan in regards to succession planning. Classes are slated to start in fall of 08.

3. Completed all information required by the Insurance Service Office (ISO) audit. ISO, an advisory organization and leading source of information about risk, they collect information useful in many aspects of insurance underwriting. A major aspect of this service is the evaluation of municipal fire-protection efforts in communities. Staff has completed and finalized all of the information about Monterey Park's fire suppression and protection services and has forwarded the results to ISO.
4. Staff has developed and implemented a policy regarding the staffing and development of the joint Monterey Park, San Gabriel Fire Department Urban Search and Rescue Unit. This Unit will respond to the scene of an emergency incident in which the equipment and training of the Urban Search and Rescue personnel are needed.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime salaries category (#11400) is to maintain staffing levels on engines, RAs, and truck due to vacancies from vacation, sick, IOD, strike team and other causes. Monetary offsets to overtime occur through salary and benefit savings, reimbursements, and grant awards.
2. Fire Holiday Payout category (#11470) is for employee payout of accumulated holiday time. Fluctuations in expenditures reflects MOU obligations.
3. Operating Supplies category (#22000) reflects cleaning/sanitation supplies \$7,500, annual safety clothing & equipment \$51,310, annual uniform allowance \$39,356, uniforms for reserves \$5,039, education supplies \$500, commendations/awards \$1,000 and other operating supplies \$26,858. The \$16,691 increase in this category is due to higher prices for firefighter turn-out gear and increasing the number of replacement sets from 12 to 18 per year.
4. Small Tools category (#24000) includes small tools/equipment \$5,900, software/hardware equipment \$36,800, fire suppression /instrument \$500, small tools/fire fighting \$2,000 and culinary ware \$1,500. The increase of \$13,000 is for various software used in the City's Emergency Operations Center (EOC) and covers maintenance licensing and support.
5. Communications category (#32000) provides telephone service \$14,163, postage \$617 and Verdugo Dispatch System costs of \$191,108. Increase is due to \$14,949 in the Verdugo Dispatch System fees.
6. Motor Pool charges category (#33000) includes mileage and parking \$300 as well as vehicle operations and maintenance costs of \$165,162. The increase in this category of \$9,349 is due to allocated cost increases in the vehicle operations & maintenance account.
7. Duplicating Equipment Rental category (#37000) provides lease & rental of copier \$5,183.

8. R/M Contractual category (#38000) includes repair and maintenance of emergency operations and office equipment \$55,762. This account shows an increase of \$7,464 to cover anticipated industry cost increases. A decrease of \$17,000 in the One-time L.A. County Measure B Trauma grant provided in FY 2007-2008 is also reflected in this category. The overall decrease in this category is therefore \$9,536.
9. Miscellaneous category (#39000) provides allocated costs for laundry service \$9,000, printing and duplicating \$600, dues and memberships \$500, books and subscriptions \$300, education and training \$27,622, and SEMS preparedness \$5,041. This category also reflects the transfer of the ELAC Instructional Services Program of \$21,344 to Fire Administration and an increase in SEMS Preparedness \$1,541, resulting in a total category decrease of \$19,803.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$4,006,189	\$4,707,833	\$4,322,842	\$4,949,148	\$4,949,148
11400 Overtime Salaries	1,329,606	700,000	1,364,356	700,000	700,000
11470 Fire Holiday Payout	76,348	162,000	116,000	162,000	162,000
11500 Separation Benefits	169,195	202,496	202,496	242,995	242,995
TOTAL	\$5,581,338	\$5,772,329	\$6,005,694	\$6,054,143	\$6,054,143
EMPLOYEE BENEFITS					
12200 Life Insurance	\$9,129	\$9,864	\$8,977	\$10,080	\$10,080
12300 Medical Insurance	360,089	434,938	395,793	436,593	436,593
12350 Medicare Insurance	52,706	49,186	44,759	53,828	53,828
12400 Dental Insurance	17,121	16,237	14,776	20,905	20,905
12500 Workers Compensation	265,174	278,490	253,426	292,415	292,415
12600 Retirement	1,023,900	1,197,204	1,089,455	1,259,095	1,259,095
12900 Long Term Disability	7,920	8,544	7,775	9,072	9,072
12950 Vision Plan	321	321	3,024	4,496	4,496
TOTAL	\$1,736,360	\$1,994,784	\$1,817,985	\$2,086,484	\$2,086,484
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,245	\$4,150	\$4,132	\$4,150	\$4,150
22000 Operating Supplies	114,623	119,872	119,710	136,563	136,563
23000 R/M Supplies	496	1,350	1,333	1,350	1,350
24000 Small Tools	18,797	33,700	33,578	46,700	46,700
31000 Contracted Services	5,773	4,200	3,800	4,200	4,200
32000 Communications	164,759	188,936	188,936	205,888	205,888
33000 Motor Pool Charges	151,275	156,113	156,113	165,462	165,462
37000 Leases & Rentals	3,250	3,575	3,588	5,183	5,183
38000 R/M Contractual	99,102	65,298	65,212	55,762	55,762
39000 Miscellaneous	93,160	62,866	68,944	43,063	43,063
TOTAL	\$655,480	\$640,060	\$645,346	\$668,321	\$668,321
GRAND TOTAL	\$7,973,178	\$8,407,173	\$8,469,025	\$8,808,948	\$8,808,948

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	196,460	227,442	227,542	240,320	240,320
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$196,460	\$227,442	\$227,542	\$240,320	\$240,320
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> <u>2006– 2007</u>	<u>ESTIMATED</u> <u>2007 – 2008</u>	<u>PROJECTED</u> <u>2008 – 2009</u>
<u>Ambulance Membership</u>			
Residential Subscribers	2,516	2,538	2,600
<u>Medical Training/ Continuing Education Hours</u>			
Paramedics	928	752	720
Emergency Medical Tech.	<u>750</u>	<u>750</u>	<u>750</u>
Total Hours	1,678	1,502	1,470

2008-2009 GOALS AND OBJECTIVES

1. Improve continuing Paramedic training by utilizing simulation manikin for advanced treatment modalities. Simulation manikin will allow realistic simulation of critical medical events. This will allow our personnel to work together in a training environment using realistic scenarios.
2. Consistent with Department of Health Services protocols implement intraosseous infusion procedures for all paramedics. This pre-hospital procedure allows our paramedics to provide life saving medications and fluids to patients who cannot have intravenous lines.
3. Provide EMS Automatic External Defibrillation devices on all non-paramedic fire apparatus and implement an EMT-D certification-training program for personnel.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Implemented an external cardiac pacing program in accordance with Los Angeles County Department of Health Services protocol. Monterey Park had one of the first documented saves inside of our City Hall utilizing this new procedure along with 12 lead cardiac monitoring.
2. Selected four Reserve Firefighters to attend Paramedic school. Two have completed training and are employed as full time Firefighter/Paramedics, one member is currently mid-way through the training program, and one Reserve Firefighter was unsuccessful in completing the training program.
3. Continued automating of the inventorying and tracking of the department's medical equipment, supplies, and medication to ensure the proposed electronic tracking software is compatible with current systems and within budget targets.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) provides for drugs and pharmaceuticals \$21,995.
2. Small Tools category (#24000) provides small tools & minor equipment of \$350 and instruments & minor equipment of \$36,000.
3. Contracted Services category (#31000) provides collection of \$36,400 and data processing of \$5,940.
4. Motor Pool charges category (#33000) reflects allocated costs for vehicle operations and maintenance of \$78,740.
5. Miscellaneous category (#39000) provides printing and duplicating \$645, books and subscriptions \$600, and education and training \$36,580 for paramedic personnel, which includes an increase of \$8,000 for the EMT-D certification program.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SERVICES & SUPPLIES					
21000 Office Supplies	\$300	\$700	\$680	\$700	\$700
22000 Operating Supplies	8,564	21,995	21,995	21,995	21,995
23000 R/M Supplies	2,416	240	260	240	240
24000 Small Tools	33,709	36,350	36,850	36,350	36,350
31000 Contracted Services	43,915	41,919	41,919	42,340	42,340
32000 Communications	3,724	5,430	5,430	5,430	5,430
33000 Motor Pool Charges	72,120	74,283	74,283	78,740	78,740
34000 Advertising	3,224	4,200	3,800	4,200	4,200
38000 R/M Contractual	5,306	9,000	9,000	9,000	9,000
39000 Miscellaneous	21,790	29,825	29,825	37,825	37,825
41000 Other Agency Serv	1,392	3,500	3,500	3,500	3,500
TOTAL	\$196,460	\$227,442	\$227,542	\$240,320	\$240,320
GRAND TOTAL	\$196,460	\$227,442	\$227,542	\$240,320	\$240,320

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

SOURCE OF FUNDS:

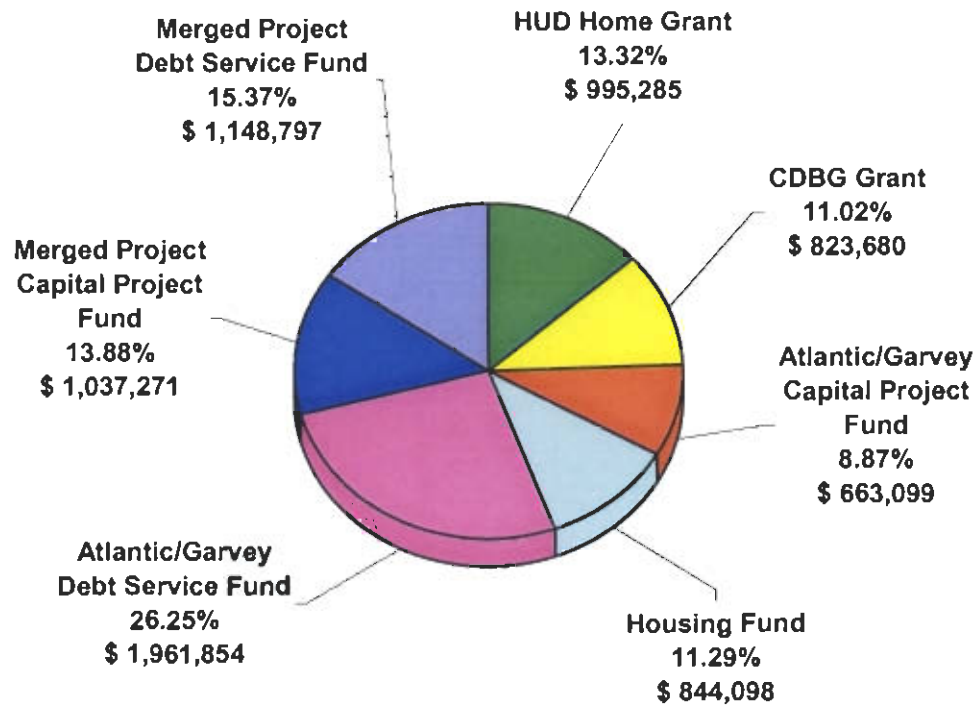
HUD Home Grant \$995,285
 CDBG Grant \$823,680
 Atlantic/Garvey Capital Project Fund \$663,099
 Housing Fund \$844,098
 Atlantic/Garvey Debt Service Fund \$1,961,854
 Merged Project Capital Project Fund \$1,037,271
 Merged Project Debt Service Fund \$1,148,797

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$815,752	\$914,123	\$914,156	\$975,426	\$975,426
SERVICES & SUPPLIES	5,834,137	6,130,742	6,007,982	6,498,658	6,498,658
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$6,649,889	\$7,044,865	\$6,922,138	\$7,474,084	\$7,474,084
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	9.50	9.50	9.50	9.50	9.50

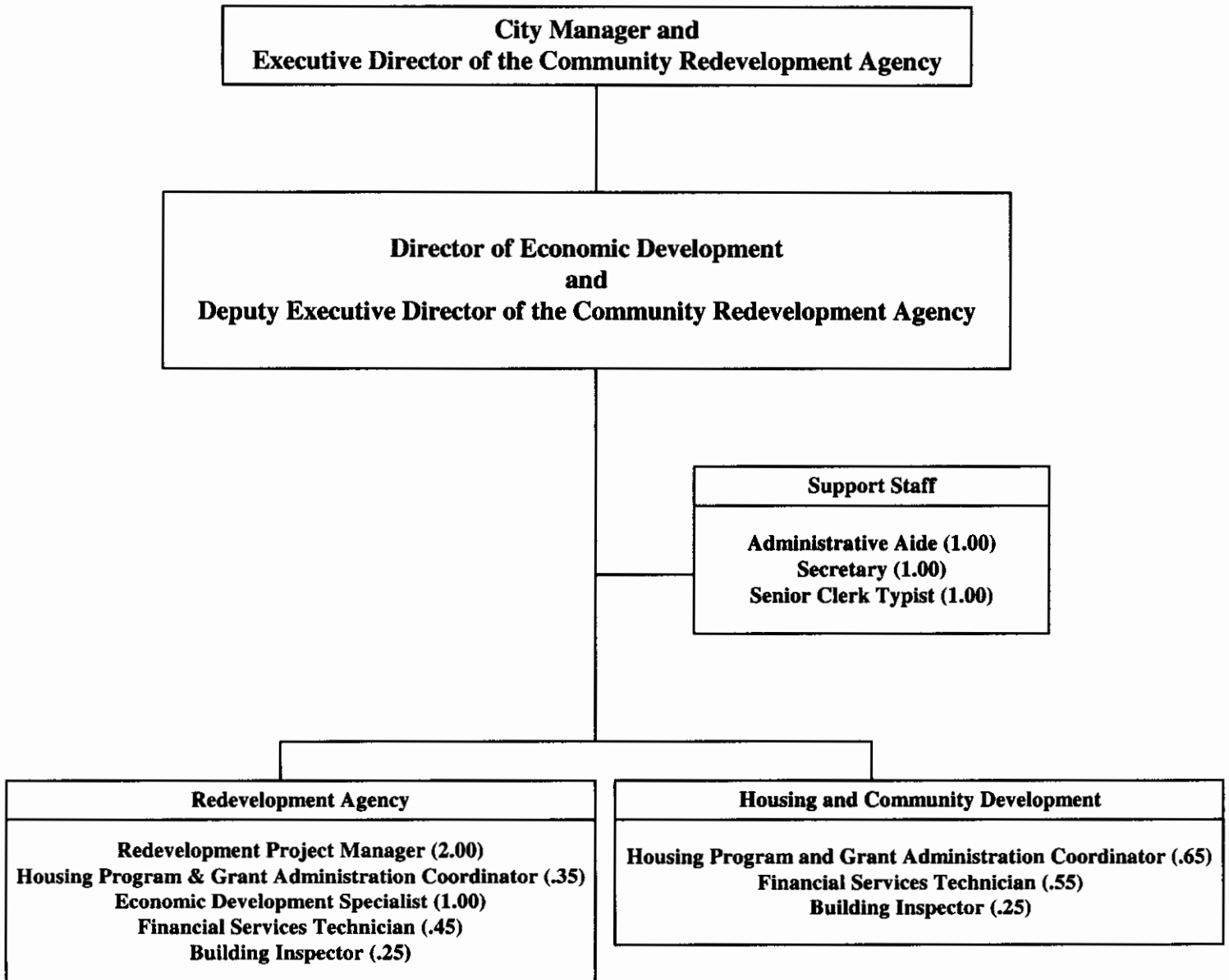
Program Description

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: **Redevelopment**

ACTIVITY NO.: **7000**

SOURCE OF FUNDS:

Atlantic/Garvey Capital Project Fund \$663,099
 Housing Fund \$844,098
 Atlantic/Garvey Debt Service Fund \$1,961,854
 Merged Project Capital Project Fund \$1,037,271
 Merged Project Debt Service Fund \$1,148,797

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$667,729	\$779,473	\$779,473	\$831,091	\$831,091
SERVICES & SUPPLIES	4,118,041	4,450,089	4,442,719	4,824,028	4,824,028
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,785,770	\$5,229,562	\$5,222,192	\$5,655,119	\$5,655,119
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.50	 7.85	 7.85	 7.85	 7.85

Program Description

The City's overall economic development efforts rely heavily on the important tool of redevelopment. Many cities have successfully "adjusted" their economies through the redevelopment process by rebuilding their economic infrastructure to serve growing and emerging industries. Monterey Park's own Redevelopment Agency has played a critical role in maintaining the productivity and effectiveness of the City's physical, economic and community resources.

Ordinance No. 1254, under the provisions of Section 33000 of the California Health and Safety Code, was activated by the Monterey Park Redevelopment Agency (CRA) in 1969. The Monterey Park City Council serves as the governing board of the Agency and the City Manager serves as the Executive Director. Redevelopment reverses deterioration and blight in areas plagued by physical, economic, and social conditions that limit investments from the private sector.

The Redevelopment Agency currently has two redevelopment project areas:

- 1) *Atlantic/Garvey Redevelopment Project No. 1* — This Project Area consists of approximately 520 acres, generally located along Atlantic Boulevard, Garfield Avenue, and Potrero Grande Drive.
- 2) *Merged Project Area* — This Project Area consists of approximately 610 acres, generally located along Garvey Avenue and Monterey Pass Road, with extensions along North Atlantic Boulevard, North Garfield Avenue and Corporate Center Drive. This area includes the new Monterey Park Market Place in the City's southeast corner.

The project boundaries encompass a significant portion of the City's commercial area. Tax increment revenues, generated by increases in property values, fund activities in the project areas.

Redevelopment Agency activities can stimulate private sector investment, helping to improve the City's health, safety, and welfare. A sound redevelopment program creates jobs and economic activity, stimulates cultural activity, improves the housing stock, and provides a healthy environment.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Atlantic/Garvey Capital Proj**

ACTIVITY NO.: **7010**

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$217,747	\$258,075	\$258,075	\$275,010	\$275,010
SERVICES & SUPPLIES	223,587	264,156	275,508	388,089	388,089
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$441,334	 \$522,231	 \$533,583	 \$663,099	 \$663,099
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.47	 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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Generated Sales Tax in the Project Area	\$1,698,924	\$1,690,000	\$1,750,000
Assessed Property Values in the Project	\$413,799,581	\$447,209,241	\$469,500,000

2008-2009 GOALS AND OBJECTIVES

1. Monitor the remediation activities of the OII North Parcel and the testing period.
2. Develop a web based business directory and restaurant guide using the existing business license database. The restaurant guide will also be available in brochure form.
3. Finance two (2) projects under the Commercial Rehabilitation Program. This program allows for funding such activities as painting, new signage, awnings, and window enhancements.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Gained approval of the Market Place Drive plans from Montebello, allowing customers to reach the retail power center from the Pomona freeway (SR60). Worked with Development team and EPA to facilitate the commencement of remediation activities by New Cure of the OII North Parcel.
2. Worked with EPA to facilitate the commencement of remediation activities by New Cure of the OII North Parcel.
3. Worked with property owners and real estate brokers to aggressively market available commercial space as part of overall business attraction efforts.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

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

<u>Contractual Services</u>	<u>2007-08</u>	<u>2008-09</u>
Appraisal	\$ 3,000	\$ 3,000
Legal	\$15,000	\$ 37,500
Comm. Rehab. Construction Mgmt. Consultant	\$10,425	\$ 10,425
Comm. Rehab. Architectural Consultant	\$ 3,844	\$ 3,844
Property Tax Audit	\$ 5,600	\$ 5,600
Economic Analysis Consultant	\$ 5,000	\$ 5,000
Cascades	\$ 3,234	\$ 3,331
Business Assistance Consultant	\$15,000	\$ 15,000
Eminent Domain Consultant*	\$ 0	\$ 50,000
Translation	\$ 1,600	\$ 1,600
Project Implementation Consultant	\$ 7,095	\$ 7,095
Five Year Implementation Plan Consultant	<u>\$ 0</u>	<u>\$ 15,000</u>
	\$69,798	\$157,395

* Increase \$50,000 for consultant to amend the redevelopment plan to extend the time limit for use of eminent domain from August 2009 to August 2021. Increase of \$15,000 for preparation of the legislatively required Five Year Implementation Plan consultant. Increase in legal services \$22,500 for both the eminent domain and Five Year Implementation Plan.

2. Communications category (#32000) includes telephone \$600, technology charges \$2,400, and postage \$3,500.
3. Motor Pool Charges category (#33000) includes mileage and parking \$1,100, conferences/seminars \$10,500, and travel/expenses \$700. Increases of \$3,300 are primarily in conferences/seminars held by professionals and trade organizations to promote the City as well as updating staff on any new legal changes.
4. Advertising category (#34000) includes legal notices \$2,750 and other advertising which consist of marketing, such as ICSC participation \$15,500.
5. R&M Contractual category (#38000) includes commercial rehabilitation program \$60,000, repairs and maintenance \$1,000, R&M machinery and equipment \$5,660, graffiti removal \$68,950, and Graffiti Tracker \$8,000. Increases of \$29,586 are primarily in commercial rehabilitation program to increase the number of commercial properties that can be rehabilitated.
6. Miscellaneous category (#39000) includes printing and duplicating \$6,500, dues and memberships \$6,800, and books & subscriptions \$500.
7. Miscellaneous Financial Services category (#44000) represents Agency's share of City support services and general liability \$20,634.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Atlantic/Garvey Capital Proj**

ACTIVITY NO.: **7010**

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11100 Elective Salaries	\$1,080	\$2,400	\$2,400	\$2,400	\$2,400
11200 Permanent Salaries	168,115	191,306	191,306	201,834	201,834
11300 Part Time Salaries	2,937	0	0	0	0
11400 Overtime Salaries	599	1,000	1,000	1,000	1,000
11500 Separation Benefits	3,173	8,932	8,932	10,718	10,718
TOTAL	\$175,904	\$203,638	\$203,638	\$215,952	\$215,952
EMPLOYEE BENEFITS					
12200 Life Insurance	\$472	\$520	\$520	\$559	\$559
12300 Medical Insurance	11,719	20,501	20,501	19,451	19,451
12350 Medicare Insurance	2,599	2,645	2,645	2,937	2,937
12370 Part Time Retirement	117	0	0	0	0
12400 Dental Insurance	688	1,065	1,065	1,267	1,267
12500 Workers Compensation	335	352	352	370	370
12600 Retirement	24,557	28,079	28,079	32,803	32,803
12900 Long Term Disability	1,007	841	841	1,290	1,290
12950 Vision Plan	349	434	434	381	381
TOTAL	\$41,843	\$54,437	\$54,437	\$59,058	\$59,058
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,226	\$4,650	\$6,100	\$5,600	\$5,600
22000 Operating Supplies	6,406	5,650	4,350	5,500	5,500
24000 Small Tools	8,371	4,300	4,550	4,500	4,500
31000 Contracted Services	91,034	69,798	86,000	157,395	157,395
32000 Communications	4,186	5,600	4,500	6,500	6,500
33000 Motor Pool Charges	14,035	9,000	9,000	12,300	12,300
34000 Advertising	12,299	17,500	18,000	18,250	18,250
38000 R/M Contractual	59,391	114,024	109,374	143,610	143,610
39000 Miscellaneous	8,005	13,000	13,000	13,800	13,800
44000 Misc Financial Serv	15,634	20,634	20,634	20,634	20,634
TOTAL	\$223,587	\$264,156	\$275,508	\$388,089	\$388,089
GRAND TOTAL	\$441,334	\$522,231	\$533,583	\$663,099	\$663,099

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Capital Projects**

ACTIVITY NO.: **7011**

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$220,669	\$258,347	\$258,347	\$275,301	\$275,301
SERVICES & SUPPLIES	563,344	702,488	674,388	761,970	761,970
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$784,013	\$960,835	\$932,735	\$1,037,271	\$1,037,271
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.48	 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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Generated Sales Tax in the Project Area	\$1,626,836	\$1,700,000	\$1,790,000
Assessed Property Values in the Project	\$601,942,129	\$646,007,426	\$678,300,000

2008-2009 GOALS AND OBJECTIVES

1. Facilitate the completion of the plan check and start construction of the Garvey Villas mixed-use project at the southwest corner of Atlantic Boulevard and Garvey Avenue.
2. Assist in the completion of the relocation and site clearance for the Towne Centre mixed-use project at the southeast corner of Garvey and Garfield Avenues. Work with developer, Magnus Sunhill Group to start the plan check process.
3. Develop design alternatives for the City entry ways enhancing the business climate of the community.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Worked with the Magnus Sunhill Group to complete the property acquisition for the Towne Centre mixed-use project at the southeast corner of Garvey and Garfield Avenues, and began the relocation of the businesses.
2. Received approval for the Garvey Villas plan from the Design Review Board and began plan check process for the mixed-use project at the southeast corner of Atlantic Boulevard and Garvey Avenue. Worked on the relocation of the tenants at 813 Mable Avenue.
3. Worked with Kam Sang, the contractor and City staff on the completion of the shoring and foundation work for the Atlantic Times Square mixed-use project at the southeast corner of Atlantic Boulevard and Hellman Avenue. Started construction of the commercial podium deck.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

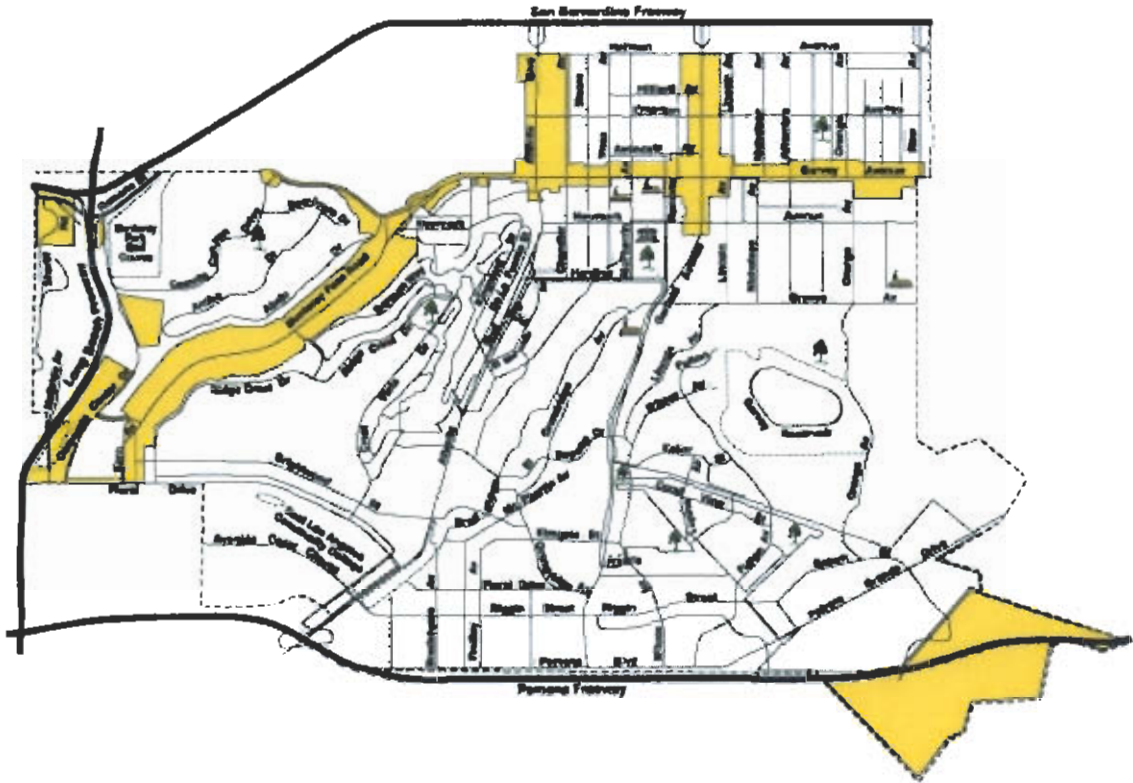
1. Contracted Services category (#31000) includes the following items:

<u>Contractual Services</u>	<u>2007-08</u>	<u>2008-09</u>
Appraisal	\$ 20,000	\$ 20,000
Legal	\$180,000	\$180,000
Comm. Rehab. Construction Mgmt. Consultant	\$ 10,425	\$ 10,425
Comm. Rehab. Architectural Consultant	\$ 11,156	\$ 11,156
Property Tax Audit	\$ 5,600	\$ 5,600
Economic Analysis Consultant	\$ 15,000	\$ 15,000
Cascades	\$ 5,387	\$ 5,549
Project Implementation Consultant	\$122,038	\$122,038
Eminent Domain Consultant	\$ 0	\$ 50,000
Translation	\$ 1,600	\$ 1,600
Five Year Implementation Plan Consultant	<u>\$ 0</u>	<u>\$ 15,000</u>
	\$371,206	\$436,368

Increase \$50,000 for consultant to amend the redevelopment plan to extend the time limit for use of eminent domain from August 2009 to August 2021. Increase of \$15,000 for preparation of the legislatively required Five-Year Implementation Plan consultant.

2. Communications category (#32000) includes telephone \$600, technology charges \$3,249, and postage \$5,000.
3. Motor Pool Charges category (#33000) includes mileage and parking \$500 and conferences/seminars \$8,500. Increases of \$3,500 are primarily in conferences/seminars held by professionals and trade organizations to promote the City as well as updating staff on any new legal changes.
4. Advertising category (#34000) includes legal notices \$2,750 and other advertising which consist of marketing, such as ICSC participation \$6,900.
5. R/M Contractual category (#38000) includes commercial rehabilitation \$120,000, department share of the City's network maintenance charges \$5,660, Corporate Center association fees \$34,800, maintenance of City owned properties \$7,460, graffiti removal \$68,950 and Graffiti Tracker \$8,000. Decreases of \$11,486 are primarily in Repair & Building Maintenance for a one-time slope cleaning assessment fee for City owned property located at Corporate Center Drive.
6. Miscellaneous category (#39000) includes printing and duplicating \$15,000, dues and memberships \$2,900, and books and subscriptions \$500.
7. Miscellaneous Financial Services category (#44000) represents Agency's share of City support services and general liability \$20,633.

Merged Project Area Map



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Capital Projects**

ACTIVITY NO.: **7011**

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11100 Elective Salaries	\$1,120	\$2,400	\$2,400	\$2,400	\$2,400
11200 Permanent Salaries	168,805	191,306	191,306	201,834	201,834
11300 Part Time Salaries	2,937	0	0	0	0
11400 Overtime Salaries	599	1,000	1,000	1,000	1,000
11500 Separation Benefits	4,986	8,969	8,969	10,763	10,763
TOTAL	\$178,447	\$203,675	\$203,675	\$215,997	\$215,997
EMPLOYEE BENEFITS					
12200 Life Insurance	\$473	\$520	\$520	\$559	\$559
12300 Medical Insurance	11,758	20,501	20,501	19,451	19,451
12350 Medicare Insurance	2,610	2,645	2,645	2,937	2,937
12370 Part Time Retirement	118	0	0	0	0
12400 Dental Insurance	690	1,065	1,065	1,267	1,267
12500 Workers Compensation	559	587	587	616	616
12600 Retirement	24,654	28,079	28,079	32,803	32,803
12900 Long Term Disability	1,010	841	841	1,290	1,290
12950 Vision Plan	350	434	434	381	381
TOTAL	\$42,222	\$54,672	\$54,672	\$59,304	\$59,304
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,295	\$5,050	\$6,000	\$6,000	\$6,000
22000 Operating Supplies	6,628	5,200	5,200	5,200	5,200
24000 Small Tools	1,800	3,000	3,000	3,000	3,000
31000 Contracted Services	375,953	371,206	390,000	436,368	436,368
32000 Communications	6,601	8,307	5,307	8,849	8,849
33000 Motor Pool Charges	7,949	5,500	6,660	9,000	9,000
34000 Advertising	8,447	8,900	9,900	9,650	9,650
38000 R/M Contractual	128,888	256,356	209,552	244,870	244,870
39000 Miscellaneous	9,150	18,336	18,136	18,400	18,400
44000 Misc Financial Serv	15,633	20,633	20,633	20,633	20,633
TOTAL	\$563,344	\$702,488	\$674,388	\$761,970	\$761,970
GRAND TOTAL	\$784,013	\$960,835	\$932,735	\$1,037,271	\$1,037,271

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Housing Set-Aside**

ACTIVITY NO.: **7030**

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$229,313	\$263,051	\$263,051	\$280,780	\$280,780
SERVICES & SUPPLIES	269,555	532,470	426,348	563,318	563,318
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$498,868	\$795,521	\$689,399	\$844,098	\$844,098
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.55	 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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Gross Tax Increment Set-Aside	\$1,626,953	\$1,750,000	\$1,800,000
Residential Rehab Participants	4	5	6

2008-2009 GOALS AND OBJECTIVES

1. Assist the non-profit developer(s) in the purchase and rehabilitation of the residential units within the to create affordable housing.
2. Work with MERCI on the development of its six-unit group home for developmentally disabled adults, providing technical assistance throughout the process.
3. Continue efforts 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.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed the RFP and developer selection process of the four-unit complex at 321 East Pomona Boulevard that will be available for low and moderate income households.
2. Reached agreement with MERCI on the development of a six-unit group home at 525 N. Chandler Avenue and provided pre-development funding and technical assistance for the project.
3. Worked to increase awareness and availability of affordable housing opportunities to potential eligible recipients by being present at various city events and marking to targeted census tracts.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	<u>2007-08</u>	<u>2008-09</u>
Appraisal	\$ 10,000	\$ 10,000
Legal*	\$100,000	\$100,000
County Admin Charges	\$ 20,633	\$ 25,000
Property Tax Audit	\$ 5,600	\$ 5,600
Environmental Consultant	\$ 5,000	\$ 5,000
Residential Rehab Management Consultant	\$ 4,861	\$ 4,861
Cascades	\$ 12,957	\$ 13,346
Housing Consultant	\$ 38,325	\$ 38,325
Translation	\$ 1,600	\$ 1,600
Five Year Implementation Plan Consultant	\$ 0	\$ 20,000
	\$198,976	\$223,732

Increase \$20,000 for preparation of the legislatively required Five-Year Implementation Plan consultant. Increase of \$4,367 for County Administrative charges.

*Legal funds that were shifted from CDBG have been included in the budget.

2. Communications category (#32000) includes telephone \$600, technology charges \$7,816, and postage \$1,000.
3. Motor Pool Charges category (#33000) includes mileage and parking \$700 and conferences/seminars \$6,500. Increases of \$3,000 are primarily in conferences/seminars held by professional and trade organizations to promote the City as well as updating staff on any new legal changes.
4. Advertising category (#34000) includes legal notices \$1,000 and advertising to promote housing programs \$2,250.
5. R&M contractual category (#38000) includes department share of the City's network maintenance charges \$4,887, Critical Maintenance Grant Program \$71,000 and Rebuilding Together Program \$9,000.
6. Miscellaneous category (#39000) includes printing and duplicating \$3,000, dues and memberships \$2,500, and books and subscriptions \$700.
7. Miscellaneous Financial Services category (#44000) includes assistance to developers and property owners for acquisition, rehabilitation and/or development of affordable housing units \$200,000. The Agency's share of City support services and general liability \$20,633.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Housing Set-Aside**

ACTIVITY NO.: **7030**

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11100 Elective Salaries	\$1,100	\$2,400	\$2,400	\$2,400	\$2,400
11200 Permanent Salaries	169,215	192,725	192,725	203,387	203,387
11400 Overtime Salaries	609	0	0	0	0
11500 Separation Benefits	15,409	12,000	12,000	14,400	14,400
TOTAL	\$186,333	\$207,125	\$207,125	\$220,187	\$220,187
EMPLOYEE BENEFITS					
12200 Life Insurance	\$465	\$525	\$525	\$566	\$566
12300 Medical Insurance	11,835	20,679	20,679	19,568	19,568
12350 Medicare Insurance	2,573	2,664	2,664	2,960	2,960
12400 Dental Insurance	711	1,079	1,079	1,272	1,272
12500 Workers Compensation	1,341	1,408	1,408	1,478	1,478
12600 Retirement	24,710	28,289	28,289	33,055	33,055
12900 Long Term Disability	997	849	849	1,306	1,306
12950 Vision Plan	348	433	433	388	388
TOTAL	\$42,980	\$55,926	\$55,926	\$60,593	\$60,593
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,478	\$2,804	\$2,500	\$3,200	\$3,200
22000 Operating Supplies	2,432	1,600	1,600	1,800	1,800
24000 Small Tools	2,431	3,000	3,000	3,000	3,000
31000 Contracted Services	122,990	198,976	93,158	223,732	223,732
32000 Communications	6,284	8,113	8,113	9,416	9,416
33000 Motor Pool Charges	5,606	4,200	4,200	7,200	7,200
34000 Advertising	374	2,500	3,000	3,250	3,250
38000 R/M Contractual	29,562	84,556	84,556	84,887	84,887
39000 Miscellaneous	3,294	6,088	5,588	6,200	6,200
44000 Misc Financial Serv	94,104	220,633	220,633	220,633	220,633
TOTAL	\$269,555	\$532,470	\$426,348	\$563,318	\$563,318
GRAND TOTAL	\$498,868	\$795,521	\$689,399	\$844,098	\$844,098

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Atlantic/Garvey Debt Service**

ACTIVITY NO.: **7040**

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,942,592	1,898,200	1,941,200	1,961,854	1,961,854
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,942,592	\$1,898,200	\$1,941,200	\$1,961,854	\$1,961,854
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 Alhambra, Los Angeles, and Montebello School Districts.

In addition, this activity includes \$68,016 in the Contracted Services category (Object #31000) for payment to the Agency's Fiscal Agency for bond administration, \$13,000, and annual Agency's share of the administrative cost to the L.A. County, \$55,016.

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

Year	2002 Tax Allocation Bonds
<hr/>	
2009	1,675,838
2010	1,673,400
2011	1,673,306
2012	1,670,362
2013	1,669,894
2014-2018	8,318,100
2019-2023	8,278,907
2024-2027	6,213,031
	<hr/>
Total	31,172,838
Less: Interest	10,382,838
	<hr/>
Remaining Principal	<u>\$ 20,790,000</u>

- The above Atlantic-Garvey Redevelopment No. 1 2002 Tax Allocation Bonds include \$12,480,000 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

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$64,710	\$65,400	\$65,400	\$68,016	\$68,016
42000 Debt Service	1,679,362	1,675,800	1,675,800	1,675,838	1,675,838
44000 Misc Financial Serv	198,520	157,000	200,000	218,000	218,000
TOTAL	\$1,942,592	\$1,898,200	\$1,941,200	\$1,961,854	\$1,961,854
GRAND TOTAL	\$1,942,592	\$1,898,200	\$1,941,200	\$1,961,854	\$1,961,854

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Debt Service**

ACTIVITY NO.: **7041**

SUMMARY OF COST	Actual 2006-07	Adopted 2007-08	Year-End Estimated 2007-08	Proposed 2008-09	Adopted 2008-09
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,118,963	1,052,775	1,125,275	1,148,797	1,148,797
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,118,963	\$1,052,775	\$1,125,275	\$1,148,797	\$1,148,797
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 Alhambra and Garvey School Districts and the Los Angeles Community College District. The pass-through payments for 2008-09 are budgeted for \$325,000.

In addition, this activity includes \$46,072 in the Contracted Services category (Object #31000) for payment to the Agency's Fiscal Agent for bond administration, \$9,984, and annual Agency's share of the administrative cost to the L.A. County, \$36,088.

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

Year	1998 Tax Allocation Bonds
2009	777,725
2010	773,445
2011	773,365
2012	777,353
2013	775,290
2014-2018	3,879,012
2019-2023	3,880,920
2024-2028	3,877,490
Total	15,514,600
Less: Interest	6,079,600
Remaining Principal	\$ 9,435,000

* The above Merged Redevelopment Project Area 1998 Tax Allocation Bonds include \$570,000 serial bonds at interest rates ranging from 4.7% to 5.2%, \$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 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$50,550	\$44,300	\$44,300	\$46,072	\$46,072
42000 Debt Service	773,225	775,975	775,975	777,725	777,725
44000 Misc Financial Serv	295,188	232,500	305,000	325,000	325,000
TOTAL	\$1,118,963	\$1,052,775	\$1,125,275	\$1,148,797	\$1,148,797
GRAND TOTAL	\$1,118,963	\$1,052,775	\$1,125,275	\$1,148,797	\$1,148,797

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Housing/Community Development

SOURCE OF FUNDS:

ACTIVITY: Housing/Community Development

HUD HOME Grant \$995,285
CDBG Grant \$823,680

ACTIVITY NO.: 2200

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$148,023	\$134,650	\$134,683	\$144,335	\$144,335
SERVICES & SUPPLIES	1,716,096	1,680,653	1,565,263	1,674,630	1,674,630
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,864,119	\$1,815,303	\$1,699,946	\$1,818,965	\$1,818,965
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.00	 1.65	 1.65	 1.65	 1.65

Program Description

The Housing and Community Development (HCD) Division is the component of the Economic Development Department responsible for operating Federal, State and locally funded residential and commercial rehabilitation, economic development-oriented community projects, Federally funded capital improvements, neighborhood preservation activities, and human services. The Division breaks further into two activities, including: Administration and HOME housing Programs.

Each activity is designed to implement community development objectives, such as the augmentation of redevelopment programs, neighborhood revitalization and housing, and human services.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Housing/Community Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$87,949	\$91,776	\$91,809	\$98,550	\$98,550
SERVICES & SUPPLIES	700,155	726,822	715,932	725,130	725,130
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$788,104	\$818,598	\$807,741	\$823,680	\$823,680
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.15	1.15	1.15	1.15	1.15

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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Agencies assisted from Community Fund	11	11	11
Number of Child Care subsidized students	18	20	20
Number of students in adult literacy program	217	220	220
Number of Housing Rights Center clients assisted	224	227	227

2008-2009 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 updating them on new laws. Assist HRC with mailing letters to renters informing them of services offered and conducting one tenant workshop.
2. Complete the Consolidated Plan Annual Performance Report (CAPER) by September 29, 2008 to comply with HUD regulations and the One-year Action Plan by May 15, 2009.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Prepared the One-Year Action Plan that identifies needs, priorities and funding for community services, affordable housing and economic development
2. Assisted eleven (11) non-profit organizations with Community Fund monies. With CDBG funds, these agencies directly assisted over 2,000 low and moderate-income residents with a variety of social services.
3. The Housing Rights Center held a tenant fair housing workshop and a landlord fair housing workshop. Topics included an overview of federal and state fair housing laws, a discussion on protected classes under the fair housing law, and unlawful housing discrimination practices.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	<u>2007-08</u>	<u>2008-09</u>
Legal	\$ 8,100	\$ 0
Accounting/Auditing	\$ 6,200	\$ 6,200
Management Consulting Services	\$17,600	\$21,600

Legal costs have been shifted to CRA Housing Set Aside Activity to comply with CDBG 20% administrative cap. Management Consulting Services increased \$4,000 due to funds shifted from HOME to CDBG Administration to comply with HOME 10% administrative cap.

2. Communications category (#32000) includes telephone \$2,600, technology charges \$2,796, and postage \$500.
3. Motor Pool category (#33000) includes mileage and parking \$300, conferences and seminars \$1,300, and City's Motor Pool charges \$5,823.
4. Advertising category (#34000) includes legal notices \$4,550 and other advertising \$800.
5. R/M Contractual category (#38000) includes department share of the City's network maintenance charges \$2,060.
6. Miscellaneous category (#39000) includes printing and duplicating \$835, dues and memberships \$500, and books and subscriptions \$200.
7. Other Agency Services category (#41000) represent childcare services \$31,830, fair housing \$25,000, and the Community Fund \$65,000.
8. Debt Service category (#42000) represents payment to HUD for Section 108 Loan Payments \$535,336.
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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$63,261	\$62,636	\$62,636	\$66,286	\$66,286
11400 Overtime Salaries	233	200	233	200	200
11500 Separation Benefits	6,043	6,043	6,043	7,252	7,252
TOTAL	\$69,537	\$68,879	\$68,912	\$73,738	\$73,738
EMPLOYEE BENEFITS					
12200 Life Insurance	\$172	\$175	\$175	\$207	\$207
12300 Medical Insurance	5,070	9,341	9,341	9,043	9,043
12350 Medicare Insurance	966	889	889	962	962
12400 Dental Insurance	214	333	333	668	668
12500 Workers Compensation	2,359	2,477	2,477	2,600	2,600
12600 Retirement	9,174	9,193	9,193	10,783	10,783
12900 Long Term Disability	348	345	345	456	456
12950 Vision Plan	109	144	144	93	93
TOTAL	\$18,412	\$22,897	\$22,897	\$24,812	\$24,812
SERVICES & SUPPLIES					
21000 Office Supplies	\$423	\$300	\$300	\$300	\$300
22000 Operating Supplies	400	100	100	100	100
31000 Contracted Services	13,618	31,900	24,246	27,800	27,800
32000 Communications	5,106	5,630	5,204	5,896	5,896
33000 Motor Pool Charges	5,703	7,094	7,094	7,423	7,423
34000 Advertising	8,866	6,150	5,800	5,350	5,350
37000 Leases & Rentals	0	2,500	2,500	2,500	2,500
38000 R/M Contractual	3,436	3,395	2,035	2,060	2,060
39000 Miscellaneous	773	2,500	1,400	1,535	1,535
41000 Other Agency Serv	105,603	121,830	121,830	121,830	121,830
42000 Debt Service	526,227	530,423	530,423	535,336	535,336
44000 Misc Financial Serv	30,000	15,000	15,000	15,000	15,000
TOTAL	\$700,155	\$726,822	\$715,932	\$725,130	\$725,130
GRAND TOTAL	\$788,104	\$818,598	\$807,741	\$823,680	\$823,680

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Housing/Community Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$38,356	\$42,874	\$42,874	\$45,785	\$45,785
SERVICES & SUPPLIES	998,093	953,831	849,331	949,500	949,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,036,449	\$996,705	\$892,205	\$995,285	\$995,285
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .50	 .50	 .50	 .50	 .50

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>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Residential Rehab/ Multi Housing Participants	8	5	7

2008-2009 GOALS AND OBJECTIVES

1. The Department anticipates assisting seven (7) applicants for the Residential Rehabilitation Grant and Loan Program.
2. Increase its market outreach efforts by mailings to property owners in qualified targeted census tracts, and by having a presence at various city events.
3. Target multi-family properties to rehab and provide units for low to moderate-income persons.

2007-2008 MAJOR ACCOMPLISHMENTS

1. HOME fund commitments provided to Merci to develop a six-bedroom 24-hour housing facility for mentally disabled individuals. The City's funding commitments help MERCI to obtain other funding sources for the project.
2. Contacted two property owners of four units to discuss selling their properties to provide affordable housing units.
3. Completed the RFP and developer selection process for the sale and rehabilitation of a four-unit complex at 321 East Pomona Boulevard that will be available for low and moderate income families.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services category (#31000) represents an overall decrease of \$4,331. Shifted these costs over to CDBG Administration to comply with HOME 10% administrative cap.
2. R/M Contractual category (#38000) funds the City's Housing Rehabilitation Loan/Grant Program \$199,500.
3. 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$30,513	\$32,613	\$32,613	\$34,586	\$34,586
11400 Overtime Salaries	112	100	100	0	0
11500 Separation Benefits	0	696	696	506	506
TOTAL	\$30,625	\$33,409	\$33,409	\$35,092	\$35,092
EMPLOYEE BENEFITS					
12200 Life Insurance	\$71	\$80	\$80	\$90	\$90
12300 Medical Insurance	2,566	3,726	3,726	3,948	3,948
12350 Medicare Insurance	455	457	457	502	502
12400 Dental Insurance	132	191	191	291	291
12600 Retirement	4,317	4,788	4,788	5,623	5,623
12900 Long Term Disability	140	150	150	198	198
12950 Vision Plan	50	73	73	41	41
TOTAL	\$7,731	\$9,465	\$9,465	\$10,693	\$10,693
SERVICES & SUPPLIES					
31000 Contracted Services	\$4,280	\$4,331	\$4,331	\$0	\$0
38000 R/M Contractual	99,645	199,500	95,000	199,500	199,500
44000 Misc Financial Serv	894,168	750,000	750,000	750,000	750,000
TOTAL	\$998,093	\$953,831	\$849,331	\$949,500	\$949,500
GRAND TOTAL	\$1,036,449	\$996,705	\$892,205	\$995,285	\$995,285

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CITY OF MONTEREY PARK
PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$1,720,000
Retirement Fund \$165,569
CFF Grant \$22,302
Library Tax Fund \$530,000
Literacy and Civics Ed. Grant \$9,900
California Literacy SVC Grant \$32,039
CDBG Grant \$20,000

DEPARTMENT: Library

ACTIVITY: Library

ACTIVITY NO.: 6000

REVENUES:

General Fund \$65,250

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$1,331,065	\$1,612,906	\$1,604,796	\$1,714,390	\$1,714,390
SERVICES & SUPPLIES	757,802	766,277	812,895	785,420	785,420
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,088,867	\$2,379,183	\$2,417,691	\$2,499,810	\$2,499,810
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 29.20	 31.03	 31.03	 31.03	 31.03

Program Description

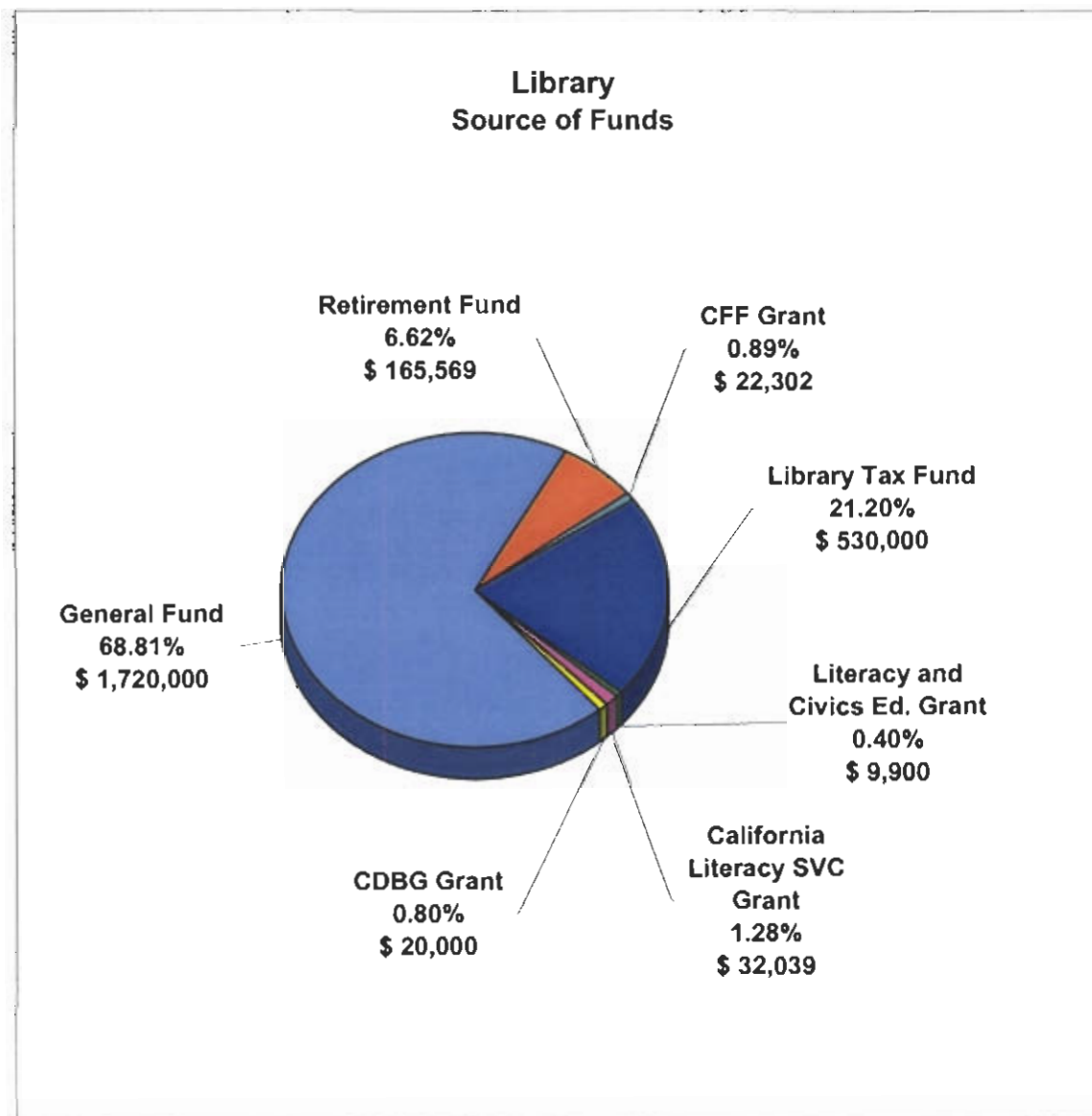
The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services. The library operates under the provisions of Chapter 2.80 of the Monterey Park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

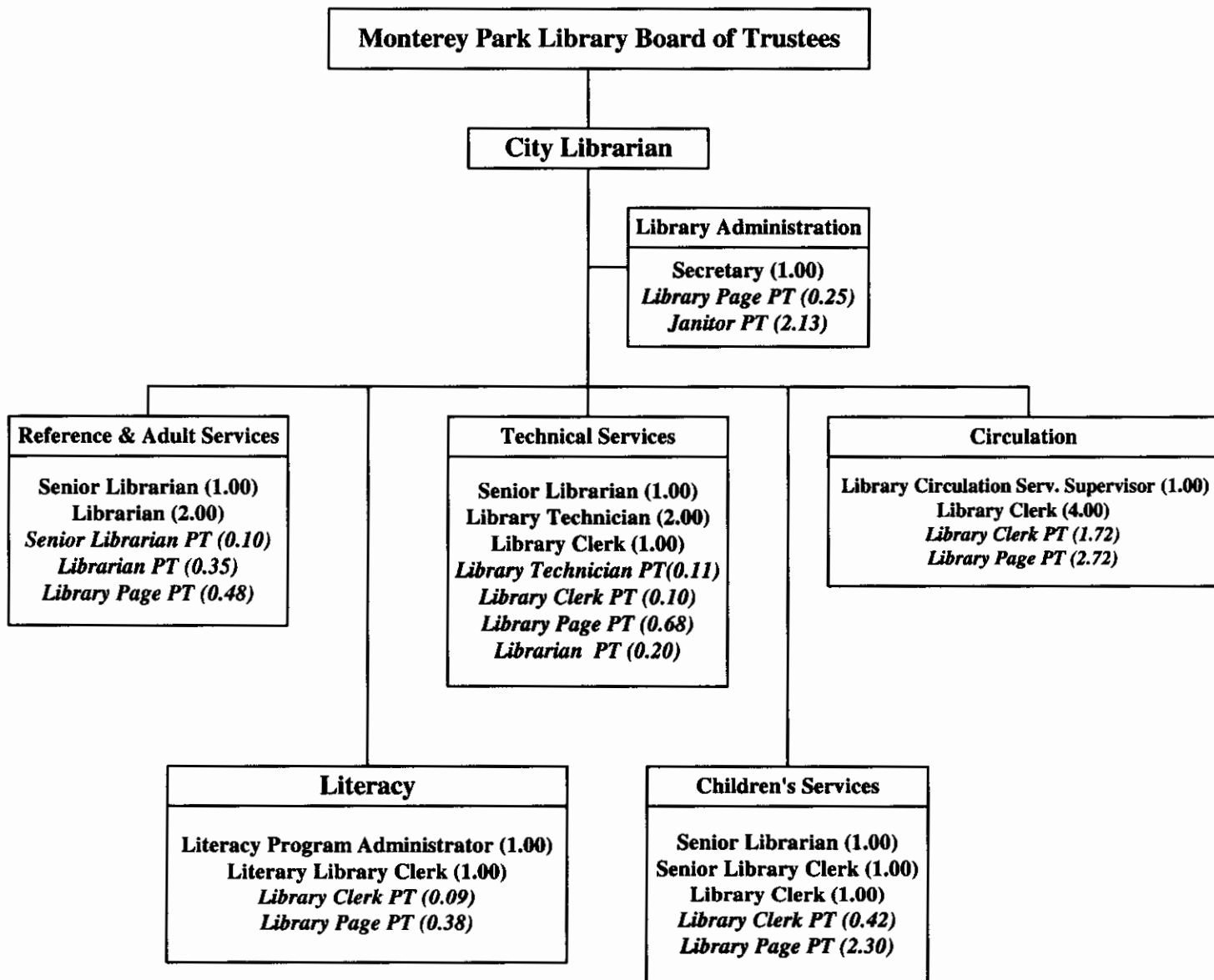
The library has a collection of approximately 151,802 volumes of books, 6,651 government publications, 5,249 audio items, 5,475 videocassettes, 1,403 DVDs, 4,400 maps, 422 pamphlets and 107 magazine and newspaper subscriptions.

Special activities and strengths include a literacy program (LAMP) which includes an English as a Second Language component and a citizenship class, and an international collection of 25,894 non-English language items with an emphasis on Asian materials housed in the International Room.

Personnel changes from last year include: No changes.



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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$211,334	\$254,870	\$254,870	\$277,205	\$277,205
SERVICES & SUPPLIES	531,776	521,667	552,797	571,661	571,661
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$743,110	\$776,537	\$807,667	\$848,866	\$848,866
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.38	 4.38	 4.38	 4.38	 4.38

Program Description

The administrative staff is responsible for the overall management, coordination and promotion 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</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Library Volunteer Hours	6,055	8,500	9,000
Grants Awarded (Number)	3	5	1
Grants Awarded (Amount)	\$8,500	\$42,250	\$5,000
Fundraising (Foundation)	\$32,974	\$12,000	\$12,500
Fundraising (Friends)	\$2,633	\$9,000	\$9,500

2008-2009 GOALS AND OBJECTIVES

1. Complete the inventory of the library collections so that the public can rely on the information in the computer catalog.
2. Work with the Monterey Park Library Foundation for fundraising in the spring of 2009 to be used to replace books and other library materials identified in the inventory as needing replacement.
3. Work with the muralist selected by the Library Board of Trustees to install an art piece over the entrance to the library.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Conducted two successful "Let's Talk About It: Jewish Literature" grant series to increase community appreciation of this type of literature.
2. Worked with the Library Board and the Art Acceptance Committee to select a muralist to install an art piece over the entrance to the library to call attention to the library and its services.
3. Worked with the Library Foundation to conduct a successful fundraising dinner and magic show with funds to be used to purchase materials to fill gaps in the collection identified by the inventory.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Small Tools category (#24000) reduction is due to the State reducing the Public Library Fund, which the library uses for automation, by more than 40 percent.
2. Contracted Services category (#31000) is the library's share of the City's data processing charges. The cost for 2007-08 was in Technical Services 6003.
3. Utilities category (#36000) increase is due to a full year in the expanded and renovated library building.
4. R/M Contractual category (#38000) is for security and fire alarm monitoring costs, elevator maintenance, air conditioning/heating maintenance, security system, etc.
5. Miscellaneous category (#39000) consists of printing and duplicating for business cards and other forms \$1,500, Dues and Memberships \$6,032 - most of this is for membership in the Metropolitan Cooperative Library System.
6. Other Agency Services category (#41000) is ongoing costs associated with the software maintenance for the collection of the community approved library tax.
7. Debt Service category (#42000) is the annual debt service payment for the library loan. This is the fourth year payment on a 13-year library financing program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$143,946	\$158,788	\$158,788	\$166,104	\$166,104
11300 Part Time Salaries	21,392	43,751	43,751	46,132	46,132
11500 Separation Benefits	6,043	7,232	7,232	8,678	8,678
TOTAL	\$171,381	\$209,771	\$209,771	\$220,914	\$220,914
EMPLOYEE BENEFITS					
12200 Life Insurance	\$540	\$936	\$936	\$936	\$936
12300 Medical Insurance	10,431	11,315	11,315	18,204	18,204
12350 Medicare Insurance	2,471	2,774	2,774	3,086	3,086
12370 Part Time Retirement	856	1,750	1,750	1,845	1,845
12400 Dental Insurance	566	804	804	784	784
12500 Workers Compensation	2,532	2,658	2,658	2,791	2,791
12600 Retirement	21,029	23,688	23,688	26,924	26,924
12900 Long Term Disability	1,155	775	775	1,348	1,348
12950 Vision Plan	373	399	399	373	373
TOTAL	\$39,953	\$45,099	\$45,099	\$56,291	\$56,291
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,429	\$2,500	\$2,500	\$2,800	\$2,800
22000 Operating Supplies	7,347	7,400	7,400	7,100	7,100
24000 Small Tools	15,610	2,000	2,000	2,000	2,000
31000 Contracted Services	0	0	0	11,038	11,038
32000 Communications	8,851	14,528	10,158	10,924	10,924
33000 Motor Pool Charges	663	955	955	955	955
36000 Utilities	77,756	74,500	110,000	116,800	116,800
38000 R/M Contractual	25,648	26,105	26,105	26,316	26,316
39000 Miscellaneous	7,277	7,482	7,482	7,532	7,532
41000 Other Agency Serv	3,000	3,000	3,000	3,000	3,000
42000 Debt Service	383,195	383,197	383,197	383,196	383,196
TOTAL	\$531,776	\$521,667	\$552,797	\$571,661	\$571,661
GRAND TOTAL	\$743,110	\$776,537	\$807,667	\$848,866	\$848,866

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$191,697	\$258,182	\$258,782	\$276,292	\$276,292
SERVICES & SUPPLIES	95,458	86,855	91,239	90,619	90,619
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$287,155	\$345,037	\$350,021	\$366,911	\$366,911
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	3.79	3.93	3.93	3.93	3.93

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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Reference Transactions	7,637	8,600	8,700
Adult/YA Programs Presented	90	200	220
Adult/YA Program Attendance	1,037	3,800	3,900

2008-2009 GOALS AND OBJECTIVES

1. Conduct an inventory of the adult and teen collections so that the public can rely on the information in the computer catalog.
2. Remove and replace outdated items in the audio collections to better serve public need.
3. Provide services such as book talks and cross promotion of events to better serve the teen population by networking with the surrounding middle and high schools.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Increased the number of computer classes from four a month to ten by adding a weekly computer lab and a new computer class taught in Vietnamese to improve public computer skills.
2. Developed a new monthly program entitled "Showtime @ the Friends Room" by partnering with the Friends of the Library to expand cultural opportunities for the community.
3. Conducted a very successful teen summer reading program by increasing the number of participants in the program more than 400 percent thereby encouraging more teens to read.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Contracted Services category (#31000) elimination is due to expiration of a book discussion grant.
2. Communications category (#32000) increase is due to changing from T1 to fiber optic cable for public Internet access to increase speed.
3. Books and Subscriptions category (#40000) decrease is a result of book discussion grant expiration.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$111,038	\$166,010	\$166,610	\$173,058	\$173,058
11300 Part Time Salaries	36,792	25,859	25,859	28,218	28,218
11500 Separation Benefits	9,064	10,848	10,848	13,018	13,018
TOTAL	\$156,894	\$202,717	\$203,317	\$214,294	\$214,294
EMPLOYEE BENEFITS					
12200 Life Insurance	\$312	\$468	\$468	\$540	\$540
12300 Medical Insurance	10,980	21,690	21,690	23,652	23,652
12350 Medicare Insurance	2,171	2,691	2,691	2,927	2,927
12370 Part Time Retirement	1,472	1,035	1,035	964	964
12400 Dental Insurance	584	1,284	1,284	972	972
12500 Workers Compensation	2,532	2,658	2,658	2,791	2,791
12600 Retirement	15,965	24,365	24,365	28,577	28,577
12900 Long Term Disability	600	900	900	1,188	1,188
12950 Vision Plan	187	374	374	387	387
TOTAL	\$34,803	\$55,465	\$55,465	\$61,998	\$61,998
SERVICES & SUPPLIES					
31000 Contracted Services	\$750	\$1,500	\$1,500	\$0	\$0
32000 Communications	11,446	5,616	10,000	12,348	12,348
33000 Motor Pool Charges	85	125	125	125	125
38000 R/M Contractual	7,708	3,880	3,880	3,880	3,880
39000 Miscellaneous	400	0	0	0	0
40000 Books & Subscriptions	75,069	75,734	75,734	74,266	74,266
TOTAL	\$95,458	\$86,855	\$91,239	\$90,619	\$90,619
GRAND TOTAL	\$287,155	\$345,037	\$350,021	\$366,911	\$366,911

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$267,688	\$303,465	\$303,465	\$325,583	\$325,583
SERVICES & SUPPLIES	48,945	52,370	63,290	52,796	52,796
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$316,633	\$355,835	\$366,755	\$378,379	\$378,379
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.95	5.09	5.09	5.09	5.09

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>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
<u>NEW CATALOG TITLES ADDED</u>			
Books	3,539	3,600	3,700
Audio-Visual	<u>690</u>	<u>700</u>	<u>800</u>
Total Cataloged Titles Added	4,229	4,300	4,500
<u>NEW ITEMS ADDED</u>			
Cataloged Books	4,537	5,000	5,100
Cataloged Audio-Visual	434	500	600
Government Documents	<u>233</u>	<u>300</u>	<u>300</u>
Total Cataloged Items Added	5,204	5,800	6,000
Total Uncataloged Items Added	20	20	20
<u>ITEMS PURGED</u>	4,464	10,000	11,100
<u>NUMBER OF MATERIALS</u> <u>BORROWED FROM OTHER</u> <u>LIBRARIES</u>	173	180	190
<u>NUMBER OF MATERIALS OTHER</u> <u>LIBRARIES BORROWED FROM CITY</u>	141	150	160

COLLECTION TOTALS

All Items	180,945	181,000	182,000
Cataloged Titles	151,802	152,000	153,000

2008-2009 GOALS AND OBJECTIVES

1. Continue the inventory of the collections so that the public can rely on the information in the computer catalog.
2. Work with the Circulation Division to implement the telephone notification system to expedite communication with the public about items waiting to be picked up.
3. Increase the speed of Internet access for public computers and for wireless access in the library so that the public has faster Internet connection.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Redesigned the library webpage to offer Web 2.0 features such as blogs, photos and social networking to encourage an online interaction with the public.
2. Completed inventory of Large Print and Feature DVD Collections so that the public can rely on the computer catalog for what is available in the library.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reduction is due to the State's cut of the Public Library Fund.
2. Contracted Services category (#31000) consists of a contract with OCLC to provide cataloging records and interlibrary loan services \$10,613 and \$10,920 which is the library's share of the data processing costs. For 2008-09 this budget is transferred to Administration 6001.
3. R/M Contractual category (#38000) is the contract for maintenance of the Online Public Access catalog \$31,191.
4. Miscellaneous category (#39000) consists of the cost of sending paperbacks and damaged books to the bindery to make them last longer \$2,300.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SALARIES					
11200 Permanent Salaries	\$178,444	\$193,920	\$193,920	\$203,328	\$203,328
11300 Part Time Salaries	18,996	26,001	26,001	27,678	27,678
11400 Overtime Salaries	11	0	0	0	0
11500 Separation Benefits	12,086	14,464	14,464	17,357	17,357
TOTAL	\$209,537	\$234,385	\$234,385	\$248,363	\$248,363
EMPLOYEE BENEFITS					
12200 Life Insurance	\$588	\$612	\$612	\$720	\$720
12300 Medical Insurance	21,820	28,860	28,860	31,476	31,476
12350 Medicare Insurance	2,937	3,082	3,082	3,359	3,359
12370 Part Time Retirement	760	1,041	1,041	1,107	1,107
12400 Dental Insurance	1,183	1,764	1,764	1,737	1,737
12500 Workers Compensation	3,376	3,545	3,545	3,722	3,722
12600 Retirement	25,898	28,463	28,463	33,088	33,088
12900 Long Term Disability	1,175	1,200	1,200	1,584	1,584
12950 Vision Plan	414	513	513	427	427
TOTAL	\$58,151	\$69,080	\$69,080	\$77,220	\$77,220
SERVICES & SUPPLIES					
22000 Operating Supplies	\$8,603	\$9,845	\$9,845	\$8,582	\$8,582
31000 Contracted Services	9,361	10,613	21,533	10,613	10,613
33000 Motor Pool Charges	132	110	110	110	110
38000 R/M Contractual	28,018	29,502	29,502	31,191	31,191
39000 Miscellaneous	2,831	2,300	2,300	2,300	2,300
TOTAL	\$48,945	\$52,370	\$63,290	\$52,796	\$52,796
GRAND TOTAL	\$316,633	\$355,835	\$366,755	\$378,379	\$378,379

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Circulation
ACTIVITY NO.: 6004

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$330,212	\$393,152	\$393,152	\$422,416	\$422,416
SERVICES & SUPPLIES	12,892	11,140	11,140	9,990	9,990
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$343,104</u>	<u>\$404,292</u>	<u>\$404,292</u>	<u>\$432,406</u>	<u>\$432,406</u>
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	8.10	9.44	9.44	9.44	9.44

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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
<u>ITEMS CIRCULATED</u>			
Total	362,176	400,000	450,000
Items Per Capita	5.61	6.20	6.98
Weekly Hours of Opening	54	54	54
<u>LIBRARY USERS</u>			
User Visits Per Day	1,256	1,187	1,190
Total User Visits Per Year	364,353	400,000	401,000
New Cardholders Registered	6,938	5,100	5,500
Library Cardholders	55,402	60,000	65,000
Number of Requests for Items Checked-Out	2,165	3,000	3,000
Overdue Notices-Processed	7,395	8,000	8,000

COMPARISON TO OTHER LIBRARIES (Figures are 2005-06)

<u>LIBRARY</u>	<u>CIRCULATION</u>	<u>CIRC/CAPITA</u>	<u>CARDHOLDERS</u>
Alhambra	555,203	6.22	53,573
Arcadia	703,652	12.53	58,652
Covina	182,744	3.70	26,619
Los Angeles	15,539,485	3.91	1,372,053
Los Angeles County	13,422,055	3.68	2,653,933
Monterey Park	182,270*	2.83	48,464
Redondo Beach	852,750	12.71	65,408
South Pasadena	352,646	13.74	39,253
Whittier	545,885	6.29	189,089

* Reduction is due to the library being offsite during construction of the expanded and renovated library.

2008-2009 GOALS AND OBJECTIVES

1. Implement an automated telephone notification system to let the public know the materials they requested are available for pick up in order to get materials to the public faster.
2. Assist in conducting an inventory of the collections so the public can rely on the information in the computer catalog.
3. Explore additional Circulation checkout features on the computer like "Linked Patrons" so the public can find out from staff the number of items family members have checked out and when they are due quickly and efficiently.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Established E-mail notification for the public who request it for more immediate notice when items are overdue so they can return the materials in a timely manner with less fines being owed.
2. Assisted and encouraged the public to use the self-checkout machine to reduce the amount of time they spend checking materials out of the library.
3. Registered more than 5,000 people for new library cards thereby increasing the public's ability to borrow materials and use library services.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes library cards, ink cartridges and printer paper for the receipt printers and self-checkout.
2. R/M Contractual category (#38000) consists of the service contract for the 3M security system and 3M self-checkout system \$1,900. Reduction is due to the State's cut of the Public Library Fund.
3. Miscellaneous category (#39000) consists primarily of printing and duplicating of patron registration forms, fines and fees schedules, \$2,290.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library
ACTIVITY: Circulation
ACTIVITY NO.: 6004

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$182,375	\$202,600	\$202,600	\$217,099	\$217,099
11300 Part Time Salaries	63,943	90,720	90,720	96,332	96,332
11500 Separation Benefits	15,107	18,080	18,080	21,696	21,696
TOTAL	\$261,425	\$311,400	\$311,400	\$335,127	\$335,127
EMPLOYEE BENEFITS					
12200 Life Insurance	\$696	\$720	\$720	\$900	\$900
12300 Medical Insurance	27,592	34,850	34,850	33,396	33,396
12350 Medicare Insurance	3,612	4,145	4,145	4,579	4,579
12370 Part Time Retirement	2,557	3,628	3,628	3,853	3,853
12400 Dental Insurance	1,586	2,244	2,244	2,093	2,093
12500 Workers Compensation	4,218	4,429	4,429	4,651	4,651
12600 Retirement	26,713	29,736	29,736	35,358	35,358
12900 Long Term Disability	1,425	1,500	1,500	1,980	1,980
12950 Vision Plan	388	500	500	479	479
TOTAL	\$68,787	\$81,752	\$81,752	\$87,289	\$87,289
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,907	\$3,700	\$2,700	\$3,700	\$3,700
32000 Communications	2,882	1,000	2,000	2,000	2,000
33000 Motor Pool Charges	68	100	100	100	100
38000 R/M Contractual	1,964	4,050	4,050	1,900	1,900
39000 Miscellaneous	3,071	2,290	2,290	2,290	2,290
TOTAL	\$12,892	\$11,140	\$11,140	\$9,990	\$9,990
GRAND TOTAL	\$343,104	\$404,292	\$404,292	\$432,406	\$432,406

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$133,408	\$143,909	\$143,909	\$150,647	\$150,647
SERVICES & SUPPLIES	10,405	18,667	18,851	3,387	3,387
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$143,813	\$162,576	\$162,760	\$154,034	\$154,034
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.90	 2.47	 2.47	 2.47	 2.47

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Number of Students Participating	775	600	675
Number of Student Hours	14,727	12,000	13,500
Number of Tutors	74	65	80
Number of Tutor Volunteer Hours	2,472	2,500	3,000
Number of Tutors Trained	40	20	25

2008-2009 GOALS AND OBJECTIVES

1. Implement a Prime Time Family Reading Program for participants in the English Language Literacy Intensive program to help students raise low CELDT (California English Language Development Test) scores and teach parents how to read at home with their children.
2. Create an impactful marketing campaign to gain the attention of potential volunteers who can help tutor more than 75 adults who need help with reading and writing skills.
3. Write at least one new grant to support the LAMP Literacy Program to supplement an expected 10 percent statewide cut and provide innovative literacy programs for Monterey Park residents who need help with reading and writing skills.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Secured an \$8,250 grant from Kaiser Permanente for the "Literacy, Food and Fitness" program for families participating in Families for Literacy, thereby helping more than 40 children and adults improve their literacy and nutrition skills in a successful 6-week program.
2. Increased the number of Citizenship classes in the LAMP Literacy Program, which reduced the number of adults waiting to enter a Citizenship class by more than 80 percent and helped more than 50 adults study for and pass their Naturalization examinations.
3. Partnered with the Alhambra Unified School District to increase the number of ESL and Citizenship classes in the library and decrease the waiting time for adults who needed the classes to improve their educational, personal and professional skills.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-time Salaries category (#11300), Office Supplies category (#2100), Operating Supplies category (#22000), Contracted Services category (#31000), Communications category (#32000), Motor Pool category (#33000), R/M Contracted category (#38000), Miscellaneous category (#39000) and Books and Subscriptions category (#40000) reductions are due to fewer grants and the State's reduction to literacy grants.
2. R/M Contractual category (#38000) is the maintenance contract on the scanner.
3. Miscellaneous category (#39000) is membership in the Southern California Library Literacy Network \$150 and Printing and Duplicating \$150.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$71,437	\$93,472	\$93,472	\$100,504	\$100,504
11300 Part Time Salaries	28,056	8,386	8,386	2,525	2,525
11500 Separation Benefits	6,044	7,232	7,232	8,678	8,678
TOTAL	\$105,537	\$109,090	\$109,090	\$111,707	\$111,707
EMPLOYEE BENEFITS					
12200 Life Insurance	\$264	\$324	\$324	\$360	\$360
12300 Medical Insurance	9,281	14,520	14,520	15,828	15,828
12350 Medicare Insurance	1,466	1,426	1,426	1,495	1,495
12370 Part Time Retirement	532	336	336	101	101
12400 Dental Insurance	553	960	960	952	952
12500 Workers Compensation	2,494	2,620	2,620	2,750	2,750
12600 Retirement	12,536	13,720	13,720	16,358	16,358
12900 Long Term Disability	525	600	600	792	792
12950 Vision Plan	220	313	313	304	304
TOTAL	\$27,871	\$34,819	\$34,819	\$38,940	\$38,940
SERVICES & SUPPLIES					
21000 Office Supplies	\$742	\$1,000	\$1,000	\$500	\$500
22000 Operating Supplies	4,256	4,786	4,906	500	500
31000 Contracted Services	939	2,505	2,505	605	605
32000 Communications	127	150	214	50	50
33000 Motor Pool Charges	1,261	800	800	225	225
38000 R/M Contractual	0	497	497	400	400
39000 Miscellaneous	303	450	450	300	300
40000 Books & Subscriptions	2,777	8,479	8,479	807	807
TOTAL	\$10,405	\$18,667	\$18,851	\$3,387	\$3,387
GRAND TOTAL	\$143,813	\$162,576	\$162,760	\$154,034	\$154,034

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$196,726	\$259,328	\$250,618	\$262,247	\$262,247
SERVICES & SUPPLIES	58,326	75,578	75,578	56,967	56,967
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$255,052	\$334,906	\$326,196	\$319,214	\$319,214
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.08	5.72	5.72	5.72	5.72

Program Description

This activity is responsible for the Children's Services of the library. This activity provides the full range of library services from preschool 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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Reference Transactions	6,496	6,900	7,000
Children’s Reading Programs	426	570	590
Children’s Reading Programs’ Attendance	6,343	7,500	7,600

2008-2009 GOALS AND OBJECTIVES

1. Conduct an inventory of the Children's Collections to ensure that the online catalog is correct so the public can find what they need.
2. Remove obsolete and damaged materials in the Children's Non-fiction Collection and replace with current and relevant materials to better serve the public.
3. Recruit college and adult volunteers to provide a more consistent and reliable homework assistance program to help elementary school students.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Created a friendly environment to encourage families with babies and toddlers to feel welcome to use the library and participate in library activities.
2. Partnered with Huntington Hospital, East Los Angeles College, California State University, Los Angeles and California Development Services to bring quality information and resources to families with young children.
3. Increased participation in the Summer Reading Program and In-N-Out Reading Program to encourage children to continue to read.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000), Communications category (#32000), Motor Pool Charges category (#33000), Miscellaneous category (#39000) and Books and Subscriptions category (#40000) reductions are due to expiration of a federal grant.
2. Miscellaneous category (#39000) consists of printing and duplicating of library brochure, Summer Reading Program materials, library newsletters, book lists, flyers for programs, bookmarks, etc. \$3,595.

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$125,204	\$145,086	\$145,086	\$148,649	\$148,649
11300 Part Time Salaries	28,359	53,116	53,116	52,670	52,670
11500 Separation Benefits	9,064	10,848	10,848	13,018	13,018
TOTAL	\$162,627	\$209,050	\$209,050	\$214,337	\$214,337
EMPLOYEE BENEFITS					
12200 Life Insurance	\$408	\$468	\$468	\$540	\$540
12300 Medical Insurance	7,776	16,710	8,000	11,964	11,964
12350 Medicare Insurance	2,263	2,794	2,794	2,927	2,927
12370 Part Time Retirement	1,134	2,126	2,126	2,107	2,107
12400 Dental Insurance	751	1,284	1,284	1,800	1,800
12500 Workers Compensation	2,532	2,658	2,658	2,791	2,791
12600 Retirement	18,147	22,924	22,924	24,192	24,192
12900 Long Term Disability	775	900	900	1,188	1,188
12950 Vision Plan	313	414	414	401	401
TOTAL	\$34,099	\$50,278	\$41,568	\$47,910	\$47,910
SERVICES & SUPPLIES					
21000 Office Supplies	\$264	\$170	\$170	\$170	\$170
22000 Operating Supplies	6,565	15,938	15,938	5,838	5,838
31000 Contracted Services	1,110	1,143	1,143	1,178	1,178
32000 Communications	25	100	100	0	0
33000 Motor Pool Charges	315	1,460	1,460	210	210
39000 Miscellaneous	1,663	4,595	4,595	3,595	3,595
40000 Books & Subscriptions	48,384	52,172	52,172	45,976	45,976
TOTAL	\$58,326	\$75,578	\$75,578	\$56,967	\$56,967
GRAND TOTAL	\$255,052	\$334,906	\$326,196	\$319,214	\$319,214

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$2,910,648
 Retirement Fund \$244,561
 Prop A Fund \$546,501
 Recreation Fund \$537,400
 CDBG Grant \$18,339
 Summer Lunch Program Grant \$130,000
 Maintenance District Fund \$430,267
 Prop A - Per Parcel Grant \$60,000

DEPARTMENT: Recreation and Parks

ACTIVITY: Recreation and Parks

ACTIVITY NO.: 6500

REVENUES:

General Fund \$212,840
 Recreation Fund \$532,600

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$2,834,171	\$3,102,430	\$2,938,753	\$3,266,854	\$3,266,854
SERVICES & SUPPLIES	1,516,064	1,551,414	1,583,191	1,610,862	1,610,862
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,350,235	\$4,653,844	\$4,521,944	\$4,877,716	\$4,877,716
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 57.13	 58.69	 58.69	 58.69	 58.69

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 monthly 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

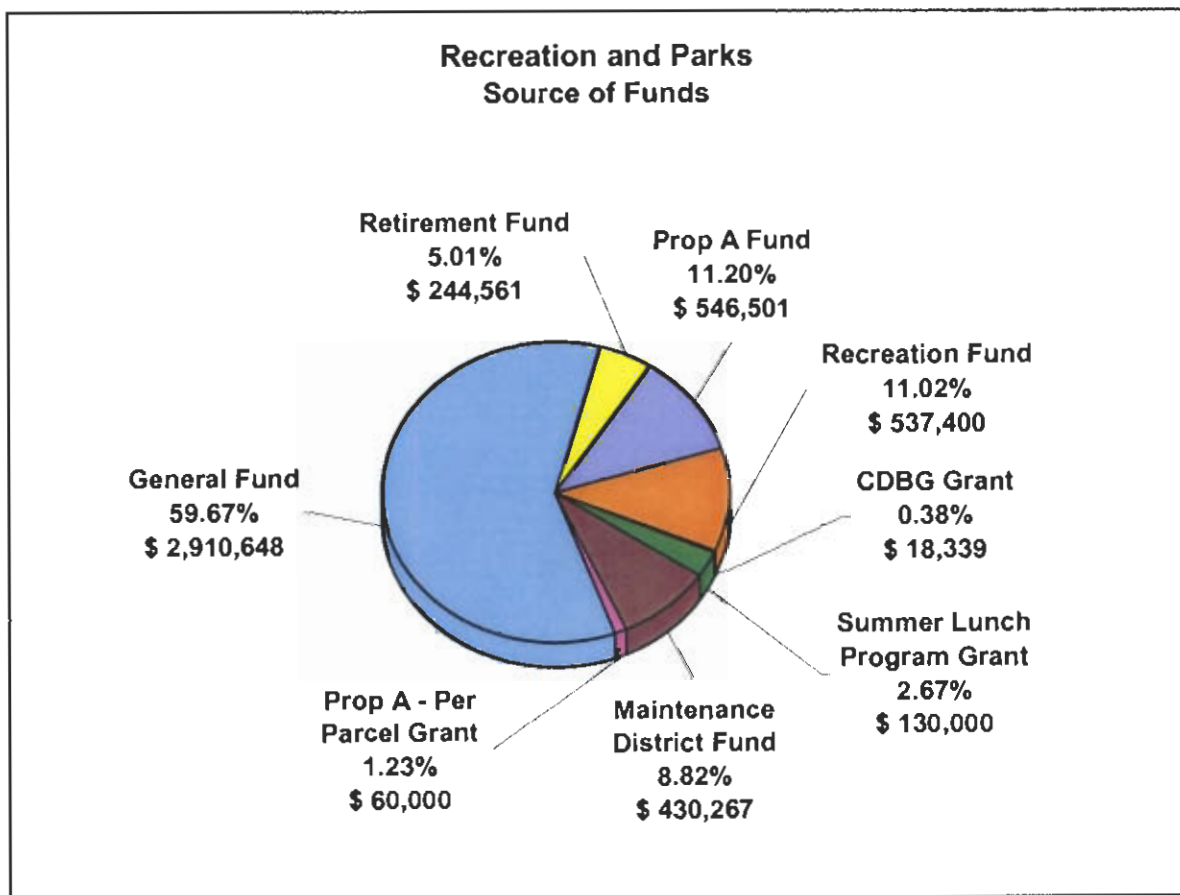
charges. The Dial-A-Ride Program is financed by Los Angeles County voter approved one-quarter percent sales tax revenue. Child Care and After School Play grounds receive funding from user fees and Community Development Block Grant Funds and through agreement from the Alhambra School District. Programs 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. All expenses for the Summer Youth Lunch Program are funded program through a grant received from the USDA.

Program Changes from last year include:

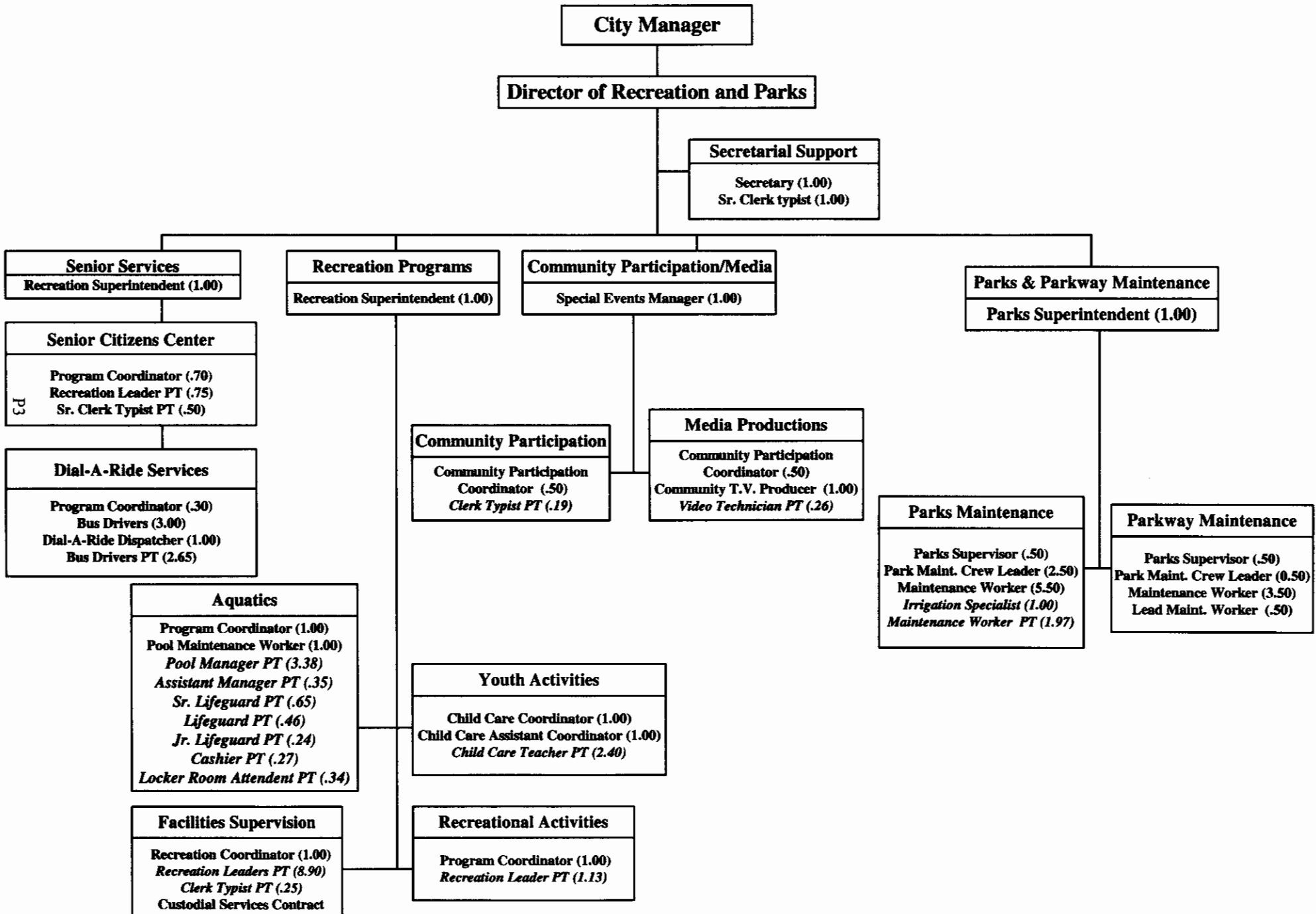
No changes

Personnel Changes from last year include:

No changes



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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$447,504	\$442,395	\$431,381	\$457,307	\$457,307
SERVICES & SUPPLIES	240,270	212,672	213,647	222,672	222,672
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$687,774	\$655,067	\$645,028	\$679,979	\$679,979
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 12.00	 12.00	 12.00	 12.00	 12.00

Program Description

This activity provides for conducting structured after-school and summer recreational and leisure time programs and activities which are directed by a corps of Recreation Leaders at various schools and parks throughout the City. This activity also 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
- Continue to seek grants and other funds to upgrade City's parks and facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Number of Youth Visits –			
Summer	31,770	32,223	32,000
School Year	38,445	38,611	39,000
Gymnasium (s) Visits (daily avg.)	129	129	129
Hours of Facilities Use by -			
Youth Groups	1,338	1,374	1,400
Private Groups	1,351	1,389	1,400
Facility Reservations	235	242	250

2008-2009 GOALS AND OBJECTIVES

1. Incorporate into the After School Program a Cross Country running program; conduct a city Cross Country Meet and qualify participants for regional competition. This will contribute to improving the health and wellness for youth.
2. Initiate a tutoring and homework assistance activity in the After School Program that will assist youth in completing school assignments, build self-esteem and improve grades.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Implemented the use of Web Based software to track and process facility reservations. This has led to more efficient response to customer inquiries for facilities and a faster turn-around on processing applications.
2. Conducted a Bike Skills contest that promoted bike safety and maintenance and encouraged youth to consider bicycling as an alternate mode of transportation.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) consist of \$1,800 for Conferences and Seminars and allocated motor pool cost of \$20,612.
2. Utilities category (#36000) reflects funding of \$10,700 for gas and \$64,000 for electricity.
3. R/M Contractual category (#38000) reflects funding of \$1,000 for minor building repairs and \$41,523 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 \$19,891 in funding for inspection and maintenance of fire alarms and extinguishers, computer network maintenance, computer and copy machine repairs, and lease payments for pagers.
4. Miscellaneous category (#39000) reflects funding of \$9,500 for Duplicating and Printing of flyers, letters and department brochures, and \$490 for professional memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$171,442	\$180,097	\$168,000	\$176,591	\$176,591
11300 Part Time Salaries	193,105	178,492	178,492	183,892	183,892
11400 Overtime Salaries	3,057	3,200	3,483	3,200	3,200
11500 Separation Benefits	10,726	10,306	10,306	12,367	12,367
TOTAL	\$378,330	\$372,095	\$360,281	\$376,050	\$376,050
EMPLOYEE BENEFITS					
12200 Life Insurance	\$489	\$424	\$424	\$561	\$561
12300 Medical Insurance	14,600	16,207	16,207	22,597	22,597
12350 Medicare Insurance	5,550	4,881	4,881	4,932	4,932
12370 Part Time Retirement	8,872	7,179	7,179	7,855	7,855
12400 Dental Insurance	1,026	1,200	1,000	1,660	1,660
12500 Workers Compensation	12,044	12,646	12,646	13,279	13,279
12600 Retirement	25,234	26,433	27,500	28,719	28,719
12900 Long Term Disability	976	881	881	1,250	1,250
12950 Vision Plan	383	449	382	404	404
TOTAL	\$69,174	\$70,300	\$71,100	\$81,257	\$81,257
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,648	\$3,850	\$3,850	\$3,900	\$3,900
22000 Operating Supplies	4,868	7,400	7,400	7,758	7,758
23000 R/M Supplies	2,186	2,500	2,500	2,500	2,500
31000 Contracted Services	12,435	13,500	13,500	14,000	14,000
32000 Communications	26,013	21,270	22,165	22,498	22,498
33000 Motor Pool Charges	19,508	20,046	19,946	22,412	22,412
36000 Utilities	89,551	70,169	70,169	74,700	74,700
37000 Leases & Rentals	4,156	2,332	2,332	2,500	2,500
38000 R/M Contractual	64,943	61,615	61,795	62,414	62,414
39000 Miscellaneous	11,962	9,990	9,990	9,990	9,990
TOTAL	\$240,270	\$212,672	\$213,647	\$222,672	\$222,672
GRAND TOTAL	\$687,774	\$655,067	\$645,028	\$679,979	\$679,979

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Recr & Pk-Aquatics

ACTIVITY NO.: 6503

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$330,605	\$329,121	\$332,815	\$343,562	\$343,562
SERVICES & SUPPLIES	204,532	205,210	208,249	215,475	215,475
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$535,137	\$534,331	\$541,064	\$559,037	\$559,037
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	7.99	7.99	7.99	7.99	7.99

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 and Alhambra Adult School, utilize the pools during the school year (1,600 hours), for their respective swim and exercise 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

	<u>Actual</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Total Number of Users	63,416	63,500	64,000
Instructional Class Attendance	1,860	1,944	2,150
Hours of Use by:			
Instructional Classes	770	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	27%	30%	30%

2008-2009 GOALS AND OBJECTIVES

1. Initiate a recreational water polo program for teens and young adults. Assistance shall be provided by Mark Keppel High School Athletics and through the use of outside funding sources.
2. Continue to improve the attendance and revenue generated at Elder Park Pool by offering an evening lap swim program for adults who cannot swim during the morning hours.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Offered new family activities and increased the number of movie nights at Elder Park Pool thus increasing revenues for public swim time at Elder Pool by 15%, without incurring additional costs.
2. Hosted the ABC's of Safe Summer program, in cooperation with the Fire Department, to educate children and families in water safety.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating supplies category (#22000) reflects sanitation and cleaning supplies \$5,200 and staff uniforms and safety equipment \$3,500.
2. R/M Supplies category (#23000) reflects \$31,500 for pool chemicals.
3. Utilities category (#36000) reflects costs of \$108,000 for gas and \$54,600 for electrical utilities.
4. Repairs and Maintenance category (#38000) reflects \$10,750 for pool repairs.
5. Miscellaneous Category (#39000) reflects \$125 for professional memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Recr & Pk-Aquatics

ACTIVITY NO.: 6503

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$88,855	\$109,034	\$102,634	\$107,369	\$107,369
11300 Part Time Salaries	189,509	160,000	170,000	169,200	169,200
11400 Overtime Salaries	3,197	2,500	2,510	2,500	2,500
11500 Separation Benefits	6,949	8,317	8,317	9,980	9,980
TOTAL	\$288,510	\$279,851	\$283,461	\$289,049	\$289,049
EMPLOYEE BENEFITS					
12200 Life Insurance	\$284	\$365	\$365	\$446	\$446
12300 Medical Insurance	11,360	16,523	16,523	18,251	18,251
12350 Medicare Insurance	3,651	3,757	4,003	3,815	3,815
12370 Part Time Retirement	7,319	6,640	6,640	7,428	7,428
12400 Dental Insurance	583	696	1,100	1,350	1,350
12500 Workers Compensation	4,117	4,323	4,323	4,539	4,539
12600 Retirement	13,969	16,004	15,500	17,481	17,481
12900 Long Term Disability	646	708	708	992	992
12950 Vision Plan	166	254	192	211	211
TOTAL	\$42,095	\$49,270	\$49,354	\$54,513	\$54,513
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,482	\$6,600	\$7,400	\$8,700	\$8,700
23000 R/M Supplies	34,535	31,500	31,500	31,500	31,500
31000 Contracted Services	1,815	1,800	1,800	1,800	1,800
36000 Utilities	119,473	154,685	156,259	162,600	162,600
38000 R/M Contractual	44,122	10,500	11,165	10,750	10,750
39000 Miscellaneous	105	125	125	125	125
TOTAL	\$204,532	\$205,210	\$208,249	\$215,475	\$215,475
GRAND TOTAL	\$535,137	\$534,331	\$541,064	\$559,037	\$559,037

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$129,844	\$145,303	\$145,269	\$159,019	\$159,019
SERVICES & SUPPLIES	94,221	102,004	102,004	103,904	103,904
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$224,065</u>	<u>\$247,307</u>	<u>\$247,273</u>	<u>\$262,923</u>	<u>\$262,923</u>
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	<u>2.09</u>	<u>2.65</u>	<u>2.65</u>	<u>2.65</u>	<u>2.65</u>

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.

Special services objectives are:

- Continue to provide needed services and programs for senior citizens at Langley Center.
- 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.
- Provide door-to-door transportation for seniors to and from medical facilities, senior day care centers, shopping for groceries and personal needs, and to the Langley Center for participation in the many programs that are available.
- 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.

PROGRAM MEASUREMENTS

	<u>Actual 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Sr. Citizen Lunches served	20,100	20,000	20,000
Home Delivered Lunches	15,625	15,600	15,600
Volunteer Hours	36,750	37,000	37,000
Education & Recreational Classes Attendance	100,800	100,500	100,000
Health Care Screenings	3,460	4,226	4,000
In Home Care Contacts	2,760	2,800	3,000
Trips & Tours	2,750	2,800	3,000
Billiards, Table Tennis, Exercise Machines	74,500	79,000	80,000

2008-2009 GOALS AND OBJECTIVES

1. Certify Langley Center staff in the use of the automatic defibrillator to be installed at Langley Center through donations provided by local service groups. This basic lifesaving training can save lives during the precious time waiting for emergency services to arrive.
2. Continue to work with the Police Department to provide classes for seniors to improve their driving skills and awareness classes to help prevent burglaries and scams against seniors.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Due to overwhelming demand, provided additional income tax assistance to over 75 seniors who do not normally file income taxes returns, in order to qualify for the economic stimulus package recently passed by the Federal Government.
2. Hosted three successful table tennis tournaments bringing in senior competitors from all over the San Gabriel Valley to compete against Monterey Park's seniors, promoting fellowship and sportsmanship among seniors.

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 \$27,509 for cleaning and maintenance services and \$4,895 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$79,815	\$85,927	\$85,927	\$90,965	\$90,965
11300 Part Time Salaries	28,083	34,664	34,550	36,376	36,376
11400 Overtime Salaries	73	0	85	0	0
11500 Separation Benefits	0	0	0	6,075	6,075
TOTAL	\$107,971	\$120,591	\$120,562	\$133,416	\$133,416
EMPLOYEE BENEFITS					
12200 Life Insurance	\$113	\$113	\$113	\$126	\$126
12300 Medical Insurance	5,842	6,846	6,846	7,073	7,073
12350 Medicare Insurance	802	970	965	1,013	1,013
12370 Part Time Retirement	573	1,387	1,387	1,455	1,455
12400 Dental Insurance	252	336	336	403	403
12600 Retirement	13,719	14,420	14,420	14,792	14,792
12900 Long Term Disability	385	420	420	554	554
12950 Vision Plan	187	220	220	187	187
TOTAL	\$21,873	\$24,712	\$24,707	\$25,603	\$25,603
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,146	\$950	\$950	\$950	\$950
22000 Operating Supplies	10,355	9,000	9,000	9,900	9,900
23000 R/M Supplies	1,006	2,000	2,000	2,000	2,000
32000 Communications	175	150	150	150	150
33000 Motor Pool Charges	327	500	500	500	500
36000 Utilities	45,817	52,000	52,000	53,000	53,000
38000 R/M Contractual	27,372	32,404	32,404	32,404	32,404
39000 Miscellaneous	8,023	5,000	5,000	5,000	5,000
TOTAL	\$94,221	\$102,004	\$102,004	\$103,904	\$103,904
GRAND TOTAL	\$224,065	\$247,307	\$247,273	\$262,923	\$262,923

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Youth Activities

ACTIVITY NO.: 6506

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$159,801	\$189,490	\$189,240	\$198,898	\$198,898
SERVICES & SUPPLIES	13,498	14,450	14,450	16,048	16,048
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$173,299	\$203,940	\$203,690	\$214,946	\$214,946
 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 in which at least 50% of the program enrollment meets 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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Barnes Child Care Center			
Average Daily Attendance	39	38	40
% of Operating Expenses Defrayed by C.D.B.G. Grant	14%	15%	17%
% of Operating Expenses Defrayed by User Fees	86%	85%	83%
Enrollment -- School Year			
Subsidized	20	20	21
Non Subsidized	19	20	20
% of Children Receiving H.U.D. Subsidy	52%	50%	51%
Enrollment - Summer	90	85	100

2008-2009 GOALS AND OBJECTIVES

1. Establish a mentoring program that will pair the older children with the younger children and set aside time in the day for reading and homework help.
2. To boost self-confidence and encourage children to use their imagination, the hallways outside of the Day Care and Tiny Tot rooms shall be transformed into a 'Gallery' to display the artistic achievements, and allow the children to share their work with parents and guest of the facility.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Established a Scholastic Book Club that has motivated parents to read more with their children. Parents and children now look forward to new book releases every month.
2. Brought the Tiny Tots Program full swing. The program now has 35 children who attend on a daily basis. A waiting list has been started. Parents and caregivers have also become involved with the program as well.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$9,500 for games, materials, and summer field trip admissions.
2. Miscellaneous category (#39000) reflects \$50 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$86,579	\$95,417	\$95,417	\$99,488	\$99,488
11300 Part Time Salaries	30,845	42,471	42,471	42,000	42,000
11400 Overtime Salaries	1,037	500	250	250	250
11500 Separation Benefits	6,345	7,594	7,594	9,113	9,113
TOTAL	\$124,806	\$145,982	\$145,732	\$150,851	\$150,851
EMPLOYEE BENEFITS					
12200 Life Insurance	\$270	\$306	\$306	\$378	\$378
12300 Medical Insurance	9,285	14,577	14,577	16,416	16,416
12350 Medicare Insurance	1,821	1,943	1,943	2,052	2,052
12370 Part Time Retirement	1,237	1,766	1,766	1,680	1,680
12400 Dental Insurance	512	852	852	644	644
12500 Workers Compensation	8,770	9,209	9,209	9,669	9,669
12600 Retirement	12,361	14,004	14,004	16,197	16,197
12900 Long Term Disability	580	630	630	832	832
12950 Vision Plan	159	221	221	179	179
TOTAL	\$34,995	\$43,508	\$43,508	\$48,047	\$48,047
SERVICES & SUPPLIES					
21000 Office Supplies	\$366	\$0	\$0	\$0	\$0
22000 Operating Supplies	5,054	5,600	5,600	6,498	6,498
31000 Contracted Services	8,078	8,800	8,800	9,500	9,500
39000 Miscellaneous	0	50	50	50	50
TOTAL	\$13,498	\$14,450	\$14,450	\$16,048	\$16,048
GRAND TOTAL	\$173,299	\$203,940	\$203,690	\$214,946	\$214,946

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$93,780	\$97,707	\$97,666	\$102,074	\$102,074
SERVICES & SUPPLIES	253,140	276,284	303,743	298,900	298,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$346,920	\$373,991	\$401,409	\$400,974	\$400,974
 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, Service Clubhouse operations, and Special Events. 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>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Adult Sports Teams	360	360	360
Specialized Recreation -			
Activities Enrollment: Youth	3,175	3,300	3,300
Adult	1,442	1,750	1,750
Total Activity Revenue Collected (Excludes Summer Lunch Program Grant)	\$287,694	\$298,000	\$300,600
Number of Free Summer Lunches Served	47,685	44,100	44,100

2008-2009 GOALS AND OBJECTIVES

1. Coordinate the resurfacing of the city's tennis courts, and improve the lighting on the Elder Park courts to make them safe and attractive for play by local recreational players.
2. Work closely with the youth sports groups in coordinating the use of the ball fields and concession stands as they experience new growth and activity.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Implemented the use of Web based software to process and track instructional class registrations. New software allows for residents to sign up for classes from their home computers and speeds up the process for class sign ups at the City Hall counter.
2. Introduced youth to physical fitness activities and nutritional education through the holiday and summer sports camps.

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, \$100 for Picnic Reservations, \$130,000 for the Free Summer Lunch Program that is reimbursed through a grant from the U.S.D.A.
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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$51,140	\$53,190	\$53,190	\$55,824	\$55,824
11300 Part Time Salaries	17,522	17,522	17,522	16,200	16,200
11400 Overtime Salaries	2,379	2,500	2,500	2,500	2,500
11500 Separation Benefits	3,021	3,616	3,616	4,339	4,339
TOTAL	\$74,062	\$76,828	\$76,828	\$78,863	\$78,863
EMPLOYEE BENEFITS					
12200 Life Insurance	\$144	\$144	\$144	\$180	\$180
12300 Medical Insurance	6,690	7,170	7,170	7,824	7,824
12350 Medicare Insurance	921	996	996	1,044	1,044
12370 Part Time Retirement	701	700	700	648	648
12400 Dental Insurance	360	480	480	576	576
12500 Workers Compensation	3,030	3,182	3,186	3,341	3,341
12600 Retirement	7,492	7,807	7,762	9,082	9,082
12900 Long Term Disability	300	300	300	396	396
12950 Vision Plan	80	100	100	120	120
TOTAL	\$19,718	\$20,879	\$20,838	\$23,211	\$23,211
SERVICES & SUPPLIES					
31000 Contracted Services	\$249,514	\$271,529	\$293,088	\$287,900	\$287,900
36000 Utilities	3,626	4,755	10,655	11,000	11,000
TOTAL	\$253,140	\$276,284	\$303,743	\$298,900	\$298,900
GRAND TOTAL	\$346,920	\$373,991	\$401,409	\$400,974	\$400,974

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$124,641	\$134,677	\$134,874	\$144,390	\$144,390
SERVICES & SUPPLIES	66,048	47,070	47,070	47,790	47,790
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$190,689	\$181,747	\$181,944	\$192,180	\$192,180
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.54	1.54	1.54	1.54	1.54

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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Total Number of Volunteer Hours	27,025	30,400 *	30,500
Number of Community Service Court Allocated/Referral Volunteers**	24	21	20
Number of Regular Volunteers	375	400	425
Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$18.01 per hour)	\$401,159	\$547,504	\$549,305
Total Number of Special Events	26	26	26
Number of Clubs, Groups and Organizations Participating in Special Events	48	50	50

* The new CERT program accounts for a 2000 hour increase in Volunteer Hours between F.Y. 2006-2007 and F.Y. 2007-2008.

2008-2009 GOALS AND OBJECTIVES

1. Offer two training sessions for City Hall staff on supervising volunteers. The training will cover volunteer orientation, training, service hour tracking and evaluation.
2. Revise the 'Try-Athalon' program at "America's Day for Kids" to include warm-up and warm-down activities, as well as educational materials on fitness geared toward parents and children.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Increased participation in the Holiday Festival of Lights Program by 42% by offering gift certificates donated by the business community.
2. Increased corporate sponsorship for special events by approximately 15%. New sponsorships were secured through committee member contacts and increased advertising on event websites.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$2,900 for fingerprinting of department volunteers and \$1,500 for city ceremonial events.
2. Miscellaneous category (#39000) reflects \$340 for Dues/Memberships, \$1,500 for printing and duplication, and \$5,000 for Cherry Blossom, \$5,000 for Cinco de Mayo, \$8,000 for 4th of July, \$5,000 for Harmony Festival, \$500 for Concerts, \$1,800 for the Artisans Fair and \$5,000 for 'America's Day for Kids' events.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$89,725	\$96,162	\$96,162	\$100,927	\$100,927
11300 Part Time Salaries	5,302	6,200	6,200	6,510	6,510
11400 Overtime Salaries	79	0	197	0	0
11500 Separation Benefits	4,079	4,882	4,882	5,858	5,858
TOTAL	\$99,185	\$107,244	\$107,441	\$113,295	\$113,295
EMPLOYEE BENEFITS					
12200 Life Insurance	\$225	\$225	\$225	\$243	\$243
12300 Medical Insurance	9,029	9,833	9,833	10,715	10,715
12350 Medicare Insurance	1,329	1,431	1,431	1,558	1,558
12370 Part Time Retirement	179	248	248	260	260
12400 Dental Insurance	486	588	588	761	761
12500 Workers Compensation	339	356	356	374	374
12600 Retirement	13,265	14,115	14,115	16,405	16,405
12900 Long Term Disability	405	405	405	535	535
12950 Vision Plan	199	232	232	244	244
TOTAL	\$25,456	\$27,433	\$27,433	\$31,095	\$31,095
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,027	\$1,200	\$1,200	\$1,200	\$1,200
22000 Operating Supplies	5,723	6,100	6,100	6,600	6,600
24000 Small Tools	429	500	500	500	500
31000 Contracted Services	24,254	4,180	4,180	4,400	4,400
32000 Communications	0	500	500	500	500
33000 Motor Pool Charges	0	250	250	250	250
38000 R/M Contractual	2,493	2,200	2,200	2,200	2,200
39000 Miscellaneous	32,122	32,140	32,140	32,140	32,140
TOTAL	\$66,048	\$47,070	\$47,070	\$47,790	\$47,790
GRAND TOTAL	\$190,689	\$181,747	\$181,944	\$192,180	\$192,180

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Media Production

ACTIVITY NO.: 6509

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$146,920	\$158,206	\$158,206	\$169,466	\$169,466
SERVICES & SUPPLIES	2,342	17,990	14,919	11,211	11,211
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$149,262	\$176,196	\$173,125	\$180,677	\$180,677
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.11	2.11	2.11	2.11	2.11

Program Description

The Media Production Division coordinates the City's Cable Television, general and community based programming, and original productions. The Division administers the City'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 City’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</u> <u>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Number of Public Service Announcements	241	210	220
Number of Programs Shown on Channel 55 (including repeats)	2,592	2,400	2,500
Percent of Survey Respondents Who Rate CASCADES Newspaper Above Average or Excellent	75%	81%	80%

2008-2009 GOALS AND OBJECTIVES

1. Negotiate with Charter Communications and AT&T to interconnect the two systems to broadcast government Channel 55 to basic subscribers.
2. Cross train at least three part-time staff members (recreation, aquatics, or day care staff) to operate camera equipment at City Council meetings and special events to ensure there are enough operators at all events.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Worked with the City Attorney’s Office, Charter Communications, and AT & T to establish the 1% of gross revenue fee to support Channel 55, as allowed under the state franchise law. The fee was approved in January 2008.
2. Assisted with the marketing/publicity of the ‘Short Film’ contest offered by the Art & Culture Commission (including creating a PSA which was distributed on You Tube); assisted the Police Department with 2 PSA campaigns.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) reflects \$1,400 for video hardware and taping supplies.
2. Contracted Services category (#31000) reflects \$200 for Other Professional Services and \$7,586 for the CASCADES publication.
3. R/M Contractual category (#38000) reflects \$1,000 for upkeep of Channel 55 programming equipment.
4. Miscellaneous category (#39000) includes \$125 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$103,801	\$109,505	\$109,505	\$115,027	\$115,027
11300 Part Time Salaries	5,681	4,750	4,750	4,750	4,750
11400 Overtime Salaries	2,976	3,500	3,500	3,500	3,500
11500 Separation Benefits	5,589	6,690	6,690	8,028	8,028
TOTAL	\$118,047	\$124,445	\$124,445	\$131,305	\$131,305
EMPLOYEE BENEFITS					
12200 Life Insurance	\$275	\$276	\$276	\$333	\$333
12300 Medical Insurance	9,580	13,310	13,310	14,519	14,519
12350 Medicare Insurance	1,561	1,596	1,596	1,737	1,737
12370 Part Time Retirement	227	190	190	190	190
12400 Dental Insurance	666	888	888	1,061	1,061
12500 Workers Compensation	628	660	660	693	693
12600 Retirement	15,206	16,072	16,072	18,707	18,707
12900 Long Term Disability	555	555	555	733	733
12950 Vision Plan	175	214	214	188	188
TOTAL	\$28,873	\$33,761	\$33,761	\$38,161	\$38,161
SERVICES & SUPPLIES					
21000 Office Supplies	\$845	\$1,400	\$778	\$1,400	\$1,400
22000 Operating Supplies	268	300	300	300	300
24000 Small Tools	446	500	500	500	500
31000 Contracted Services	0	14,565	12,116	7,786	7,786
38000 R/M Contractual	658	1,000	1,000	1,000	1,000
39000 Miscellaneous	125	225	225	225	225
TOTAL	\$2,342	\$17,990	\$14,919	\$11,211	\$11,211
GRAND TOTAL	\$149,262	\$176,196	\$173,125	\$180,677	\$180,677

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$290,082	\$329,092	\$328,879	\$369,188	\$369,188
SERVICES & SUPPLIES	134,687	161,243	161,243	166,813	166,813
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$424,769	\$490,335	\$490,122	\$536,001	\$536,001
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	6.60	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 2006-07</u>	<u>Estimated 2007-08</u>	<u>Projected 2008-09</u>
Dial-A-Ride:			
Senior Passengers	13,667	13,750	13,750
Handicapped Passengers	5,127	5,300	5,500
Transit Miles	46,984	47,000	48,000
M.T.A. Passes / Stamps & Parking Tokens	15,760	19,300	20,000
Taxi Coupons	3,600	1,000	1,000

2008-2009 GOALS AND OBJECTIVES

1. Expand Dial A Ride services to reach out of City destinations by 10%. This will assist seniors who have medical appointments outside the city boundaries and make up for the reduction in taxi coupons.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Replaced two gas powered Dial-A-Ride Vehicles with Hybrid vehicles to provide a service that is environmentally friendly to the residents.
2. Expanded service to include White Memorial Hospital in Los Angeles, Health Care Partners in Alhambra, Facey Building in San Gabriel, and Internal Medical Group in Montebello.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects \$98,500 in allocated City Motor Pool charges.
2. R& M Contractual category (#38000) reflects \$26,648 for custodial services at Langley Center.
3. Other Agency Services category (#41000) reflects \$36,000 for MTA bus subsidy.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SALARIES					
11200 Permanent Salaries	\$159,812	\$171,574	\$171,574	\$220,256	\$220,256
11300 Part Time Salaries	63,197	78,000	78,000	47,215	47,215
11400 Overtime Salaries	123	250	200	250	250
11500 Separation Benefits	11,028	14,283	14,283	17,140	17,140
TOTAL	\$234,160	\$264,107	\$264,057	\$284,861	\$284,861
EMPLOYEE BENEFITS					
12200 Life Insurance	\$607	\$639	\$639	\$948	\$948
12300 Medical Insurance	19,170	27,001	27,001	37,897	37,897
12350 Medicare Insurance	2,230	2,497	2,497	2,834	2,834
12370 Part Time Retirement	773	2,861	2,861	1,889	1,889
12400 Dental Insurance	1,160	1,632	1,632	2,324	2,324
12500 Workers Compensation	305	320	320	336	336
12600 Retirement	29,838	28,321	28,158	35,310	35,310
12900 Long Term Disability	1,453	1,246	1,246	2,243	2,243
12950 Vision Plan	386	468	468	546	546
TOTAL	\$55,922	\$64,985	\$64,822	\$84,327	\$84,327
SERVICES & SUPPLIES					
22000 Operating Supplies	\$141	\$1,200	\$1,200	\$1,200	\$1,200
31000 Contracted Services	2,811	3,600	3,600	3,600	3,600
32000 Communications	854	865	865	865	865
33000 Motor Pool Charges	90,218	92,925	92,925	98,500	98,500
38000 R/M Contractual	16,174	26,653	26,653	26,648	26,648
41000 Other Agency Serv	24,489	36,000	36,000	36,000	36,000
TOTAL	\$134,687	\$161,243	\$161,243	\$166,813	\$166,813
GRAND TOTAL	\$424,769	\$490,335	\$490,122	\$536,001	\$536,001

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$411,959	\$440,310	\$407,244	\$451,786	\$451,786
SERVICES & SUPPLIES	259,704	253,728	252,583	255,659	255,659
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$671,663</u>	<u>\$694,038</u>	<u>\$659,827</u>	<u>\$707,445</u>	<u>\$707,445</u>
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	<u>5.60</u>	<u>5.60</u>	<u>5.60</u>	<u>5.60</u>	<u>5.60</u>

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 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 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>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Street Tree Trimmed	2,738	2,900	2,900
Street Trees Planted	73	90	90
Street Trees Removed	69	75	80
Service Requests	390	400	440

2008-2009 GOALS AND OBJECTIVES

1. Continue the annual median renovation program on E. Garvey Avenue, between N. Orange Ave & S. Orange Ave., to provide better aesthetics and be consistent with the design used on previous projects, using new, more water efficient irrigation products.
2. Work with Economic Development to re-design and re-landscape the entrance median at Monterey Pass Road / Fremont Ave., using CRA funds.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed the renovation of the median on E. Garvey Ave., between N. Rural and S. Rural Dr. This renovation replaced an outdated and unattractive landscape, which had vintage irrigation products.
2. Provided public awareness on the benefits of trees and the importance of caring for their City Tree. We published articles in the Cascade newspaper, handed out pamphlets at the Open House and sent our numerous letters to various property owners.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services category (#31000) reflects \$193,000 for street median landscaping services and the parkway tree-trimming program.
2. Motor Pool Charges category (#33000) reflects \$51,636 in allocated City Motor Pool charges.
3. Utilities category (#36000) reflects \$1,400 for electricity in street medians.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$274,457	\$295,110	\$266,849	\$295,013	\$295,013
11400 Overtime Salaries	7,814	4,000	4,450	4,000	4,000
11500 Separation Benefits	16,919	20,250	20,250	24,300	24,300
TOTAL	\$299,190	\$319,360	\$291,549	\$323,313	\$323,313
EMPLOYEE BENEFITS					
12200 Life Insurance	\$893	\$911	\$911	\$1,072	\$1,072
12300 Medical Insurance	22,556	25,493	21,881	25,113	25,113
12350 Medicare Insurance	3,333	3,233	3,067	3,335	3,335
12400 Dental Insurance	1,220	1,488	1,424	1,598	1,598
12500 Workers Compensation	41,872	43,965	43,965	46,164	46,164
12600 Retirement	40,367	43,314	41,687	48,007	48,007
12800 Uniform Allowance	88	110	110	150	150
12900 Long Term Disability	1,842	1,716	2,105	2,379	2,379
12950 Vision Plan	598	720	545	655	655
TOTAL	\$112,769	\$120,950	\$115,695	\$128,473	\$128,473
SERVICES & SUPPLIES					
21000 Office Supplies	\$466	\$600	\$600	\$600	\$600
22000 Operating Supplies	4,052	4,700	4,700	4,700	4,700
23000 R/M Supplies	898	1,300	1,300	1,300	1,300
24000 Small Tools	500	550	567	673	673
31000 Contracted Services	201,816	193,000	193,000	193,000	193,000
32000 Communications	13	100	0	0	0
33000 Motor Pool Charges	47,294	48,713	48,716	51,636	51,636
36000 Utilities	2,300	2,415	1,350	1,400	1,400
38000 R/M Contractual	2,365	2,350	2,350	2,350	2,350
TOTAL	\$259,704	\$253,728	\$252,583	\$255,659	\$255,659
GRAND TOTAL	\$671,663	\$694,038	\$659,827	\$707,445	\$707,445

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Parks

ACTIVITY NO.: 6517

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$699,035	\$836,129	\$713,179	\$871,164	\$871,164
SERVICES & SUPPLIES	247,622	260,763	265,283	272,390	272,390
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$946,657	\$1,096,892	\$978,462	\$1,143,554	\$1,143,554
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	12.57	12.57	12.57	12.57	12.57

Program Description

This activity provides for the maintenance of the City's eight larger parks, five smaller parks and one garden totaling 107.47 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 maintenance contracts for Park Maintenance and 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>2006-07</u>	<u>Estimated</u> <u>2007-08</u>	<u>Projected</u> <u>2008-09</u>
Acres of Parks Maintained Under Contract	6.0	6.0	6.0
Acres of Park Maintained Under Adopt A Park	2.0	2.0	2.0
Acres of Park Maintained by City Staff	99.47	99.47	99.47

2008-2009 GOALS AND OBJECTIVES

1. Replace the worn and damaged wooden barriers that outline the front access road into La Loma Park. To enhance the look of the area, and to help maintain traffic control during the busier times at the park.
2. Remove wood chip mulch and create a new turf area, by the La Loma Snack Bar. This will create a new area for people to see the games and reduce the amount of dust in the snack bar area.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Re-landscaped the Water Conservation Garden by updating the irrigation controller, doing a complete sprinkler adjustment and prepared the soil for planting. With the help of a local Boy Scout troop, the city planted the existing areas with new plants to give the area a new look.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects the \$5,000 for landscaping materials, \$12,000 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.
2. Contracted Services category (#31000) reflects \$19,725 for landscaping and maintenance services at Bella Vista and Cascades Parks and weed control service at Edison Trails and Garvey Ranch Park.
3. Motor Pool Charges category (#33000) reflects \$105,155 in allocated City Motor Pool charges.
4. Utilities category (#36000) reflects the \$65,000 for electricity at city parks.
5. R&M Contractual category (#38000) reflects \$1,700 for building repairs and maintenance, \$2,784 for office cleaning, \$2,000 for machinery supplies and controllers, and \$5,000 for Adopt-A-Park services.
6. Miscellaneous category (#39000) reflects \$425 for memberships and \$650 for staff training.
7. Other Agency Services category (#40000) reflects \$2,700 for gopher eradication.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Parks

ACTIVITY NO.: 6517

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$418,343	\$522,140	\$400,000	\$530,487	\$530,487
11300 Part Time Salaries	50,330	43,700	75,785	46,500	46,500
11400 Overtime Salaries	9,912	7,000	7,000	7,000	7,000
11500 Separation Benefits	32,027	38,330	38,330	45,996	45,996
TOTAL	\$510,612	\$611,170	\$521,115	\$629,983	\$629,983
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,360	\$1,580	\$1,580	\$1,972	\$1,972
12300 Medical Insurance	47,149	64,609	51,279	63,609	63,609
12350 Medicare Insurance	4,800	5,429	5,466	6,600	6,600
12370 Part Time Retirement	1,382	1,748	3,000	1,860	1,860
12400 Dental Insurance	2,052	3,672	2,819	4,163	4,163
12500 Workers Compensation	64,461	67,684	67,684	71,069	71,069
12600 Retirement	63,393	75,986	56,000	86,343	86,343
12800 Uniform Allowance	87	0	87	150	150
12900 Long Term Disability	2,867	3,215	3,215	4,359	4,359
12950 Vision Plan	872	1,036	934	1,056	1,056
TOTAL	\$188,423	\$224,959	\$192,064	\$241,181	\$241,181
SERVICES & SUPPLIES					
21000 Office Supplies	\$972	\$800	\$800	\$800	\$800
22000 Operating Supplies	23,397	26,731	27,031	27,100	27,100
23000 R/M Supplies	19,875	25,000	25,000	25,000	25,000
24000 Small Tools	2,481	7,050	7,050	8,092	8,092
31000 Contracted Services	19,932	18,729	22,729	19,725	19,725
32000 Communications	2,138	3,800	3,000	3,800	3,800
33000 Motor Pool Charges	96,315	99,204	99,204	105,155	105,155
36000 Utilities	66,120	63,500	63,500	65,000	65,000
37000 Leases & Rentals	744	440	1,460	1,459	1,459
38000 R/M Contractual	13,192	11,734	11,734	12,484	12,484
39000 Miscellaneous	610	1,075	1,075	1,075	1,075
41000 Other Agency Serv	1,846	2,700	2,700	2,700	2,700
TOTAL	\$247,622	\$260,763	\$265,283	\$272,390	\$272,390
GRAND TOTAL	\$946,657	\$1,096,892	\$978,462	\$1,143,554	\$1,143,554

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

SOURCE OF FUNDS:

General Fund \$2,020,937
 Retirement Fund \$152,728
 State Gas Tax Fund \$1,132,755
 Sewer Fund \$243,916
 Refuse Fund \$5,094,091
 Shop Fund \$1,915,029
 Water Fund \$7,312,054
 Water Treatment Projects Fund \$3,434,752
 Prop A Fund \$27,465
 CRA Fund \$168,802
 Asset Forfeiture \$259,000
 Air Quality Improvement Fund \$12,360
 Prop C Fund \$85,000
 Maintenance District Fund \$547,394
 Used Oil Recycling Grant \$16,642
 Beverage Container Recycle Grant \$17,112

REVENUES:

General Fund \$281,700

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$4,619,570	\$4,999,034	\$4,758,474	\$5,318,678	\$5,318,678
SERVICES & SUPPLIES	13,566,468	14,215,086	13,530,599	14,759,259	14,759,259
CAPITAL OUTLAY	2,606,449	2,237,500	1,492,817	2,362,100	2,362,100
TOTAL COSTS	\$20,792,487	\$21,451,620	\$19,781,890	\$22,440,037	\$22,440,037
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 62.56	 62.56	 62.56	 62.56	 62.56

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; and the repair and maintenance of City vehicles and equipment. 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.

Water Utility Division:

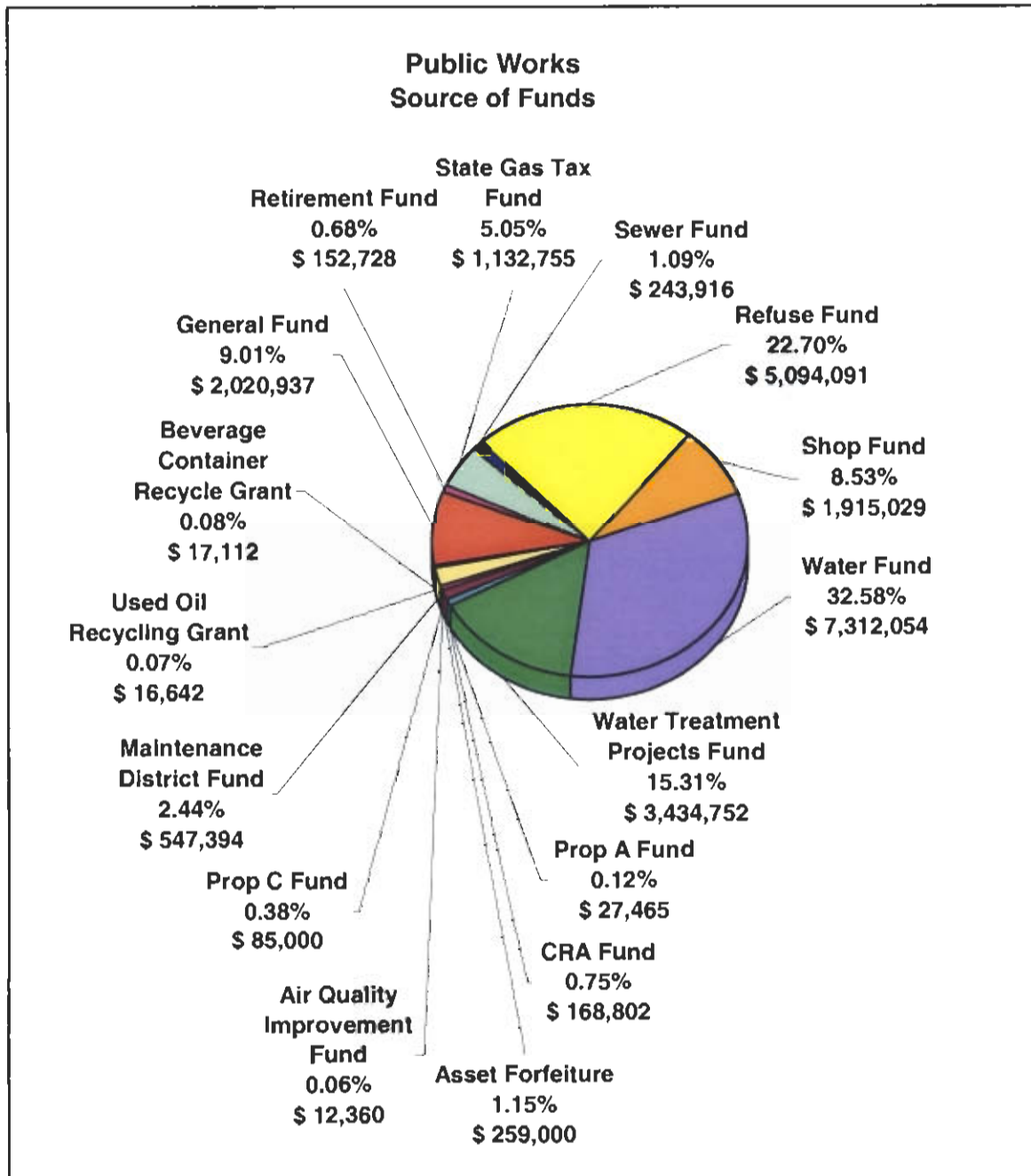
The Water Utility Division is responsible for supplying water to 95% of Monterey Park's residents. Private water companies service the remaining portions of the City, which include the southwesterly corner, a small neighborhood in the southeasterly corner, and a few properties on North New Avenue.

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 2,030 gate valves, approximately 1041 fire hydrants, 13 storage reservoirs, and 11 pumping stations. There are approximately 13,045 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

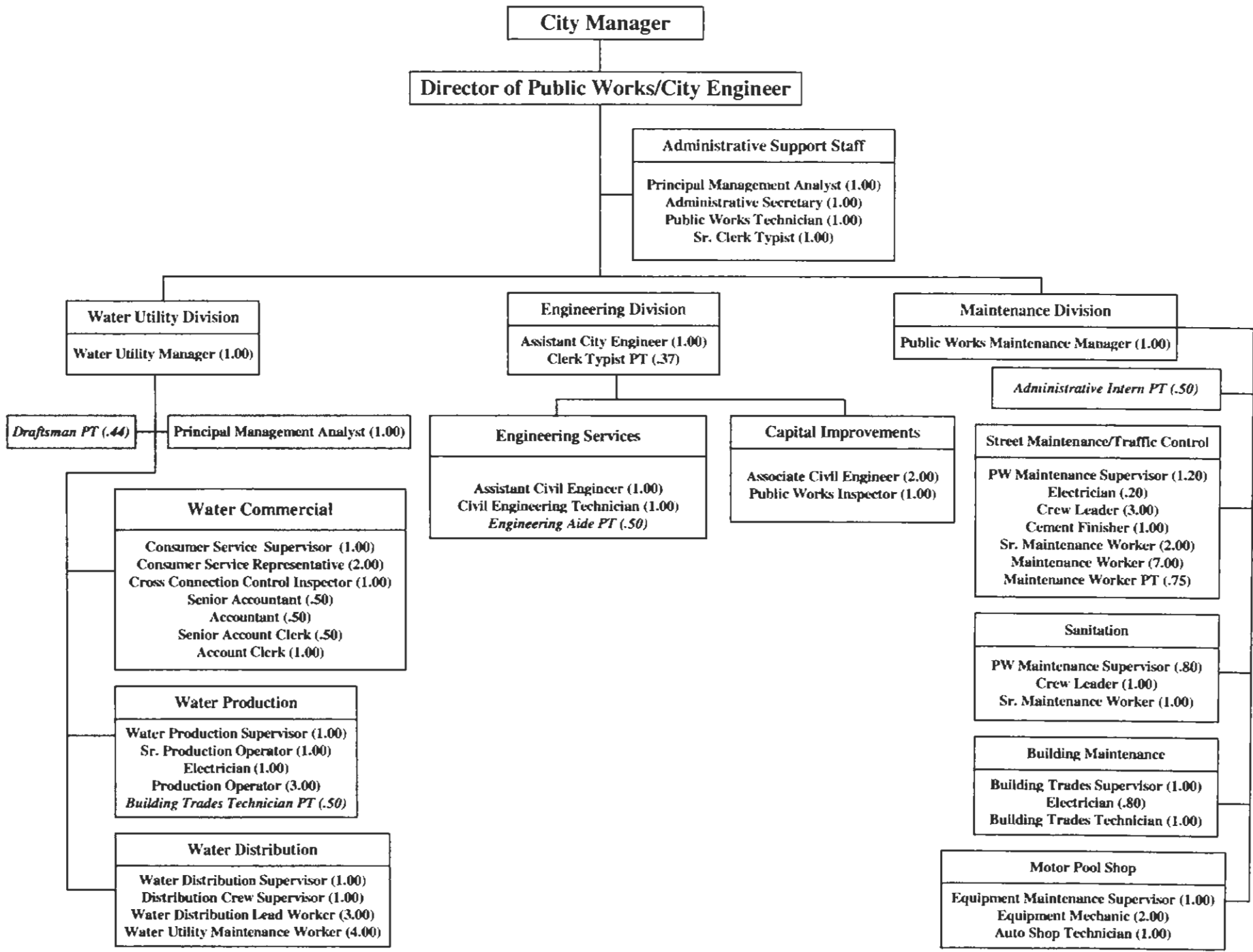
cases are more stringent than Federal standards and the City must comply with the more stringent of the two.

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.



Public Works Department Organization Chart

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$662,386	\$779,851	\$789,890	\$860,525	\$860,525
SERVICES & SUPPLIES	378,768	400,426	399,745	427,977	427,977
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,041,154	\$1,180,277	\$1,189,635	\$1,288,502	\$1,288,502
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 11.90	 11.90	 11.90	 11.90	 11.90

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, two Civic Center parking lots, 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Roadway Maintenance:			
Slurry Seal (Sq. Ft.) Preventive Maintenance (14-year cycle)	1,032,326	1,116,240	1,100,000
<i>This program prolongs the life of the roadway and provides a smooth riding surface.</i>			
Potholes Repaired	5,842	1,695	1,950
Utility Cuts Repaired (new)	195	100	125
<i>This program makes permanent repairs to the roadway after water services are installed</i>			
Service Requests			
Received	114	108	110
Completed	110	95	95

	<u>Actual 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	10,589	10,500	10,000
<i>This program eliminates trip hazards in the right-of-way by cutting tree roots and constructing new sidewalk sections.</i>			
Sidewalk Grinds	425	675	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	76	55	100
Service Requests			
Received	51	65	60
Completed	38	30	50
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	179	275	250
<i>This program repairs curb and gutter that impede the flow of water or causes pooling.</i>			

	<u>Actual 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Misc. Maintenance			
Bus Shelters Cleaned (frequency)	2,150	3,350	3,200
Bus Shelters Pressure Washed	210	204	215
Shopping Carts Picked Up	3,000	1,825	2,000
Tree Wells Cleaned	1,500	1,055	1,500
Signs Removed from Right of Way	3,200	3,100	3,000
Trash picked up (30 gal bags)	4,500	3,575	4,000

2008-2009 GOALS AND OBJECTIVES

1. Develop a work crew schedule that will accommodate the Water Department's construction projects in order to complete repairs more efficiently and timely.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Implemented a sidewalk inspection program that identifies and schedules repair of sidewalks that are broken up by roots of private trees.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers the costs of miscellaneous maintenance supplies such as cleaning agents and equipment and uniforms.
2. R/M Supplies category (#23000) covers construction activities including annual slurry seal, purchase of barricades, lights, and signs.
3. Contracted Services category (#31000) is for weed abatement services and the preparation of the City's annual street report.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$172,822.
5. Miscellaneous category (#39000) has funds of \$50 for dues and memberships and \$250 for training costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$458,502	\$535,681	\$535,680	\$581,033	\$581,033
11300 Part Time Salaries	17,036	20,716	20,716	21,244	21,244
11400 Overtime Salaries	6,921	6,000	16,318	6,000	6,000
11500 Separation Benefits	30,666	40,318	40,318	48,381	48,381
TOTAL	\$513,125	\$602,715	\$613,032	\$656,658	\$656,658
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,435	\$1,742	\$1,742	\$2,007	\$2,007
12300 Medical Insurance	50,383	63,759	63,759	70,492	70,492
12350 Medicare Insurance	2,730	3,187	3,187	3,729	3,729
12370 Part Time Retirement	687	870	592	447	447
12400 Dental Insurance	2,503	3,084	3,084	4,618	4,618
12500 Workers Compensation	20,373	21,392	21,392	22,461	22,461
12600 Retirement	67,406	78,622	78,622	94,554	94,554
12900 Long Term Disability	2,869	3,345	3,345	4,415	4,415
12950 Vision Plan	875	1,135	1,135	1,144	1,144
TOTAL	\$149,261	\$177,136	\$176,858	\$203,867	\$203,867
SERVICES & SUPPLIES					
21000 Office Supplies	\$49	\$50	\$30	\$50	\$50
22000 Operating Supplies	26,668	19,950	19,765	22,100	22,100
23000 R/M Supplies	180,685	204,500	204,500	219,637	219,637
24000 Small Tools	1,018	1,000	975	1,000	1,000
31000 Contracted Services	6,687	6,000	5,700	6,000	6,000
32000 Communications	1,688	2,026	2,026	2,431	2,431
33000 Motor Pool Charges	158,291	163,039	163,039	172,822	172,822
38000 R/M Contractual	3,477	3,631	3,631	3,637	3,637
39000 Miscellaneous	205	230	79	300	300
TOTAL	\$378,768	\$400,426	\$399,745	\$427,977	\$427,977
GRAND TOTAL	\$1,041,154	\$1,180,277	\$1,189,635	\$1,288,502	\$1,288,502

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$81,777	\$83,150	\$85,825	\$89,881	\$89,881
SERVICES & SUPPLIES	48,459	80,550	77,992	112,050	112,050
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$130,236	\$163,700	\$163,817	\$201,931	\$201,931
 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 25 miles of private property slope drains and notify the affected property owner of conditions that may require maintenance and/or repair to minimize the possibility of mudslides or property damage. This program requires inspections over a three month period, October through November.
- 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Storm Drain Maintenance:			
Number of catch basins and grates cleaned annually	2,647	4,100	4,200
<i>Catch basins are cleaned to insure unrestricted flow of storm water.</i>			
Miles of lines cleaned annually	13.85	15	19
<i>Lines are cleaned to remove any possible restrictions</i>			
Slope Drain Inspection Program:			
Number of slope drains inspected (this includes re-inspections)	1,685	1,370	1,700
<i>Slope drains are inspected annually to insure unrestricted flow of storm water from properties.</i>			
Number of citations issued	142	0*	150

*Rain delayed follow-up inspections that are required for citations for failing to meet correction notices.

2008-2009 GOALS AND OBJECTIVES

1. Purchase and install approximately 150 catch basin structural controls throughout the City in order to meet the National Pollutant Discharge Elimination System (NPDES) permit that is required by the State Water Resources Control Board.
2. Implement a program to clean catch basins where structural controls have been installed. The newly installed devices could impede storm water runoff and require more frequent cleaning due to the restriction of material into the storm drain.
3. Inspect the integrity of all storm drain catch basins and develop a repair schedule for structures that are damaged or are not constructed properly and impede storm water runoff.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Secured federal grant to install catch basin structural controls in approximately 150 catch basins.
2. Updated the map that identifies the locations of the 425 storm drain catch basins in order to schedule maintenance more efficiently.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted services category (#31000) covers NPDES permit related costs to include inspections, annual report, public education, and mandatory training (\$60,000); share of costs for the consortium of LA County cities for CPR (Coalition for Practical Regulation) (\$18,000); and a new, two-year expenditure to fund the Los Angeles River Metals TMDL (total daily maximum loads) study as required by the Water Quality Board (\$31,000 per year for FY 2008-09 and FY 2009-10).
2. Miscellaneous category (#39000) includes \$250 for the printing of slope drain inspection notices and \$200 for 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$55,241	\$55,185	\$55,185	\$58,099	\$58,099
11400 Overtime Salaries	2,492	1,500	4,175	1,500	1,500
11500 Separation Benefits	3,173	3,797	3,797	4,556	4,556
TOTAL	\$60,906	\$60,482	\$63,157	\$64,155	\$64,155
EMPLOYEE BENEFITS					
12200 Life Insurance	\$153	\$153	\$153	\$189	\$189
12300 Medical Insurance	5,738	7,208	7,208	8,224	8,224
12350 Medicare Insurance	296	334	334	367	367
12400 Dental Insurance	378	396	396	630	630
12500 Workers Compensation	5,765	6,054	6,054	6,357	6,357
12600 Retirement	8,137	8,100	8,100	9,452	9,452
12900 Long Term Disability	315	315	315	415	415
12950 Vision Plan	89	108	108	92	92
TOTAL	\$20,871	\$22,668	\$22,668	\$25,726	\$25,726
SERVICES & SUPPLIES					
21000 Office Supplies	\$43	\$100	\$50	\$0	\$0
22000 Operating Supplies	671	525	497	800	800
23000 R/M Supplies	809	900	900	1,200	1,200
24000 Small Tools	59	75	0	0	0
31000 Contracted Services	46,084	78,000	76,000	109,000	109,000
32000 Communications	604	600	300	600	600
39000 Miscellaneous	189	350	245	450	450
TOTAL	\$48,459	\$80,550	\$77,992	\$112,050	\$112,050
GRAND TOTAL	\$130,236	\$163,700	\$163,817	\$201,931	\$201,931

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Sanitary Sewer Mtce
ACTIVITY NO.: 4204

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$102,273	\$105,626	\$108,471	\$113,497	\$113,497
SERVICES & SUPPLIES	81,970	79,403	77,755	86,419	86,419
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$184,243	\$185,029	\$186,226	\$199,916	\$199,916
 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-rodding main line sewers that have minimum grade or tree root infestation. Jet-rod selected lines known to accumulate large grease deposits. These lines are cleaned on 2-week, 6-week, 3-month, or 6-month intervals.

- Respond to all sewer problems within 30 minutes during working hours and within 60 minutes after-hours.
- Oversee the implementation of the infrastructure improvements identified in the Sewer Master Plan.
- Spray manholes for insect and rodent control.

PROGRAM MEASUREMENTS

	<u>Actual 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</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	25	27	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	9	18	15
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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Video Taping:			
Number of feet video taped	44,750	65,000	75,000
<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	4	3	5
Completed	4	3	5

2008-2009 GOALS AND OBJECTIVES

1. Implement the training program for all employees who are designated as First Responders in an emergency on the operation, safety aspects, and care of the Vactor, the City's utility vehicle that is equipped to remove hazardous waste.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Implemented a program that targets illegal discharges of cooking grease into the City's sewer. The program is a combination of educating restaurant owners and videoing sewer lines immediately after stoppages have occurred in order to locate the source.
2. Documented deficiencies of sewer lines that were identified in videotapes of stoppages and developed a repair program.
3. Updated the sanitary sewer report to include the measurements of sewer lines and new sewer lines that have been added to the system. The length of the sewer is necessary to develop the maintenance program.
4. Inspected all sewer easements on private property for proper signage and access to manholes.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#2300) 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. Costs have increased to provide for an additional 10,000 feet of videotape.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$5,769.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$71,236	\$72,282	\$72,283	\$76,045	\$76,045
11400 Overtime Salaries	2,511	1,500	4,344	1,500	1,500
11500 Separation Benefits	3,776	4,520	4,520	5,424	5,424
TOTAL	\$77,523	\$78,302	\$81,147	\$82,969	\$82,969
EMPLOYEE BENEFITS					
12200 Life Insurance	\$189	\$189	\$189	\$225	\$225
12300 Medical Insurance	7,067	9,008	9,008	9,825	9,825
12350 Medicare Insurance	296	334	334	367	367
12400 Dental Insurance	450	600	600	750	750
12500 Workers Compensation	5,767	6,055	6,055	6,358	6,358
12600 Retirement	10,479	10,609	10,609	12,368	12,368
12900 Long Term Disability	375	375	375	495	495
12950 Vision Plan	127	154	154	140	140
TOTAL	\$24,750	\$27,324	\$27,324	\$30,528	\$30,528
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,286	\$1,900	\$1,627	\$3,850	\$3,850
23000 R/M Supplies	8,871	10,680	10,655	11,000	11,000
31000 Contracted Services	40,560	60,181	60,000	65,000	65,000
33000 Motor Pool Charges	5,284	5,442	5,442	5,769	5,769
38000 R/M Contractual	985	1,200	31	800	800
42000 Debt Service	24,984	0	0	0	0
TOTAL	\$81,970	\$79,403	\$77,755	\$86,419	\$86,419
GRAND TOTAL	\$184,243	\$185,029	\$186,226	\$199,916	\$199,916

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$20,695	\$21,869	\$21,869	\$23,412	\$23,412
SERVICES & SUPPLIES	270,556	326,071	286,786	287,750	287,750
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$291,251	\$347,940	\$308,655	\$311,162	\$311,162
 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Number of Complaints:	18	9	20
<i>Reflects the number of problems reported by residents.</i>			
Number of Missed Curb Miles:	5	15	25
<i>Curb miles missed due to mechanical breakdown, excluding rainy days.</i>			

2008-2009 GOALS AND OBJECTIVES

1. Work with the new sweeping contractor to ensure a smooth transition in establishing service for the City.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Removed obstructions at 12 locations where the sweeping contractor had identified tree limbs or other obstructions that prevented proper sweeping to occur.
2. Reduced the number of complaints by adhering to a more vigorous monitoring schedule and establishing better communications with the sweeper operators.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$17,035.
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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$15,099	\$15,936	\$15,936	\$16,727	\$16,727
11400 Overtime Salaries	0	200	200	200	200
11500 Separation Benefits	906	723	723	868	868
TOTAL	\$16,005	\$16,859	\$16,859	\$17,795	\$17,795
EMPLOYEE BENEFITS					
12200 Life Insurance	\$36	\$36	\$36	\$36	\$36
12300 Medical Insurance	1,351	1,470	1,470	1,600	1,600
12400 Dental Insurance	72	96	96	120	120
12500 Workers Compensation	922	968	968	1,016	1,016
12600 Retirement	2,212	2,338	2,338	2,718	2,718
12900 Long Term Disability	60	60	60	79	79
12950 Vision Plan	37	42	42	48	48
TOTAL	\$4,690	\$5,010	\$5,010	\$5,617	\$5,617
SERVICES & SUPPLIES					
33000 Motor Pool Charges	\$15,603	\$16,071	\$16,071	\$17,035	\$17,035
41000 Other Agency Serv	254,953	310,000	270,715	270,715	270,715
TOTAL	\$270,556	\$326,071	\$286,786	\$287,750	\$287,750
GRAND TOTAL	\$291,251	\$347,940	\$308,655	\$311,162	\$311,162

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$230,614	\$235,425	\$236,605	\$252,854	\$252,854
SERVICES & SUPPLIES	283,135	295,088	287,208	307,164	307,164
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$513,749	\$530,513	\$523,813	\$560,018	\$560,018
 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Street Painting:			
Miles striped <i>This measurement includes lane lines and centerlines.</i>	53 ⁽¹⁾	75 ⁽¹⁾	126
Crosswalks repainted	175	175	330
Sign Maintenance:			
<i>Sign replacement is done on an as needed basis. Projected numbers are obtained from historical data.</i>			
Stop signs replaced	128	155	175
Regulatory and warning signs replaced	921	875	1,100

(1) Striping miles reduced due to mechanical failure of equipment. New equipment is proposed for FY 08/09.

	<u>Actual 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Number of new stop sign installations	3	5	6
Regulatory and warning signs maintained	2,406	2,600	2,700
<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	21	20	25
Completed	21	20	25
Traffic Work Orders	30	22	25
<i>new projects or changes to existing traffic control measures.</i>			

2008-2009 GOALS AND OBJECTIVES

1. Replace worn and faded signs with signs that have prismatic sheeting to comply with the Federal Highway Administrations new regulation on minimum reflectivity of traffic signs.
2. Paint all red, green, yellow, white, and school valet curbing by June 2009.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Evaluated the feasibility of renting versus buying striping equipment and found that rental cost is less but the availability of rental equipment is unreliable and would create undue delays to City projects.
2. Completed the modifications of mounting a compressor and pump to the utility vehicle to streamline the painting of curbs and increase productivity.

3. Completed special projects to include: installation of 7 handicapped parking stalls; installation of permit parking signs on De La Fuente, Harding, and El Portal; painting two miles of traffic calming striping on Ridgecrest; and re-painting a bike lane on Alhambra Avenue.

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. The new FHA requirement has increased the cost from \$1.50 to \$3.00 per sign.
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 \$45,060.
4. Utilities category (#36000) covers the energy cost for traffic signals. The cost has decreased due to the use of new LED lights that require less energy to operate.
5. R/M Contractual category (#38000) includes the contracted maintenance cost for City-owned traffic signals and safety lighting.
6. Miscellaneous category (#39000) includes \$125 in Traffic Signal Association annual dues and \$350 for American Traffic Safety Services Association certification and training seminars.
7. Other Agency Services category (#41000) covers the maintenance costs for Caltrans-owned traffic signals.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$157,877	\$162,187	\$162,187	\$170,197	\$170,197
11400 Overtime Salaries	7,817	5,000	6,180	5,000	5,000
11500 Separation Benefits	9,366	11,210	11,210	13,452	13,452
TOTAL	\$175,060	\$178,397	\$179,577	\$188,649	\$188,649
EMPLOYEE BENEFITS					
12200 Life Insurance	\$457	\$457	\$457	\$558	\$558
12300 Medical Insurance	16,337	16,617	16,617	18,584	18,584
12350 Medicare Insurance	1,322	1,264	1,264	1,376	1,376
12400 Dental Insurance	978	1,011	1,011	1,244	1,244
12500 Workers Compensation	11,999	12,599	12,599	13,229	13,229
12600 Retirement	23,250	23,805	23,805	27,691	27,691
12900 Long Term Disability	930	930	930	1,227	1,227
12950 Vision Plan	281	345	345	296	296
TOTAL	\$55,554	\$57,028	\$57,028	\$64,205	\$64,205
SERVICES & SUPPLIES					
22000 Operating Supplies	\$517	\$525	\$330	\$350	\$350
23000 R/M Supplies	45,810	46,000	45,960	60,500	60,500
24000 Small Tools	470	450	435	800	800
32000 Communications	12,681	12,000	12,000	12,000	12,000
33000 Motor Pool Charges	41,271	42,509	42,509	45,060	45,060
36000 Utilities	39,248	49,350	42,000	43,000	43,000
38000 R/M Contractual	126,940	103,779	103,779	103,779	103,779
39000 Miscellaneous	349	475	195	475	475
41000 Other Agency Serv	15,849	40,000	40,000	41,200	41,200
TOTAL	\$283,135	\$295,088	\$287,208	\$307,164	\$307,164
GRAND TOTAL	\$513,749	\$530,513	\$523,813	\$560,018	\$560,018

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$43,372	\$69,324	\$69,323	\$74,694	\$74,694
SERVICES & SUPPLIES	440,729	467,700	457,000	507,700	507,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$484,101	\$537,024	\$526,323	\$582,394	\$582,394
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .75	 .75	 .75	 .75	 .75

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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Number of Street Lights re-lamped	95	66	75
Service Requests			
Received	12	15	13
Completed	12	15	13

2008-2009 GOALS AND OBJECTIVES

1. Replace lighting at the two downtown monuments on Garvey Avenue to enhance the appearance of the monuments. The current lighting is inadequate to light up the monuments properly.
2. Study the feasibility of providing a permanent supply of electricity to seven trees on the Garvey medians. Temporary power was used last year to provide power for Christmas decorations.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed the mapping of security lights in Barnes Park in order to determine adequate lighting and to assist staff with their maintenance schedule.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) covers the anticipated cost by Southern California Edison.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$30,635	\$49,315	\$49,314	\$53,154	\$53,154
11400 Overtime Salaries	631	1,200	1,200	1,200	1,200
11500 Separation Benefits	2,265	2,712	2,712	3,254	3,254
TOTAL	\$33,531	\$53,227	\$53,226	\$57,608	\$57,608
EMPLOYEE BENEFITS					
12200 Life Insurance	\$79	\$121	\$121	\$135	\$135
12300 Medical Insurance	2,730	5,441	5,441	4,786	4,786
12350 Medicare Insurance	217	424	424	489	489
12400 Dental Insurance	136	296	296	281	281
12500 Workers Compensation	2,134	2,240	2,240	2,352	2,352
12600 Retirement	4,340	7,237	7,237	8,641	8,641
12900 Long Term Disability	145	225	225	297	297
12950 Vision Plan	60	113	113	105	105
TOTAL	\$9,841	\$16,097	\$16,097	\$17,086	\$17,086
SERVICES & SUPPLIES					
23000 R/M Supplies	\$7,371	\$7,700	\$7,000	\$7,700	\$7,700
36000 Utilities	433,358	460,000	450,000	500,000	500,000
TOTAL	\$440,729	\$467,700	\$457,000	\$507,700	\$507,700
GRAND TOTAL	\$484,101	\$537,024	\$526,323	\$582,394	\$582,394

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$129,937	\$156,492	\$156,492	\$163,139	\$163,139
SERVICES & SUPPLIES	4,496,199	4,686,332	4,664,444	4,815,925	4,815,925
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,626,136	\$4,842,824	\$4,820,936	\$4,979,064	\$4,979,064
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.70	 1.70	 1.70	 1.70	 1.70

Program Description

The Waste Management Program provides for the safe and sanitary removal of refuse and recyclables throughout the City and ensures Monterey Park's compliance with the waste diversion and recycling program implementation mandates of State Assembly Bill 939 and related legislation.

Through a contractual agreement with Athens Services, the City's residential and commercial waste streams are processed through a Materials Recovery Facility (MRF) to allow for the recovery of recyclables prior to waste being sent to the landfill.

Residential properties are provided with weekly curbside automated collection of refuse, recyclables and yard waste. In order to prevent the accumulation of large volumes of refuse, multiple-family dwellings and commercial properties are provided with a more frequent bin collection service. Residents are also provided with year-round bulky item pickup (by appointment) to allow for disposal of large items not classified as normal household refuse.

A number of public education and recycling programs have been developed and implemented through the Waste Management Program to ensure the City meets the Assembly Bill 939's 50% waste diversion goal mandate. Proper documentation is submitted to the State.

Specific service objectives are:

- Oversee the removal of refuse from the City's residential and commercial properties in an environmentally safe and efficient manner.
- Resolve all collection-related service complaints within 24 hours through inspection of collection routes, special investigations, and contract enforcement measures.
- Ensure that City-owned refuse containers located in high-litter areas are emptied a minimum of twice weekly.
- Encourage the participation of Monterey Park residents in City- and Los Angeles County-sponsored "Household Hazardous Waste and Electronic Waste Roundups."
- Maintain the City's existing recycling and public education programs as identified in the City's "Source Reduction and Recycling Element" and "Household Hazardous Waste Element" to ensure ongoing compliance with Assembly Bill 939 diversion and program implementation requirements.
- Complete all State-required documentation to verify the City's compliance with Assembly Bill 939 mandates.

PROGRAM MEASUREMENTS

	<u>Actual 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Curbside service accounts	14,183	14,222	14,250
Bin service accounts	1,052	1,094	1,130
Citywide hauler tons collected	64,408	67,368	70,463
AB 939 diversion rate	59%	56%	59%
Number of residents participating in LA County Household Hazardous Waste Roundups	623	625	625

2008-2009 GOALS AND OBJECTIVES

1. Establish a local *Carbon Footprint* program through the Environmental Commission to address Global Warming at the local level.
2. Implement a curbside collection for electronics waste and explore paper recycling at city facilities.
3. Participate in regional solid waste committees and working groups to support legislature or programs, such as establishing composting facilities, that assist local jurisdictions with reducing solid waste.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Added an additional electronic waste collection event in the spring, assisted in the start-up of electronic waste collection from residential homes, and included the collection of common batteries at the electronic waste collection events.
2. Prepared and submitted grant applications to the Waste Management Board's Waste Tire program for the use of recycled tires for paving City streets and an amnesty used tire collection event.
3. Initiated the Calendar Art Contest on "My Green House" that focuses on educating students on the importance of recycling and sustainability.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects anticipated costs for public trash receptacle replacement, clean-up materials, computer expenses, and items related to ordinance and contract enforcement.
2. Contracted Services category (#31000) has \$32,368 budgeted for Monterey Park Cascades monthly newsletter production costs, \$1,000 for legal cost, \$8,500 for an audit on Athens's reporting and operations, \$16,642 of oil recycling grant funds, and \$17,112 of beverage recycling grant funds.
3. Motor Pool Charges category (#33000) budgeted travel costs to California Integrated Waste Management Board meetings and related hearings and AB 939 related 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 the annual CPI.
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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$90,583	\$107,955	\$107,955	\$112,249	\$112,249
11300 Part Time Salaries	12,012	11,949	11,949	12,247	12,247
11400 Overtime Salaries	246	3,500	3,500	1,000	1,000
11500 Separation Benefits	3,324	3,978	3,978	4,774	4,774
TOTAL	\$106,165	\$127,382	\$127,382	\$130,270	\$130,270
EMPLOYEE BENEFITS					
12200 Life Insurance	\$220	\$404	\$404	\$216	\$216
12300 Medical Insurance	7,088	8,830	8,830	10,044	10,044
12350 Medicare Insurance	638	634	634	657	657
12370 Part Time Retirement	433	870	870	890	890
12400 Dental Insurance	372	584	584	715	715
12500 Workers Compensation	1,234	1,296	1,296	1,361	1,361
12600 Retirement	13,279	15,876	15,876	18,234	18,234
12900 Long Term Disability	315	360	360	475	475
12950 Vision Plan	193	256	256	277	277
TOTAL	\$23,772	\$29,110	\$29,110	\$32,869	\$32,869
SERVICES & SUPPLIES					
22000 Operating Supplies	\$11,833	\$12,000	\$12,000	\$12,000	\$12,000
31000 Contracted Services	77,489	85,382	73,494	75,622	75,622
32000 Communications	198	10,000	500	1,000	1,000
33000 Motor Pool Charges	42	650	650	650	650
39000 Miscellaneous	13,488	15,300	14,800	10,800	10,800
41000 Other Agency Serv	4,278,149	4,448,000	4,448,000	4,590,853	4,590,853
44000 Misc Financial Serv	115,000	115,000	115,000	125,000	125,000
TOTAL	\$4,496,199	\$4,686,332	\$4,664,444	\$4,815,925	\$4,815,925
GRAND TOTAL	\$4,626,136	\$4,842,824	\$4,820,936	\$4,979,064	\$4,979,064

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$95,642	\$88,926	\$88,926	\$95,615	\$95,615
SERVICES & SUPPLIES	193,726	200,365	196,410	27,500	27,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$289,368	\$289,291	\$285,336	\$123,115	\$123,115
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

	<u>Actual 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Bulky Items			
Service Requests	49	30	35
Received	49	30	35
Completed			
	300	325	275
Notice of Violations Issued			
	40	10*	25
Citations Issued			

*Citation staff had resigned and position has not yet been replaced.

2008-2009 GOALS AND OBJECTIVES

1. Explore the feasibility of replacing the co-gen engine that is used to heat the Barnes Park Pool with solar or thermal energy. A solar panel system or thermal energy would not only be environmentally friendly and save utility costs but require minimal maintenance.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Initiated work to perform energy audits on City facilities in order to identify measures and repairs that conserve energy.
2. Completed Phase 2 of upgrading the City Yard security system to include the installation of an electronic gate and additional security devices. The City Yard was previously vulnerable to vandalism and theft of City assets due to minimal protection measures.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers the replacement of safety shoes (\$4,800) and uniforms (\$5,700), and \$1,300 for computer and printer supplies.
3. Communications category (#32000) consists of \$8,000 for the cost of Nextel 2-way radio system base-stations, and \$650 for postage.
4. Leases and Rentals category (#37000) covers copy machine leasing costs.
5. R/M Contractual category (#38000) covers copy machine maintenance costs.
6. Debt Service category (#42000) provided for a 10-year contract with Honeywell for City energy conservation measures. The contract terminated in FY 2007-08.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$60,077	\$64,828	\$64,828	\$68,046	\$68,046
11300 Part Time Salaries	12,594	0	0	0	0
11400 Overtime Salaries	324	200	200	150	150
11500 Separation Benefits	3,625	4,339	4,339	5,207	5,207
TOTAL	\$76,620	\$69,367	\$69,367	\$73,403	\$73,403
EMPLOYEE BENEFITS					
12200 Life Insurance	\$180	\$180	\$180	\$216	\$216
12300 Medical Insurance	5,724	5,940	5,940	6,563	6,563
12350 Medicare Insurance	455	295	295	321	321
12370 Part Time Retirement	504	0	0	0	0
12400 Dental Insurance	432	576	576	720	720
12500 Workers Compensation	2,448	2,570	2,570	2,699	2,699
12600 Retirement	8,801	9,515	9,515	11,070	11,070
12900 Long Term Disability	360	360	360	475	475
12950 Vision Plan	118	123	123	148	148
TOTAL	\$19,022	\$19,559	\$19,559	\$22,212	\$22,212
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,473	\$1,650	\$1,775	\$1,900	\$1,900
22000 Operating Supplies	8,999	10,600	10,600	11,800	11,800
31000 Contracted Services	76	250	0	0	0
32000 Communications	9,436	11,850	8,025	8,650	8,650
37000 Leases & Rentals	2,246	3,000	3,000	3,000	3,000
38000 R/M Contractual	498	2,080	2,050	2,050	2,050
39000 Miscellaneous	116	50	75	100	100
42000 Debt Service	170,882	170,885	170,885	0	0
TOTAL	\$193,726	\$200,365	\$196,410	\$27,500	\$27,500
GRAND TOTAL	\$289,368	\$289,291	\$285,336	\$123,115	\$123,115

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$234,970	\$248,953	\$263,937	\$271,188	\$271,188
SERVICES & SUPPLIES	316,462	254,398	274,318	309,239	309,239
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$551,432	\$503,351	\$538,255	\$580,427	\$580,427
 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, including the ones installed by Honeywell as part of the City’s “Energy Efficiency Program.”

PROGRAM MEASUREMENTS

	<u>Actual 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Number Of Service Requests:			
Received	677	870	750
Completed	658	855	740

Service requests originate from City departments requesting service.

Number Of Special Work Orders:	5	4	5
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Special work orders are implemented requests for services that go beyond the scope of normal maintenance.

2008-2009 GOALS AND OBJECTIVES

1. Explore the feasibility of replacing sink faucets in the jail. Although replacement costs are typically higher, the original fixtures are 28 years old and repair parts have to be salvaged from other facilities. Inoperable fixtures render the jail cells unavailable and prevent the jail from operating at full capacity.
2. Look at the option of contracting out emergency repairs to reduce staff overtime costs.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Installed twist timers in library classrooms to help conserve energy.
2. Installed bird retardant measures at the library, City Hall, El Encanto, and the Amphitheater. These measure have eliminated bird waste damage from the facilities.
3. At Fire Station 1, repaired stair treads, HVAC duct work, and installed new doors on apparatus floor.
4. At Fire Station 3, remodeled interior to include painting, carpet, window coverings, and plumbing.
5. At City Hall, repaired the elevator, painted several offices, upgraded water heaters, and replaced AC/heater pump in basement.

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 \$33,658.
4. R/M Contractual category (#38000) includes \$125,500 for building maintenance, \$45,000 for air conditioning maintenance, \$38,000 for janitorial service, and \$16,500 for machinery and equipment maintenance. Building maintenance costs are increased due to the age of city buildings and facilities.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$152,622	\$170,511	\$170,511	\$186,252	\$186,252
11400 Overtime Salaries	18,280	3,000	18,000	3,000	3,000
11500 Separation Benefits	8,762	10,486	10,486	12,583	12,583
TOTAL	\$179,664	\$183,997	\$198,997	\$201,835	\$201,835
EMPLOYEE BENEFITS					
12200 Life Insurance	\$409	\$457	\$457	\$522	\$522
12300 Medical Insurance	15,560	20,398	20,398	18,308	18,308
12350 Medicare Insurance	2,175	2,241	2,241	2,577	2,577
12400 Dental Insurance	780	1,392	1,392	1,260	1,260
12500 Workers Compensation	13,394	14,064	14,064	14,767	14,767
12600 Retirement	21,753	25,026	25,026	30,287	30,287
12800 Uniform Allowance	175	130	114	130	130
12900 Long Term Disability	730	870	870	1,148	1,148
12950 Vision Plan	330	378	378	354	354
TOTAL	\$55,306	\$64,956	\$64,940	\$69,353	\$69,353
SERVICES & SUPPLIES					
22000 Operating Supplies	\$9,589	\$8,770	\$10,343	\$10,250	\$10,250
23000 R/M Supplies	35,377	25,350	33,320	36,400	36,400
24000 Small Tools	948	1,000	965	1,000	1,000
32000 Communications	1,688	2,026	2,026	2,431	2,431
33000 Motor Pool Charges	30,828	31,752	31,752	33,658	33,658
37000 Leases & Rentals	760	500	425	500	500
38000 R/M Contractual	237,272	185,000	195,487	225,000	225,000
TOTAL	\$316,462	\$254,398	\$274,318	\$309,239	\$309,239
GRAND TOTAL	\$551,432	\$503,351	\$538,255	\$580,427	\$580,427

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$327,602	\$340,537	\$342,135	\$354,272	\$354,272
SERVICES & SUPPLIES	1,119,646	1,159,338	1,146,802	1,176,117	1,176,117
CAPITAL OUTLAY	572,094	646,500	643,886	700,000	700,000
TOTAL COSTS	\$2,019,342	\$2,146,375	\$2,132,823	\$2,230,389	\$2,230,389
 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Number of preventive maintenance services	294	276	300
Number of smog checks completed	28	30	31
Compressed natural gas (CNG) purchased (in 100 cubic feet)	8,750	8,400	8,800
Average price per gallon of unleaded fuel	\$2.67	\$4.11	\$4.30
Average price per gallon of diesel fuel	\$2.50	\$3.87	\$4.00

2008-2009 GOALS AND OBJECTIVES

1. Coordinate soil remediation project at Fire Station 1. Close out project upon acceptance of the test results by the County.
2. Initiate Phase II of the Enhanced Vapor Recovery System for gasoline dispensers to bring the City's two fueling sites into compliance as mandated by the California Air Resources Board (CARB) and the South Coast Air Quality Management District (SCAQMD).
3. Retrofit and upgrade emission control devices on diesel powered vehicles. This is a mandate by the SCAQMD to bring the affected vehicles into compliance.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Installed an additional eye wash station adjacent at bay doors and repainted safety stripes that outline the vehicle hoists to improve employee safety.

2. Painted and refurbished two fleet vehicles to defer their replacement.
3. Secured \$17,000 in grant funding from the Underground Storage Tank cleanup fund to offset the initial cost for the soil remediation project at the Fire Station 1 fuel site. Completed sampling of soil to determine the extent of the soil remediation necessary and submitted test results to the County.

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 vehicles involved in traffic collisions, and the repair of fire engines and trucks. Also included is the maintenance of the CNG fuel station.
5. Miscellaneous category (#39000) includes \$100 for printing and duplicating and \$1,500 for the training and certification of mechanics.
6. Debt Service category (#42000) covers annual debt service payments of the fire ladder truck and various vehicles and equipment. The ladder truck is in its last year of a ten-year term and the 2004 vehicle lease with La Salle is also in its last year of a five-year term.
7. Miscellaneous Financial Services category (#44000) consists of allocated overhead costs of central service departments and liability insurance.
8. FY 2008-09 budgeted purchases of vehicles and equipment include: 5 patrol vehicles (\$170,000), 2 detective vehicles (\$64,000), 1 police motorcycle (\$25,000), 1 fire command vehicle (\$90,000), 1-ton park maintenance truck (\$45,000), 1 fire prevention light duty truck (\$26,000), 1-ton sewer truck (\$44,000), 1 light duty building inspection truck (\$26,000), 1 paint striper (\$165,000), and 1 ¾-ton Auto Shop service truck (\$45,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$238,734	\$244,589	\$244,587	\$246,970	\$246,970
11400 Overtime Salaries	1,903	1,500	3,100	1,500	1,500
11500 Separation Benefits	12,689	15,187	15,187	18,224	18,224
TOTAL	\$253,326	\$261,276	\$262,874	\$266,694	\$266,694
EMPLOYEE BENEFITS					
12200 Life Insurance	\$665	\$742	\$742	\$756	\$756
12300 Medical Insurance	28,323	30,295	30,295	33,296	33,296
12350 Medicare Insurance	3,370	3,284	3,284	3,433	3,433
12400 Dental Insurance	1,358	1,848	1,848	2,041	2,041
12500 Workers Compensation	5,124	5,380	5,380	5,649	5,649
12600 Retirement	33,712	35,899	35,899	40,172	40,172
12900 Long Term Disability	1,260	1,260	1,260	1,663	1,663
12950 Vision Plan	464	553	553	568	568
TOTAL	\$74,276	\$79,261	\$79,261	\$87,578	\$87,578
SERVICES & SUPPLIES					
21000 Office Supplies	\$655	\$1,000	\$975	\$1,000	\$1,000
22000 Operating Supplies	343,251	380,500	380,392	389,400	389,400
23000 R/M Supplies	72,443	80,000	76,000	80,000	80,000
24000 Small Tools	4,009	5,600	5,350	7,000	7,000
31000 Contracted Services	5,337	19,000	19,000	19,000	19,000
32000 Communications	1,734	2,076	2,076	2,481	2,481
33000 Motor Pool Charges	7,004	7,214	7,214	7,647	7,647
36000 Utilities	17,148	17,409	19,337	18,500	18,500
37000 Leases & Rentals	14,898	10,860	19,950	20,600	20,600
38000 R/M Contractual	181,877	190,000	171,600	190,360	190,360
39000 Miscellaneous	1,393	1,550	1,350	1,600	1,600
41000 Other Agency Serv	6,105	5,500	4,929	5,500	5,500
42000 Debt Service	263,792	238,629	238,629	233,029	233,029
44000 Misc Financial Serv	200,000	200,000	200,000	200,000	200,000
TOTAL	\$1,119,646	\$1,159,338	\$1,146,802	\$1,176,117	\$1,176,117
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$572,094	\$646,500	\$643,886	\$700,000	\$700,000
TOTAL	\$572,094	\$646,500	\$643,886	\$700,000	\$700,000

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: **Public Works**
ACTIVITY: **Motor Pool Shop**
ACTIVITY NO.: **4211**

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
GRAND TOTAL	\$2,019,342	\$2,146,375	\$2,132,823	\$2,230,389	\$2,230,389

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$686,584	\$782,253	\$597,898	\$795,043	\$795,043
SERVICES & SUPPLIES	83,948	82,115	89,231	85,423	85,423
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$770,532	\$864,368	\$687,129	\$880,466	\$880,466
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	8.57	8.57	8.57	8.57	8.57

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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Capital Improvement Projects (CIP) commenced and/or completed	9	14	12
Dollar value of CIP projects completed (\$ millions)	6.5	7	8
Subdivisions Processed:			
<i>Tentative Tract Maps</i>	1	5	1
<i>Tentative Parcels Maps</i>	5	12	3
<i>Final Tract Maps</i>	2	1	2
<i>Final Parcel Maps</i>	8	14	6
<i>Lot Line Adjustments Reviewed</i>	0	1	0
Conditional Use Permits Reviewed	16	15	11
Variances Reviewed	4	2	2
Site and Plan Checks for Building Permits	288	230	210
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	248	207	200
Grading Permits Issued	32	23	25

	<u>Actual 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Traffic Engineering Issues Investigated	55	60	50

2008-2009 GOALS AND OBJECTIVES

1. Update the Water Master Plan and the Sewer Master Plan to reflect the changes to the systems since 1996 when the plans were prepared. The updates will address the City's 25 percent growth that occurred in the last thirteen years.
2. Oversee the design, construction and traffic control for the Atlantic Times Square project and assist Economic Development in the design and construction of Paramount Boulevard and access road for Market Place
3. Oversee the design and construction and traffic control of improvements at East Los Angeles College for the Emergency Fire Service connection, Transit Center, utility upgrades on Collegian Avenue and traffic signal upgrades.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed Fern Well D.I.P. connection to Wells 1, 3, and 10 G.A.C. Treatment Plant increasing the City's annual production of water.
2. Completed the Storm Drain and Street Improvement Project for Vagabond Road and Barnum Way that was set up to address severe slope damage caused by the 2005 heavy rainstorms.
3. Completed extensive sidewalk reconstruction at La Loma Park for disabled access restrooms and concession facilities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) has \$25,000 budgeted for engineering consultant services for traffic, soils testing, and \$5,000 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 \$8,177 and \$200 in travel reimbursement.
4. R/M Contractual category (#38000) provides for the maintenance of copier and plotter equipment.
5. Miscellaneous category (#39000) consists of \$3,200 for duplicating and printing, \$1,088 for State Engineer's Registration and membership fees for professional organizations, and \$500 for technical magazines and reference books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$502,513	\$570,140	\$420,724	\$571,410	\$571,410
11300 Part Time Salaries	24,417	26,158	38,697	26,457	26,457
11400 Overtime Salaries	408	1,000	1,000	1,000	1,000
11500 Separation Benefits	23,265	27,843	27,843	33,412	33,412
TOTAL	\$550,603	\$625,141	\$488,264	\$632,279	\$632,279
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,176	\$1,498	\$1,027	\$1,386	\$1,386
12300 Medical Insurance	43,047	50,073	34,372	51,382	51,382
12350 Medicare Insurance	8,397	7,971	7,098	7,723	7,723
12370 Part Time Retirement	1,430	1,046	3,044	1,088	1,088
12400 Dental Insurance	1,842	2,976	2,218	3,963	3,963
12500 Workers Compensation	6,014	6,315	6,315	6,631	6,631
12600 Retirement	70,922	83,678	52,637	86,261	86,261
12900 Long Term Disability	2,145	2,310	2,104	3,050	3,050
12950 Vision Plan	1,008	1,245	819	1,280	1,280
TOTAL	\$135,981	\$157,112	\$109,634	\$162,764	\$162,764
SERVICES & SUPPLIES					
21000 Office Supplies	\$7,165	\$6,600	\$6,716	\$6,720	\$6,720
22000 Operating Supplies	1,092	1,300	1,300	1,300	1,300
24000 Small Tools	2,800	2,800	2,800	2,800	2,800
31000 Contracted Services	27,394	29,500	34,500	30,000	30,000
32000 Communications	7,931	6,388	8,388	8,388	8,388
33000 Motor Pool Charges	7,494	7,689	7,689	8,377	8,377
37000 Leases & Rentals	10,906	12,050	12,050	12,050	12,050
38000 R/M Contractual	13,134	11,000	11,000	11,000	11,000
39000 Miscellaneous	6,032	4,788	4,788	4,788	4,788
TOTAL	\$83,948	\$82,115	\$89,231	\$85,423	\$85,423
GRAND TOTAL	\$770,532	\$864,368	\$687,129	\$880,466	\$880,466

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$251,337	\$245,182	\$249,912	\$262,652	\$262,652
SERVICES & SUPPLIES	800,217	809,039	812,332	821,531	821,531
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,051,554	\$1,054,221	\$1,062,244	\$1,084,183	\$1,084,183
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.84	 2.84	 2.84	 2.84	 2.84

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 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Water Rates:			
Surrounding agencies – average monthly (350 gallons/day, with ¾” meter)	\$34.06	\$35.42	\$41.33
Monterey Park – average monthly (350 gallons/day, with ¾” meter)*	\$30.54	\$31.76	\$32.96
Customer savings	11%	12%	25%

* Includes water treatment surcharge.

2008-2009 GOALS AND OBJECTIVES

1. Track and secure outside operations & maintenance (O & M) and capital reimbursement monies from the Water Quality Authority (WQA) and the San Gabriel Valley Municipal Water District (SGVMWD), while seeking additional funding opportunities.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Delivered high-quality clean, treated water to Monterey Park residents and businesses at a rate approximately 25% less than water agencies in the surrounding area.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$71,000 for the Water Quality Authority Assessment fee and California Department of Health Services oversight charges as well as \$3,250 for miscellaneous safety and engineering supplies.
2. Contracted Services category (#31000) includes \$13,410 for production of the Monterey Park Cascades monthly newsletter as well as additional \$6,590 for hazardous materials disposal, engineering services, and website maintenance.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$3,481 and AWWA meetings of \$600.
4. R/M Contractual category (#38000) consists of \$3,090 for janitorial maintenance and \$17,410 for alarm system, computer, copier, and other office equipment maintenance.
5. 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$178,138	\$169,478	\$158,068	\$180,670	\$180,670
11300 Part Time Salaries	17,081	9,912	30,105	10,160	10,160
11400 Overtime Salaries	401	0	31	0	0
11500 Separation Benefits	9,970	8,678	8,774	10,414	10,414
TOTAL	\$205,590	\$188,068	\$196,978	\$201,244	\$201,244
EMPLOYEE BENEFITS					
12200 Life Insurance	\$375	\$490	\$451	\$432	\$432
12300 Medical Insurance	11,764	18,175	14,213	16,387	16,387
12350 Medicare Insurance	1,809	2,001	2,744	2,770	2,770
12370 Part Time Retirement	690	417	1,206	407	407
12400 Dental Insurance	798	1,153	1,184	1,425	1,425
12500 Workers Compensation	8,461	8,884	8,982	9,328	9,328
12600 Retirement	20,903	24,875	22,885	29,343	29,343
12900 Long Term Disability	640	720	891	950	950
12950 Vision Plan	307	399	378	366	366
TOTAL	\$45,747	\$57,114	\$52,934	\$61,408	\$61,408
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,899	\$4,100	\$4,100	\$4,100	\$4,100
22000 Operating Supplies	61,933	74,250	74,250	74,250	74,250
24000 Small Tools	2,019	2,750	3,280	3,500	3,500
31000 Contracted Services	24,900	18,280	20,000	20,000	20,000
32000 Communications	5,259	5,750	5,750	6,550	6,550
33000 Motor Pool Charges	3,621	3,884	3,884	4,081	4,081
37000 Leases & Rentals	525	525	768	750	750
38000 R/M Contractual	21,162	20,200	20,500	20,500	20,500
39000 Miscellaneous	31,899	34,300	34,800	42,800	42,800
44000 Misc Financial Serv	645,000	645,000	645,000	645,000	645,000
TOTAL	\$800,217	\$809,039	\$812,332	\$821,531	\$821,531
GRAND TOTAL	\$1,051,554	\$1,054,221	\$1,062,244	\$1,084,183	\$1,084,183

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$530,212	\$518,959	\$531,113	\$561,586	\$561,586
SERVICES & SUPPLIES	149,243	163,669	152,737	167,798	167,798
CAPITAL OUTLAY	0	8,000	8,000	35,000	35,000
TOTAL COSTS	\$679,455	\$690,628	\$691,850	\$764,384	\$764,384
 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 81,675 meter readings, billing, and collection of revenue from the City's approximately 13,045 water meters. The City's consumers average 624 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 81 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.
- 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Meter Exchange Program:			
Meters changed	575	502	500
Large Water Meter Installation Upgrades:			
Meter installation upgrades	3	5	3
Total meters installed to field-testable and field-repairable standards	75	77	82
Water Turn-ons and Turn-offs:	3,744	3,513	3,600
Work orders completed:	5,271	7,750	7,750

2008-2009 GOALS AND OBJECTIVES

1. Evaluate the performance of new, more sensitive, single jet meters being used for combination fire lines and high water users. These more accurate meters will be able to detect 1/3 more billable water units than the older positive displacement units.
2. Replace 500 meters varying in size from ¾" thru 2" in size to improve accuracy and to streamline meter reading.

3. Test 10 large meters (3" and larger) for accuracy and proper billing.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Distributed 478 ultra low-flow toilets (ULFT) in FY 07-08.
2. Replaced approximately 500 meters of varying sizes (3/4" – 2"), including 8, 1.5" and 8, 2" meter upgrades to radio reads. This improved accuracy and streamlined meter reads.
3. Presented water conservation PowerPoint presentations throughout the community, including the DARE program, the Neighborhood Watch Program and to a class at East Los Angeles College. In addition, a Water Division information/conservation booth was present at every major city function.
4. Raised, repaired or replaced 465 meter boxes, thus reducing trip hazards throughout the city.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R&M Supplies category (#23000) accounts for \$30,000 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 \$2,600 for Nextel Phones and \$52,500 for water billing postage.
4. R/M Contractual category (#38000) includes \$4,000 for meter testing and maintenance and \$9,000 for maintenance of billing software, handheld meter readers, water billing computers and other office equipment.
5. Miscellaneous category (#39000) reflects increases due to renewal of required backflow certifications and \$9,000 for water billing printing and duplication services.
6. Vehicles/Equipment category (#54000) consists of 1 ½-ton truck with light bar and saddle equipment boxes.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$326,119	\$353,057	\$364,610	\$379,709	\$379,709
11300 Part Time Salaries	43,923	0	0	0	0
11400 Overtime Salaries	18,278	15,000	15,709	15,000	15,000
11500 Separation Benefits	19,638	23,504	23,766	28,205	28,205
TOTAL	\$407,958	\$391,561	\$404,085	\$422,914	\$422,914
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,002	\$990	\$1,248	\$1,170	\$1,170
12300 Medical Insurance	41,594	47,325	45,131	45,402	45,402
12350 Medicare Insurance	5,043	4,525	4,907	5,068	5,068
12370 Part Time Retirement	624	0	608	0	0
12400 Dental Insurance	2,730	2,520	3,451	3,585	3,585
12500 Workers Compensation	16,618	17,449	17,644	18,321	18,321
12600 Retirement	52,037	51,820	50,681	61,765	61,765
12900 Long Term Disability	1,925	1,950	2,524	2,574	2,574
12950 Vision Plan	681	819	834	787	787
TOTAL	\$122,254	\$127,398	\$127,028	\$138,672	\$138,672
SERVICES & SUPPLIES					
21000 Office Supplies	\$663	\$650	\$650	\$650	\$650
22000 Operating Supplies	2,371	3,200	3,168	3,200	3,200
23000 R/M Supplies	23,080	30,500	21,000	30,700	30,700
24000 Small Tools	4,303	5,500	3,685	4,000	4,000
31000 Contracted Services	26,226	13,513	13,513	14,054	14,054
32000 Communications	35,080	52,300	52,000	53,000	53,000
33000 Motor Pool Charges	35,418	36,481	36,481	38,669	38,669
37000 Leases & Rentals	0	525	525	525	525
38000 R/M Contractual	12,233	11,500	12,250	13,000	13,000
39000 Miscellaneous	9,869	9,500	9,465	10,000	10,000
TOTAL	\$149,243	\$163,669	\$152,737	\$167,798	\$167,798
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$8,000	\$8,000	\$35,000	\$35,000
TOTAL	\$0	\$8,000	\$8,000	\$35,000	\$35,000
GRAND TOTAL	\$679,455	\$690,628	\$691,850	\$764,384	\$764,384

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

<u>SUMMARY OF COST</u>	<u>Actual</u> 2006-07	<u>Adopted</u> 2007-08	<u>Year-End</u> <u>Estimated</u> 2007-08	<u>Proposed</u> 2008-09	<u>Adopted</u> 2008-09
PERSONNEL COST	\$246,627	\$237,746	\$261,296	\$249,185	\$249,185
SERVICES & SUPPLIES	1,596,471	2,169,833	2,034,440	2,020,888	2,020,888
CAPITAL OUTLAY	10,204	0	0	45,000	45,000
TOTAL COSTS	\$1,853,302	\$2,407,579	\$2,295,736	\$2,315,073	\$2,315,073
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.95	2.95	2.95	2.95	2.95

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 Health Services 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 Health Services 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 Health Services, 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 13 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Water Production:			
(Acre-feet/year)	11,018	11,250	11,450
(Million gallons/year)	3,590	3,665	3,730
(Million gallons/day)	9.83	10.04	10.21
Well Water Electrical Efficiency Operational Testing Program:			
Number tested (11 total sites, 9 operable wells)	0	11	11
Cathodic Protection System Testing Program:			
Number tested (5 sites total, 8 reservoirs)	0	8	8

2008-2009 GOALS AND OBJECTIVES

1. Upgrade chlorination injection points at the Delta Plant Booster Pumps to more efficiently pump treated water into town, per Drinking Water Standards.
2. Upgrade Sombrero Booster Station with variable frequency drives, motors, pumps, discharge piping and integrate onto the SCADA System.
3. Incorporate remote Cla-Valves in town onto the SCADA System to better monitor and maintain the water system during an East Los Angeles College fire flow emergency.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Replaced the outdated Delta Plant liquid chlorine generation system. DHS requires our system water to be chlorinated and generating chlorine is more efficient and less expensive than purchasing chlorine.
2. Installed new chlorine injection and residual monitoring lines at the Delta Treatment Plant per Department of Health Services (DHS) and EPA requirements.

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 \$26,000 for Health Department required water quality analyses and \$9,000 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. R/M Contractual category (#38000) includes \$5,000 for maintenance and repair to buildings at pump stations and well sites, \$7,500 for fence repairs and reservoir cleaning, \$6,500 for janitorial services, \$65,000 for maintenance and repair of wells and booster pumps, \$35,000 for repairs to engines, and \$30,000 for grounds maintenance.
7. Debt Service category (#42000) includes lease and interest payments for the La Loma and Highland water storage reservoirs and the Water System Retrofit. La Loma and Highland are in year six of a thirty-year lease.
8. Vehicles/Equipment category (#54000) consists of 1 ½-ton midsize truck \$35,000, and an epoxy coating for water truck tank \$10,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$142,066	\$155,963	\$169,470	\$155,793	\$155,793
11300 Part Time Salaries	40,997	15,000	15,000	15,376	15,376
11400 Overtime Salaries	15,100	11,000	15,000	15,000	15,000
11500 Separation Benefits	4,726	8,859	8,958	10,631	10,631
TOTAL	\$202,889	\$190,822	\$208,428	\$196,800	\$196,800
EMPLOYEE BENEFITS					
12200 Life Insurance	\$358	\$371	\$524	\$400	\$400
12300 Medical Insurance	12,223	15,093	17,580	16,873	16,873
12350 Medicare Insurance	2,879	2,159	2,772	2,271	2,271
12370 Part Time Retirement	1,874	600	608	633	633
12400 Dental Insurance	758	841	1,305	1,210	1,210
12500 Workers Compensation	4,017	4,218	4,264	4,429	4,429
12600 Retirement	20,673	22,605	24,431	25,333	25,333
12900 Long Term Disability	715	735	1,049	970	970
12950 Vision Plan	241	302	335	266	266
TOTAL	\$43,738	\$46,924	\$52,868	\$52,385	\$52,385
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,012	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	108,208	626,880	626,400	626,400	626,400
23000 R/M Supplies	100,023	116,500	116,500	116,500	116,500
24000 Small Tools	9,505	14,000	11,000	11,000	11,000
31000 Contracted Services	30,126	35,000	35,000	35,000	35,000
32000 Communications	13,649	16,100	16,100	16,100	16,100
33000 Motor Pool Charges	54,623	56,262	56,262	59,637	59,637
36000 Utilities	828,815	861,900	730,000	785,000	785,000
37000 Leases & Rentals	997	6,350	3,524	1,000	1,000
38000 R/M Contractual	150,415	147,000	149,000	161,848	161,848
39000 Miscellaneous	814	1,500	1,500	1,500	1,500
41000 Other Agency Serv	6,000	6,000	6,813	7,000	7,000
42000 Debt Service	291,284	280,341	280,341	197,903	197,903
TOTAL	\$1,596,471	\$2,169,833	\$2,034,440	\$2,020,888	\$2,020,888

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$10,204	\$0	\$0	\$45,000	\$45,000
TOTAL	\$10,204	\$0	\$0	\$45,000	\$45,000
GRAND TOTAL	\$1,853,302	\$2,407,579	\$2,295,736	\$2,315,073	\$2,315,073

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$577,605	\$665,732	\$556,021	\$708,014	\$708,014
SERVICES & SUPPLIES	395,558	378,347	462,932	614,147	614,147
CAPITAL OUTLAY	68,709	26,000	26,000	47,100	47,100
TOTAL COSTS	\$1,041,872	\$1,070,079	\$1,044,953	\$1,369,261	\$1,369,261
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.00	 9.00	 9.00	 9.00	 9.00

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 13,045 water accounts, 134 miles of distribution mains, approximately 1,041 fire hydrants, and 2,030 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 2,030 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 2006-2007</u>	<u>Estimated 2007-2008</u>	<u>Projected 2008-2009</u>
Water Valve Exercising:			
Valves exercised ⁽¹⁾	329	350	800
2,030 valves should be exercised annually ⁽²⁾	16%	17%	39%
New Water Services Installed:	90	105	115
Water Services Repaired:	48	36	45
Water Mains Repaired:	44	24	27
Gate Valves Repaired:	13	4	8

2008-2009 GOALS AND OBJECTIVES

1. Complete the transfer of individual services to the new, larger main transmission water line on Elizabeth Avenue to ensure adequate fire protection.
2. Install 3 water main blow offs per year at dead ends (142 total remaining) to help ensure good water quality within the distribution system.
3. Repair and maintain Cla-Val pressure sustaining and pressure reducing valves in the Water Distribution System to ensure required pressure to deliver water throughout the city.

1) Unable to fully implement program in current and previous years due to personnel shortage.

2) In FY 07-08, 57 valves were added to the system.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Began the transfer of individual services to the new main transmission water line on Elizabeth Avenue.
2. Valves were replaced on Atlantic Boulevard/El Repetto Drive to improve water service to the Brightwood area.
3. As part of an ongoing effort, installed 3 new water main blow offs. Without blow offs at dead end locations, flushing water to improve water quality would not be possible.
4. 9 Cla-Valves were exercised or repaired as part of an ongoing program to maintain the pressure sustaining/reducing valves in the Water Distribution System.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) expenditure in 2007-2008 was due to the need for a part-time position to cover vacant positions.
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 increases for 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, \$7,500 for contracted water system repair services, \$5,175 for machinery and equipment repairs, and \$2,000 for contracted landscaping services.
6. Miscellaneous category (#39000) has \$500 for printing and duplicating, \$1,600 for Underground Service Alert fees, and \$1,600 for dues memberships for State required personnel certifications and displays costs for State-required operator certifications.
7. Debt Service category (#42000) is the annual debt service payment for the California Infrastructure and Economic Development Bank loan of \$2 million. This is the second year of a 15-year loan payment for the City's water main replacement project and is for interest only. Principal payment will begin on FY 08-09.
8. Vehicles/Equipment category (#54000) consists of 1 ½-ton midsize truck \$35,000 and 1 power grip bucket and power tilt for Backhoe \$12,100.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$329,674	\$427,830	\$340,248	\$443,442	\$443,442
11300 Part Time Salaries	35,696	0	3,630	0	0
11400 Overtime Salaries	67,406	45,000	51,296	50,000	50,000
11500 Separation Benefits	24,171	32,544	32,906	39,053	39,053
TOTAL	\$456,947	\$505,374	\$428,080	\$532,495	\$532,495
EMPLOYEE BENEFITS					
12200 Life Insurance	\$987	\$1,332	\$1,352	\$1,440	\$1,440
12300 Medical Insurance	37,099	62,400	44,207	64,872	64,872
12350 Medicare Insurance	6,024	5,311	5,968	6,460	6,460
12370 Part Time Retirement	421	0	150	0	0
12400 Dental Insurance	2,276	3,324	3,174	4,137	4,137
12500 Workers Compensation	20,452	21,475	21,713	22,548	22,548
12600 Retirement	50,809	62,795	47,975	72,146	72,146
12900 Long Term Disability	1,975	2,700	2,603	3,168	3,168
12950 Vision Plan	615	1,021	799	748	748
TOTAL	\$120,658	\$160,358	\$127,941	\$175,519	\$175,519
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,417	\$1,800	\$1,800	\$1,800	\$1,800
22000 Operating Supplies	11,160	13,300	13,300	13,300	13,300
23000 R/M Supplies	253,049	200,000	284,200	294,200	294,200
24000 Small Tools	6,017	12,000	12,000	13,000	13,000
32000 Communications	4,440	4,850	4,850	5,000	5,000
33000 Motor Pool Charges	64,723	66,665	66,665	70,665	70,665
36000 Utilities	7,150	5,632	6,017	7,200	7,200
37000 Leases & Rentals	34,528	1,525	1,525	1,525	1,525
38000 R/M Contractual	9,952	15,275	15,275	15,275	15,275
39000 Miscellaneous	3,122	3,700	3,700	3,700	3,700
42000 Debt Service	0	53,600	53,600	188,482	188,482
TOTAL	\$395,558	\$378,347	\$462,932	\$614,147	\$614,147
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$68,709	\$26,000	\$26,000	\$47,100	\$47,100
TOTAL	\$68,709	\$26,000	\$26,000	\$47,100	\$47,100
GRAND TOTAL	\$1,041,872^{Q65}	\$1,070,079	\$1,044,953	\$1,369,261	\$1,369,261

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Capital Projects
ACTIVITY NO.: 4224

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,955,442	1,557,000	814,931	1,535,000	1,535,000
TOTAL COSTS	\$1,955,442	\$1,557,000	\$814,931	\$1,535,000	\$1,535,000
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This program activity provides for continued replacement, improvement and upgrading of the Water System, as well as construction and improvement of treatment plants.

Regular Water Capital Projects:

1. **Meter Exchange Program (81070) \$85,000**

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)	\$29,000
	<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)	\$112,000
	<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)	\$24,000
	<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)	\$265,000
	<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.	Water Main Replacement (82246)	\$300,000
	<p>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 to residences and businesses. Locations include Atlantic Avenue from I111 South Atlantic Avenue to Sevilla Street and Atlantic Avenue from Garvey Avenue to Harding Avenue. The project amount also covers costs for design and construction management.</p>	

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.

7. Water Master Plan Update (82240) \$50,000

This project will identify the needs and priorities for producing and delivering water to Monterey Park residents and businesses. This new plan will update the 1996 version, which did not include the extensive water treatment that exists today.

Impact on Operating Budget: There is no impact to the operating budget.

8. Paving at Delta Treatment Plant (82241) \$125,000

This project will pave a 1,000 foot (50,000 sq. ft.) path from the Delta Plant access gate to the Treatment Plant and will improve access for tanker truck delivery of chemicals.

Impact on Operating Budget: There is no impact to the operating budget.

9. Check Valve Upgrade at Delta Boosters (82242) \$100,000

This project will update the valves that prevent water from backfilling and overflowing the Delta Settling Tanks.

Impact on Operating Budget: The new check valves will prevent leakage and mitigate against wasted water. Conserving this water reduces the likelihood of purchasing water from SGVMWD.

10. Overhaul of Three Booster Pump Gas Engines (82243) \$100,000

This project will overhaul the gas booster pump engines to pass the new AQMD emissions tests. These boosters are responsible for delivering treated water to Monterey Park Customers.

Impact on Operating Budget: This overhaul will add approximately 10 years to the useful life of the gas engines. Using gas in the Summer when it is cheaper than electricity allows for a cost savings to operate the booster pumps.

11. SCADA System Upgrades (82244) \$145,000

This project will improve SCADA radio communications and reliability at all locations by upgrading from dial-up connections to faster Ethernet connections.

Impact on Operating Budget: There is no impact to the operating budget.

12. La Loma Reservoir Control Valve (82245) \$200,000

This project will install 3 pressure maintaining control valves at the La Loma Reservoir and reduce water hammer throughout the area.

Impact on Operating Budget: Water hammering is a common cause of main line breaks. This project should significantly reduce emergency repairs in the area.

2007-2008 Water Capital Projects

Meter Exchange Program (81070)	\$ 45,000	
Well Redevelopment Program (81240)	109,000	*
Street Maintenance (81580)	262,000	
Well Electrical and Pump Station Upgrades (81860)	28,000	*
Well Telemetry System (81990)	23,000	
Delta Chlorine Generation (82232)	125,000	*
Reservoir and Well Landscaping (82233)	15,000	*
Reservoir Fencing Upgrades (82234)	30,000	*
Reservoir Security Upgrades (82235)	34,000	*
Delta Treatment Plan Security (82236)	30,000	*
Water Building Retaining Wall (82237)	35,000	*
Sombrero Pump Station Upgrade (82238)	80,000	*
Discharge Pipeline – Delta Treatment (82239)	70,000	*
Water Main Replacement (82246)	656,000	*
Cartograph Asset Management Program (91840)	<u>15,000</u>	
<i>Total</i>	<u>\$ 1,557,000</u>	

() Projects in progress*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works
ACTIVITY: Water Capital Projects
ACTIVITY NO.: 4224

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
CAPITAL OUTLAY					
81000 Capital Improvements	\$333,019	\$467,000	\$371,355	\$515,000	\$515,000
82000 Capital Improvements	203,948	1,075,000	443,576	1,020,000	1,020,000
91000 Capital Improvements	1,418,475	15,000	0	0	0
TOTAL	\$1,955,442	\$1,557,000	\$814,931	\$1,535,000	\$1,535,000
GRAND TOTAL	\$1,955,442	\$1,557,000	\$814,931	\$1,535,000	\$1,535,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well No. 5 Voc Treatment Plant
ACTIVITY NO.: 4226

<u>SUMMARY OF COST</u>	<u>Actual</u> 2006-07	<u>Adopted</u> 2007-08	<u>Year-End</u> <u>Estimated</u> 2007-08	<u>Proposed</u> 2008-09	<u>Adopted</u> 2008-09
PERSONNEL COST	\$68,212	\$69,034	\$68,516	\$68,765	\$68,765
SERVICES & SUPPLIES	377,434	378,029	483,092	496,261	496,261
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$445,646	\$447,063	\$551,608	\$565,026	\$565,026
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .70	 .70	 .70	 .70	 .70

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 as per Department of Health Services requirements.

2008-2009 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. Work with SGVMWD on a loan-to-grant application for the capital costs of the air stripper and develop a funding plan for O & M costs.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Replaced outdated chlorine generation system with a more efficient version.
2. Replaced 120,000 pounds of GAC to improve water quality and reliability. This new GAC is better suited to remove current contaminants from our water.
3. Installed on-line chlorine residual analyzer and integrated it onto the SCADA system.

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. The increased is necessitated because a new contaminant, 1,1-DCA, has been detected. 1,1-DCA treatment requires more frequent carbon replacements.
2. Contracted Services category (#31000) includes \$15,000 for legal fees, \$2,808 for data processing and \$80,000 for required water analysis.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$6,584.
4. Other Agency Services category (#41000) covers permit costs and fees required by other government agencies for the Well's operating permit (Department of Health Services), NPDES Permit for water discharge (Regional Water Quality Control Board), and others.
5. Debt Service category (#42000) reflects the ninth year payment of a ten-year lease for the construction of a volatile organic chemical (VOC) treatment plant for Well No. 5.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment

ACTIVITY NO.: 4226

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$48,250	\$48,680	\$44,633	\$49,038	\$49,038
11300 Part Time Salaries	1,476	0	3,331	0	0
11400 Overtime Salaries	2,662	3,000	3,496	0	0
11500 Separation Benefits	2,108	2,531	2,558	3,037	3,037
TOTAL	\$54,496	\$54,211	\$54,018	\$52,075	\$52,075
EMPLOYEE BENEFITS					
12200 Life Insurance	\$115	\$157	\$118	\$123	\$123
12300 Medical Insurance	3,906	4,433	4,056	5,035	5,035
12350 Medicare Insurance	716	684	870	714	714
12370 Part Time Retirement	60	0	134	139	139
12400 Dental Insurance	238	274	302	397	397
12500 Workers Compensation	1,765	1,853	1,874	1,946	1,946
12600 Retirement	6,633	7,123	6,808	7,970	7,970
12900 Long Term Disability	205	210	241	277	277
12950 Vision Plan	78	89	95	89	89
TOTAL	\$13,716	\$14,823	\$14,498	\$16,690	\$16,690
SERVICES & SUPPLIES					
23000 R/M Supplies	\$134,454	\$140,000	\$183,000	\$183,000	\$183,000
31000 Contracted Services	100,038	87,700	92,700	97,808	97,808
33000 Motor Pool Charges	6,030	6,211	5,435	6,584	6,584
36000 Utilities	45,000	50,250	108,089	115,000	115,000
37000 Leases & Rentals	45	2,000	2,000	2,000	2,000
38000 R/M Contractual	3,500	3,500	3,500	3,500	3,500
41000 Other Agency Serv	15,000	15,000	15,000	15,000	15,000
42000 Debt Service	73,367	73,368	73,368	73,369	73,369
TOTAL	\$377,434	\$378,029	\$483,092	\$496,261	\$496,261
GRAND TOTAL	\$445,646	\$447,063	\$551,608	\$565,026	\$565,026

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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$65,640	\$69,034	\$68,117	\$72,264	\$72,264
SERVICES & SUPPLIES	240,249	368,911	326,965	428,892	428,892
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$305,889	\$437,945	\$395,082	\$501,156	\$501,156
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .70	 .70	 .70	 .70	 .70

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, 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.

2008-2009 GOALS AND OBJECTIVES

1. Conduct an annual inspection of the Air Stripping Tower as required in the Department of Health Services operating permit.
2. Replace the air diffusing balls in the air stripper tower. These balls aerate the water and facilitate the removal of VOC contaminants.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed inspection of the Air Stripping Tower as required in the California Department of Public Health operating permit.
2. Changed out 22,000 pounds of vapor off-gas activated carbon to ensure compliance with AQMD standards.
3. Refurbished one of the existing air conditioning units and purchased a new spare unit for the Motor Control Cabinet, minimizing the downtime of the treatment plant.

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.
3. Contracted Services category (#31000) includes \$15,000 in legal costs, \$10,000 in treatment plant water analyses, preparation of compliance reports required by the State, engineering consultant services and \$2,808 in data processing costs.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. Utilities category (#36000) increased to \$310,000 to reflect anticipated Edison rates increases 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 other others.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well No.12 Treatment Plant
ACTIVITY NO.: 4227

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$45,678	\$48,680	\$44,633	\$49,037	\$49,037
11300 Part Time Salaries	1,476	0	3,332	0	0
11400 Overtime Salaries	2,662	3,000	3,496	3,500	3,500
11500 Separation Benefits	2,108	2,531	2,558	3,037	3,037
TOTAL	\$51,924	\$54,211	\$54,019	\$55,574	\$55,574
EMPLOYEE BENEFITS					
12200 Life Insurance	\$115	\$157	\$118	\$123	\$123
12300 Medical Insurance	3,906	4,433	4,056	5,035	5,035
12350 Medicare Insurance	716	684	870	714	714
12370 Part Time Retirement	60	0	134	139	139
12400 Dental Insurance	238	274	302	397	397
12500 Workers Compensation	1,765	1,853	1,874	1,946	1,946
12600 Retirement	6,633	7,123	6,408	7,970	7,970
12900 Long Term Disability	205	210	241	277	277
12950 Vision Plan	78	89	95	89	89
TOTAL	\$13,716	\$14,823	\$14,098	\$16,690	\$16,690
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$8,000	\$8,000	\$8,000	\$8,000
23000 R/M Supplies	11,325	23,000	15,000	63,000	63,000
31000 Contracted Services	21,319	67,700	37,700	27,808	27,808
33000 Motor Pool Charges	6,030	6,211	6,211	6,584	6,584
36000 Utilities	188,906	245,000	246,554	310,000	310,000
37000 Leases & Rentals	0	2,000	500	500	500
38000 R/M Contractual	2,669	7,000	3,000	3,000	3,000
41000 Other Agency Serv	10,000	10,000	10,000	10,000	10,000
TOTAL	\$240,249	\$368,911	\$326,965	\$428,892	\$428,892
GRAND TOTAL	\$305,889	\$437,945	\$395,082	\$501,156	\$501,156

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment Plant

ACTIVITY NO.: 4228

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$69,797	\$75,551	\$72,629	\$79,285	\$79,285
SERVICES & SUPPLIES	1,112,637	1,030,790	514,510	943,392	943,392
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,182,434	\$1,106,341	\$587,139	\$1,022,677	\$1,022,677
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .76	 .76	 .76	 .76	 .76

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.

2008-2009 GOALS AND OBJECTIVES

1. Researching different resin manufacturers, types, pricing, and evaluate ways to reduce cost.
2. Petition the California Department of Public Health to reduce the number of required water samples taken due to an increase in the allowable levels of perchlorate in drinking water.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed the replacement of poly vinyl chloride nozzles with stainless steel nozzles in four vessels to help improve water quality and reliability. This treatment plant no longer uses plastic nozzles.
3. Installed new chlorine injection and residual monitoring lines per Department of Health Services recommendation.
4. Installed on-line chlorine residual analyzer and integrated it onto the SCADA system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) reflects costs in 2007-2008 due to responses to unanticipated after-hour calls.
2. Operating Supplies category (#22000) covers oversight costs for the treatment plant from the State.
3. R/M Supplies category (#23000) covers treatment plant maintenance, costs for acid injection, 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 \$170,000 for State mandated laboratory analyses and water sampling, preparation of compliance reports, and inspections, \$15,000 for legal fees and \$2,808 for data processing.
5. 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$48,993	\$53,666	\$48,034	\$54,422	\$54,422
11300 Part Time Salaries	1,476	0	3,331	0	0
11400 Overtime Salaries	2,662	3,000	3,496	3,500	3,500
11500 Separation Benefits	2,108	2,748	2,779	3,298	3,298
TOTAL	\$55,239	\$59,414	\$57,640	\$61,220	\$61,220
EMPLOYEE BENEFITS					
12200 Life Insurance	\$122	\$168	\$125	\$134	\$134
12300 Medical Insurance	4,179	4,874	4,347	5,515	5,515
12350 Medicare Insurance	757	754	929	792	792
12370 Part Time Retirement	60	0	134	0	0
12400 Dental Insurance	253	303	322	432	432
12500 Workers Compensation	1,765	1,853	1,874	1,946	1,946
12600 Retirement	7,119	7,855	6,899	8,844	8,844
12900 Long Term Disability	217	228	257	301	301
12950 Vision Plan	86	102	102	101	101
TOTAL	\$14,558	\$16,137	\$14,989	\$18,065	\$18,065
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$4,000	\$4,000	\$4,000	\$4,000
23000 R/M Supplies	905,954	700,000	284,000	700,000	700,000
31000 Contracted Services	172,224	205,000	182,700	187,808	187,808
33000 Motor Pool Charges	6,030	6,211	6,211	6,584	6,584
36000 Utilities	6,250	7,563	6,599	7,000	7,000
37000 Leases & Rentals	0	10,000	6,000	8,000	8,000
38000 R/M Contractual	7,179	83,016	10,000	15,000	15,000
41000 Other Agency Serv	15,000	15,000	15,000	15,000	15,000
TOTAL	\$1,112,637	\$1,030,790	\$514,510	\$943,392	\$943,392
GRAND TOTAL	\$1,182,434	\$1,106,341	\$587,139	\$1,022,677	\$1,022,677

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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$60,440	\$60,800	\$63,154	\$63,186	\$63,186
SERVICES & SUPPLIES	305,503	549,596	395,179	705,427	705,427
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$365,943	\$610,396	\$458,333	\$768,613	\$768,613
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .67	 .67	 .67	 .67	 .67

Program Description

This activity provides for the costs associated with ground water remediation for Wells No. 1, No. 3, and No. 10 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 \$240,000 for granular activated carbon (GAC) replacements and \$4,000 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 \$200,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services, \$15,000 for legal fees and \$2,808 for data processing.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. Utilities category (#36000) covers the increase in electricity rates 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 one 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$41,548	\$44,564	\$40,806	\$44,877	\$44,877
11300 Part Time Salaries	1,476	0	3,332	0	0
11400 Overtime Salaries	2,662	0	3,496	0	0
11500 Separation Benefits	2,017	2,423	2,449	2,908	2,908
TOTAL	\$47,703	\$46,987	\$50,083	\$47,785	\$47,785
EMPLOYEE BENEFITS					
12200 Life Insurance	\$105	\$123	\$113	\$117	\$117
12300 Medical Insurance	3,684	4,214	3,800	4,729	4,729
12350 Medicare Insurance	656	624	752	654	654
12370 Part Time Retirement	60	0	134	0	0
12400 Dental Insurance	228	259	288	379	379
12500 Workers Compensation	1,705	1,790	1,810	1,880	1,880
12600 Retirement	6,030	6,519	5,857	7,295	7,295
12900 Long Term Disability	196	201	229	265	265
12950 Vision Plan	73	83	88	82	82
TOTAL	\$12,737	\$13,813	\$13,071	\$15,401	\$15,401
SERVICES & SUPPLIES					
23000 R/M Supplies	\$52,375	\$130,000	\$134,000	\$244,000	\$244,000
31000 Contracted Services	157,432	177,700	164,700	217,808	217,808
33000 Motor Pool Charges	6,030	6,211	6,211	6,584	6,584
36000 Utilities	73,000	80,650	67,268	82,000	82,000
37000 Leases & Rentals	0	2,000	2,000	2,000	2,000
38000 R/M Contractual	2,480	6,000	6,000	6,000	6,000
41000 Other Agency Serv	14,186	15,000	15,000	15,000	15,000
42000 Debt Service	0	132,035	0	132,035	132,035
TOTAL	\$305,503	\$549,596	\$395,179	\$705,427	\$705,427
GRAND TOTAL	\$365,943	\$610,396	\$458,333	\$768,613	\$768,613

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$48,418	\$53,158	\$45,209	\$54,927	\$54,927
SERVICES & SUPPLIES	151,095	93,197	119,832	201,170	201,170
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$199,513	\$146,355	\$165,041	\$256,097	\$256,097
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .58	 .58	 .58	 .53	 .53

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 No.'s 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 supplies that are needed for the maintenance of the treatment facility and \$120,000 for carbon change outs of 6 vessels. The 2007-08 expenditure is the result of a change out of GAC. Based on historical data, another change may be required this fiscal year.
2. Contracted Services category (#31000) includes \$15,000 for legal costs associated with treatment cost recovery and \$5,000 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 one 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$33,685	\$38,720	\$30,110	\$35,005	\$35,005
11400 Overtime Salaries	2,468	200	3,059	5,000	5,000
11500 Separation Benefits	1,747	2,097	2,120	2,516	2,516
TOTAL	\$37,900	\$41,017	\$35,289	\$42,521	\$42,521
EMPLOYEE BENEFITS					
12200 Life Insurance	\$86	\$118	\$80	\$92	\$92
12300 Medical Insurance	3,180	3,818	2,997	3,938	3,938
12350 Medicare Insurance	516	542	562	509	509
12400 Dental Insurance	183	223	206	296	296
12500 Workers Compensation	1,461	1,534	1,551	1,611	1,611
12600 Retirement	4,875	5,661	4,299	5,690	5,690
12900 Long Term Disability	159	174	166	210	210
12950 Vision Plan	58	71	59	60	60
TOTAL	\$10,518	\$12,141	\$9,920	\$12,406	\$12,406
SERVICES & SUPPLIES					
23000 R/M Supplies	\$104,881	\$4,000	\$84,000	\$124,000	\$124,000
31000 Contracted Services	36,020	30,000	17,000	20,000	20,000
33000 Motor Pool Charges	6,050	6,232	6,232	6,605	6,605
37000 Leases & Rentals	2,000	2,000	1,000	1,000	1,000
38000 R/M Contractual	1,599	3,000	1,600	1,600	1,600
41000 Other Agency Serv	545	10,000	10,000	10,000	10,000
42000 Debt Service	0	37,965	0	37,965	37,965
TOTAL	\$151,095	\$93,197	\$119,832	\$201,170	\$201,170
GRAND TOTAL	\$199,513	\$146,355	\$165,041	\$256,097	\$256,097

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

<u>SUMMARY OF COST</u>	<u>Actual</u> 2006-07	<u>Adopted</u> 2007-08	<u>Year-End</u> <u>Estimated</u> 2007-08	<u>Proposed</u> 2008-09	<u>Adopted</u> 2008-09
PERSONNEL COST	\$37,346	\$38,606	\$35,666	\$47,251	\$47,251
SERVICES & SUPPLIES	53,581	108,889	98,889	113,369	113,369
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$90,927	\$147,495	\$134,555	\$160,620	\$160,620
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .45	 .45	 .45	 .50	 .50

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 \$3,000 for equipment and supplies needed for the maintenance of the treatment facility.
2. Contracted Services category (#31000) includes \$15,000 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 \$2,808 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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$25,335	\$26,293	\$23,171	\$29,543	\$29,543
11400 Overtime Salaries	2,468	2,000	3,059	5,000	5,000
11500 Separation Benefits	1,355	1,627	1,645	1,952	1,952
TOTAL	\$29,158	\$29,920	\$27,875	\$36,495	\$36,495
EMPLOYEE BENEFITS					
12200 Life Insurance	\$67	\$67	\$69	\$87	\$87
12300 Medical Insurance	2,574	2,864	2,442	3,632	3,632
12350 Medicare Insurance	406	366	385	430	430
12400 Dental Insurance	154	160	175	277	277
12500 Workers Compensation	1,156	1,214	1,227	1,274	1,274
12600 Retirement	3,654	3,838	3,302	4,805	4,805
12900 Long Term Disability	135	135	144	198	198
12950 Vision Plan	42	42	47	53	53
TOTAL	\$8,188	\$8,686	\$7,791	\$10,756	\$10,756
SERVICES & SUPPLIES					
23000 R/M Supplies	\$1,427	\$6,000	\$2,000	\$3,000	\$3,000
31000 Contracted Services	13,010	37,700	17,200	20,308	20,308
33000 Motor Pool Charges	6,009	6,189	6,189	6,561	6,561
36000 Utilities	22,661	40,000	60,000	70,000	70,000
37000 Leases & Rentals	1,474	2,000	1,500	1,500	1,500
38000 R/M Contractual	0	7,000	2,000	2,000	2,000
41000 Other Agency Serv	9,000	10,000	10,000	10,000	10,000
TOTAL	\$53,581	\$108,889	\$98,889	\$113,369	\$113,369
GRAND TOTAL	\$90,927	\$147,495	\$134,555	\$160,620	\$160,620

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> 2006-07	<u>Adopted</u> 2007-08	<u>Year-End</u> <u>Estimated</u> 2007-08	<u>Proposed</u> 2008-09	<u>Adopted</u> 2008-09
PERSONNEL COST	\$48,084	\$52,826	\$45,470	\$57,443	\$57,443
SERVICES & SUPPLIES	114,933	133,000	102,000	103,120	103,120
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$163,017	\$185,826	\$147,470	\$160,563	\$160,563
 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 \$16,000 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 \$15,000 for legal costs associated with treatment cost recovery, \$60,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,120 for data processing.
3. Leases and Rentals category (#37000) is for the costs expended renting equipment for the inspection of the treatment facility.
4. R/M Contractual category (#38000) includes \$1,000 for the repair 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.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well 5 Perch Blending Plant
ACTIVITY NO.: 4232

Classification	Actual 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11200 Permanent Salaries	\$32,884	\$36,823	\$29,754	\$36,717	\$36,717
11400 Overtime Salaries	2,636	2,000	3,489	5,000	5,000
11500 Separation Benefits	1,957	2,133	2,156	2,560	2,560
TOTAL	\$37,477	\$40,956	\$35,399	\$44,277	\$44,277
EMPLOYEE BENEFITS					
12200 Life Insurance	\$85	\$90	\$87	\$103	\$103
12300 Medical Insurance	3,122	3,627	2,964	4,045	4,045
12350 Medicare Insurance	515	515	494	535	535
12400 Dental Insurance	194	222	224	332	332
12500 Workers Compensation	1,705	1,790	1,810	1,880	1,880
12600 Retirement	4,760	5,382	4,252	5,971	5,971
12900 Long Term Disability	168	177	179	234	234
12950 Vision Plan	58	67	61	66	66
TOTAL	\$10,607	\$11,870	\$10,071	\$13,166	\$13,166
SERVICES & SUPPLIES					
23000 R/M Supplies	\$31,262	\$20,000	\$17,000	\$17,000	\$17,000
24000 Small Tools	0	2,000	2,000	0	0
31000 Contracted Services	79,180	98,000	75,000	78,120	78,120
37000 Leases & Rentals	0	2,000	2,000	2,000	2,000
38000 R/M Contractual	0	6,000	1,000	1,000	1,000
41000 Other Agency Serv	4,491	5,000	5,000	5,000	5,000
TOTAL	\$114,933	\$133,000	\$102,000	\$103,120	\$103,120
GRAND TOTAL	\$163,017	\$185,826	\$147,470	\$160,563	\$160,563

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Interconnection/Purchase
ACTIVITY NO.: 4233

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	555,949	0	70,000	0	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$555,949	\$0	\$70,000	\$0	\$0
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

This activity provides for the purchase of water, on an emergency basis, through the San Gabriel Valley Water Company. This only becomes necessary when city wells are unable to produce enough water to meet high demands.

2008-2009 GOALS AND OBJECTIVES

1. Minimize the purchase of water from the San Gabriel Valley Water Company.

2007-2008 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 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
22000 Operating Supplies	\$555,949	\$0	\$70,000	\$0	\$0
TOTAL	\$555,949	\$0	\$70,000	\$0	\$0
GRAND TOTAL	\$555,949	\$0	\$70,000	\$0	\$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement
ACTIVITY: Capital Improvement
ACTIVITY NO.: 5000

SOURCE OF FUNDS:

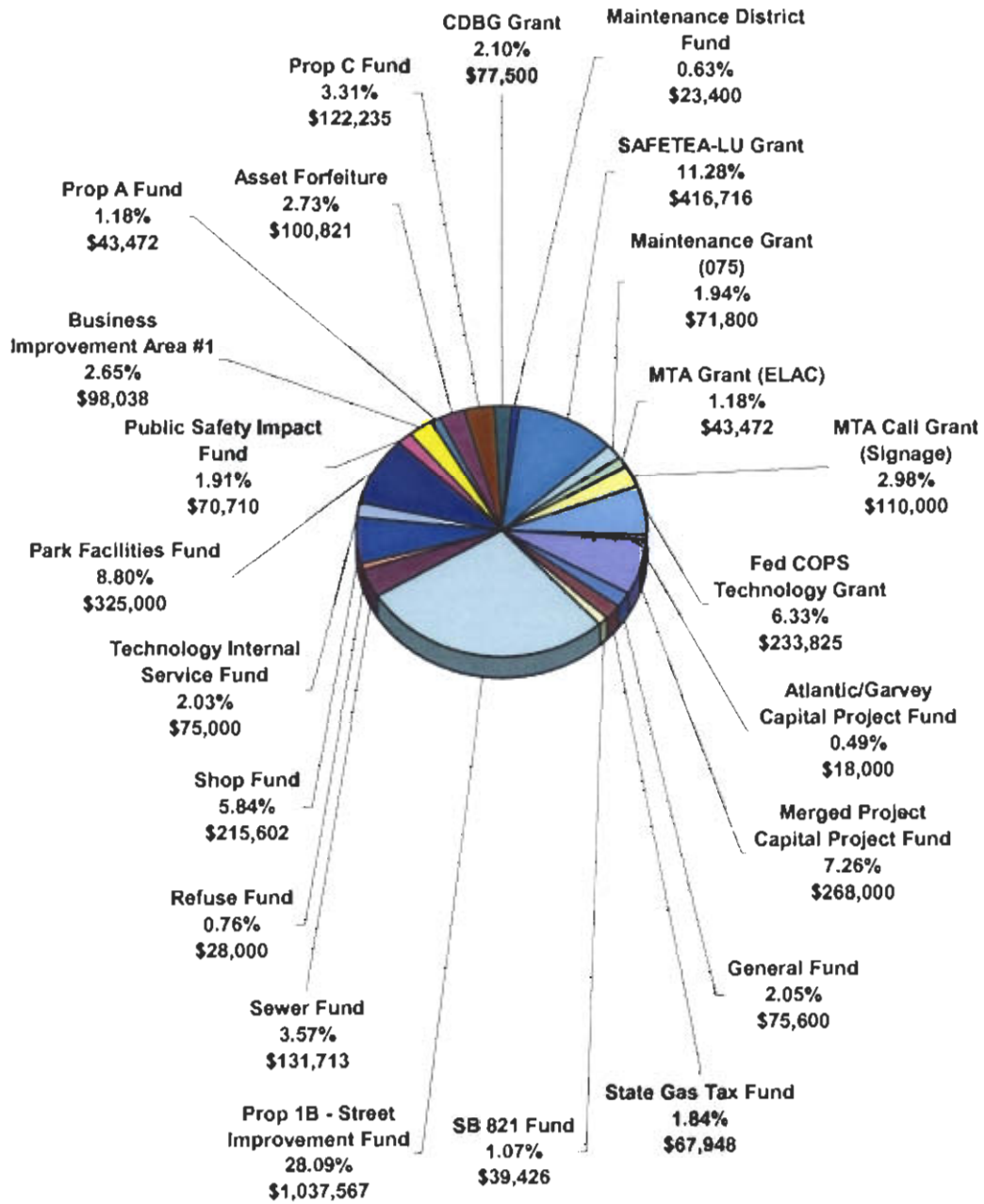
General Fund \$75,600
 State Gas Tax Fund \$67,948
 SB 821 Fund \$39,426
 Prop 1B-Street Improvement Fund \$1,037,567
 Sewer Fund \$131,713
 Refuse Fund \$28,000
 Shop Fund \$215,602
 Technology Internal Service Fund \$75,000
 Park Facilities Fund \$325,000
 Public Safety Impact Fund \$70,710
 Business Improvement Area #1 \$98,038
 Prop A Fund \$43,472
 Asset Forfeiture \$100,821
 Prop C Fund \$ 122,235
 CDBG Grant \$77,500
 Maintenance District Fund \$23,400
 SAFETEA-LU Grant \$416,716
 Maintenance Grant (075) \$71,800
 MTA Grant (ELAC) \$43,472
 MTA Call Grant (Signage) \$110,000
 Fed COPS Technology Grant \$233,825
 Atlantic/Garvey Capital Project Fund \$18,000
 Merged Project Capital Project Fund \$268,000

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	3,397,201	3,012,464	1,483,149	3,693,845	3,693,845
TOTAL COSTS	\$3,397,201	\$3,012,464	\$1,483,149	\$3,693,845	\$3,693,845
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.

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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	710,155	1,526,841	456,026	2,152,888	2,152,888
TOTAL COSTS	\$710,155	\$1,526,841	\$456,026	\$2,152,888	\$2,152,888
 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 2008-2009 street improvements include the following projects:

1. Construction of Sidewalks (89340) \$39,426

Continuation of the City's Sidewalk Construction program. The SB-821 State fund must be used for sidewalk related projects.

Funding Source:
 SB-821 Fund (0023) \$39,426

Impact on Operating Budget: This project has no effect on the operating budget as the required on-going maintenance costs are budgeted in the Street Maintenance Activity (#4202).

2. Wheelchair Access Ramps (89850) \$12,000

Construction of wheelchair ramps at various intersections throughout the City.

Funding Source:

CDBG Fund (0169) \$12,000

Impact on Operating Budget: This project will have no effect on the operating budget.

3. Catch Basin Structural Controls (91740) \$86,175

In order to comply with NPDES requirements, install structural controls in catch basin that are located near transit stops that have been identified as having excessive trash generated by bus riders.

Funding Sources:

SAFETEA-LU Grant (0342) \$ 68,940
Proposition C Fund (0166) 17,235

Impact on Operating Budget: There will be no impact to the operating budget.

5. Monterey Park Transit Facility at East Los Angeles College (91750) \$434,720

This is a transit facility for Montebello, Metro and Monterey Park bus operations. This facility will include landscaping, shelters, and other passenger and driver amenities. East Los Angeles College will dedicate land for the facility in exchange for the City to vacate the westerly eight feet of Collegian Avenue from Floral to Cesar Chavez.

Funding Sources:

SAFETEA-LU Grant (0342) \$347,776
Proposition A Fund (0109) 43,472
MTA Grant (ELAC) (0346) 43,472

Impact on Operating Budget: After completion, Prop A funds along with other funds will be used for operation and maintenance.

6. Street Resurfacing (91900) \$1,037,567

This project is to resurface deteriorated City streets that received the worst grading per the Pavement Management System report. Street segments include Electric (Garvey to Branham), Fremont (Newmark to Monterey Pass Road), Knoll (Electric to Fremont), Mabel (Electric to Monterey Pass Road), Newlee (Electric to Mabel), Orange (Graves to Country Road), Mooney (Orange to City limit), Riggin (Garfield to Wilcox), and Atlantic (Cadiz to Brightwood).

Funding Source:

Proposition 1B Street Improvement Fund (0028) \$1,037,567

Impact on Operating Budget: This project will result in reduced street maintenance operating costs such as pot-hole repairs in Street Maintenance Activity (4202).

7. Garvey Avenue Bridges Repairs (91904) \$100,000

Repair Garvey Avenue bridges at Monterey Pass Road and Mabel Avenue.

Funding Source:

Merged Capital Projects Fund (0820) \$100,000

Impact on Operating Budget: This project will have no effect on the operating budget.

8. Overhead Street Name Signs (91905) \$25,000

Replace the deteriorated overhead street name signs on transit routes. This is a 3-year program to replace existing street name signs with highly reflective signs that are more legible and require no electricity.

Funding Source:

Proposition C Fund (0166) \$25,000

Impact on Operating Budget: This project will reduce utility cost for electricity that is necessary to light up existing signs.

9. Concrete Pad for Roll-Off Bin Sites (91906) \$28,000

Construct a concrete pad on the unpaved site where roll-off disposal bins are located at the City Yard. The project will eliminate dirt and debris runoff that violates NPDES storm water control requirements.

Funding Source:

Refuse Fund (0043) \$28,000

Impact on Operating Budget: This project will have no effect on the operating budget.

10. Traffic Calming Measures – Citywide (91907) \$25,000

Construct traffic calming measures such as speed bumps, signing, and striping to control vehicle volume and speed at selected locations in the City.

Funding Source:

Gas Tax Fund (0022) \$25,000

Impact on Operating Budget: This project will have no effect on the operating budget.

11. Traffic Signal Upgrades (91908) \$50,000

Upgrade traffic signals to include installing equipment such as GPS clocks and traffic signal appurtenances, and replacing damaged poles.

Funding Sources:

Proposition C Fund (0166) \$ 25,000
Gas Tax Fund (0022) 25,000

Impact on Operating Budget: This project will have no effect on the operating budget.

12. Signage Wayfinding Program (91909) \$165,000

Install entrance and directional signage to improve pedestrian and vehicular circulation and to improve streetscape to encourage pedestrian activity.

Funding Sources:

MTA Signage Grant (0353) \$110,000
Proposition C Fund (0166) 55,000

Impact on Operating Budget: This project will have no effect on the operating budget.

13. Garvey Traffic Signal Upgrade (91910) \$150,000

Upgrade traffic signals on Garvey Avenue to include replacing metal poles with concrete poles and battery back-up units.

Funding Source:

Merged Capital Projects Fund (0820) \$150,000

Impact on Operating Budget: This project will have no effect on the operating budget.

2007-2008 Street Construction Projects

Sidewalk Reconstruction (89340)	32,600	
Alley Reconstruction (89520)	30,000	*
Handicapped Access Ramps (89850)	10,000	
Catch Basin Structural Controls (91740)	95,638	*
Monterey Park Transit Facility at ELAC (91750)	401,280	*
Street Resurfacing Projects (91900)	520,000	*
Parking Lot Rehab – Moore/Garvey (91901)	120,000	*
Potrero Grande Street Improvement (91902)	225,000	*
Vagabond Street Pavement (91903)	<u>92,323</u>	
	<i>Total</i>	<u>\$ 1,526,841</u>

() Projects in Progress*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
CAPITAL OUTLAY					
89000 Capital Improvements	\$31,996	\$72,600	\$43,703	\$51,426	\$51,426
91000 Capital Improvements	29,928	1,454,241	412,323	2,101,462	2,101,462
99000 Capital Improvements	648,231	0	0	0	0
TOTAL	\$710,155	\$1,526,841	\$456,026	\$2,152,888	\$2,152,888
GRAND TOTAL	\$710,155	\$1,526,841	\$456,026	\$2,152,888	\$2,152,888

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	2,687,046	1,485,623	1,027,123	1,540,957	1,540,957
TOTAL COSTS	\$2,687,046	\$1,485,623	\$1,027,123	\$1,540,957	\$1,540,957
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. GIS Needs Assessment (99054) \$25,000

This assessment is to develop a coordinate plan in addressing the Geographic Information System needs from City departments.

Funding Source:

Technology Fund (0063) \$25,000

Impact on Operating Budget: This is just an assessment of the GIS project and will be no impact to the operating budget.

2. Network Equipment and Server Upgrades (99055) \$50,000

Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.

Funding Source:

Technology Fund (0063) \$50,000

Impact on Operating Budget: Upgrades help improve overall network performance. Upgraded network equipment and server include a three-year maintenance warranty. When warranty expires, additional costs will be included in regular maintenance costs in Activity 1404, Data Processing.

3. Fire Station 63 Facility Upgrades (96005) \$28,700

Upgrade Fire Station 63 facilities, including kitchen remodeling (\$24,000), bathroom repairs (\$2,800), and floor replacement (\$1,900).

Funding Source:

Public Safety Impact Fee Fund (0071) \$28,700

Impact on Operating Budget: Upgrades are required due to wear and tear. Upgrades reduce repair costs and will be no impact to the operating budget.

4. Computers for Patrol Vehicles (99303) \$233,825

Replace the current outdated laptop computers for police vehicles and detectives, including accessories, installation, and extended warranties. This replacement will allow the new Police CAD/RMS system to run at optimal level.

Funding Source:

Fed COPS Technology Grant (0400) \$233,825

Impact on Operating Budget: Funding for this project comes from a federal grant. There is no impact to the operating budget.

5. Digital Video Recorder (99304) \$19,000

Install a new digital video recorder which will have a larger capacity of surveillance recordings for the City's 12 video cameras. This new video recorder will allow for a minimum of one year of recording.

Funding Source:

Asset Forfeiture Fund (0160) \$19,000

Impact on Operating Budget: This is to meet legal requirements to keep recordings for a minimum of one year. There is no additional cost to the operating budget.

6. Business Improvement District Upgrades (99002) \$98,038

Purchase additional rope lights for the remaining 55 trees, remove the palm tree grates and replace with a raised planter that can accommodate flowers, electrical upgrades to the medians, also electrical upgrades to the banner poles supplying electricity for Christmas swag lights. Remove original banner rods, and provide replacements.

Funding Source:

Business Improvement Dist Fund (0077) \$98,038

Impact on Operating Budget: Improvements will bring the electrical power source for the City's Holiday decorations to meet the requirements, allow the growth of the downtown palm trees as well as reduce maintenance costs and improve downtown aesthetically.

7. Tennis Courts Resurfacing (91487) \$80,000

Re-surface and re-line park tennis courts for Barnes, George Elder, Highland, Sequoia, Sunnyslope, and Garvey Ranch parks.

Funding Source:

Park Facilities Fund (0070) \$80,000

Impact on Operating Budget: Maintenance is required due to normal wear and tear. No impact to operating budget. Preventative maintenance to prevent slip and fall liability.

8. Barnes Bathhouse Plumbing/Gym Floor Sanding (91488) \$37,000

Replace shower valves and mixing valves to the pool house rest room/shower facilities. Sand Gymnasium floor to bare wood, repaint lines and re-finish floor.

Funding Source:

Park Facilities Fund (0070) \$37,000

Impact on Operating Budget: This item will correct plumbing problems associated with pool house. Reduce repair costs to maintenance service division. Gym floor sanding is necessary to extend life of floor.

9. Barnes Park Facilities Improvement (91489) \$33,000

Improvement includes: Amphitheater and pool iron fence repairs (\$9,500); exhaust fan and hood replacement at clubhouse (\$3,500); and bypass piping replacement for pool heaters (\$20,000).

Funding Source:

Park Facilities Fund (0070) \$33,000

Impact on Operating Budget: Maintenance items that have worn out through normal wear and tear. No impact to operating budget.

10. Cascades Park Waterfall Lighting (91491) \$12,000

Replace underwater falls lighting with low voltage lighting system.

Funding Source:

Park Facilities Fund (0070) \$12,000

Impact on Operating Budget: Reduce cost for repairs to existing electrical system. Current system is not operational and not recommended to be repaired.

11. Garvey Ranch Bathroom Plumbing Retrofit (91492) \$20,500

Replace plumbing and fixtures to park rest room lavatories.

Funding Source:

Park Facilities Fund (0070) \$20,500

Impact on Operating Budget: Reduce time and cost associated with repairs to existing plumbing.

12. Elder Park Tennis Court Lighting (91493) \$95,000

Replace overhead lighting system for tennis court night play.

Funding Source:

Park Facilities Fund (0070) \$95,000

Impact on Operating Budget: Higher efficiency, higher output of light could provide utility savings.

13. Miscellaneous Park Improvements (91494) \$8,000

Improvements include: applying a seal coating to the exterior east walls of the Elder Park gym; and repainting lines on basketball courts at Sierra Vista, Sequoia, and Garvey Ranch Parks.

Funding Source:

Park Facilities Fund (0070) \$8,000

Impact on Operating Budget: No impact to operating budget. Maintenance items due to normal wear and tear. Gym waterproofing will prevent potential water damage and humidity problems to gym floor.

14. Median Maintenance (82520) \$5,400

Relandscape median on Garvey Avenue. Between north Orange and south Orange Streets to provide better aesthetics along Garvey Avenue.

Funding Source:

Maintenance District Fund (0176) \$5,400

Impact on Operating Budget: The project covers for supplies and labor to renovate medians. The routine median maintenance cost is included in the Parkway Maintenance Activity (#6516).

15. Sprinkler Anti-Siphon Valves for Various Parks (90450) \$6,500

Replacement of anti-siphon valves and other mechanical valves in City parks.

Funding Source:

Park Facilities Fund (0070) \$6,500

Impact on Operating Budget: This replacement of older anti-siphon valves and other major valves will reduce the chance of more costly emergency repairs and water loss. Labor costs are included in the Parkway Maintenance Activity (#6516) and Parks Activity (#6517).

16. Specialty Restaurant/Golf Course Maintenance (99290) \$71,800

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) \$71,800

Impact on Operating Budget: No impact to operating budget. Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

17. Tree Well Maintenance (91590) \$10,000

This special project is to clean out City tree wells in public areas.

Funding Source:

Maintenance District Fund (0176) \$10,000

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.

18. City Hall Water Line/Heater Replacement (96007) \$43,600

Replace two water heaters at City Hall and the water line that runs from the second floor water heater to the water heater pump in the basement.

Funding Source:

General Fund (0010) \$43,600

Impact on Operating Budget: There is no impact on the operating budget.

19. Fire Smoke Alarm Upgrades (96004) \$40,000

Upgrade the smoke alarms to include an upgraded fire panel and ADA compliant warning devices

Funding Source:

CDBG Fund (0169) \$40,000

Impact on Operating Budget: There is no impact on the operating budget.

20. City Facility ADA Compliance Improvements (89390) \$12,000

Ongoing programs for compliance with the Americans with Disabilities Act (ADA).

Funding Source:

CDBG Fund (0169) \$12,000

Impact on Operating Budget: There is no impact on operating budget.

21. City Hall East Entrance Door Replacement (96009) \$13,500

Replace door at east entrance to City Hall with an automatic door that meets ADA requirements.

Funding Source:

CDBG Fund (0169) \$13,500

Impact on Operating Budget: No impact to the operating budget.

22. Emergency Generator Replacement (96008) \$110,802

Replace the emergency generator at City Hall with a system that complies with the South Coast Air Quality Management District (SCAQMD) requirements. The existing engine is over 25 years old.

Funding Source:

Shop Fund (0060) \$110,802

Impact on Operating Budget: There is no impact on the operating budget.

23. Parks Storage Building Roof Replacement (96010) \$9,800

Replace roof of the storage building that stores equipment and supplies for park maintenance operations.

Funding Source:
Shop Fund (0060) \$9,800

Impact on Operating Budget: There is no impact on the operating budget.

24. Safety Light Covers Replacement (96011) \$20,000

Replace safety light covers of fixtures that illuminate the lower parking area at City Hall.

Funding Sources:
Public Safety Impact Fee Fund (0071) \$10,000
Park Facilities Fund (0070) 10,000

Impact on Operating Budget: There is no impact on the operating budget.

25. Enhanced Vapor Recovery, Phase II (91460) \$60,000

This project is mandated by the State of California Air Resources Board (CARB) to collect gasoline vapors that would otherwise escape into the atmosphere during refueling. Equipment will be installed at both fueling sites: City Yard and Fire Station 1.

Funding Source:
Shop Fund (0060) \$60,000

Impact on Operating Budget: There is no impact on the operating budget.

26. Sewer Master Plan Update (96012) \$50,000

Update the City's Sewer Master Plan to incorporate changes that have resulted from the City's 25 percent growth since the original plan was developed in 1996.

Funding Source:
Sewer Fund (0042) \$50,000

Impact on Operating Budget: There is no impact on the operating budget.

27. Sewer Main Construction (96013) \$75,000

Construct a parallel 8" sewer main at Emerson Avenue, from New Avenue to Elizabeth Avenue.

Funding Source:
Sewer Fund (0042) \$75,000

Impact on Operating Budget: There is no impact on the operating budget.

28. Median Islands Landscaping (96014) \$20,000

Construct raised landscape islands to minimize traffic collisions, eliminate traffic turning conflicts, beautify the streetscape, and channel the arterial road. The first phase will be at entry-ways into the City limits that are within the CRA project areas.

Funding Sources:

Atlantic/Garvey Capital Projects Fund (0810)	\$10,000
Merged Capital Projects Fund (0820)	10,000

Impact on Operating Budget: There is no impact to operating budget.

29. Soil Remediation at Fire Station 1, Phase III (91290) \$20,000

This project will remediate any contamination that is found in the area around the fueling site. Findings from Phase II will determine the extent of the remediation.

Funding Source:

Shop Fund (0060)	\$20,000
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Impact on Operating Budget: There is no impact on the operating budget.

30. City Monument Replacement (96015) \$24,000

Replace missing and/or damaged entry-way monuments that are located at City medians.

Funding Sources:

Merged Capital Projects Fund (0820)	\$8,000
Atlantic/Garvey Capital Projects Fund (0810)	8,000
Maintenance District Fund (0176)	8,000

Impact on Operating Budget: There is no impact to operating budget.

31. Capital Purchases for Fire (88560) \$64,010

Fire safety small capital purchases include 5 mobile radios (\$21,000), 30 fire shelters (\$11,010), fire hoses (\$30,000), and Station chairs (\$2,000).

Funding Sources:

General Fund (0010)	\$32,000
Public Safety Impact Fee Fund (0071)	\$32,010

Impact on Operating Budget: There is no impact on the operating budget.

32. Capital Purchases for Recreation and Parks (88510) \$23,000

Replacement of Elder Park pool covers (\$9,500), park tables and chairs (\$6,000), and exercise machines at Langley Center (\$7,500).

Funding Source:

Park Facilities Fund (0070) \$23,000

Impact on Operating Budget: There is no impact on the operating budget. Replacement due to normal wear and tear.

33. Capital Purchases for Public Works (88500) \$39,661

Public Works small capital purchases include 1 diesel particulate sewer vector trap (\$15,000), 52 traffic stencils (\$7,881), 3,000 liner feet of 20 sign posts (\$10,067), and sewer safety equipment (\$6,713).

Funding Sources:

Shop Fund (0060) \$15,000
Sewer Fund (0042) 6,713
Gax Tax Fund (0022) 17,948

Impact on Operating Budget: Items listed above will have no impact on operating budget.

34. Capital Purchases for Police (88550) \$81,821

Police small capital purchases include 60 X26 tasers (\$66,113), and 1 police K-9 including training and bite suite costs (15,708).

Funding Source:

Asset Forfeiture Fund (0160) \$81,821

Impact on Operating Budget: Items listed above will have no impact on operating budget.

2007-2008 Community Capital Projects

Median Maintenance (82520)	\$ 5,200
Capital Purchases for Public Works (88500)	55,370
Capital Purchases for Parks (88510)	38,600
Capital Purchases for Fire (88560)	40,575
City Facility ADA Compliance Improvements (89390)	12,000 *
Sprinkler Anti-Siphon Valves for Various Parks (90450)	6,000
New Fire Station No. 2 – Design (90650)	30,000 *
Finance and Payroll Accounting Programs (90930)	20,000
Channel 55 Upgrades (91483)	31,000
Langley Center Painting (91484)	27,000 *
Barnes Park Painting (91485)	21,500 *
Langley Center Computer Replacement (91486)	25,000
Tree Well Maintenance – (91590)	15,000
Bay Door Replacement (91610)	56,000
Library Fencing (96000)	14,000
Alhambra Sewer Treatment Plan (96001)	25,000
Sewer Reline - Garvey/Chandler (96002)	200,000 *
Decorative Crosswalks Repainting (96003)	110,000 *
Fire Smoke Alarm Upgrade (96004)	40,000 *
Station 63 Facility Upgrade (96005)	11,600
City Hall Elevator Upgrade (99001)	60,000
Misc. Emergency Repairs (99040)	100,000
Upgrade Microsoft Office 2007 (99052)	220,000
Upgrade Telephone System (99053)	68,000
City Yard Security Phase (99280)	15,000
Special Restaurant/Golf Course (99290)	68,400
Fire Mobile Radio Equipment (99700)	119,653
Fire Breathing Equipment (99701)	<u>140,725</u>
Total	<u>\$ 1,485,623</u>

() Projects in progress*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
CAPITAL OUTLAY					
82000 Capital Improvements	\$5,000	\$5,200	\$5,200	\$5,400	\$5,400
88000 Capital Improvements	143,118	134,545	132,849	208,492	208,492
89000 Capital Improvements	0	12,000	0	12,000	12,000
90000 Capital Improvements	99,298	26,000	6,000	6,500	6,500
91000 Capital Improvements	1,058,072	175,500	110,526	375,500	375,500
96000 Capital Improvements	2,427	400,600	50,600	435,402	435,402
99000 Capital Improvements	1,379,131	731,778	721,948	497,663	497,663
TOTAL	\$2,687,046	\$1,485,623	\$1,027,123	\$1,540,957	\$1,540,957
GRAND TOTAL	\$2,687,046	\$1,485,623	\$1,027,123	\$1,540,957	\$1,540,957

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$10,000
 General Liability Fund \$706,840
 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 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,524,473	878,000	777,696	886,840	886,840
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,524,473	\$878,000	\$777,696	\$886,840	\$886,840
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

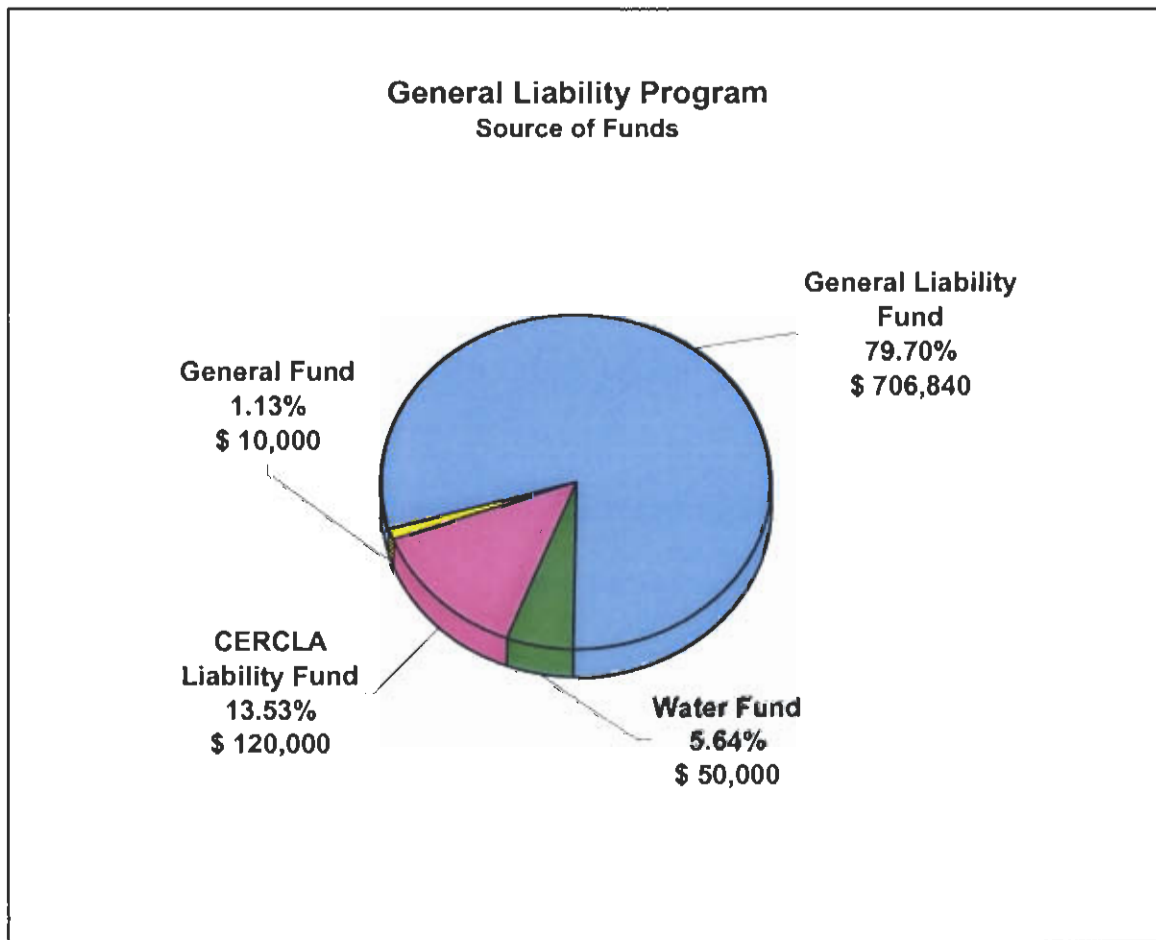
The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from \$300,000 to \$20 million per occurrence through the Independent 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:

2007-08	Estimated	\$679,406
2008-09	Projected	700,000

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) contains \$90,000 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 premium to ICRMA \$388,000, third-party claims administration \$28,840, and \$200,000 for the payment of claims to resolve liability issues.
3. Miscellaneous Financial Services category (#44000) consists of contribution of the General Fund \$10,000, the Water Fund \$50,000 and the CERCLA Fund \$120,000 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 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$124,865	\$98,000	\$50,000	\$90,000	\$90,000
35000 Insurance	1,249,608	630,000	577,696	616,840	616,840
44000 Misc Financial Serv	150,000	150,000	150,000	180,000	180,000
TOTAL	\$1,524,473	\$878,000	\$777,696	\$886,840	\$886,840
GRAND TOTAL	\$1,524,473	\$878,000	\$777,696	\$886,840	\$886,840

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department
ACTIVITY: Post Employment
ACTIVITY NO.: 5102

SOURCE OF FUNDS:

General Fund \$495,000
 Retirement Fund \$1,378,249
 State Gas Tax Fund \$5,300
 Sewer Fund \$3,700
 Refuse Fund \$130,000
 Shop Fund \$3,200
 Separation Benefits Fund \$800,000
 General Liability Fund \$1,000
 Workers' Compensation Fund \$1,000
 Water Fund \$313,800
 Water Treatment Fund \$3,300
 Prop A Fund \$3,000
 CRA Fund \$248,360
 Home Housing Program Fund \$260
 CDBG Fund \$2,200
 Maintenance District Fund \$15,900
 Atlantic/Garvey Capital Project Fund \$1,200
 Housing Fund \$1,150
 Merged Project Capital Project Fund \$2,000

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$2,055,456	\$1,851,981	\$2,657,762	\$2,275,778	\$2,275,778
SERVICES & SUPPLIES	1,087,255	1,107,841	1,080,841	1,132,841	1,132,841
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,142,711	\$2,959,822	\$3,738,603	\$3,408,619	\$3,408,619
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>	<u>Department Charge Per Employee</u>
2007-08	Estimated	\$5,343,889	3,637
2008-09	Projected	\$5,611,000	4,321

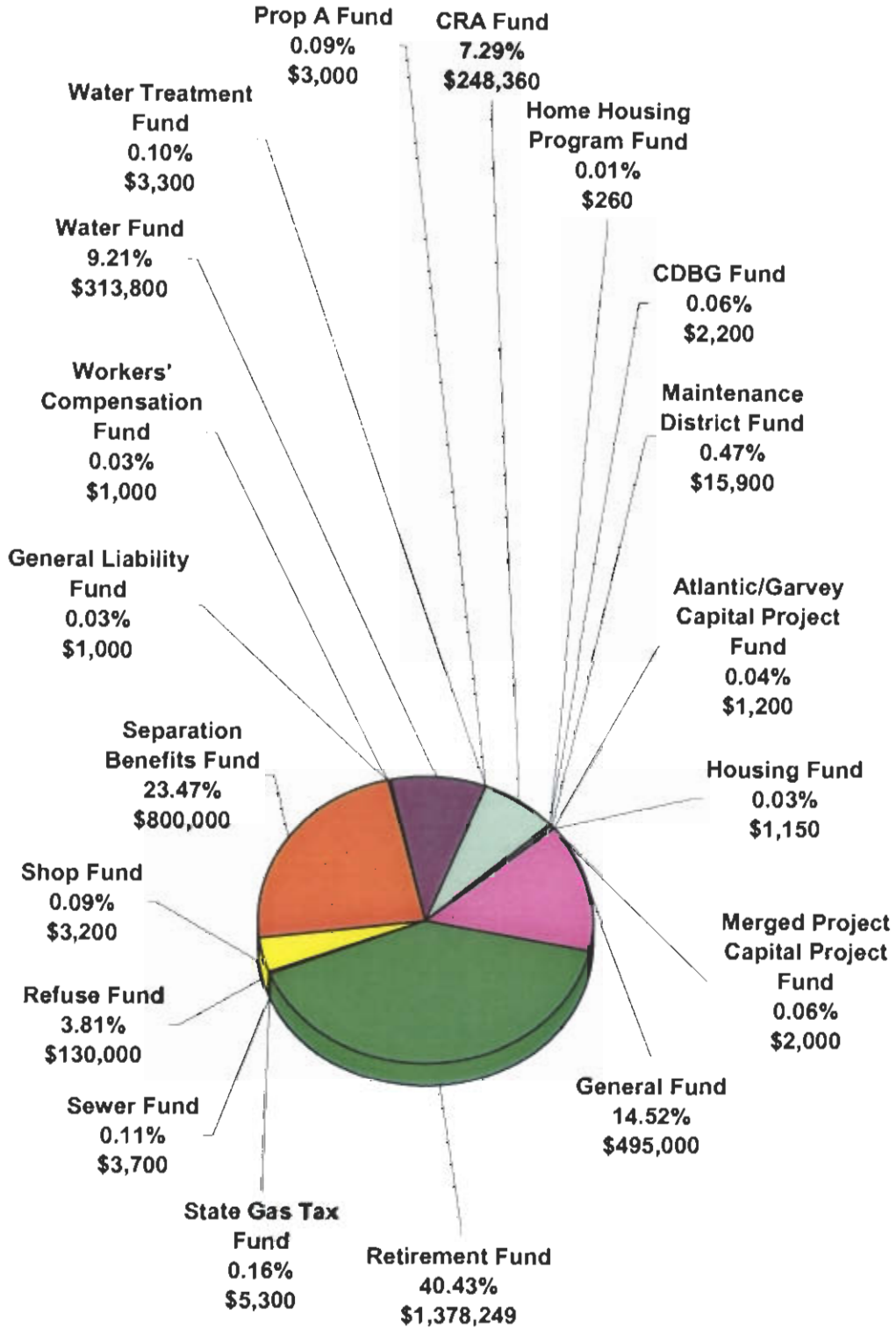
Post-Employment Benefits

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 over 204 vested retirees eligible for City-paid medical benefits and 70 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 for payment of retirees' medical premiums, \$1,110,000 and Massachusetts Mutual retirement plan funding, \$300,408.
3. Contracted Services category (#31000) contains \$50,000 for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.
4. Insurance category (#35000) displays unemployment reimbursement required from EDD, \$35,000.
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 2006/2007	Adopted 2007/2008	Year-End Estimated 2007/2008	Proposed 2008/2009	Adopted 2008/2009
SALARIES					
11650 Separation Benefits	\$847,612	\$638,900	\$1,385,681	\$865,370	\$865,370
TOTAL	\$847,612	\$638,900	\$1,385,681	\$865,370	\$865,370
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	\$1,006,416	\$1,000,000	\$1,059,000	\$1,110,000	\$1,110,000
12700 Mass Mutual Retirement	201,428	213,081	213,081	300,408	300,408
TOTAL	\$1,207,844	\$1,213,081	\$1,272,081	\$1,410,408	\$1,410,408
SERVICES & SUPPLIES					
31000 Contracted Services	\$36,708	\$50,000	\$42,000	\$50,000	\$50,000
35000 Insurance	27,706	35,000	16,000	35,000	35,000
42000 Debt Service	1,022,841	1,022,841	1,022,841	1,047,841	1,047,841
TOTAL	\$1,087,255	\$1,107,841	\$1,080,841	\$1,132,841	\$1,132,841
GRAND TOTAL	\$3,142,711	\$2,959,822	\$3,738,603	\$3,408,619	\$3,408,619

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation Fund \$1,102,500

ACTIVITY NO.: 8301

<u>SUMMARY OF COST</u>	<u>Actual 2006-07</u>	<u>Adopted 2007-08</u>	<u>Year-End Estimated 2007-08</u>	<u>Proposed 2008-09</u>	<u>Adopted 2008-09</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,057,704	1,206,650	1,022,500	1,102,500	1,102,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,057,704	\$1,206,650	\$1,022,500	\$1,102,500	\$1,102,500
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 \$50 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:

2007-08	Estimated	\$4,016,000
2008-09	Projected	\$4,216,800

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Administrative Services category (#20000) displays costs for third-party administration of workers' compensation claims, \$77,500.
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 2008-09 premium is projected to be \$280,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Workers' Compensation

ACTIVITY: Workers' Compensation

ACTIVITY NO.: 8301

<u>Classification</u>	<u>Actual 2006/2007</u>	<u>Adopted 2007/2008</u>	<u>Year-End Estimated 2007/2008</u>	<u>Proposed 2008/2009</u>	<u>Adopted 2008/2009</u>
SERVICES & SUPPLIES					
20000 Workers' Compensation	\$72,493	\$80,000	\$74,500	\$77,500	\$77,500
31000 Permanent Disability	194,906	230,000	195,000	210,000	210,000
32000 Temporary Disability	50,648	50,000	50,000	51,000	51,000
33000 Medical	299,486	400,000	350,000	380,000	380,000
34000 Legal Fees	137,223	90,000	90,000	95,000	95,000
35000 Insurance Premiums	289,463	347,650	260,000	280,000	280,000
36000 Rehabilitation	13,485	9,000	3,000	9,000	9,000
TOTAL	\$1,057,704	\$1,206,650	\$1,022,500	\$1,102,500	\$1,102,500
GRAND TOTAL	\$1,057,704	\$1,206,650	\$1,022,500	\$1,102,500	\$1,102,500

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, 2007

City Assessed Valuation		\$ 3,975,742,451	
Redevelopment Agency Incremental Valuation		<u>665,141,626</u>	
Total Assessed Valuation		<u>\$ 4,640,884,077</u>	
			Estimated
	Percentage	Net Bonded Debt	Share of
	Applicable(%)	Debt 6/30/07	Overlapping
			Debt
Overlapping Debt Repaid with Property Taxes:			
LA.CO.FL.CON.Storm DR. D.S. #4	0.509	\$ 370,000	\$ 1,883
Central Basin MWD 1114	0.024	165,533,333	39,728
Orig Area UP S GY MWD1116001	0.009	166,933,333	15,024
Garvey School District	29.065	34,413,621	10,002,319
LA CCD DS	0.934	1,037,039,293	9,685,947
Los Angeles Unif DS	0.038	6,535,060,526	2,483,323
Montebello Unif DS	8.089	106,773,507	8,636,909
Alhambra USD	32.457	<u>74,834,027</u>	<u>24,288,880</u>
Total overlapping debt repaid with property taxes		<u>\$ 8,120,957,641</u>	<u>\$ 55,154,013</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
Union Bank Processing Center	Bank Processing Center	1,800
Garfield Medical Center	Hospital & Medical Services	952
Los Angeles County Sheriff's Dept.	Government	791
Los Angeles County Children's Court	Government	736
United California Bank Processing Center	Bank Processing Center	700
City of Monterey Park	Government	538
Monterey Park Hospital	Hospital & Medical Services	362
Care 1 st Health Plan	Insurance Billing	299
Pacific Bell	Communication Services	265
Southern California Gas Company	Utility	259
Ralph's Grocery Store (2 Locations)	Retail (Supermarket)	173
Remitco LLC	Payment Processing Center	170
Chinese Daily News	Newspaper Publishing	167
CVS Pharmacies (2 Locations)	Retail (Drug Store)	136
California Highway Patrol	Government	131
La Colonial Tortilla Products, Inc. (2 Loc)	Food	131
Camino Real Chevrolet	Car Dealer	119
A T & T Communications	Communications Services	112
Southern California Edison Company	Utility	107
Heritage Manor Healthcare	Convalescent Hospital	98
Sierra Madre Foods Inc	Manufacturing	90
TEAC Aerospace Technologies	Wholesale/Distributor	85
Monterey Park Convalescent Hospital	Convalescent Hospital	85
Shun Fat Supermarket	Retail (Supermarket)	78

Source: City of Monterey Park, Support Services Division

2007-08 Top Ten Property Taxpayers

<u>Taxpayer</u>	<u>2007-08 Assessed Valuation</u>	<u>Percent of Total Assessed Valuation</u>
Arden Realty Limited Partnership	\$ 84,306,873	1.69%
Union Bank	47,062,187	0.94%
GMS Five LLC	41,149,724	0.82%
Garfield Calmed Investment Limited Partnership	34,291,601	0.69%
1977 Saturn LLC (1)	33,410,025	0.67%
CA Medical Office	32,447,185	0.65%
Atlantic Shopping Center Limited Partnership (1	21,200,000	0.42%
Mar Investment	19,647,093	0.39%
MPM Partners LLC	16,026,126	0.32%
Care 1st Health Plan	15,605,999	0.31%
	<u>\$ 345,146,813</u>	<u>6.90%</u>

**City of Monterey Park
Demographic and Economic Statistics
Last Ten Calendar Years**

<u>Calendar Year</u>	<u>City Population</u>	<u>Personal Income (L.A. County)</u>	<u>Per Capita Personal Income (L.A. County)</u>	<u>Unemployment Rate (L.A. County)</u>
1998	65,526	253,515,785	27,220	7.0%
1999	66,572	263,987,283	27,973	6.8%
2000	67,409	279,049,532	29,232	3.8%
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	N/A	N/A	4.4%
2008	64,434	N/A	N/A	6.1%

Note: Personal Income, Per Capita Personal Income and Unemployment Rate are the data shown for Los Angeles County from State of California Employment Department

**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 4% through the year 2013. Sales taxes are expected to increase at a rate of 2% annually, plus additional sales tax amounts estimated beginning in 2010-11 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 increased or held steady 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) have, over time, remained constant.

Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

City staffing trends are depicted by this line graph whose slope remains downward from FY 2003-04 through FY 2005-06. In FY 2006-07 the slope started to increase due to the restoration of library personnel after the completion of the library construction project. Overall, the graph indicates that the growth in demand for City services caused by population increases have only been met with prudent and appropriate additions to City personnel.

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 48% 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.

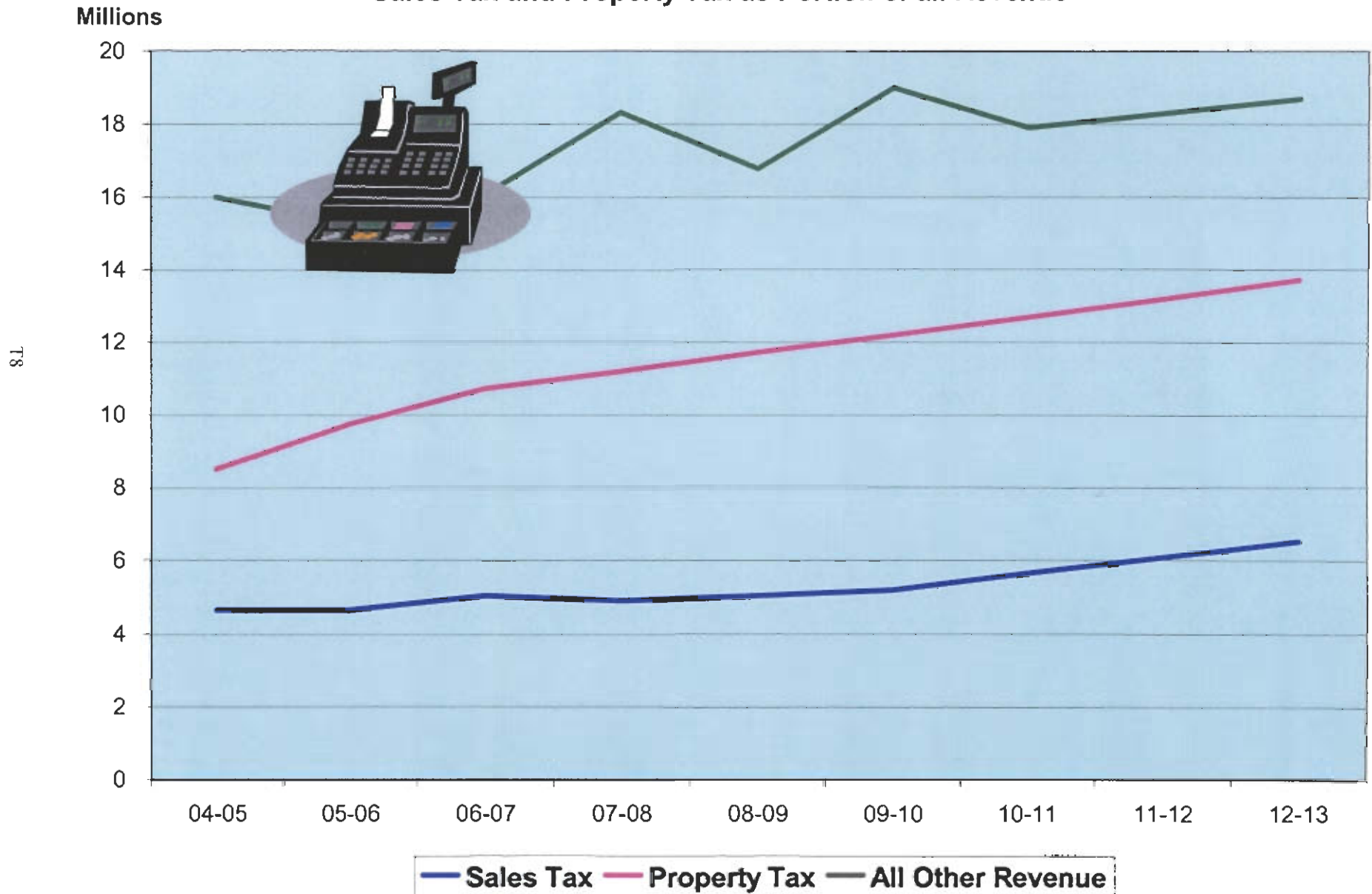
Monterey Park Population Trend

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 2008-09 forward are based on the projected annual growth, or 0.32% annually.

General Fund Revenue Trend

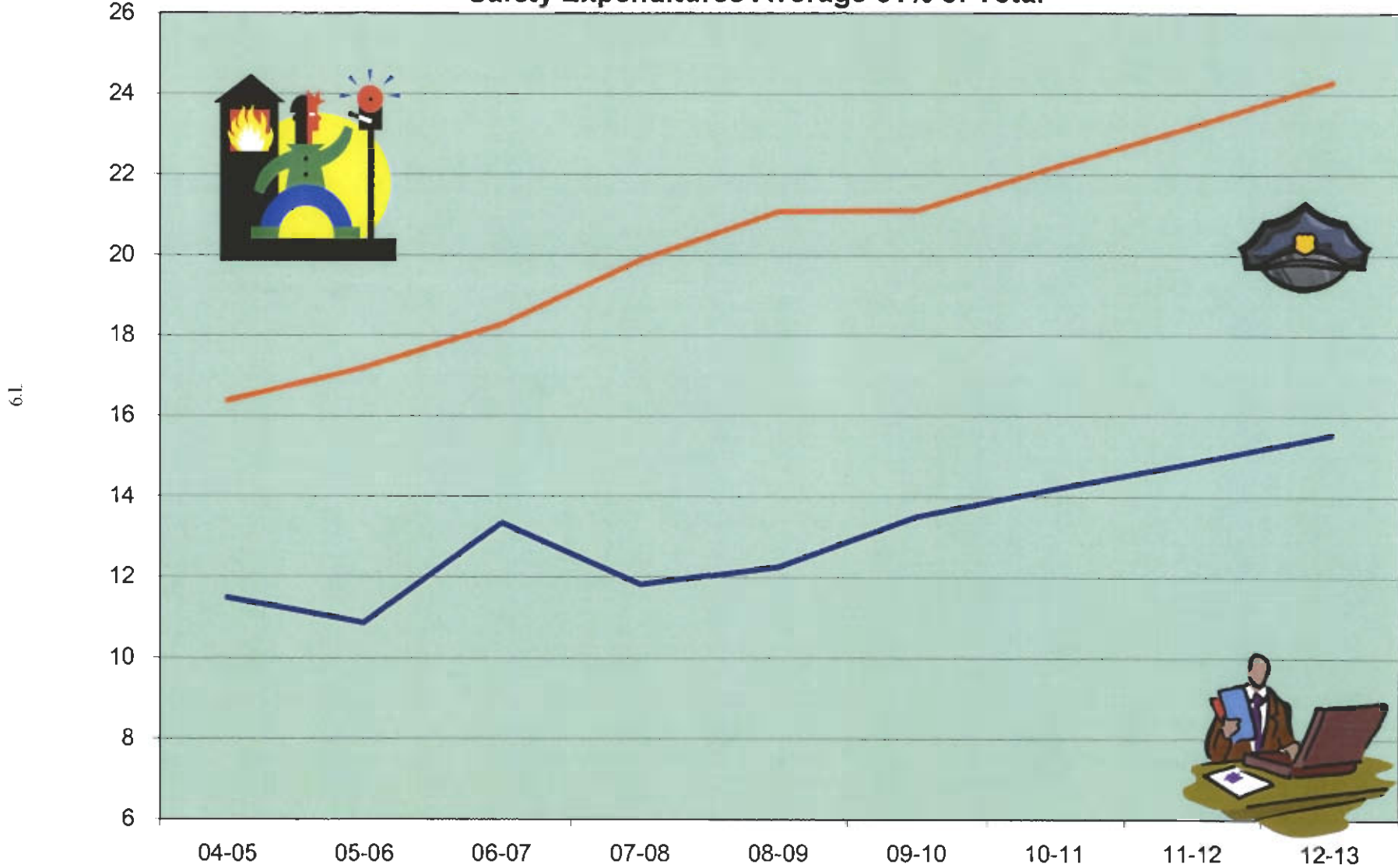
Sales Tax and Property Tax as Portion of all Revenue



General Fund Police & Fire Safety Expenditures Trend

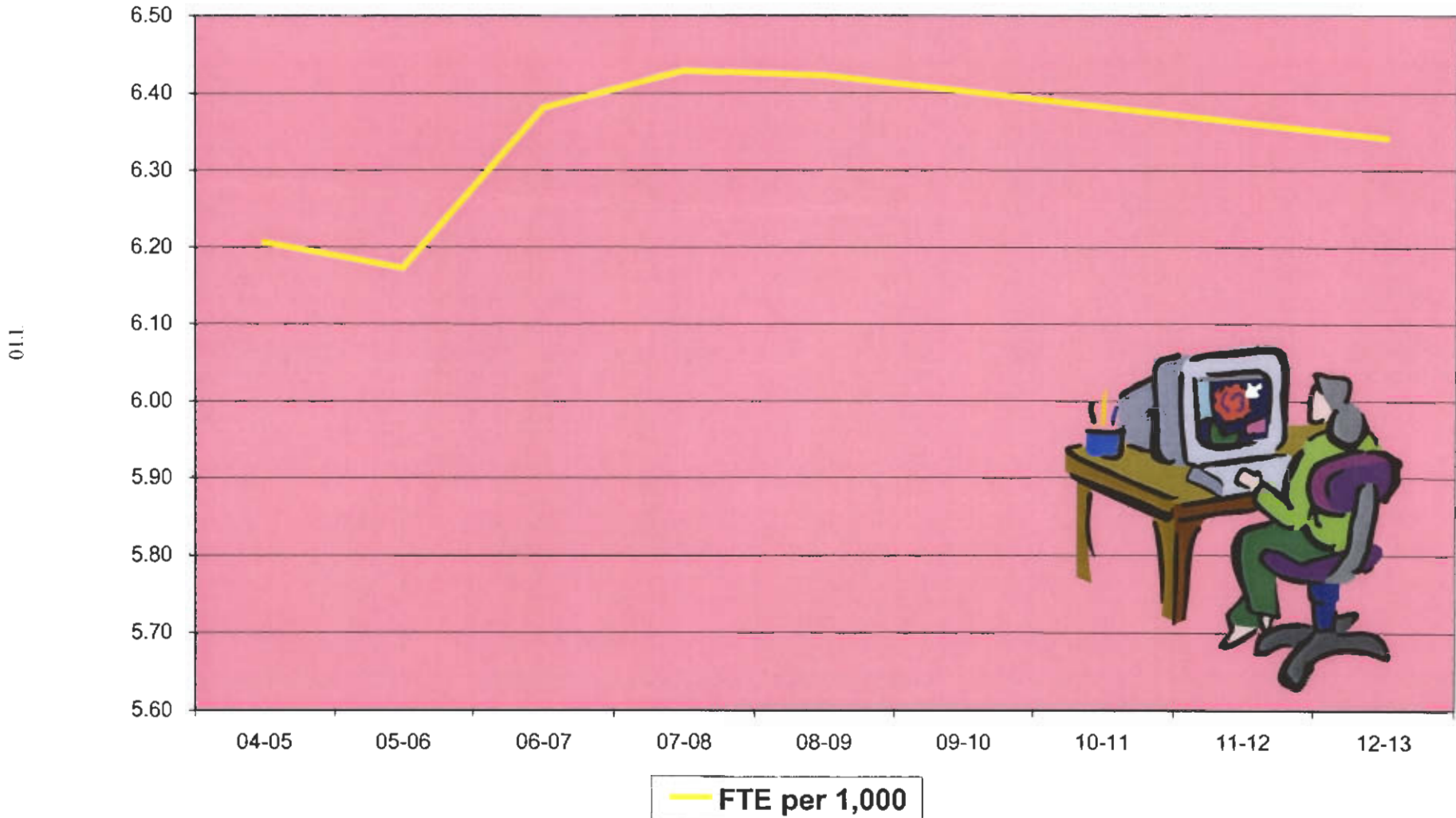
Millions

Safety Expenditures Average 61% of Total



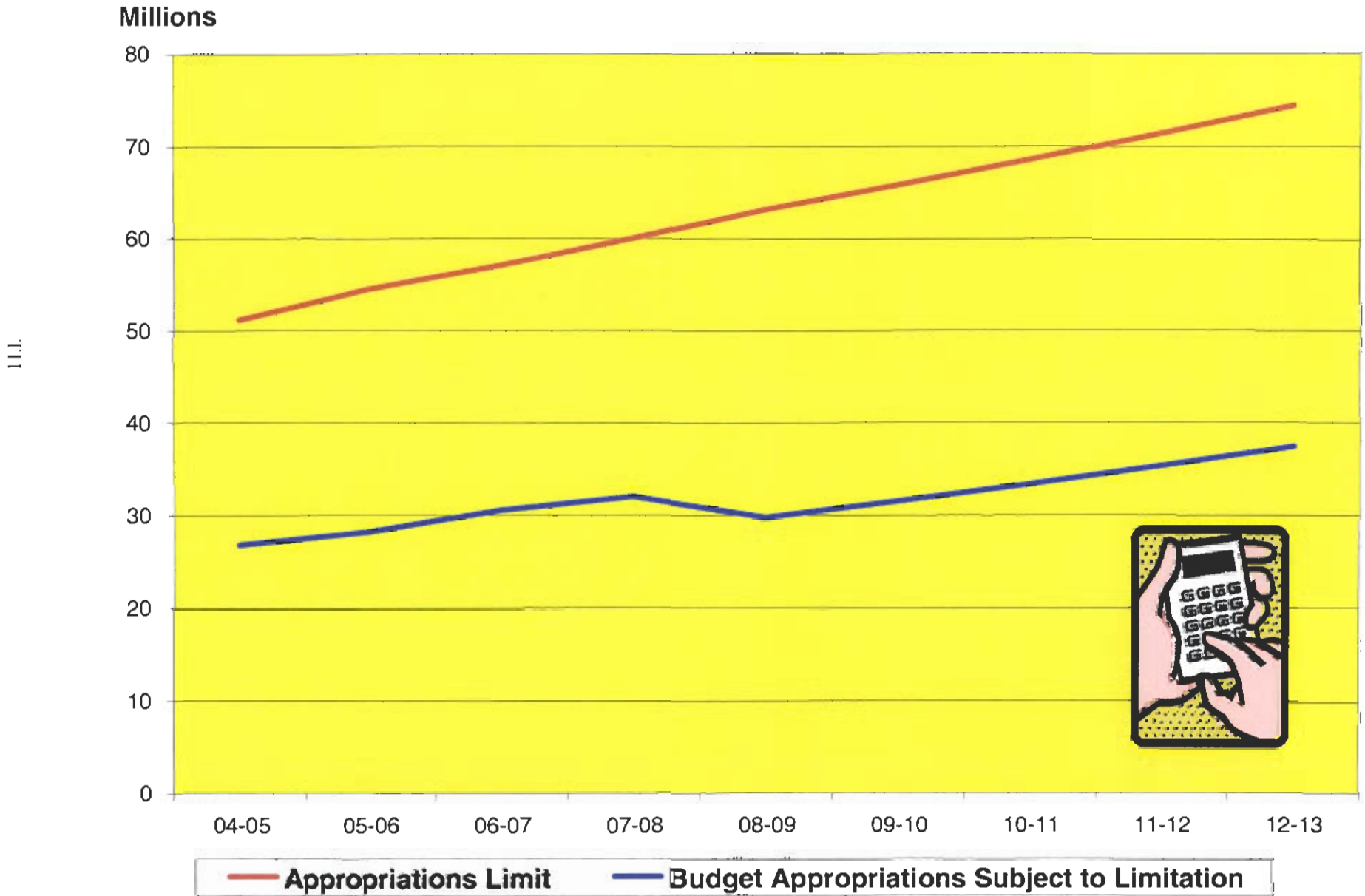
— Police & Fire Expenditures — All Other General Fund Expenditures

All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



(Note: Data reflects 10.1 FTE library staff cuts during 2004-2006 for the library construction and renovation project. The restoration of library staff to the pre-construction periods are in 2006-07 and 2007-08.)

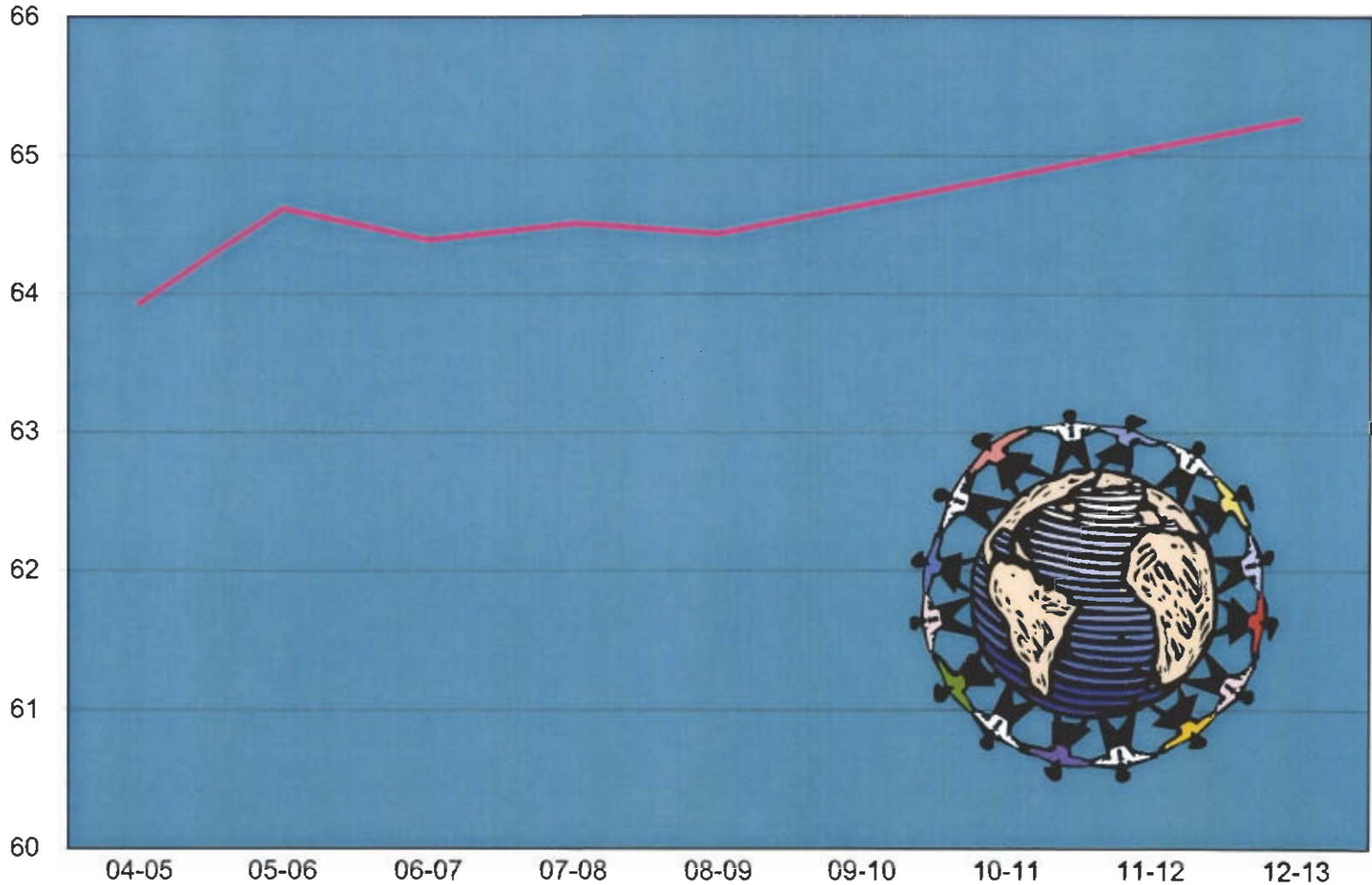
GANN Limit Analysis



Monterey Park Population Trend

Thousands

r12



Population

04-05

05-06

06-07

07-08

08-09

09-10

10-11

11-12

12-13

63,928

64,614

64,387

64,508

64,434

64,640

64,847

65,055

65,263

Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
ALHAMBRA	88,993	8	142	83	549	1.4 / 0.9
ARCADIA	56,241	11	167	230	809	1.7 / 1
DOWNEY	112,957	13	150	201	545	1.1 / 0.8
MONTEBELLO	65,318	8	194	229	611	1.9 / 1.2
MONROVIA	39,089	14	242	300	694	2.3/1.1
Average	72,520	11	179	209	641	1.7/1
Monterey Park	64,258	8	78	167	467	2.0/1.0

Data based on 06/07 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 Fund accounts for revenue and expenditures pertaining to City's self-supporting Water production, sales, and distribution facility.

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.

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CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
GENERAL ADMINISTRATION								
Citywide Geographic Information System (GIS)								
(A) Needs Assessment	0063-5002-99054	Technology	25,000					25,000
(B) IT Infrastructure		General			40,000			40,000
Including Server, Map, Software and Install		Public Safety Impact Fee		40,000				40,000
		CRA		40,000				40,000
		Water Operation		30,000				30,000
(C) Applications:								
Water		Water Operation				30,000		30,000
Community Development		Building Archive			30,000			30,000
Public Safety System		Public Safety Impact Fee			300,000		300,000	600,000
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				200,000		200,000
City IT System Replacement/Upgrade								
Install Network Backup Systems		Technology				30,000		30,000
Upgrade Workstations to Microsoft Office (*)		Technology		150,000			150,000	300,000
Email and Web Filtering		Technology			30,000			30,000
Replace City's existing Business License System with an online licensing Systems		General		8,400				8,400
		Water Operation		8,300				8,300
		Refuse		8,300				8,300
Network Equipment Upgrade	0063-5002-99055	Technology	50,000					50,000
TOTAL GENERAL ADMINISTRATION			75,000	285,000	400,000	390,000	450,000	1,600,000
(*) 2007-08 carry over to 2008-09								
GENERAL ADMINISTRATION								
FUNDING RECAP								
Building Archive			0	0	30,000	0	0	30,000
CRA			0	40,000	0	60,000	0	100,000
General			0	8,400	40,000	70,000	0	118,400
Public Safety Impact Fee			0	40,000	300,000	0	300,000	640,000
Refuse			0	8,300	0	0	0	8,300
Technology			75,000	150,000	30,000	230,000	150,000	635,000
Water Operation			0	38,300	0	30,000	0	68,300
TOTAL GENERAL ADMINISTRATION			75,000	285,000	400,000	390,000	450,000	1,600,000

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CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
FIRE DEPARTMENT								
Fire Station 63 Kitchen, Bathrooms & Flooring	0071-5002-96005	Public Safety Impact Fee	28,700					28,700
Fire Station 63 Locker Replacement		Public Safety Impact Fee		9,400				9,400
Station 61 - Replace Asphalt Parking Lot w/ Concrete		Public Safety Impact Fee		50,000				50,000
Station 61 - Apparatus Floor Repair & Resurfacing		Public Safety Impact Fee		49,800				49,800
Station 61 - Paint exterior		Public Safety Impact Fee		17,000				17,000
Station 61 - Paint interior walls and trim		Public Safety Impact Fee		30,800				30,800
Station 63 - Retaining Wall		Public Safety Impact Fee		36,800				36,800
Station 61 - Dorm/Bath Major Re-model		Public Safety Impact Fee			300,000			300,000
Station 62 Replacement		Fire Financing			4,000,000			4,000,000
Station 63 Study		Public Safety Impact Fee					40,000	40,000
Station 61 - Apparatus Bay Extension		Public Safety Impact Fee					500,000	500,000
TOTAL FIRE DEPARTMENT			28,700	193,800	4,300,000	0	540,000	5,062,500
FUNDING RECAP								
Fire Financing			0	0	4,000,000	0	0	4,000,000
Public Safety Impact Fee			28,700	193,800	300,000	0	540,000	1,062,500
TOTAL FIRE DEPARTMENT			28,700	193,800	4,300,000	0	540,000	5,062,500

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
POLICE DEPARTMENT								
Digital Camera System		Asset Forfeiture		170,000				170,000
Mobile Radio (XTS-3000) Replacement		Public Safety Impact Fee		288,000				288,000
Laptop Computers for Police Vehicles & Detectives	0400-5002-99303	Fed Cops Tech Grant	233,825					233,825
Digital Video Recorder for Surveillance	0160-5002-99304	Asset Forfeiture	19,000					19,000
Mobile Radio (Astro Spectra) Replacement		Asset Forfeiture		255,000				255,000
Mobile Command Post & Communications Center		Asset Forfeiture			100,000			100,000
Radio Transmitter Tower Modification		Asset Forfeiture			100,000			100,000
Radio Microwave System Upgrade		Asset Forfeiture				50,000	500,000	550,000
TOTAL POLICE			252,825	713,000	200,000	50,000	500,000	1,715,825
FUNDING RECAP								
Asset Forfeiture			19,000	425,000	200,000	50,000	500,000	1,194,000
Fed Cops Tech Grant			233,825	0	0	0	0	233,825
Public Safety Impact Fee			0	288,000	0	0	0	288,000
TOTAL POLICE			252,825	713,000	200,000	50,000	500,000	1,715,825

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
ECONOMIC DEVELOPMENT DEPARTMENT		0077-5002-99002						
Upgrade Electrical Power Source of Banner Pole on Garvey		BID	2,000					2,000
Upgrade Electrical Power Source of Banner Pole on Garfield		BID	3,500					3,500
Upgrade Electrical Power Source in Median of Russell/Nicholson		BID	5,000					5,000
Upgrade Electrical Power Source in Median of Ramona/McPherrin		BID	6,250					6,250
Replace Palm Tree Grates along Monterey Park Downtown		BID	66,000					66,000
Replace remaining Rope Lights (approx. 60 Palm Trees)		BID	12,480					12,480
Replace Banner Brackets on Lamppost in Downtown		BID	2,808					2,808
TOTAL ECONOMIC DEVELOPMENT			98,038	0	0	0	0	98,038
FUNDING RECAP								
Business Improvement District			98,038	0	0	0	0	98,038
TOTAL ECONOMIC DEVELOPMENT			98,038	0	0	0	0	98,038

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
RECREATION AND PARKS DEPARTMENT								
Barnes Park:								
Tennis Court Resurfacing	0070-5002-91487	Park Facilities	15,000					15,000
Gym Floor Sanding/Refinishing/Artwork		Park Facilities		21,000				21,000
Retrofit Bathhouse Plumbing/Floor	0070-5002-91488	Park Facilities	37,000					37,000
Replace Service Club Roof		Park Facilities		15,000				15,000
Restroom/Drinking Fountain ADA Rehabilitation		Park Facilities		75,000				75,000
Amphitheater Painting		Park Facilities		25,000				25,000
Rod Iron Fence Repairs at Amphitheater & Pool	0070-5002-91489	Park Facilities	9,500					9,500
Concession Stand Rehabilitation		Park Facilities			75,000			75,000
Pool Covers Replacement		Park Facilities			7,000			7,000
Replace Fan & Hood above Commercial Stove at the Service Clubhouse	0070-5002-91489	Park Facilities	3,500					3,500
Service Club Parking Lot Rehabilitation		Park Facilities			40,000			40,000
Service Club Kitchen Rehabilitation		Park Facilities			75,000			75,000
Park Entry Sign Replacement		Park Facilities				4,600		4,600
Service Club Painting		Park Facilities				25,000		25,000
Bypass Piping Replacement for Pool Heaters	0070-5002-91489	Park Facilities	20,000					20,000
Poolhouse Painting		Park Facilities					10,000	10,000
Playground Equipment Replacement		Park Facilities					50,000	50,000
Park Storage Building		Park Facilities					60,000	60,000
Bella Vista Park:								
Walkways Construction		Park Facilities		15,000				15,000
Security Lighting Installation		Park Facilities		9,000				9,000
Park Entry Sign Replacement		Park Facilities			4,600			4,600
RR/Drinking Fountain ADA Rehab		Park Facilities				40,000		40,000
Drinking Fountain Rehab		Park Facilities				4,000		4,000
Cascades Park/Heritage Waterfalls:								
Park Entry Sign Replacement		Park Facilities					4,600	4,600
Walkway Replacement		Park Facilities					125,000	125,000
Waterfall Lighting	0070-5002-91491	Park Facilities	12,000					12,000
New Landscaping		Park Facilities					35,000	35,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
Edison Trails Park:								
Irrigation System Improvement		Park Facilities		50,000				50,000
Walkway Replacement		Park Facilities		30,000				30,000
Park Entry Sign Replacement		Park Facilities				4,600		4,600
Restroom / ADA Rehabilitation		Park Facilities					50,000	50,000
Garvey Ranch Park :								
Restrooms Rehabilitation		Park Facilities		60,000				60,000
Ranch House Rehabilitation		Park Facilities		60,000				60,000
Tennis Court Resurfacing	0070-5002-91487	Park Facilities	5,000					5,000
Retrofit Bathroom Plumbing	0070-5002-91492	Park Facilities	20,500					20,500
Garvey Ranch Museum Painting		Park Facilities		15,000				15,000
Roadway Asphalt and Basketball Court Pad		Park Facilities		25,000				25,000
East End Future Development		Park Facilities			250,000			250,000
Park Entry Sign Replacement		Park Facilities				9,200		9,200
George Elder Park:								
East Parking Lot & Sidewalk Rehabilitation		Park Facilities		79,000				79,000
Tennis Court Resurfacing	0070-5002-91487	Park Facilities	25,000					25,000
Tennis Court Lighting	0070-5002-91493	Park Facilities	95,000					95,000
Restroom ADA Rehabilitation		Park Facilities		25,000				25,000
Drinking Fountain		Park Facilities		3,900				3,900
Seal Coating to the Exterior East Wall of Gym	0070-5002-91494	Park Facilities	4,500					4,500
Gym Restroom Rehabilitation		Park Facilities		15,000				15,000
Large Pavilion Structure (4)		Park Facilities			120,000			120,000
New Walkways		Robert Zberg 2002			100,000			100,000
Irrigation System Improvement		Park Facilities			283,000			283,000
Tennis Court Fence Repair		Park Facilities				15,000		15,000
Picnic Pavilions (elect. & water)		Park Facilities				120,000		120,000
Storage Shed		Park Facilities				10,000		10,000
Pool Motor Replacement		Park Facilities				30,000		30,000
Park Entry Sign Replacement		Park Facilities				4,600		4,600
Highland Park :								
Roadway Repairs		Park Facilities		25,000				25,000
Tennis Court Resurfacing	0070-5002-91487	Park Facilities	10,000					10,000
Pavilion Rehabilitation		Park Facilities		10,000				10,000
Irrigation System Improvement		Park Facilities			121,000			121,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
Slope Repairs		Park Facilities			35,000			35,000
Park Entry Sign Replacement		Park Facilities				4,600		4,600
Walkways Construction		Park Facilities				5,000		5,000
La Loma Park :								
Restroom Rehabilitation - Lower Field ADA		Roberti Zberg 2002		35,000				35,000
Ballfield Rehabilitation / Fences		Park Facilities		30,000				30,000
Picnic Shelter Replacement		Park Facilities		41,000				41,000
Service Road, Walkways, Parking - Phase II		Park Facilities		152,000				152,000
Restroom Rehabilitation		Park Facilities		35,000				35,000
Replace Bell Field Lights		Park Facilities		80,000				80,000
Walkways Construction		Park Facilities			30,000			30,000
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:								
Painting inside / outside		Park Facilities			50,000			50,000
Park Entry Sign Replacement		Park Facilities				4,600		4,600
Sound System Replacement		Park Facilities				50,000		50,000
Ping Pong Floor Resurfacing		Park Facilities				2,000		2,000
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 :								
Retaining Wall/Walkways/Drinking Fountain		Park Facilities		21,000				21,000
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 :								
Playground Rehabilitation		Park Facilities		40,000				40,000
Resurface Tennis Courts	0070-5002-91487	Park Facilities	15,000					15,000
Walkways Construction/Retaining Wall/Fences		Park Facilities			58,000			58,000
Irrigation System Improvement		Park Facilities			80,000			80,000
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

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
Ballfield / Park Fencing		Park Facilities					10,000	10,000
Sierra Vista Park :								
Repaint Lines on Outdoor Basketball Courts at Sierra Vista, Sequoia and Garvey Ranch Parks	0070-5002-91494	Park Facilities	3,500					3,500
Park Entry Sign Replacement		Park Facilities				4,600		4,600
Community Center Painting		Park Facilities					10,000	10,000
Sunnyslope Park :								
Erosion Control		Park Facilities		40,000				40,000
Tennis Courts Resurfacing	0070-5002-91487	Park Facilities	10,000					10,000
Irrigation System Improvement		Park Facilities			85,000			85,000
Picnic Shelter		Park Facilities				50,000		50,000
Perimeter Fencing		Park Facilities				25,000		25,000
Park Entry Sign Replacement		Park Facilities				4,600		4,600
Concrete Drainage		Park Facilities					15,000	15,000
Others								
Median Maintenance	0176-5002-82520	Maintenance District	5,400	5,562	5,729	5,901	6,078	28,669
Sprinkler Anti-Siphon Valves (2 per yr)	0070-5002-90450	Park Facilities	6,500	6,695	6,896	7,103	7,316	34,509
Specialty Restaurant / Golf Course Maintenance	0344-5002-99290	Maintenance Grant (344 Trust)	71,800	75,400	79,200	83,200	85,696	395,296
Tree Well Maintenance	0176-5002-91590	Maintenance District	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL RECREATION AND PARKS			379,200	1,129,557	1,565,425	792,403	554,290	4,420,875
FUNDING RECAP :								
Maintenance District			15,400	15,562	15,729	15,901	16,078	78,669
Park Facilities			292,000	1,003,595	1,370,496	693,303	452,516	3,811,909
Maintenance Grant (344 Trust)			71,800	75,400	79,200	83,200	85,696	395,296
Roberti Zberg 2002			0	35,000	100,000	0	0	135,000
TOTAL RECREATION AND PARKS			379,200	1,129,557	1,565,425	792,403	554,290	4,420,875

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Building Maintenance</i>								
City Hall Water Line/Hotter Replacement	0010-5002-96007	General	43,600					43,600
Fire Smoke Alarm Upgrades - City Hall	0169-5002-96004	CDBG	40,000					40,000
City Facility ADA Compliance Improvements	0169-5002-99390	CDBG	12,000	12,000	12,000	12,000	12,000	60,000
Emergency Generator Replacement	0060-5002-96006	Shop	110,802					110,802
City Entrance & Directional Signs		CDBG		19,000				19,000
City Hall East Entrance Door ADA Compliance	0169-5002-96009	CDBG	13,500					13,500
City Yard Fence		AQMD		12,000				12,000
		Park Facilities		12,000				12,000
		Water Operation		12,000				12,000
		Sewer		12,000				12,000
Parks Storage Building Roof	0060-5002-96010	Shop	9,800				9,800	
Safety Light Cover Replacement	0071-5002-96011	Public Safety Impact Fee	10,000					10,000
	0070-5002-96011	Park Facilities	10,000					10,000
City Hall 2nd Level Parking Structure Repair		General			270,000			270,000
City Hall Skylights Repair		General		67,000				67,000
City Hall , Police Dept, Fire HQ Interior Painting		General			54,000	54,000		108,000
Overhead Street Name Signs	0166-5001-91905	Prop C	25,000	25,000	25,000			75,000
City Facilities Air Condition Duct Cleaning		General		108,000	27,000	11,000	54,000	200,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
Enhanced Vapor Recovery Program, Phase II	0060-5002-91460	Shop	60,000					60,000
Fuel Pump Canopy		Refuse Shop		100,000 35,000				100,000 35,000
Fire Station #3 Roof Replacement		General		12,000				12,000
TOTAL BUILDING MAINTENANCE			334,702	426,000	388,000	77,000	66,000	1,291,702
FUNDING RECAP								
AQMD			0	12,000	0	0	0	12,000
Sewer			0	12,000	0	0	0	12,000
Shop			180,602	35,000	0	0	0	215,602
Refuse			0	100,000	0	0	0	100,000
Park Facilities			10,000	12,000	0	0	0	22,000
Public Safety Impact Fee			10,000	0	0	0	0	10,000
Water Operation			0	12,000	0	0	0	12,000
Prop C			25,000	25,000	25,000	0	0	75,000
CDBG			65,500	31,000	12,000	12,000	12,000	132,500
General			43,600	187,000	351,000	66,000	54,000	700,600
TOTAL BUILDING MAINTENANCE			334,702	426,000	388,000	77,000	66,000	1,291,702

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CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Sanitary Sewer (per the Sewer Master Plan adopted by the City Council 11/6/96)</i>								
Sewer Master Plan Update	0042-5002-96012	Sewer	50,000					50,000
Garvey (Alhambra - Garfield)		Sewer		140,000				140,000
Emerson (New - Elizabeth)	0042-5002-96013	Sewer	75,000					75,000
E Garvey (Atlantic - 278 Feet West)		Sewer		56,000				56,000
Chandler (300' N - Harding)		Sewer			60,000			60,000
Atlantic Easement (El Portal-alley)		Sewer			28,000			28,000
Emerson Easement (Elizabeth 200 Feet West)		Sewer			37,000			37,000
Harding (Ynez - Chandler)		Sewer				125,000		125,000
Easement/Alley (Harding to Ynez)		Sewer				450,000		450,000
Atlantic Easement		Sewer					28,000	28,000
TOTAL SANITARY SEWER			125,000	196,000	125,000	575,000	28,000	1,049,000
FUNDING RECAP								
Sewer			125,000	196,000	125,000	575,000	28,000	1,049,000
TOTAL SANITARY SEWER			125,000	196,000	125,000	575,000	28,000	1,049,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Storm Drain Maintenance</i>								
Sidewalk Construction	0023-5001-89340	SB821	39,426	40,000	41,000	42,000	43,000	205,426
TOTAL STORM DRAIN MAINTENANCE			39,426	40,000	41,000	42,000	43,000	205,426
FUNDING RECAP								
SB821			39,426	40,000	41,000	42,000	43,000	205,426
TOTAL STORM DRAIN MAINTENANCE			39,426	40,000	41,000	42,000	43,000	205,426

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Engineering Division</i>								
Wheelchair Ramps ADA Eligible	0169-5001-89850	CDBG	12,000	10,000	10,000	10,000	10,000	52,000
Alley Reconstruction		CDBG		30,000	30,000	30,000	30,000	120,000
Catch Basin Structural Controls (Trash Removal)	0342-5001-91740	SAFETEA-LU	68,940	68,940	72,230			210,110
	0186-5001-91740	Proposition C	17,235	20,867	21,669			59,771
MP Transit Facility At East L A College	0342-5001-91750	SAFETEA-LU	347,776	347,776	361,152			1,056,704
		MTA Call for Project Grant		107,000				107,000
	0109-5001-91750	Proposition A	43,472	94,166	54,173			191,811
	0346-5001-91750	MTA Grant (346 ELAC)	43,472	52,166	54,173			149,811
Street Resurfacing	0400-5001-91900	Prop 1B	1,037,567	300,000	300,000	300,000		1,937,567
Garvey Ave Bridges	0820-5001-91904	CRA- Merged	100,000					100,000
Concrete Pad on Level #4 75x90 (NPDES)	0043-5001-91906	Refuse	28,000					28,000
Corporate Yard General Plan		Water Operation		10,000	10,000	10,000		30,000
		Sewer		20,000	20,000	20,000		60,000
		Refuse		10,000	10,000	10,000		30,000
		Parks Facilities		10,000	10,000	10,000		30,000
Graphical Information System		Water Operation		10,000	5,000	6,000	3,000	24,000
		Gas Tax		5,000	5,000	2,000	1,000	13,000
		Proposition C		5,000	5,000	2,000	1,000	13,000
Landscape Median Islands Project, Atlantic/Garfield/Potrero Grande	0820-5002-96014	CRA- Merged	10,000	200,000		250,000	290,000	750,000
	0810-5002-96014	CRA - Atlantic/Garvey	10,000	50,000	15,000	15,000	10,000	160,000
Soil Remediation at Fire Station 1, Phase III	0060-5002-91290	Shop	20,000					20,000
Traffic Calming Measures - Citywide	0022-5001-91907	Gas Tax	25,000	25,000	25,000	25,000	25,000	125,000
Traffic Signal Upgrade Program	0186-5001-91908	Proposition C	25,000	25,000	25,000	25,000	25,000	125,000
	0022-5001-91908	Gas Tax	25,000	25,000	25,000	25,000	25,000	125,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
Wayfinding Program (Signage)	0353-5001-91909	MTA Call for Project Grant	110,000					110,000
	0166-5001-91909	Proposition C	55,000					55,000
Garvey Traffic Signal Upgrade	0820-5001-91910	CRA- Merged	150,000	175,000	175,000	175,000	175,000	850,000
Replacement of City Monument	0820-5002-96015	CRA- Merged	8,000					8,000
	0810-5002-96015	CRA - Atlantic/Garvey	8,000					8,000
	0176-5002-96015	Maintenance District	8,000					8,000
City Owned Street Light Replacement		Gas Tax		10,000				10,000
Fleet Management Plan		Parks Facilities		2,000				2,000
		Sewer		4,000				4,000
		Water Operation		4,000				4,000
Pavement Management System Study Biennial Update Required for Prop C Fund Eligibility		Proposition C		40,000		40,000		80,000
Parking District 2 - Phase II Pavement Rehab		CRA- Merged			300,000			300,000
TOTAL ENGINEERING			2,152,462	1,660,915	1,533,397	955,000	595,000	6,896,774
FUNDING RECAP								
Gas Tax			50,000	65,000	55,000	52,000	51,000	273,000
CDBG			12,000	40,000	40,000	40,000	40,000	172,000
Maintenance District			8,000	0	0	0	0	8,000
Parks Facilities			0	12,000	10,000	10,000	0	32,000
Proposition 1B			1,037,567	300,000	300,000	300,000	0	1,937,567
Proposition A			43,472	94,166	54,173	0	0	191,811
Proposition C			97,235	90,867	51,669	67,000	26,000	332,771
Refuse			28,000	10,000	10,000	10,000	0	58,000
SAFETEA-LU			416,716	416,716	433,382	0	0	1,266,814
Sewer			0	24,000	20,000	20,000	0	64,000
Shop			20,000	0	0	0	0	20,000
Water Operation			0	24,000	15,000	18,000	3,000	58,000
MTA Grant (346 ELAC)			43,472	52,166	54,173	0	0	149,811
MTA Call for Project Grant			110,000	107,000	0	0	0	217,000
CRA - Atlantic/Garvey			18,000	50,000	15,000	15,000	10,000	108,000
CRA- Merged			268,000	375,000	475,000	425,000	465,000	2,008,000
TOTAL ENGINEERING			2,152,462	1,660,915	1,533,397	955,000	595,000	6,896,774

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	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	81070	Water Operation	85,000	30,000	31,000	32,000	33,000	211,000
Well Electrical and Pump Station Upgrades	81860	Water Operation	29,000	30,000	31,000	32,000	103,000	225,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells	81240	Water Operation	112,000	115,000	118,000	122,000	126,000	593,000
Well Telemetry	81990	Water Operation	24,000	25,000	26,000	27,000	28,000	130,000
Street Maintenance	81580	Water Operation	265,000	276,000	292,000	307,000	322,000	1,464,000
<u>Water Main Replacement Projects:</u>								
Water Main Replacement	91820	Water Operation	300,000	700,000	800,000	1,276,000	1,750,000	4,826,000
<u>Water Operational Projects:</u>								
Water Master Plan Update	82240	Water Operation	50,000	150,000				200,000
Reservoir & Well Landscaping		Water Operation			20,000			20,000
Russell 1 & 2 Reservoir Replacement		Water Financing		5,500,000				5,500,000
Paving at Delta Treatment Plant	82241	Water Operation	125,000					125,000
Check Valve Upgrade at Delta Boosters	82242	Water Operation	100,000					100,000
Overhaul of 3 Booster Pump Gas Engines	82243	Water Operation	100,000					100,000
SCADA System Upgrades	82244	Water Operation	145,000					145,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
Reservoir Construction at Delta Facility		Water Financing			2,500,000			2,500,000
Bradshawe Reservoir Replacement		Water Operation					6,000,000	6,000,000
LaLoma Reservoir Control Valve	82245	Water Operation	200,000					200,000
<u>Water Treatment Plant Projects:</u>								
Well 5 & 6 Connection and Air Stripper		SGVMWD Loan	2,000,000					2,000,000
TOTAL WATER			3,535,000	6,828,000	3,818,000	1,796,000	8,362,000	24,339,000
FUNDING RECAP								
Water Financing			0	5,500,000	2,500,000	0	0	8,000,000
SGVMWD Loan			2,000,000	0	0	0	0	2,000,000
Water Operation			1,535,000	1,328,000	1,318,000	1,796,000	8,362,000	14,339,000
TOTAL WATER			3,535,000	6,828,000	3,818,000	1,796,000	8,362,000	24,339,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	PROJECT TOTAL
		Asset Forfeiture	19,000	425,000	200,000	50,000	500,000	1,194,000
		AQMD	0	12,000	0	0	0	12,000
		BID (0077)	98,036	0	0	0	0	98,036
		Building Archive	0	0	30,000	0	0	30,000
		CDBG	77,500	71,000	52,000	52,000	52,000	304,500
		CRA	0	40,000	0	60,000	0	100,000
		CRA - Atlantic/Garvey	18,000	50,000	15,000	15,000	10,000	108,000
		CRA - Merged	268,000	375,000	475,000	425,000	465,000	2,008,000
		Fire Financing	0	0	4,000,000	0	0	4,000,000
		MTA Call for Project Grant	110,000	107,000	0	0	0	217,000
		MTA Grant (346 ELAC)	43,472	52,166	54,173	0	0	149,811
		Fed Cops Tech Grant	233,825	0	0	0	0	233,825
		Gas Tax	50,000	65,000	55,000	52,000	51,000	273,000
		General	43,600	195,400	391,000	135,000	54,000	819,000
		Maintenance District	23,400	15,562	15,729	15,901	16,078	66,669
		Park Facilities	302,000	1,027,595	1,380,496	703,303	452,516	3,865,909
		Proposition A	43,472	94,166	54,173	0	0	191,811
		Prop 1B	1,037,567	300,000	300,000	300,000	0	1,937,567
		Proposition C	122,235	115,867	76,669	67,000	26,000	407,771
		Public Safety Impact Fee	38,700	521,800	600,000	0	840,000	2,000,500
		Refuse	28,000	118,300	10,000	10,000	0	166,300
		Roberti Z'berg 2002	0	35,000	100,000	0	0	135,000
		SAFETEA-LU	416,716	416,716	433,382	0	0	1,266,814
		Sewer	125,000	232,000	145,000	595,000	28,000	1,125,000
		Shop	200,602	35,000	0	0	0	235,602
		SB521	39,426	40,000	41,000	42,000	43,000	205,426
		Maintenance Grant (344 Trust)	71,800	75,400	79,200	83,200	85,696	395,296
		Technology	75,000	150,000	30,000	230,000	150,000	635,000
		Water Financing	0	5,500,000	2,500,000	0	0	8,000,000
		SGVMWD Loan	2,000,000	0	0	0	0	2,000,000
		Water Operation	1,535,000	1,402,300	1,333,000	1,842,000	8,365,000	14,477,300
CITYWIDE TOTAL			7,020,353	11,472,272	12,370,822	4,677,403	11,138,290	46,679,139

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