

MONTEREY PARK

California

2014 - 2015 Adopted Budget

Park Renovations

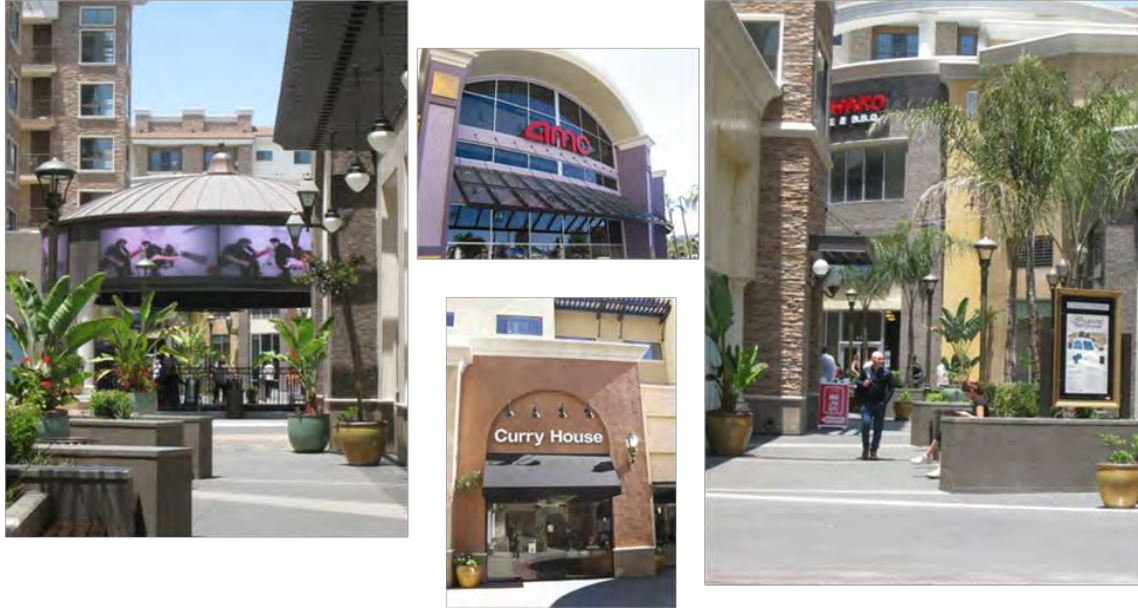


New Golf Course

City of Monterey Park, California

ADOPTED BUDGET

Atlantic Times Square



MAYOR

Anthony Wong

MAYOR PRO TEM

Hans Liang

COUNCIL MEMBERS

Peter Chan / Mitchell Ing / Teresa Real Sebastian

CITY CLERK

Vincent D. Chang

CITY TREASURER

Joseph Leon

CITY MANAGER

Paul Talbot

For the Fiscal Year Beginning July 1, 2014
Adopted by the City Council on June 4, 2014
Incorporated: May 29, 1916 Population: 61,777

Prepared by Finance



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

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

Citywide 3-Year Goals

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

CITY OF MONTEREY PARK

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CITY OF MONTEREY PARK

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

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

June 4, 2014

Honorable Mayor and City Council Members:

I am pleased to present to the residents of the City of Monterey Park, a balanced, adopted budget and capital improvement program for the 2014-2015 fiscal year. This year is no exception that the City's adopted budget is developed in the most responsive manner toward achieving the goals and strategic programs following City Council's priorities and policy direction.

The adopted budget will fund public safety, transportation, parks and open space, recreation and library, street improvements and facility upgrades, as well as a vast array of municipal services. It reflects modest hikes in service - additional library hours, more senior center services, an expansion of street resurfacing and road repairs, and six (6) priority capital improvements, which are displayed and discussed in a separate section of this letter.

The City of Monterey Park began the spring season with a renewed sense of optimism and momentum. First, the City is making great strides in the \$3.2 million park improvements master plan projects, which will provide residents of all ages the enjoyment of quality park ambience. Secondly, the City has begun to realize a much needed rebound in some revenues as the economic recovery begins to slowly take hold. The City Hall opens on Fridays and employees are on a 9/80 work schedule. We are confident that this spending plan not only focuses on maintaining excellent community services, enhancing organizational efficiency, but funding much needed capital improvements for the benefits of our community.

Economic Environment

The nation's economy continues to recover gradually from the steepest and most prolonged economic downturn since the 1930s. Private employment in the U.S. has surpassed its prerecession peak. Tapering of Fed bond buying will continue without expecting an increase in the federal funds interest rate until mid-2015. California is clearly on a recovery track and signs of an economic pickup are on the horizon. Businesses tied to construction, home maintenance, energy and healthcare are poised for improvement. In Southern California, there were job gains throughout much of the region. Los Angeles County's jobless rate is at 8.5%, while the State's rate held at 7.8% in May.

The City's financial prospects, similar to the nation's are looking brighter. The City's economy has shown positive signs of economic recovery based on interest in development within the City. The City continues to work with the developer of the Monterey Park Market Place project to help facilitate the purchase of the project site and development of this regional power center. It is anticipated that there will be many well known national and regional tenants in the Monterey Park Market Place, many of which the residents have been eager to

see in the community for more than a decade. There is also interest by the Hotel Industry in establishing three new hotels in the North Atlantic Area to meet the growing demands of the tourist industry in the greater San Gabriel Valley area. Finally, there are two main stream home builders seeking to develop new single-family residential communities in the City. This potential growth in the community is a clear sign that the economy is improving and that the development industry is willing to invest in the City's economic future.

The City's 2014-2015 Adopted Budget

Our 2014-2015 adopted budget development is based on the City's three-year citywide goals. These goals serve as the guidelines to identify community priorities and effectively align resources to achieve our mission. With the painful recession behind us, the economy is moving forward. The adopted budget for 2014-15 presents a spending plan that anticipates \$80.6 million in estimated operating revenues and transfers from all funds combined and \$84.0 million in operating, capital improvement project expenditures and transfers.

This adopted budget includes a proposal for the following priority capital improvement expenditures, which are proposed to be drawn from the Assigned General Fund Capital Improvement Reserve. Excluding this drawdown, General Fund is balanced with revenues estimated at \$33.7 million and appropriations totaled \$33.7 million. The budget also includes the Successor Agency (SA) budget of \$2.8 million for enforceable obligations and administrative costs for winding down procedures of the former redevelopment agency.

General Fund Adopted Budget Summary 2014-2015 (\$ in thousands)

	2013-14	2014-15
Prior Year Fund Balance	15,149	15,755
Revenues	32,674	33,709
Transfers for Priority CIP Projects	3,156	1,831(1)
Total Resources Available	35,830	35,540
Expenditures	32,068	33,699
Priority CIP Projects	3,156	1,831
Total Resources Usage	35,224	35,530
Fund Balance	15,755	13,934
Unassigned	3,554	3,565
Assigned - Capital Improvements	5,028	3,196
Committed - Catastrophic Events	2,000	2,000
- Working Capital	3,000	3,000
- Unemployment	340	340
- Economic Development	1,833	1,833

(1) Amount reflects a draw-down of \$1.83 million for priority capital improvement projects.

**Six Priority Capital Improvements
Drawn From Assigned General Fund Reserve
2014-2015**

	Project Name	Description	Amount
1	<i>Service Club House Renovations</i>	<i>Exterior painting, new roof, new dividers</i>	<i>\$250,000</i>
2	<i>Barnes Pool Rehabilitations</i>	<i>Installing new auto fill system, new Pool House roof, and renovating pool lighting system</i>	<i>250,000</i>
3	<i>City Hall Renovations</i>	<i>New customer counters, workstations, Community Room furniture, security system</i>	<i>350,000</i>
4	<i>Langley Center Enhancements</i>	<i>New dividers, surveillance & audio system, WiFi service, restroom ADA upgrades</i>	<i>100,000</i>
5	<i>Police Mobile Vision Flashback System</i>	<i>Replacing current Flashback in patrol cars, parking unit, motorcycles</i>	<i>281,000</i>
6	<i>Triple Combination Fire Engine</i>	<i>Responding to medical, fire, hazardous materials, and other incidents</i>	<i>600,000</i>
		Total	\$1,831,000

Note: \$1.83 million will be drawn from the assigned General Fund reserve for priority capital improvements.

General Fund Estimated Revenues

General Fund is the main operating fund of the City and it pays for the majority of the police, fire, building, zoning, public works, park maintenance, recreation, and library services. It is our practice to conservatively estimate all revenues included in the budget to avoid over committing to future service expansions. A more detailed discussion of each key revenue assumption for 2014-2015 is summarized in the City's Midyear Report.

(Amounts in 000s)	Approved 2013-14	Est. Actual 2013-14	Estimated 2014-15
<i>Property Tax</i>	<i>\$12,735</i>	<i>\$12,897</i>	<i>\$13,087</i>
<i>One-Time Residual/Refunds</i>	<i>1,400</i>	<i>1,400</i>	<i>1,400</i>
<i>Sales Tax</i>	<i>4,820</i>	<i>4,965</i>	<i>5,065</i>
<i>Utility Tax</i>	<i>3,100</i>	<i>3,050</i>	<i>3,100</i>
<i>Other Taxes</i>	<i>1,947</i>	<i>2,127</i>	<i>2,148</i>
<i>Licenses & Permits</i>	<i>2,022</i>	<i>1,857</i>	<i>2,008</i>
<i>Service Charges</i>	<i>4,280</i>	<i>4,219</i>	<i>4,589</i>
<i>Other Revenue</i>	<i>1,941</i>	<i>2,159</i>	<i>2,312</i>
Total	\$32,245	\$32,674	\$33,709

Property Tax The property tax is imposed on real and personal property and is calculated based on the assessed value. Under Proposition 13, assessed value increases are limited to inflation adjustment not to exceed 2% per year.

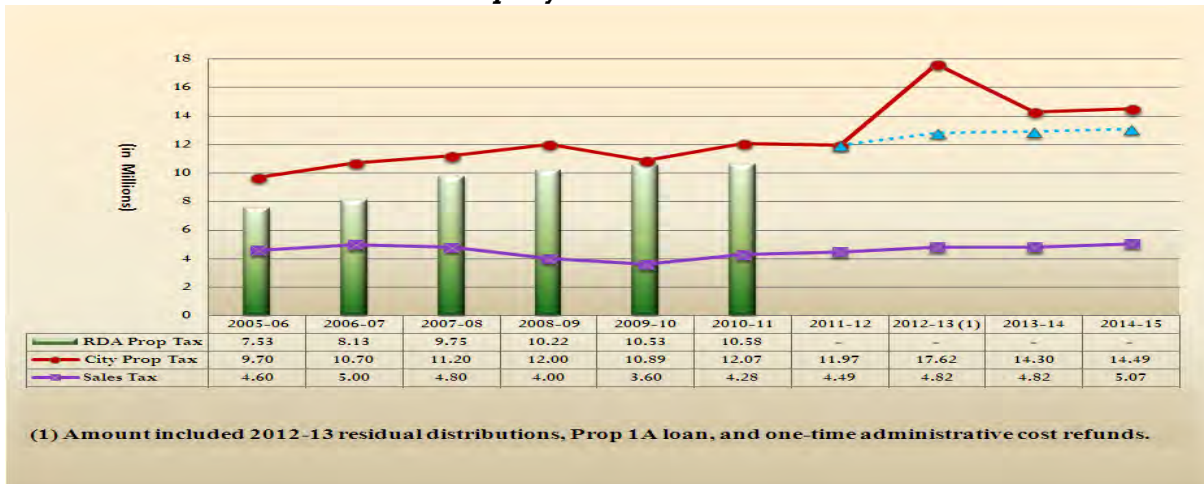
The housing market has continued to improve in 2014 as home buying increased due to continued low interest rates and fewer inventories. Monterey Park has a stable property tax base and the total assessed value for 2014 is \$6.1 billion, up 4% for \$231 million from last year. The main driver of the increase was residential properties of \$196 million, followed by commercial and industrial of \$31 million. In calendar year 2013, the average single family Monterey Park home sold for about \$531,000, a 16 percent increase from the previous year.

The City's property tax revenue for 2014-2015 is projected for a 2.5 percent increase, including one-time residual distributions of \$1.4 million.



Sales Tax The sales tax is imposed on the retail sale of goods. The City's top 25 producers collectively generate near 60% of the City's total sales tax. Any changes in these businesses could have a major impact to the City's budget. The projected sales tax revenue for 2014-2015 assumes a 2 percent increase as the economy continues to move forward.

Property and Sales Taxes



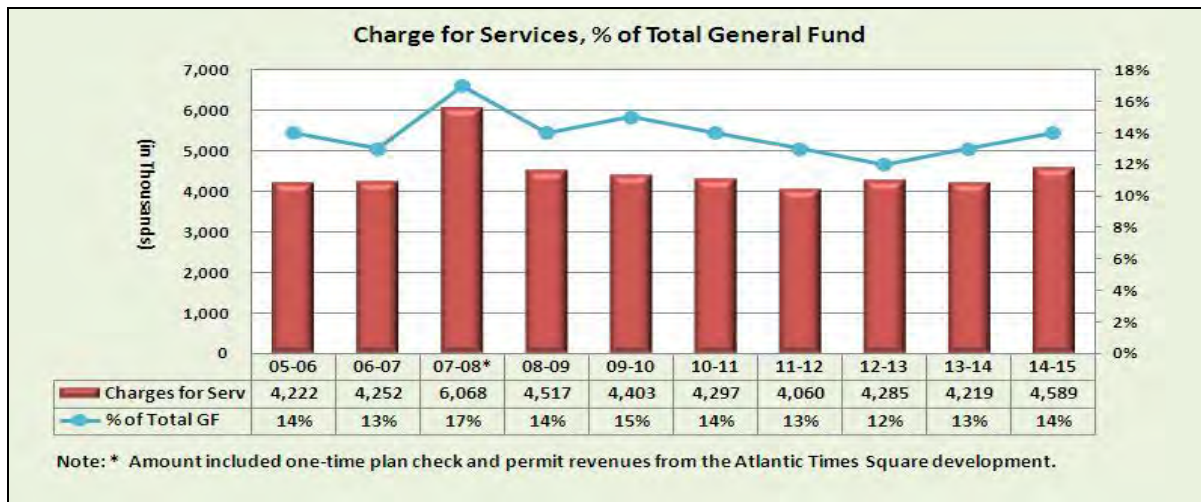
Utility Tax The City's utility tax rates are 3% for residential and 5.5% for commercial users. The tax is applied to the consumption of gas, telephone, and electric services. The overall UUT revenue is projected to remain flat for 2014-2015.

Other Taxes This category consists of property transfer tax, franchise tax, and transient occupancy tax. The property transfer tax is the real estate transfer tax at a rate of \$1.10 per \$1,000 of value transferred. Cities and county share the tax equally. Franchise tax is imposed by the City on gas, electric, refuse companies, and cable television for the privilege of using City streets. Transient occupancy tax is imposed on the rent of hotels and motels in the City. The current tax rate is 12%. Revenues in Other Taxes are projected to be \$2.1 million for 2014-2015.

Licenses and Permits Business licenses are expected to remain at the current level at \$1 million. Construction permits are estimated at \$1 million, up by 1 percent, excluding major

potential development projects. The total revenue for this category is projected to be \$2 million for 2014-2015.

Charge for Services This category includes charges for fee-supported City services, including police and fire services, library services, plan checking, engineering services, zoning review, and recreational classes. Total combined revenue for fees and charges is expected to be approximately \$4.6 million for fiscal year 2014-2015.



Other Revenues This category includes investment earnings, rents, fines, and various miscellaneous revenue accounts. The City’s overall investment return continues to improve due to higher earnings from the Los Angeles County Pooled Investment Fund. The City invests 80 percent of its investment portfolio in the LA County investment pool. Total other revenues are projected to be approximately \$2.3 million.

General Fund Estimated Expenditures

Below is a summary of the General Fund expenditures, which include one-time capital costs and transfers. The 2014-2015 capital improvements budget includes the priority capital improvements, which total \$1.83 million and are funded by the assigned General Fund capital improvement reserve.

(Amounts in 000s)	Adopted 2013-14	Est. Actual 2013-14	Adopted 2014-15
Police	\$12,766	\$12,556	\$12,932
Fire	8,703	8,703	8,742
Public Works	2,596	2,520	2,486
Library	1,577	1,574	1,676
Community/Economic Development	1,219	1,034	1,332
Recreation/Community Services	1,627	1,630	1,801
General Administration	2,358	2,344	2,361
Post Employment/General Liabilities	1,558	1,505	2,228
Capital Improvements	3,402	3,402	1,972(1)
Total	\$35,806	\$35,268	\$35,530

(1) Amount includes priority capital improvement plan projects, totaling \$1.83 million.

General Fund Reserve

Reserves are often used to bridge economic cycles so that community services can continue to be provided uninterrupted. Total reserves for fiscal year 2014-15 are projected to be \$13.9 million, including the budget for priority capital improvements to reflect community needs. A total of \$1.83 million for the improvements in Service Club House, Barnes Pool, City Hall, Langley, Police mobile system, and Fire engine, is one-time in nature and is to utilize the assigned General Fund capital improvement reserves.

Restricted Funds Budget

Other City funds are classified as restricted funds. The restricted funds include Special Revenue Funds, Internal Service Funds, Enterprise Funds, and Successor Agency Funds. The funds are kept separately for specific expenditures authorized by laws or City policies. The 2014-2015 budget expenditures for the restricted funds are \$48.5 million and total projected revenues and transfers are \$45.1 million. The difference of \$3.4 million is funded by restricted fund reserves.

Many of these funds are also expected to face severe financial challenges over the next several years due to escalating costs and weak revenue growth. It is important to note that increased costs in trash, sewer and water services may necessitate rate increases in those funds supported by rate-payers to maintain existing service levels. On April 16, 2014, the City Council approved the Proposition 218 process for the water, wastewater and solid waste rate increases and set the public hearing on June 18th. Any of the rate increases has not been reflected in the adopted budget. Below is a discussion of budget for the major restricted funds.

Retirement Special Revenue Fund Funding of the City's pension programs comes from a special property tax approved by the voters in 1946 and 1952. The City's retirement tax rate has remained at \$0.091175 per \$100 of the assessed valuation since 1983. This is also the maximum tax rate under AB 13. There is always a projected underfunding of pension costs, which demands a gap-funding transfer of \$1.3 million from the General Fund. For 2014-2015, the projected retirement revenue is \$5.7 million and the appropriations are 7.2 million.

Asset Forfeiture Special Revenue Fund Federal and State laws allow law enforcement agencies to retain assets seized in the drug-related arrests. These funds can only be used to augment investigation and enforcement activities. Distributions through the justice system are irregular. For 2014-2015, the estimated revenue is \$218,500 and budgeted expenditures total \$356,000, with the balance coming from the Asset Forfeiture Fund reserves.

Maintenance District Special Revenue Fund The City formed a Maintenance District in 1993 to finance the maintenance and operation of streetlights, street trees, and medians in accordance with the Landscaping and Lighting Act of 1972. The City rates have never been adjusted since 1996. The City continues using General Fund to supplement significant shortfalls due to increased operating costs. The projected revenue for 2014-15 is \$983,000. This revenue combines with a General Fund assistance payment of \$383,000 to fund the total district expenditure for \$1.4 million.

Public Safety Impact Fee Special Revenue Fund This is a development impact fee applied to new commercial and residential constructions. The fee is to offset the increased demand for public safety services generated by the new developments. Unless there are more development activities, the projected revenue for 2014-2015 is \$450,000.

Park Facilities Special Revenue Fund This is a developer fee used to acquire and develop the City's parks. The City uses this fund for parks' improvements and rehabilitations. The projected revenue for 2014-2015 is \$300,000.

Library Tax Special Revenue Fund In 1998 Monterey Park voters approved a special library tax to finance the costs for the library expansion, additional hours, and book acquisitions. Majority of the library tax revenue (80%) is earmarked for debt service payment for the library expansion construction financing. The library tax levy will end in April 2018. The 2014-2015 library tax fund budget is \$502,300 for revenue and \$554,000 for appropriations, with the balance coming from the Library Tax Fund reserves.

Grants Special Revenue Fund Revenue shared with local governments by the state or federal government has declined in years. The projected grants for 2014-2015 are \$2.2 million, which includes \$148,000 library grants for various library programs; \$851,000 Community Development Block and Home HUD grants; \$59,000 park grants for the maintenance of parks and recreation facilities, \$181,000 public safety grants for police and fire training and equipment; \$771,000 transportation and engineering grants, and \$206,000 various trust special grants.

Refuse Enterprise Fund The City's refuse service includes trash collection, waste management, and recycling. In the past, refuse rates were adjusted annually based on the Department of Labor's Consumer Price Index in order to cover a corresponding increase in the refuse collection contract service expenditures. However, this annual CPI adjustment was halted since 2009-2010. The projected budget for 2014-2015 is \$6.1 million for revenue and \$6.9 million for expenditures. The Refuse Fund is estimated to incur an approximately \$1 million net operational loss. As a result, the solid waste rates are proposed to increase by 15%. The City is currently performing the Proposition 218 approval process and has set the public hearing date on June 18, 2014.

Sewer Enterprise Fund The City's current sewer charge is \$0.0810 per unit of metered water used. The projected budget for 2014-2015 is \$274,000 for revenue and \$429,000 for expenditures. The Sewer Master Plan provided the City with a comprehensive assessment of \$12.8 million to address 35% of the City's sewer system. Staff proposed transitioning from a consumption-based wastewater rate towards a customer and meter sized based fixed sewer rate. Together with water and trash rates, the sewer rate increase proposal is in the Proposition 218 approval process and the public hearing date is set on June 18, 2014.

Water Enterprise Funds The projected water revenue for 2014-2015 is \$11.8 million and proposed expenditures are \$14.7 million. The water revenue is to cover the costs for the production, distribution, commercial, treatment, and capital improvements. The City's water system serves approximately 95% of the area in Monterey Park with 12,300 active water meter accounts. The system has 12 wells, 13 reservoirs, 5 treatment plants, 11 pumping stations, and 134 miles of water mains. Due to the change in water quality standards since 1999, the City had to construct five treatment facilities to remove the contaminants.

The City's existing water rates, which have not been adjusted since October 1, 2009, are well below the average of those charged by the neighboring jurisdictions. In April, the City Council directed staff to perform the Proposition 218 process for water rate increases that supports a \$100 million/20 year water capital improvement projects.

The proposed water rate increases not only provide needed funding resources to repair, replace or rehabilitate the water infrastructure, but also bring a lot of respect for our limited water resources which strive to meet the highest quality and demand of our customers. The City has set the public hearing date on June 18, 2014.

Internal Service Funds The purpose of these funds is to centralize the services such as general liability claims, workers' compensation insurance, motor pool operations and replacement, technology development, employee separation benefits, and post-employment medical benefits. These funds are financed through charges to departments. The 2014-2015 internal service fund charges are: workers' compensation \$1.5 million, separation benefits \$1.3 million, technology \$152,000, general liability \$1.1 million, motor pool operating \$1.8 million, and other post-employment benefits \$850,000. Included in the budget, there is a one-time transfer of \$500,000 from the separation benefits fund to the general liability fund to cover general liability fund deficits caused by several claim settlements.

The City's Workers' Compensation and General Liability internal service funds are projected, again, to have a negative fund equity. The City is in a co-insurance plan and self-insuring workers' compensation claims under \$500,000 and general liability claims under \$300,000. The City has acquired excess coverage through the Independent Cities Risk Management Authority (ICRMA).

The recent unfortunate fire truck collision incident, which involved the City Fire Department fire engine and an Alhambra Fire Department ladder truck, caused six firefighters, nine civilians being injured and a total loss for the City's fire engine. The case is under investigation. Potential claim liabilities associated with this incident are unknown. However, much higher insurance premiums and legal costs generally associate with such a major incident. In the adopted budget, amounts for legal and insurance premium are increased by 15 percent.

Staffing Level and Compensation

The staffing for 2014-15 is 347.97 Full Time Equivalent positions, up 0.87 FTEs. Majority of the increase is in the Library due to expanded library hours. As with most public agencies, personnel costs are the City's single largest operating expenditure. Staff affects the budget more than we often assume. The City has agreements in place for miscellaneous, mid-management, and confidential groups and is currently negotiating with five safety units for 2014-2015. The adopted budget includes the mandate State minimum wage increases for part-time personnel, but reflects no cost-of-living adjustments or benefit increases for all full-time personnel, pending final results of negotiation.

Debt Service and Outstanding Loans

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

**Debt Services
2014-2015**

<u>Department</u>	<u>Activity</u>	<u>Annual Payment</u>	<u>Description</u>	<u>Loan Expiration</u>
<i>Police</i>	Computer Services	\$165,870	CAD/RMS	2021
<i>Library</i>	Administration	383,197	Library Expansion	2018
<i>Water</i>	Water Production	114,495	Reservoirs	2030
	Water Distribution	185,667	Water Main	2020
	Well #1, 3, 10 & Fern	132,035	Treatment Plant	2018
	Well #12	37,965	Air Stripper	2018
	Wells 5 & 6	200,000	Treatment	2019
<i>Non-Dept</i>	Post-Employment	1,358,627	Pension Bonds	2034
<i>Comm Dev</i>	HCD Administration	552,686	Section 108 Loan	2022
<i>SA</i>	SA – Atlantic/Garvey	1,628,332	2013A Refunding Bonds	2027
	SA - Merged	762,232	2013B Refunding Bonds	2029

Pension Funding

The City's retirement program is provided through the California Public Employees' Retirement System (CalPERS). There are nearly 1.7 million members in the CalPERS retirement system. Funding of the City's retirement costs comes from a special property tax levy that was approved by the voters in the 1950s. The current tax rate is 0.091175 per \$100 of property valuation which is also the maximum rate permitted by law. The City's retirement revenues can only increase as the property value increases. The City has three retirement plans, which are CalPERS safety plan, CalPERS miscellaneous plan, and Massachusetts Mutual plan (MMRP). The Mass Mutual plan was established for all miscellaneous employees who were employed prior to April 1, 1976. Currently, they are 64 vested members in the plan.

The City has implemented the Public Employees' Pension Reform Act (PEPRA). Major changes for new system members include lower-cost pension formulas, employee cost sharing provisions, and increased retirement age requirements. However, retirement benefits for current system members are not affected by the "rollback." As such, there will not be any significant short-term cost savings from these changes.

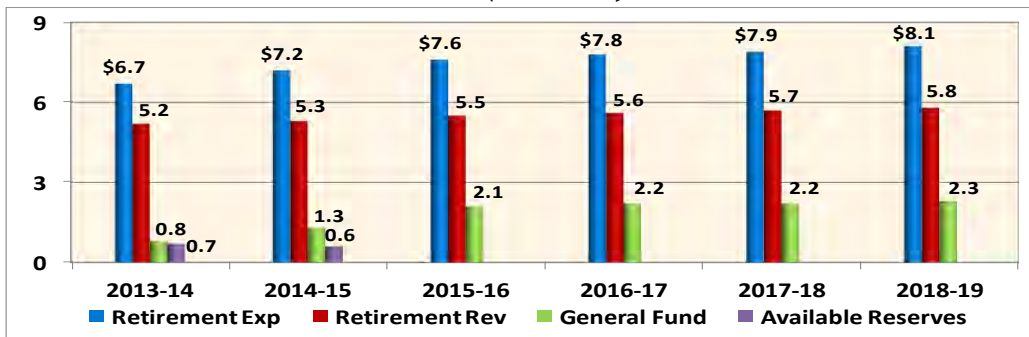
The costs for pension benefits will be increased substantially due mainly to furlough elimination. In February 2014, the CalPERS Board adopted new demographic assumptions. Under the new assumptions, the City's rates will continue to rise over the next few years beginning in FY 2016-17. Each year, states and municipalities are required to make an actuarially determined contribution to their pension funds. For 2014-2015, the City is projected to spend \$7.2 million from the Retirement Fund for pension costs.

Table below displays the required employer contribution rates.

City Contribution Rates			
Plan	2014-15	Projected 2015-16	Projected 2016-17
Safety (Police & Fire)	28.476%	31.000%	33.500%
Miscellaneous	22.516%	23.900%	25.400%

Retirement Costs

(in Millions)



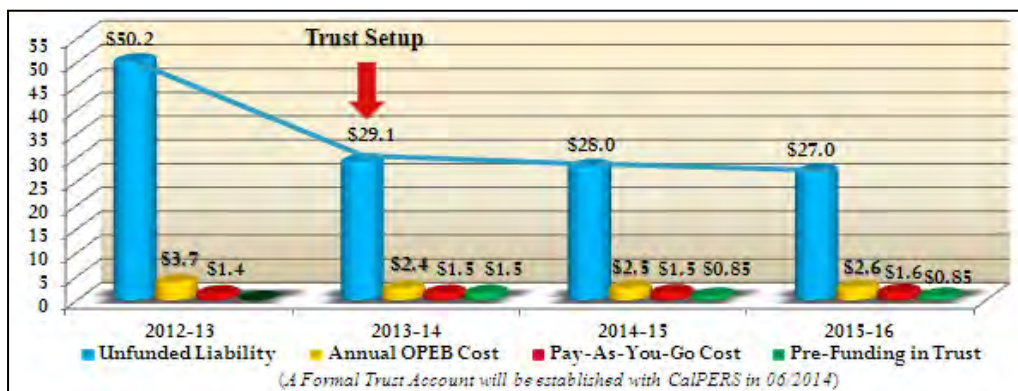
Over the years, the City has taken various actions in addressing the pension-funding shortfall. City employees have been part of the solution in the steps the City has taken so far. Employees pay 100% (Misc members for 8% and Safety members for 9%) of employee contributions. Meanwhile, retirement costs continue to grow and unfunded liabilities keep rising. Moreover, the elimination of the redevelopment agency in 2012, pension override payments become a sharing revenue and are distributed among all taxing entities. The net loss to our Retirement Fund is approximately \$1 million each year. The City's projected unfunded accrued liabilities are \$20.3 million and \$19.8 million for the Safety Plan and the Miscellaneous Plan, respectively. One of the City's strategic goals is to achieve financial stability for this community. Pension costs are such a complicated matter that there is no prefabricated solution. The biggest challenge is to devise a strategy to permanently resolve the City's pension funding issue.

Other Post-Employment Benefits (OPEB) Funding

Post-employment medical benefits are important because they are a form of promised deferred compensation and represent a significant and often growing element of employee-related costs. Monterey Park has been funding the retiree medical insurance on a pay-as-you go basis; that is, making annual appropriation to pay the actual costs instead of actuarially determined costs. Starting 2011-12, each year the City sets aside funds in the OPEB Internal Service Fund to systematically accumulate resources to fund the unfunded accrued liabilities. The City is currently in the process to establish a formal OPEB trust account with CalPERS CERBT Program so that the resources thus accumulated in the trust, along with related earnings, can be used to make benefit payments when they become due. Through this advance funding method, the City is to ensure its sustainable promises over time and to systematically reduce the unfunded accrued liabilities, thus achieving the City's goal in addressing the retiree medical liabilities. The exhibit below displays the City's annual retiree medical costs and pre-funding set-aside amounts.

Retiree Medical (OPEB) Funding

(in Millions)



Maintenance Benefit Assessment District

In 1992-93, the state implemented the Education and Revenue Augmentation Fund transfer, which shifts property tax revenues from local governments to schools. The impact to Monterey Park is a \$1.2 million revenue loss per year. In 1993, the City formed a Benefit Assessment District. The District generates approximately \$1.0 million a year in revenue to finance the maintenance of lighting and landscaping of public streets. The assessment is determined based on the direct benefit received by each parcel. For a single-family parcel the assessment is \$40.97 a year. Due to a combination of stagnant revenues and escalating costs, the Maintenance Benefit Assessment District Fund had an operating deficit since 1995. For the past nineteen (19) years, the City's General Fund was used to fund the deficits. For 2014-15, the assistance payment from the General Fund to the district is approximately \$383,000. The City cannot increase the assessment without the approval by the majority of the property owners.

In Closing

Our strategic plan establishes the broad goals and objectives that provide a framework for our budget development. Again, we include proposed priority capital improvements which ensure broad community and resident needs be weighed and considered in a systematic fashion. This year's goals are to ensure a greater degree of transparency to the budget process by frankly identifying the needs and key issues facing the City for the coming fiscal year. Our prudent management continues to experience transformational change to move beyond traditionally risk adverse culture and to ensure better government. We thank the City Council for your leadership and citizens for their support in directing the financial affairs of the City in a most responsible and progressive manner. We also extend our appreciation to all city departments and specifically to Finance staff for their hard work in completing this budget.

Respectfully,



Paul Talbot
City Manager

RESOLUTION NO. 11662 / SA-72

A RESOLUTION OF THE CITY COUNCIL AND THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY ADOPTING THE FISCAL YEAR 2014-2015 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK, AND THE CITY COUNCIL AND THE SUCCESSOR AGENCY ADOPTING THE FISCAL YEAR 2014-2015 CAPITAL IMPROVEMENT BUDGET

The City Council of the City of Monterey Park, and the City Council acting on behalf of the Successor Agency (collectively referred to, for convenience, as the “City”) does resolve as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The City Council reviewed the proposed final Operating Budget (“Budget”) for the City and Capital Improvement Plan (“CIP”) for fiscal years 2014-2015;
- B. The Budget and CIP are based upon appropriate estimates and financial planning for the City’s operations, services, and capital improvements;
- C. The City Council conducted public study sessions on May 27th and 28th, 2014;
- D. The City Council was fully informed regarding the City’s current finances, projected revenue, and financial obligations;
- E. It is in the public interest for the City Council to adopt the Budget and CIP as proposed by the City Manager.

SECTION 2: ADOPTION. The Budget and the CIP attached to this Resolution, and incorporated by reference, are approved and adopted subject only to the authorizations set forth below. Such approval and adoption includes, without limitation, the Position Control Listing of Authorized Positions, Classification and Compensation Plans set forth in the Budget which recognizes new classifications and removes unused classifications.

SECTION 3: APPROPRIATIONS LIMIT.

- A. Article XIII B of the California Constitution requires the City to set its Appropriations Limit on an annual basis;
- B. The City’s Appropriations Limit may be adjusted annually based upon inflation and population growth.
- C. The City Council may choose the method of calculating adjustments to the City’s Appropriations Limit on an annual basis. For inflation, pursuant to Article XIII B, § 8(e)(2), adjustments to the Appropriations Limit may be calculated using either the percentage change in per capita personal income from the preceding year or the percentage change in the local assessment roll from the preceding year because of local nonresidential new construction. For population growth, pursuant to Government Code § 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.

- D. Pursuant to Article XIII B of the California Constitution, and those Government Code sections adopted pursuant to Article XIII B, § 8(f), the City Council chooses to adjust the City's Appropriations Limit by calculating inflation using the California per capita personal income growth and calculating population growth by using the percentage change in population in Los Angeles County.
- E. As a result of the adjustments made to the City's Appropriations Limit, the City Council sets the Appropriations Limit for fiscal year 2014-2015 at \$72,645,300.

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget including transfers is \$35.5 million. The Overall City Budget is \$84.0 million including Capital Improvement Projects. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Department	All Funds	General Fund	Other
City Council	\$ 141,699	\$ 55,061	\$ 86,638
Community Promotion	50,000	29,005	20,995
City Manager	387,489	140,312	247,177
City Clerk	461,845	407,229	54,616
City Treasurer	19,054	17,175	1,879
City Attorney	517,500	250,000	267,500
Management Services	2,136,493	742,250	1,394,243
Human Resources and Risk Management	811,485	455,533	355,952
Community and Economic Development	3,253,884	1,331,729	1,922,155
Police	15,983,106	12,931,874	3,051,232
Fire	11,006,431	8,742,288	2,264,143
Library	2,606,730	1,676,225	930,505
Recreation/Community Services	2,963,643	2,064,369	899,274
Public Works	22,859,002	2,486,235	20,372,767
Non-Departmental and Transfers	10,809,754	2,228,000	8,581,754
Successor Agency for the Former RDA	2,752,348		2,752,348
Total	\$76,760,463	\$33,557,285	\$43,203,178

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of \$7.3 million is appropriated for capital improvement projects for Fiscal Year 2014-2015. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts:

Department	All Funds	General Fund	Other
4224 Water Capital Projects	\$ 3,137,600	-	\$ 3,137,600
5001 Street Construction	1,587,000	-	1,587,000
5002 Community Capital Improvement	2,538,126	\$ 1,972,302	565,824
Total	\$ 7,262,726	\$ 1,972,302	\$ 5,290,424
Grand Total	\$84,023,189	\$35,529,587	\$48,493,602

SECTION 6: REAPPROPRIATION. The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of Fiscal Year 2014-2015 for the Budget and CIP.

SECTION 7: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2014-2015 into the applicable Fund operating reserve per Governmental Accounting Standards Board (GASB) Statement No. 54.

SECTION 8: BUDGET ADJUSTMENTS. The Budget may be subsequently adjusted as follows:

- A. By majority vote of the City Council;
- B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay) within programs;
- C. Objects code expenditures within appropriation units in a program are not restricted so long as funding is available in the appropriation unit as a whole.

SECTION 9: CONTRACTING AUTHORITY.

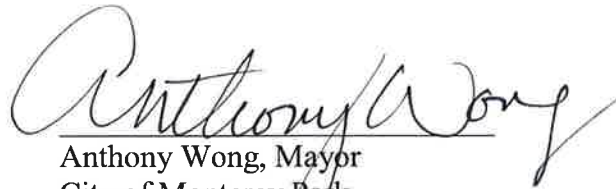
- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget in accordance with the Monterey Park Municipal Code (“MPMC”).

- B. In accordance with the MPMC, the City Manager or designee, is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.
- C. For all other services, equipment, and supplies, the City Manager or designee, is authorized to execute contracts in accordance with the MPMC.


SECTION 10: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions; and make a minute of the adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 11: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED, APPROVED and ADOPTED this 4th day of June, 2014.

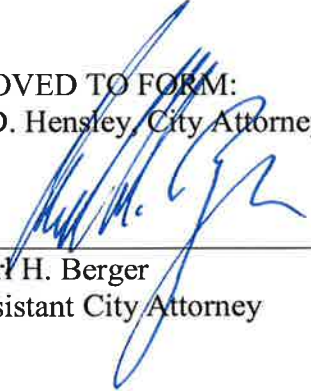

Anthony Wong, Mayor
City of Monterey Park

ATTEST:



Vincent D. Chang, City Clerk
City of Monterey Park

APPROVED TO FORM:
Mark D. Hensley, City Attorney

By: 


Karl H. Berger
Assistant City Attorney

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

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 11662 / SA-72 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 4th day of June 2014 by the following vote:

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

Dated this 4th day of June 2014



Vincent D. Chang, City Clerk
Monterey Park, California



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Monterey Park
California**

For the Fiscal Year Beginning

July 1, 2013

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, 2013**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

*California Society of
Municipal Finance Officers*

Certificate of Award

*Operating Budget Excellence Award
Fiscal Year 2014*

Presented to the

City of Monterey Park

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

February 11, 2014



Pauline Marx

*Pauline Marx
CSMFO President*

Ken Brown

*Ken Brown, Chair
Professional Standards and
Recognition Committee*

Dedicated Excellence in Municipal Financial Reporting

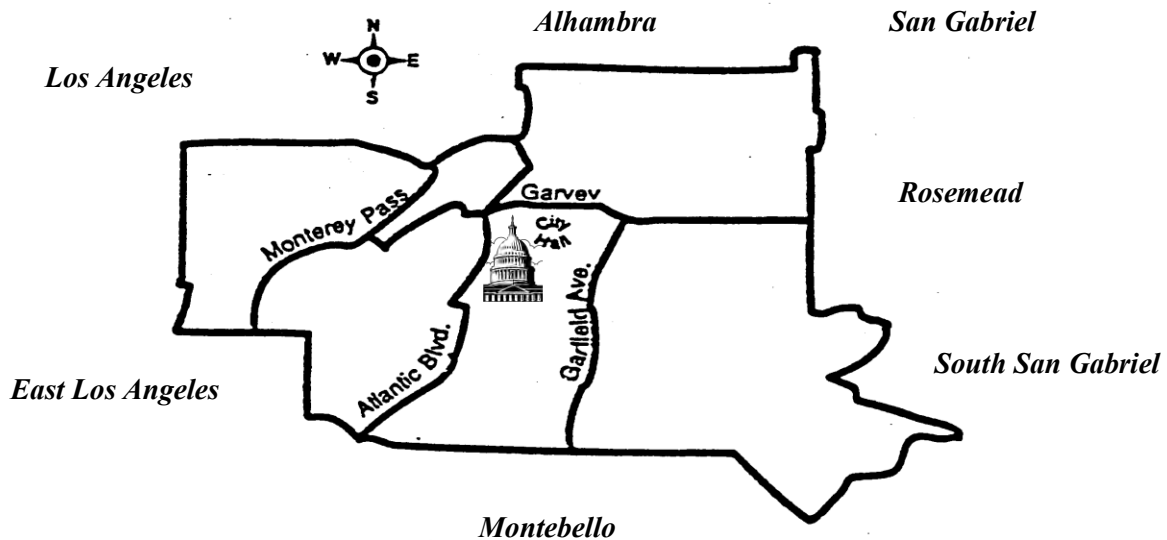
ABOUT THE CITY OF MONTEREY PARK

Monterey Park Government

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

City History

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



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

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

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

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

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

City's Economic Condition and Priority Development

Monterey Park covers an area of 7.73 square miles with a population of approximately 61,777. The City is located six miles east of Los Angeles and is primarily a residential community, with 78% of its land zoned for single and multiple family housing uses. Major businesses include food and drug, auto sales and service, banking, restaurants, hospitals and medical offices, printing and light manufacturing.

Housing development in the City includes mixed-use projects, residential critical maintenance, rental rehabilitation, and first time homebuyer programs. City's own Housing Fund, Community Development Block Grant, and Home Fund monies primarily finance these activities. In most cases, public/private partnerships are formed.

The City's commercial development includes redevelopment of commercial properties and business support. Major commercial development projects in planning are: Market Place, Towne Centre, Northeast Corner of Garvey and Garfield Avenue.

Local and Regional Transportation

- Transportation Services and Information

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

- Spirit Bus

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

- Regional Transportation Services

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

- Commuter Train Service

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

- Paratransit Service - Dial A Ride and Access Services

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

Annual Community Events

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

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

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

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

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

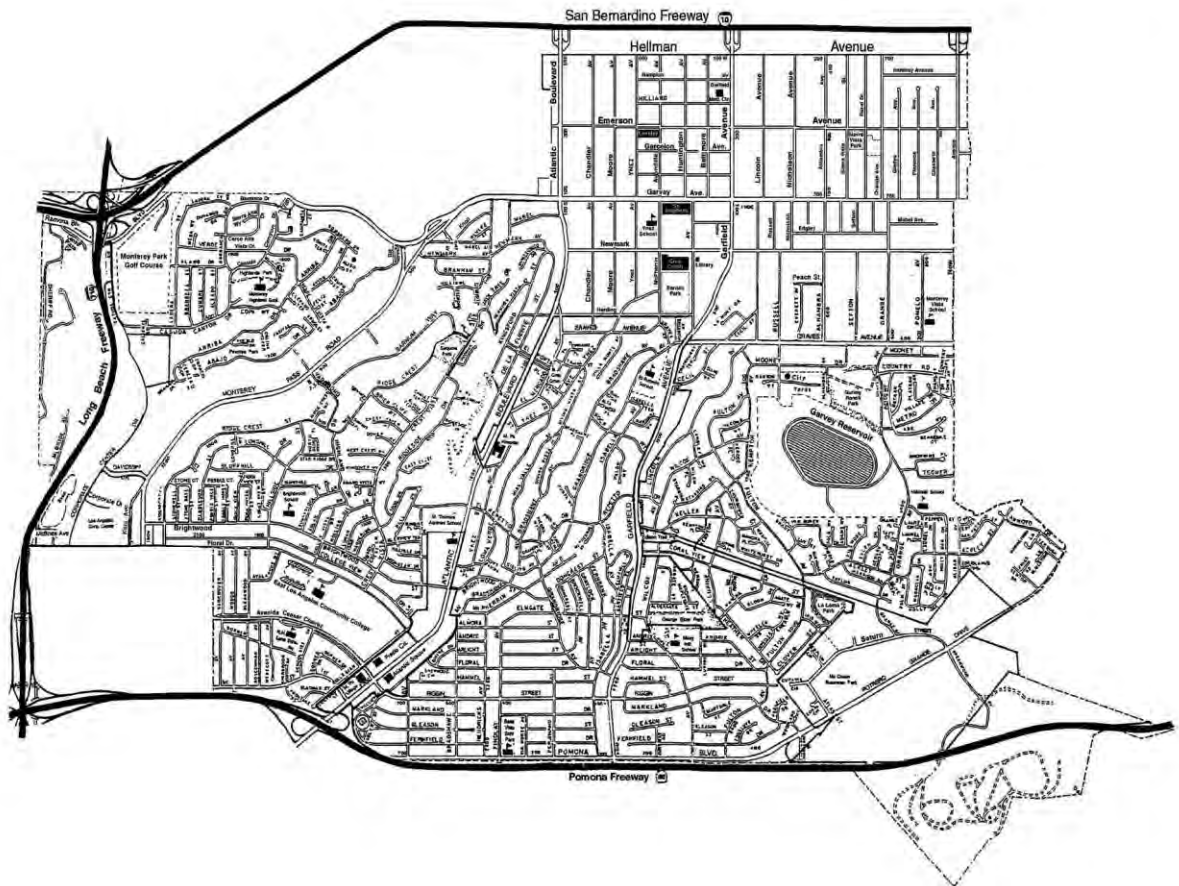
Artisans Faire - Every year in November, the City's Art and Culture Commission holds this special Arts and Crafts event allowing master crafters to display and sell their handicrafts in a serene and tranquil park setting.

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

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

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

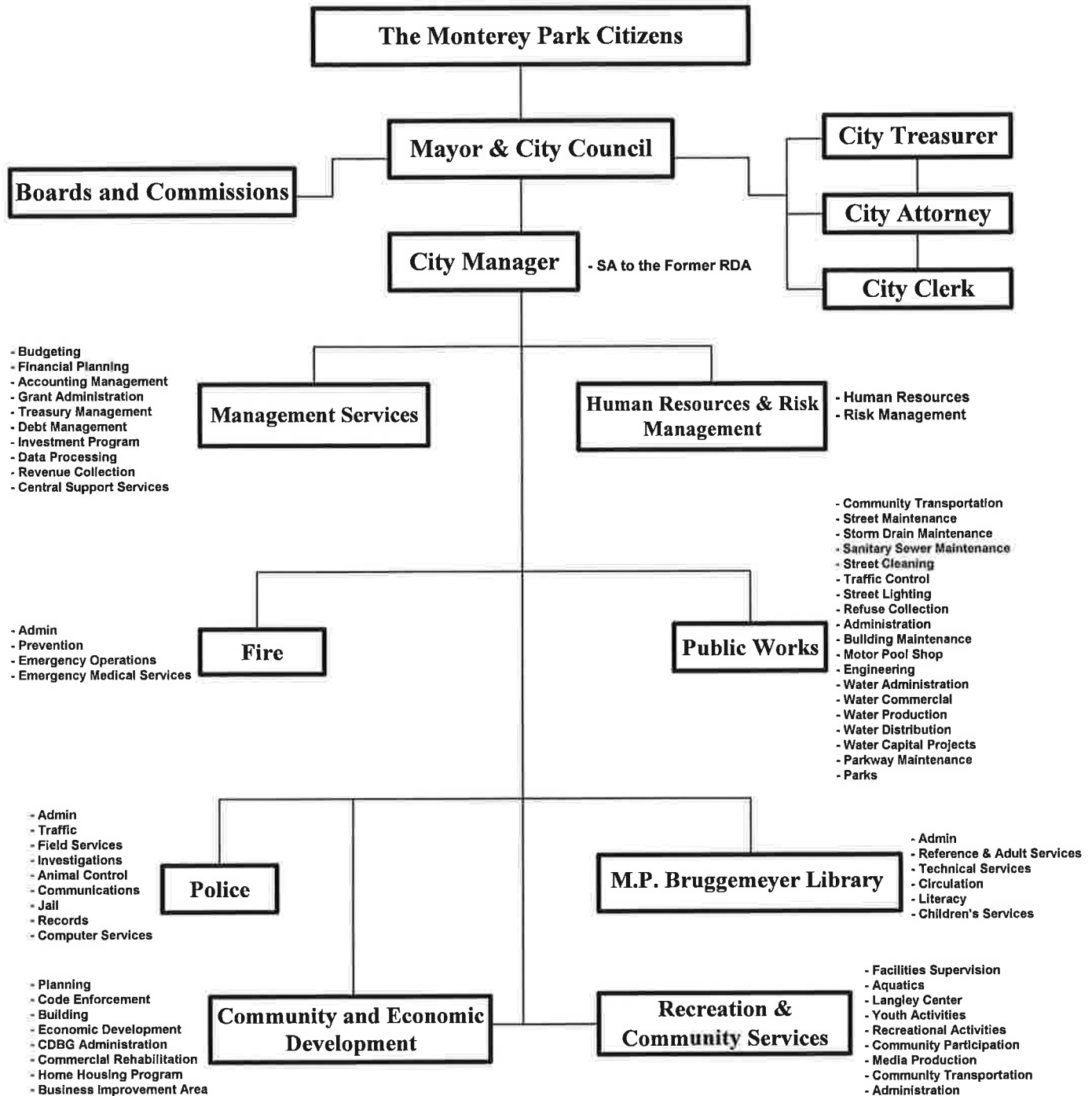
City Map



Miscellaneous Statistics

Date of Incorporation:	May 29, 1916
Form of Government:	Council / Manager
Area:	7.73 Square Miles
Miles of Streets:	119.27
Number of Street Lights:	3,359
Fire Protection:	
Number of Fire Stations:	3
Number of Sworn Firefighters and Non-Sworn Personnel:	57.50
Police Protection:	
Number of Stations:	1
Number of Sworn Police Officers and Non-Sworn Personnel:	113.86
Municipal Water Department:	
Number of Water Meters:	13,456
Average Daily Consumption:	7,540,000
Miles of Water Distribution Lines:	134
Number of Fire Hydrants:	1,059
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	12.43
Building Permits Issued:	653
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.64 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	169,700
Number of Library Cardholders:	57,000
Number of Employees:	
Elected Officials:	7
Full-Time:	293
Part-Time:	47.97
Population:	61,777

City of Monterey Park Organization Chart



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

City of Monterey Park Budget Summary Section

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

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Combined Changes in Fund Balance

Fund Description	Estimated Fund Balance 7/1/2014	Estimated Revenues	Estimated Transfer-In	Adopted Expenditures	Adopted Transfer-Out	Estimated Fund Balance 6/30/2015
CITY FUNDS:						
GENERAL FUND		33,709,512		32,398,587	1,300,000	
Unassigned	3,554,425		1,831,000 ⁽¹⁾			3,565,350
Assigned:						
Capital Improvements	5,026,935				1,831,000 ⁽¹⁾	3,195,935
Committed:						
Potential Catastrophic Events	2,000,000					2,000,000
Working Capital	3,000,000					3,000,000
Unemployment Claims	340,000					340,000
Economic Development	1,833,519					1,833,519
Total GF Reserves	15,754,879					13,934,804
SPECIAL REVENUE FUNDS						
Retirement	267,467	5,654,415	1,300,000	7,221,882		0
Gas Taxes	1,678,673	1,684,238		1,627,841		1,735,070
Park Facilities	50,202	300,000		130,011		220,191
Proposition A	1,818,285	1,304,964		932,701		2,190,548
Proposition C	359,501	895,665		850,870		404,296
Measure R	724,432	673,957		469,290		929,099
Asset Forfeiture	322,076	218,500		356,394		184,182
Business Impr Dx #1	170,364	59,484		140,246		89,602
Air Quality	227,516	75,650		28,500		274,666
Maint. District 1972 Act	153,129	983,000		1,075,485		60,644
Public Safety Impact	(13,752)	450,000		214,295		221,953
Public Safety Augmentation	0	620,000		620,000		0
Library Tax	65,348	502,300		554,000		13,648
CERCLA Liability	812,502	126,100		250,000		688,602
Housing	2,496,160	68,671		178,000		2,386,831
GRANT FUNDS						
Library	540	131,615		132,155		0
Library Building Trust	0	16,340		16,340		0
HUD	71,074	850,720		921,794		0
Parks & Recreation	0	59,478		59,478		0
Fire	2,500	40,000		42,500		0
Police	0	135,164		135,164		0
Engineering/Transportation	200,000	770,654		970,654		0
Gen Plan Review Trust	0	37,741		37,741		0
MTA S Garfield Transit Village	220,111			220,111		0
Specialty Maint Trust Account	0	82,000		82,000		0
SR Pedestrian & Bicycle Safety	8,206			8,206		0
STC Standards/Training/ Correc	0	6,050		6,050		0
Records Management Fee Trust	0	61,755		61,755		0
Video Serv Franchise Trust	0	24,573		24,573		0

Combined Changes in Fund Balance

Fund Description	Estimated Fund Balance 7/1/2014	Estimated Revenues	Estimated Transfer-In	Adopted Expenditures	Adopted Transfer-Out	Estimated Fund Balance 6/30/2015
ENTERPRISE FUNDS						
Sewer	711,344	274,000		428,441		556,903
Refuse	1,394,580	6,080,000		6,880,036		594,544
Water	20,416,545	11,785,000		14,671,846		17,529,699
INTERNAL SERVICE FUNDS ⁽²⁾						
Auto Shop	1,065,272	1,750,170		1,628,124		1,187,318
Separation Benefits	3,511,386	1,269,697		920,000	500,000 ⁽³⁾	3,361,083
Workers' Compensation	(2,284,133)	1,463,721		1,478,549		(2,298,961)
General Liability	(55,359)	1,130,000	500,000 ⁽³⁾	1,785,222		(210,581)
Technology/Data Processing	954,365	151,658		75,000		1,031,023
Other Post-Employment Benefits	0	850,000		850,000		0
TOTAL CITY FUNDS	51,103,213	74,296,792	3,631,000	78,483,841	3,631,000	45,085,164
SUCCESSOR AGENCY (SA) FUNDS	39,784	2,718,564		2,758,348		0
TOTAL CITY AND SA FUNDS	51,142,997	77,015,356	3,631,000	81,242,189	3,631,000	45,085,164

Note:

- (1) Authorized Capital Improvement projects, drawn from the General Fund Capital Improvements Reserve.
- (2) Beginning fund balances for Internal Services Funds represented unrestricted fund balance.
- (3) Authorized transfer to gap-fund General Liability Fund deficits.

CITY OF MONTEREY PARK
CHANGE IN ENDING FUND BALANCE
FISCAL YEAR 2014-2015 BUDGET COMPARTED TO FISCAL YEAR 2013-2014 PROJECTED

	2013-2014 Projected Ending Fund Balance	2014-2015 Projected Ending Fund Balance	Change in Fund Balance	% Change	Notes
GENERAL FUND	15,754,879	13,934,804	(1,820,075)	-11.55%	(1)
SPECIAL REVENUE FUNDS					
Retirement	267,467	-	(267,467)	-100.00%	(2)
Gas Taxes	1,678,673	1,735,070	56,397	3.36%	
Park Facilities	50,202	220,191	169,989	338.61%	(3)
Proposition A	1,818,285	2,190,548	372,263	20.47%	(4)
Proposition C	359,501	404,296	44,795	12.46%	(4)
Measure R	724,432	929,099	204,667	28.25%	(4)
Asset Forfeiture	322,076	184,182	(137,894)	-42.81%	(5)
Business Impr Dx #1	170,364	89,602	(80,762)	-47.41%	(5)
Air Quality	227,516	274,666	47,150	20.72%	(4)
Maint. District 1972 Act	153,129	60,644	(92,485)	-60.40%	(5)
Public Safety Impact	(13,752)	221,953	235,705	1713.97%	(3)
Library Tax	65,348	13,648	(51,700)	-79.11%	(6)
CERCLA Liability	812,502	688,602	(123,900)	-15.25%	(7)
Housing	2,496,160	2,386,831	(109,329)	-4.38%	
ENTERPRISE FUNDS					
Sewer	711,344	556,903	(154,441)	-21.71%	(5)
Refuse	1,394,580	594,544	(800,036)	-57.37%	(5)
Water	20,416,545	17,529,699	(2,886,846)	-14.14%	(5)
INTERNAL SERVICE FUNDS					
Auto Shop	1,065,272	1,187,318	122,046	11.46%	(8)
Separation Benefits	3,511,386	3,361,083	(150,303)	-4.28%	
Workers' Compensation	(2,284,133)	(2,298,961)	(14,828)	-0.65%	
General Liability	(55,359)	(210,581)	(155,222)	-280.39%	(7)
Technology/Data Processing	954,365	1,031,023	76,658	8.03%	

Notes:

Explanation of Changes in Fund Balance Greater Than 10%

- (1) \$1.83 million for 6 priority capital improvement projects drawn from the Assigned General Fund CIP Reserve.
- (2) Remaining fund balance is used to cover higher pension costs for 2014-15.
- (3) Projected revenues are higher from several development projects.
- (4) Extra projected revenues are set aside in fund balances for future projects.
- (5) Fund balances are used for more capital projects. Enterprise revenues will be adjusted if the Proposition 218 is passed on 6/18/2014.
- (6) Budget is more for the Library 7-day opening.
- (7) Higher budget for 2014-15 liability insurance premiums & legal costs.
- (8) Budget for 2014-15 vehicles and equipment is lesser than 2013-14 per usage trends.

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual 2012-2013	Estimated 2013-2014	Estimated		
				Actual 2013-2014	Estimated 2014-2015	
<i>General Fund</i>						
Property Taxes:						
Current Secured	0010- 01010	6,948,207	6,970,000	6,970,000	7,100,000	
Residual Property Tax Dist.	01015	3,226,511	1,400,000	1,400,000	1,400,000	
Prop 1A Loan Repayment	01016	1,042,925				
VLF Compensation	01010	5,340,886	5,340,000	5,340,000	5,400,000	
Current Unsecured	01020	260,148	220,000	270,000	260,000	
Homeowner Exemption	01030	59,715	60,000	60,000	60,000	
Prior Year Secured	01110	181,004	80,000	200,000	210,000	
Prior Year Unsecured	01120	(10)	15,000	7,000	7,000	
Interest & Penalties	01200	52,690	50,000	50,000	50,000	
Admin Cost Refunds (one-time)	01210	506,830				
Total Property Taxes		17,618,904	14,135,000	14,297,000	14,487,000	
Other Taxes:						
Admission Tax	01400	3,259	7,500	4,000	7,500	
Sales Tax	01500	3,587,355	3,570,000	3,700,000	3,800,000	
Sales Tax Compensation	01500	1,232,284	1,250,000	1,264,820	1,265,000	
Transient Tax	01550	957,024	880,000	980,000	1,000,000	
Franchise Tax	01600	942,736	950,000	950,000	950,000	
Transfer Tax	01800	165,456	110,000	166,000	166,000	
Utility Users Tax	01900	3,041,163	3,100,000	3,050,000	3,100,000	
Vehicle In-lieu Tax	04410	33,334		27,587	25,000	
Total Other Taxes		9,962,612	9,867,500	10,142,407	10,313,500	
Licenses & Permits:						
Licenses:						
Business Licenses	02010	941,005	946,000	943,000	944,000	
Business Lic Processing Fees	02020	3,220	1,000	1,000	1,000	
Tobacco Retailer Lic Fees	02025	2,080	1,000	1,000	1,000	
Dog Licenses Regular	02410/02430	14,461	12,000	12,000	12,000	
Dog Licenses Altered	02420/02450/02460	3,934	4,000	4,000	4,000	
Total Licenses		964,699	964,000	961,000	962,000	
Construction Permits:						
Building Permits	02500	619,136	700,000	600,000	700,000	
Electrical Permits	02600	144,013	170,000	130,000	170,000	

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated	
		2012-2013	2013-2014	Actual 2013-2014	Estimated 2014-2015
Plumbing Permits	02700	88,342	95,000	85,000	95,000
Mechanical Permits	02900	70,435	75,000	60,000	60,000
Total Construction Permits		921,927	1,040,000	875,000	1,025,000
Other Permits:					
Firework Permits	03540	5,200	5,200	5,200	5,200
Yard Sale Permits	03550	1,884	2,100	2,100	2,100
Misc Permits	03590	12,736	7,000	10,000	10,000
Parking Permits	03650	1,902	2,000	2,000	2,000
Newsrack / Banner Permits	06290/06710	320	1,700	1,700	1,700
Total Other Permits		22,042	18,000	21,000	21,000
Total Licenses & Permits		1,908,668	2,022,000	1,857,000	2,008,000
Fines:					
Traffic Fines	03580	199,777	200,000	200,000	200,000
Court Fines	03600	18,868	30,000	18,000	20,000
Parking Fines	03630	531,375	550,000	480,000	500,000
Court Restitutions	06405	451			
Total Court and Traffic Fines		750,470	780,000	698,000	720,000
Use of Money & Property:					
Interest Income	03700	230,509	130,000	200,000	300,000
Golf Course Rental	03800	50,168	40,000	115,000	150,000
MetroPCS (3500 Ramona)	03870	37,073	37,971	37,971	
T-Mobile Rental (Fire Station 3)	03880	29,146	29,872	29,872	30,000
AT&T Rental (Fire Station 3)	03890	29,146	30,020	30,020	30,020
T-Mobile Rental (Sierra Vista)	03930	39,997	37,911	37,911	38,660
Nextel Rental (Ramona Blvd.)	03940	40,511	38,478	38,478	39,120
Acosta Grower (Delta & Fox Sites)	03960	12,307	12,328	12,328	12,328
Martinez Nursery (La Loma Site)	03961	2,958			
Specialty Restaurants	03970	145,948	150,000	152,000	150,000
Sublease Rent - SMSA (Pac Bell)	03980	10,185	10,465	10,465	10,465
Sublease Rent - Cox Communication	03990	7,350	7,713	7,160	7,563
Total Use of Money & Property		635,298	524,758	671,205	768,156
Charges for Services:					
Police Services:					
Witness Fees	03610	4,422	3,000	3,000	3,000
Prisoner Housing	03640	88,917	70,000	88,000	88,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual		Estimated	
		2012-2013	2013-2014	2013-2014	2014-2015
Vehicle Release	03670	63,559	66,000	60,000	66,000
DUI Recovery	03680	65,408	58,000	55,000	58,000
Fingerprint	06390/03710	13,357	11,000	11,000	15,000
Correction Notices	03720	3,604	4,000	4,000	4,000
Prisoner Booking Fees	03730/03760	820	400	400	400
Police Report	05990	2,546	3,000	3,000	3,000
Burglar Alarm	06400	33,511	40,000	24,000	35,000
Total Police Services		276,144	255,400	248,400	272,400
Fire Services:					
Fire Report Copy	06050	651	300	300	300
Fire Inspection	06320	91,071	95,000	93,000	95,000
Fire Plan Checks & Permits	06330/06340	122,380	99,750	99,750	99,750
Fire Response/Admin Citation	06350/06240	9,575	11,500	11,500	11,500
Business Fire Safety Inspection	06370	25,750	25,000	25,000	25,000
Ind Waste Permit/Inspection	06850	109,465	95,000	105,000	105,000
Ambulance Subscription	07950	96,967	101,000	98,000	98,000
Ambulance Transport	07960	1,058,007	980,000	1,000,000	1,000,000
Total Fire Services		1,513,867	1,407,550	1,432,550	1,434,550
Community Development:					
Plan Check	06100	356,445	500,000	500,000	700,000
Comm Prop Insp	06120	61,997	65,000	29,455	
Res Prop Insp	06150	89,244	80,000	22,656	
Home Occup Insp	06160	14,106	15,540	15,000	15,000
Zoning	06200	36,621	41,000	40,000	38,000
Admin Citation - Code Compliance	06220/06130	27,513	50,000	40,000	50,000
Design Review	06250	7,038	8,000	15,000	8,000
Special Inspection	06450	4,070	8,500	4,889	7,000
Total Community Development Fees		597,034	768,040	667,000	818,000
Public Works Fees:					
Comm. Franchise in lieu fee	01610	135,370	122,000	135,000	135,000
Street Excavation	02910	4,352	8,000	8,000	8,000
Sewer Permits	02920	108	200	200	200
Driveway/Sidewalk	02930	2,984	2,500	2,500	2,500
Housemoving Permits	03520	1,072	1,056		1,056
Sale of Maps/Plans	06000/06010	2,014	2,250	2,500	2,500
Address Change	06140	3,828	3,100	3,100	3,100
Admin Citation - Public Works	06230	100	100	100	100
Engr Inspection	06210/06300	44,185	20,000	50,000	55,000
Rest. Interceptor Inspection	06900	4,596			
Engr Plan Check	06700	47,164	40,000	48,000	48,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual	Estimated	Estimated	Estimated
		2012-2013	2013-2014	Actual 2013-2014	2014-2015
Soil Review	06910	10,194	14,000	10,000	10,000
Total Public Works Fees		255,967	213,206	259,400	265,456
Library Fees:					
Calif Library Serv	05300		100		
Library Fines	07410	17,132	19,000	19,000	19,000
Audio Visual	07420	4,328	5,000	5,000	5,000
Lost Books	07430	1,668	2,000	2,000	2,000
Misc Library Revenue	07460	23	100	100	100
Card Replacement	07480	1,695	2,000	2,000	2,000
Damaged Items	07490	444	600	400	600
Total Library Fees		25,289	28,800	28,500	28,700
Recreation / Community Services Fees:					
Rec. Facilities / Service Clubhouse	04020	71,447	62,000	67,000	67,000
Rec Registration	06090	20,245	20,000	20,000	20,000
Picnic Reservation	07050	17,086	21,000	10,000	20,000
Aquatics	07090	22,642	26,000	19,000	24,000
Child Care	07150	166,788	150,000	160,000	160,000
Barnes Pool Admission	07610	13,636	14,000	8,000	13,000
Elder Pool Admission	07620	1,469	5,000	3,500	4,000
Swim Lessons	07630	66,988	52,000	62,000	62,000
Barnes & Elder Pool Rental	07640	43,366	44,000	44,000	44,000
Adopt-A-Park	08020	845		1,000	1,000
Langley Activity	08025	24,443	12,000	24,500	24,500
Other Rec. Revenue	07900/08030	5			
Rec Registration	0159- 06090	37,610	35,000	35,000	35,000
Summer Programs	0159- 07010	59,767	65,000	52,000	60,000
Fall Programs	0159- 07020	61,275	72,000	60,000	62,000
Winter Programs	0159- 07030	61,132	61,000	61,000	61,000
Spring Programs	0159- 07040	42,327	55,000	50,000	55,000
Adult Leagues	0159- 07100	2,473	9,000	2,000	3,000
Total Recreation / Community Services Fees		713,544	703,000	679,000	715,500
Administrative Charges:					
From City Funds	06020	900,000	900,000	900,000	1,050,000
Total Administrative Charges		900,000	900,000	900,000	1,050,000
Other Services:					
City Clerk Research	06040	443	300	300	500
Returned Check Fee	08150	2,820	4,000	4,000	4,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual	Estimated	Estimated	Estimated
		2012-2013	2013-2014	Actual 2013-2014	2014-2015
Total Other Services		3,263	4,300	4,300	4,500
Total Charges for Services		4,285,108	4,280,296	4,219,150	4,589,106
Other Revenue:					
Surplus Property Sale	04000	6,021	8,000	8,000	8,000
Refunds/Rebates	08100	63,514	130,000	290,000	155,000
Misc Revenue	07530/09203/ 09210/07500	6,824	17,000	10,000	10,000
Utility Billing Round Up	08200	766	650	750	750
Street Maintenance - Water	08155	420,000	480,000	480,000	650,000
Total Other Revenue		497,124	635,650	788,750	823,750
<i>Total General Fund</i>		<i>35,658,185</i>	<i>32,245,204</i>	<i>32,673,512</i>	<i>33,709,512</i>

Special Revenue Funds

Retirement Fund - 0012

Property Taxes:

Current Secured	01010	4,177,492	4,500,000	4,400,000	4,600,000
Residual Property Tax Dist.	01015	749,776	900,000	450,000	500,000
Current Unsecured	01020	78,403	120,000	80,000	85,000
Homeowner Exemption	01030	56,674	59,000	59,000	59,000
Prior Year Secured	01110	101,177	70,000	80,000	80,000
Prior Year Unsecured	01120	(143)	1,000	500	500
Interest & Penalties	01200/03750	33,865	18,000	18,000	18,000
ROPS Pension Override (one time)	07530	980,000			
General Fund Supplement for Pension	01300	885,382	750,000	750,000	1,300,000
Residual Distributions from \$7.8 Million	01015				311,915

Total Retirement Fund

		7,062,626	6,418,000	5,837,500	6,954,415
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State Gas Tax Funds - 0022

Gas Tax:

Section 2103 (Prop 42 Replacement)	0022-	04530	565,522	770,000	876,347	679,774
Section 2105	0022-	04540	285,905	315,000	313,500	312,398
Section 2106	0022-	04500	203,283	217,000	248,000	247,918
Section 2107	0022-	04510	453,436	452,000	385,000	383,853
Section 2107.5	0022-	04520	7,500	7,500	7,500	7,500
Interest Income	0022-	03700	4,386	1,200	3,000	3,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual	Estimated	Estimated	Estimated
		2012-2013	2013-2014	Actual 2013-2014	Estimated 2014-2015
SB 821 Bikeway	0023- 05400	41,819	49,795	49,795	49,795
Total Gas Tax Fund		1,561,851	1,812,495	1,883,142	1,684,238
Park Facility Fund - 0070					
Park Facilities Fees	09000	91,164	100,000	100,000	300,000
Proposition A Fund - 0109					
Proposition A Local Return	05400	1,004,827	965,000	1,000,000	1,075,941
Proposition A Incentive Program	05430	119,015	95,000	107,000	107,223
Fares	07680	75,597	116,759	115,000	115,000
Interest Income	03700	6,299	4,500	6,500	6,800
Total Proposition A Fund		1,205,737	1,181,259	1,228,500	1,304,964
Measure R Fund - 0110					
Measure R	05400	624,359	645,000	645,000	669,357
Interest Income	03700	4,313	2,100	4,400	4,600
Total Measure R		628,671	647,100	649,400	673,957
Proposition C Fund - 0166					
Interest Income	05400	834,834	861,000	880,000	892,465
	03700	2,704	2,200	3,000	3,200
Total Proposition C		837,538	863,200	883,000	895,665
Asset Forfeiture Fund - 0160					
Asset Forfeiture-Justice	03690	43,991	80,000	30,000	45,000
Interest Income	03700	2,517	2,500	2,500	2,500
Asset Forfeiture-Treasury	03770	21,822	120,000	122,393	120,000
Asset Forfeiture-State	03780	6,946	5,000	113,500	51,000
Sales of Surplus Property	04000	7,883			
Total Asset Forfeiture Fund		83,158	207,500	268,393	218,500
Business Improvement Fund - 0077					
Business Improvement Fees	02110	57,721	59,700	58,584	58,584

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Estimated		Estimated	
		Actual 2012-2013	2013-2014	Actual 2013-2014	2014-2015
Interest Income	03700	864	360	860	900
Total Business Improvement		58,584	60,060	59,444	59,484
Air Quality Improvement Fund - 0165					
Air Quality Allocation	05400	73,770	74,000	74,000	75,000
Interest Income	03700	572	300	600	650
Air Quality Improvement Fund	04000	505			
Total Air Quality Improvement		74,847	74,300	74,600	75,650
Maint. District -1972 Act - 0176					
Special Assessment	01060	982,925	981,695	983,000	983,000
Library Tax Fund - 0131					
Library Tax	01060	497,160	502,000	502,000	502,000
Interest Income	03700	673	300	300	300
Total Library Tax Fund		497,833	502,300	502,300	502,300
Public Safety Augmentation Fund - 0182					
Sales Tax Public Safety Augmentation	01510	617,604	580,000	580,000	620,000
Public Safety Impact Fund - 0071					
Public Safety Impact Fee	03570/08100	392,676	110,000	262,000	450,000
Interest Income	03700	410			
Total Public Safety Impact Fee		393,086	110,000	262,000	450,000
CERCLA Liability Fund - 0203					
CERCLA Fees	06950	124,776	124,000	124,000	124,000
Interest Income	03700	2,754	2,100	2,100	2,100
Total CERCLA Liability		127,531	126,100	126,100	126,100
Housing Program Fund - 0880					
SERAF Payment	01017				68,671

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual 2012-2013	Estimated 2013-2014	Estimated	
				Actual 2013-2014	Estimated 2014-2015
Interest Income	03700	911			
Grant Revenues	05400	2,432			
Rental Income-325 E. Pomona	05451	10,869			
Rental Income-371 E. Pomona	05452	1,446			
Rental Income-321 E. Pomona	05454	2,080			
Rental Income-534 N. Chandler	05455	33,790			
Other Revenue	07530	338			
Refunds and Rebates	08100	2,868			
Total Housing Program Fund - 0880		54,733	0	0	68,671
Grants Fund					
Library Grants:					
Literacy and Civics Ed. Grant	0142-05400	47,817	85,279	85,279	85,529
Cal Literacy Grant	0163-05400	28,411	25,436	25,436	25,436
LACMTA	0356-05400	721			
Target Grant	0423-05400		2,000	2,000	
Literacy Trust Grant	0445-05400				20,650
Library Building Trust Grant	0411-05400				16,340
Total Library Grants		76,949	112,715	112,715	147,955
Recreation Grants:					
Park Discretionary (Maint.)	0178-05400	60,000	75,000	75,000	59,478
Pepsi Franchise Grant	0343-05400	125,000			
LA County Open Space Grant	0501-05400		480,000	480,000	
LA Astronomical Society Grant	0502-05400		125,000	125,000	
Total Parks & Rec Grants		185,000	680,000	680,000	59,478
Police Grants:					
STC Grant	0132-05400	6,050	6,050	6,050	6,050
POST Grant	0136-04500	40,055	35,000	35,000	35,000
Interest Income	0192-03700	384			
State - COPS	0192-05400	100,000	100,000	100,000	100,164
Justice Assistance Grant (JAG)	0217-05400	15,641			
Bullet Proof Vest Grant	0229-05400	244	3,000	3,000	
Homeland Security Grant - 2009	0254-05400	13,287			
Sr. Pedestrians & Bicycle Safety	0330-05400		90,000	90,000	
FED COPS Technology Grant	0400-05400	250,000			
Urban Area Security Initiative	0460-05400		69,050	69,050	
Total Police Grants		425,661	303,100	303,100	141,214

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual 2012-2013	Estimated 2013-2014	Estimated	
				Actual 2013-2014	Estimated 2014-2015
Engineering/Parks Grants:					
Prop 1B Street Improvement Fund	0028- 03700/05400	520			
Used Oil Recycling Grant	0184- 03700/05400	17,448	17,540	17,540	17,540
Beverage Container Recycling	0214- 05400		16,162	16,162	16,114
Used Oil Competitive Grant (13/14)	0264- 05400		360,750	360,750	
DOE EEC Block Grant	0420- 05400	36,786			
SGVCOG Energy Audit Grant	0446- 05400	25,705			
Tree Planting County Grant	0448- 05400		86,554	86,554	
Total Engineering Grants		80,458	481,006	481,006	33,654
Transportation Grants:					
Surface Transportation Program (STP-L)	0175- 05400				737,000
Air Quality Investment Program	0233- 05400/07680	4,024			
Safetea-Lu	0342- 05400	348,408			
MTA Grant (ELAC)	0346- 05400	61,275			
MTA - TEA21	0347- 05400	155,999			
MTA Call (Signage)	0353- 05400	51,000			
MTA CNG Bus Replacement Grant	0354- 05400	780,000			
MTA S. Garfield Transit Village Plan	0447- 05400		250,000	250,000	
Total Transportation Grants		1,400,706	250,000	250,000	737,000
Fire Grants:					
State FEMA (2005)	0154- 05400	2,037			
Urban Area Security Initiative-2008	0256- 05400	4,704			
Homeland Security 2011 SHSGP	0255- 05400	13,000			
Urban Area Security Initiative-2009	0257- 05400	11,492			
Urban Area Security Initiative-2010	0258- 05400	65,331			
Urban Area Security Initiative-2011	0259- 05400	12,686			
Urban Area Security Initiative-2012	0460- 05400	1,900			
Urban Area Security Initiative-2013	0461- 05400		24,148	24,148	
ELAC Instructional Serv Program	0349- 05400	67,780			40,000
Assistance to Firefighters - 2010	0431- 05400	56,563			
Dual Band Radio County Grant	0433- 05400	180,000			
Emergency Operations Center	0435- 05400	375,000			
Ground Emergency Medical Transport	0465- 05400		200,000	200,000	
Total Fire Grants		790,492	224,148	224,148	40,000
Community Development Grants:					
Sustainable Communities Planning	0440- 05400	132,399			
Total Community Development Grants		132,399	0	0	0

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual 2012-2013	Estimated 2013-2014	Estimated		
				Actual 2013-2014	Estimated 2014-2015	
HUD Grants:						
CDBG	0169- 05400	676,369	696,984	696,984	599,398	
CDBG - R	0395- 05400	15,925				
HOME Fund	0152- 05400/ 03700/05451/52/53/54/55	873,013	273,486	273,486	249,322	
EDI Grant/Interest Income	0211- 03700	1,971	1,300	2,000	2,000	
Total HUD Grants		1,567,279	971,770	972,470	850,720	
Other Special Grants (Trust Funds):						
Maintenance Grant (0075)	0344- 05400	103,634	82,000	82,000	82,000	
Gen Plan Review Trust	0352- 05400		10,600	64,211	37,741	
Passport Trust Grant (0075)	0415- 05400	21,305	21,305	21,305		
Records Management Fee Trust (0075)	0442- 05400	25,874	37,556	26,556	61,755	
Video Serv Franchise Trust (0075)	0351- 05400				24,573	
Total Other Special Grants		150,813	151,461	194,072	206,069	
Total Grant Funds		4,809,758	3,174,200	3,217,511	2,216,090	
Total Special Revenue Funds		19,087,647	16,838,209	16,654,890	17,133,034	
<u>Enterprise Funds</u>						
Sewer Fund - 0042						
Sewer Reconstruction Fee	01000	108				
Sewer Revenue	05200	273,447	273,000	273,500	274,000	
Total Sewer Fund		273,555	273,000	273,500	274,000	
Refuse Fund - 0043						
Refuse Charges	05300/05350	5,498,820	5,750,000	5,500,000	5,700,000	
Waste Mgmt Surcharge	05360	334,022	311,000	330,000	380,000	
Total Refuse Fund		5,832,841	6,061,000	5,830,000	6,080,000	

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual 2012-2013	Estimated 2013-2014	Estimated	
				Actual 2013-2014	Estimated 2014-2015
Water Fund					
Water Operation Fund:					
Sales of Surplus Property	0092- 04000	4,043			
Water Sales	0092- 07510	7,625,675	7,485,000	7,625,000	7,825,000
Connection Fee	0092- 07550	41,834	120,000	120,000	100,000
Meter Installation	0092- 07520	91,894	150,000	180,000	200,000
Other Revenue	0092- 07540	(20)	50	50	
Water Rights/Incentives	0092- 07530	2,868,291		38,690	30,000
Total Water Operation Fund		10,631,716	7,755,050	7,963,740	8,155,000
Water Treatment Fund:					
Water Treatment Surcharge	0093- 07590	2,704,265	2,750,000	2,750,000	2,950,000
WQA EPA Settlement	0093- 07575	3,230,138	1,500,000	1,677,239	650,000
Other - Insurance Reimb.	0093- 07530	12,708	30,000	1,100	30,000
Total Water Treatment Fund		5,947,112	4,280,000	4,428,339	3,630,000
Total Enterprise Funds		22,685,224	18,369,050	18,495,579	18,139,000
<u>Internal Services Funds</u>					
Auto Shop Fund - 0060					
Refunds & Rebates	08100/04000	20,513			
Vehicle Charges	08700	1,704,480	1,704,478	1,704,478	1,750,170
Total Shop Fund		1,724,993	1,704,478	1,704,478	1,750,170
Separation Benefits Fund - 0061					
Separation Charges	07900	1,239,697	1,269,697	1,269,697	1,269,697
General Liability Fund - 0062					
Insurance Charges	06020	790,000	875,000	875,000	1,130,000
Refunds & Rebates (Transfer)	08100	113,550	300,000	300,000	500,000
		903,550	1,175,000	1,175,000	1,630,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Acct	Actual 2012-2013	Estimated 2013-2014	Estimated Actual 2013-2014	Estimated 2014-2015
Technology Fund - 0063					
Technology Charges	06020	132,040	138,642	138,642	151,658
OPEB Internal Service Fund - 0064					
OPEB set-aside	06020	500,000	500,000	500,000	850,000
Workers' Compensation Fund - 0080					
Insurance Charges	07900	1,267,446	1,397,000	1,397,000	1,463,721
Total Internal Services Funds		5,767,725	6,184,817	6,184,817	7,115,246
<u>Successor Agency (SA) Funds</u>					
Atlantic/Garvey	0860-	2,562,717	1,841,191	1,830,123	1,771,332
Merged	0870-	1,468,291	901,291	889,741	947,232
Total Successor Agency (SA) Fund		4,031,009	2,742,482	2,719,864	2,718,564
Total City and SA - All Funds		87,229,790	76,379,762	76,728,662	78,815,356

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

GOVERNMENTAL FUND TYPES

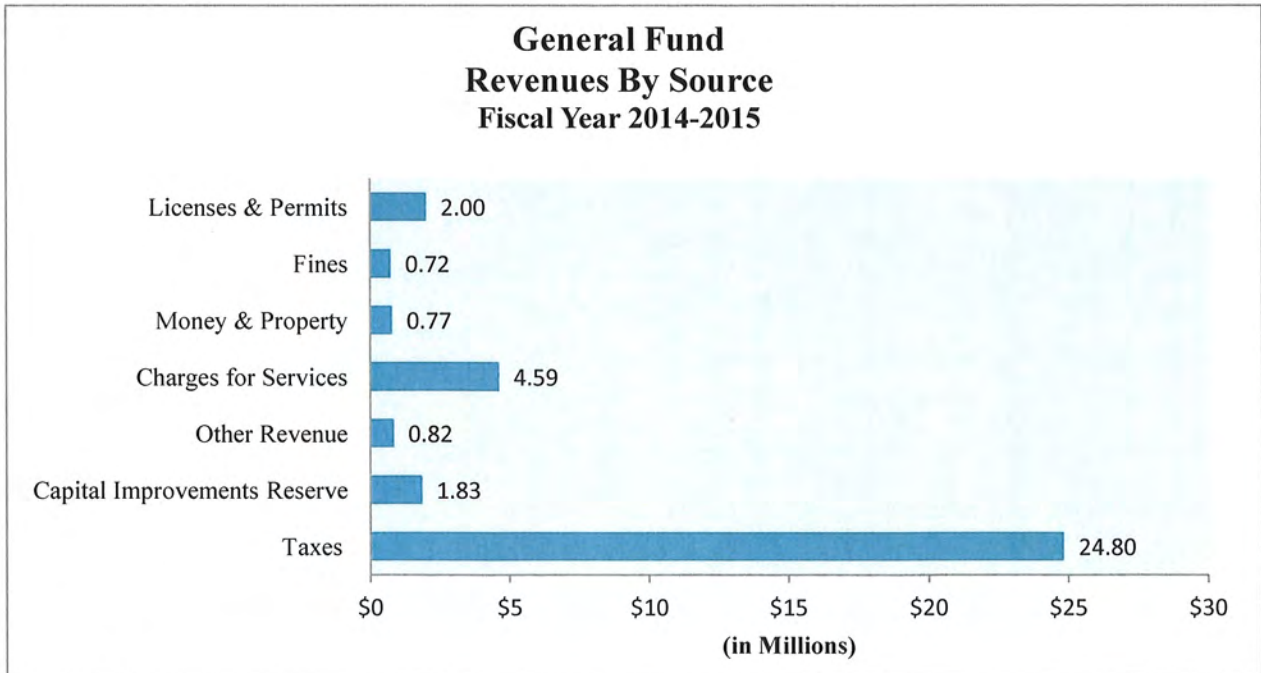
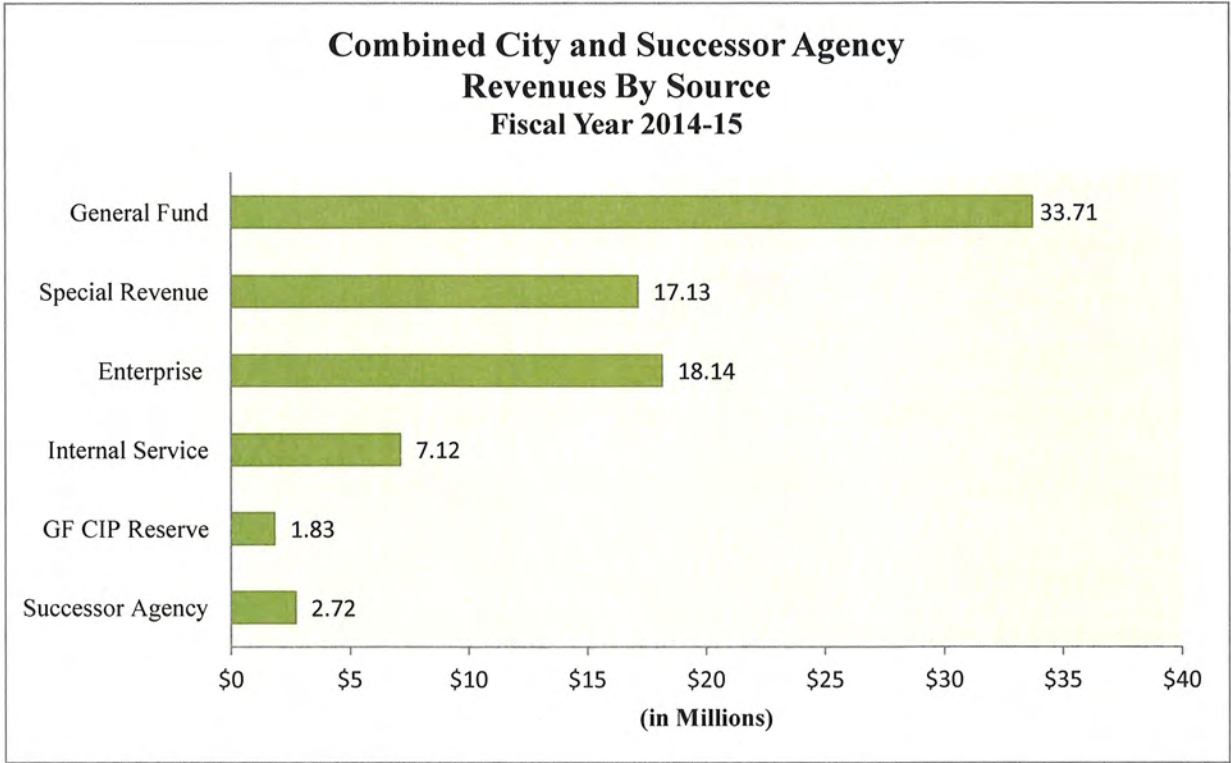
Fiscal Year Ending	SPECIAL REVENUE							ENTERPRISE		
	General Fund	Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Other ⁽²⁾ Funds	Water Utility	Refuse ⁽³⁾ Fund	Sewer ⁽³⁾ Funds
2004	26,280,411	3,232,316	4,328,039	932,002	1,764,606	1,297,822	6,943,551	11,729,336		
2005	29,137,558	3,313,202	8,096,498	1,000,204	1,878,564	1,206,271	6,875,863	11,286,024		
2006	29,630,803	3,588,839	5,236,375	1,049,143	2,147,907	1,198,503	7,576,802	9,553,289		
2007	31,785,552	3,754,210	6,392,842	940,103	2,168,749	1,199,952	9,847,555	11,610,346		
2008	34,673,497	4,008,746	4,214,919	922,091	2,210,243	1,164,578	9,550,088	11,914,442		
2009	31,934,697	4,089,370	4,169,354	960,905	1,955,824	1,061,589	9,670,913	11,410,895		
2010	29,286,109	4,095,945	6,363,421	1,002,399	1,706,145	1,046,559	8,759,499	11,503,110		
2011	29,653,645	4,175,477	4,272,061	970,020	1,780,763	1,607,963	2,435,101	15,011,698	5,980,597	271,984
2012	31,724,025	4,834,951	3,190,253	977,552	1,899,157	1,677,938	2,234,820	15,151,146	6,001,640	273,496
2013	35,658,185	7,062,626	4,809,758	982,925	2,043,275	1,561,851	2,572,478	16,578,828	5,832,841	273,555
2014 ⁽¹⁾	32,673,512	5,837,500	3,217,511	983,000	2,111,500	1,883,142	2,622,237	12,392,079	5,830,000	273,500
2015 ⁽¹⁾	33,709,512	6,954,415	2,216,090	983,000	2,200,629	1,684,238	3,025,991	11,785,000	6,080,000	274,000

Notes:

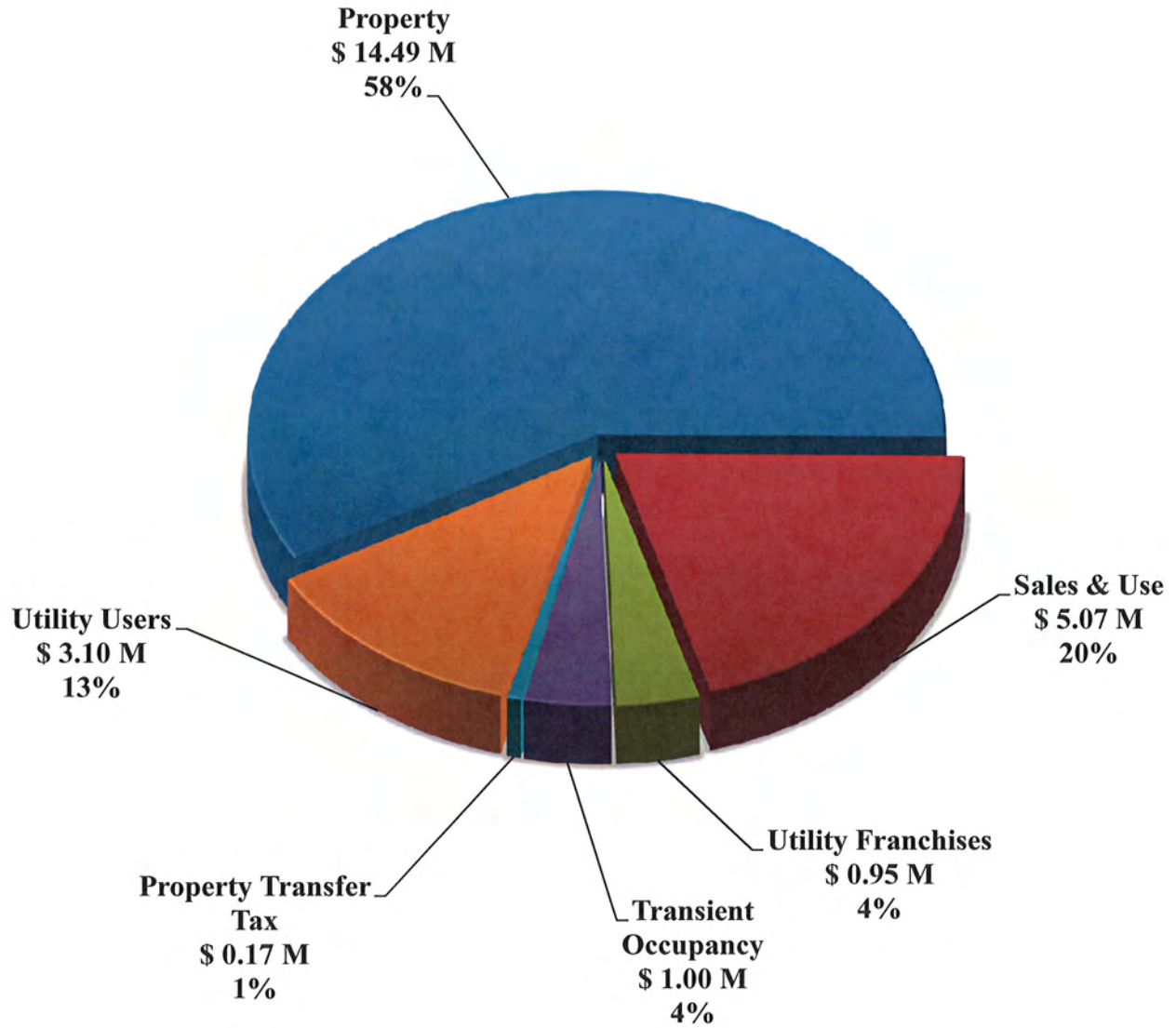
- (1) Amounts for FYE 2014 display estimated actual and 2015 estimated revenues.
- (2) Other Funds category includes Park Facilities, Business Improvement, Asset Forfeiture, Air Quality Improvement Funds, Public Safety Impact, Public Safety Augmentation, Measure R, Library Tax, Environmental Liability, Refuse (from FYE 2002 to 2010), and Sewer (from FYE 2002 to 2010).
- (3) Starting 2010-11, Sewer & Refuse Funds were reclassified as Enterprise Fund.
- (4) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (5) Starting 2011-12, City establishes Other Post-Employment Benefits (OPEB) Fund.

PROPRIETARY FUND TYPES

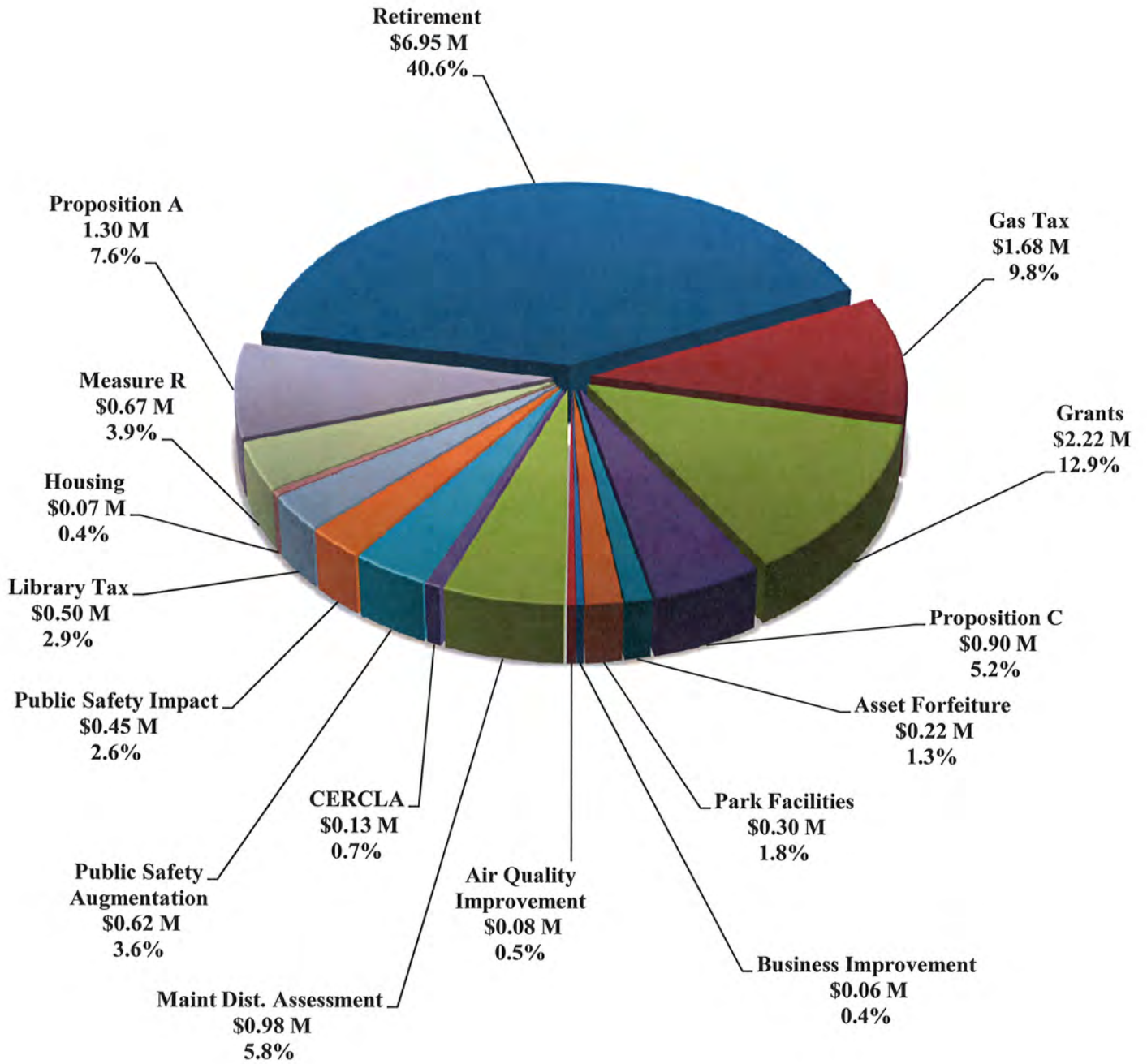
INTERNAL SERVICE					(4) REDEVELOPMENT AGENCY	(4) SUCCESSOR AGENCY	ALL FUNDS	
Auto Shop	Separation Benefits	General Liability	Technology / Comm.	Workers' Compensation	OPEB ⁽⁵⁾	CRA	SA	GRAND TOTAL
1,562,127	693,383	948,206	78,981	1,856,866		6,674,030		68,321,676
1,602,184	833,071	750,000	82,581	1,043,287		7,087,634		74,192,941
1,602,744	874,730	760,000	87,803	1,440,281		8,601,149		73,348,368
1,669,559	1,054,759	750,000	104,798	1,151,560		9,643,573		82,073,558
1,696,452	1,258,959	935,079	125,588	1,388,474		11,165,756		85,228,912
1,849,165	1,512,159	790,000	122,098	1,249,231		10,932,020		81,708,220
1,895,141	1,658,598	1,151,171	141,727	1,327,106		10,811,342		80,748,272
1,913,746	1,392,691	790,000	141,727	1,062,093		10,856,346		82,315,912
1,735,280	1,530,142	792,000	141,746	1,167,545	500,000		41,566	73,873,255
1,724,993	1,239,697	903,550	132,040	1,267,446	500,000		4,085,742	87,229,790
1,704,478	1,269,697	1,175,000	138,642	1,397,000	500,000		2,719,864	76,728,662
1,750,170	1,269,697	1,630,000	151,658	1,463,721	850,000		2,787,235	78,815,356



**General Fund
Tax Revenues By Category
Fiscal Year 2014-2015**



Special Revenue Funds Revenues By Source Fiscal Year 2014-2015



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Five Year Summary of Expenditures

Fund Description	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimated Actual 2013-14	Budgeted 2014-15
MAJOR FUNDS					
<i>General Fund</i>	30,285,009	29,341,132	30,804,467	37,034,649	35,529,587
<i>Retirement</i>	6,727,694	7,078,767	6,372,247	6,727,535	7,221,882
<i>Grant Funds</i>					
Library	99,436	172,371	86,680	79,803	148,495
HUD	1,432,849	1,474,514	1,565,308	1,514,713	921,794
Parks & Recreation	163,825	203,511	159,597	225,281	59,478
Police / Fire	337,738	553,420	1,227,582	230,560	183,714
Engineering / Transportation	1,400,954	1,469,792	2,467,058	573,897	1,198,971
Other Special Grant	190,542	261,009	417,115	912,410	206,069
NONMAJOR FUNDS					
<i>Special Revenue Funds</i>					
Gas Taxes	1,061,298	1,352,919	1,303,312	1,571,578	1,627,841
Library Tax	467,563	457,198	520,108	598,000	554,000
Proposition A	975,021	855,920	1,398,922	1,019,147	932,701
Proposition C	804,168	896,717	978,791	1,074,012	850,870
Measure R	22,744	467,975	384,003	670,571	469,290
Asset Forfeiture	469,565	321,935	441,604	379,576	356,394
Business Improv. District #1	63,330	20,495	121,159	125,492	140,246
Air Quality	84,748	53,342	85,428	28,500	28,500
Maint. District 1972 Act	992,589	932,240	968,344	1,016,169	1,075,485
Public Safety Impact	155,653	145,104	286,175	214,203	214,295
Public Safety Augmentation	527,246	566,044	617,604	580,000	620,000
Park Facilities	41,134	34,598		28,565	130,011
CERCLA Liability	120,000	120,000	119,999	120,000	250,000
Housing Funds			5,581,777	178,000	178,000
Total Governmental Funds	46,423,107	46,779,004	55,907,281	54,902,661	52,897,623
PROPRIETARY FUNDS					
<i>Enterprise Fund</i>					
Water Utility	10,811,231	11,479,933	10,764,656	14,301,143	14,671,846
Refuse	5,814,961	6,139,272	6,254,599	6,679,689	6,880,036
Sewer	310,115	331,682	238,551	347,241	428,441
<i>Internal Service Funds</i>					
Auto Shop	1,922,909	1,708,316	1,671,365	2,135,492	1,628,124
Separation Benefits	996,180	987,632	789,966	1,245,000	1,420,000
Workers' Compensation	1,012,434	1,257,132	1,255,114	1,363,787	1,478,549
General Liability	815,123	1,497,508	1,370,978	1,094,979	1,785,222
Technology/Data Processing	107,356	146,666	135,620	199,174	75,000
Other Post-Employment Benefits ⁽⁴⁾					
Total Proprietary Funds	21,790,309	23,548,141	22,480,849	27,366,505	28,367,218

Five Year Summary of Expenditures

Fund Description	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimated Actual 2013-14	Budgeted 2014-15
<i>Successor Agency (SA) ⁽²⁾</i>					
<i>Debt Service Funds</i>					
Atlantic/Garvey		407,831			
Merged Project		228,426			
<i>Capital Projects Funds</i>					
Atlantic/Garvey		1,749,206	2,756,520	1,844,234	1,794,470
Merged Project		11,065,054	10,163,123	987,531	963,878
Housing Funds		3,252,690			
Total Successor Agency	<u>0</u>	<u>16,703,207</u>	<u>12,919,643</u>	<u>2,831,765</u>	<u>2,758,348</u>
<i>Community Redevelopment Agency (CRA) ⁽¹⁾</i>					
<i>Debt Service Funds ⁽¹⁾</i>					
Atlantic/Garvey	2,559,073	1,987,411			
Merged Project	1,450,750	507,772			
<i>Capital Projects Funds</i>					
Atlantic/Garvey	912,395	24,670,679			
Merged Project	960,983	36,986,608			
Housing Funds	1,121,057	452,804			
Total Community Redevelopment Agency	<u>7,004,258</u>	<u>64,605,276</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CITY, SA, & CRA	<u>75,217,674</u>	<u>151,635,628</u>	<u>91,307,772</u>	<u>85,100,931</u>	<u>84,023,189</u>

Notes:

- (1) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (2) Pending an establishment of an OPEB Trust account with the third party.

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
CITY COUNCIL	72,090	89,250	76,899	53,742	64,800	64,800
COMMUNITY PROMOTION				37,980	43,049	50,000
BUSINESS IMPROVEMENT DISTRICT				142,569	125,492	140,246
CITY MANAGER ⁽¹⁾						
City Manager	248,249	314,216	323,500	60,750	63,989	63,989
Economic Rehabilitation						
Total City Manager	<u>248,249</u>	<u>314,216</u>	<u>323,500</u>	<u>60,750</u>	<u>63,989</u>	<u>63,989</u>
HUMAN RESOURCES AND RISK MANAGEMENT						
Human Resources Admin.	213,423	299,332	303,326	108,277	212,852	219,971
Risk Management	<u>163,808</u>	<u>163,877</u>	<u>192,877</u>	<u>82,921</u>	<u>96,275</u>	<u>95,311</u>
Total Human Resources /Risk Management	<u>377,231</u>	<u>463,209</u>	<u>496,203</u>	<u>191,198</u>	<u>309,127</u>	<u>315,282</u>
GEN. LIABILITY PROGRAM				1,473,693	1,275,000	2,060,911
POST-EMPLOYMENT ADMIN.	3,277,300	3,721,100	4,069,000	2,303,789	2,500,915	3,225,227
WORKERS' COMPENSATION				1,231,636	1,341,700	1,454,616
CITY CLERK	240,627	247,857	266,176	197,021	180,120	195,669

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
			125,831	154,050	141,699
			37,980	43,049	50,000
			142,569	125,492	140,246
			308,999	378,205	387,489
			0	0	0
0	0	0	308,999	378,205	387,489
			321,701	512,184	523,297
			246,729	260,152	288,188
0	0	0	568,429	772,336	811,485
			1,473,693	1,275,000	2,060,911
			5,581,090	6,222,015	7,294,227
			1,231,636	1,341,700	1,454,616
			437,648	427,977	461,845

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
MANAGEMENT SERVICES						
Finance	500,454	732,306	754,810	116,617	161,180	173,400
Data Processing Management				267,814	214,991	234,991
Revenue Collection	287,917	351,818	385,544	22,738	29,500	31,850
Central Support Services	141,995	189,674	205,279	17,935	17,826	17,826
Communication/Duplication	73,829	108,040	112,997	179,826	259,046	219,796
Total Management Services	1,004,196	1,381,838	1,458,630	604,929	682,543	677,863
CITY TREASURER	17,371	19,662	16,974	580	630	2,080
CITY ATTORNEY				599,447	490,000	517,500
COMMUNITY AND ECONOMIC DEVELOPMENT ^{(1) (3)}						
Planning	196,747	234,659	262,594	63,291	271,370	242,587
Code Enforcement	360,545	410,982	441,560	46,085	48,970	49,370
Building	441,442	539,085	614,446	153,742	30,549	33,923
Economic Development		72,693	136,925		250,000	249,000
CDBG Administration	3,922	9,586	9,718	673,203	629,250	621,650
Home Housing Program	3,922	9,586	9,718	125,309	263,900	264,147
Affordable Housing Program					178,000	178,000
Total Community Development	1,006,578	1,276,591	1,474,961	1,061,628	1,672,039	1,638,677
POLICE						
Administration	1,042,932	1,220,354	1,247,150	79,230	106,793	111,592
Traffic	1,053,351	1,131,771	1,082,213	98,224	110,145	113,464
Field Services	6,002,939	6,357,983	6,448,113	361,725	402,037	399,451
Investigations	2,009,702	2,169,902	2,255,082	260,238	247,602	253,018
Animal Control	69,934	73,354	79,874	101,233	206,045	169,129
Communications	930,437	846,684	935,508	218,835	250,235	255,182
Jail	582,870	601,634	636,898	48,889	83,350	83,463
Records	634,886	700,376	748,186	97,890	126,427	129,974
Computer Services				579,177	653,870	672,820
Community Relations	460,030	298,013	304,031	51,519	56,700	57,958
Total Police	12,787,082	13,400,071	13,737,055	1,896,960	2,243,204	2,246,051
FIRE						
Administration	434,858	445,730	285,291	236,016	165,745	167,815
Fire Prevention	298,404	326,252	414,344	58,084	64,200	64,541
Emergency Operations	8,843,652	8,765,688	6,126,970	683,095	718,982	758,795
Emergency Medical Services			2,392,062	239,955	272,041	277,855
Emergency Preparedness			434,808		69,150	83,950
Total Fire	9,576,914	9,537,670	9,653,475	1,217,151	1,290,118	1,352,956

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
			617,071	893,486	928,210
			267,814	214,991	234,991
			310,655	381,318	417,394
			159,930	207,500	223,105
			253,655	367,086	332,793
0	0	0	1,609,125	2,064,381	2,136,493
			17,951	20,292	19,054
			599,447	490,000	517,500
			260,038	506,029	505,181
			406,630	459,952	490,930
			595,184	569,634	648,369
				322,693	385,925
			677,124	638,836	631,368
			129,230	273,486	273,865
			0	178,000	178,000
0	0	0	2,068,206	2,948,630	3,113,638
1,900			1,124,062	1,327,147	1,358,742
			1,151,575	1,241,916	1,195,677
			6,364,665	6,760,020	6,847,564
			2,269,940	2,417,504	2,508,100
			171,167	279,399	249,003
			1,149,273	1,096,919	1,190,690
			631,759	684,984	720,361
			732,776	826,803	878,160
			579,177	653,870	672,820
			511,549	354,713	361,989
1,900	0	0	14,685,943	15,643,275	15,983,106
22,236	9,238		693,110	620,713	453,106
			356,488	390,452	478,885
			9,526,747	9,484,670	6,885,765
			239,955	272,041	2,669,917
			0	69,150	518,758
22,236	9,238	0	10,816,300	10,837,026	11,006,431

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
PUBLIC WORKS ⁽¹⁾						
Community Transportation	48,582	49,681	51,985	1,160,247	1,182,610	1,082,055
Street Maintenance	651,908	803,818	723,893	324,990	461,844	370,220
Storm Drain Maintenance	53,327	85,655	81,339	74,824	105,800	107,000
Sanitary Sewer Maintenance	54,903	98,441	280,441	171,083	85,600	92,000
Street Cleaning	7,788	8,284	9,104	327,940	346,718	341,690
Traffic Control	246,679	258,871	219,658	288,279	296,412	315,457
Street Lighting	45,763	53,029	73,162	539,202	604,933	574,700
Refuse Collection	112,899	102,466	119,813	5,174,543	5,333,998	5,389,954
Administration	88,596	93,837	95,811	21,309	23,850	23,850
Building Maintenance	239,471	286,063	303,156	374,637	273,754	327,030
Motor Pool Shop	315,170	380,396	416,633	1,217,246	1,085,497	1,039,763
Engineering	688,151	754,948	837,191	133,508	90,161	103,734
Water Administration	413,574	295,540	308,982	1,001,274	1,003,915	1,104,325
Water Commercial	392,218	415,445	452,014	172,722	155,121	160,221
Water Production	259,923	281,779	308,782	1,368,253	1,106,131	1,125,095
Water Distribution	729,533	754,934	837,358	1,450,106	584,906	589,167
Well 5 Treatment Plant	139,975	116,656	132,144	237,789	538,979	505,897
Well 12 Treatment Plant	108,754	119,012	133,346	475,135	642,046	646,981
Delta Perchlorate Plant	48,963	64,382	68,492	47,770	292,564	165,916
Well 1,3,10 VOC Plant	76,674	87,098	94,438	361,660	511,362	514,065
Well 12 Dual Barrier	62,821	67,414	77,059	120,521	248,315	247,665
Well 15	63,979	75,160	84,083	87,060	87,751	90,129
Well 5 Perchlorate	38,875	47,366	51,400	6,996	31,197	30,197
Water Interconnection/Purchase				138,568		100,000
Water Capital Projects						
Parkway Maintenance	311,782	321,343	358,201	283,714	295,383	309,292
Parks	607,481	690,188	683,444	245,883	259,051	299,542
Total Public Works	5,807,788	6,311,806	6,801,929	15,805,256	15,647,898	15,655,945
STREET CONSTRUCTION						
COMMUNITY CAPITAL IMPROVEMENTS						
LIBRARY						
Administration	248,277	259,019	280,913	554,733	546,482	555,960
Reference and Adult Services	275,110	302,192	335,164	49,758	41,117	26,936
Technical Services	326,931	348,116	383,484	53,149	86,673	86,402
Circulation	337,648	363,297	394,386	2,207	6,150	8,050
Literacy	82,746	181,915	205,238	24,322	16,680	32,898
Children's Services	223,482	252,059	282,069	32,815	23,859	15,230
Total Library	1,494,195	1,706,598	1,881,254	716,983	720,961	725,476

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
			1,208,829	1,232,291	1,134,040
			976,898	1,265,662	1,094,113
			128,151	191,455	188,339
			225,986	184,041	372,441
			335,728	355,002	350,794
			534,958	555,283	535,115
			584,965	657,962	647,862
			5,287,441	5,436,464	5,509,767
			109,905	117,687	119,661
			614,108	559,817	630,186
147,437	652,900	381,128	1,679,853	2,118,793	1,837,524
			821,659	845,109	940,925
			1,414,848	1,299,455	1,413,307
			564,941	570,566	612,235
		20,000	1,628,176	1,387,910	1,453,877
			2,179,639	1,339,840	1,426,525
			377,764	655,635	638,041
			583,889	761,058	780,327
			96,733	356,946	234,408
			438,334	598,460	608,503
			183,342	315,729	324,724
			151,038	162,911	174,212
			45,872	78,563	81,597
			138,568	0	100,000
422,199	3,338,611	3,137,600	422,199	3,338,611	3,137,600
			595,496	616,726	667,493
			853,364	949,239	982,986
569,636	3,991,511	3,538,728	22,182,680	25,951,215	25,996,602
2,139,587	1,160,616	1,587,000	2,139,587	1,160,616	1,587,000
4,035,098	7,246,370	2,538,126	4,035,098	7,246,370	2,538,126
			803,010	805,501	836,873
			324,868	343,309	362,100
			380,080	434,789	469,886
			339,855	369,447	402,436
			107,068	198,595	238,136
			256,297	275,918	297,299
0	0	0	2,211,178	2,427,559	2,606,730

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
RECREATION / COMMUNITY SERVICES ⁽¹⁾						
Facilities Supervision	455,477	474,632	503,030	172,950	209,648	209,648
Aquatics	381,801	326,954	362,178	159,079	184,722	184,722
Langley Center	148,799	206,721	279,678	106,047	120,645	120,645
Youth Activities	157,568	165,659	175,015	8,934	9,325	9,425
Recreational Activities	76,816	97,198	69,535	212,948	198,564	198,564
Community Participation	12,600	12,958	13,656	7,272	12,750	106,250
Media Productions	91,693	95,889	104,369	73,051	76,251	76,251
Dial-A-Ride	332,453	397,362	392,777	139,545	156,700	157,900
Total Recreation / Community Services	1,657,207	1,777,373	1,900,238	879,825	968,605	1,063,405
TOTAL CITY EXPENDITURES	37,566,827	40,247,241	42,156,294	28,475,140	29,620,190	31,450,693
SUCCESSOR AGENCY (SA) ⁽²⁾						
SA For the Former RDA Housing SA	281,745	161,205	158,315	907,513 5,581,777	2,664,560	2,594,033
TOTAL SUCCESSOR AGENCY EXPENDITURES	281,745	161,205	158,315	6,489,289	2,664,560	2,594,033
COMMUNITY REDEVELOPMENT AGENCY ⁽²⁾						
Capital Projects Atlantic/Garvey Merged Project Area Housing Set-Aside						
Debt Service Atlantic/Garvey Merged						
TOTAL COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES	0	0	0	0	0	0
TOTAL CITY, SUCCESSOR AGENCY, AND REDEVELOPMENT AGENCY EXPENDITURES	37,848,571	40,408,446	42,314,609	34,964,429	32,284,750	34,044,726

Note:

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

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
			628,427	684,280	712,678
			540,880	511,676	546,900
			254,846	327,366	400,323
			166,501	174,984	184,440
			289,764	295,762	268,099
			19,872	25,708	119,906
			164,743	172,140	180,620
			471,998	554,062	550,677
<u>0</u>	<u>0</u>	<u>0</u>	<u>2,537,032</u>	<u>2,745,978</u>	<u>2,963,643</u>
<u>6,768,456</u>	<u>12,407,735</u>	<u>7,663,854</u>	<u>72,810,423</u>	<u>82,275,166</u>	<u>81,270,841</u>
11,726,325			12,915,582	2,825,765	2,752,348
			5,581,777	0	0
<u>11,726,325</u>	<u>0</u>	<u>0</u>	<u>18,497,359</u>	<u>2,825,765</u>	<u>2,752,348</u>
			0	0	0
			0	0	0
			0	0	0
			0	0	0
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>18,494,781</u>	<u>12,407,735</u>	<u>7,663,854</u>	<u>91,307,781</u>	<u>85,100,931</u>	<u>84,023,189</u>

CITY OF MONTEREY PARK

Twelve-Year Summary of Expenditures by Function

Fiscal Year Ending	General Administration	Police	Fire	Community & Economic Development	Public Works	Recreation / Community Services
2004	4,899,947	11,707,761	7,480,958	2,334,819	17,360,782	3,970,265
2005	4,808,969	12,514,713	7,869,085	2,822,119	17,672,574	3,972,338
2006	5,044,596	13,286,623	8,470,584	2,810,345	18,123,404	4,219,624
2007	5,262,280	14,090,410	9,047,652	3,556,720	21,446,317	4,352,714
2008	5,545,039	15,167,719	9,884,758	2,580,649	19,625,401	4,671,412
2009	5,687,886	15,879,926	10,309,177	3,595,706	21,942,878	2,984,285
2010	5,475,856	16,176,164	10,612,787	3,587,479	21,653,235	2,689,895
2011	4,144,638	15,246,304	10,775,993	2,674,438	23,188,151	2,607,254
2012	3,578,562	14,933,182	11,000,283	2,591,199	23,036,507	2,603,007
2013	3,705,410	14,685,943	10,816,300	2,210,775	23,414,317	2,537,022
2014	4,350,290	15,643,275	10,837,026	3,074,122	25,951,215	2,745,978
2015	4,525,565	15,983,106	11,006,431	3,253,884	25,996,602	2,963,643

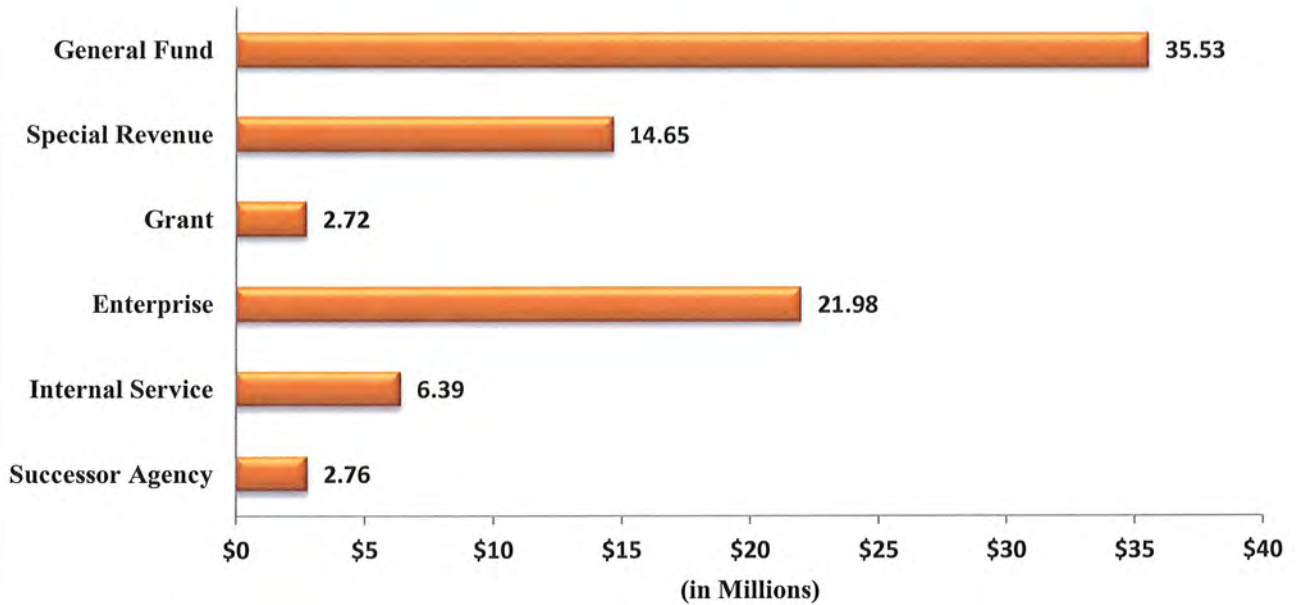
Notes:

- (1) In 2011-12, The City reorganized certain functions to improve coordination and effectiveness of City services.
- (2) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (3) In May 2013, City Council authorized merging of the Community Development Department with the Economic Development Department into Community and Economic Department.
- (4) Amounts for 2014 display estimated actual and 2015 estimated expenditures.

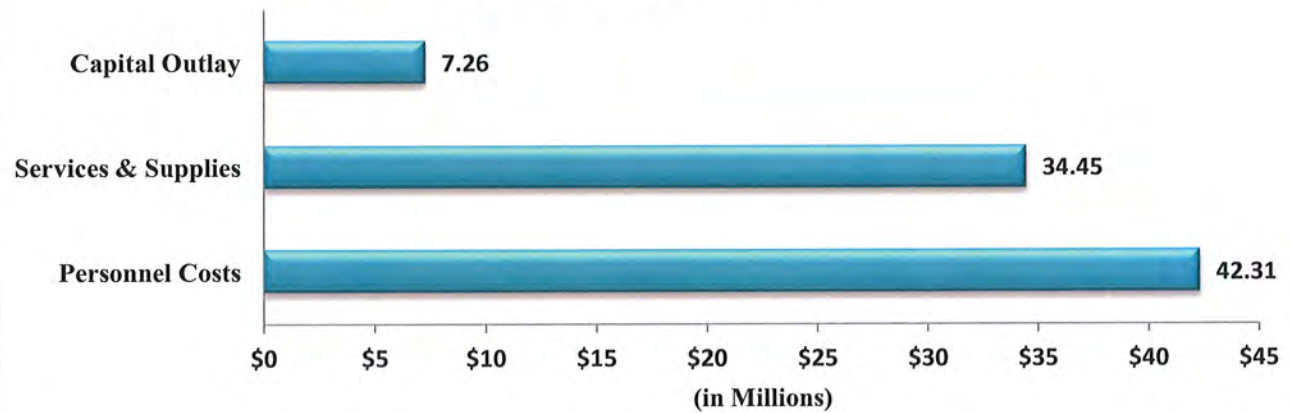
FISCAL YEAR 2014-2015 BUDGET

Library	Capital Improvement Projects	Non-Department/ Internal Service	Debt Service	Capital Projects	Successor Agency	GRAND TOTAL
1,627,567	2,489,942	21,717,989	3,476,758	1,946,877		79,013,665
1,426,590	8,672,764	4,569,731	5,360,250	2,083,179		71,772,312
1,913,100	8,441,660	4,737,136	5,585,046	2,234,988		74,867,107
2,088,869	6,876,645	5,699,888	5,649,290	2,453,488		80,524,272
2,289,734	2,348,813	5,554,749	6,063,129	2,028,965		75,760,367
2,406,037	1,971,305	5,864,605	3,783,710	1,937,229		76,362,745
2,329,056	5,482,404	8,041,104	6,672,510	2,257,673		84,978,163
2,217,990	1,838,450	6,763,115	3,999,823	1,761,517		75,217,674
2,225,639	3,202,657	7,928,015	2,495,184	61,344,185	16,697,207	151,635,628
2,211,178	6,174,685	7,054,783			18,497,359	91,307,772
2,427,559	8,406,986	8,838,715			2,825,765	85,100,931
2,606,730	4,125,126	10,809,754			2,752,348	84,023,189

Combined City and Successor Agency Expenditures by Fund Fiscal Year 2014-2015



Combined City and Successor Agency Expenditures By Function Fiscal Year 2014-2015



Citywide Personnel Summary - 2014-2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MONTEREY PARK CITY COUNCIL					
Mayor	1.00	1.00	1.00	1.00	1.00
Mayor Pro Tem	1.00	1.00	1.00	1.00	1.00
Council Members	3.00	3.00	3.00	3.00	3.00
CITY COUNCIL TOTAL	5.00	5.00	5.00	5.00	5.00
CITY MANAGER					
Full-Time					
City Manager	1.00	1.00	1.00	1.00	1.00 ⁽¹⁾
Administrative Secretary	1.00	1.00			
Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00
Economic Development Manager		1.00			
Redevelopment Project Manager		1.00			
Economic Development Specialist			1.00		
Administrative Aide		1.00			
Total Full-Time	3.00	6.00	3.00	2.00	2.00
Part-Time					
Account Clerk			0.50	0.50	
Senior Clerk Typist	0.25	0.25			
Total Part-Time	0.25	0.25	0.50	0.50	0.00
CITY MANAGER TOTAL	3.25	6.25	3.50	2.50	2.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Full-Time					
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
Total Full-Time	2.00	2.00	2.00	2.00	2.00
Part-Time					
Clerk Typist					0.50
Elections Clerk	0.30	0.30	0.30	0.30	
Minutes Clerk	0.50	0.50	0.50	0.50	0.50
Total Part-Time	0.80	0.80	0.80	0.80	1.00
CITY CLERK TOTAL	3.80	3.80	3.80	3.80	4.00
CITY TREASURER					
City Treasurer	1.00	1.00	1.00	1.00	1.00
CITY TREASURER TOTAL	1.00	1.00	1.00	1.00	1.00

Citywide Personnel Summary - 2014-2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MANAGEMENT SERVICES					
Full-Time					
Director of Management Services	1.00	1.00	1.00	1.00	1.00
Account Clerk	2.00	3.00	3.00	3.00	2.00
Accountant	1.00	1.00	1.00	1.00	1.00
Controller				1.00	1.00 ⁽¹⁾
Financial Services Manager	1.00	1.00	1.00		
Financial Services Technician	1.00				
Payroll Technician	1.00	1.00	1.00	1.00	1.00
Revenue Collection Specialist		1.00	1.00	1.00	1.00
Senior Account Clerk	4.00	3.00	3.00	3.00	4.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00 ⁽¹⁾
Storekeeper/Buyer	1.00				
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time	15.00	14.00	14.00	14.00	14.00
Part-Time					
Clerk Typist		0.75	0.75	0.75	0.75
Revenue Collection Specialist	0.75				
Senior Account Clerk	0.70	0.20	0.20	0.20	0.20
Total Part-Time	1.45	0.95	0.95	0.95	0.95
MANAGEMENT SERVICES TOTAL	16.45	14.95	14.95	14.95	14.95
COMMUNITY AND ECONOMIC DEVELOPMENT					
Full-Time					
Director of Community and Economic Development	1.00	1.00	1.00	1.00	1.00
Economic Development Specialist				1.00	1.00 ⁽¹⁾
Administrative Aide	1.00				
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00		
Building Inspector	2.00	2.00	2.00	2.00	1.00 ⁽²⁾
Building Official	1.00				1.00 ⁽²⁾
Code Enforcement Officer	2.00	3.00	3.00	3.00	3.00
Housing Program & Grant Admin Coordinator		1.00			
Permit Technician I	1.00	1.00	1.00	1.00	1.00
Permit Technician II	1.00	1.00	1.00	1.00	1.00
Plan Checker	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	2.00	1.00	1.00	2.00 ⁽³⁾
Senior Planner				1.00	1.00
Total Full-Time	13.00	14.00	12.00	13.00	14.00
COMMUNITY AND ECONOMIC DEVELOPMENT TOTAL	13.00	14.00	12.00	13.00	14.00

Citywide Personnel Summary - 2014-2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
HUMAN RESOURCES AND RISK MANAGEMENT					
Full-Time					
Director of Human Resources/Risk Management	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	2.00	2.00	2.00	2.00	2.00
Total Full-Time	4.00	4.00	4.00	4.00	4.00
Part-Time					
Senior Clerk Typist				0.50	0.50
Total Part-Time	0.00	0.00	0.00	0.50	0.50
HR AND RISK MANAGEMENT TOTAL	4.00	4.00	4.00	4.50	4.50
POLICE					
Full-Time					
Police Chief	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00	1.00
Community Services Officer	2.00	2.00	2.00	2.00	2.00
Dispatcher	9.00	9.00	9.00	9.00	9.00
Evidence Officer	1.00	1.00	1.00	1.00	1.00
Jailer	5.00	5.00	5.00	5.00	5.00
Police Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Police Agent	17.00	17.00	17.00	14.00	14.00
Police Captain	1.00	1.00	1.00	1.00	1.00
Police Clerk	12.00	11.00	11.00	11.00	11.00
Police Lieutenant	7.00	6.00	6.00	6.00	6.00
Police Officer	42.00	38.00	38.00	40.00	40.00
Police Records Management System Technician	1.00	1.00	1.00	1.00	1.00
Police Sergeant	9.00	9.00	9.00	10.00	10.00
Secretary	1.00	1.00	1.00	1.00	1.00
Total Full-Time	110.00	104.00	104.00	104.00	104.00
Part-Time					
Cadet					
Community Services Officer	3.75	3.35	3.35	3.35	3.35
Crime Analyst	0.50	0.50	0.50	0.50	0.50
Crossing Guard	4.37	4.37	4.37	4.37	4.37
Dispatcher	0.24	0.24	0.24	0.24	0.24
Evidence Officer		0.40	0.40	0.40	0.40
Jailer	0.50	0.50	0.50	0.50	0.50
Police Records Cadet				0.50	0.50
Total Part-Time	9.36	9.36	9.36	9.86	9.86
POLICE TOTAL	119.36	113.36	113.36	113.86	113.86

Citywide Personnel Summary - 2014-2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
FIRE					
Full-Time					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Deputy Fire Marshal			1.00	1.00	1.00
Fire Captain	12.00	12.00	12.00	12.00	12.00
Fire Engineer	12.00	12.00	12.00	12.00	12.00
Fire Fighter	9.00	12.00	11.00	11.00	11.00
Fire Fighter/Paramedic	17.00	13.00	13.00	13.00	13.00
Fire Marshal	1.00	1.00			
Fire Prevention Permit Technician I	1.00	1.00	1.00	1.00	1.00
Fire Safety Specialist	2.00	2.00	1.00	1.00	1.00
Principal Management Analyst	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time	60.00	59.00	57.00	57.00	57.00
Part-Time					
Fire Apprentice			0.50	0.50	0.50
Total Part-Time	0.00	0.00	0.50	0.50	0.50
FIRE TOTAL	60.00	59.00	57.50	57.50	57.50
PUBLIC WORKS					
Full-Time					
Director of Public Works/City Engineer	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00				
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00
Assistant Civil Engineer	1.00				
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00
Auto Shop Technician	1.00	1.00	1.00	1.00	1.00
Building Trades Technician	1.00	1.00	1.00	1.00	1.00
Cement Finisher	1.00	1.00	1.00	1.00	1.00
Civil Engineering Technician	1.00	1.00	1.00	1.00	1.00
Consumer Services Representative	2.00	2.00	2.00	2.00	2.00
Consumer Services Supervisor	1.00	1.00	1.00	1.00	1.00
Crew Leader	4.00	3.00	3.00	3.00	3.00
Cross Connection Control Inspector	1.00	1.00	1.00	1.00	1.00
Electrician	2.00	2.00	2.00	2.00	2.00
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Landscape Operations Specialist					1.00 (4)
Maintenance Worker	5.00	10.00	10.00	10.00	10.00
Park Maintenance Crew Leader		2.00	2.00	2.00	2.00
Park Superintendent		1.00	1.00	1.00	1.00
Park Supervisor		1.00	1.00	1.00	1.00 (4)

Citywide Personnel Summary - 2014-2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
Principal Management Analyst	2.00	2.00	2.00	2.00	2.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	1.00	1.00	1.00	1.00
Public Works Technician	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	3.00	3.00	3.00	3.00
Senior Water Production System Operator	1.00	1.00	1.00	1.00	1.00
Water Distribution Crew Supervisor	1.00	1.00	1.00	1.00	1.00
Water Distribution Lead Worker	3.00	3.00	3.00	3.00	3.00
Water Distribution Supervisor	1.00	1.00	1.00	1.00	1.00
Water Production Supervisor	1.00	1.00	1.00	1.00	1.00
Water Production System Operator	3.00	4.00	4.00	4.00	4.00
Water Utility Maintenance Worker	3.00	3.00	3.00	3.00	3.00
Water Utility Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time	55.00	61.00	61.00	61.00	61.00
Part-Time					
Administrative Intern					
Building Trades Technician	0.75				
Clerk Typist		0.19	0.19	0.19	0.19
Senior Account Clerk		0.50	0.50	0.50	0.50
Maintenance Worker	0.75	8.30	8.30	8.30	7.30 ⁽⁵⁾
Total Part-Time	1.50	8.99	8.99	8.99	7.99
PUBLIC WORKS TOTAL	56.50	69.99	69.99	69.99	68.99

MONTEREY PARK BRUGGEMEYER LIBRARY

Full-Time					
City Librarian	1.00	1.00	1.00	1.00	1.00
Librarian	2.00	2.00	2.00	2.00	2.00
Library Circulation Serv Supervisor	1.00	1.00	1.00	1.00	1.00
Library Clerk	5.00	5.00	5.00	5.00	5.00
Library Technician	2.00	2.00	2.00	2.00	2.00
Literacy Library Clerk	1.00	1.00	1.00	1.00	1.00
Literacy Program Administrator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time	18.00	18.00	18.00	18.00	18.00
Part-Time					
Janitor	1.80	1.80	1.80	1.80	1.80
Librarian	0.85	0.71	0.24	0.54	0.53

Citywide Personnel Summary - 2014-2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
Library Clerk	1.54	1.35	1.72	1.67	2.21
Library Page	1.40	1.87	1.97	2.72	3.01
Library Technician					0.10
Total Part-Time	5.59	5.73	5.73	6.73	7.65 ⁽⁶⁾
LIBRARY TOTAL	23.59	23.73	23.73	24.73	25.65

RECREATION / COMMUNITY SERVICES

Full-Time

Director of Recreation/Community Services	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Bus/Child Care Driver	3.00	3.00	3.00	3.00	3.00
Child Care Asst. Coordinator	1.00	1.00			
Child Care Coordinator	1.00	1.00	1.00	1.00	1.00
Community TV Producer	1.00	1.00	1.00	1.00	1.00
Dial-A-Ride Dispatcher	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	7.00				
Park Maintenance Crew Leader	2.00				
Park Superintendent	1.00				
Park Supervisor	1.00				
Pool Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Program Coordinator	2.00	3.00	3.00	3.00	3.00
Recreation Coordinator	1.00				
Recreation Superintendent	2.00	2.00	2.00	1.00	1.00
Recreation Supervisor				1.00	1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	2.00 ⁽⁷⁾
Janitor					1.00 ⁽⁸⁾
Special Events Manager	1.00	1.00			
Total Full-Time	28.00	17.00	15.00	15.00	17.00

Part-Time

Assistant Manager	0.35	0.35	0.35	0.40	0.40
Bus/Child Care Driver	2.65	2.65	2.65	2.00	2.00
Custodian		0.75			
Cashier	0.27	0.27	0.27	0.30	0.30
Child Care Teacher	2.40	2.40	3.40	3.40	3.40
Clerk Typist	0.44	0.25	0.25	0.25	0.25
Janitor				1.00	
Junior Lifeguard	0.24	0.24	0.24	0.24	0.24
Lifeguard	0.46	0.46	0.46	0.48	0.48
Locker Room Attendant	0.34	0.34	0.34	0.34	0.34
Maintenance Worker	0.99				
Pool Manager	3.38	3.38	3.38	3.54	3.54
Recreation Leader	7.74	6.99	7.99	7.64	7.64
Senior Clerk Typist	0.50	0.50	0.75	0.75	

Citywide Personnel Summary - 2014-2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
Senior Lifeguard	0.65	0.65	0.65	0.67	0.67
Video Technician	0.26	0.26	0.26	0.26	0.26
Total Part-Time	20.67	19.49	20.99	21.27	19.52
RECREATION / COMM. SERVICES TOTAL	48.67	36.49	35.99	36.27	36.52
CITYWIDE TOTAL	354.62	351.57	344.82	347.10	347.97

<u>CITYWIDE STAFFING TOTALS</u>					
Elected Officials	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	314.00	299.00	290.00	290.00	293.00
Part-Time (FTE) Employees	33.62	45.57	47.82	50.10	47.97
GRAND TOTAL CITYWIDE FULL-TIME EQUIVALENT POSITIONS (1.00 Position = 2,080 Working Hours)	354.62	351.57	344.82	347.10	347.97

- (1) Allocated portion of the FTEs in the Successor Agency (1203) for 2014-15.
- (2) Restored Building Official position by eliminating one Building Inspector and reducing contracted personnel.
- (3) Converted a part-time position to a full-time for Economic Development activities.
- (4) Converted Parks Supervisor to Landscape Operations Specialist to meet operational needs.
- (5) Switched 1 FTE maintenance worker to janitorial contractual services.
- (6) Hired more part time positions due to 7-day opening.
- (7) Converted a 30-hour part time position to a full-time.
- (8) Converted a 40-hour part-time position to a full-time.

Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
2005-06	399.17	64,614	6.18
2006-07	410.78	64,387	6.38
2007-08	414.29	64,508	6.42
2008-09	414.94	64,434	6.44
2009-10	394.36	64,874	6.08
2010-11	360.62	65,027	5.55
2011-12	351.57	60,435	5.82
2012-13	344.82	61,153	5.64
2013-14	347.10	61,445	5.65
2014-15	347.97	61,777	5.63

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2014-2015**

Classification	Salary Range		
Account Clerk	3,257	-	4,167
Accountant	4,699	-	6,011
Administrative Aide	4,117	-	5,268
Administrative Aide (Non-Conf)	4,098	-	5,243
Administrative Secretary	3,916	-	5,009
Animal Control Officer	3,553	-	4,545
Animal Control Supervisor	4,566	-	5,841
Assistant City Engineer	8,953	-	11,454
Assistant Planner	4,838	-	6,189
Associate Planner	5,492	-	7,026
Assistant Storekeeper	3,392	-	4,340
Auto Shop Technician	3,561	-	4,555
Battalion Chief	9,433	-	12,068
Building Clerk	3,392	-	4,340
Building Codes Technician	3,392	-	4,340
Building Inspector	5,411	-	6,923
Building Official	7,892	-	10,096
Building Trades Supervisor	5,692	-	7,282
Building Trades Technician	4,218	-	5,396
Cement Finisher	3,828	-	4,897
City Librarian	7,500	-	9,583
Civil Engineering Assistant	5,253	-	6,721
Civil Engineering Associate	6,463	-	8,269
Civil Engineering Technician	4,566	-	5,841
Child Care Assistant	3,257	-	4,167
Child Care Coordinator	4,098	-	5,243
Code Enforcement Officer	4,324	-	5,532
Communication Dispatcher	4,464	-	5,711
Communications Dispatcher Trainee	3,689	-	4,719
Community Participation Coordinator	5,127	-	6,559
Community Services Officer	3,547	-	4,538
Community TV Producer	4,098	-	5,243
Consumer Services Representative	3,989	-	5,103

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2014-2015

<u>Classification</u>	<u>Salary Range</u>	
Consumer Services Supervisor	6,070	- 7,765
Controller	9,435	- 12,042
Crew Leader	4,218	- 5,396
Cross Connection Control Inspector	4,970	- 6,358
Deputy City Clerk	6,182	- 7,908
Dial-A-Ride Dispatcher	3,547	- 4,538
Dial-A-Ride Driver	2,322	- 2,971
Director of Community/Economic Development	9,667	- 12,333
Director of Human & Risk Management	9,667	- 12,333
Director of Management Services	9,667	- 12,333
Director of Public Works/City Engineer	9,667	- 12,333
Director of Recreation & Community Services	9,667	- 12,333
Economic Development Specialist	5,253	- 6,721
Electrician	4,566	- 5,841
Equipment Maintenance Supervisor	5,692	- 7,282
Equipment Services Specialist	3,561	- 4,555
Equipment Mechanic	4,218	- 5,396
Evidence Officer	3,830	- 4,900
Facilities Maintenance Supervisor	5,692	- 7,282
Financial Services Technician	4,324	- 5,532
Fire Captain	7,040	- 8,557
Fire Chief	11,083	- 14,833
Fire Engineer	6,043	- 7,345
Firefighter	5,222	- 6,347
Fire Prevention Permit Technician I	3,897	- 4,985
Fire Prevention Permit Technician II	4,324	- 5,532
Fire Safety Specialist	5,127	- 6,559
Fleet Maintenance Supervisor	5,692	- 7,282
Human Resources Analyst	5,736	- 7,338
Human Resources Technician	4,244	- 5,249
Irrigation Specialist	3,561	- 4,555
Jailer	3,749	- 4,797
Landscape Operations Specialist	4,838	- 6,189

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2014-2015

<u>Classification</u>	<u>Salary Range</u>	
Librarian	4,838	- 6,189
Library Circulation Services Supervisor	3,718	- 4,756
Library Clerk	3,257	- 4,167
Library Technician	3,718	- 4,756
Literacy Program Administrator	5,692	- 7,282
Maintenance Worker	3,389	- 4,336
Park Maintenance Worker	3,389	- 4,336
Park Maintenance Crew Leader	4,098	- 5,243
Park Maintenance Lead Worker	3,922	- 5,017
Park Superintendent	6,182	- 7,908
Park Supervisor	5,692	- 7,282
Payroll Technician	4,327	- 5,535
Permit Technician I	3,897	- 4,985
Permit Technician II	4,324	- 5,532
Plan Checker	5,794	- 7,412
Police Administrative Assistant	3,718	- 4,756
Police Agent	5,841	- 7,100
Police Captain	10,402	- 13,307
Police Chief	12,167	- 15,500
Police Chief's Secretary	3,916	- 5,009
Police Clerk	3,292	- 4,212
Police Lieutenant	8,381	- 10,187
Police Officer	5,483	- 6,664
Police Officer Recruit	4,289	- 4,289
Police Records Management Technician	4,324	- 5,532
Police Sergeant	6,883	- 8,366
Pool Maintenance Worker	3,389	- 4,336
Principal Management Analyst	6,462	- 8,267
Program Coordinator	4,098	- 5,243
Public Works Inspector	4,840	- 6,193
Public Works Maintenance Manager	7,481	- 9,570
Public Works Maintenance Supervisor	5,692	- 7,282
Public Works Technician	4,098	- 5,243

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2014-2015

<u>Classification</u>	<u>Salary Range</u>		
Recreation Superintendent	6,182	-	7,908
Recreation Supervisor	5,692	-	7,282
Revenue Collection Specialist	2,954	-	3,779
Secretary (Non-Conf)	3,897	-	4,985
Secretary to the City Manager (Conf)	4,874	-	6,235
Senior Account Clerk (Non-Conf)	3,897	-	4,985
Senior Accountant	6,182	-	7,908
Senior Clerk Typist (Non-Conf)	3,257	-	4,167
Senior Librarian	5,692	-	7,282
Senior Library Clerk	3,553	-	4,545
Senior Maintenance Worker	3,689	-	4,719
Senior Water Production System Operator	4,970	-	6,358
Support Services Manager	7,215	-	9,231
Support Services Supervisor	5,127	-	6,559
Transportation Program Manager	6,182	-	7,908
Water Distribution Crew Supervisor	4,970	-	6,358
Water Distribution Lead Worker	4,289	-	5,487
Water Distribution Supervisor	6,070	-	7,765
Water Production Supervisor	6,070	-	7,765
Water Production System Operator	4,289	-	5,487
Water Utility Maintenance Worker	3,620	-	4,631
Water Utility Manager	8,483	-	10,852

CITY OF MONTEREY PARK

**PART-TIME CLASSIFICATION AND HOURLY RATES LIST
FISCAL YEAR 2014-2015**

Classification	Hourly Rate		
Accountant	24.50	-	31.34
Account Clerk	16.05	-	20.53
Administrative Aide	19.82	-	25.36
Administrative Intern	11.33	-	14.49
Administrative Secretary	16.12	-	20.62
Animal Control Officer	17.04	-	21.80
Assistant Pool Manager	10.93	-	13.98
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	9.00	-	11.51
Child Care Teacher	12.74	-	15.02
Civil Engineering Assoc.	33.24	-	42.52
Clerical Trainee	9.00	-	11.51
Clerk Typist	11.33	-	14.49
Code Enforcement Officer	23.05	-	29.49
Community Service Officer	16.37	-	20.94
Computer Clerk	9.00	-	11.51
Crime Analyst	16.84	-	21.54
Data Entry Clerk	10.03	-	12.83
Dial A Ride Driver	10.16	-	13.00
Dispatch Assistant	16.84	-	21.54
Dispatcher	21.99	-	28.13
Drafting Technician	11.33	-	14.49
Elections Clerk	13.84	-	17.71
Electrician	23.50	-	30.07
Engineering Aide	11.33	-	14.49
Equipment Mechanic	20.78	-	26.58
Evidence Officer	16.37	-	20.94
Fire Safety Specialist	23.40	-	29.94
Human Resources Technician	24.48	-	31.32
Interim Fire Chief	85.00	-	85.00
Jailer	17.13	-	21.91
Janitor	10.03	-	12.83
Junior Lifeguard	9.00	-	11.51
Laborer	9.00	-	11.51

CITY OF MONTEREY PARK

**PART-TIME CLASSIFICATION AND HOURLY RATES LIST
FISCAL YEAR 2014-2015**

<u>Classification</u>	<u>Hourly Rate</u>	
Librarian	19.82	- 25.36
Library Clerk	13.84	- 17.71
Library Page	9.00	- 11.51
Library Technician	15.35	- 19.64
Lifeguard	9.50	- 12.15
Literacy Program Administrator	33.24	- 42.52
Locker Room Attendant	9.00	- 11.51
Lunch Program Monitor	10.00	- 12.79
Lunch Program Site Supervisor	9.50	- 12.15
Lunch Program Worker	9.00	- 11.51
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	9.50	- 12.15
Planning Technician	15.41	- 19.72
Police Cadet	10.16	- 13.00
Police Records Cadet	10.16	- 13.00
Police Records Clerk	13.84	- 17.71
Police Records Intern	10.16	- 13.00
Police Records Management Technician	21.38	- 27.34
Pool Manager	12.25	- 15.67
Pool Maintenance Worker	19.55	- 25.01
Principal Mgmt Analyst	36.39	- 46.55
Program Coordinator	18.25	- 23.35
Recreation Leader	9.50	- 12.15
Recreation Superintendent	28.98	- 37.08
Revenue Collection Specialist	17.04	- 21.80
School Crossing Guard	9.00	- 11.51
Senior Clerk Typist	16.05	- 20.53
Senior Account Clerk	19.82	- 25.36
Senior Librarian	23.50	- 30.07
Senior Lifeguard/Instructor	10.00	- 12.79
Storekeeper	11.33	- 14.49
Student Worker	9.00	- 11.51
Transportation Program Manager	28.98	- 37.08
Video Technical Assistant	10.00	- 12.79

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

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

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

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

The General Fund ⁽⁷⁾

	Long-Term Projection					Notes
	2014-15	2015-16	2016-17	2017-18	2018-19	
Beginning Fund Balance						
Unassigned	\$3,554,425	\$3,565,350	\$3,565,350	\$3,565,350	\$3,565,350	(1)
Others	12,200,454	10,369,454	10,544,056	10,942,300	11,072,728	
Revenues: (6)						
Taxes	24,800,500	25,473,000	26,190,000	26,927,000	27,685,000	(2)
Charges for Services	4,589,106	5,000,000	5,100,000	5,100,000	5,100,000	(3)
Licenses & Permits	2,728,000	3,282,160	3,748,123	3,523,106	3,593,288	(3)
Other Revenue	1,591,906	1,833,519	1,849,000	1,915,000	2,031,000	(4)
Reserve - Capital Improvement	1,831,000					
Total Revenues	35,540,512	35,588,679	36,887,123	37,465,106	38,409,288	
Expenditures: (6)						
Personnel Services	25,746,654	26,390,320	27,050,078	27,726,330	28,419,489	(5)
Maintenance & Operations	6,063,931	6,224,256	6,389,301	6,558,847	6,733,904	
Capital Outlay	141,302	339,500	339,500	339,500	359,500	
Transfer to Pension	1,300,000	2,060,000	2,210,000	2,210,000	2,250,000	
OPEB - GF Contributions	200,000	200,000	200,000	200,000	200,000	
Economic Development Programs	246,700	200,000	300,000	300,000	400,000	
Reserve - Capital Improvement	1,831,000					
Total Expenditures	35,529,587	35,414,076	36,488,880	37,334,678	38,362,893	
Ending Fund Balance	\$13,934,804	\$14,109,406	\$14,507,650	\$14,638,078	\$14,684,473	

Notes:

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

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

Special Revenue Funds ⁽¹⁾

	Long-Term Projection					Notes
	2014-15	2015-16	2016-17	2017-18	2018-19	
Beginning Fund Balance	\$9,131,904	\$9,399,334	\$9,160,086	\$9,389,329	\$10,269,386	
Revenues: (4)						
Taxes	11,217,085	11,546,400	11,982,600	12,154,600	11,697,000	
Charges for Services	1,672,000	1,638,000	2,045,000	1,948,000	1,498,000	
Fines and Forfeitures	216,000	600,000	300,000	350,000	350,000	
Grants	2,216,090	2,216,090	2,216,090	2,216,090	2,216,090	(2)
Other	131,273	121,200	120,250	118,950	118,250	
SERAF Repayment	68,671	68,671	68,671	68,671	68,671	
GF Supplement to Pension	1,300,000	2,060,000	2,210,000	2,210,000	2,250,000	
GF Supplement to Other Funds		79,796	84,597	89,254		
Residual Distributions	311,915					
Total Revenues	17,133,034	18,330,157	19,027,208	19,155,565	18,198,011	
Expenditures: (4)						
Salaries & Benefits	9,038,177	9,420,278	9,790,345	10,014,661	9,820,500	
Maintenance & Operations	3,201,094	3,255,022	3,329,940	3,468,699	3,382,702	
Debt Services	1,401,333	1,373,015	1,342,590	1,311,058	1,279,820	(3)
Capital Outlay	643,911	1,937,000	1,250,000	895,000	1,595,000	
Measure R Projects	365,000	340,000	340,000	340,000	340,000	
Grants	2,718,521	2,718,521	2,718,521	2,718,521	2,718,521	(2)
Repay General Fund Loan			500,000			
Capital Project - Carryover						
Total Expenditures	17,368,036	19,043,835	19,271,396	18,747,939	19,136,543	
Ending Fund Balance	<u>8,896,902</u>	<u>8,685,650</u>	<u>8,915,899</u>	<u>9,796,955</u>	<u>9,330,854</u>	

Notes:

- (1) Special Revenue Funds include: retirement, gas tax, park facilities, proposition A and C, asset forfeiture, business improvement area #1, AQMD, maintenance benefit assessment district, library tax, public safety augmentation, public safety impact fee, CERCLA liability, housing program, and grant funds. All Special Revenue Funds are Non-major Funds, with the exception of the grants, housing, and retirement funds which are Major Funds.
- (2) Grant Funds include library grants, HUD CDBG and Home grants, Parks and Recreation grants, Police grants, Engineering grants, Transportation grants, Fire grants, and other special grants.
- (3) Amounts include debt service payments for Pension Obligation 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.

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

Enterprise Fund ⁽¹⁾

	Long-Term Projection					Notes
	2014-15	2015-16	2016-17	2017-18	2018-19	
Beginning Unrestricted Net Assets	\$22,522,469	\$18,681,146	\$18,560,087	\$16,370,078	\$16,757,019	
Revenues:						
Charges for Service	11,075,000	14,181,600	12,769,050	15,268,100	18,266,100	(2)
Financing Settlement	650,000	2,000,000				(3)
Grants/Reimbursement	30,000	30,000	30,000	30,000	30,000	
Water Rights	30,000					
Sewer Fees	274,000	564,000	677,000	812,000	974,000	
Refuse Fees	5,700,000	7,010,000	7,361,000	7,729,000	8,115,000	
Total Revenues	18,139,000	24,176,600	21,240,050	24,254,100	27,812,100	
Expenditures:						
Water Administration	4,541,797	4,678,000	4,818,000	4,963,000	5,112,000	
Water Commercial	712,235	750,000	788,000	826,000	865,000	
Water Production	1,339,382	1,379,600	1,421,000	1,463,600	1,507,500	
Water Distribution	1,240,858	1,278,000	1,316,000	1,355,000	1,396,000	
Well #5 VOC	446,041	468,000	491,000	516,000	542,000	(4)
Well #12 VOC	780,327	819,000	860,000	903,000	948,000	(4)
Delta Perchlorate	234,408	246,000	258,000	271,000	285,000	(4)
Wells #1,3,10 VOC	476,468	500,000	525,000	551,000	579,000	(4)
Well #12 Dual Barrier	286,759	301,000	316,000	332,000	349,000	(4)
Well #15	174,212	183,000	192,000	202,000	212,000	(4)
Well #5 Perchlorate	81,597	140,000	140,000	140,000	140,000	(4)
OPEB Set Aside	650,000	720,000	780,000	940,000	950,000	
Debt Services	670,162	1,200,159	1,200,159	1,200,159	1,200,159	(5)
Capital Projects - Water Main	2,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Capital Projects - Financing		2,000,000				
Capital Projects - Other	637,600	500,000	1,000,000	500,000	600,000	
Capital Projects - Sewer		168,000	100,000	220,000	190,000	
Small Capital	22,500	27,500	28,000	28,000	28,500	
Salaries & Benefits	1,201,761	1,231,000	1,262,000	1,293,000	1,326,000	
Maintenance & Operation	175,540	179,500	183,100	186,700	190,300	
Contracted Services	65,000	67,000	69,000	71,000	73,000	
Waste Reduction-AB 939	1,000	1,000	1,000	1,000	1,000	
Refuse Pick-Up Contract	5,000,000	5,100,000	5,202,000	5,306,000	5,412,000	
Other Contracted Services	113,588	117,000	121,000	125,000	129,000	
Utilities	22,000	22,700	23,400	24,100	24,800	
Allocated Costs	350,000	361,000	372,000	383,000	394,000	
Vehicle Operating	3,088	3,200	3,400	3,600	3,800	
NPDES	104,000	107,000	110,000	113,000	116,000	
Transfer to GF	650,000	750,000	850,000	950,000	1,000,000	
Total Expenditures	21,980,323	24,297,659	23,430,059	23,867,159	24,574,059	
Ending Unrestricted Net Assets	\$18,681,146	\$18,560,087	\$16,370,078	\$16,757,019	\$19,995,060	

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

Notes

- (1) Enterprise Funds consists of Water, Sewer, and Refuse Funds.
- (2) Charges for Service include fees from water sales, water connection, meter installation, treatment surcharge, sewer fees, and trash services fees. Fees are pending the 218 process for rate increases.
- (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

	Long-Term Projection					Notes
	2014-15	2015-16	2016-17	2017-18	2018-19	
Beginning Unrestricted Net Assets	3,191,531	3,069,882	3,150,011	3,567,976	4,273,714	
Revenues: (3)						
Interfund Charges	6,615,246	7,338,938	7,857,900	8,293,260	8,747,038	(1)
Transfer to General Liability	500,000	500,000	500,000			
Total Revenues	7,115,246	7,838,938	8,357,900	8,293,260	8,747,038	
Expenditures: (3)						
Personnel Services	1,915,977	1,951,500	1,988,100	1,524,700	1,551,300	(2)
Maintenance & Operations	3,825,290	3,969,150	4,116,018	4,769,213	4,925,954	
Capital Projects	145,628	438,159	385,817	293,608	221,539	
Transfer to CERBT Trust	850,000	900,000	950,000	1,000,000	1,050,000	
Transfer From Separation Benefits	500,000	500,000	500,000			
Total Expenditures	7,236,895	7,758,809	7,939,935	7,587,522	7,748,793	
Ending Unrestricted Net Assets	\$3,069,882	\$3,150,011	\$3,567,976	\$4,273,714	\$5,271,960	

Notes:

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

City of Monterey Park Long-Term Goals and Priorities

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

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

Management and Budget Policies are developed and maintained to set forth the framework for not only the development of the budget for the upcoming year, but the ongoing operations and future needs of the citizens of Monterey Park. The following policies are the foundation that supports the services that our citizens expect and deserve.

1. *Legal Requirements Regarding Annual Budget*
2. *Budgetary/Accounting Basis*
3. *Description of Reporting Entities*
4. *Budgetary Fund Structure*
5. *General Management and Budget Policies*
6. *Revenue Policy*
7. *Fund Balance Policy for Governmental Funds*
8. *Capital Improvement Program Policy*
9. *Investment Policy*
10. *Debt Administration and Policies*
11. *Grant Administration Policy*
12. *Cost Accounting Application*
13. *Article XIII B Appropriations Limit*
14. *Source of Funds By Departments*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

1. LEGAL REQUIREMENTS REGARDING ANNUAL BUDGET

Monterey Park Municipal Code Section 2.08.070, Subsection 8, establishes the City Manager's responsibility to prepare and submit to the City Council the annual budget for the operations of the City of Monterey Park during each fiscal year.

The annual budget adopted by the City Council serves as a guideline for operations of the City. From the effective date of the budget, the date of formal adoption by the City Council, expenditure amounts as proposed are appropriated to departments and offices for the respective expenditure objects and purposes named or described.

Budgeted expenditures are controlled at the fund and department level. The City Manager is authorized to transfer appropriations between the accounts of any department within individual funds. Council approval is required only for transfers between funds, or for an increase in total appropriations.

2. BUDGETARY/ACCOUNTING BASIS

The annual budget adopted by the City Council serves as a guideline for operations of the City. It includes proposed expenditures and estimated revenues and is legally adopted for all General, Special Revenue, and Proprietary Fund Types.

Budgets for the General, and Special Revenue Fund Types are adopted on a basis consistent with generally accepted accounting principles. The modified-accrual basis of accounting is employed in the preparation of the budget for these fund types.

Budgets for proprietary funds are adopted on the "funds available" basis. Major differences for the GAAP basis of accounting include: Capital outlay is budgeted as expenditure in the year purchased; Accrued compensated absences are not considered expenditures until paid; Purchases of inventories are considered expenditures when purchased; Depreciation is not budgeted.

The budget is formally integrated into the accounting system and employed as a management control device during the year for all funds. At fiscal year-end, unexpended and unencumbered budget appropriations lapse. Encumbrances outstanding at year-end are carried into the following year for continuing appropriation.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

3. DESCRIPTION OF REPORTING ENTITIES

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

The City of Monterey Park

The City of Monterey Park was incorporated on May 29, 1916, under the general laws of the State of California and enjoys all rights and privileges pertaining to general law cities.

The Monterey Park Public Financing Authority

The Monterey Park Public Financing Authority was established in May of 1989 under a joint exercise of power agreement to provide for the financing of public capital improvements for the City and Agency through the acquisition of obligations pursuant to debt purchase agreements.

The Monterey Park Housing Authority

The Monterey Park Housing Authority was established in September 1992 to provide affordable housing within the City. The members of the City Council act as the governing board of the Monterey Park Housing Authority.

4. BUDGETARY FUND STRUCTURE

□ ***Governmental Fund Types***

- General Fund – the general operating fund of the City. (Major Fund)
- Special Revenue Funds – are utilized to account for revenues derived from specific sources, which are usually required, by law or administrative regulations to be accounted for in a separate fund. Special Revenue Funds include Retirement, Gas Taxes, Park Facilities, Proposition A, Proposition C, Measure R, Asset Forfeiture, Business Improvement District #1, Air Quality, Maintenance District 1972 Act, Public Safety Impact, Public Safety Augmentation, Library Tax, CERCLA Liability, and Grants Funds.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

□ **Proprietary Fund Types**

- Water Operation Fund – is used to account for water operations that are financed and operated in a manner similar to private business enterprises.
- Water Treatment Fund – is used to account for water treatment activities that are financed and operated in a manner similar to private business enterprises.
- Refuse Fund – is used to account for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.
- Sewer Fund – is used to account for construction and improvement to deficient sanitary sewer mains identified in the Sewer Master Plan, as established pursuant to Monterey Park Municipal Code Section 14.06.060.
- Internal Service Funds – are used to account for the financing of services provided by one department to the other departments of the City on a cost-reimbursement basis. Internal Service Funds include Auto Shop, Separation Benefits, Workers' Compensation, Technology/Communications, General Liability, and Other Post-Employment Benefits (OPEB) Funds.

All funds indicated in the above are included in the audited financial statements.

5. GENERAL MANAGEMENT AND BUDGET POLICIES

- The City's long-term financial plan takes into account of its capital improvement plan (CIPs) and financial forecast as part of its expenditure projections, revenue estimates as well as future debt position.
- The City will avoid budgetary procedures that finance current expenditures at the expense of meeting future year's obligations, such as postponing expenditures, accruing future year revenues, or rolling over short-term debt.
- Budgetary and accounting procedures will conform to Generally Accepted Accounting Principles (GAAP) for government agencies.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

- The City Manager will submit reports, on a quarterly basis at minimum, to the City Council comparing actual revenues and expenditures to budget amounts, with accompanying written analysis. Additionally, the City Council shall be presented a midyear fiscal (budget) review, which provides written analysis of the City's financial health. The Midyear Review document is an update for significant events and charges occurring since the last update in the previous year. All of the key assumptions are reviewed and revised as necessary.
- The City Manager will provide a financial impact analysis of all policy initiatives, service changes and new projects.
- The City's General Fund will be self-supporting, as will the various enterprise or special purpose funds. The objective is to maintain budgets, which do not borrow from one fund to support another. Where fund transfers are made, they are to be based on sound financial policy and will not be carried out for the sake of expedience.
- The City is required to adopt a balanced budget for its General Fund at the beginning of the fiscal year. A balanced budget means current revenues equal current expenditures. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

6. REVENUE POLICY

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

7. FUND BALANCE POLICY

- The City's fund balance classification includes five components: Nonspendable, Restricted, Committed, Assigned, and Unassigned.
- Unassigned General Fund fund balance will be maintained at 10% of the General Fund annual operating budget.
- General Fund committed fund balance will include amounts for Unemployment Claims, Potential Catastrophic Events, and Economic Stabilization. The funding of this committed fund balance account will be reviewed each year during the midyear fiscal review.
- An Assigned Fund Balance for future Capital Projects account will be established to capture accumulated, nonrecurring or unanticipated revenues or expenditures savings, and will be carried forward from year to year to provide resources for the City Council to fund future infrastructure and other onetime expenditure needs of the City.
- The City will maintain adequate reserve to fund annual paid and committed claims in the General Liability Fund and Workers' Compensation Fund, scheduled vehicle maintenance and replacement in the Auto Shop Fund, accrued leave liability in the Separation Benefit Fund, technology and telephone replacement in the Technology/Data Processing Fund, and retiree medical benefits in the OPEB Fund.

8. CAPITAL IMPROVEMENT PROGRAM POLICY

- The City will utilize a Five-Year Capital Improvement Program to systematically plan, schedule, and finance capital projects as determined by the City Council. The Five-Year Program will include major ongoing maintenance and rehabilitation costs to existing infrastructure and facilities, as well as the cost of new facilities or capital improvements.
- The City's Capital Improvement Plan (CIP) identifies each proposed project, the year the project will start, and the proposed method of financing.
- The City will actively pursue grant and other outside funding sources for all capital improvements projects.
- The City will maintain all of its assets at a level adequate to protect the City's capital infrastructure and to minimize future maintenance and replacement costs.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

- 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, Director of Management Services, and the Controller.
- It should be noted that any newly developed derivative of an allowable investment that is not specifically mentioned in the policy must be recommended by the City Treasurer for inclusion in the policy and any amendments to the policy must be submitted to the City Council for approval.
- The Treasury Committee shall maintain an approved list of primary security dealers and brokers and government sponsored investment pools. The Committee will review and amend the approved list periodically to ensure that the institutions continue to meet the selection criteria.
- Purchases of investments shall, whenever practical, be made directly from the issuer, from a member of a Federal regulated securities exchange, from a national or state chartered bank, or from a brokerage firm.
- Only commercial banks and savings and loan associations that demonstrate financial strength and are insured by the federal government may be selected to provide investment services.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

- Only primary dealers registered with the Federal Reserve Bank of New York shall be used for Broker/Dealer instrument transactions.
- Other financial institutions shall be selected using the following selection criteria: financial strength, reputation, area of expertise and ability to conform to the City and state mandated investment parameters.
- All transactions described above shall be executed on a delivery versus payment basis. The custodian shall hold assets until the investments mature or the bank receives a request from the City to dispose of the securities.
- Maturities of investment instruments in the portfolio shall be staggered as much as practical and shall be consistent with projected cash requirements.
- All forecasted operating requirements shall be satisfied by maintaining an adequate level of liquidity in the portfolio.
- Within the parameters established by Section III., Investment Selection Criteria, and Section VI., Allowable Investments, investments should be diversified by security type and institution.
- The Annual Investment Report shall provide a summary of the year's investment activities and shall include a proposed statement of Investment Policy to be approved by the City Council during the first sixty days of the fiscal year.
- The City of Monterey Park will follow the prudent investor standards of Government Code Section 53600.3. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectation are reported in a timely and accurate fashion and appropriate action is taken to control adverse developments.
- As part of the City's annual audit, the City's external auditor shall review the City's investment activities to ensure compliance with the Investment Policy.
- At the direction of the City Treasurer, the City's Investment Policy shall be reviewed and updated annually by the Committee to reflect changes in the California State Codes, general market conditions or to provide further clarification of the City's policies. The Investment Policy shall be adopted by the City Council annually.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

10. DEBT ADMINISTRATION AND POLICIES

**(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2013-2014)**

Total Assessed Value of all Real and Personal Property	\$	6,052,915,662
Debt Limit Percentage		15%
 Total Debt Limit		 907,937,349
Amount of Debt Applicable to Debt Limit		-
 Legal Debt Margin	 \$	 907,937,349

(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, 2014, the City had no general obligation bonds outstanding.**

(B) DEBT POLICY

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

- The City uses debt financing only for capital improvements or projects that cannot be financed from current revenues.
- The project’s useful life, or the estimated service life of the equipment (lease-purchase), will be equal to or exceed the term of the financing.
- Debt financing is not considered appropriate for any recurring purpose such as current operating and normal maintenance expenditures.
- The City will comply with a policy of full disclosure on every financial report and bond prospectus. The City will maintain good communications with bond rating agencies regarding the City’s financial condition and other relevant data related to the debt.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

(C) ANNUAL DEBT SERVICES BY PROJECT

<u>Fund</u> <u>City</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year</u> <u>2013-14</u>	<u>Fiscal Year</u> <u>2014-15</u>
0010	Lease Purchase	Police CAD/RMS System		23,000
0160			48,020	42,706
0192		(Final date: 6/2021)	117,849	100,164
		Sub-Total	165,869	165,870
0092	Loan	I-Bank La Loma/Highland Reservoirs (Final date: 8/2030)	114,705	114,495
0092	Loan	I-Bank Water Main Replacement (Final date: 2/2020)	186,167	185,667
0093	Lease Purchase	SGVMWD Treatment Plant Financing (Final date: 9/2018)	170,000	170,000
0093	Lease Purchase	SGVMWD Air Stripper Treatment System (Final date: 9/2019)	200,000	200,000
0131	Library Note	Library Expansion Project (Final date: 6/2018)	383,197	383,197
0169	Note	HUD Section 108 (Final date: 8/2022)	551,142	552,688
0012	Bonds	Pension Obligation Bonds (Final date: 6/2034)	1,394,315	1,358,627
		Sub-Total	2,999,526	2,964,674
		Total	\$3,165,395	\$3,130,544

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

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 2014-2015**

12. COST ACCOUNTING APPLICATION

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

Indirect Cost Allocation Plan

Indirect costs are costs that cannot be practically assigned to any particular department and/or division, but are necessary for the functioning of the City as a whole. Most of the City's indirect costs are either for general administrative support or facilities maintenance. Each year, the City updates its Indirect Cost Allocation Plan according to OMB Circular A-87 to establish the indirect costs.

Internal Services Charges

Internal Service Funds account for goods and services provided by one department to other departments on a cost reimbursement basis. Currently, the City maintains five Internal Services Funds; they are: Shop Fund, Technology/Data Processing Fund, General Liability Fund, Workers' Compensation Fund, and Separation Benefits Fund. Internal service charges are developed as follows: Shop Fund based on mileage and annual depreciation, Technology/Data Processing Fund based on the number of computer equipment and telephones, General Liability Fund and Workers' Compensation Fund based on claims history, Separation Benefits Fund based on the number of employees, and other Post-Employment Benefits Fund based on Council Budget directions.

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

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

I. Background and Calculations

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

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2014-2015**

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 2014-2015 Gann Appropriations Limit follows:

FISCAL YEAR 2014-2015 ARTICLE XIII B APPROPRIATIONS LIMIT

A. Appropriations Limit:

2013-14 Adopted Limit	\$72,249,225
x Annual Adjustment Factors:	
Change in CA Personal Income	0.9977%
Change in Population	1.0078%
	<u>1.005482</u>
2014-15 Appropriation Limit	\$72,645,300

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

2014-15 Preliminary Budget Total	\$74,877,946
Less Exclusions:	
Non-Proceeds of Taxes	35,462,360
Appropriations from Reserves	<u>(5,895,860)</u>
	<u>(29,566,500)</u>
Budget Appropriations Subject to Limit	\$33,519,726
Amount Under Legal Limit	\$39,125,574

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 54% 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 2014 - 2015**

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

Fund Codes: (Excluding Successor Agency)

General: G-General.

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

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

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

**CITY OF MONTEREY PARK
BUDGET PREPARATION PROCESS AND CALENDAR
FISCAL YEAR 2014-2015**

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 2014-2015 budget follows.

- October
/January Work began on the 2013-2014 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2014-15 Budget. It contains estimations of budgetary outcomes as well as discussion of important financial issues facing the City, many of which are reproduced in the Budget document. Also included are current and future year revenue estimations as developed in cooperation with City Departments, the updated Five-Year Financial Forecast, and the planned Five-Year Capital Improvement Program.
- January
/February The completed 2013-2014 Midyear Review Report with long-range planning forecasts was distributed to the City Council, Staff, and the general public for consideration. Jointly, the critical issues were identified; specific goals and objectives were developed to meet the overall goal of the community. Based on community priorities, the Finance Department developed and allocated resources for each activity. Budget targets, together with other materials requisite to the budgeting process, were distributed to departments for assembly of budget proposals to fund their activity Action Plans. Budget Kick-Off meeting was held on February 11, 2014.
- March It's the Budget preparation month and proposal submission deadline was scheduled on March 17, 2014.
- April City Manager's proposal review meetings with department representatives and Controller.
- May Following department proposal revisions, the City Manager's proposed budget, reflected both external and internal expectations, was assembled and published for City Council consideration during the week of May 16, 2014. City Council public hearing meetings were conducted on May 27 and 28, 2014.
- June City Council formally approved the Budget by Resolutions on June 4, 2014.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

General \$55,061
 Retirement \$2,868
 Refuse \$41,885
 Water \$41,885

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$72,090	\$89,250	\$78,250	\$76,899	\$76,899
SERVICES & SUPPLIES	62,516	64,800	54,800	64,800	64,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$134,606	\$154,050	\$133,050	\$141,699	\$141,699
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.00	 5.00	 5.00	 5.00	 5.00

Program Description

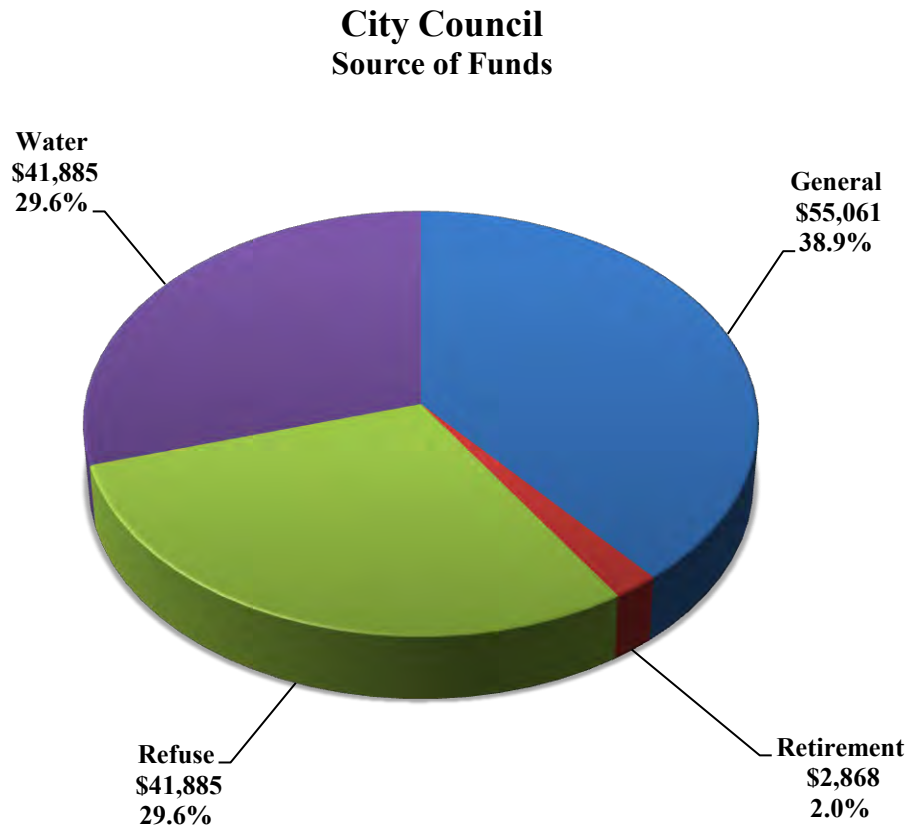
The City Council is the legislative and policy-making body for the City of Monterey Park. The Council Members are elected at-large for four-year, overlapping terms of office. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions. The City Council reorganizes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

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

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) includes costs for paper and office materials.
2. Commendations/Awards category (#22000) reflects meeting supplies.
3. Miscellaneous category (#39000) reflects costs associated with printing and duplicating services for Council agendas, and training/conference.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11100 Elective Salaries	\$29,736	\$32,400	\$32,400	\$32,400	\$32,400
TOTAL	\$29,736	\$32,400	\$32,400	\$32,400	\$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,142	\$1,184	\$1,184	\$1,509	\$1,509
12300 Medical Insurance	31,221	44,400	33,400	30,030	30,030
12350 Medicare Insurance	387	436	436	436	436
12400 Dental Insurance	2,166	3,000	3,000	3,000	3,000
12600 Retirement	6,657	6,744	6,744	8,436	8,436
12950 Vision Plan	781	1,086	1,086	1,088	1,088
TOTAL	\$42,354	\$56,850	\$45,850	\$44,499	\$44,499
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,124	\$4,800	\$4,800	\$4,800	\$4,800
22000 Operating Supplies	2,035	2,000	2,000	2,000	2,000
33000 Motor Pool Charges	8,775	0	0	0	0
39000 Miscellaneous	47,582	58,000	48,000	58,000	58,000
TOTAL	\$62,516	\$64,800	\$54,800	\$64,800	\$64,800
GRAND TOTAL	\$134,606	\$154,050	\$133,050	\$141,699	\$141,699

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Mayor	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Mayor Pro Tem	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (1)	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (2)	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (3)	1.00	1.00	1.00	6,000	6,000	6,000
Mayor's Allowance	0.00	0.00	0.00	2,400	2,400	2,400
Total	5.00	5.00	5.00	\$32,400	\$32,400	\$32,400

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

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

General \$29,005
 Refuse \$7,175
 Water \$12,000
 Proposition C \$1,820

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	37,980	43,049	43,049	50,000	50,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$37,980	\$43,049	\$43,049	\$50,000	\$50,000
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.

<i>Organizations</i>	<i>Amount</i>
Independent Cities Association	\$ 5,541
League of California Cities	19,000
League of California Cities – Los Angeles County Division	2,300
Southern California Association of Governments	5,975
San Gabriel Valley Council of Governments	5,000
California Contract Cities Association	4,840
San Gabriel Valley Economic Partnership	5,000
International Council of Shopping Centers	2,344
	<u>\$50,000</u>

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SERVICES & SUPPLIES					
39000 Miscellaneous	\$37,980	\$43,049	\$43,049	\$50,000	\$50,000
TOTAL	\$37,980	\$43,049	\$43,049	\$50,000	\$50,000
GRAND TOTAL	\$37,980	\$43,049	\$43,049	\$50,000	\$50,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$140,312
 Retirement \$15,486
 Refuse \$106,701
 Water \$124,990

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$248,245	\$314,216	\$314,216	\$323,500	\$323,500
SERVICES & SUPPLIES	60,751	63,989	63,989	63,989	63,989
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$308,996	\$378,205	\$378,205	\$387,489	\$387,489
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.80	 1.80	 1.80	 1.80	 1.80

Program Description

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

- Provide overall direction and coordination of City operations to ensure that the City Council adopted service objectives are met or exceeded, and that costs do not exceed budget restrictions.
- Provide continual monitoring and evaluation of services to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.
- Provide useful and timely data to the City Council so that alternatives are considered and decisive policy action is taken to accommodate changing needs and conditions without crisis and without interruption in services.

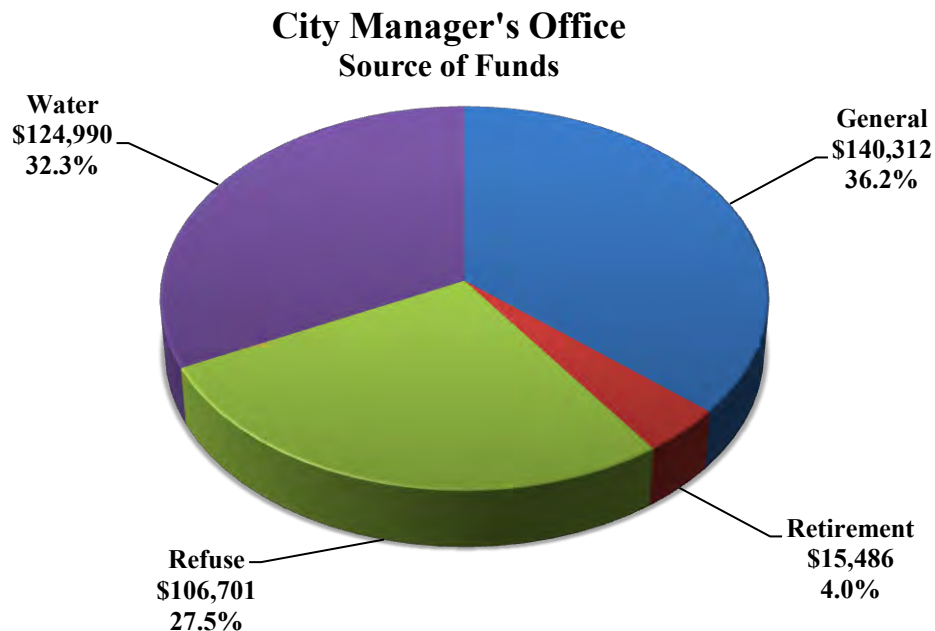
- Oversee an aggressive program of resource development that results in measurable increases in the productivity of City operations each year, procurement of available grant funds to achieve special projects, and new commercial and industrial development that expands the economic base of the City.

2014-2015 GOALS AND OBJECTIVES

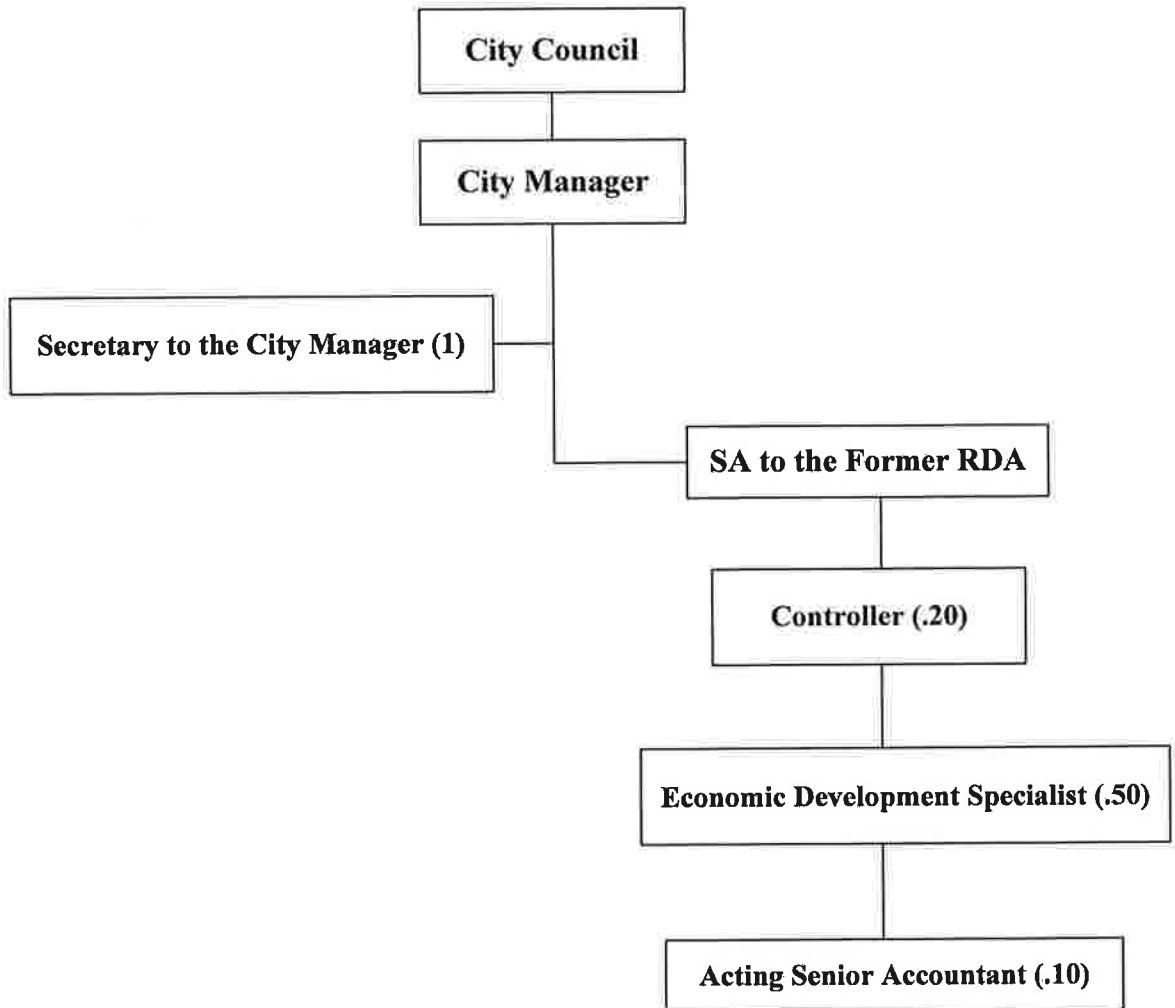
1. Continue to work to provide excellent customer service to improve the quality of life for residents and businesses alike.
2. Continue with and execute the goals of the Strategic Planning Sessions to spotlight the needs of the City and to open dialogue to work towards common objectives.
3. Focus on the economic revitalization of the City by improving relations with our existing businesses, beautification of the City’s buildings and surroundings, and strive to make Monterey Park a "business-friendly" environment.
4. Work with developers and staff to move towards the completion of the Market Place Shopping Center, Hotel projects along Atlantic Boulevard as well as bringing other businesses to the City.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Updated Strategic Planning objectives for various city projects to improve organizational effectiveness and efficiency and opened dialogue with City departments to work towards common goals.
2. Met with numerous developers to move forward current projects as well as future projects in the City. Improved the lines of communication with current business-owners to discuss their business needs and focused on improving city-wide beautification.
3. Completed exterior rehabilitation project at City Hall, as well as an overall City clean-up, in direction and participation of the City Council and community.



City Manager's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$162,584	\$226,870	\$226,870	\$233,420	\$233,420
11300 Part Time Salaries	2,832	0	0	0	0
11500 Separation Benefits	16,830	16,830	16,830	16,830	16,830
TOTAL	\$182,246	\$243,700	\$243,700	\$250,250	\$250,250
EMPLOYEE BENEFITS					
12200 Life Insurance	\$567	\$461	\$461	\$422	\$422
12300 Medical Insurance	16,612	13,901	13,901	12,900	12,900
12350 Medicare Insurance	4,277	3,036	3,036	3,420	3,420
12370 Part Time Retirement	113	0	0	0	0
12400 Dental Insurance	1,141	1,093	1,093	1,093	1,093
12500 Workers Compensation	1,573	1,730	1,730	1,817	1,817
12600 Retirement	39,331	48,224	48,224	51,564	51,564
12900 Long Term Disability	1,907	1,676	1,676	1,629	1,629
12950 Vision Plan	478	395	395	405	405
TOTAL	\$65,999	\$70,516	\$70,516	\$73,250	\$73,250
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,534	\$3,500	\$3,500	\$3,500	\$3,500
22000 Operating Supplies	0	400	400	400	400
31000 Contracted Services	38,141	25,000	25,000	25,000	25,000
32000 Communications	10,500	11,389	11,389	11,389	11,389
33000 Motor Pool Charges	983	10,000	10,000	10,000	10,000
37000 Leases & Rentals	769	5,000	5,000	5,000	5,000
38000 R/M Contractual	3,075	2,500	2,500	2,500	2,500
39000 Miscellaneous	4,749	6,200	6,200	6,200	6,200
TOTAL	\$60,751	\$63,989	\$63,989	\$63,989	\$63,989
GRAND TOTAL	\$308,996	\$378,205	\$378,205	\$387,489	\$387,489

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
City Manager	0.80	0.80	0.80	\$152,000	\$152,000	\$152,000
Secretary to the City Manager	1.00	1.00	1.00	68,270	74,820	74,820
Auto Allowance	0.00	0.00	0.00	4,800	4,800	4,800
CMO Assignment Pay	0.00	0.00	0.00	1,200	1,200	1,200
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	16,830	16,830	16,830
Total	1.80	1.80	1.80	\$243,700	\$250,250	\$250,250

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

SA – Atlantic/Garvey \$1,791,470

SA – Merged \$960,878

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$281,745	\$161,205	\$158,261	\$158,315	\$158,315
SERVICES & SUPPLIES	897,105	2,664,560	2,606,160	2,594,033	2,594,033
CAPITAL OUTLAY	11,726,325	0	0	0	0
TOTAL COSTS	\$12,905,175	\$2,825,765	\$2,764,421	\$2,752,348	\$2,752,348
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.55	 1.50	 1.50	 1.00	 1.00

Program Description

Under AB1X 26 redevelopment agencies were dissolved and replaced with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Under Resolution No. 11455 City of Monterey Park elected to become the Successor Agency for its former redevelopment agency as well as to retain housing assets and functions. The Successor Agency becomes operative on February 1, 2012. On February 1, 2012, all assets, properties, contracts, and leases of the former redevelopment agency were transferred to the Successor Agency. The Successor Agency is required to prepare a Recognized Obligation Payment Schedule (ROPS) before each six month fiscal period.

Tasks of the Successor Agency can be summarized as following:

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$228,144	\$107,917	\$107,917	\$113,424	\$113,424
11300 Part Time Salaries	17,315	14,000	14,000	0	0
11400 Overtime Salaries	134	0	178	0	0
11500 Separation Benefits	7,000	7,000	7,000	7,000	7,000
TOTAL	\$252,593	\$128,917	\$129,095	\$120,424	\$120,424
EMPLOYEE BENEFITS					
12200 Life Insurance	\$104	\$196	\$196	\$227	\$227
12300 Medical Insurance	3,839	6,244	3,122	8,156	8,156
12350 Medicare Insurance	703	1,394	1,394	2,991	2,991
12400 Dental Insurance	504	448	448	424	424
12600 Retirement	23,486	23,230	23,230	25,316	25,316
12900 Long Term Disability	443	626	626	626	626
12950 Vision Plan	73	150	150	151	151
TOTAL	\$29,152	\$32,288	\$29,166	\$37,891	\$37,891
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,904	\$4,879	\$4,879	\$4,879	\$4,879
31000 Contracted Services	247,645	194,590	143,590	194,590	194,590
32000 Communications	304	3,400	0	0	0
33000 Motor Pool Charges	190	0	0	0	0
34000 Advertising	151	0	0	0	0
37000 Leases & Rentals	9,339	9,000	9,000	4,000	4,000
38000 R/M Contractual	4,332	8,000	4,000	0	0
39000 Miscellaneous	-2,504,055	0	0	0	0
42000 Debt Service	1,235,184	2,444,691	2,444,691	2,390,564	2,390,564
44000 Misc Financial Serv	1,902,111	0	0	0	0
TOTAL	\$897,105	\$2,664,560	\$2,606,160	\$2,594,033	\$2,594,033
CAPITAL OUTLAY					
99000 Capital Improvements	\$11,726,325	\$0	\$0	\$0	\$0
TOTAL	\$11,726,325	\$0	\$0	\$0	\$0
GRAND TOTAL	\$12,905,175	\$2,825,765	\$2,764,421	\$2,752,348	\$2,752,348

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
City Manager	0.20	0.20	0.20	\$38,000	\$38,000	\$38,000
Controller	0.20	0.20	0.20	28,320	28,900	28,900
Economic Development Specialist	0.50	0.50	0.50	32,679	36,553	36,553
Acting Senior Accountant	0.10	0.10	0.10	7,658	8,711	8,711
Auto Allowance	0.00	0.00	0.00	1,200	1,200	1,200
Bilingual	0.00	0.00	0.00	60	60	60
Separation Benefits	0.00	0.00	0.00	7,000	7,000	7,000
<u>Part-Time</u>						
Account Clerk	0.50	0.00	0.00	14,000	0	0
Total	1.50	1.00	1.00	\$128,917	\$120,424	\$120,424

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

SOURCE OF FUNDS:

General \$407,229
 Retirement \$37,616
 Refuse \$7,000
 Water \$10,000

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$240,627	\$247,857	\$249,240	\$266,176	\$266,176
SERVICES & SUPPLIES	197,021	180,120	180,120	195,669	195,669
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$437,648	\$427,977	\$429,360	\$461,845	\$461,845
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.80	 3.80	 3.80	 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.
- Understand and administer the provisions of the Political Reform Act.
- Provide accurate 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.
- Understand and 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 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
General (G) / Special (S) Municipal Election	(G) March, 2013 19%	(S) July, 2013 22%	(G) March, 2015 24%
Voter Turnout		(S) June, 2014 30%	

2014-2015 GOALS AND OBJECTIVES

1. Prepare, plan and implement a general municipal election on March 3, 2015 to fill three council seats.
2. Research for implementation of a uniform offsite storage plan.
3. Continue to explore the digital records management program and make recommendation to expand services to other departments.

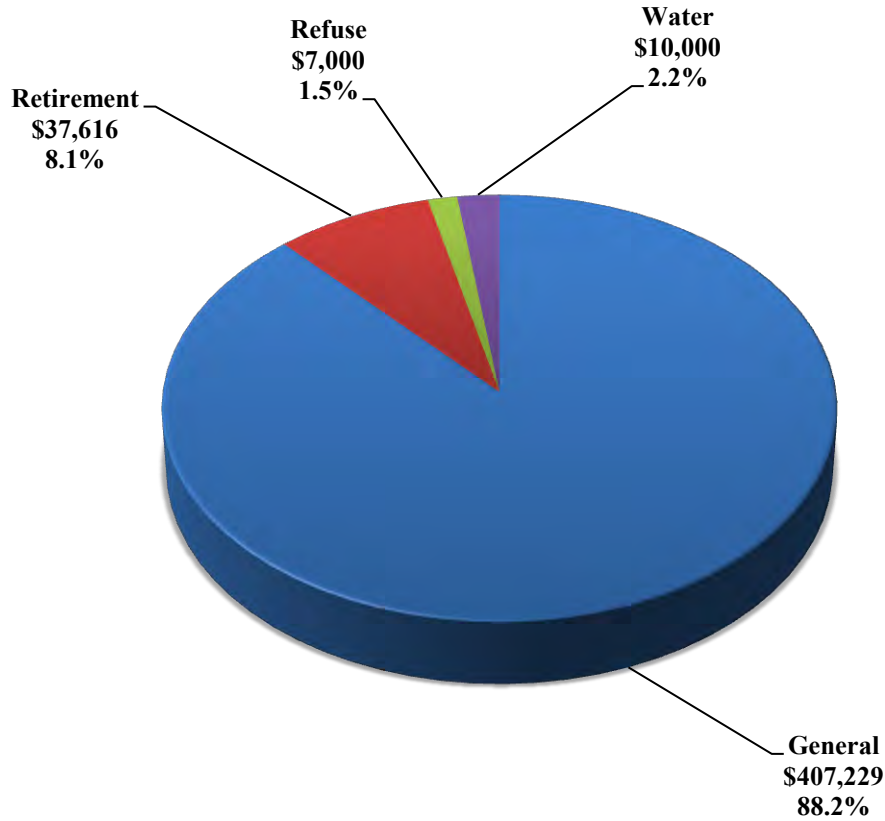
2013-2014 MAJOR ACCOMPLISHMENTS

1. Successfully conducted a Special Election in July 2013 regarding a fire services initiative, and successfully coordinate a Special Election which was consolidated with the County Primary Election in June 2014 regarding changes to the General Plan and Zoning Map land use.
2. Implemented a digital records management program for the City Clerk's office.
3. Updated the City's municipal codes regarding commissions/committees/boards and restructured and implemented a new appointment and reappointment procedures.

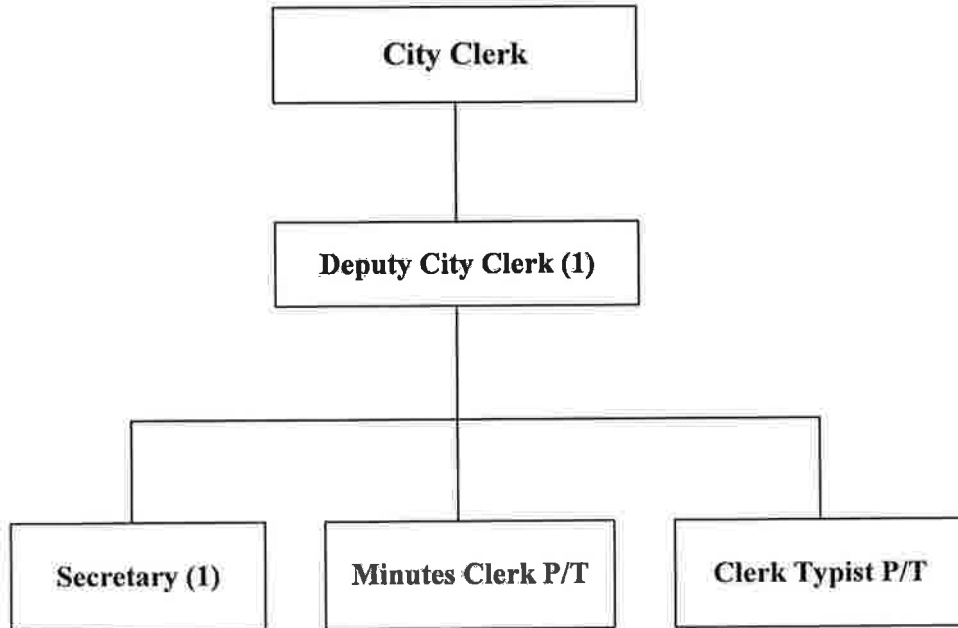
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects funding for the March 2015 General Municipal Election and hosting of the digital records management system.
2. Advertising category (#34000) shows an increase of \$4000 due to increase activity in legal advertising.
3. Miscellaneous category (#39000) increases by \$2,454 for increase in codification fees and training costs.

**City Clerk's Office
Source of Funds**



City Clerk's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11100 Elective Salaries	\$6,305	\$6,000	\$6,000	\$6,000	\$6,000
11200 Permanent Salaries	136,969	137,846	137,846	153,057	153,057
11300 Part Time Salaries	28,983	31,000	31,000	29,000	29,000
11400 Overtime Salaries	252	0	1,383	0	0
11500 Separation Benefits	6,765	6,765	6,765	6,765	6,765
TOTAL	\$179,274	\$181,611	\$182,994	\$194,822	\$194,822
EMPLOYEE BENEFITS					
12200 Life Insurance	\$526	\$486	\$486	\$648	\$648
12300 Medical Insurance	25,984	28,096	28,096	26,956	26,956
12350 Medicare Insurance	2,519	2,391	2,391	2,307	2,307
12370 Part Time Retirement	680	500	500	1,658	1,658
12400 Dental Insurance	1,040	941	941	1,541	1,541
12500 Workers Compensation	847	932	932	979	979
12600 Retirement	28,463	31,579	31,579	35,958	35,958
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	502	529	529	515	515
TOTAL	\$61,353	\$66,246	\$66,246	\$71,354	\$71,354
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,666	\$2,150	\$2,150	\$3,200	\$3,200
22000 Operating Supplies	2,375	4,900	4,900	5,500	5,500
31000 Contracted Services	161,340	128,300	128,300	135,000	135,000
32000 Communications	5,556	5,199	5,199	5,419	5,419
33000 Motor Pool Charges	264	300	300	300	300
34000 Advertising	9,695	17,000	17,000	21,000	21,000
37000 Leases & Rentals	6,256	6,275	6,275	6,500	6,500
38000 R/M Contractual	5,155	6,700	6,700	7,000	7,000
39000 Miscellaneous	4,714	9,296	9,296	11,750	11,750
TOTAL	\$197,021	\$180,120	\$180,120	\$195,669	\$195,669
GRAND TOTAL	\$437,648	\$427,977	\$429,360	\$461,845	\$461,845

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
City Clerk	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Deputy City Clerk	1.00	1.00	1.00	86,592	94,896	94,896
Secretary	1.00	1.00	1.00	51,254	58,161	58,161
Separation Benefits	0.00	0.00	0.00	6,765	6,765	6,765
<u>Part-Time</u>						
Minutes Clerk	0.50	0.50	0.50	21,000	17,737	17,737
Elections Clerk	0.30	0.00	0.00	10,000	0	0
Clerk Typist	0.00	0.50	0.50	0	11,263	11,263
Total	3.80	4.00	4.00	\$181,611	\$194,822	\$194,822

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$17,175
Retirement \$1,879

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$17,370	\$19,662	\$15,865	\$16,974	\$16,974
SERVICES & SUPPLIES	630	630	630	2,080	2,080
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$18,000	\$20,292	\$16,495	\$19,054	\$19,054
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

The City Treasurer is an elected position and is responsible for overseeing the custody and investment of the City monies.

Specific service objectives include:

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-2013</u>	<u>Estimated</u> <u>2013-2014</u>	<u>Projected</u> <u>2014-2015</u>
✓ Average Investment Balance	\$70 million	\$72 million	\$75 million
✓ Investment Earnings	\$230,000	\$240,000	\$300,000

2014-2015 GOALS AND OBJECTIVES

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

2013-2014 MAJOR ACCOMPLISHMENTS

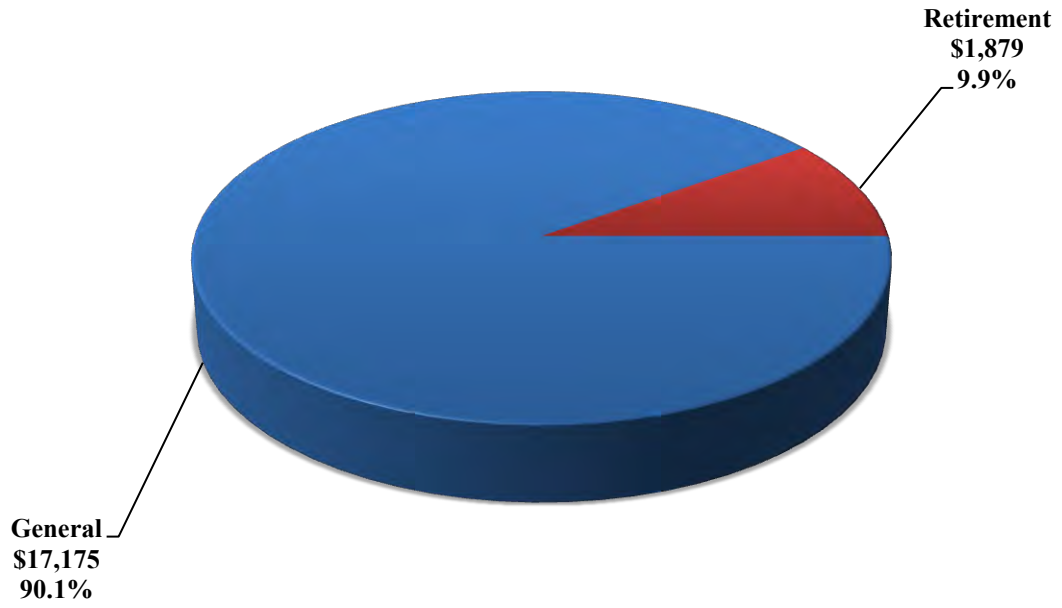
1. *Achieve Financial Stability:* Presented annual City Investment Policy to the City Council in August 2013, which received the Council's approval for adding the Los Angeles County Pooled Investment Fund as an allowable new investment option to maximize the City's investment earning.
2. Prudent, conservative management of the City's investment portfolio to maximize investment earning during the 2013-2014 fiscal year. The establishment of investment accounts in the Los Angeles County Treasury Pool and Bank of the West collateralized savings would generate higher interest income for the City.
3. Received the Investment Policy Certificate of Excellence Award from the Association of Public Treasurers of the United States and Canada.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

City Treasurer

Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11100 Elective Salaries	\$6,017	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$6,017	\$6,000	\$6,000	\$6,000	\$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$324	\$324	\$324	\$324	\$324
12300 Medical Insurance	8,526	11,100	7,303	7,872	7,872
12350 Medicare Insurance	89	87	87	87	87
12400 Dental Insurance	600	600	600	600	600
12600 Retirement	1,613	1,349	1,349	1,879	1,879
12950 Vision Plan	201	202	202	212	212
TOTAL	\$11,353	\$13,662	\$9,865	\$10,974	\$10,974
SERVICES & SUPPLIES					
21000 Office Supplies	\$180	\$180	\$180	\$180	\$180
33000 Motor Pool Charges	50	50	50	1,500	1,500
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	100	100	100	100	100
TOTAL	\$630	\$630	\$630	\$2,080	\$2,080
GRAND TOTAL	\$18,000	\$20,292	\$16,495	\$19,054	\$19,054

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
City Treasurer	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Total	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Attorney

General \$250,000
 Refuse \$57,500
 Water \$210,000

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	599,447	490,000	490,000	517,500	517,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$599,447	\$490,000	\$490,000	\$517,500	\$517,500
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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

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

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

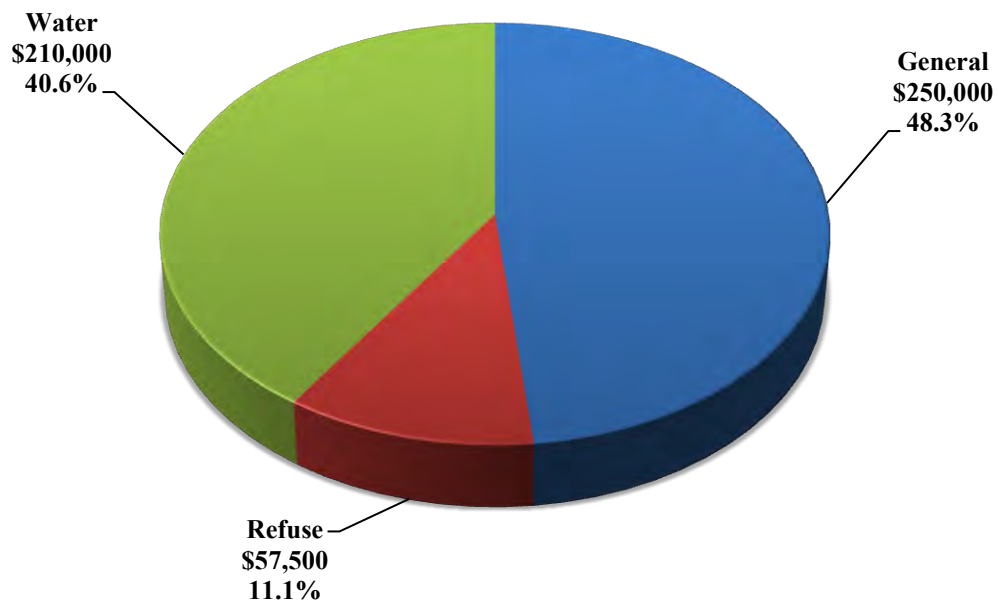
- Ensure the City and its officers are properly represented in all actions arising from performance of City business.
- Ensure that all City ordinances, resolutions, agreements and contracts are correct as to form.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

	<u>Adopted 2013-2014</u>	<u>Year-end Estimated 2013-2014</u>	<u>Proposed 2014-2015</u>
General Services	\$ 240,000	\$ 240,000	\$ 250,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	50,000	50,000	57,500
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions	<u>200,000</u>	<u>200,000</u>	<u>210,000</u>
Total	<u>\$ 490,000</u>	<u>\$490,000</u>	<u>\$517,500</u>

**City Attorney
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SERVICES & SUPPLIES					
31000 Contracted Services	\$599,447	\$490,000	\$490,000	\$517,500	\$517,500
TOTAL	\$599,447	\$490,000	\$490,000	\$517,500	\$517,500
GRAND TOTAL	\$599,447	\$490,000	\$490,000	\$517,500	\$517,500

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General \$742,250
 Retirement \$81,154
 Refuse \$425,436
 Water \$887,653

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$1,004,574	\$1,381,838	\$1,201,935	\$1,458,630	\$1,458,630
SERVICES & SUPPLIES	535,928	682,543	681,217	677,863	677,863
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,540,502	\$2,064,381	\$1,883,152	\$2,136,493	\$2,136,493
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	13.85	14.65	14.65	14.65	14.65

Program Description

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

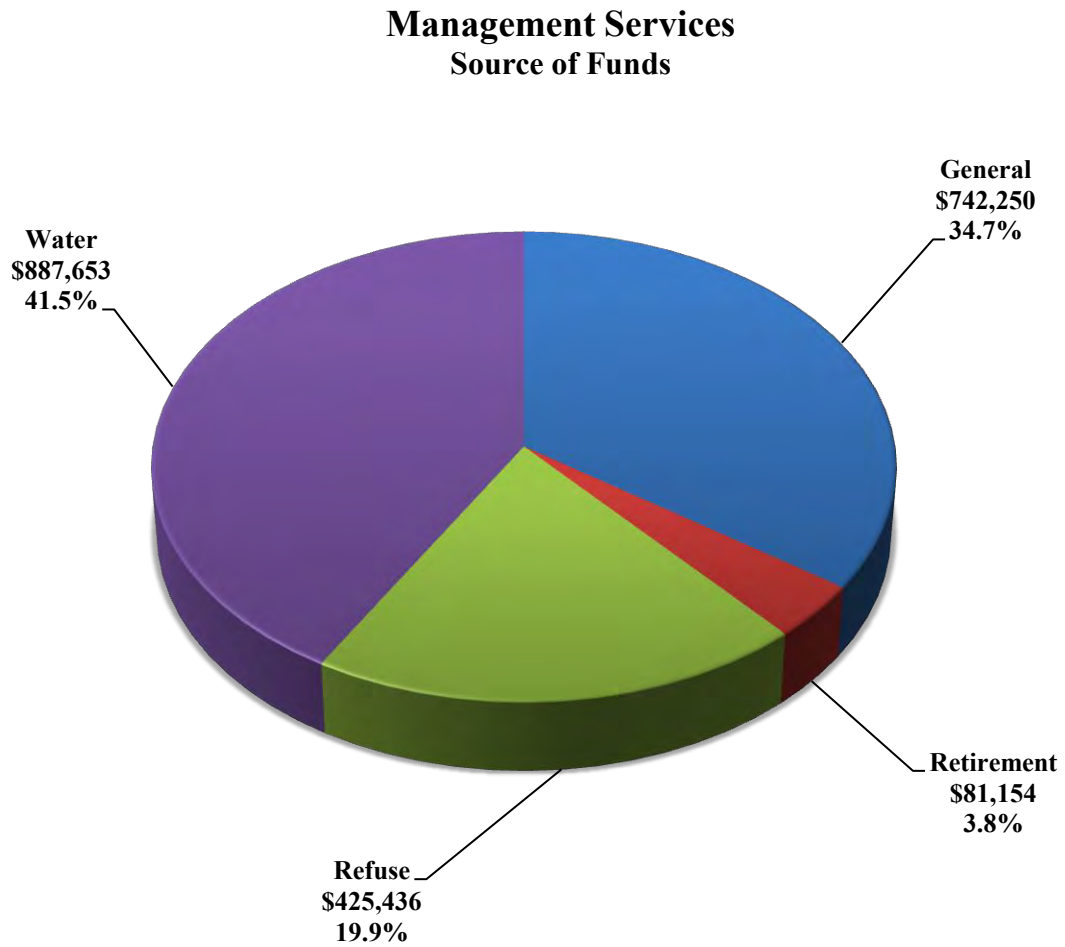
The Department is the core of the City's financial operations. It provides centralized financial planning, budgeting, investing, debt management, general ledger, grant accounting, accounts payable, payroll, audits, and financial reporting. In addition, the Department establishes and maintains the City's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

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

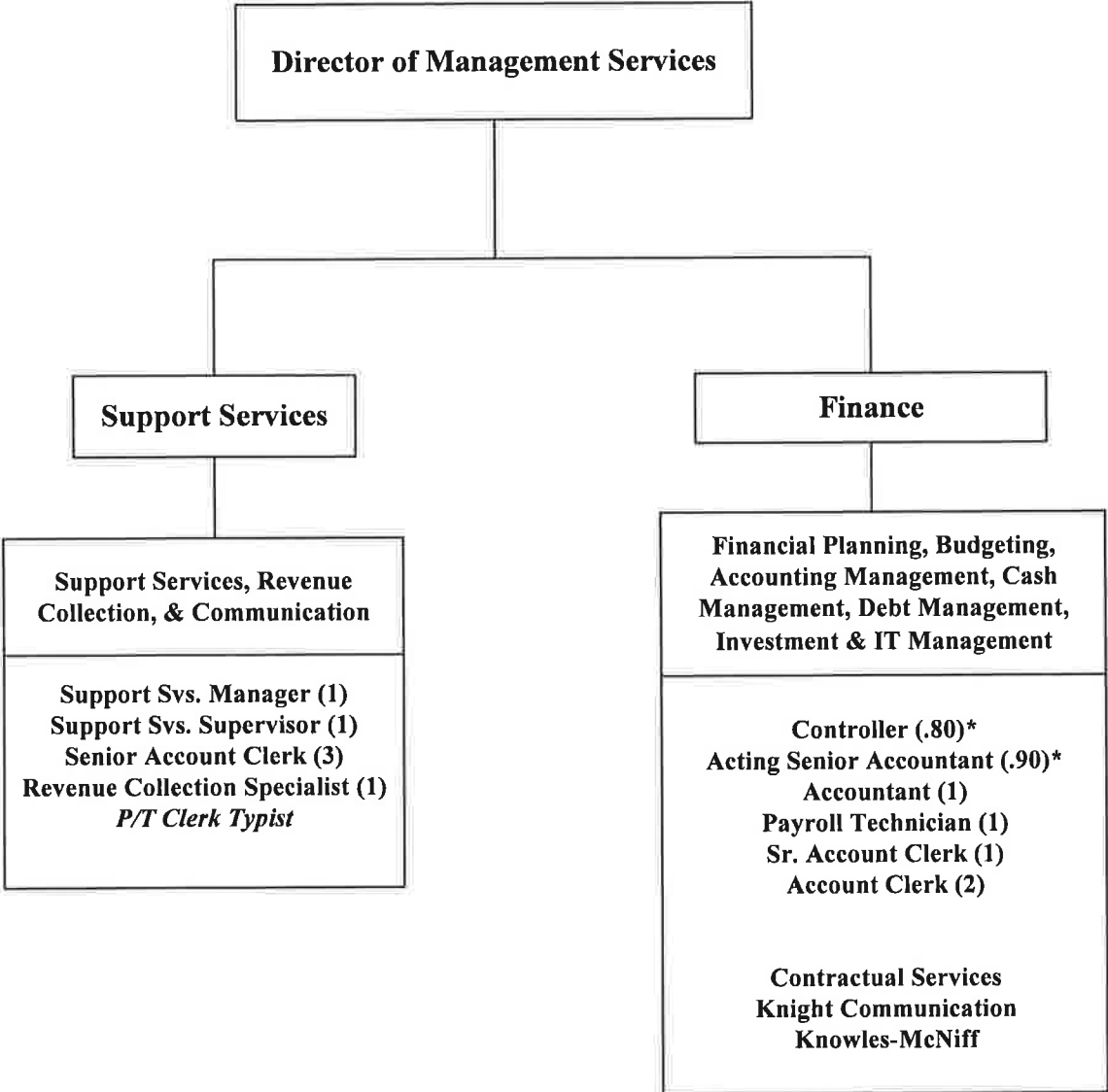
point for the City. It prepares water and trash billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

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

Personnel changes from last year: None.



Management Services Department



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

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$500,451	\$732,306	\$590,420	\$754,810	\$754,810
SERVICES & SUPPLIES	124,932	161,180	202,400	173,400	173,400
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$625,383	\$893,486	\$792,820	\$928,210	\$928,210
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.40	7.20	7.20	7.20	7.20

Program Description

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

Finance prepares various financial reports to City Council, City management and departments for fiscal monitoring. Each year Finance prepares a Midyear Budget Review report, which includes a five-year financial projection for all funds and a five-year capital improvement program. The Midyear Review Report serves as a base for the City's budget and future financial planning, which the report is formally presented to City Council each year at the first meeting in February. Finance also publishes the City's Comprehensive Annual Financial Report, Single Audit Report, Master Schedule of Fees and Charges, Cost Allocation Plan, Investment Report, and Budget Manual, and prepares the citywide lighting and landscaping assessment district and library tax submittals.

Finance maintains the City's financial records and prepares financial reports to various State

and Federal agencies. Finance works with City Treasurer in monitoring the City's cash flow and investing idle funds in accordance with the City's investment policy.

PROGRAM MEASUREMENTS

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

	<u>Actual</u> <u>2013-2014</u>	<u>Projected</u> <u>2014-2015</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.	23	24
✓ Number of years received awards from GFOA for excellence in financing reporting.	25	26

2014-2015 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Modify the Finance System to handle E-Payables option. Target implementation date sets in December 2014.
2. *Improve Effectiveness and Efficiency*: Extend the Online Timecard Program to include submitting absence slips capacities.
3. *Achieve Financial Stability*: Implement modification to Payroll Program to be in compliance with the Affordable Care Act's Assessable Payment. This is the Phase II of the Program, which is to submit electronic filing of coverage for employee's health enrollment.
4. *Achieve Financial Stability*: Work with IT to modify Payroll Program to cap employee contributions to PERS for new hires per PERS Reform Act.

2013-2014 MAJOR ACCOMPLISHMENTS

1. *Achieve Financial Stability*: Received awards for excellence from (GFOA) and (CSMFO) for the City's 2013-14 Annual Budget and from (GFOA) for the 2012-13 Comprehensive Annual Financial Report.
2. *Improve Effectiveness and Efficiency*: Completed a citywide online timecard program implementation, which includes retrieving past W2 and pay stub records.

3. *Improve Effectiveness and Efficiency*: Started with the e-Payables design process (Phase I) to move the City's accounts payable program towards using online payment technologies.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$341,128	\$517,535	\$382,000	\$528,157	\$528,157
11300 Part Time Salaries	1,320	0	23,140	0	0
11400 Overtime Salaries	2,006	0	2,000	2,000	2,000
11500 Separation Benefits	20,000	20,000	20,000	20,000	20,000
TOTAL	\$364,454	\$537,535	\$427,140	\$550,157	\$550,157
EMPLOYEE BENEFITS					
12200 Life Insurance	\$963	\$1,232	\$1,068	\$1,377	\$1,377
12300 Medical Insurance	49,354	61,624	54,000	65,149	65,149
12350 Medicare Insurance	5,162	6,502	2,708	6,515	6,515
12370 Part Time Retirement	52	0	926	0	0
12400 Dental Insurance	3,986	4,986	3,990	4,708	4,708
12500 Workers Compensation	3,025	3,328	3,328	3,497	3,497
12600 Retirement	70,188	113,039	94,000	119,267	119,267
12900 Long Term Disability	2,317	2,833	2,240	2,852	2,852
12950 Vision Plan	950	1,227	1,020	1,288	1,288
TOTAL	\$135,997	\$194,771	\$163,280	\$204,653	\$204,653
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,820	\$7,400	\$7,200	\$7,400	\$7,400
22000 Operating Supplies	3,879	3,500	3,500	4,000	4,000
31000 Contracted Services	87,980	115,800	155,800	123,000	123,000
32000 Communications	3,070	3,800	3,800	3,900	3,900
37000 Leases & Rentals	2,272	4,400	4,000	4,400	4,400
38000 R/M Contractual	1,996	2,000	2,000	2,000	2,000
39000 Miscellaneous	19,915	24,280	26,100	28,700	28,700
TOTAL	\$124,932	\$161,180	\$202,400	\$173,400	\$173,400
GRAND TOTAL	\$625,383	\$893,486	\$792,820	\$928,210	\$928,210

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Mgmt Services	0.50	0.50	0.50	\$74,000	\$66,252	\$66,252
Controller	0.80	0.80	0.80	113,280	115,603	115,603
Acting Senior Accountant	0.90	0.90	0.90	68,925	78,392	78,392
Accountant	1.00	1.00	1.00	58,212	56,389	56,389
Payroll Technician	1.00	1.00	1.00	60,612	51,912	51,912
Senior Account Clerk	1.00	1.00	1.00	50,518	56,860	56,860
Account Clerk	2.00	2.00	2.00	87,848	99,809	99,809
Bilingual	0.00	0.00	0.00	4,140	2,940	2,940
Overtime	0.00	0.00	0.00	0	2,000	2,000
Separation Benefits	0.00	0.00	0.00	20,000	20,000	20,000
Total	7.20	7.20	7.20	\$537,535	\$550,157	\$550,157

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	190,497	214,991	224,491	234,991	234,991
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$190,497	\$214,991	\$224,491	\$234,991	\$234,991
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
✓ Major Programming Projects	4	4	3
✓ Modifications/Enhancements to Existing Programs	5	6	6

2014-2015 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Continue modifying the Finance System to handle E-Payables option. This is Phase I of a multi-year plan, where payments to vendors can be done via electronic credit card payments or direct deposit transmissions.
2. *Improve Effectiveness and Efficiency:* Perform Phase II modification to Payroll Program to be in compliance with the Affordable Health Care Act, which requires electronic filing of coverage for employee's health enrollment.
3. *Improve Effectiveness and Efficiency:* Extend the Online Timecard Program to include submitting absence slips capacity.
5. *Improve Effectiveness and Efficiency:* Upgrade the finance system, including the vendor maintenance, cash receipts, journal entries and purchase order sub-systems, to be compatible with the latest Microsoft SQL Server and Windows technologies. This is Phase I of a multi-year programming upgrade. Currently, the City is with Microsoft SQL Server 2005, which will not be supported in 2016.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Completed the citywide online timecard program modification to have the capacity of retrieving of the past W2 and pay stub records.
2. Completed Phase I modification to Payroll Program to be in compliance with the Health Care Act reporting requirement.
3. Completed Payroll modification to cap employee contributions to PERS for new hires per PERS Reform Act.

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. Additional costs reflect required IT services for Fridays due to furlough elimination.
2. Communications category (#32000) reflects the costs for T1 high-speed expanded lines for the citywide, including city yard, recreation facilities, and Langley, internet service.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,328	\$3,350	\$2,350	\$3,350	\$3,350
24000 Small Tools	450	450	450	450	450
31000 Contracted Services	112,066	133,051	128,051	133,051	133,051
32000 Communications	28,421	22,500	39,000	41,500	41,500
38000 R/M Contractual	45,592	55,000	54,000	56,000	56,000
39000 Miscellaneous	640	640	640	640	640
TOTAL	\$190,497	\$214,991	\$224,491	\$234,991	\$234,991
GRAND TOTAL	\$190,497	\$214,991	\$224,491	\$234,991	\$234,991

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$287,918	\$351,818	\$313,419	\$385,544	\$385,544
SERVICES & SUPPLIES	22,737	29,500	31,350	31,850	31,850
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$310,655	\$381,318	\$344,769	\$417,394	\$417,394
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.65	 4.65	 4.65	 4.65	 4.65

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-2013</u>	<u>Estimated</u> <u>2013-2014</u>	<u>Projected</u> <u>2014-2015</u>
Business Licenses Issued	4,240	4,280	4,350
Utility Bills Mailed (Original and Delinquent)	80,046	81,000	81,200

2014-2015 GOALS AND OBJECTIVES

1. *Achieve Financial Stability*: Evaluate the feasibility of using lock-box processing of utility bill payments to streamline the revenue collection process.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Staff now utilizes a scanning system for the daily depositing of checks which ensures a far more timely deposit of revenue over conventional armored transport of physical checks.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11000) reflects the reclassification of a Senior Account Clerk (previously Account Clerk).
2. Communications category (#32000) reflects postage for mailing business license renewals, licenses, UUT Exemption renewals, Lifeline rate renewals, Library Tax Exemption re-applications, and correspondence.
3. R/M Contractual category (#38000) reflects budgets for cash register system maintenance, business license program maintenance, online bill presentment and utility bill scanner programming software maintenance. Increases are due to needed costs for software maintenance.
4. Miscellaneous category (#39000) includes \$3,000 for printing of business license permits and forms, \$150 for dues and memberships in the California Municipal Business Tax Association, and \$100 for education and training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$175,749	\$224,503	\$186,630	\$247,971	\$247,971
11300 Part Time Salaries	31,591	29,000	29,000	29,725	29,725
11400 Overtime Salaries	260	0	0	0	0
11500 Separation Benefits	7,728	7,728	7,728	7,728	7,728
TOTAL	\$215,328	\$261,231	\$223,358	\$285,424	\$285,424
EMPLOYEE BENEFITS					
12200 Life Insurance	\$600	\$666	\$140	\$666	\$666
12300 Medical Insurance	28,490	32,670	32,670	32,790	32,790
12350 Medicare Insurance	2,754	2,890	2,890	3,224	3,224
12370 Part Time Retirement	619	400	400	1,620	1,620
12400 Dental Insurance	2,444	2,566	2,566	2,566	2,566
12500 Workers Compensation	1,089	1,198	1,198	1,258	1,258
12600 Retirement	34,768	48,240	48,240	56,022	56,022
12900 Long Term Disability	1,465	1,546	1,546	1,546	1,546
12950 Vision Plan	361	411	411	428	428
TOTAL	\$72,590	\$90,587	\$90,061	\$100,120	\$100,120
SERVICES & SUPPLIES					
21000 Office Supplies	\$966	\$1,400	\$1,200	\$1,200	\$1,200
22000 Operating Supplies	571	600	600	600	600
24000 Small Tools	709	950	950	950	950
31000 Contracted Services	0	500	2,550	3,050	3,050
32000 Communications	3,633	3,500	3,500	3,500	3,500
38000 R/M Contractual	13,766	19,300	19,300	19,300	19,300
39000 Miscellaneous	3,092	3,250	3,250	3,250	3,250
TOTAL	\$22,737	\$29,500	\$31,350	\$31,850	\$31,850
GRAND TOTAL	\$310,655	\$381,318	\$344,769	\$417,394	\$417,394

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Mgmt Services	0.20	0.20	0.20	\$29,600	\$26,501	\$26,501
Support Services Manager	0.35	0.35	0.35	33,352	38,000	38,000
Support Services Supervisor	0.35	0.35	0.35	24,339	27,548	27,548
Senior Account Clerk	1.00	2.00	2.00	51,678	109,164	109,164
Revenue Collection Specialist	1.00	1.00	1.00	41,376	45,348	45,348
Account Clerk	1.00	0.00	0.00	42,748	0	0
Bilingual	0.00	0.00	0.00	1,410	1,410	1,410
Separation Benefits	0.00	0.00	0.00	7,728	7,728	7,728
<u>Part-Time</u>						
Clerk Typist	0.75	0.75	0.75	29,000	29,725	29,725
Total	4.65	4.65	4.65	\$261,231	\$285,424	\$285,424

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$142,376	\$189,674	\$190,056	\$205,279	\$205,279
SERVICES & SUPPLIES	17,935	17,826	17,826	17,826	17,826
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$160,311	\$207,500	\$207,882	\$223,105	\$223,105
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.02	 2.02	 2.02	 2.02	 2.02

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Purchase Orders Issued	1,045	950	850
Requisitions Processed	1,400	1,275	1,100

2014-2015 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Explore the feasibility of utilizing an electronic purchase order requisition form to streamline the purchasing process.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Assisted City Clerk in developing specifications for new electronic document management system (EDMS). This system will more effectively allow staff to comply with the City's retention policy.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$98,535	\$126,393	\$126,393	\$137,152	\$137,152
11300 Part Time Salaries	0	7,000	7,000	7,175	7,175
11500 Separation Benefits	5,000	5,000	5,000	5,000	5,000
TOTAL	\$103,535	\$138,393	\$138,393	\$149,327	\$149,327
EMPLOYEE BENEFITS					
12200 Life Insurance	\$269	\$322	\$322	\$322	\$322
12300 Medical Insurance	16,234	19,206	19,206	19,302	19,302
12350 Medicare Insurance	1,111	1,435	1,435	1,576	1,576
12370 Part Time Retirement	382	0	382	392	392
12400 Dental Insurance	1,085	1,183	1,183	1,183	1,183
12500 Workers Compensation	1,089	1,198	1,198	1,258	1,258
12600 Retirement	17,836	26,996	26,996	30,970	30,970
12900 Long Term Disability	657	722	722	722	722
12950 Vision Plan	178	219	219	227	227
TOTAL	\$38,841	\$51,281	\$51,663	\$55,952	\$55,952
SERVICES & SUPPLIES					
21000 Office Supplies	\$792	\$900	\$900	\$900	\$900
22000 Operating Supplies	216	550	550	550	550
24000 Small Tools	442	400	400	400	400
32000 Communications	2,632	2,300	2,300	2,300	2,300
33000 Motor Pool Charges	6,176	6,176	6,176	6,176	6,176
37000 Leases & Rentals	2,663	3,300	3,300	3,300	3,300
38000 R/M Contractual	2,673	1,600	1,600	1,600	1,600
39000 Miscellaneous	2,341	2,600	2,600	2,600	2,600
TOTAL	\$17,935	\$17,826	\$17,826	\$17,826	\$17,826
GRAND TOTAL	\$160,311	\$207,500	\$207,882	\$223,105	\$223,105

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Mgmt Services	0.16	0.16	0.16	\$23,680	\$21,200	\$21,200
Support Services Manager	0.30	0.30	0.30	28,587	32,572	32,572
Support Services Supervisor	0.36	0.36	0.36	25,034	28,336	28,336
Senior Account Clerk	1.00	1.00	1.00	48,276	54,228	54,228
Bilingual	0.00	0.00	0.00	816	816	816
Separation Benefits	0.00	0.00	0.00	5,000	5,000	5,000
<u>Part-Time</u>						
Senior Account Clerk	0.20	0.20	0.20	7,000	7,175	7,175
Total	2.02	2.02	2.02	\$138,393	\$149,327	\$149,327

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$73,829	\$108,040	\$108,040	\$112,997	\$112,997
SERVICES & SUPPLIES	179,827	259,046	205,150	219,796	219,796
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$253,656	\$367,086	\$313,190	\$332,793	\$332,793
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .78	 .78	 .78	 .78	 .78

Program Description

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

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

PROGRAM MEASUREMENTS

	Actual <u>2012-2013</u>	Estimated <u>2013-2014</u>	Projected <u>2014-2015</u>
Mail Handled	420,200	459,000	418,500

2014-2015 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Staff will evaluate the possibility of having an outside firm fold, print, insert and mail the utility bills.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Staff evaluated the feasibility of upgrading the City's current telephone system. At this time staff is recommending to explore this option at a later date.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$20,000 for City Hall telephone services, \$4,000 for postage and \$46,566 contributions to City's Data Processing/Technology Internal Services fund. Decreases reflect internet phone cost trends.
2. Utilities category (#36000) is for the City Hall utility costs, which include \$86,780 for electricity.
3. Leases and Rentals (#37000) and R&M Contractual (#38000) reflects lease and maintenance costs including \$19,000 for postage meter equipment (meter, scale, scanner, and computer), \$7,500 for black & white and color copiers, \$3,600 for binding machines, \$4,800 for large folder/inserters, \$7,000 for utility bill folder/inserters, \$3,200 for auto booklet stapler, \$2,800 for scanner and computer, and \$11,850 for the Go MPK service request tracking system, City Hall Lobby electronic kiosk, and the online utility billing system.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$51,340	\$74,412	\$74,412	\$79,552	\$79,552
11500 Separation Benefits	5,170	5,170	5,170	5,170	5,170
TOTAL	\$56,510	\$79,582	\$79,582	\$84,722	\$84,722
EMPLOYEE BENEFITS					
12200 Life Insurance	\$104	\$167	\$167	\$151	\$151
12300 Medical Insurance	6,297	8,829	8,829	8,358	8,358
12350 Medicare Insurance	490	854	854	822	822
12400 Dental Insurance	460	577	577	547	547
12500 Workers Compensation	330	363	363	0	0
12600 Retirement	9,288	17,194	17,194	17,950	17,950
12900 Long Term Disability	254	331	331	311	311
12950 Vision Plan	96	143	143	136	136
TOTAL	\$17,319	\$28,458	\$28,458	\$28,275	\$28,275
SERVICES & SUPPLIES					
21000 Office Supplies	\$707	\$2,800	\$1,700	\$1,700	\$1,700
22000 Operating Supplies	327	500	500	500	500
32000 Communications	68,774	120,566	70,770	70,566	70,566
36000 Utilities	70,890	86,780	86,780	86,780	86,780
37000 Leases & Rentals	2,950	22,900	19,900	34,750	34,750
38000 R/M Contractual	35,692	25,000	25,000	25,000	25,000
39000 Miscellaneous	487	500	500	500	500
TOTAL	\$179,827	\$259,046	\$205,150	\$219,796	\$219,796
GRAND TOTAL	\$253,656	\$367,086	\$313,190	\$332,793	\$332,793

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Mgmt Services	0.14	0.14	0.14	\$20,720	\$18,552	\$18,552
Support Services Manager	0.35	0.35	0.35	33,351	38,000	38,000
Support Services Supervisor	0.29	0.29	0.29	20,167	22,826	22,826
Bilingual	0.00	0.00	0.00	174	174	174
Separation Benefits	0.00	0.00	0.00	5,170	5,170	5,170
Total	0.78	0.78	0.78	\$79,582	\$84,722	\$84,722

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

SOURCE OF FUNDS:

General \$455,533
 Retirement \$51,242
 General Liability \$52,811
 Public Safety Impact Fee \$4,165
 Workers' Compensation \$23,533
 Water \$219,201
 Library Tax \$5,000

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$377,233	\$463,209	\$457,236	\$496,203	\$496,203
SERVICES & SUPPLIES	191,200	309,127	311,741	315,282	315,282
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$568,433	\$772,336	\$768,977	\$811,485	\$811,485
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.00	 4.50	 4.50	 4.50	 4.50

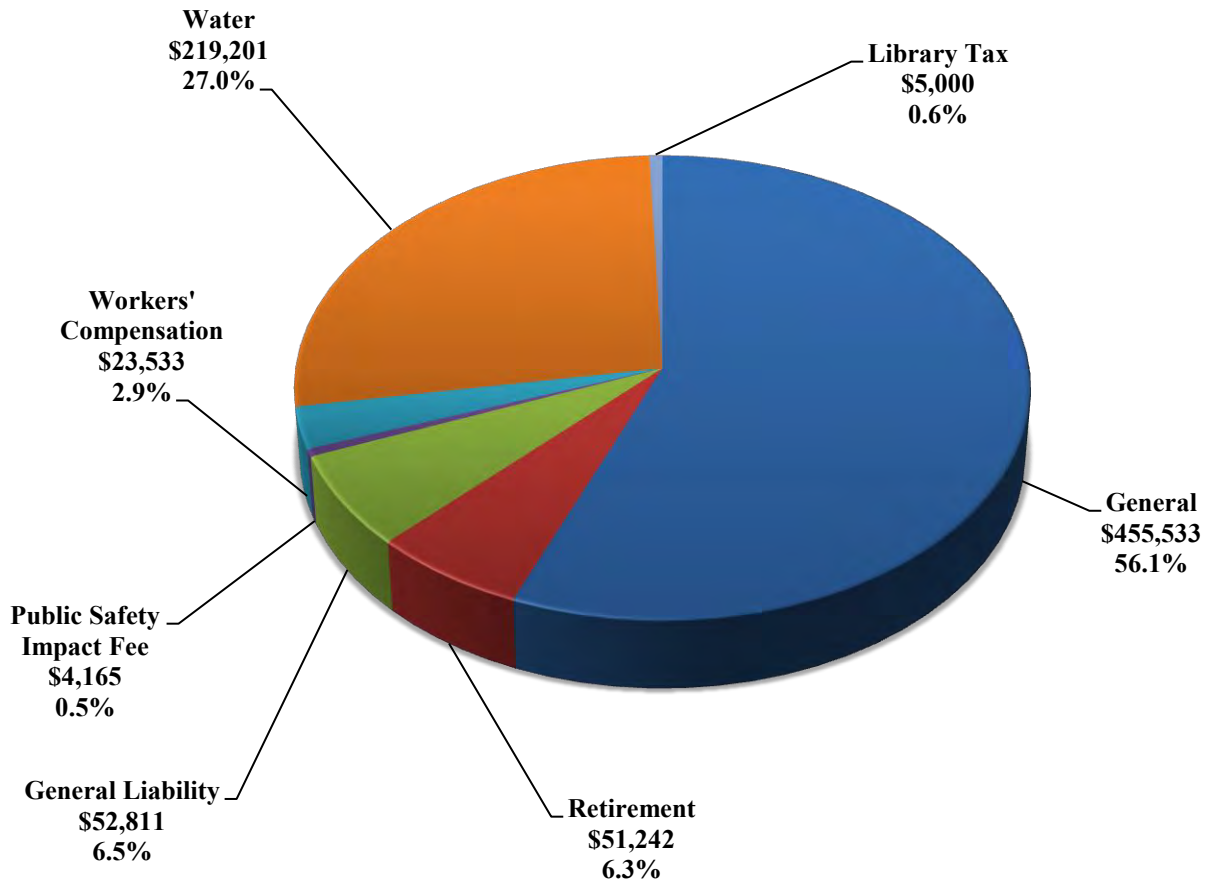
Program Description

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

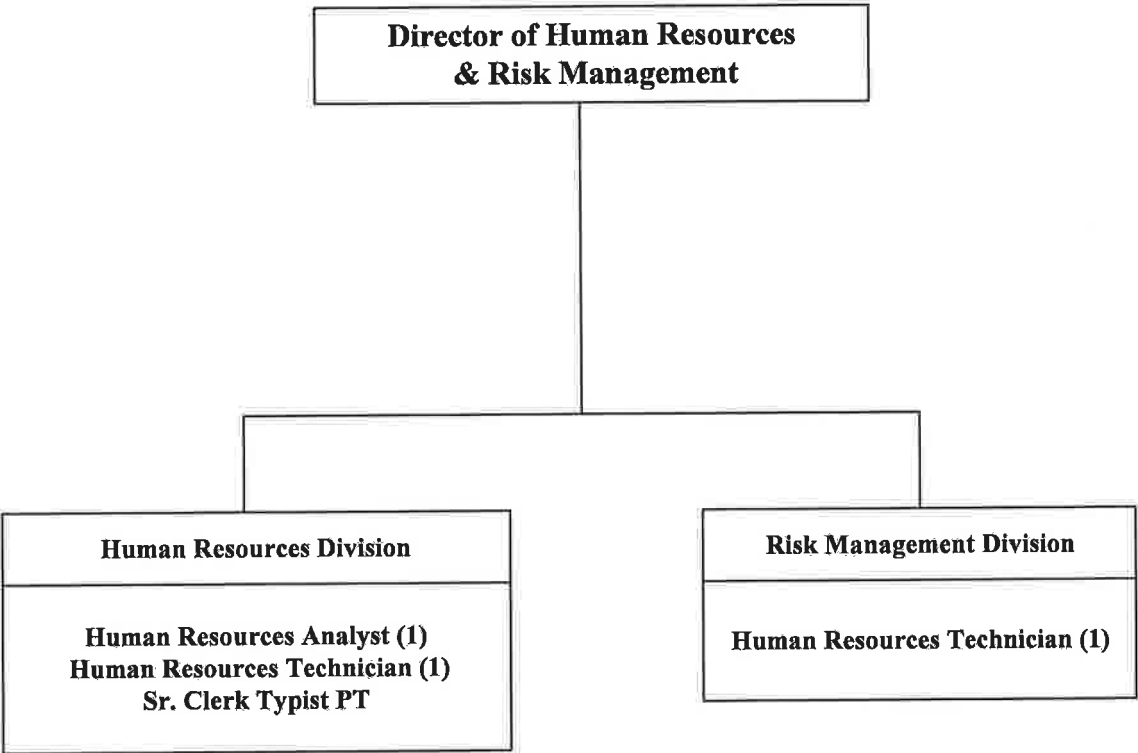
The Human Resources Division is the core of the City's employment and training operations. It provides centralized recruitment and selection, compensation administration, job classification, benefits administration, employment records management, employer/employee relation's administration, employee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

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

Human Resources & Risk Management Source of Funds



Human Resources & Risk Management Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$213,424	\$299,332	\$293,289	\$303,326	\$303,326
SERVICES & SUPPLIES	108,279	212,852	217,391	219,971	219,971
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$321,703	\$512,184	\$510,680	\$523,297	\$523,297
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.60	 3.10	 3.10	 3.00	 3.00

Program Description

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

Employee Development: Training and development programs to enhance employees' job skills and abilities as well as assist them in achieving career development opportunities. Supervisory training, tuition reimbursement for approved formal education, and in-house workshops are coordinated by and funded through the Human Resources Division. During the upcoming 2014-15 fiscal year employee training will be an emphasis in developing employee skills and loss prevention programs. The department provides a comprehensive training program by utilizing the City's membership in professional organizations such as ICRMA and the San Gabriel Valley - Employment Relations Consortium, SCPMA-HR, IPMA-HR as well as training provided by in-house Human Resources staff.

Employee Relations: An effective program of employer/employee relations through the negotiation and administration of labor contracts with eight represented employee groups and in the 2014-2015 fiscal year negotiations will begin with the three (3) miscellaneous labor associations. This also includes employee and supervisory counseling on personnel policies and practices, providing assistance in the handling of employee grievances and disciplinary actions, negotiation and implementation of new labor contract provisions, communication meetings with labor representatives, and promoting new programs to enhance the quality, efficiency and responsiveness of municipal services.

Recruitment and Selection: Recruitment and selection activities which include job analyses, advertising, focused and outreach recruitment efforts, test development and administration, pre-employment medical examinations, background and psychological evaluations for safety positions, fingerprinting, compliance with adopted merit system requirements and related employment laws.

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

Personnel Management: Maintenance of the City’s position classification plan, administration of the employee performance evaluation process, and development of administrative policies and procedures relating to personnel issues.

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

PROGRAM MEASUREMENTS

City Wide Employment Data

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>Projected 2014-15</u>
Budgeted FT Positions	300	290	290	290
Percentage Reduction	4.46%	3.33%	0.00%	0.00%
Budgeted Part-time FTE	45.57	48.32	50.10	50.10
Total Citywide FTE	352.57	344.82	347.10	347.97
Competitive Positions Filled	7	9	25	15
Examinations Administered	7	15	43	15
Applications Processed	400	450	1,700	900

2014-2015 GOALS AND OBJECTIVES

1. Successful negotiations with three (3) miscellaneous labor groups.
2. Purchase and implement Neo Gov's applicant tracking and HRIS systems which will modernize and computerize Human Resources.
3. Work with Management Services for establishing an on-line enrollment computer program for the City's annual health coverage enrollment.
4. Continue to provide quarterly training program opportunities for employees on a variety of subjects such as Harassment Prevention, Safety in the Workplace and supervisory training.
5. Successful recruitment completion of the Fire Chief position.
6. Continue to implement provisions of the Affordable Care Act.
7. Work with Management Services and IT to purchase secure email program.
8. Conduct employee information meetings on Benefits.
9. Meet with insurance committee members to review options to make medical plans more affordable.
10. Meet and confer with bargaining units to implement alternative retiree medical program.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Maintained a high level of Human Resource customer service to the operating departments while trying to "right-size" HR duties and functions.
2. Re-enrolled over 200 retiree and 340 active employee in medical plans. Offered 457 deferred compensation plan informational classes.
3. Recruited and filled thirty-five city positions. Received and reviewed over 1600 applications.
4. Through participation in the San Gabriel Valley Employment Relations Consortium (SGV-ERC) and SCPMA-HR 27 employees received training in the areas of diversity, difficult conversations, management and supervision which enhanced their supervisory skills. 422 employees also received training courses in delivery excellent customer service, FLSA, harassment prevention, performance management and development, and succeeding as a public employee.
5. Successfully recruited and filled the Director of Public Works, Director of Management Services and Director of Community and Economic Development positions.

6. Completed negotiations and implemented new MOU's with five (5) sworn bargaining units.
7. Completed formation of new Police Officer Mid-Management Association

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services (#31000) includes pre-employment physical examinations, testing materials and consultation fees (\$9.5K), the City's Employee Assistance Program (EAP) premium (\$10.5K), and investigation services for personnel matters (\$90K). Increases are to reflect true investigation costs.
2. Miscellaneous category (#39000) includes \$6K for pre-employment expenses relating to testing and candidate backgrounds -and mandated fingerprinting current and future volunteers assigned to the Police Department; and re-certification of LCW Training consortium (\$2.5K), trainer to provide in-house training (i.e. CPR, back specialist for Fire, Police and Public Works \$5.5K), and MOU employee tuition reimbursements (\$34K).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$144,488	\$191,671	\$139,192	\$195,402	\$195,402
11300 Part Time Salaries	9,580	19,500	65,750	19,500	19,500
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	10,000	10,000	10,000	10,000	10,000
TOTAL	\$164,068	\$221,171	\$214,942	\$224,902	\$224,902
EMPLOYEE BENEFITS					
12200 Life Insurance	\$356	\$519	\$519	\$519	\$519
12300 Medical Insurance	16,486	28,188	26,850	26,850	26,850
12350 Medicare Insurance	2,266	2,780	2,834	2,834	2,834
12370 Part Time Retirement	317	0	1,491	1,491	1,491
12400 Dental Insurance	1,080	1,800	1,779	1,779	1,779
12500 Workers Compensation	1,406	1,547	1,547	1,624	1,624
12600 Retirement	26,427	41,673	41,673	41,673	41,673
12900 Long Term Disability	634	1,030	1,030	1,030	1,030
12950 Vision Plan	384	624	624	624	624
TOTAL	\$49,356	\$78,161	\$78,347	\$78,424	\$78,424
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,943	\$1,800	\$1,500	\$2,700	\$2,700
22000 Operating Supplies	0	10,000	10,000	12,000	12,000
31000 Contracted Services	47,443	127,500	146,500	121,500	121,500
32000 Communications	8,831	9,127	11,466	11,466	11,466
33000 Motor Pool Charges	1,815	2,550	2,650	3,650	3,650
34000 Advertising	6,022	3,250	7,950	7,950	7,950
38000 R/M Contractual	8,868	7,725	7,725	8,805	8,805
39000 Miscellaneous	33,357	50,900	29,600	51,900	51,900
TOTAL	\$108,279	\$212,852	\$217,391	\$219,971	\$219,971
GRAND TOTAL	\$321,703	\$512,184	\$510,680	\$523,297	\$523,297

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Human Resources/Risk Management	0.60	0.50	0.50	\$74,995	\$65,616	\$65,616
Human Resources Analyst	1.00	1.00	1.00	70,200	78,858	78,858
Human Resources Technician	1.00	1.00	1.00	46,476	50,928	50,928
Separation Benefits	0.00	0.00	0.00	10,000	10,000	10,000
<u>Part-Time</u>						
Sr. Clerk Typist	0.50	0.50	0.50	19,500	19,500	19,500
Total	3.10	3.00	3.00	\$221,171	\$224,902	\$224,902

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$163,809	\$163,877	\$163,947	\$192,877	\$192,877
SERVICES & SUPPLIES	82,921	96,275	94,350	95,311	95,311
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$246,730	\$260,152	\$258,297	\$288,188	\$288,188
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.40	 1.40	 1.40	 1.50	 1.50

Program Description

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

The City currently maintains General Liability and Auto Liability insurance coverage of \$30 million per occurrence, with a self-insured retention of \$300,000 through the City's participation in the Independent Cities Risk Management Authority (I.C.R.M.A.). A third party administrator provides liability claims administration services. The Risk Management Division seeks to minimize the City's financial exposure by ensuring that tort liability claims are processed and brought to closure as expeditiously as possible, fully investigating all claims, and by subrogating claims where third party liability exists, to recover losses.

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

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

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual as of 3/17/14 2013-2014</u>
COMMUNITY DEVELOPMENT	0	0	0
FIRE	1	1	2
GENERAL GOVERNMENT	0	0	0
HUMAN RESOURCES	0	0	0
LIBRARY	0	0	1
MANAGEMENT SERVICES	1	0	0
POLICE	14	8	4
PUBLIC WORKS (Street, Water, Parks)	27	23	20*
RECREATION & COMM. SERVICES	<u>3</u>	<u>0</u>	<u>2</u>
TOTAL	46	32	29

*This number includes ten claims that resulted from two separate incidents.

WORKERS' COMPENSATION CLAIMS FILED

	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual as of 3/12/14 2013-14</u>
FIRE	13	9	5
GENERAL EMPLOYEES	2	1	0
LIBRARY	0	0	0
POLICE	16	8	4
PUBLIC WORKS (Street, Water, Parks)	5	6	3
RECREATION & COMM. SERVICES	<u>2</u>	<u>4</u>	<u>4</u>
TOTAL*	38*	28*	16*

*Includes all claims that are OSHA recordable.

2014-2015 GOALS & OBJECTIVES

1. Continue to reduce workers' compensation injuries & liability claims thru loss claims run analysis, pro-active claim management administration, diligent root cause investigations and loss prevention training.
2. Continue to work with ICRMA to provide training in identification of risk and safety and to maintain level of ICRMA University attendance by City employees.
3. Provide in-house quarterly employee training including Workplace Safety training, Harassment and Retaliation Prevention training, Customer Service.
4. Continue to provide excellent, results driven customer service to reduce city liability exposure.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Evaluated the cost/benefit effectiveness of the City's membership with the 22 member Independent Cities Risk Management Authority verse other alternative municipal insurance authorities.
2. Utilizing ICRMA Risk Management training resources coordinated and conducted employee training. This included Dealing with Difficult People, Forklift and Aerial Lift Training, Hazard Communication, Confined Space Training, Dig Safety – Trenching & Shoring, ICRMA On-Line Safety Training Resources (total # of employees used training opportunity - 609)
3. Conducted an Active Shooter Course and Live Active shooter scenario training for City Hall employees (Run, Hide, Fight). (159 employees attended)
4. Complied with Department of Transportation (DOT) Random Drug Testing requirements, Annual OSHA log, Annual Self Insurer's Annual report, Insurance Renewals for Property, Liability, Excess Workers' Comp, and Employee Dishonesty/Crime.
5. Facilitated pre-employment medical exams and fingerprints for 49 new full time/part time employees, 33 volunteers and processed Hep-B shots to 17 Public Works Maintenance Workers.
6. Completed 26 new hire orientations for part time employees.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Risk Management**

ACTIVITY NO.: **1802**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$114,265	\$110,045	\$110,045	\$131,364	\$131,364
11400 Overtime Salaries	320	0	0	0	0
11500 Separation Benefits	10,000	10,000	10,000	10,000	10,000
TOTAL	\$124,585	\$120,045	\$120,045	\$141,364	\$141,364
EMPLOYEE BENEFITS					
12200 Life Insurance	\$292	\$293	\$293	\$326	\$326
12300 Medical Insurance	14,294	14,940	14,940	16,350	16,350
12350 Medicare Insurance	1,638	1,598	1,598	1,907	1,907
12400 Dental Insurance	639	640	700	700	700
12500 Workers Compensation	1,406	1,547	1,557	1,624	1,624
12600 Retirement	20,065	23,922	23,922	29,651	29,651
12900 Long Term Disability	554	556	556	595	595
12950 Vision Plan	336	336	336	360	360
TOTAL	\$39,224	\$43,832	\$43,902	\$51,513	\$51,513
SERVICES & SUPPLIES					
21000 Office Supplies	\$360	\$500	\$500	\$500	\$500
22000 Operating Supplies	287	300	400	300	300
31000 Contracted Services	2,413	4,600	2,300	1,500	1,500
32000 Communications	218	275	200	150	150
33000 Motor Pool Charges	208	900	1,350	1,000	1,000
35000 Insurance	78,870	87,600	87,600	90,011	90,011
39000 Miscellaneous	565	2,100	2,000	1,850	1,850
TOTAL	\$82,921	\$96,275	\$94,350	\$95,311	\$95,311
GRAND TOTAL	\$246,730	\$260,152	\$258,297	\$288,188	\$288,188

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Human Resources/Risk Management	0.40	0.50	0.50	\$49,997	\$65,616	\$65,616
Human Resources Technician	1.00	1.00	1.00	59,448	65,148	65,148
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	10,000	10,000	10,000
Total	1.40	1.50	1.50	\$120,045	\$141,364	\$141,364

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$1,331,729
 Retirement \$198,054
 Water \$182,015
 Home Housing Program Grant \$273,865
 CDBG Grant \$631,368
 General Plan Review Trust Grant \$36,741
 Records Management Fee Trust \$61,755
 MTA S Garfield Transit Village Grant \$220,111
 Housing Successor Agency \$178,000
 Business Improvement Area \$140,246

DEPARTMENT: Community and Econ Development

ACTIVITY: Community and Econ Development

ACTIVITY NO.: 1700, 2200 & 1111

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$1,006,578	\$1,276,591	\$1,093,170	\$1,474,961	\$1,474,961
SERVICES & SUPPLIES	1,113,745	1,797,531	1,583,116	1,778,923	1,778,923
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,120,323	\$3,074,122	\$2,676,286	\$3,253,884	\$3,253,884
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	11.00	12.50	12.50	13.50	13.50

Program Description

The Community and Economic Development Department has the responsibility for 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, health and safety 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, Economic Development Advisory Committee and City Council. This Department is responsible for the City's economic development activities such as business attraction, assistance and retention programs; and providing decent and affordable housing for very low, low and moderate income residents.

The Department consists of five (6) Divisions:

Planning Division

This Division enforces Title 20 and 21 of the Monterey Park Municipal Code, and other applicable State Regulations. Planning staff processes a variety of entitlement applications that are reviewed and approved by either the Planning Commission, or both the Planning Commission and City Council. Staff also processes Design Review applications and presents their findings to the Design Review Board (DRB) for consideration. It is the Division's responsibility to ensure that all development projects in the city are consistent with the City's Comprehensive General Plan and Zoning Code. The Division functions as the City's liaison for all environmental reviews ensuring compliance with the California Environmental Quality Act (CEQA).

Building & Safety Division

This Division enforces Title 16 of the Monterey Park Municipal Code. Building and Safety staff are required to enforce the City adopted California Codes (i.e., Building, Plumbing, Electrical, Mechanical etc.) through plan check and site inspections, as well as State and Federal regulations (ADA standards) relating to the construction of structures and their safety. This Division is responsible for being the liaison to the City's Modification Committee.

Code Enforcement Division

This Division enforces Section 9.54 of the Monterey Park Municipal Code (i.e., Property Maintenance Ordinance), but also enforce portions of Chapter 21 (Zoning Code) along with other related sections of the Monterey Park Municipal Code. The Division coordinates the "*Code Enforcement Volunteer Program*". The Division has been the responsible for the City's coordination of the annual L.A. County "Weed Abatement" program.

Economic Development Division

This Division is responsible for business attraction, assistance and retention. Economic development staff provides staffing for the Economic Development Advisory Committee, Successor Agency and the Oversight Board, and is the liaison to the Business Improvement District.

Housing Division

This Division administers the City's HUD CDBG/Home Programs and the City's Housing activities. Block Grant funds are received annually from the United States Department of Housing and Urban Development (HUD). The primary source of funding for housing programs in the City comes from CDBG and HOME funds, as well as future funds from County related the disbursement of debt obligation from the former Monterey Park Redevelopment Agency.

Business Improvement District

Monterey Park established a business improvement district in 1983. The district encompasses the commercial area on Garvey Avenue, from Ramona to Nicholson, and Garfield Avenue from Emerson to south of Newmark Avenue. The main goal of the Business Improvement District is to promote businesses and maintain landscaping in the area.

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

Land Area	7.72 square miles
Major topographic characteristic	Hills
Housing stock	21,074 dwelling units*
Population	61,777 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-III with PD Overlay)	5%

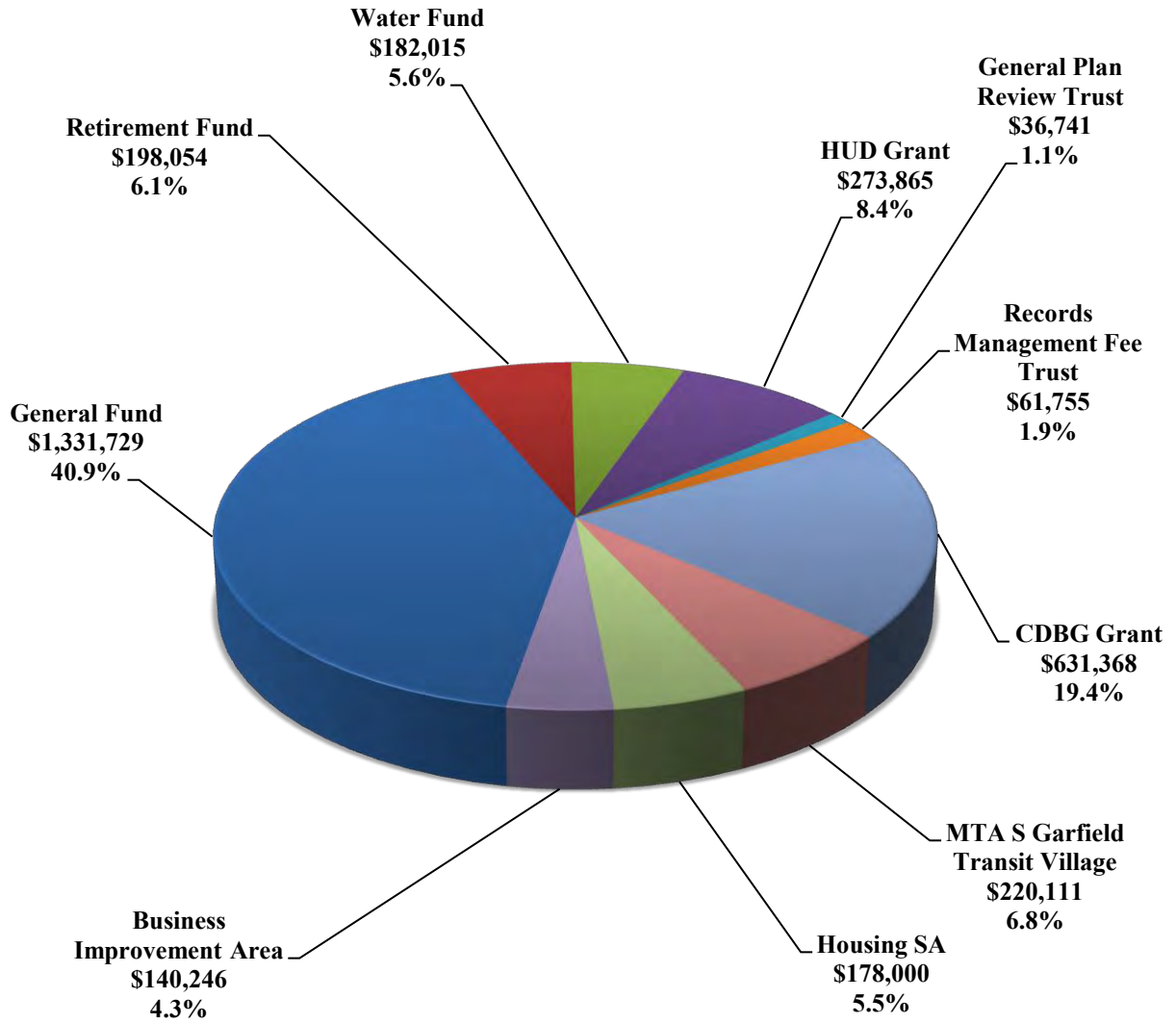
The Department is charged with the responsibility of reviewing and periodically updating the City's General Plan, the Zoning Ordinance, along with the various development standards with the ultimate goal of providing a solid foundation for the overall development of the City.

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

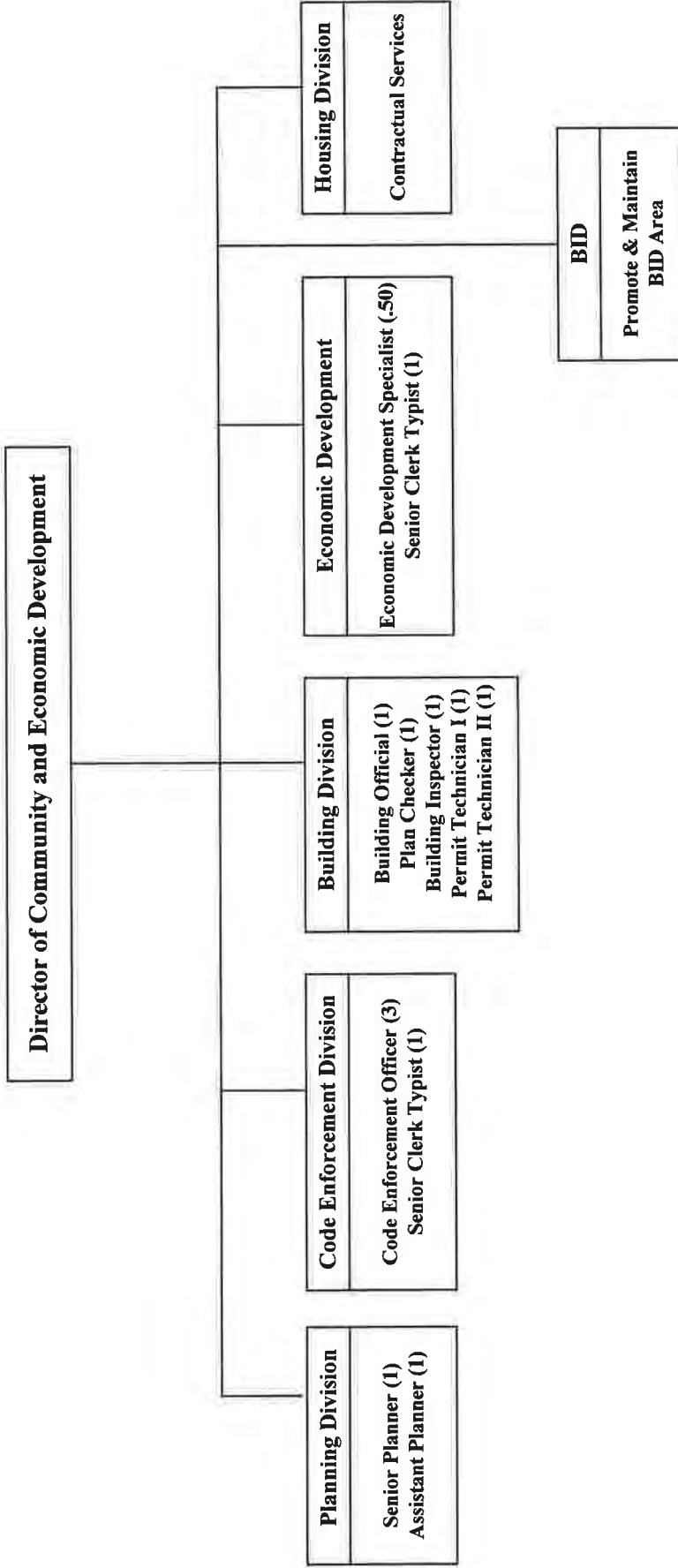
Personnel changes from last year include: Convert the part-time Senior Clerk Typist funded by the Successor Agency to a full-time Senior Clerk Typist for the Economic Development Division under Activity #1704. This Division will also maintain the outside contract services of an economic development consultant and other related disciplines facilitating economic development activities in the city.

Convert a full-time Building Inspector position and delete the contract part-time Building Inspector and Building Official to a full-time Building Official in the Building and Safety Division under Activity #1703.

Community Development Source of Funds



Community and Economic Development Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$196,748	\$234,659	\$241,714	\$262,594	\$262,594
SERVICES & SUPPLIES	63,288	271,370	290,403	242,587	242,587
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$260,036	\$506,029	\$532,117	\$505,181	\$505,181
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.30	 2.15	 2.15	 2.15	 2.15

Program Description

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

- In accordance with State Law, maintaining 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 City Council recently adopted an update to the Housing Element which was subsequently reviewed and approved by the State of California Department of Housing & Community Development in February 2014.

- Administers 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.
- Provides 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.
- Provides 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, specific plans, precise plans and 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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Code Amendments	1	1	1
Conditional Use Permits	9	7	7
General Plan Amendments	0	2	1
Specific Plan	0	2	2
Parcel Maps	3	3	2
Precise Plan Related	1	1	1
Radius Map/Mailing	15	17	15
Tentative Tract Maps	2	1	1
Time Extensions	0	0	2
Variances	3	2	2
Zone Changes	0	0	1
CEQA			
Environmental Impact Reports	1	0	1
Negative Declarations	1	4	1
Categorical Exemptions	17	14	14

DESIGN REVIEW

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

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

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

PLAN CHECK

Process within 72 hours	100%	100%	100%
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2014-2015 GOALS AND OBJECTIVES

1. Complete the Garfield Village Specific Plan that is intended to create a more vibrant business district in close proximity to the Gold Line East extension of the light rail. Expend the funding granted to the City through the Transit Oriented Development Planning Grant from MTA.
2. Complete the Zoning Code clean up items that have been requested to be addressed by the City Council.
3. Create a streamlined permitting process for the Community and Economic Development Department.
4. Create five educational articles on planning related issues that will be published in the Cascade Newspaper.
5. Modify the Planning Division's portion of the City's new web site to include planning, zoning, general plan and environmental regulations with associated links; provide on-line handouts and brochures etc.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Completed the Housing Element Update in the General Plan to comply with the State Housing Element law and to address the Regional Housing Needs Assessment allocation for the 2014-2021 housing cycle. In February 2014, the State Department of Housing and Urban Development reviewed and certified the 2014-2021 Housing Element.
2. Completed the two (2) new elements, Healthy Community and Sustainability Community Elements of the General Plan which promotes a healthier community, decreasing pollution (Greenhouse Gas), and reducing energy consumption in accordance with SB 375 on a community wide basis.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services (#31000), it is anticipated that the majority of the grant funding from the Transit Oriented Development Grant from MTA will be utilized this fiscal year however there may be some carryover into the FY2014/2015 budget. Additional contractual services may be necessary due to an upcoming maternity leave.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$137,082	\$161,997	\$160,147	\$173,747	\$173,747
11300 Part Time Salaries	1,806	0	5,200	0	0
11400 Overtime Salaries	91	0	3,500	3,500	3,500
11500 Separation Benefits	8,000	8,000	8,000	8,000	8,000
TOTAL	\$146,979	\$169,997	\$176,847	\$185,247	\$185,247
EMPLOYEE BENEFITS					
12200 Life Insurance	\$300	\$373	\$373	\$438	\$438
12300 Medical Insurance	16,262	19,197	19,197	26,262	26,262
12350 Medicare Insurance	2,349	2,325	2,325	2,927	2,927
12370 Part Time Retirement	72	0	205	0	0
12400 Dental Insurance	1,156	1,421	1,421	1,476	1,476
12500 Workers Compensation	4,840	5,324	5,324	5,590	5,590
12600 Retirement	23,667	34,855	34,855	39,224	39,224
12900 Long Term Disability	848	852	852	1,011	1,011
12950 Vision Plan	275	315	315	419	419
TOTAL	\$49,769	\$64,662	\$64,867	\$77,347	\$77,347
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,579	\$1,900	\$1,900	\$1,800	\$1,800
22000 Operating Supplies	509	500	500	500	500
24000 Small Tools	276	350	350	350	350
31000 Contracted Services	45,089	250,500	269,889	220,611	220,611
32000 Communications	4,163	4,188	4,188	4,844	4,844
33000 Motor Pool Charges	2,177	2,177	1,877	2,227	2,227
37000 Leases & Rentals	3,500	6,000	6,000	6,000	6,000
38000 R/M Contractual	4,035	4,155	4,155	4,555	4,555
39000 Miscellaneous	1,960	1,600	1,544	1,700	1,700
TOTAL	\$63,288	\$271,370	\$290,403	\$242,587	\$242,587
GRAND TOTAL	\$260,036	\$506,029	\$532,117	\$505,181	\$505,181

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Planning**

ACTIVITY NO.: **1701**

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Community / Economic Development	0.15	0.15	0.15	\$22,200	\$21,901	\$21,901
Senior Planner	1.00	1.00	1.00	78,855	91,980	91,980
Assistant Planner	1.00	1.00	1.00	60,342	59,266	59,266
Bilingual	0.00	0.00	0.00	600	600	600
Overtime	0.00	0.00	0.00	0	3,500	3,500
Separation Benefits	0.00	0.00	0.00	8,000	8,000	8,000
Total	2.15	2.15	2.15	\$169,997	\$185,247	\$185,247

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$360,547	\$410,982	\$399,882	\$441,560	\$441,560
SERVICES & SUPPLIES	46,084	48,970	44,470	49,370	49,370
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$406,631	\$459,952	\$444,352	\$490,930	\$490,930
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.30	 4.30	 4.30	 4.30	 4.30

Program Description

The Code Enforcement Division enforces a variety of code provisions including: Titles 5, 6, 9, 13, 14, 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 with multi-departmental/agency inspections and promotes voluntary compliance.

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

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
INSPECTIONS (*)			
Residential Inspections	3,214	3,384	3,553
Home Occupation	155	125	131
Commercial Inspections	446	408	428
Industrial Inspections	<u>66</u>	<u>84</u>	<u>87</u>
Total	3,881	4,001	4,199

* *Numbers include all follow-up site inspections*

Complaints received and Investigated	1,216	1,368	1,436
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	0	320	336
Administrative Citations	188	247	296

2014-2015 GOALS AND OBJECTIVES

1. Create a proactive code enforcement program for addressing property maintenance issues in commercial and residential areas. Track the number of properties identified in the program and the percentage of compliance.
2. Modify the Code Enforcement Division's portion of the new City's web site creating a number of illustrative pages for Code Enforcement including:
 - a. Well maintained and poorly maintained properties;
 - b. Well maintained and poorly maintained single-family residential front yards and examples of standard landscaping permissible per the Zoning Code and examples of acceptable drought tolerant landscaping; and
 - c. Examples of the top five code enforcement violations.
3. Prepare five short educational articles of the top five code enforcement issues in the city that will be inserted into the Cascade Newspaper.
4. Identify new measures for addressing illegal residential motels/boarding houses thereby ensuring that safe and habitable housing is provided in the community.

2013-2014 MAJOR ACCOMPLISHMENTS

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (31000) includes legal costs to cover the cost of reviewing additional nursing facilities, boarding house and related commercial activity in the residential zones. This activity will require preparation, approval and execution of inspection warrants and court appearances by staff and City Prosecutor.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$247,145	\$278,952	\$267,852	\$300,158	\$300,158
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	16,665	16,665	16,665	16,665	16,665
TOTAL	\$263,810	\$295,617	\$284,517	\$316,823	\$316,823
EMPLOYEE BENEFITS					
12200 Life Insurance	\$689	\$746	\$746	\$746	\$746
12300 Medical Insurance	38,291	41,326	41,326	42,090	42,090
12350 Medicare Insurance	3,040	3,098	3,098	3,383	3,383
12400 Dental Insurance	2,891	2,952	2,952	2,952	2,952
12500 Workers Compensation	4,840	5,324	5,324	5,590	5,590
12600 Retirement	44,807	59,754	59,754	67,791	67,791
12900 Long Term Disability	1,760	1,704	1,704	1,704	1,704
12950 Vision Plan	419	461	461	481	481
TOTAL	\$96,737	\$115,365	\$115,365	\$124,737	\$124,737
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,324	\$1,550	\$1,550	\$1,550	\$1,550
22000 Operating Supplies	807	1,000	1,000	1,000	1,000
24000 Small Tools	356	500	500	500	500
31000 Contracted Services	34,980	35,600	32,000	35,600	35,600
32000 Communications	3,518	4,900	4,200	4,900	4,900
33000 Motor Pool Charges	400	400	400	400	400
38000 R/M Contractual	4,000	4,120	4,120	4,520	4,520
39000 Miscellaneous	699	900	700	900	900
TOTAL	\$46,084	\$48,970	\$44,470	\$49,370	\$49,370
GRAND TOTAL	\$406,631	\$459,952	\$444,352	\$490,930	\$490,930

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Community / Economic Development	0.30	0.30	0.30	\$44,400	\$43,802	\$43,802
Code Enforcement Officers	3.00	3.00	3.00	181,728	199,152	199,152
Senior Clerk Typist	1.00	1.00	1.00	45,624	50,004	50,004
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	16,665	16,665	16,665
Sr. Code Enforcement Officer Premium Pay	0.00	0.00	0.00	6,000	6,000	6,000
Total	4.30	4.30	4.30	\$295,617	\$316,823	\$316,823

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Building and Safety

ACTIVITY NO.: 1703

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$441,441	\$539,085	\$359,209	\$614,446	\$614,446
SERVICES & SUPPLIES	153,742	30,549	98,094	33,923	33,923
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$595,183	\$569,634	\$457,303	\$648,369	\$648,369
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.30	5.30	5.30	5.30	5.30

Program Description

The Building Division is established per the mandate of California Health and Safety Code to facilitate compliance of State and local building standards concerning structural integrity, fire and life safety, sanitation, security, accessibility, and energy efficiency of constructions within the local jurisdiction. The Division also administers the City's special programs in connection with the maintenance of building safety. It provides staff support to the City Council, Modification Committee and other city departments in analyzing issues relating to safety of buildings. 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 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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	6	20	6
<i>b. Residential, Add/Alter</i>	347	330	330
<i>c. Non-Residential, New</i>	1	4	7
<i>d. Non-Residential, Add/Alter</i>	117	110	110
<i>e. Miscellaneous</i>	<u>190</u>	<u>200</u>	<u>200</u>
Building Permits Total	661	664	653
Electrical Permits	180	170	175
Mechanical Permits	159	120	120
Plumbing Permits	<u>125</u>	<u>145</u>	<u>150</u>
All Permits Total	1,125	1,099	1,098
ANNUAL PERMIT VALUATION	15.4 mil.	17.5 mil.	17 mil.
PLAN CHECKS			
Total Number Processed	<u>441</u>	<u>350</u>	<u>350</u>
Processed In-House	93%	91%	91%
Contracted Out	7%	9%	9%
INSPECTIONS			
Construction Inspections	3,952	3,760	4,000
Certificate of Occupancy		240	240
Violation Inspections	<u>21</u>	<u>31</u>	<u>25</u>
All Inspections Total	4,965	4,384	4,265

2014-2015 GOALS AND OBJECTIVES

1. Switch to the new permit system software to streamline the permitting process citywide.
2. Implement the citizen access link to allow access to City's records concerning permits and inspections.
3. Modify the Building Division portion of the city's website to include additional handouts and brochures to assist individuals in obtaining building permits.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Adopted the mandatory 2013 California Codes.
2. Train counter, plan review and inspection staff regarding the new 2013 California Codes.
3. Adopted the amendments to the Green Building Standards Code as required by the City Council approved Climate Action Plan.
4. Completed all required configurations, data transfers and training for the new permitting software.
5. Completed the Building Division's component of the City's fee study.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries and Benefits category (#11000 and #12000) reflects that the vacant Building Inspector position being eliminated and a full-time Building Official added. The full-time Building Official would handle the responsibilities of this position as well as inspection services, plan checks and counter assistance, as needed.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Building and Safety

ACTIVITY NO.: 1703

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$323,399	\$388,406	\$256,439	\$436,983	\$436,983
11400 Overtime Salaries	0	0	600	0	0
11500 Separation Benefits	8,000	8,000	8,000	8,000	8,000
TOTAL	\$331,399	\$396,406	\$265,039	\$444,983	\$444,983
EMPLOYEE BENEFITS					
12200 Life Insurance	\$757	\$746	\$493	\$909	\$909
12300 Medical Insurance	36,918	42,303	27,921	51,467	51,467
12350 Medicare Insurance	4,938	5,602	3,698	6,337	6,337
12400 Dental Insurance	2,989	2,842	1,876	3,562	3,562
12500 Workers Compensation	4,840	5,324	3,514	5,590	5,590
12600 Retirement	57,051	83,528	55,128	98,646	98,646
12900 Long Term Disability	1,925	1,704	1,124	2,101	2,101
12950 Vision Plan	624	630	416	851	851
TOTAL	\$110,042	\$142,679	\$94,170	\$169,463	\$169,463
SERVICES & SUPPLIES					
21000 Office Supplies	\$943	\$1,000	\$1,000	\$1,000	\$1,000
22000 Operating Supplies	1,477	1,800	1,800	1,800	1,800
24000 Small Tools	518	1,100	1,100	1,100	1,100
31000 Contracted Services	126,186	0	70,000	0	0
32000 Communications	2,678	4,784	4,734	5,968	5,968
33000 Motor Pool Charges	12,710	12,710	12,460	14,500	14,500
38000 R/M Contractual	4,035	4,155	3,000	4,555	4,555
39000 Miscellaneous	5,195	5,000	4,000	5,000	5,000
TOTAL	\$153,742	\$30,549	\$98,094	\$33,923	\$33,923
GRAND TOTAL	\$595,183	\$569,634	\$457,303	\$648,369	\$648,369

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Building and Safety

ACTIVITY NO.: 1703

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Community / Economic Development	0.30	0.30	0.30	\$44,400	\$43,803	\$43,803
Building Official*	0.00	1.00	1.00	0	94,704	94,704
Plan Checker	1.00	1.00	1.00	81,156	88,944	88,944
Building Inspector	2.00	1.00	1.00	149,502	83,076	83,076
Permit Technician II	1.00	1.00	1.00	60,576	66,384	66,384
Permit Technician I	1.00	1.00	1.00	51,572	58,872	58,872
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	8,000	8,000	8,000
Total	5.30	5.30	5.30	\$396,406	\$444,983	\$444,983

* Restoring Building Official position by eliminating one Building Inspector and reducing contracted personnel.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$0	\$72,693	\$73,193	\$136,925	\$136,925
SERVICES & SUPPLIES	0	250,000	248,800	249,000	249,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$322,693	\$321,993	\$385,925	\$385,925
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	.65	.65	1.65	1.65

Program Description

The Economic Development Division provides staff support for the City's business attraction, assistance and retention programs. Economic Development is responsible for staffing the Economic Development Advisory Committee (EDAC), the Successor Agency (SA) and the Oversight Board (OB) and is the liaison to the Business Improvement District. This division plays a critical role in marketing and media activities designed to attract new business facilitating job and sales tax production for the community.

2014-2015 GOALS AND OBJECTIVES

1. *Attract and Retain Businesses:* Create a Business Attraction and Retention Program for the city.
2. *Development Opportunities:* Create a data base identifying all underutilized commercial and industrial properties. The data will be utilized to assist property owners and managers identify tenants and/or development opportunities.
3. *Economic Development Element:* Update the Economic Development Element of the City's comprehensive General Plan.
4. Modify the Economic Development Division's portion of the City's new web site providing information related to business attraction, assistance and retention, along with links to county, state and federal assistance programs.
5. Create five educational articles on economic development issues that will be published in the Cascade Newspaper.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Achieved the interest of a major hotel operator in Monterey Park. Continue to work with several proposals to build hotels in the city. Combining economic development efforts together with planning has increased staffs ability to address obstacles with greater efficiency.
2. Staff organized and implemented a workshop for key city players in developing the city; the City Council, Planning Commission, Design Review Board, and department heads, with the goal of updating them on current and possible future projects.
3. Implemented a contract with a new golf course operator and worked closely with the new operator through the reconstruction process. The result of the reconstruction process is a completely new golf course facility that contains a new state-of-the art driving range with an automated system, a new café and outdoor dining area, new golf pro-shop, and a new lounge deck for golfers and visitors.
4. Staff re-established meeting with the new Economic Development Advisory Committee (EDAC). The EDAC refrained from meeting upon the dissolution of the former RDA.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries and Benefits category (#11000 and #12000) reflects converting the part-time Senior Clerk Typist funded by the Successor Agency to a full-time Senior Clerk Typist for the Economic Development Division under Activity #1704. This Division will also maintain the outside contract services of an economic development consultant and other related disciplines facilitating economic development activities in the city.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$0	\$54,879	\$54,879	\$97,537	\$97,537
11400 Overtime Salaries	0	0	500	1,000	1,000
TOTAL	\$0	\$54,879	\$55,379	\$98,537	\$98,537
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$130	\$130	\$292	\$292
12300 Medical Insurance	0	4,913	4,913	12,791	12,791
12350 Medicare Insurance	0	765	765	1,415	1,415
12400 Dental Insurance	0	200	200	921	921
12600 Retirement	0	11,468	11,468	22,041	22,041
12900 Long Term Disability	0	258	258	654	654
12950 Vision Plan	0	80	80	274	274
TOTAL	\$0	\$17,814	\$17,814	\$38,388	\$38,388
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$800	\$600	\$1,400	\$1,400
24000 Small Tools	0	0	0	2,000	2,000
31000 Contracted Services	0	246,700	246,700	187,300	187,300
32000 Communications	0	0	0	2,000	2,000
33000 Motor Pool Charges	0	0	0	5,500	5,500
34000 Advertising	0	0	0	40,000	40,000
38000 R/M Contractual	0	2,000	1,500	500	500
39000 Miscellaneous	0	500	0	10,300	10,300
TOTAL	\$0	\$250,000	\$248,800	\$249,000	\$249,000
GRAND TOTAL	\$0	\$322,693	\$321,993	\$385,925	\$385,925

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Economic Development**

ACTIVITY NO.: **1704**

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Community / Economic Development	0.15	0.15	0.15	\$22,200	\$21,901	\$21,901
Economic Development Specialist	0.50	0.50	0.50	32,679	36,552	36,552
Senior Clerk Typist*	0.00	1.00	1.00	0	39,084	39,084
Overtime	0.00	0.00	0.00	0	1,000	1,000
Total	0.65	1.65	1.65	\$54,879	\$98,537	\$98,537

* Converted a part-time position to a full-time for Economic Development activities.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$3,921	\$9,586	\$9,586	\$9,718	\$9,718
SERVICES & SUPPLIES	651,829	629,250	609,324	621,650	621,650
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$655,750	\$638,836	\$618,910	\$631,368	\$631,368
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.05	.05	.05	.05	.05

Program Description

Responsibilities within this activity include general administration of the City's Community Development Block Grant (CDBG) program and Home/Housing programs. CDBG monies, received annually from the U.S. Department of Housing and Urban Development (HUD), are the primary source of funding for the Division's activities. The Department transfers a significant portion of CDBG funds to other departments to enhance ongoing programs or to fund new capital projects. As of the date of preparation of this budget, for 2014-15, it is assumed that the allotment from HUD will be reduced by approximately 10% for CDBG and Home programs. As a result, program activities are reduced to match with funding availability.

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-2015</u>
Agencies assisted from Community Fund	2	2	1
Number of disabled adults assisted	60	60	0
Number of Housing Rights Center clients assisted	200	175	175

2014-2015 GOALS AND OBJECTIVES

1. Revise the Consolidated Plan to be consistent with the recent amendments to the Annual Plan and dissolution of the Redevelopment Agency.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Promoted fair housing by assisting approximately 175 Monterey Park residents with housing discrimination complaints or tenant and landlord counseling.
2. Assisted approximately 60 mentally challenged adults to learn independent living skills.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

<u>Contractual Services</u>	<u>2013-2014</u>	<u>2014-2015</u>
Accounting/Auditing	\$ 6,000	\$ 6,000
Management Consulting Services	65,119	60,000

2. Debt Service category (#42000) represents payment to HUD for Section 108 Loan Payments \$552,686. This 20-year loan remains 8 years to complete.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>Classification</u>	<u>Actual 2012/2013</u>	<u>Adopted 2013/2014</u>	<u>Year-End Estimated 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Adopted 2014/2015</u>
SALARIES					
11200 Permanent Salaries	\$3,133	\$7,400	\$7,400	\$7,301	\$7,301
TOTAL	\$3,133	\$7,400	\$7,400	\$7,301	\$7,301
EMPLOYEE BENEFITS					
12200 Life Insurance	\$5	\$17	\$17	\$17	\$17
12300 Medical Insurance	178	555	555	585	585
12350 Medicare Insurance	83	98	98	106	106
12400 Dental Insurance	10	30	30	30	30
12600 Retirement	485	1,454	1,454	1,647	1,647
12900 Long Term Disability	23	20	20	20	20
12950 Vision Plan	4	12	12	12	12
TOTAL	\$788	\$2,186	\$2,186	\$2,417	\$2,417
SERVICES & SUPPLIES					
31000 Contracted Services	\$55,373	\$66,000	\$46,000	\$56,282	\$56,282
32000 Communications	1,537	1,091	1,682	1,682	1,682
34000 Advertising	60	1,017	500	1,000	1,000
38000 R/M Contractual	15,925	0	0	0	0
41000 Other Agency Serv	30,000	10,000	10,000	10,000	10,000
42000 Debt Service	548,934	551,142	551,142	552,686	552,686
TOTAL	\$651,829	\$629,250	\$609,324	\$621,650	\$621,650
GRAND TOTAL	\$655,750	\$638,836	\$618,910	\$631,368	\$631,368

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Community / Economic Development	0.05	0.05	0.05	\$7,400	\$7,301	\$7,301
Total	0.05	0.05	0.05	\$7,400	\$7,301	\$7,301

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$3,921	\$9,586	\$9,586	\$9,718	\$9,718
SERVICES & SUPPLIES	77,644	263,900	145,025	264,147	264,147
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$81,565	\$273,486	\$154,611	\$273,865	\$273,865
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.05	.05	.05	.05	.05

Program Description

This activity represents the City's status as a Participating Jurisdiction (PJ) in HUD's HOME Investment Partnership Program. The HOME program, distinct from the CDBG program, provides funds only for affordable housing activities. Acquisition, rehabilitation, rental assistance, and new construction are all eligible uses for the program monies. The City is allowed two years to commit and five years to exhaust its annual HOME entitlement.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Residential Rehab/ Multi Housing Participants	3	8	12

2014-2015 GOALS AND OBJECTIVES

1. Anticipate assisting twelve (12) applicants for the Residential Rehabilitation Grant and Loan Program.
2. Continue to work with LINC Housing to develop six (6) affordable rental units at 236 S. Ramona Avenue.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Administered eight (8) Residential Rehabilitation Grants and/or Loans to qualified low-moderate income homeowners to assist with making necessary repairs.
2. In February 2014, the City entered into a Development Agreement with LINC Housing for the development of six (6) affordable rental units at 236 S. Ramona Avenue. LINC has submitted its tax credit application to the California Tax Credit Allocation Committee (CTCAC) and is awaiting a response. If the application is approved, tax credits will be awarded in June 2014, and construction would begin in January of 2015.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Management Services category (#31000) represents funds for consulting services for \$15,443.
2. R/M Contractual category (#38000) funds the City's Housing Rehabilitation Loan/Grant Program \$188,704.
3. Miscellaneous Financial Services category (#44000) represents funds Housing Development Activities for \$60,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$3,133	\$7,400	\$7,400	\$7,301	\$7,301
TOTAL	\$3,133	\$7,400	\$7,400	\$7,301	\$7,301
EMPLOYEE BENEFITS					
12200 Life Insurance	\$5	\$17	\$17	\$17	\$17
12300 Medical Insurance	178	555	555	585	585
12350 Medicare Insurance	83	98	98	106	106
12400 Dental Insurance	10	30	30	30	30
12600 Retirement	485	1,454	1,454	1,647	1,647
12900 Long Term Disability	23	20	20	20	20
12950 Vision Plan	4	12	12	12	12
TOTAL	\$788	\$2,186	\$2,186	\$2,417	\$2,417
SERVICES & SUPPLIES					
31000 Contracted Services	\$37,359	\$26,467	\$26,467	\$15,443	\$15,443
38000 R/M Contractual	36,989	197,116	118,558	188,704	188,704
44000 Misc Financial Serv	3,296	40,317	0	60,000	60,000
TOTAL	\$77,644	\$263,900	\$145,025	\$264,147	\$264,147
GRAND TOTAL	\$81,565	\$273,486	\$154,611	\$273,865	\$273,865

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Home Housing Program**

ACTIVITY NO.: **2206**

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Community / Economic Development	0.05	0.05	0.05	\$7,400	\$7,301	\$7,301
Total	0.05	0.05	0.05	\$7,400	\$7,301	\$7,301

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Affordable Housing Program

ACTIVITY NO.: 2207

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	178,000	62,000	178,000	178,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$178,000	\$62,000	\$178,000	\$178,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

Under AB 1x26 redevelopment agencies are dissolved and replaced with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Under Resolution No. 11455, City of Monterey Park elected to become the Successor Agency for its former redevelopment agency and to retain housing assets and functions. The City may begin receiving repayment of SERAF and Housing Deferral funds from the State Department of Finance once the State approves the repayment schedule. Once these funds become available, the City will evaluate various affordable housing projects and programs the funds can be allocated to.

PROGRAM MEASUREMENTS

	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Monitor/administer covenants and repairs	25	25
Compliance monitoring and audit reports	1	1
New affordable housing complex	0	1

2014-2015 GOALS AND OBJECTIVES

1. Continue to monitor and administrate affordability covenants and eligibility of households for 25 units at the Pomona Boulevard and Chandler Avenue housing complexes until responsibility for management can be conveyed to a CHDO.
2. Continue completion of annual compliance monitoring, property assessment, and audit reports.
3. Continue to work with LINC Housing to develop six (6) affordable rental units at 236 S. Ramona Avenue.
4. Continue to work with State and local Agencies to obtain repayment of funds advanced through the former Redevelopment Agency. Obtained funds will be used for the development of affordable housing projects and programs.

2013-2014 MAJOR ACCOMPLISHMENTS

1. In 2013-14, this account paid for consulting management, including property management, and legal fees for processing and monitoring 21 former redevelopment units and 4 HOME funded units.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes costs of \$30,000 for legal fees and \$52,000 for other professional services.
2. For FY2013/2014, the Contractual category (#38100) included \$96,000 for rehabilitation of existing City owned affordable rental units. The funding was not utilized since LINC Housing will be performing the rehabilitation to the units. The \$96,000 will be carried over into the FY2014/2015 budget for City housing program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Affordable Housing Program**

ACTIVITY NO.: **2207**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SERVICES & SUPPLIES					
31000 Contracted Services	\$0	\$82,000	\$62,000	\$82,000	\$82,000
38000 R/M Contractual	0	96,000	0	96,000	96,000
TOTAL	\$0	\$178,000	\$62,000	\$178,000	\$178,000
GRAND TOTAL	\$0	\$178,000	\$62,000	\$178,000	\$178,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	121,158	125,492	85,000	140,246	140,246
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$121,158	\$125,492	\$85,000	\$140,246	\$140,246
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

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

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

2014-15 GOALS AND OBJECTIVES

The goals for 2014-15 reflect the City Council's approval of the BID's Annual Report and programs and goals set forth in that document.

1. Establish a design theme for the core of the Business Improvement District along Garvey Avenue and create a schedule for carrying out the design improvements.
2. Launched Phase II of the "Smile First" campaign.
3. Identify a funding source to rewire the lighting of the palm trees and bring this item back to the City Council for direction.

2013-14 MAJOR ACCOMPLISHMENTS

1. Purchased and installed new benches and trash receptacles on north Garfield.
2. Launched Phase 1 of the "Smile First" campaign with the distribution of letters and posters to businesses along Garvey.
3. Painted the light poles and street sign poles along Garvey within the BID to match the furniture.
4. Completed the 3-Year Plan for the BID.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes marketing, professional services and maintenance of new public improvements.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SERVICES & SUPPLIES					
31000 Contracted Services	\$121,158	\$125,492	\$85,000	\$140,246	\$140,246
TOTAL	\$121,158	\$125,492	\$85,000	\$140,246	\$140,246
GRAND TOTAL	\$121,158	\$125,492	\$85,000	\$140,246	\$140,246

SOURCE OF FUNDS:

General \$12,931,874
 Retirement \$2,305,828
 Public Safety Impact Fee \$60,590
 STC Standards/Training/
 Correction Grant \$6,050
 POST Grant \$35,000
 Asset Forfeiture \$225,394
 Public Safety Augmentation \$310,000
 State COPS Grant \$100,164
 Sr. Pedestrian & Bicycle Safety
 Grant \$8,206

CITY OF MONTEREY PARK
PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Police
ACTIVITY NO.: 3100

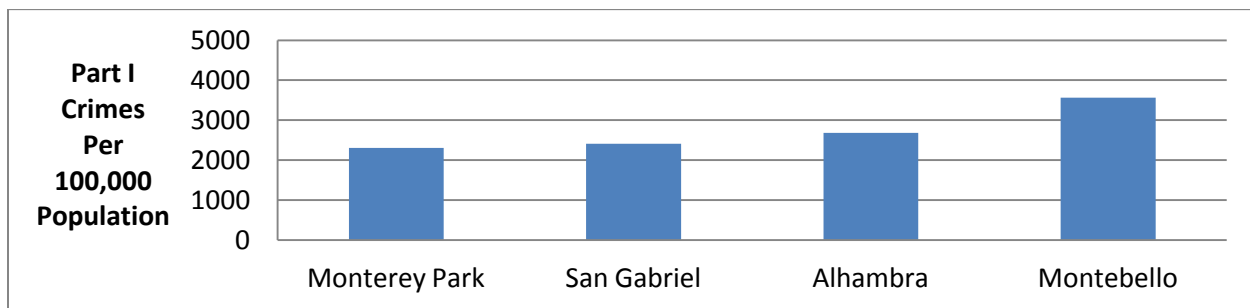
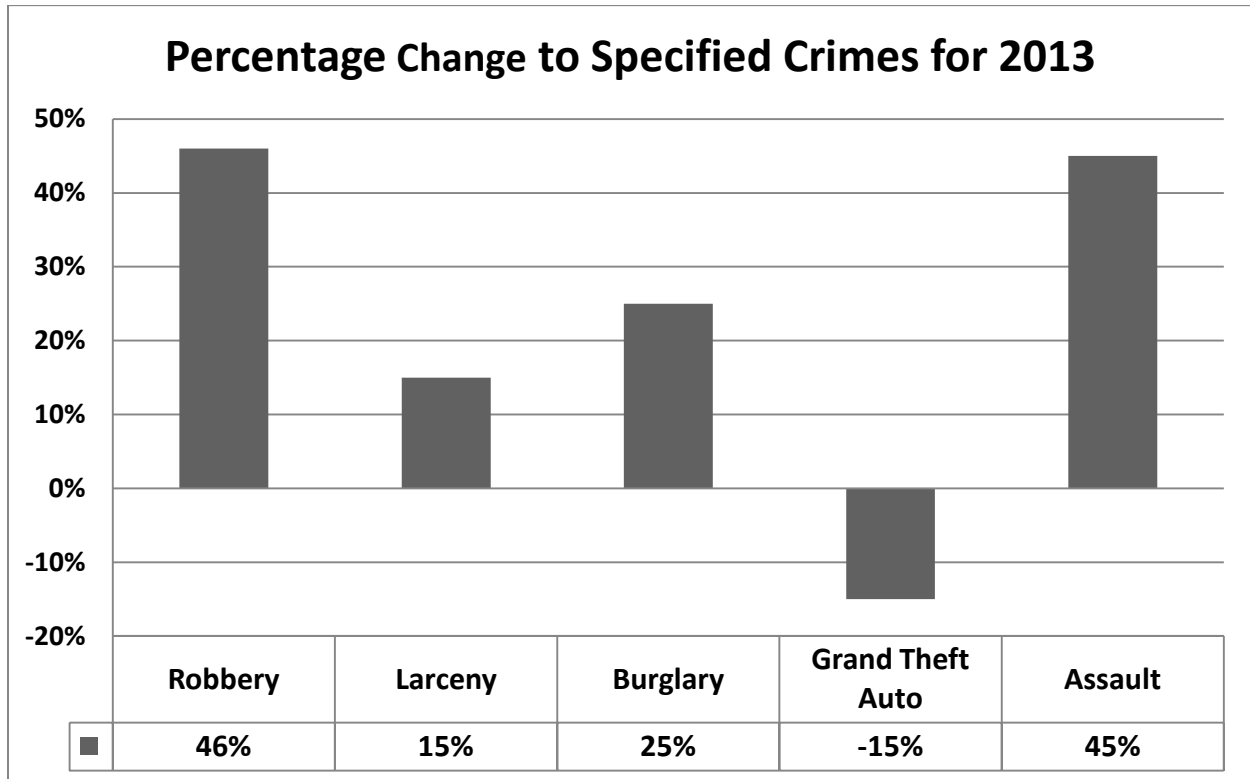
<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$12,787,081	\$13,400,071	\$12,725,415	\$13,737,055	\$13,737,055
SERVICES & SUPPLIES	1,882,957	2,230,636	2,135,322	2,246,051	2,246,051
CAPITAL OUTLAY	1,900	0	42,607	0	0
TOTAL COSTS	\$14,671,938	\$15,630,707	\$14,903,344	\$15,983,106	\$15,983,106
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	111.36	113.86	113.86	113.86	113.86

Program Description

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

We strive to promote the Police Department as a source of pride for our many employees and volunteers, many of whom live in Monterey Park. Police Reserves, Monterey Park Emergency Communications, Citizen's Patrol, Police Explorers, Chaplains and interns volunteered over 13,600 hours in 2013. The Police Department continues to maintain a strong partnership with the community to address crime and quality of life issues. The Monterey Park Police Department will meet the challenges of the future through proper planning, strategic implementation, and commitment in delivering the highest level of police services to our community.

An analysis of the crime statistics in Monterey Park reflects that for the year 2013, there was a 16% increase in Part I crimes as compared to the previous year. In 2013, the categories of robbery, larceny, burglary and assaults increased. The category of grand theft auto decreased from the previous year. Monterey Park's Part I crime per 100,000 was 2,309. This was 35% less than Montebello's crime rate of 3,566 per 100,000 population, 14% less than Alhambra's crime rate of 2,685 per 100,000 population, and 4% less than San Gabriel's crime rate of 2,408 per 100,000 population.



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

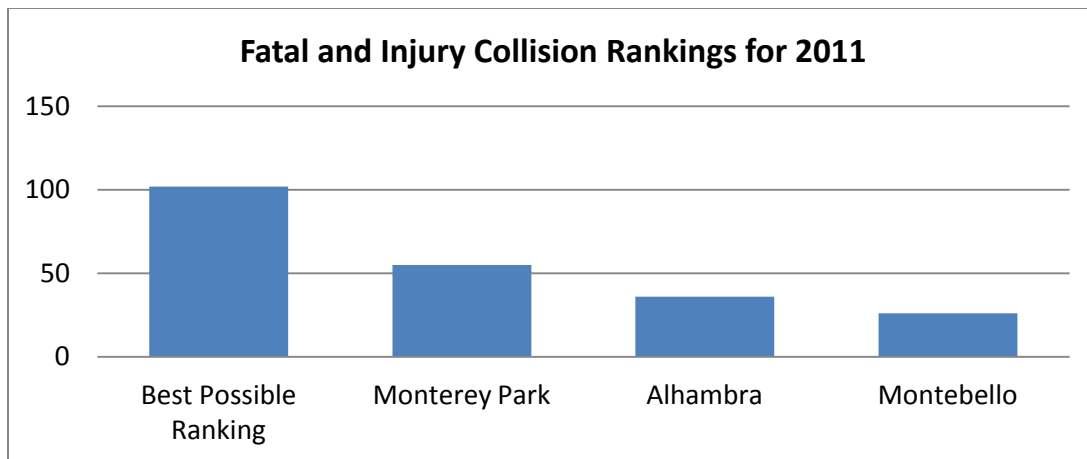
<u>Calendar Year</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
% Change in Part I Crime	9%	0%	2%	-12%	-1%	-6%	-6%	-16%	-7%	14%	-3%	16%
# Traffic Fatalities	3	2	1	0	4	2	2	1	2	2	2	3

Monterey Park, Alhambra, and Montebello are “C” category agencies as determined by the Office of Traffic Safety. Population density, miles of roadway and demographics determine an agency’s category. A comparison of local police agencies regarding traffic accidents for the 2013 calendar year is listed below:

<u>Agency</u>	<u>Traffic Accident Comparison</u>		
	<u>Fatal</u>	<u>Injury</u>	<u>Non-Injury</u>
Monterey Park	3	250	274
Montebello	5	261	172
Alhambra	1	244	1,087

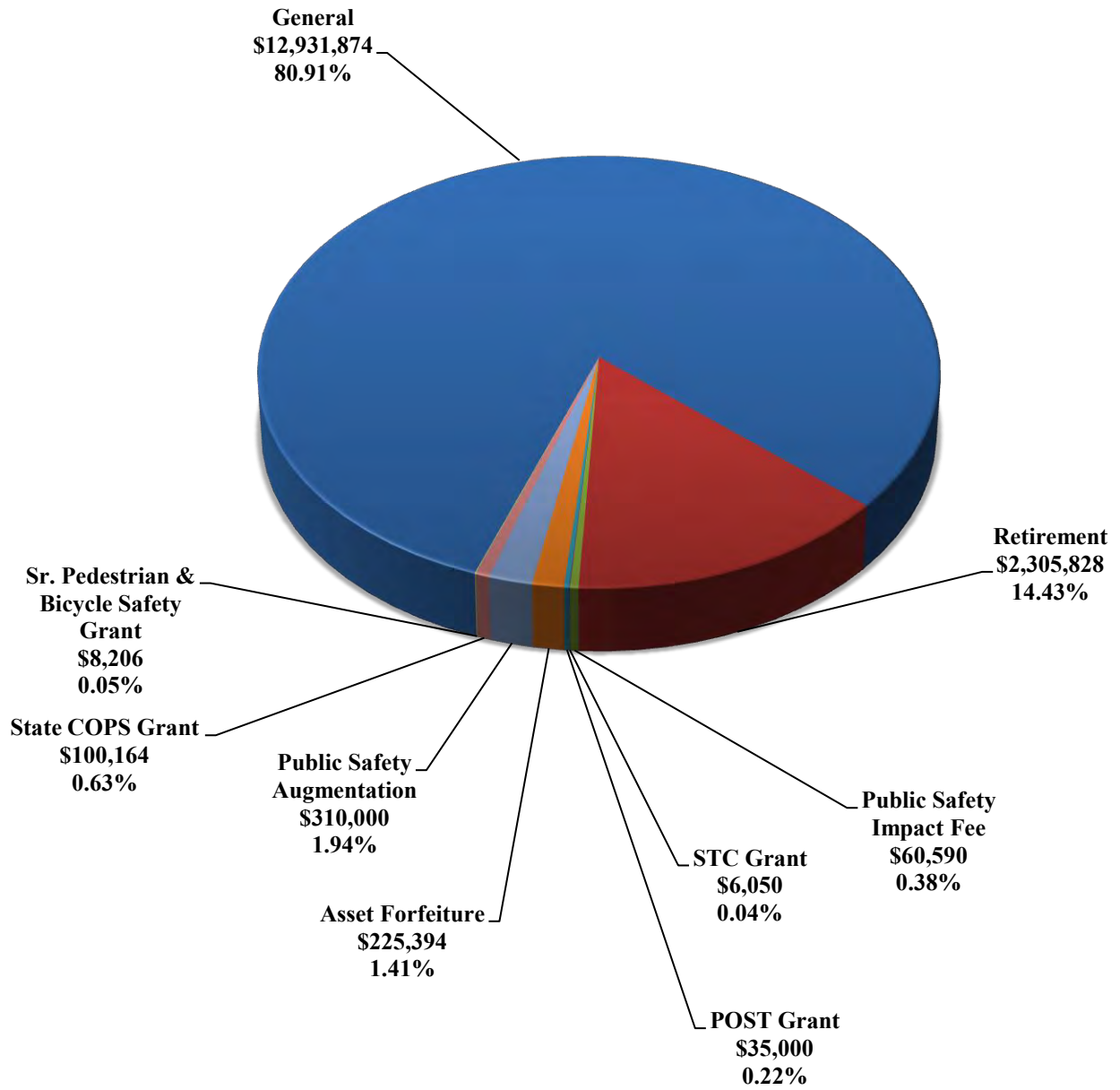
The California Office of Traffic Safety’s Annual Fatal and Injury Collision Rankings are listed below for the 2011 calendar year. Rankings for the 2012 calendar year were not yet available.

- Monterey Park ranked 55 out of 102 agencies.
- Alhambra ranked 36 out of 102 agencies.
- Montebello ranked 26 out of 102 agencies.

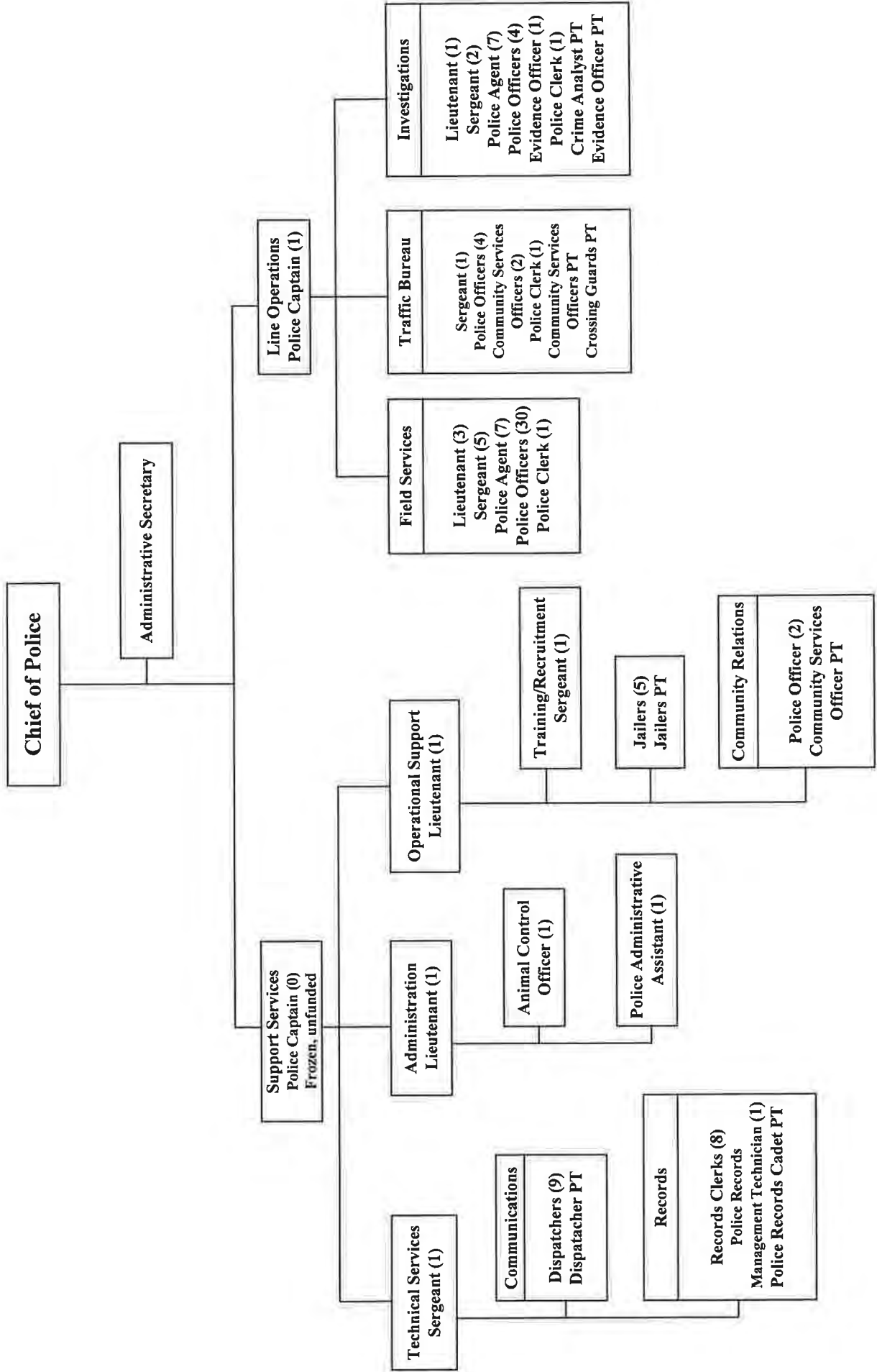


For victim and collision rankings, a Population Group Ranking of "1/102" would be assigned to the city with the highest number of victims/collisions per 1,000 residents in population group C, while a ranking of "102/102" would be assigned to the city with the lowest number of victims/collisions per 1,000 residents in population group C.

Police Source of Funds



Police Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$1,042,933	\$1,220,354	\$1,219,284	\$1,247,150	\$1,247,150
SERVICES & SUPPLIES	79,229	106,793	106,804	111,592	111,592
CAPITAL OUTLAY	1,900	0	42,607	0	0
TOTAL COSTS	\$1,124,062	\$1,327,147	\$1,368,695	\$1,358,742	\$1,358,742
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	5.00	5.00	5.00	5.00

Program Description

The Administration Bureau is responsible for ensuring that the administrative needs of the Police Department are met and that the Police Department's mission is carried out in the most efficient manner. Preparing and maintaining the Department's budget, grants, policies, and various staff projects are primary areas of responsibility assigned to the Administration Bureau.

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

The specific service objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Total Volunteer Hours:	18,847	13,646	12,300
Total Number of Volunteers:			
Reserves Officers	28	20	23
Explorers	22	23	25
Records	2	2	2
MPEC	15	16	16
MPCP	18	20	20
Investigations	0	0	0
Animal Control	2	1	1
Chaplains	4	6	6

Formal Training Hours for all Personnel: 10,038 hours

2014-2015 GOALS AND OBJECTIVES

1. In order to attract and hire quality applicants, the Operational Support Unit will design and produce a recruitment flyer. This flyer will provide information to make the Monterey Park Police department stand out from other agencies. This goal will be completed by June 30, 2015.
2. The Operational Support Unit will host a training day to teach officers the tenets of the “Below 100” initiative. Adopting the principles of this program has the potential to greatly impact the safety of Monterey Park Police Officers.

2013-2014 MAJOR ACCOMPLISHMENTS

1. The Operational Support Unit developed and implemented a critical incident debriefing protocol. The process focuses on the mechanics of an incident and the circumstances leading up to the actions of all involved parties.
2. The Operational Support Unit, along with the Los Angeles County Department of Mental Health, provided training to civilian police personnel in dealing with persons who suffer from mental health issues. Employees who attended the training were those who interact face to face with the public in the course of their duties.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of annual uniform allowance, educational supplies, operating supplies, the annual awards/appreciation banquet, and law enforcement meetings.
2. Motor Pool category (#33000) consists of \$35,000 for State mandated POST training requirements, \$6,050 for State mandated Standards and Training for Corrections (STC) training, \$7,917 for allocated vehicle operating costs and travel and expenses.
3. Miscellaneous category (#39000) consists of \$25,000 for State mandated education/training costs for Reserve Police Officers and other training not covered by POST, printing and duplicating, dues and membership, books and subscriptions, including a \$5,400 Lexipol risk management program to aid staff members with current legislation.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$424,433	\$527,784	\$527,784	\$538,032	\$538,032
11400 Overtime Salaries	3,118	16,500	15,580	16,500	16,500
11450 Court Time Salaries	595	2,000	1,850	2,000	2,000
11500 Separation Benefits	450,000	465,000	465,000	465,000	465,000
TOTAL	\$878,146	\$1,011,284	\$1,010,214	\$1,021,532	\$1,021,532
EMPLOYEE BENEFITS					
12200 Life Insurance	\$767	\$916	\$916	\$916	\$916
12300 Medical Insurance	39,847	51,496	51,496	53,279	53,279
12350 Medicare Insurance	5,545	6,840	6,840	6,913	6,913
12400 Dental Insurance	1,680	2,291	2,291	2,291	2,291
12500 Workers Compensation	10,890	11,979	11,979	12,578	12,578
12600 Retirement	102,329	132,289	132,289	146,359	146,359
12800 Uniform Allowance	550	0	0	0	0
12900 Long Term Disability	2,557	2,557	2,557	2,557	2,557
12950 Vision Plan	622	702	702	725	725
TOTAL	\$164,787	\$209,070	\$209,070	\$225,618	\$225,618
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$200	\$200	\$200	\$200
22000 Operating Supplies	13,475	20,700	20,711	20,775	20,775
24000 Small Tools	0	100	100	100	100
31000 Contracted Services	-8,066	0	0	0	0
32000 Communications	1,023	1,350	1,350	1,350	1,350
33000 Motor Pool Charges	51,043	48,743	48,743	48,967	48,967
38000 R/M Contractual	530	1,500	1,500	1,500	1,500
39000 Miscellaneous	21,224	34,200	34,200	38,700	38,700
TOTAL	\$79,229	\$106,793	\$106,804	\$111,592	\$111,592
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$1,900	\$0	\$42,607	\$0	\$0
TOTAL	\$1,900	\$0	\$42,607	\$0	\$0
GRAND TOTAL	\$1,124,062	\$1,327,147	\$1,368,695	\$1,358,742	\$1,358,742

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Police Chief	1.00	1.00	1.00	\$185,004	\$185,004	\$185,004
Lieutenant	1.00	1.00	1.00	122,244	122,244	122,244
Sergeant	1.00	1.00	1.00	100,392	100,392	100,392
Administrative Secretary	1.00	1.00	1.00	54,864	60,120	60,120
Police Administrative Assistant	1.00	1.00	1.00	52,080	57,072	57,072
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Court Time	0.00	0.00	0.00	2,000	2,000	2,000
Education Incentives	0.00	0.00	0.00	6,600	6,600	6,600
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Overtime	0.00	0.00	0.00	16,500	16,500	16,500
Separation Benefits	0.00	0.00	0.00	465,000	465,000	465,000
Special Assignments	0.00	0.00	0.00	4,800	4,800	4,800
Total	5.00	5.00	5.00	\$1,011,284	\$1,021,532	\$1,021,532

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$1,053,350	\$1,131,771	\$1,119,361	\$1,082,213	\$1,082,213
SERVICES & SUPPLIES	98,224	110,145	110,145	113,464	113,464
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,151,574	\$1,241,916	\$1,229,506	\$1,195,677	\$1,195,677
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	14.22	14.22	14.22	14.22	14.22

Program Description

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

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

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

The specific operational objectives are as follows:

- Follow-up on traffic investigations within five business days of receipt of the report.
- On a monthly basis, identify the five highest traffic collision intersections and non-intersections to provide selective enforcement, targeting primary collision factor violations.
- Ensure response to all parking citation complaints and appeals within five business days.
- Deploy the radar trailer each weekday, concentrating on speed related problem areas.
- Conduct weekly radar enforcement in areas where speed has been identified as the primary collision factor.
- Conduct 11 Mature Driver classes at Langley Center.

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Number of Citations:			
Traffic	6,046	6,250	6,500
Parking	10,882	9,600	10,000
Traffic Collision Incidents:			
Fatal	1	3 (actual)	***
Injury	185	214	***
Non-injury	273	274	***
Fatalities	1	3 (actual)	***
Persons Injured	250	274	***
Number of Arrests:			
Drunk Drivers	156	118	125
% of Traffic Investigations			
Commenced within 3 Days	100%	100%	100%
% Response on Citation			
Appeals/Complaints within 3 Days	100%	100%	100%

2014-2015 GOALS AND OBJECTIVES

1. The Traffic Bureau will assess the painted curbs throughout the city and make service requests for the repainting of missing, damaged and faded curbs. This will increase the effectiveness and efficiency of enforcement as well as enhance the appearance of the city.
2. Bureau personnel will conduct safety presentations at senior housing facilities and senior centers to educate attendees on pedestrian and traffic safety.

2013-2014 MAJOR ACCOMPLISHMENTS

1. The Traffic Bureau received a \$90,000 grant from the Office of Traffic Safety to educate the public about pedestrian and bicycle safety. The grant also provides for public education and enforcement operations to reduce traffic collisions.
2. The Traffic Bureau assessed the posted street signs throughout the city and made service requests for the replacement of missing, damaged and aging signs. This was to enhance the appearance of the city and provide better visibility of traffic regulation to motorist.
3. Traffic Bureau officers participated in and received 1st place recognition in the Orange County Traffic Officer's Association motorcycle skills competition.
4. The Traffic Bureau received POLAC's (Police Officer's of Los Angeles County Association) Award for Excellence in traffic for their accomplishments in traffic safety.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$8,175 for annual uniform allowance and safety equipment and operating supplies.
2. Contracted Services category (#31000) consists of cost of administrative hearings for citizens contesting parking citations.
3. Overtime Salaries category (#11400) will decrease in funding of \$90,000 in FY 14/15 due to the completion of the Office of Traffic Safety Grant.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$608,055	\$614,647	\$614,647	\$630,165	\$630,165
11300 Part Time Salaries	153,807	135,962	129,380	135,962	135,962
11400 Overtime Salaries	14,675	104,579	100,244	22,785	22,785
11450 Court Time Salaries	2,672	8,000	6,500	8,000	8,000
TOTAL	\$779,209	\$863,188	\$850,771	\$796,912	\$796,912
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,336	\$1,337	\$1,337	\$1,337	\$1,337
12300 Medical Insurance	82,366	83,052	83,052	82,072	82,072
12350 Medicare Insurance	11,787	10,169	10,169	10,394	10,394
12370 Part Time Retirement	4,444	5,438	5,438	5,438	5,438
12400 Dental Insurance	5,249	5,270	5,270	5,270	5,270
12500 Workers Compensation	6,655	7,321	7,321	7,687	7,687
12600 Retirement	160,150	153,831	153,831	170,933	170,933
12800 Uniform Allowance	150	150	157	157	157
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	816	827	827	825	825
TOTAL	\$274,141	\$268,583	\$268,590	\$285,301	\$285,301
SERVICES & SUPPLIES					
21000 Office Supplies	\$362	\$400	\$400	\$400	\$400
22000 Operating Supplies	7,256	9,312	9,312	9,737	9,737
24000 Small Tools	516	500	500	500	500
31000 Contracted Services	1,821	1,800	1,800	1,800	1,800
32000 Communications	457	750	750	750	750
33000 Motor Pool Charges	83,958	88,008	88,008	90,527	90,527
38000 R/M Contractual	1,625	1,625	1,625	2,000	2,000
39000 Miscellaneous	2,229	7,750	7,750	7,750	7,750
TOTAL	\$98,224	\$110,145	\$110,145	\$113,464	\$113,464
GRAND TOTAL	\$1,151,574	\$1,241,916	\$1,229,506	\$1,195,677	\$1,195,677

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Captain	0.25	0.25	0.25	\$36,042	\$36,942	\$36,942
Sergeant	1.00	1.00	1.00	100,392	100,392	100,392
Police Officer	4.00	4.00	4.00	319,872	319,872	319,872
Community Services Officer	2.00	2.00	2.00	88,750	98,340	98,340
Police Clerk	1.00	1.00	1.00	46,116	50,544	50,544
Bilingual	0.00	0.00	0.00	0	600	600
Court Time	0.00	0.00	0.00	8,000	8,000	8,000
Education Incentives	0.00	0.00	0.00	11,475	11,475	11,475
Overtime	0.00	0.00	0.00	22,785	22,785	22,785
Special Assignments	0.00	0.00	0.00	12,000	12,000	12,000
<u>Part-Time</u>						
Crossing Guard	4.37	4.37	4.37	76,972	76,972	76,972
Community Services Officer	1.60	1.60	1.60	58,990	58,990	58,990
Total	14.22	14.22	14.22	\$781,394	\$796,912	\$796,912

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$6,002,939	\$6,357,983	\$5,876,792	\$6,448,113	\$6,448,113
SERVICES & SUPPLIES	361,726	389,469	389,469	399,451	399,451
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$6,364,665	\$6,747,452	\$6,266,261	\$6,847,564	\$6,847,564
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	46.50	46.50	46.50	46.50	46.50

Program Description

Field Services Bureau personnel are the first responders to calls for service. The majority of the departments' officer-citizen contacts occur within this Bureau. As first responders, these officers handle all emergencies, alarms, crime report requests, disputes, hazards, traffic enforcement/traffic accident investigations and various other calls for service. As time permits these officers also address problem oriented policing concerns in an effort to enhance the quality of life in the community. Services are provided twenty-four hours a day, seven-days a week, ranging from low priority (parking complaints, keep the peace, etc.) to high priority (preliminary investigations of serious crimes like homicides and felony assaults) calls for service.

Part of the Field Services Bureau is the Canine Unit. The canine teams are a valuable part of daily law enforcement operations. Police dogs are trained in handler protection, searching techniques, article searches, and narcotics detection. The canine teams have effectively apprehended dangerous suspects, located evidence, and recovered narcotics which were hidden by drug dealers. Canine officers provide demonstrations and education programs to community groups and students.

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Calls for Service			
Citizen Requests:	32,625	37,716	32,225
Officer Observed:	<u>18,695</u>	<u>19,452</u>	<u>19,940</u>
Total Calls for Service:	54,320	51,168	51,165
Priority I (Emergency) Response			
Time (minutes/seconds):	4:00	4:39	4:20
Priority II Response Time:	5:27	5:36	5:30
Priority III Response Time:	9:12	9:27	9:00
Priority IV Response Time:	3:45:00	7:58	7:45

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

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

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

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

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

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

Priority IV: Other routine calls for service.

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

2014-2015 GOALS AND OBJECTIVES

1. Patrol personnel will participate in formalized training days in the Investigations Bureau. This training will encompass filing cases at the District Attorney's office, follow-up investigations, interviewing witnesses, interrogating suspects and utilizing department resources to locate witnesses and suspects.
2. Patrol personnel will receive monthly risk management briefing training in an effort to reduce work related injuries.

2013- 2014 MAJOR ACCOMPLISHMENTS

1. All patrol personnel received updated First Aid/CPR training through the State's web based training program.
2. Patrol personnel provided six crime prevention and personal safety presentations at senior housing facilities.

Patrol Team One – Presentations conducted at Telacu Senior Housing and Golden Age Village.

Patrol Team Two – Conducted a presentation at the Monterey Park Senior Village.

Patrol Team Three – Conducted two presentations at Lion's Manor.

Patrol Team Four – Conducted a presentation at Monterey Park Senior Villas.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) over expended due to vacancies, backfill for officers on long-term injured on duty status, and various investigations.
2. Operating Supplies category (#22000) consists of \$26,020 other operating supplies and portable radio repair, \$10,264 for safety equipment, \$29,425 for uniform allowance, \$16,500 for training ammunition & range supplies and \$10,000 for K-9 supplies.
3. Contracted Services category (#31000) consists of \$5,000 for Los Angeles County Sheriff's Aero Bureau helicopter services.
4. Motor Pool category (#33000) consists of \$269,742 for allocated vehicle operating costs.
5. R/M Contractual category (#38000) consists of \$27,700 for the maintenance of office equipment and patrol equipment. Reflects \$23,500 for the L-3 in car video camera system service contract.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$3,723,375	\$4,066,064	\$3,524,768	\$4,024,864	\$4,024,864
11400 Overtime Salaries	262,360	104,000	278,571	104,000	104,000
11450 Court Time Salaries	65,023	90,000	73,249	90,000	90,000
TOTAL	\$4,050,758	\$4,260,064	\$3,876,588	\$4,218,864	\$4,218,864
EMPLOYEE BENEFITS					
12200 Life Insurance	\$7,028	\$7,477	\$7,063	\$7,533	\$7,533
12300 Medical Insurance	425,008	458,747	422,747	470,044	470,044
12350 Medicare Insurance	56,787	55,775	52,913	57,243	57,243
12400 Dental Insurance	24,140	25,684	23,704	26,493	26,493
12500 Workers Compensation	447,700	492,470	492,470	517,094	517,094
12600 Retirement	986,721	1,052,873	996,675	1,145,340	1,145,340
12800 Uniform Allowance	300	300	312	313	313
12900 Long Term Disability	528	396	396	792	792
12950 Vision Plan	3,969	4,197	3,924	4,397	4,397
TOTAL	\$1,952,181	\$2,097,919	\$2,000,204	\$2,229,249	\$2,229,249
SERVICES & SUPPLIES					
21000 Office Supplies	\$91	\$2,500	\$2,500	\$2,500	\$2,500
22000 Operating Supplies	79,365	90,884	90,884	93,009	93,009
23000 R/M Supplies	7	300	300	300	300
24000 Small Tools	64	100	100	100	100
31000 Contracted Services	0	5,000	5,000	5,000	5,000
32000 Communications	0	200	200	200	200
33000 Motor Pool Charges	262,108	262,285	262,285	270,142	270,142
38000 R/M Contractual	19,893	27,700	27,700	27,700	27,700
39000 Miscellaneous	198	500	500	500	500
TOTAL	\$361,726	\$389,469	\$389,469	\$399,451	\$399,451
GRAND TOTAL	\$6,364,665	\$6,747,452	\$6,266,261	\$6,847,564	\$6,847,564

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Captain	0.50	0.50	0.50	\$72,083	\$73,883	\$73,883
Lieutenant	3.00	3.00	3.00	366,732	357,216	357,216
Sergeant	5.00	5.00	5.00	501,960	494,796	494,796
Agent	8.00	7.00	7.00	681,600	596,400	596,400
Police Officer	29.00	30.00	30.00	2,257,263	2,321,915	2,321,915
Police Clerk	1.00	1.00	1.00	46,116	50,544	50,544
Bilingual	0.00	0.00	0.00	28,800	25,200	25,200
Court Time	0.00	0.00	0.00	90,000	90,000	90,000
Education Incentives	0.00	0.00	0.00	82,710	76,110	76,110
Field Training	0.00	0.00	0.00	4,800	4,800	4,800
Overtime	0.00	0.00	0.00	104,000	104,000	104,000
Special Assignments	0.00	0.00	0.00	24,000	24,000	24,000
Total	46.50	46.50	46.50	\$4,260,064	\$4,218,864	\$4,218,864

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$2,009,702	\$2,169,902	\$2,132,303	\$2,255,082	\$2,255,082
SERVICES & SUPPLIES	246,235	247,602	247,422	253,018	253,018
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,255,937	\$2,417,504	\$2,379,725	\$2,508,100	\$2,508,100
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 17.15	 17.15	 17.15	 17.15	 17.15

Program Description

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Part I Crimes Investigated	1,142	1,548	1,625
Part I Clearance Rate	23%	22%	20%
Suspected Child Abuse Reports Followed Up Within One Business Day	100%	100%	100%

2014-2015 GOALS AND OBJECTIVES

1. Crime Impact Team personnel will conduct quarterly training for patrol personnel on the emerging crime of human trafficking as it pertains to prostitution and other issues. This training will assist in strengthening officers field investigations in this area.
2. Investigations Bureau personnel will provide training to patrol personnel by having an officer assigned to the Detective Bureau for a day. This training will encompass filing cases at the district Attorney's office, follow-up investigations, interviewing witnesses, interrogating suspects and utilizing department resources to locate witnesses and suspects.

2013-2014 MAJOR ACCOMPLISHMENTS

1. The Crime Impact Team along with the State Medical Board and DEA concluded a three year investigation of a doctor whose practices were in the cities of Monterey Park, East Los Angeles and San Gabriel. The suspect was issuing illegal prescriptions for high level narcotics. At the conclusion of this investigation, the case was presented to the U.S. Prosecutor and the suspect was arrested on multiple state and federal charges.

2. The Crime Impact Team completed a two year long investigation into a marijuana growing operation. The investigation began from a patrol call of a structure fire at a residence. Evidence of an indoor marijuana growing operation was located. Investigations personnel followed-up on limited leads and identified a suspect. Search warrants were served and the primary suspect arrested. Investigators also seized currency and located another indoor marijuana growing operation in Rancho Cucamonga where more marijuana was seized.
3. Detective Bureau personnel conducted a joint investigation with Bank of America Fraud Investigation Unit regarding a check fraud case. Investigators were able to identify the crime ring's modus operandi and the suspects involved. Over several months, the suspects committed check and credit card fraud amounting in a loss of approximately \$2.1 million dollars. All of the suspects identified in the case were arrested and three residential properties, thousands of dollars in cash, and stolen property were seized. More importantly, this criminal organization that had been operating throughout the San Gabriel Valley was dismantled.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Operating Supplies category (#22000) consists of \$9,550 for annual uniform allowance, safety equipment, investigative tools and equipment.
2. Contracted Services category (#31000) consists of \$14,000 for District Attorney prosecution of Municipal Code violations, and \$26,000 for contracted services such as background investigations, fingerprint identification, and SART exams.
3. R/M Contractual category (#38000) consists of \$9,000 for repair and maintenance of office equipment.
4. Miscellaneous category (#39000) consists of \$9,220 for investigative expenses, printing and duplicating, confidential information and dues and memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Investigations**

ACTIVITY NO.: **3104**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$1,287,122	\$1,411,725	\$1,339,000	\$1,453,617	\$1,453,617
11300 Part Time Salaries	27,315	36,456	36,456	36,456	36,456
11400 Overtime Salaries	86,312	51,000	88,670	51,000	51,000
11450 Court Time Salaries	11,941	15,000	12,450	15,000	15,000
TOTAL	\$1,412,690	\$1,514,181	\$1,476,576	\$1,556,073	\$1,556,073
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,322	\$2,633	\$2,633	\$2,633	\$2,633
12300 Medical Insurance	143,246	164,493	164,493	154,791	154,791
12350 Medicare Insurance	19,684	20,789	20,789	21,427	21,427
12370 Part Time Retirement	778	2,224	2,224	2,224	2,224
12400 Dental Insurance	8,016	7,894	7,894	8,724	8,724
12500 Workers Compensation	84,700	93,170	93,170	97,829	97,829
12600 Retirement	335,946	362,032	362,032	408,195	408,195
12800 Uniform Allowance	150	150	156	782	782
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	1,378	1,544	1,544	1,612	1,612
TOTAL	\$597,012	\$655,721	\$655,727	\$699,009	\$699,009
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,133	\$1,200	\$1,200	\$1,200	\$1,200
22000 Operating Supplies	8,501	10,063	10,063	10,413	10,413
23000 R/M Supplies	6	100	100	100	100
31000 Contracted Services	49,923	40,000	40,000	40,000	40,000
32000 Communications	402	650	650	650	650
33000 Motor Pool Charges	167,739	168,289	168,289	173,315	173,315
37000 Leases & Rentals	7,619	8,400	8,400	8,400	8,400
38000 R/M Contractual	2,183	9,000	9,000	9,000	9,000
39000 Miscellaneous	8,729	9,900	9,720	9,940	9,940
TOTAL	\$246,235	\$247,602	\$247,422	\$253,018	\$253,018
GRAND TOTAL	\$2,255,937	\$2,417,504	\$2,379,725	\$2,508,100	\$2,508,100

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Captain	0.25	0.25	0.25	\$36,042	\$36,942	\$36,942
Lieutenant	1.00	1.00	1.00	122,244	122,244	122,244
Sergeant	2.00	2.00	2.00	200,784	200,784	200,784
Agent	6.00	7.00	7.00	511,200	596,400	596,400
Police Officer	5.00	4.00	4.00	371,472	305,688	305,688
Evidence Officer	1.00	1.00	1.00	53,652	58,800	58,800
Police Clerk	1.00	1.00	1.00	46,116	50,544	50,544
Bilingual	0.00	0.00	0.00	12,600	14,400	14,400
Court Time	0.00	0.00	0.00	15,000	15,000	15,000
Education Incentives	0.00	0.00	0.00	31,215	36,615	36,615
Overtime	0.00	0.00	0.00	51,000	51,000	51,000
Special Assignments	0.00	0.00	0.00	26,400	31,200	31,200
<u>Part-Time</u>						
Crime Analyst	0.50	0.50	0.50	19,956	19,956	19,956
Evidence Officer	0.40	0.40	0.40	16,500	16,500	16,500
Total	17.15	17.15	17.15	\$1,514,181	\$1,556,073	\$1,556,073

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$69,934	\$73,354	\$73,230	\$79,874	\$79,874
SERVICES & SUPPLIES	101,233	206,045	111,045	169,129	169,129
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$171,167	\$279,399	\$184,275	\$249,003	\$249,003
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Number of Dog Bites Reported	15	25	20
Impounded Animals (<i>Strays picked up/Counter</i>)	500	857	795
Warnings/Citations	87	78	85
Injured Animals	56	51	59
Dead Animals Picked-Up	343	462	425
Students in Educational Programs	60	60	60
Response Time: Dead Animals (minutes/seconds)	15:34	12:11	12:05
Response Time: Injured / Sick Animals (minutes/seconds)	11:05	6:30	7:10
<u>Calls for service:</u>			
Calls Handled by ACO	1,327	1,191	1,225
Calls Handled by MPPD Officers	219	336	354
Calls Handled by L.A.C.D.A.C.C.*	444	392	400
Total calls for service:	1,990	1,919	1,980

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

2014-2015 GOALS AND OBJECTIVES

1. Bureau personnel will coordinate with the Los Angeles County Department of Animal Care and Control to conduct a pet adoption clinic during a City sponsored event.
2. The Bureau's Animal Control Officer will conduct a ride-a-long with LACDACC personnel to provide and share information about animal control issues in the City. This will forge a better working relationship and understanding of the needs of the City.

2013-2014 MAJOR ACCOMPLISHMENTS

1. All domestic pets in the custody of the Animal Control Bureau were scanned for the presence of a microchip and pets are returned to their owners as a service to the community.
2. Animal Control Bureau conducted two Vaccination, Licensing, and Microchip Clinics in cooperation with the Los Angeles County Department of Animal Care and Control.
3. Animal Control Bureau personnel attended Neighborhood Watch Meetings, disseminating information relating to animal care and control.
4. Animal Control personnel conducted training for patrol officers on the proper handling of loose and vicious dogs.
5. A digital media presentation was created to use during presentations at Neighborhood Watch Meetings, Citizens Academy classes and other community events.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$49,613	\$49,764	\$49,764	\$54,540	\$54,540
11400 Overtime Salaries	219	1,000	876	1,000	1,000
TOTAL	\$49,832	\$50,764	\$50,640	\$55,540	\$55,540
EMPLOYEE BENEFITS					
12200 Life Insurance	\$162	\$162	\$162	\$162	\$162
12300 Medical Insurance	6,558	7,031	7,031	7,079	7,079
12350 Medicare Insurance	722	722	722	791	791
12400 Dental Insurance	590	590	590	590	590
12500 Workers Compensation	2,420	2,662	2,662	2,795	2,795
12600 Retirement	9,062	10,835	10,835	12,329	12,329
12900 Long Term Disability	396	396	396	396	396
12950 Vision Plan	192	192	192	192	192
TOTAL	\$20,102	\$22,590	\$22,590	\$24,334	\$24,334
SERVICES & SUPPLIES					
22000 Operating Supplies	\$607	\$800	\$800	\$800	\$800
31000 Contracted Services	63,343	168,500	73,500	130,500	130,500
32000 Communications	664	125	125	125	125
33000 Motor Pool Charges	36,120	36,120	36,120	37,204	37,204
39000 Miscellaneous	499	500	500	500	500
TOTAL	\$101,233	\$206,045	\$111,045	\$169,129	\$169,129
GRAND TOTAL	\$171,167	\$279,399	\$184,275	\$249,003	\$249,003

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Animal Control Officer	1.00	1.00	1.00	\$49,764	\$54,540	\$54,540
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Total	1.00	1.00	1.00	\$50,764	\$55,540	\$55,540

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Communications
ACTIVITY NO.: 3112

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$930,436	\$846,684	\$799,370	\$935,508	\$935,508
SERVICES & SUPPLIES	218,836	250,235	250,235	255,182	255,182
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,149,272	\$1,096,919	\$1,049,605	\$1,190,690	\$1,190,690
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	9.74	9.74	9.74	9.74	9.74

Program Description

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Police Service Calls:	32,625	31,716	31,225
Officer Observations:	<u>18,695</u>	<u>19,452</u>	<u>19,940</u>
Total Police Service Calls:	51,320	51,168	51,165
Animal Control Service Calls:	1,990	1,919	1,980
Priority I Dispatch Time Emergency (min/sec):	0:55	1:02	0:58
Priority II Dispatch Times Non-Emergency (min/sec):	3:16	3:21	3:19
Priority III Dispatch Times Non-Emergency (min/sec):	9:42	10:07	10:02
Priority IV Dispatch Times Non-Emergency (min/sec):	23:04	17:47	16:55

2014-2015 GOALS AND OBJECTIVES

1. Communications personnel will view a POST training video entitled “Meeting the Ethical Challenge” which will challenge the dispatchers to consider not only their own personal ethical standards, but also the expectations, principles and standards that are particular to their position. This goal will be completed by June 30, 2015.
2. Due to the continuous increase of 9-1-1 calls that are received from cell phones, Communications Bureau personnel will create an educational brochure that will focus on 9-1-1 and cell phones. The brochure will be available in multiple languages to the public at the front counter or downloaded from the department’s website. This goal will be completed by June 30, 2015.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Dispatchers participated in a 4-hour shift at the police front counter and a 4-hour ride-along with either Parking Enforcement or Animal Control. The dispatchers were able to observe firsthand the duties of the bureaus and have face to face contact with the public so that they may better problem solve and understand the needs and concerns of our customers.
2. Dispatchers attended a POST certified training class titled, “You Just Never Know”. The training focused on how to prepare for that next call for service and how to improve their call taking skills.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Communications**

ACTIVITY NO.: **3112**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$545,021	\$551,857	\$397,420	\$621,508	\$621,508
11300 Part Time Salaries	92,729	12,000	72,820	12,000	12,000
11400 Overtime Salaries	75,161	46,000	120,935	46,000	46,000
11450 Court Time Salaries	152	0	0	0	0
TOTAL	\$713,063	\$609,857	\$591,175	\$679,508	\$679,508
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,444	\$1,539	\$1,263	\$1,377	\$1,377
12300 Medical Insurance	73,451	85,174	64,174	82,368	82,368
12350 Medicare Insurance	10,542	7,959	6,406	9,042	9,042
12370 Part Time Retirement	1,558	480	1,250	480	480
12400 Dental Insurance	5,304	5,741	4,301	5,131	5,131
12500 Workers Compensation	8,470	9,317	9,317	9,783	9,783
12600 Retirement	112,207	121,635	117,666	143,473	143,473
12800 Uniform Allowance	0	300	312	0	0
12900 Long Term Disability	3,333	3,564	2,772	3,168	3,168
12950 Vision Plan	1,064	1,118	734	1,178	1,178
TOTAL	\$217,373	\$236,827	\$208,195	\$256,000	\$256,000
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,554	\$2,900	\$2,900	\$3,212	\$3,212
32000 Communications	90,837	97,000	97,000	97,000	97,000
38000 R/M Contractual	125,445	150,215	150,215	154,850	154,850
39000 Miscellaneous	0	120	120	120	120
TOTAL	\$218,836	\$250,235	\$250,235	\$255,182	\$255,182
GRAND TOTAL	\$1,149,272	\$1,096,919	\$1,049,605	\$1,190,690	\$1,190,690

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Sergeant	0.50	0.50	0.50	\$50,196	\$50,196	\$50,196
Dispatcher	9.00	9.00	9.00	492,211	564,262	564,262
Bilingual	0.00	0.00	0.00	4,200	1,800	1,800
Education Incentive	0.00	0.00	0.00	1,050	1,050	1,050
Overtime	0.00	0.00	0.00	46,000	46,000	46,000
Lead Communications Dispatcher Premium	0.00	0.00	0.00	3,000	3,000	3,000
Special Assignment	0.00	0.00	0.00	1,200	1,200	1,200
<u>Part-Time</u>						
Dispatcher	0.24	0.24	0.24	12,000	12,000	12,000
Total	9.74	9.74	9.74	\$609,857	\$679,508	\$679,508

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$582,870	\$601,634	\$544,473	\$636,898	\$636,898
SERVICES & SUPPLIES	48,888	83,350	83,350	83,463	83,463
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$631,758	\$684,984	\$627,823	\$720,361	\$720,361
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.50	 6.50	 6.50	 6.50	 6.50

Program Description

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

The specific operational objectives are as follows:

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Prisoners Booked: (Excluding fee-paying)	908	974	980
Fee-Paying Prisoners Booked	199	191	198
Total Prisoners Booked	1,107	1,165	1,178
Jail Revenue: Fee Paying	\$88,917	\$148,880	\$133,878
Prisoner Satisfaction Rating:	97%	97%	98%

2014-2015 GOALS AND OBJECTIVES

1. Jail personnel will promote the Bureau’s “Pay to Stay” Sentenced Prisoner program by advertising in local newspapers such as the Monterey Park Cascades. Jail personnel will also provide information on the program to the surrounding area courthouses to both the Public Defender and District Attorney’s Offices.
2. Jail personnel, in cooperation with the Training Bureau, will host a Standards and Training for Corrections certified training class. The training will be on a topic that best pertains to our facility and will be offered to other agencies for their personnel to attend.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Jail Bureau personnel attended quarterly Neighborhood Watch meetings and provided information to the community on jail operations and our “Pay to Stay” prisoner program.
2. A new Jail Training Manual has been developed to assist in the training of Reserve Police Officers who are interested in working in the jail facility.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$390,266	\$388,789	\$340,365	\$414,685	\$414,685
11300 Part Time Salaries	17,113	26,337	18,000	26,337	26,337
11400 Overtime Salaries	21,688	25,000	24,600	25,000	25,000
TOTAL	\$429,067	\$440,126	\$382,965	\$466,022	\$466,022
EMPLOYEE BENEFITS					
12200 Life Insurance	\$958	\$972	\$972	\$972	\$972
12300 Medical Insurance	51,856	55,800	55,800	53,097	53,097
12350 Medicare Insurance	6,395	3,813	3,813	4,189	4,189
12370 Part Time Retirement	0	702	702	702	702
12400 Dental Insurance	3,245	3,300	3,300	3,431	3,431
12500 Workers Compensation	3,872	4,259	4,259	4,472	4,472
12600 Retirement	84,773	89,950	89,950	101,284	101,284
12900 Long Term Disability	1,980	1,980	1,980	1,980	1,980
12950 Vision Plan	724	732	732	749	749
TOTAL	\$153,803	\$161,508	\$161,508	\$170,876	\$170,876
SERVICES & SUPPLIES					
21000 Office Supplies	\$108	\$800	\$800	\$800	\$800
22000 Operating Supplies	15,996	34,400	34,400	34,425	34,425
32000 Communications	944	1,550	1,550	1,550	1,550
33000 Motor Pool Charges	2,940	2,940	2,940	3,028	3,028
38000 R/M Contractual	27,601	34,585	34,585	34,585	34,585
39000 Miscellaneous	299	575	575	575	575
41000 Other Agency Serv	1,000	8,500	8,500	8,500	8,500
TOTAL	\$48,888	\$83,350	\$83,350	\$83,463	\$83,463
GRAND TOTAL	\$631,758	\$684,984	\$627,823	\$720,361	\$720,361

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Lieutenant	1.00	1.00	1.00	\$122,244	\$122,244	\$122,244
Jailer	5.00	5.00	5.00	256,645	282,541	282,541
Lead Jailer Premium	0.00	0.00	0.00	3,000	3,000	3,000
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	3,300	3,300	3,300
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Special Assignments	0.00	0.00	0.00	2,400	2,400	2,400
<u>Part-Time</u>						
Jailer	0.50	0.50	0.50	26,337	26,337	26,337
Total	6.50	6.50	6.50	\$440,126	\$466,022	\$466,022

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$634,885	\$700,376	\$662,681	\$748,186	\$748,186
SERVICES & SUPPLIES	97,891	126,427	126,427	129,974	129,974
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$732,776	\$826,803	\$789,108	\$878,160	\$878,160
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.50	 10.00	 10.00	 10.00	 10.00

Program Description

The Records Bureau systematically processes, maintains, and distributes records and reports of all documented police incidents occurring within the City's boundaries. Significant Bureau tasks include: compiling crime statistics and information; inputting data into the Records Management System, accessing information in State and National law enforcement data bases; maintaining and preparing purchasing requests of police department supplies; preparing complaints for court; providing assistance at the Police public counter; responding to requests for information and assistance of citizens; receiving fees for services provided at the public counter; and assisting officers by writing routine reports at the Police counter.

The specific operational objectives are as follows:

- Process and transmit complaints for court eight days in advance of the appearance date.
- Submit the monthly statistical reports to the Department of Justice by the tenth day of each month.

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

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Reports Processed:	4,661	5,075	5,100
Traffic Citations Processed:	6,046	6,250	6,500
Data Entry Completion:	97%	94%	100%
Complaints Processed for Court: (within 8 days)	100%	99%	100%

2014-2015 GOALS AND OBJECTIVES

1. Records Clerks will participate in training on workplace ergonomics. This will give clerks information on preventing workplace injuries. This goal will be completed by June 30, 2015.
2. Records personnel will attend quarterly Neighborhood Watch meetings to provide information on the responsibilities of the Records Bureau and the services that are offered to the public.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Records Clerks participated in training for the California Sex and Arson Registry (CSAR) Web. This allowed clerks to become proficient in the use of the new Sex and Arson registrant system which was implemented by the California Department of Justice in 2013.
2. Records Bureau personnel worked in collaboration with Investigations personnel to develop data analysis information based on caseload specific crimes and changing trends. This information was used to assist police personnel in enforcement and prevention.
3. Completed the CORI (Criminal Offender Record Information) inspection conducted by the Department of Justice which determined that Monterey Park Police Department is in compliance with state laws and regulations for use of CORI.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) consists of \$18,000 for janitorial services. This category also consists of \$7,600 for maintenance of the copy machine and typewriters.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$440,897	\$477,126	\$437,363	\$516,270	\$516,270
11300 Part Time Salaries	14,279	10,047	8,000	10,047	10,047
11400 Overtime Salaries	5,813	5,150	8,953	5,150	5,150
TOTAL	\$460,989	\$492,323	\$454,316	\$531,467	\$531,467
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,361	\$1,483	\$1,483	\$1,483	\$1,483
12300 Medical Insurance	66,441	77,930	77,930	72,581	72,581
12350 Medicare Insurance	6,781	6,919	6,919	7,517	7,517
12370 Part Time Retirement	571	402	402	402	402
12400 Dental Insurance	4,459	5,030	5,030	4,419	4,419
12500 Workers Compensation	5,173	5,690	5,690	5,975	5,975
12600 Retirement	85,002	106,087	106,087	119,826	119,826
12800 Uniform Allowance	0	0	312	0	0
12900 Long Term Disability	3,267	3,564	3,564	3,564	3,564
12950 Vision Plan	841	948	948	952	952
TOTAL	\$173,896	\$208,053	\$208,365	\$216,719	\$216,719
SERVICES & SUPPLIES					
21000 Office Supplies	\$14,751	\$18,400	\$18,400	\$18,900	\$18,900
22000 Operating Supplies	2,612	3,400	3,400	3,425	3,425
32000 Communications	1,754	2,245	2,245	2,245	2,245
36000 Utilities	51,203	61,074	61,074	64,096	64,096
37000 Leases & Rentals	4,664	10,050	10,050	10,050	10,050
38000 R/M Contractual	20,692	25,600	25,600	25,600	25,600
39000 Miscellaneous	2,008	5,258	5,258	5,258	5,258
41000 Other Agency Serv	207	400	400	400	400
TOTAL	\$97,891	\$126,427	\$126,427	\$129,974	\$129,974
GRAND TOTAL	\$732,776	\$826,803	\$789,108	\$878,160	\$878,160

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Sergeant	0.50	0.50	0.50	\$50,196	\$50,196	\$50,196
Police Records Management Technician	1.00	1.00	1.00	47,352	54,972	54,972
Police Clerk	8.00	8.00	8.00	368,928	399,252	399,252
Bilingual	0.00	0.00	0.00	5,400	6,600	6,600
Education Incentive	0.00	0.00	0.00	1,050	1,050	1,050
Overtime	0.00	0.00	0.00	5,150	5,150	5,150
Lead Police Records Clerk Premium	0.00	0.00	0.00	3,000	3,000	3,000
Special Asssignment	0.00	0.00	0.00	1,200	1,200	1,200
<u>Part-Time</u>						
Police Records Cadet	0.50	0.50	0.50	10,047	10,047	10,047
Total	10.00	10.00	10.00	\$492,323	\$531,467	\$531,467

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	579,177	653,870	653,725	672,820	672,820
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$579,177	\$653,870	\$653,725	\$672,820	\$672,820
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

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

2014-2015 GOALS AND OBJECTIVES

1. The Bureau will research and implement a Two-Factor Authentication application for Mobile users to safeguard information utilized by users.
2. Bureau personnel will assist in researching vendors and products for the 2015/2016 Mobile Data Computer (MDC) replacement project. The bureau will assist in identifying the best option for the police department to utilize.

2013-2014 MAJOR ACCOMPLISHMENTS

1. The Bureau completed and implemented a replacement plan to replace outdated or obsolete computers within the department. To date, approximately 20% of the department's computers have been replaced. This project will continue over the next few years.
2. Bureau personnel upgraded and installed software for an Automated License Plate Reader on a police patrol vehicle. The ALPR is used to capture license plate information that is shared with other law enforcement agencies for investigative purposes.
3. Computer Services personnel upgraded the Stratus server.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of contractual costs for support for the Computer Aided Dispatch/Record Management System and other computer systems for the entire department.
2. Communications category (#32000) consists of \$29,000 for Data Processing/Technology Internal Service Fund.
3. R/M Contractual category (#38000) consists of maintenance, repair, replacement, and upgrade of computers, monitors and printers for the Police Computer Aided Dispatch/Record Management System (CAD/RMS) Network, and computer printer and the Mobile Data Computers in police vehicles and wireless connection support.
4. Debt Service category (#42000) displays \$165,870 for the loan payment obligation for the Computer Aided Dispatch/Records Management System.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Computer Services**

ACTIVITY NO.: **3115**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$400	\$400	\$400	\$400
22000 Operating Supplies	0	200	200	200	200
24000 Small Tools	700	1,850	1,850	1,850	1,850
31000 Contracted Services	131,169	150,645	150,500	150,500	150,500
32000 Communications	27,529	28,906	28,906	29,000	29,000
38000 R/M Contractual	253,911	306,000	306,000	325,000	325,000
42000 Debt Service	165,868	165,869	165,869	165,870	165,870
TOTAL	\$579,177	\$653,870	\$653,725	\$672,820	\$672,820
GRAND TOTAL	\$579,177	\$653,870	\$653,725	\$672,820	\$672,820

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$460,032	\$298,013	\$297,921	\$304,031	\$304,031
SERVICES & SUPPLIES	51,518	56,700	56,700	57,958	57,958
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$511,550	\$354,713	\$354,621	\$361,989	\$361,989
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.75	 3.75	 3.75	 3.75	 3.75

Program Description

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

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

Attached to the Community Relations Bureau is the Problem Oriented Policing (P.O.P.) Team. The P.O.P. Team is tasked with the primary function of identifying and formulating long-term solutions to resolve community issues, rather than a reactive response to calls for service. As a Community Based Policing program, the P.O.P. Team uses creative strategies

to solve problems through collaboration with various community stakeholders (i.e. residents, business owners, apartment owners/managers, private and public organizations, and all departments within the municipality) to provide a permanent solution to an identified problem.

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Tour of City Facilities: (Number of persons)	886	800	850
Neighborhood Watch Groups:	58	75	81
Business Watch Groups:	82	74	80
Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	3,675	3,037	3,188
Police Explorer Hours Volunteered:	2,992	4,023	4,200
Police Chaplin Hours Volunteered:	212	374	380

2014-2015 GOALS AND OBJECTIVES

1. The Community Relations Bureau will implement the “Coffee with a Cop” program. Coffee with a Cop is a Department of Justice sponsored program aimed at building Community Partnerships with city residents. The program provides a relaxed, non-structured time for the public and police officers to gather and create positive relationships.
2. The Community Relations Bureau will coordinate with the Public Works Department in identifying and replacing Neighborhood Watch signs that are worn or in disrepair. This will enhance crime prevention efforts, draw additional attention to the Neighborhood Watch program as well as beautify the City. This goal will be completed by June 30, 2015.

2013-2014 MAJOR ACCOMPLISHMENTS

1. The Community Relations Bureau held its 13th Annual Youth Activities Golf Tournament. Sponsorships from numerous local businesses, community members, and the participation of the golfers raised over \$15,000.
2. The Community Relations Bureau created and presented a “Parent Technology Education Forum” that covered issues such as cell phone/mobile devices, phone applications, “Sexting”, social media and drug trends. This program was presented to Junior High School (7th and 8th grade) students and parents.
3. The Community Relations Bureau created an information brochure to recruit local college students who are interested in serving as interns within the Monterey Park Police Department. By increasing awareness of this program, the City is able to realize the benefits of volunteers while also providing a service to the students and possibly recruiting of future employees for the City.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$2,200 for annual uniform allowance, Annual Police Explorer Awards dinner and other operating supplies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$282,122	\$166,836	\$166,836	\$166,836	\$166,836
11300 Part Time Salaries	48,802	45,444	45,444	45,444	45,444
11400 Overtime Salaries	800	4,000	3,908	4,000	4,000
11450 Court Time Salaries	747	773	773	773	773
TOTAL	\$332,471	\$217,053	\$216,961	\$217,053	\$217,053
EMPLOYEE BENEFITS					
12200 Life Insurance	\$500	\$324	\$324	\$324	\$324
12300 Medical Insurance	28,982	23,400	23,400	24,000	24,000
12350 Medicare Insurance	4,890	2,385	2,385	2,420	2,420
12370 Part Time Retirement	360	2,041	2,041	2,041	2,041
12400 Dental Insurance	1,931	1,320	1,320	1,320	1,320
12500 Workers Compensation	7,865	8,652	8,652	9,085	9,085
12600 Retirement	82,765	42,664	42,664	47,605	47,605
12950 Vision Plan	268	174	174	183	183
TOTAL	\$127,561	\$80,960	\$80,960	\$86,978	\$86,978
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,332	\$5,940	\$5,940	\$5,940	\$5,940
32000 Communications	616	650	650	650	650
33000 Motor Pool Charges	41,937	42,010	42,010	43,268	43,268
38000 R/M Contractual	35	100	100	100	100
39000 Miscellaneous	5,598	8,000	8,000	8,000	8,000
TOTAL	\$51,518	\$56,700	\$56,700	\$57,958	\$57,958
GRAND TOTAL	\$511,550	\$354,713	\$354,621	\$361,989	\$361,989

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

Class Title	<u>Full-Time Equivalent Positions</u>			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Police Officer	2.00	2.00	2.00	\$159,936	\$159,936	\$159,936
Court Time	0.00	0.00	0.00	773	773	773
Education Incentives	0.00	0.00	0.00	2,100	2,100	2,100
Overtime	0.00	0.00	0.00	4,000	4,000	4,000
Special Assignments	0.00	0.00	0.00	4,800	4,800	4,800
<u>Part-Time</u>						
Community Services Officer	1.75	1.75	1.75	45,444	45,444	45,444
Total	3.75	3.75	3.75	\$217,053	\$217,053	\$217,053

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire

ACTIVITY NO.: 3200

SOURCE OF FUNDS:

General \$8,742,288
 Retirement \$1,547,003
 Shop \$100,000
 Separation Benefits \$220,000
 Public Safety Impact Fee \$44,640
 Public Safety Augmentation \$310,000
 ELAC Instructional Service Program Grant \$40,000
 Disaster Management Area C Grant \$2,500

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$9,576,909	\$9,537,670	\$9,230,419	\$9,653,475	\$9,653,475
SERVICES & SUPPLIES	1,185,665	1,290,118	1,304,159	1,352,956	1,352,956
CAPITAL OUTLAY	22,236	9,238	9,238	0	0
TOTAL COSTS	\$10,784,810	\$10,837,026	\$10,543,816	\$11,006,431	\$11,006,431
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 57.50	 57.50	 57.50	 57.50	 57.50

Program Description

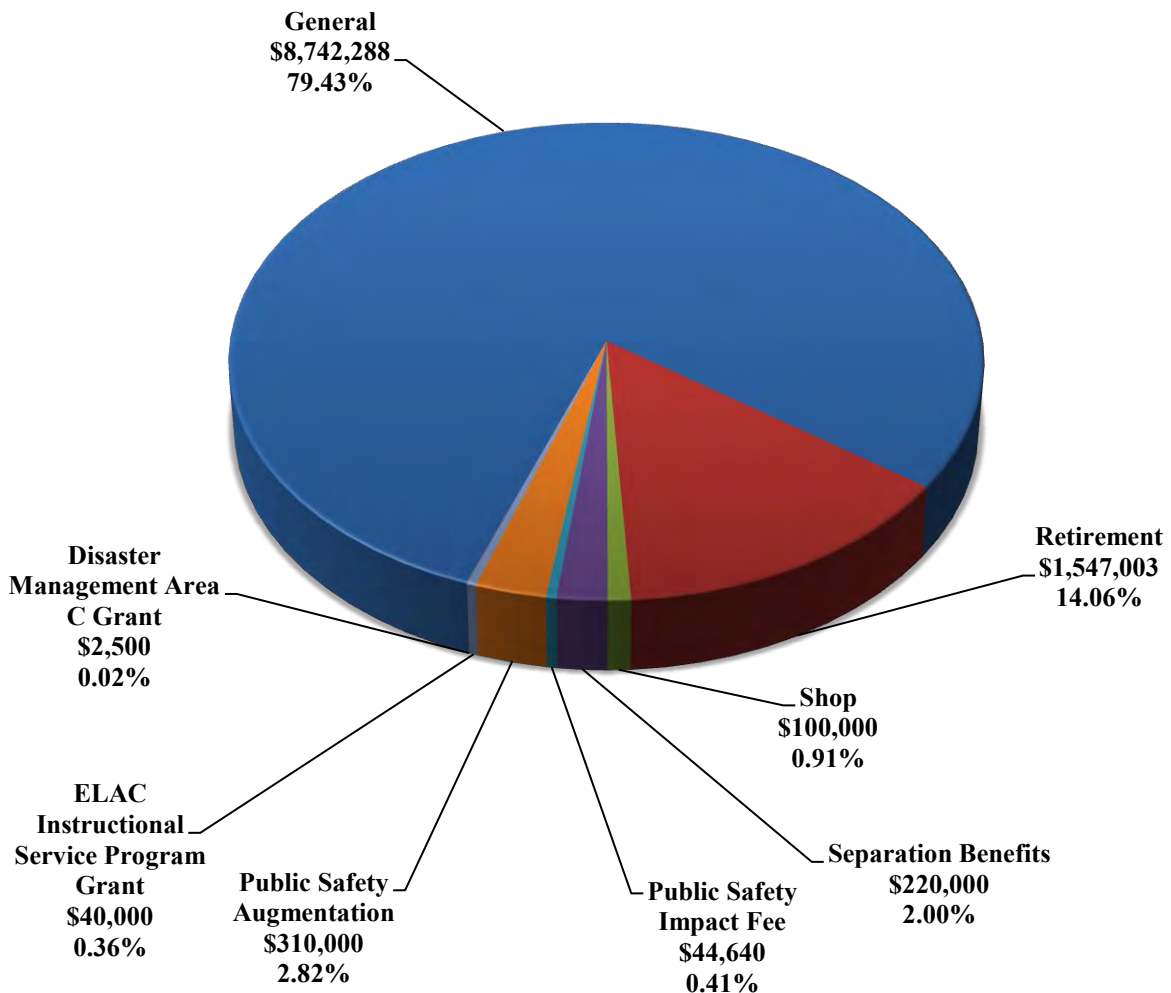
The Fire Department is entrusted with the responsibility of providing this community, its citizens and guests, with the highest level of standard care and emergency response in support of our organizational mission, the preservation of life, property, and the environment. Typical of most other Southern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

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

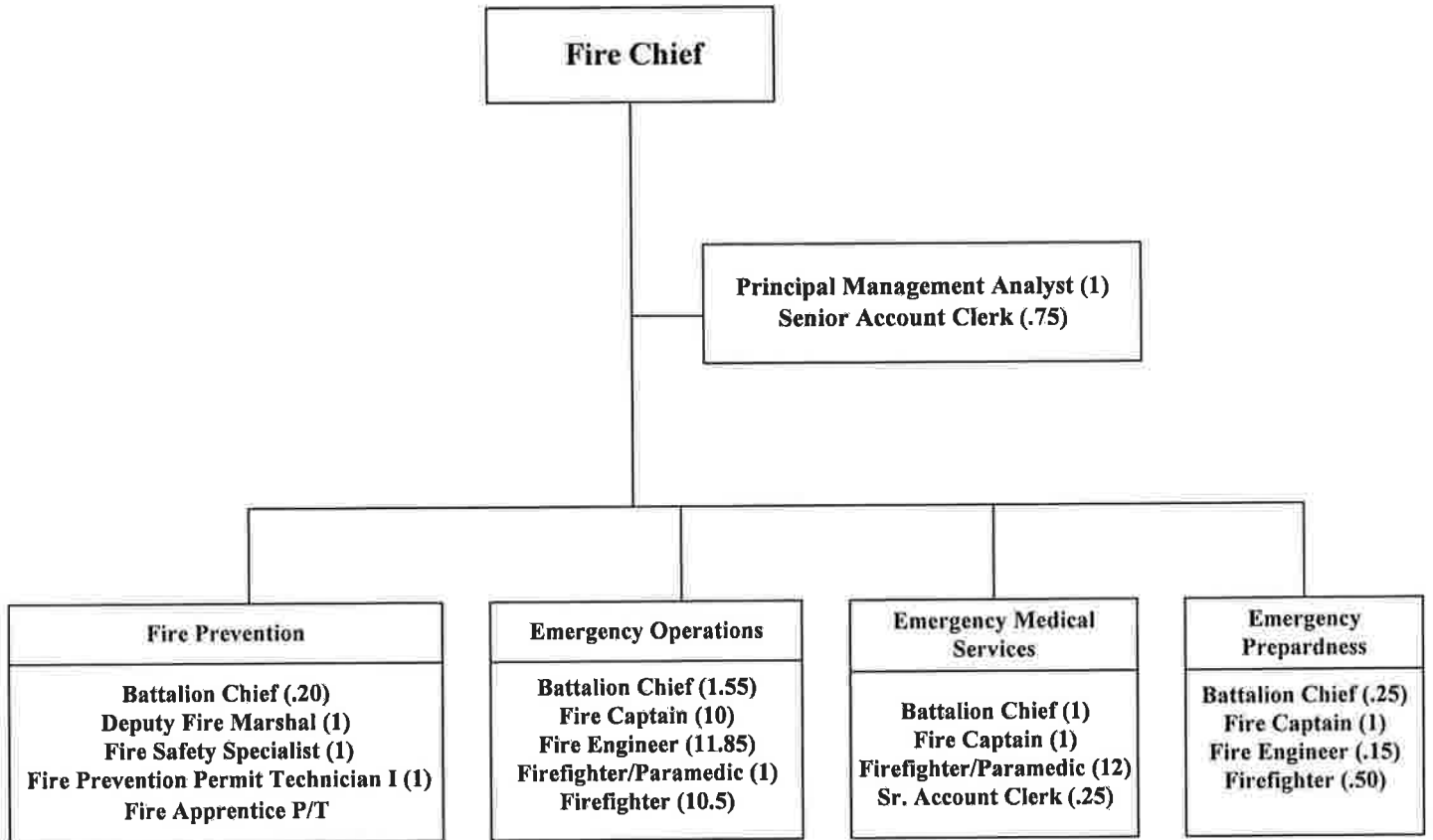
administrative manager of the Department with the Emergency Operation Division being divided into three platoons, and each managed by a Battalion Chief. In Fiscal Year 2014-2015, personnel allocation changes were made to reflect actual program costs. The position of Fire Chief, Senior Account Clerk, paramedics and other personnel were allocated according to responsibilities and duties, resulting in FTE shifts for these positions in the different activities.

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

Fire Source of Funds



Fire Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$434,856	\$445,730	\$441,640	\$285,291	\$285,291
SERVICES & SUPPLIES	236,015	165,745	171,271	167,815	167,815
CAPITAL OUTLAY	22,236	9,238	9,238	0	0
TOTAL COSTS	\$693,107	\$620,713	\$622,149	\$453,106	\$453,106
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.00	 3.00	 3.00	 2.05	 2.05

Program Description

The Fire Chief, under the direction of the City Manager and the City Council, is responsible for managing and overseeing an All Risk Emergency Response Agency. Duties include long-range planning, budgeting, personnel development, setting and meeting specific goals and objectives relative to maintaining and improving levels of service to the community. The Fire Chief maintains consistent levels of performance and productivity by continuous evaluation and review of the progress made towards the stated objectives.

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

The Fire Chief and administrative staff seek to develop and implement new programs and innovations to maintain the highest level of service to the community at the most reasonable

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

PROGRAM MEASUREMENTS

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

	<u>Actual</u> 2012-2013	<u>Estimated</u> 2013-2014	<u>Projected</u> 2014-2015
Grant Awards: (SHSGP, UASI, Measure B)	\$201,161	\$111,148	\$200,000

*FY2012-13 reflects: UASI (\$29,161), SHSGP/UASI Rollover funds for radios (\$150,000), and FY 2012 UASI (\$22,000); Estimated FY2013-2014 - 2013 UASI Grant (\$24,148), UASI Smart Classroom (\$87,000); Projected FY 2014-2015 Grant Projects include the 2014 UASI (\$20,000) and two Assistance for Firefighters Grant applications in the review and selection process.

2014-2015 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Launch a new community education program entitled the “Community Risk Reduction Program (CRR). Used nationwide, this program identifies and examines high risk locations to enable fire personnel to understand and be prepared to respond at difficult locations.

2. Improve Organizational Effectiveness and Efficiency: Investigate opportunities to enhance program efficiency such as automating fire inspection report forms and billing, investigate the cost and potential of additional modules on Firehouse, new incident reporting software and data analysis tools.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Attract and Retain Quality Employees: Leadership training conducted, resulting in 90% of eligible employees completing the Fire Officer Certification Program and Wildland Engine Boss training. In addition, job specifications placed in the Standard Operating Policy Manual for employees’ interested in advancing his/her career

2. Improve Organizational Effectiveness and Efficiency: Launched the Lexipol, electronic Standard Operating Policy Manual in April. Employees have immediate access to Federal, State, and local regulations, and best practices and are provided Daily Training Bulletins to ensure review and understanding of prescribed policies. .
3. Improvement Organizational Effectiveness and Efficiency: As part of the Fire Department's goal for City and Community preparedness, the Fire Department conducted two Emergency Preparedness Clinics at local elementary schools, Employee Disaster Service Worker Training and an Emergency Operations Center exercise.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11000) reflects an overall decrease of \$133,610 due to reallocation of personnel costs to program cost centers (Fire Chief, Senior Account Clerk).
2. Benefits category (#12000) shows an overall decrease of \$26,829 due to the re-allocation of personnel costs to program cost centers.
3. Contracted Services category (#31000) shows an increase of \$5,000 for Other Professional Services to cover the annual subscription for Lexipol services.
4. Communications category (#32000) reflects an overall increase of \$6,420 to cover an increase of \$6,000 for telephone service and \$420 technology services.
5. Miscellaneous category (#39000) decreased by \$16,423 in Education and Training due to the completion of grant programs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$320,114	\$322,116	\$264,709	\$191,762	\$191,762
11300 Part Time Salaries	0	0	81,600	0	0
11500 Separation Benefits	10,175	10,175	10,175	6,919	6,919
TOTAL	\$330,289	\$332,291	\$356,484	\$198,681	\$198,681
EMPLOYEE BENEFITS					
12200 Life Insurance	\$634	\$648	\$540	\$298	\$298
12300 Medical Insurance	18,542	19,631	15,878	12,582	12,582
12350 Medicare Insurance	0	0	1,374	2,566	2,566
12370 Part Time Retirement	0	0	3,763	0	0
12400 Dental Insurance	1,980	2,040	1,980	1,440	1,440
12500 Workers Compensation	9,075	9,983	9,983	10,482	10,482
12600 Retirement	71,315	77,420	48,756	57,088	57,088
12800 Uniform Allowance	0	550	550	550	550
12900 Long Term Disability	2,449	2,600	1,827	1,223	1,223
12950 Vision Plan	572	567	505	381	381
TOTAL	\$104,567	\$113,439	\$85,156	\$86,610	\$86,610
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,406	\$1,500	\$1,500	\$1,500	\$1,500
22000 Operating Supplies	1,423	2,600	2,600	5,600	5,600
24000 Small Tools	599	1,800	1,800	1,800	1,800
31000 Contracted Services	5,208	3,400	3,400	8,400	8,400
32000 Communications	27,043	22,600	28,126	29,020	29,020
33000 Motor Pool Charges	15,260	15,880	15,880	16,311	16,311
36000 Utilities	37,615	47,572	47,572	49,714	49,714
38000 R/M Contractual	9,000	9,270	9,270	10,770	10,770
39000 Miscellaneous	138,461	61,123	61,123	44,700	44,700
TOTAL	\$236,015	\$165,745	\$171,271	\$167,815	\$167,815
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$22,236	\$9,238	\$9,238	\$0	\$0
TOTAL	\$22,236	\$9,238	\$9,238	\$0	\$0
GRAND TOTAL	\$693,107	\$620,713	\$622,149	\$453,106	\$453,106

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Fire Chief*	1.00	0.30	0.30	\$177,000	\$47,693	\$47,693
Principal Management Analyst	1.00	1.00	1.00	90,528	99,204	99,204
Senior Account Clerk**	1.00	0.75	0.75	54,588	44,865	44,865
Separation Benefits	0.00	0.00	0.00	10,175	6,919	6,919
Total	3.00	2.05	2.05	\$332,291	\$198,681	\$198,681

* Effective FY2014-15, FTE and Costs apportioned by Division to reflect actual costs and duties.

** Effective FY2014-15 FTE and Costs associated with EMS duties are now reflected in EMS, Activity 3220.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$298,403	\$326,252	\$327,707	\$414,344	\$414,344
SERVICES & SUPPLIES	58,084	64,200	64,200	64,541	64,541
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$356,487	\$390,452	\$391,907	\$478,885	\$478,885
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.50	3.50	3.50	3.80	3.80

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 International Fire Code or other regulations and investigations. Other cost recovery programs that this Division is involved with include Public Safety Impact Fees and Business Licenses, which reduce the fiscal impact of the Department.

PROGRAM MEASUREMENTS

<u>Fiscal Year</u>	ACTUAL <u>2012-2013</u>	ESTIMATED <u>2013-2014</u>	PROJECTED <u>2014-2015</u>
Plans Checked	325	320	350

Inspections

New Construction	140	210	230
Commercial	625	630	650
Haz Mat	3	2	2
Industrial Waste	325	325	325
Residential	150	155	160
New Business Inspections	200	200	200
Re-inspection	525	500	500
Fire and other Investigations	192	230	241

Cost Recovery Programs <u>Fiscal Year</u>	ACTUAL <u>2012-2013</u>	ESTIMATED <u>2013-2014</u>	PROJECTED <u>2014-2015</u>
Fire Inspections (Including Annual Business Inspections) Started in 2007-2008	116,821	120,000	118,000
Plan Checks	79,761	76,000	78,000
Permits	42,618	43,000	43,000
Industrial Waste	<u>109,465</u>	<u>109,000</u>	<u>109,000</u>
Total Revenue Collected	348,665	348,000	348,000

2014-2015 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* In continuance of the City’s goal to improve and enhance customer service, staff will be trained and mentored in the new automation system to streamline the Fire Prevention’s permitting process and input data for migration to the new system.
2. *Improve Organizational Effectiveness and Efficiency:* Develop an operational plan to meet anticipated increases in the number of inspections, permit processing, and plan checks resulting from proposed community development housing and retail projects.

2013-2014 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Presented to the City Council in conjunction with the Community Development Department, all 2013 California Codes were adopted, including the Model Fire Code with local amendments on January 15, 2014.
2. *Improve Organizational Effectiveness and Efficiency:* To address recurring concerns raised during the permitting and plan approval process, staff has received additional training. In addition, the number of plan checks conducted in-house has been increased to reduce costs and time delays for customers.
3. *Improve Organizational Effectiveness and Efficiency:* The Public Education Program was moved to Fire Administration with program operations conducted by Emergency Operations personnel.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries (#11000) reflect an increase of \$61,298 and Employee Benefits (#12000) \$26,794 due to personnel allocation changes (Fire Chief and Battalion Chief).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$198,361	\$204,936	\$204,936	\$266,234	\$266,234
11300 Part Time Salaries	5,167	12,750	12,429	12,750	12,750
11400 Overtime Salaries	33	0	1,789	0	0
11500 Separation Benefits	13,558	13,558	13,558	13,558	13,558
TOTAL	\$217,119	\$231,244	\$232,712	\$292,542	\$292,542
EMPLOYEE BENEFITS					
12200 Life Insurance	\$486	\$486	\$486	\$524	\$524
12300 Medical Insurance	23,295	26,309	26,309	27,452	27,452
12350 Medicare Insurance	1,037	962	962	1,311	1,311
12370 Part Time Retirement	207	510	497	510	510
12400 Dental Insurance	2,050	2,051	2,051	2,111	2,111
12500 Workers Compensation	16,940	18,634	18,634	19,566	19,566
12600 Retirement	35,804	44,566	44,566	68,568	68,568
12900 Long Term Disability	1,188	1,188	1,188	1,444	1,444
12950 Vision Plan	277	302	302	316	316
TOTAL	\$81,284	\$95,008	\$94,995	\$121,802	\$121,802
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,104	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	1,331	2,050	2,050	2,050	2,050
24000 Small Tools	542	800	800	800	800
31000 Contracted Services	0	0	0	0	0
32000 Communications	2,228	4,450	4,450	6,034	6,034
33000 Motor Pool Charges	42,000	42,000	42,000	43,260	43,260
37000 Leases & Rentals	4,532	4,900	4,900	5,297	5,297
38000 R/M Contractual	35	500	500	500	500
39000 Miscellaneous	5,312	7,500	7,500	4,600	4,600
TOTAL	\$58,084	\$64,200	\$64,200	\$64,541	\$64,541
GRAND TOTAL	\$356,487	\$390,452	\$391,907	\$478,885	\$478,885

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Fire Chief*	0.00	0.10	0.10	\$0	\$15,898	\$15,898
Battalion Chief**	0.00	0.20	0.20	0	30,103	30,103
Deputy Fire Marshal	1.00	1.00	1.00	76,821	84,708	84,708
Fire Safety Specialist	1.00	1.00	1.00	66,327	74,505	74,505
Fire Prevention Permit Technician I	1.00	1.00	1.00	54,588	59,820	59,820
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Safety Specialist Premium	0.00	0.00	0.00	6,000	0	0
Separation Benefits	0.00	0.00	0.00	13,558	13,558	13,558
<u>Part-Time</u>						
Fire Apprentice	0.50	0.50	0.50	12,750	12,750	12,750
Total	3.50	3.80	3.80	\$231,244	\$292,542	\$292,542

* Effective FY2014-15 salary and benefit allocations reflect duties associated with this Activity.

** FY2014-15 salary and benefit allocations reflect duties associated with this Activity.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$8,843,650	\$8,765,688	\$8,461,072	\$6,126,970	\$6,126,970
SERVICES & SUPPLIES	651,611	718,982	716,447	758,795	758,795
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$9,495,261	\$9,484,670	\$9,177,519	\$6,885,765	\$6,885,765
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 51.00	 51.00	 51.00	 35.10	 35.10

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>	ACTUAL	ESTIMATED	PROJECTED
<u>Types of Fire Incidents</u>	<u>2012– 2013</u>	<u>2013 – 2014</u>	<u>2014 – 2015</u>
Residential	192	230	241
Commercial	0	0	0
Industrial	0	0	0
Brush/Grass	15	17	18
Trash/Other	13	21	22
Vehicle	<u>25</u>	<u>25</u>	<u>26</u>
Total Fire Incidents	192	230	241

<u>Fiscal Year</u>	ACTUAL	ESTIMATED	PROJECTED
<u>*All Emergency Incidents</u>	<u>2012-2013</u>	<u>2013 – 2014</u>	<u>2014 – 2015</u>
Fire	192	230	241
EMS	3,183	3,333	3,500
Public Assist	159	184	193
Smoke	25	7	8
Haz Mat	75	58	61
False Alarms, Good Intent, and Cancelled En Route	678	685	719
**Other Misc. Incidents	<u>36</u>	<u>65</u>	<u>68</u>
Total Emergency Incidents	4,348	4,562	4,790

*Data source – FireHouse RMS

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

<u>Automatic Aid/Mutual Aid*</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2012-2013</u>	<u>2013 – 2014</u>	<u>2014 – 2015</u>
Auto Aid/Mutual Aid Provided	576	500	500
Auto Aid/Mutual Aid Received	<u>465</u>	<u>460</u>	<u>460</u>
Total Automatic/Mutual Aid	1041	960	960

<u>Average Response Times*</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2012-2013</u>	<u>2013 – 2014</u>	<u>2014 – 2015</u>
EMS Calls	4:37	4:62	4:62
Fire Calls	5:01	5:05	5:05

*Data Source – Verdugo Communications

**FY13-14 Times are based on average of July to January actual response times.

<u>Volunteer Hour</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
Hours Donated by Reserves	8,640	11,232	12,300
Hours Donated by Explorers	4,600	800	800

*The number of Reserve Firefighters has been fluctuating due to recent career appointments. The number of Fire Explorers has also been fluctuating.

NON-EMERGENCY ACTIVITY SUMMARY

<u>Training Hrs – Non-Medical</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2012-2013</u>	<u>2013 – 2014</u>	<u>2014 – 2015</u>
In-Service Training	21,530	21,601	21,500
Outside Officer Training	1,400	3,300	3,100
Specialty Courses/Seminars	<u>2,905</u>	<u>1,000</u>	<u>1,000</u>
Total Hours	25,835	25,901	25,600

2014 - 2015 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* In continuance with the nation-wide goal of reducing firefighter fatalities below 100 per year, staff will continue the Firefighter Safety and Survival Series. Focus will be firefighter and civilian search, recovery, packaging and removal of the downed firefighter or civilian.
2. *Improve organizational effectiveness and efficiency:* Implement new data management software to better track emergency response and call volume trending information and emergency response times.
3. *Improve organizational effectiveness and efficiency:* Update the Fire Department's pre-fire planning, training, and policy development programs to increase our operational readiness to respond to all types of incidents.

2013-2014 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency:* Developed a Vehicle Replacement and Maintenance policy to help identify and forecast preventive maintenance needs, apparatus and vehicle replacement schedules, and financing needs.
2. *Improve organizational effectiveness and efficiency:* Implemented the IIPP (Injury & Illness Prevention Program), which includes incorporating NFPA standards for physical fitness and CalOSHA safety requirements in this year's bi-annual physicals.
3. *Improve organizational effectiveness and efficiency:* Due to the difficulty of obtaining instructors and the number of training activities already scheduled (i.e. Firefighter Survival training, Chief Officer, and continued education, Level II Officer classes were not possible.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11000) shows a decrease of \$2,136,830 and Employee Benefits category (#12000) \$501,888 as a result of shifting personnel to other Activities (i.e. Firefighter/Paramedics, battalion chief, and engineer shifted to EMS).
2. Communication category (#32000) reflects an increase of \$17,388 for Verdugo Dispatch Fees.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$4,682,668	\$4,907,478	\$4,369,240	\$3,327,723	\$3,327,723
11400 Overtime Salaries	1,087,312	833,000	1,066,622	539,945	539,945
11405 Overtime Fire Half Time	366,424	280,000	280,000	181,495	181,495
11410 Fire FLSA Mandate	84,058	87,000	87,000	56,390	56,390
11470 Fire Holiday Payout	232,038	220,000	220,000	149,595	149,595
11500 Separation Benefits	200,000	215,000	215,000	150,500	150,500
TOTAL	\$6,652,500	\$6,542,478	\$6,237,862	\$4,405,648	\$4,405,648
EMPLOYEE BENEFITS					
12200 Life Insurance	\$7,857	\$8,100	\$8,100	\$5,664	\$5,664
12300 Medical Insurance	471,304	527,107	527,107	354,757	354,757
12350 Medicare Insurance	74,672	53,988	53,988	38,212	38,212
12400 Dental Insurance	21,964	23,311	23,311	17,325	17,325
12500 Workers Compensation	295,966	325,563	325,563	341,841	341,841
12600 Retirement	1,307,441	1,272,847	1,272,847	954,526	954,526
12900 Long Term Disability	7,761	7,956	7,956	5,770	5,770
12950 Vision Plan	4,185	4,338	4,338	3,227	3,227
TOTAL	\$2,191,150	\$2,223,210	\$2,223,210	\$1,721,322	\$1,721,322
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,535	\$5,550	\$5,550	\$5,550	\$5,550
22000 Operating Supplies	99,311	125,149	125,149	129,149	129,149
23000 R/M Supplies	169	1,000	1,000	1,000	1,000
24000 Small Tools	28,704	21,400	21,400	21,400	21,400
31000 Contracted Services	14,145	15,000	15,000	27,500	27,500
32000 Communications	213,396	232,804	231,954	250,192	250,192
33000 Motor Pool Charges	142,800	142,800	142,800	147,084	147,084
37000 Leases & Rentals	6,046	6,500	7,574	7,600	7,600
38000 R/M Contractual	121,123	142,759	142,800	142,800	142,800
39000 Miscellaneous	20,382	26,020	23,220	26,520	26,520
TOTAL	\$651,611	\$718,982	\$716,447	\$758,795	\$758,795
GRAND TOTAL	\$9,495,261	\$9,484,670	\$9,177,519	\$6,885,765	\$6,885,765

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Fire Chief*	0.00	0.20	0.20	\$0	\$31,795	\$31,795
Battalion Chief**	3.00	1.55	1.55	434,448	224,465	224,465
Captain	12.00	10.00	10.00	1,195,800	1,014,611	1,014,611
Engineer	12.00	11.85	11.85	1,044,774	1,033,562	1,033,562
Firefighter/Paramedic***	13.00	1.00	1.00	990,132	62,664	62,664
Firefighter	11.00	10.50	10.50	835,992	739,869	739,869
Bilingual	0.00	0.00	0.00	14,400	7,050	7,050
Education Incentives	0.00	0.00	0.00	76,080	55,185	55,185
EMTD Premium	0.00	0.00	0.00	52,800	39,360	39,360
Holiday Payoff	0.00	0.00	0.00	220,000	149,595	149,595
Overtime	0.00	0.00	0.00	1,200,000	777,830	777,830
Paramedic Pay	0.00	0.00	0.00	237,852	96,662	96,662
Separation Benefits	0.00	0.00	0.00	215,000	150,500	150,500
Shift Investigator Pay	0.00	0.00	0.00	6,000	4,700	4,700
USAR Team Premium	0.00	0.00	0.00	19,200	17,800	17,800
Total	51.00	35.10	35.10	\$6,542,478	\$4,405,648	\$4,405,648

* Effective Fiscal Year 2014-2015 salary and benefit allocations apportioned to Activities associated with the position.

** Fiscal Year 2014-2015 salary and benefit allocations apportioned to Activities associated with the position.

*** Four Firefighter/Paramedic positions associated with this Activity are frozen (vacant, unfunded).

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$2,392,062	\$2,392,062
SERVICES & SUPPLIES	239,955	272,041	272,091	277,855	277,855
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$239,955	\$272,041	\$272,091	\$2,669,917	\$2,669,917
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	14.45	14.45

Program Description

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

Specific Service Objectives are:

- Maintain advance life support (ALS) service in a timely manner to all areas of the community using state-of-the-art equipment, and personnel trained in the most modern emergency medical techniques.

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

PROGRAM MEASUREMENTS

	<u>ACTUAL</u> <u>2012-2013</u>	<u>ESTIMATED</u> <u>2013 – 2014</u>	<u>PROJECTED</u> <u>2014 – 2015</u>
<u>Ambulance Membership</u>			
Residential Subscribers	2,267	2,224	2,224
<u>Medical Training/ Continuing Education Hours</u>			
Paramedics	750	750	750
Emergency Medical Tech	<u>700</u>	<u>700</u>	<u>750</u>
Total Hours	1,450	1,450	1,500

2014-2015 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Work with the UCLA Center for Pre-hospital Care and area Verdugo Area “C” agencies to develop and begin implementation of a “Community Para-medicine Program.” This program is focusing on reduction of hospitalization re-admission by doing home follow up assessments and monitoring recovery.
2. *Improve organizational effectiveness and efficiency:* Focus upon advanced training for the new paramedic personnel in the areas of trauma management, CPR effectiveness, documentation, and patient safety.
3. *Improve organizational effectiveness and efficiency:* As a result of the Affordable Care Act, opportunities will exist for the implementation of Basic Life Support ambulance transport by municipal agencies to hospitals outside their immediate geographical hospital network. Per the request of the City Council at the budget hearing on May 28, 2014, staff is to investigate this opportunity to determine the feasibility and cost of implementing a program in Monterey Park.

2013-2014 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency:* Our department was one of four agencies in Los Angeles County involved in a CPR effectiveness study. Our Paramedics and Fire Department personnel were key components in this groundbreaking study as to the effectiveness of pre-hospital CPR and survival.
2. *Improve organizational effectiveness and efficiency:* Under the UCLA Center for Pre-hospital Care oversight, the Fire Department continued in the “Best Practices” study. This study evaluated the effectiveness of current care and treatment procedures for pain management, field documentation, patient safety, and pediatric medication administration.
3. *Improve organizational effectiveness and efficiency:* Our department made a significant revision in the method and management of emergency medical supply, storage, and procurement through a strict inventory and replacement.
4. *Achieve Financial Stability:* The Fire Department has been provided an opportunity to receive additional reimbursement costs associated with Medi-Cal. Through the joint efforts of Fire and Finance personnel, the City may receive \$331,663, minus Administrative fees.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11000) reflects the addition of \$1,814,604 and Employee Benefits category (#12000) reflects the addition of \$577,458 as a result of moving personnel to the direct cost center in which programs are administered.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$0	\$0	\$0	\$1,352,847	\$1,352,847
11400 Overtime Salaries	0	0	0	238,930	238,930
11405 Overtime Fire Half Time	0	0	0	80,312	80,312
11410 Fire FLSA Mandate	0	0	0	24,955	24,955
11470 Fire Holiday Payout	0	0	0	57,360	57,360
11500 Separation Benefits	0	0	0	60,200	60,200
TOTAL	\$0	\$0	\$0	\$1,814,604	\$1,814,604
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$0	\$0	\$2,319	\$2,319
12300 Medical Insurance	0	0	0	154,702	154,702
12350 Medicare Insurance	0	0	0	18,533	18,533
12400 Dental Insurance	0	0	0	6,378	6,378
12600 Retirement	0	0	0	391,460	391,460
12900 Long Term Disability	0	0	0	2,720	2,720
12950 Vision Plan	0	0	0	1,346	1,346
TOTAL	\$0	\$0	\$0	\$577,458	\$577,458
SERVICES & SUPPLIES					
21000 Office Supplies	\$296	\$400	\$400	\$400	\$400
22000 Operating Supplies	20,076	33,000	33,000	37,000	37,000
23000 R/M Supplies	2,000	2,000	2,000	2,000	2,000
24000 Small Tools	40,424	40,250	40,250	40,250	40,250
31000 Contracted Services	59,718	67,650	67,650	67,650	67,650
32000 Communications	3,850	4,800	4,850	4,850	4,850
33000 Motor Pool Charges	58,800	58,800	58,800	60,564	60,564
38000 R/M Contractual	10,028	12,857	12,857	12,857	12,857
39000 Miscellaneous	42,283	46,234	46,234	46,234	46,234
41000 Other Agency Serv	2,480	6,050	6,050	6,050	6,050
TOTAL	\$239,955	\$272,041	\$272,091	\$277,855	\$277,855
GRAND TOTAL	\$239,955	\$272,041	\$272,091	\$2,669,917	\$2,669,917

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Fire Chief*	0.00	0.20	0.20	\$0	\$31,795	\$31,795
Battalion Chief	0.00	1.00	1.00	0	150,516	150,516
Captain	0.00	1.00	1.00	0	109,329	109,329
Firefighter/Paramedic	0.00	12.00	12.00	0	1,046,252	1,046,252
Senior Account Clerk	0.00	0.25	0.25	0	14,955	14,955
Holiday Payoff	0.00	0.00	0.00	0	57,360	57,360
Overtime	0.00	0.00	0.00	0	344,197	344,197
Separation Benefits	0.00	0.00	0.00	0	60,200	60,200
Total	0.00	14.45	14.45	\$0	\$1,814,604	\$1,814,604

* Effective Fiscal Year 2014-2015 salaries and benefits apportioned to reflect duties associated with the Activity .

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Preparedness

ACTIVITY NO.: 3230

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$434,808	\$434,808
SERVICES & SUPPLIES	0	69,150	80,150	83,950	83,950
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$69,150	\$80,150	\$518,758	\$518,758
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 2.10	 2.10

Program Description

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

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

The following are the specific service objectives:

EOC Development and Operations:

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

Emergency Preparedness Services:

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

2014-15 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Complete the installation and start up of the UASI Grant-funded Smart Classroom Tele-presence System.
2. Improve Organizational Effectiveness and Efficiency: Revise and publish a new procedures manual for the physical operations of the EOC facility to include – technical guidelines for installed hardware and software to accommodate the installed Smart Classroom equipment.

2013 - 2014 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed the installation and start-up of all technological needs for the proper operation of the EOC through a combination of in house expertise and judicious contracting
2. *Improve Organizational Effectiveness and Efficiency:* Developed a procedures manual for the physical operations of the EOC facility that included trigger points for opening and technical guidelines for installed hardware.
3. *Improve Organizational Effectiveness and Efficiency:* Presented a fully operational EOC at a “Shakeout – Rollout” training and exercise held in conjunction with a four-day EOC training course for essential city hall personnel presented by the California Specialized Training Institute. .

PRIMARY PROGRAM EXPENDITURE CHANGES

1. Permanent Salaries category (#11000) reflects an increase of \$335,396 and Employee Benefits category (#12000) increased \$99,412 as a result of personnel allocations to the direct cost center in which programs are administered.
2. Communications category (#32000) reflects an increase of \$14,000 for multiple phone lines, internet and satellite capabilities that include redundant services required for the operation of an Emergency Operations Center facility.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Preparedness

ACTIVITY NO.: 3230

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$0	\$0	\$0	\$236,822	\$236,822
11400 Overtime Salaries	0	0	0	54,125	54,125
11405 Overtime Fire Half Time	0	0	0	18,193	18,193
11410 Fire FLSA Mandate	0	0	0	5,655	5,655
11470 Fire Holiday Payout	0	0	0	13,045	13,045
11500 Separation Benefits	0	0	0	7,556	7,556
TOTAL	\$0	\$0	\$0	\$335,396	\$335,396
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$0	\$0	\$318	\$318
12300 Medical Insurance	0	0	0	19,548	19,548
12350 Medicare Insurance	0	0	0	2,904	2,904
12400 Dental Insurance	0	0	0	879	879
12600 Retirement	0	0	0	74,851	74,851
12900 Long Term Disability	0	0	0	690	690
12950 Vision Plan	0	0	0	222	222
TOTAL	\$0	\$0	\$0	\$99,412	\$99,412
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$1,500	\$1,500	\$1,600	\$1,600
22000 Operating Supplies	0	9,050	9,050	9,050	9,050
24000 Small Tools	0	16,000	16,000	16,000	16,000
32000 Communications	0	8,100	19,100	22,100	22,100
33000 Motor Pool Charges	0	500	500	1,200	1,200
36000 Utilities	0	9,000	9,000	9,000	9,000
38000 R/M Contractual	0	1,000	1,000	1,000	1,000
39000 Miscellaneous	0	22,000	22,000	22,000	22,000
41000 Other Agency Serv	0	2,000	2,000	2,000	2,000
TOTAL	\$0	\$69,150	\$80,150	\$83,950	\$83,950
GRAND TOTAL	\$0	\$69,150	\$80,150	\$518,758	\$518,758

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Preparedness

ACTIVITY NO.: 3230

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Fire Chief*	0.00	0.20	0.20	\$0	\$31,795	\$31,795
Battalion Chief	0.00	0.25	0.25	0	37,629	37,629
Captain	0.00	1.00	1.00	0	111,385	111,385
Engineer	0.00	0.15	0.15	0	13,581	13,581
Firefighter	0.00	0.50	0.50	0	42,432	42,432
Holiday Payoff	0.00	0.00	0.00	0	13,045	13,045
Overtime	0.00	0.00	0.00	0	77,973	77,973
Separation Benefits	0.00	0.00	0.00	0	7,556	7,556
Total	0.00	2.10	2.10	\$0	\$335,396	\$335,396

* Effective FY2014-2015, Salaries and benefits reflect duties associated with the Activity.

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

General \$1,676,225
 Retirement \$249,850
 Library Tax \$548,500
 Literacy and Civics Education Grant \$85,819
 CA Library Literacy Services Grant \$25,686
 Literacy Trust Grant \$20,650

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

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$1,494,196	\$1,706,598	\$1,706,605	\$1,881,254	\$1,881,254
SERVICES & SUPPLIES	716,985	720,961	717,596	725,476	725,476
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,211,181	\$2,427,559	\$2,424,201	\$2,606,730	\$2,606,730
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	23.63	24.73	24.73	25.65	25.65

Program Description

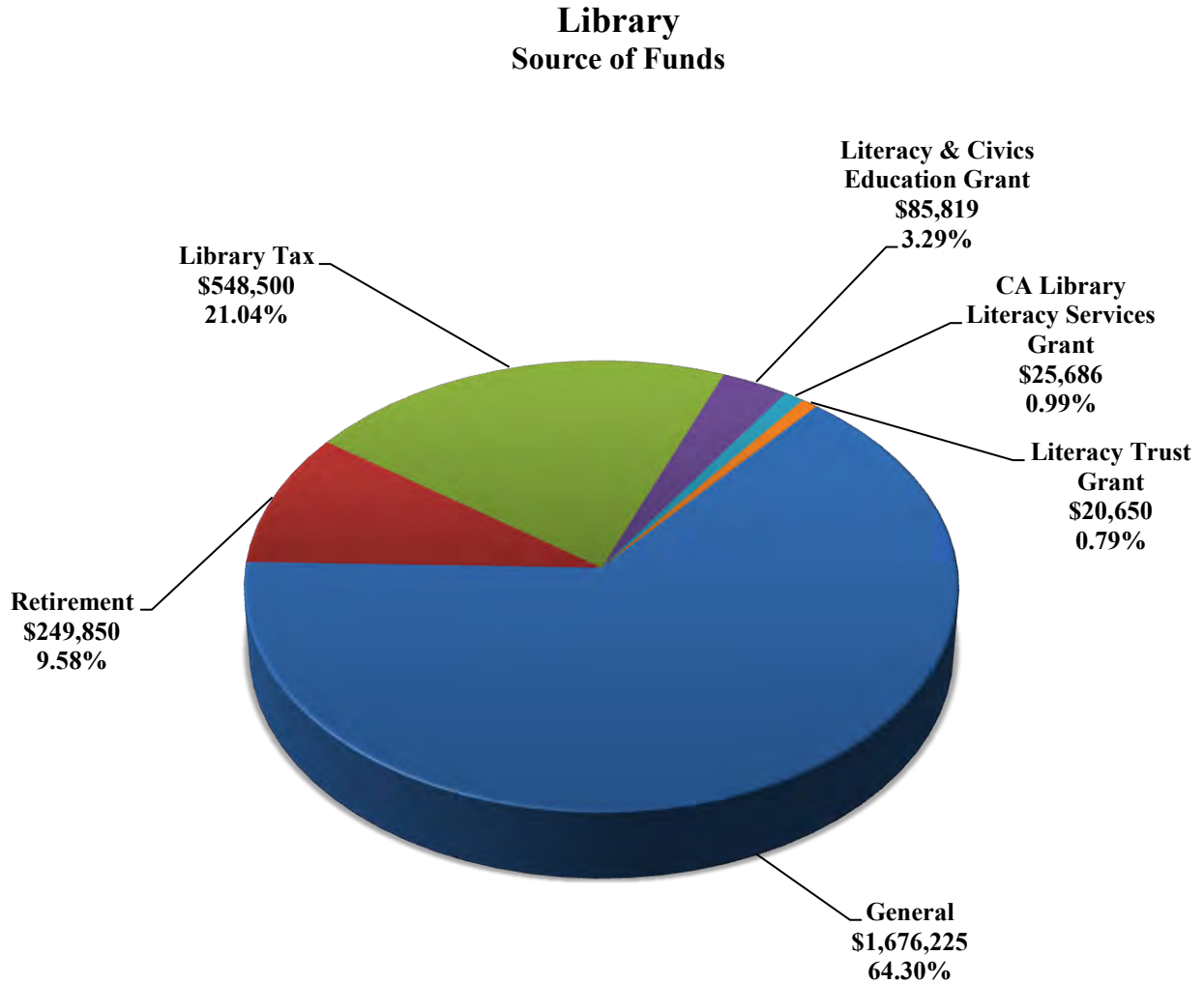
The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services. The library operates under the provisions of Chapter 2.80 of the Monterey Park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

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

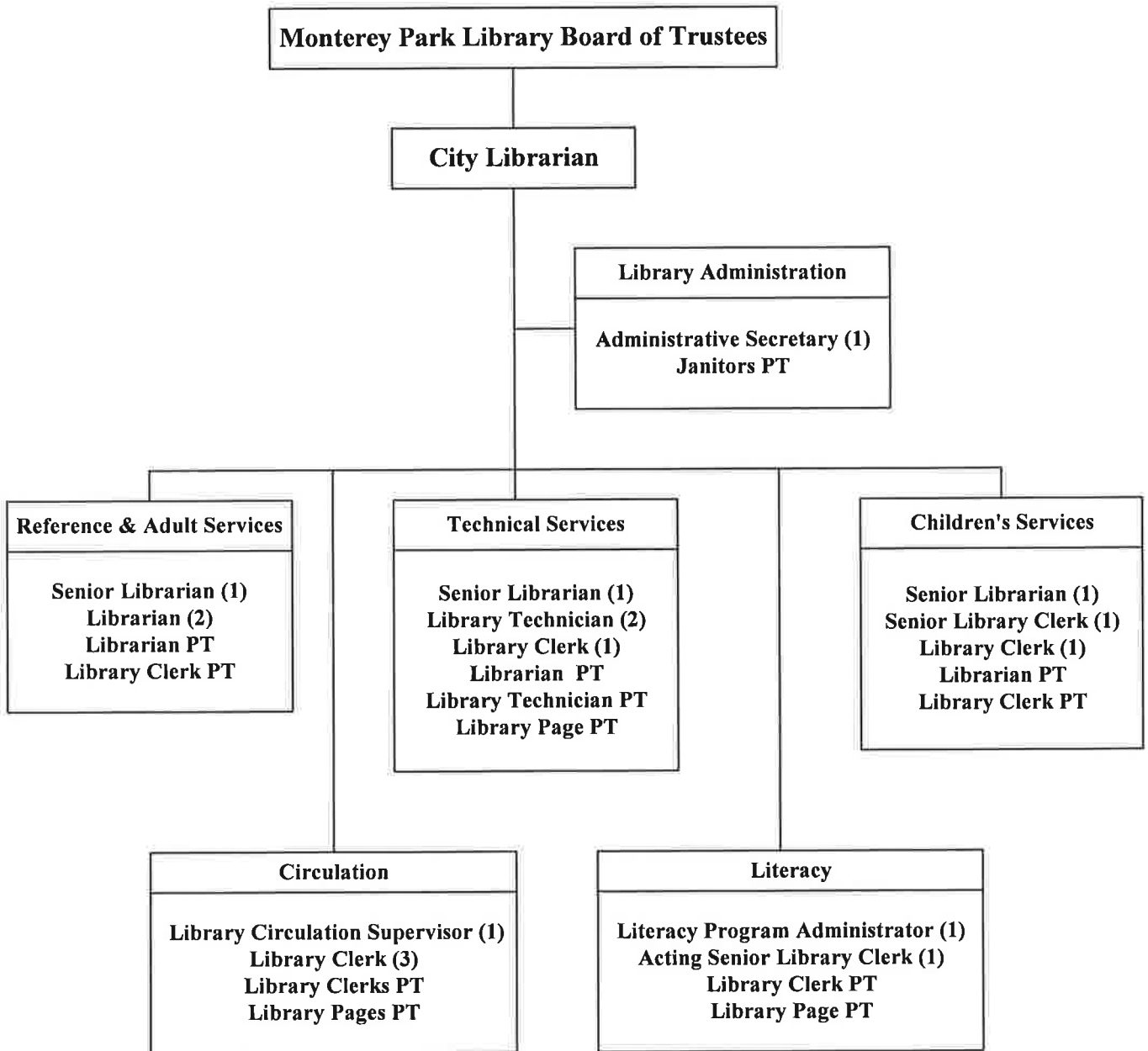
The library has a collection of approximately 148,382 volumes of books, 6,277 government publications, 4,377 audio items, 1,612 videocassettes, 4,120 DVDs, 4,420 maps, 422 pamphlets and 99 magazine and newspaper subscriptions.

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

Personnel changes from last year include: Increase of FTE part-time positions by .92 due to increase to library hours, opening to the public seven days per week.



Monterey Park Bruggemeyer Library



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$248,279	\$259,019	\$259,019	\$280,913	\$280,913
SERVICES & SUPPLIES	554,734	546,482	543,117	555,960	555,960
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$803,013	\$805,501	\$802,136	\$836,873	\$836,873
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.80	 3.80	 3.80	 3.80	 3.80

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Library Volunteer Hours	11,662	12,000	12,500
Grants Awarded (Number)	4	5	5
Grants Awarded (Amount)	\$87,000	\$118,000	\$147,600
Fundraising (Foundation)	\$20,000	\$19,000	\$21,000
Fundraising (Friends)	\$5,200	\$7,000	\$8,000

2014-2015 GOALS AND OBJECTIVES

1. Expand and enhance technology including computers, e-readers and tablets and provide training and classes in the library to meet patrons’ current needs and expectations.
2. Develop a comprehensive marketing plan to build support for the library’s brand by creating compelling, consistent and continuous messaging about the library that demonstrates community impact through stories and statistics.
3. Enhance the Friends of the Library Bookstore with additional displays, merchandising and reconfigured tiered pricing to run more efficiently and be a better experience for patrons.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Re-opened on Fridays and Saturdays, providing access to library books and materials, programs and services to the community seven days a week, despite continued limited staffing and resources.
2. Achieved national and international recognition including the Public Library Association (PLA) Award for the innovative reading program **Reading Rockets**.

3. Added to the library's existing eBooks collection, provided in-house access to digital readers and incorporated eBooks and apps using iPads into public programming to offer more interactive digital educational and entertainment options.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$147,455	\$153,386	\$153,386	\$164,088	\$164,088
11300 Part Time Salaries	37,593	36,108	36,108	38,050	38,050
11500 Separation Benefits	9,900	9,900	9,900	9,900	9,900
TOTAL	\$194,948	\$199,394	\$199,394	\$212,038	\$212,038
EMPLOYEE BENEFITS					
12200 Life Insurance	\$356	\$373	\$373	\$373	\$373
12300 Medical Insurance	18,043	17,531	17,531	22,200	22,200
12350 Medicare Insurance	2,695	2,387	2,387	2,910	2,910
12370 Part Time Retirement	1,243	1,445	1,445	1,522	1,522
12400 Dental Insurance	825	821	821	821	821
12500 Workers Compensation	2,299	2,529	2,529	2,655	2,655
12600 Retirement	26,675	33,344	33,344	37,178	37,178
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	403	403	403	424	424
TOTAL	\$53,331	\$59,625	\$59,625	\$68,875	\$68,875
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,700	\$2,486	\$2,486	\$3,000	\$3,000
22000 Operating Supplies	6,061	5,500	5,500	7,399	7,399
31000 Contracted Services	11,540	12,117	12,117	12,117	12,117
32000 Communications	12,726	12,882	12,882	14,846	14,846
36000 Utilities	88,145	107,060	103,695	109,500	109,500
38000 R/M Contractual	43,117	15,240	15,240	17,740	17,740
39000 Miscellaneous	4,250	5,000	5,000	5,161	5,161
41000 Other Agency Serv	3,000	3,000	3,000	3,000	3,000
42000 Debt Service	383,195	383,197	383,197	383,197	383,197
TOTAL	\$554,734	\$546,482	\$543,117	\$555,960	\$555,960
GRAND TOTAL	\$803,013	\$805,501	\$802,136	\$836,873	\$836,873

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
City Librarian	1.00	1.00	1.00	\$99,012	\$103,968	\$103,968
Secretary	1.00	1.00	1.00	53,774	60,120	60,120
Separation Benefits	0.00	0.00	0.00	9,900	9,900	9,900
Bilingual	0.00	0.00	0.00	600	0	0
<u>Part-Time</u>						
Janitor	1.80	1.80	1.80	36,108	38,050	38,050
Total	3.80	3.80	3.80	\$199,394	\$212,038	\$212,038

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

<u>SUMMARY OF COST</u>	<u>Actual</u> 2012-13	<u>Adopted</u> 2013-14	<u>Year-End</u> <u>Estimated</u> 2013-14	<u>Proposed</u> 2014-15	<u>Adopted</u> 2014-15
PERSONNEL COST	\$275,110	\$302,192	\$302,192	\$335,164	\$335,164
SERVICES & SUPPLIES	49,758	41,117	41,117	26,936	26,936
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$324,868	\$343,309	\$343,309	\$362,100	\$362,100
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.24	3.24	3.24	3.41	3.41

Program Description

This activity assists users (adults and teens) in finding information through the library collection, online and through other research resources. This activity is responsible for organizing, selecting and maintaining the adult and young adult (YA) book collections, media, International book collection, Reference collection and Special Collection materials in a system that is easy for the public to access. Plans and facilitates exhibits and educational and cultural programs for adults and teens on a monthly basis throughout the year. Specific service objectives are:

- Assist at Reference Desk by answering in-person, telephone, E-mail and Internet requests for information and provide Reader's Advisory to adults and teens seeking information about authors and books.
- Show and train community members on how to locate materials and information using the Online Public Access Catalog (OPAC), electronic databases and the Internet.

- Assist adults and teens with computer help at the library with resumes, job searches, school reports, printing and other computer/online needs.
- Conduct computer classes in four languages (English, Spanish, Mandarin and Cantonese) for adults to learn modern skills and gain confidence using computers at the library, in their homes and in the workplace.
- Schedule cultural and educational programs that include Artists of the Month programs, history programs, author talks and cultural programs for diverse community audiences.
- Work in partnership with schools and community organizations to meet the educational, informational and recreational needs of the community.

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Reference Transactions	11,878	10,000	16,000
Adult/YA Programs Presented	164	300	250
Adult/YA Program Attendance	3,114	6,500	4,500

2014-2015 GOALS AND OBJECTIVES

1. Align the adult nonfiction collection in the areas of social sciences, poetry, plays and philosophy with the Common Core standards to better assist teens with research and homework assignments.
2. Research and develop a program and exhibit series to spotlight the City of Monterey Park's 100th Anniversary in 2016.
3. Promote the library's adult and teen book collections on the library's website and with displays to engage the public with reading.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Enhanced the library collection with resources on geography, history, science, technology, engineering, mathematics, world religions and the Classic Collection to better assist adults and teens with research and homework assignments.

2. Enriched the library collection with new books and films on Islamic culture from a grant award worth over \$1,000 and utilized these new resources with the “Novel Destinations: Muslim Journeys” adult summer reading program, presenting a film series, book displays, book discussions and an art exhibit on Islamic culture.
3. Worked in partnership with the Monterey Park Historical Society to present a Veterans Day program with the local American Legion Post featuring a guest speaker and an exhibit on WWII and the Iraq War and a film history program that engaged the audience with memories of the WWII home front.
4. Presented cultural programs for the public to view the art of local artists, celebrate the Chinese New Year with folk dance performances and stage a play for teen and adult audiences.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Part Time Salaries (#11300) reflects additional funding to support the need for a part-time Librarian and a part-time Library Clerk required resulting from the library opening an additional day (seven days) to the public.
2. Operating Supplies category (#22000) increase is due to planned increase in programming and displays requiring additional supplies.
3. Books and Subscriptions category (#40000) reflects a decrease in Books and Subscriptions and Databases budget allocations in anticipation of increased contributions and fund-raising.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$187,710	\$198,120	\$198,120	\$218,184	\$218,184
11300 Part Time Salaries	4,901	10,300	10,300	15,239	15,239
11500 Separation Benefits	13,750	13,750	13,750	13,750	13,750
TOTAL	\$206,361	\$222,170	\$222,170	\$247,173	\$247,173
EMPLOYEE BENEFITS					
12200 Life Insurance	\$486	\$486	\$486	\$486	\$486
12300 Medical Insurance	26,047	27,496	27,496	28,079	28,079
12350 Medicare Insurance	2,802	3,024	3,024	3,551	3,551
12370 Part Time Retirement	196	416	416	1,086	1,086
12400 Dental Insurance	1,285	1,339	1,339	1,209	1,209
12500 Workers Compensation	2,299	2,529	2,529	2,655	2,655
12600 Retirement	33,991	43,089	43,089	49,271	49,271
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	455	455	455	466	466
TOTAL	\$68,749	\$80,022	\$80,022	\$87,991	\$87,991
SERVICES & SUPPLIES					
21000 Office Supplies	\$992	\$2,000	\$2,000	\$2,500	\$2,500
22000 Operating Supplies	863	0	0	0	0
31000 Contracted Services	6,642	1,000	1,000	0	0
38000 R/M Contractual	398	500	500	0	0
39000 Miscellaneous	1,624	1,000	1,000	1,000	1,000
40000 Books & Subscriptions	39,239	36,617	36,617	23,436	23,436
TOTAL	\$49,758	\$41,117	\$41,117	\$26,936	\$26,936
GRAND TOTAL	\$324,868	\$343,309	\$343,309	\$362,100	\$362,100

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Senior Librarian	1.00	1.00	1.00	\$67,128	\$75,396	\$75,396
Librarian	2.00	2.00	2.00	129,192	141,588	141,588
Bilingual	0.00	0.00	0.00	1,800	1,200	1,200
Separation Benefits	0.00	0.00	0.00	13,750	13,750	13,750
<u>Part-Time</u>						
Librarian	0.24	0.24	0.24	10,300	10,400	10,400
Library Clerk	0.00	0.17	0.17	0	4,839	4,839
Total	3.24	3.41	3.41	\$222,170	\$247,173	\$247,173

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$326,931	\$348,116	\$348,123	\$383,484	\$383,484
SERVICES & SUPPLIES	53,149	86,673	86,673	86,402	86,402
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$380,080	\$434,789	\$434,796	\$469,886	\$469,886
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.00	 4.06	 4.06	 4.39	 4.39

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
<u>NEW CATALOG TITLES ADDED</u>			
Books	4,195	3,000	3,000
Audio-Visual	<u>851</u>	<u>520</u>	<u>520</u>
Total Cataloged Titles Added	5,046	3,520	3,520
<u>NEW ITEMS ADDED</u>			
Cataloged Books	5,901	3,100	3,100
Cataloged Audio-Visual	585	680	680
Government Documents	<u>337</u>	<u>80</u>	<u>240</u>
Total Cataloged Items Added	6,823	3,820	3,820
Total Uncataloged Items Added	0	0	0
<u>ITEMS PURGED</u>	7,353	8,600	8,600
Number of materials borrowed from other libraries	175	90	90
Number of materials other libraries borrowed from City	97	120	120
<u>COLLECTION TOTALS</u>			
All Items	175,022	179,000	179,000
Cataloged Titles	144,835	150,000	150,000

2014-2015 GOALS AND OBJECTIVES

1. Prepare the library for the State Library funded internet connection and continue to take advantage of the E-rate discount to maintain fast internet connections to meet the increasing demands of library computer users.
2. Partner with the California Audiovisual Preservation Project to provide long-term digital preservation of and online access to recordings of Monterey Park's local oral history.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Redesigned and revamped library webpages to improve access and visibility for the public.
2. Expanded free w-fi to provide a greater range of free wireless access for library patrons.
3. Improved lending and borrowing services between other libraries and library users by upgrading to a new Interlibrary Loan platform.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) reflects an increase in part-time staff due to the library re-opening seven days per week.
2. R&M Contractual (#38000) reflects costs for maintenance of Innovative Interfaces and Dell servers and includes maintenance services for public computers (60), copiers and printers for patron usage.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$218,216	\$226,638	\$226,638	\$249,456	\$249,456
11300 Part Time Salaries	2,780	2,845	2,845	9,766	9,766
11500 Separation Benefits	18,700	18,700	18,700	18,700	18,700
TOTAL	\$239,696	\$248,183	\$248,183	\$277,922	\$277,922
EMPLOYEE BENEFITS					
12200 Life Insurance	\$648	\$648	\$648	\$648	\$648
12300 Medical Insurance	35,973	38,531	38,531	35,994	35,994
12350 Medicare Insurance	3,286	3,401	3,401	3,618	3,618
12370 Part Time Retirement	111	41	48	750	750
12400 Dental Insurance	2,466	2,420	2,420	2,420	2,420
12500 Workers Compensation	3,207	3,527	3,527	3,703	3,703
12600 Retirement	39,498	49,319	49,319	56,360	56,360
12900 Long Term Disability	1,584	1,584	1,584	1,584	1,584
12950 Vision Plan	462	462	462	485	485
TOTAL	\$87,235	\$99,933	\$99,940	\$105,562	\$105,562
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,587	\$11,000	\$11,000	\$11,000	\$11,000
31000 Contracted Services	12,215	11,540	11,540	11,540	11,540
38000 R/M Contractual	33,682	63,083	63,083	62,813	62,813
39000 Miscellaneous	665	1,050	1,050	1,049	1,049
TOTAL	\$53,149	\$86,673	\$86,673	\$86,402	\$86,402
GRAND TOTAL	\$380,080	\$434,789	\$434,796	\$469,886	\$469,886

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Senior Librarian	1.00	1.00	1.00	\$79,740	\$87,384	\$87,384
Library Technician	2.00	2.00	2.00	104,160	114,144	114,144
Library Clerk	1.00	1.00	1.00	42,138	47,328	47,328
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	18,700	18,700	18,700
<u>Part-Time</u>						
Librarian	0.06	0.05	0.05	2,845	1,758	1,758
Library Technician	0.00	0.10	0.10	0	3,328	3,328
Library Page	0.00	0.24	0.24	0	4,680	4,680
Total	4.06	4.39	4.39	\$248,183	\$277,922	\$277,922

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$337,648	\$363,297	\$363,297	\$394,386	\$394,386
SERVICES & SUPPLIES	2,207	6,150	6,150	8,050	8,050
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$339,855	\$369,447	\$369,447	\$402,436	\$402,436
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.12	 7.92	 7.92	 7.70	 7.70

Program Description

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

Specific activities include:

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
<u>ITEMS CIRCULATED</u>			
Total	299,387	300,000	325,000
Items Per Capita	4.85*	4.86*	5.26*
Weekly Hours of Opening	38	41	44
Friday opening June 2013	41		
Saturday opening February 2014		44	

LIBRARY USERS

User Visits Per Day	1,275	1,035	1,115
Total User Visits Per Year	308,622	325,000	350,000
New Cardholders Registered	3,669	4,000	4,000
Library Cardholders	54,041	55,000	57,000
Number of Requests for Items Checked-Out	1,952	2,000	2,000
Overdue Notices-Processed	5,961	6,500	6,000

* Population figure used for calculation: 61,777

COMPARISON TO OTHER LIBRARIES (Figures are 2009 - 2010)

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

2014-2015 GOALS AND OBJECTIVES

1. Heighten the self-checkout experience for patrons by upgrading to a larger and more visually appealing monitor and interface that will simplify the self-check process while providing more features.
2. Continue to develop a training manual for volunteers in the library to ensure consistency in training and proper representation of the library image. Volunteers are valuable resources that help enhance the services in Circulation by expediting the return of library materials to the shelves for the public.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Upgraded the new computer system in the self-checkout machine which creates more enhancement possibilities in the future and streamlined the checkout process for the public.
2. Rearranged the library collection in the Children's International area to make it more visually appealing and provide better access to library materials by patrons in this area.
3. Completed a computer inventory which removed unavailable items from the library catalog to reflect a more accurate collection of library materials available to the public.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) includes additional funding to support increased hours required resulting from the library opening seven days to the public. The increase also includes the increase to the minimum wage which affects the salaries of part-time Library Pages.
2. R/M Contractual category (#38000) reflects upgrades to and increases in equipment and maintenance contracts.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$183,502	\$186,666	\$186,666	\$205,704	\$205,704
11300 Part Time Salaries	60,990	73,176	73,176	76,460	76,460
11500 Separation Benefits	16,940	16,940	16,940	16,940	16,940
TOTAL	\$261,432	\$276,782	\$276,782	\$299,104	\$299,104
EMPLOYEE BENEFITS					
12200 Life Insurance	\$648	\$648	\$648	\$648	\$648
12300 Medical Insurance	28,359	30,131	30,131	30,597	30,597
12350 Medicare Insurance	3,584	3,799	3,799	5,248	5,248
12370 Part Time Retirement	2,439	2,927	2,927	3,105	3,105
12400 Dental Insurance	1,810	1,819	1,819	2,400	2,400
12500 Workers Compensation	4,054	4,459	4,459	4,682	4,682
12600 Retirement	33,245	40,654	40,654	46,509	46,509
12900 Long Term Disability	1,584	1,584	1,584	1,584	1,584
12950 Vision Plan	493	494	494	509	509
TOTAL	\$76,216	\$86,515	\$86,515	\$95,282	\$95,282
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,969	\$3,000	\$3,000	\$3,000	\$3,000
38000 R/M Contractual	0	2,900	2,900	4,800	4,800
39000 Miscellaneous	238	250	250	250	250
TOTAL	\$2,207	\$6,150	\$6,150	\$8,050	\$8,050
GRAND TOTAL	\$339,855	\$369,447	\$369,447	\$402,436	\$402,436

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Class Title	<u>Full-Time Equivalent Positions</u>			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Library Circulation Serv Supervisor	1.00	1.00	1.00	\$52,080	\$57,072	\$57,072
Library Clerk	3.00	3.00	3.00	133,386	147,432	147,432
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	16,940	16,940	16,940
<u>Part-Time</u>						
Library Clerk	1.20	1.40	1.40	33,310	35,283	35,283
Library Page	2.72	2.30	2.30	39,866	41,177	41,177
Total	7.92	7.70	7.70	\$276,782	\$299,104	\$299,104

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$82,745	\$181,915	\$181,915	\$205,238	\$205,238
SERVICES & SUPPLIES	24,323	16,680	16,680	32,898	32,898
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$107,068	\$198,595	\$198,595	\$238,136	\$238,136
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.47	 2.47	 2.47	 2.94	 2.94

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</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Number of Students Participating	1,409	1,600	1,650
Number of Student Hours	34,570	35,000	28,500
Number of Tutors	124	75	120
Number of Tutor Volunteer Hours	4,542	3,800	4,200
Number of Tutors Trained	105	75	150

2014-2015 GOALS AND OBJECTIVES

1. Apply for additional funding to support English as a Second Language (ESL) literacy and civics classes from the California Department of Education to increase literacy services to the community.
2. Gain accreditation to become a testing center for students and job-seekers who wish to take exams for General Educational Development (GED), ESL and Vocational Certification and partner with a national registry to offer online certification for employment.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Developed online tutor training for new tutors wishing to become certified online to teach long distance ESL classes through the new software program Reading Horizons.
2. Visited surrounding high schools to address the needs of second language learners and promoted online the long distance reading program Reading Horizons. A long distance high school program will become accessible to students at risk in reading by September 2014.
3. Partnered with American Asian Economic Development Enterprise (AAEDE) and Reading Rockets intervention program to reach out to local elementary schools to improve reading skills of at-risk students at their sites.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) includes a decrease of funding from the library tax to support the full-time Library Clerk position due to an increase in grant funding from the EL Civics Department of Education and the reinstatement of the California Library Literacy Services grant. It also reflects a possible change in the allocation required for the full-time Literacy Program Administrator position.
2. Part-Time Salaries category (#11300) includes the addition of a part-time Library Page, utilizing the increased grant funding to support the increase.
3. Office Supplies category (#21000) increase is funded by an allocation from the California Library Literacy Services grant.
4. R.M Contractual category (#38000) decrease is due to fewer expected required purchases and repairs.
5. Miscellaneous category (#39000) reflects a decrease in expected expenditures.
6. Books & Subscriptions category (#40000) is funded by an allocation from the California Library Literacy Services grant and funds from the Literacy Trust account.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$43,383	\$107,680	\$107,680	\$120,004	\$120,004
11300 Part Time Salaries	10,766	16,207	16,207	25,247	25,247
11500 Separation Benefits	7,452	7,452	7,452	7,452	7,452
TOTAL	\$61,601	\$131,339	\$131,339	\$152,703	\$152,703
EMPLOYEE BENEFITS					
12200 Life Insurance	\$161	\$310	\$310	\$325	\$325
12300 Medical Insurance	9,750	20,811	20,811	17,997	17,997
12350 Medicare Insurance	805	1,809	1,809	1,988	1,988
12370 Part Time Retirement	431	648	648	1,563	1,563
12400 Dental Insurance	398	1,123	1,123	1,009	1,009
12500 Workers Compensation	1,210	1,331	1,331	1,398	1,398
12600 Retirement	7,864	23,407	23,407	27,116	27,116
12900 Long Term Disability	397	799	799	793	793
12950 Vision Plan	128	338	338	346	346
TOTAL	\$21,144	\$50,576	\$50,576	\$52,535	\$52,535
SERVICES & SUPPLIES					
21000 Office Supplies	\$895	\$1,500	\$1,500	\$6,536	\$6,536
22000 Operating Supplies	10,240	1,500	1,500	790	790
31000 Contracted Services	532	2,500	2,500	0	0
32000 Communications	12	200	200	372	372
38000 R/M Contractual	5,003	3,500	3,500	2,800	2,800
39000 Miscellaneous	445	1,350	1,350	2,400	2,400
40000 Books & Subscriptions	7,196	6,130	6,130	20,000	20,000
TOTAL	\$24,323	\$16,680	\$16,680	\$32,898	\$32,898
GRAND TOTAL	\$107,068	\$198,595	\$198,595	\$238,136	\$238,136

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Literacy Program Administrator	1.00	1.00	1.00	\$62,328	\$68,304	\$68,304
Literacy Library Clerk	1.00	1.00	1.00	44,752	51,100	51,100
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	7,452	7,452	7,452
<u>Part-Time</u>						
Library Page	0.00	0.47	0.47	0	9,040	9,040
Library Clerk	0.47	0.47	0.47	16,207	16,207	16,207
Total	2.47	2.94	2.94	\$131,339	\$152,703	\$152,703

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$223,483	\$252,059	\$252,059	\$282,069	\$282,069
SERVICES & SUPPLIES	32,814	23,859	23,859	15,230	15,230
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$256,297	\$275,918	\$275,918	\$297,299	\$297,299
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.00	3.24	3.24	3.41	3.41

Program Description

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

Specific service objectives are:

- Assist at the Children's Desk by answering in-person and telephone requests for information and advise the community in the use of materials and services through individual instruction.
- Instruct the community on locating materials and information via the Online Public Access Catalog (OPAC), electronic databases and the Internet.

- Conduct library tours and provide instruction in the use of library materials and services for school classes, community organizations and other interested groups.
- Select print and audiovisual materials for children in the languages used in the community in order to meet the identified educational, informational and recreational needs of the residents.
- Review on an annual basis the demographic characteristics of the City of Monterey Park in order to keep the children’s collections responsive to the community.
- Target the informational and educational needs of the community and work with community and governmental groups and respond with appropriate library services and materials.
- Encourage reading and promote the pleasure of reading by conducting storytimes for preschool through third grade students.
- Encourage reading and improve literacy by conducting a Summer Reading Program for preschool through sixth grade students.
- Schedule cultural and educational programs for children that reflect the needs and desires of Monterey Park residents.
- Provide homework assistance services via library volunteers on weekdays during the school year for students up to sixth grade.

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Reference Transactions	12,758	12,850	13,900
Children’s Reading Programs	397	350	370
Children’s Reading Programs’ Attendance	10,438	10,100	10,200

2014-2015 GOALS AND OBJECTIVES

1. Conduct monthly hands-on training sessions with newly acquired digital devices and interactive apps for students up to sixth grade to enhance their digital literacy skills.
2. Rearrange books shelves and seating to maximize the use of the space to offer children and their accompanying caregivers a more comfortable and nurturing environment.
3. Implement a library Makerspace by providing an area where pre-teens aged 9 to 12 years have an opportunity to explore their own interests, learn to use tools and materials, and develop creative projects in compliance with the Common Core State standards, thereby encouraging innovation and collaboration.

2013-2014 MAJOR ACHIEVEMENTS

1. Launched 1000 Books Before Kindergarten grant program for babies and children up to four years of age to foster early literacy and joy of reading.
2. Acquired an ELF 2.0 State grant to purchase colorful children's furniture and educational toy learning sets for children under the age of five years to expand and enhance the existing Playtime area and provide young children with an engagingly fun environment.
3. Conducted monthly hands-on digital literacy classes to teach pre-teens and parents of young children how to explore library websites, children's databases and educational websites to assist students in their school assignments and research projects.
4. Integrated eBooks and interactive apps into children's storytimes to involve parents in the learning process and to help parents introduce their children to reading and language in a fun way.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries (#11300) reflects additional funding to support the need for a part-time Librarian and a part-time Library Clerk required resulting from the library opening an additional day (seven days) to the public.
2. Operating Supplies category (#22000) decrease reflects a reliance on other funding sources.
3. Books and Subscriptions category (#40000) reflects a decrease in Books and Subscriptions and Databases budget allocations in anticipation of increased contributions and fund-raising.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$156,013	\$164,514	\$164,514	\$182,428	\$182,428
11300 Part Time Salaries	0	10,400	10,400	15,239	15,239
11500 Separation Benefits	10,175	10,175	10,175	10,175	10,175
TOTAL	\$166,188	\$185,089	\$185,089	\$207,842	\$207,842
EMPLOYEE BENEFITS					
12200 Life Insurance	\$486	\$486	\$486	\$486	\$486
12300 Medical Insurance	21,473	22,369	22,369	23,534	23,534
12350 Medicare Insurance	2,268	2,537	2,537	2,646	2,646
12370 Part Time Retirement	0	415	415	844	844
12400 Dental Insurance	861	1,161	1,161	1,161	1,161
12500 Workers Compensation	2,360	2,595	2,595	2,725	2,725
12600 Retirement	28,245	35,805	35,805	41,220	41,220
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	414	414	414	423	423
TOTAL	\$57,295	\$66,970	\$66,970	\$74,227	\$74,227
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,828	\$5,000	\$5,000	\$2,365	\$2,365
31000 Contracted Services	0	2,000	2,000	0	0
39000 Miscellaneous	141	250	250	250	250
40000 Books & Subscriptions	29,845	16,609	16,609	12,615	12,615
TOTAL	\$32,814	\$23,859	\$23,859	\$15,230	\$15,230
GRAND TOTAL	\$256,297	\$275,918	\$275,918	\$297,299	\$297,299

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Class Title	<u>Full-Time Equivalent Positions</u>			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Senior Librarian	1.00	1.00	1.00	\$79,740	\$87,384	\$87,384
Senior Library Clerk	1.00	1.00	1.00	43,482	48,740	48,740
Library Clerk	1.00	1.00	1.00	40,692	45,704	45,704
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	10,175	10,175	10,175
<u>Part-Time</u>						
Librarian	0.24	0.24	0.24	10,400	10,400	10,400
Library Clerk	0.00	0.17	0.17	0	4,839	4,839
Total	3.24	3.41	3.41	\$185,089	\$207,842	\$207,842

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$1,800,579
 Retirement \$165,943
 Refuse \$45,030
 Water \$49,510
 Proposition A \$562,752
 Recreation \$263,790
 CDBG Grant \$16,561
 Prop A - Per Parcel Grant \$59,478

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreation and Community Services

ACTIVITY NO.: 6500

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$1,657,197	\$1,777,373	\$1,778,421	\$1,900,238	\$1,900,238
SERVICES & SUPPLIES	878,826	968,605	968,555	1,063,405	1,063,405
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,536,023	\$2,745,978	\$2,746,976	\$2,963,643	\$2,963,643
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	34.24	36.27	36.27	36.52	36.52

Program Description

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

In addition to traditional programs, the Recreation and Community Services Department operates Community Dial-A-Ride, volunteer program, video/public access television and state licensed Child Care programs; oversees the publication of the CASCADES newspaper; and schedules facility and Picnic Reservations. The department is also liaison to four City Commissions: Recreation and Parks Commission, Commission on Aging, Sister Cities Commission, and Community Participation Commission.

In addition to expending general funds, the Recreation and Community Services Department operates many of their programs through alternative revenue sources. Specialized Recreation classes, Aquatics, and Adult Athletic Leagues are partially self-supported through the levy of fees and charges. The Dial-A-Ride Program is financed by Los Angeles County voter

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

Personnel Changes include:

The Recreation & Community Services Director position is now being allocated as follows: 60% from Facility Supervision (6502), 10% from Aquatics (6503), and 30% from Community Transportation (6511); in previous years it had been allocated as follows: 55% from Facility Supervision (6502), 10% from Aquatics (6503), and 35% from Community Transportation (6511). The new allocation more accurately reflects the positions duties.

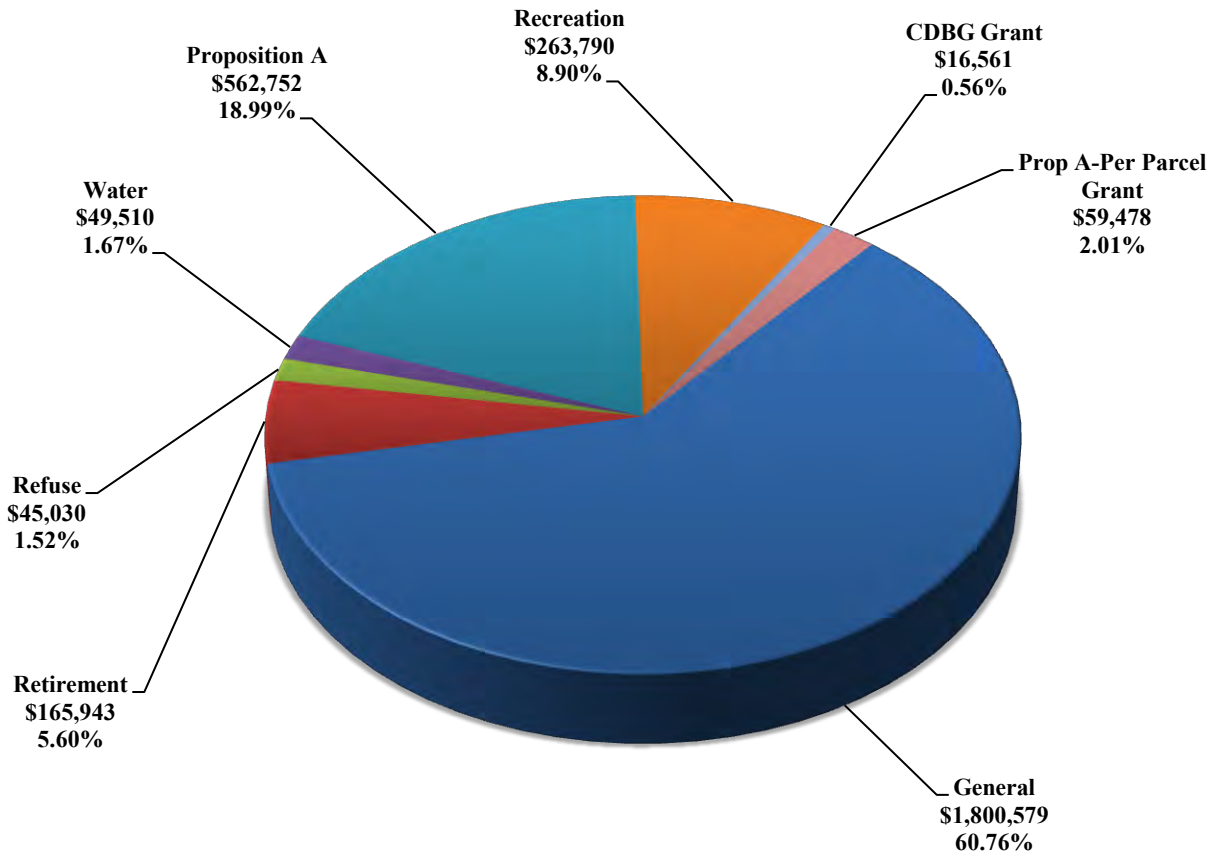
The Recreation Supervisor position at Langley Center is now being allocated as follows: 50% from Langley Center (6505) and 50% from Community Transportation (6511). In previous years it had been allocated as follows: 70% from Langley Center (6505) and 30% from Community Transportation (6511). The new allocation more accurately reflects the positions duties.

The Recreation Coordinator position at Langley Center is now being fully allocated in the Langley Center division (6505). In previous years 70% from Langley Center (6505) and 30% from Community Transportation (6511). The new allocation more accurately reflects the positions duties.

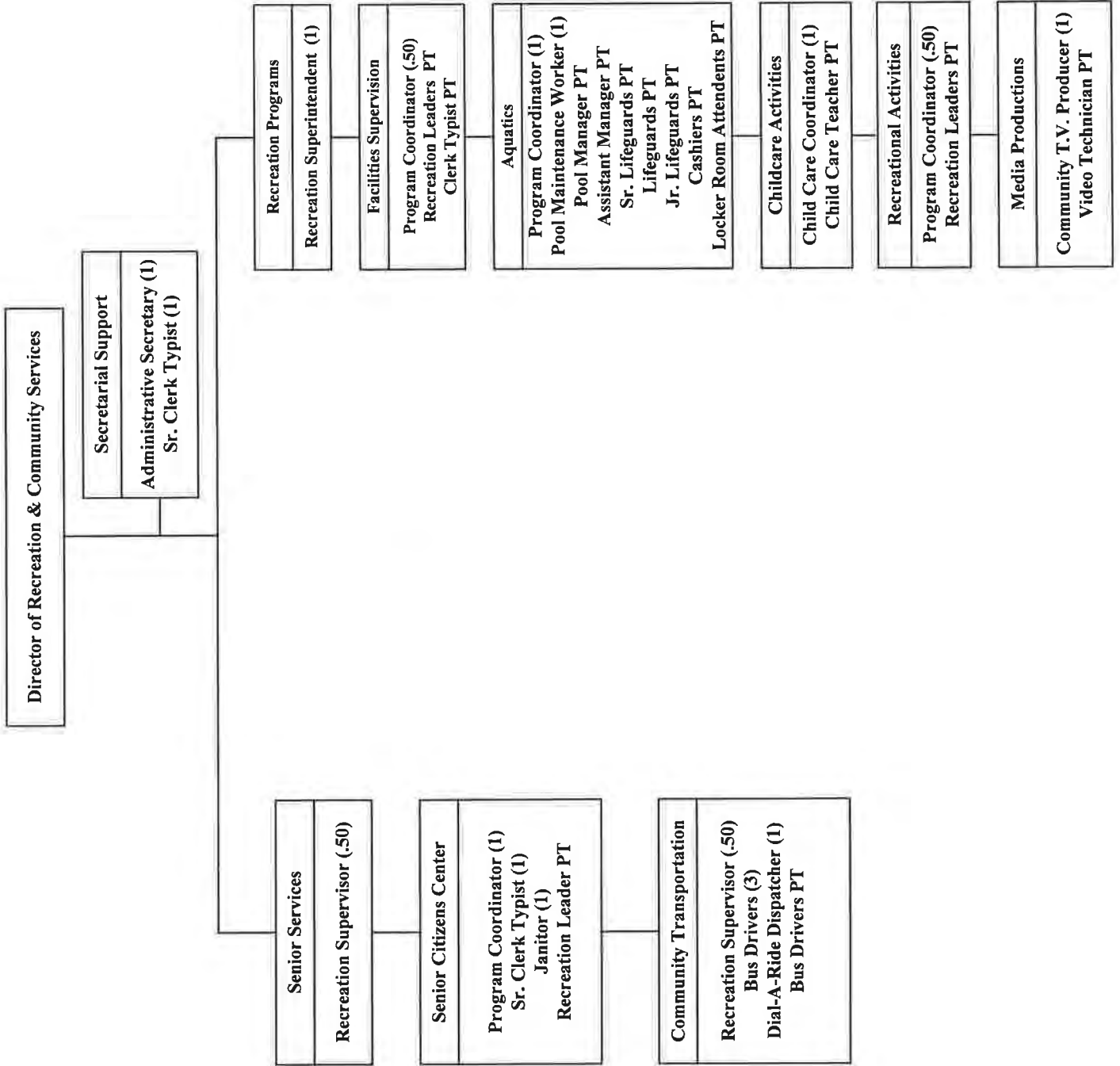
The part time (40 hours per week) Janitor position at Langley Center was changed to a full time position in fiscal year 2013-2014 in order to keep up with the daily maintenance duties necessary for smooth operations.

The part time (30 hours per week) Senior Clerk Typist position is being changed to a full time position in order to assist seniors with class & trip registration.

Recreation and Community Services Source of Funds



Recreation / Community Services Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$455,478	\$474,632	\$474,110	\$503,030	\$503,030
SERVICES & SUPPLIES	172,949	209,648	209,648	209,648	209,648
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$628,427	\$684,280	\$683,758	\$712,678	\$712,678
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	9.66	9.31	9.31	9.36	9.36

Program Description

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

- Provide opportunities for community residents of all ages to learn, utilize, improve and enjoy new skills; and to experience social and cultural relationships through expanded programs, activities and events.
- Provide positive reinforcement and build self-esteem in the youth of our community through their participation in the programs and activities offered by the Recreation and Community Services Department.
- Provide for safe use of parks, facilities and playgrounds in the participation of activities, programs and events.

- Provide sufficient diversified facilities, conveniently accessible, so that residents of all ages may participate in various leisure, community and athletic activities, and so that the various local youth and/or adult serving groups can carry out their athletic, social and cultural programs.
- Provide facilities for non-profit groups, community based organizations and the public to utilize for parties, receptions, meetings, concerts, and athletic events.
- Continue to seek grants and other funds to upgrade City's parks and facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Gymnasium (s) Visits (daily avg.)	101	102	103
Hours of Facilities Use by -			
Youth Groups	780	705	705
Private Groups	635	655	655
Facility Reservations	145	165	175

2014-2015 GOALS AND OBJECTIVES

1. Improve Community Beautification: Promote and advertise usage of GO MPK application to Contract instructors, recreation staff and local community members. The increased use of this application will speed the process of getting necessary repair made in a timely manner.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Achieving Financial Stability: Staff promoted and advertised the availability of shelters, community rooms, and gymnasiums leading to an increase of facility reservations/rentals by 13%.
2. Improve Community Participation and Beautification: Four sets of playground equipment and three picnic shelters were purchased and scheduled to be installed before the end of Fiscal Year 2013-2014. This is the first phase of the Park Master Plan Capital Improvement Program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) reflects funding for minor building repairs, contracted custodial services, floor care, and pest control for Parks, Community Centers and the Memorial Amphitheater, and landscaping services at El Encanto.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$235,622	\$241,130	\$241,130	\$269,980	\$269,980
11300 Part Time Salaries	106,916	99,964	99,964	99,964	99,964
11400 Overtime Salaries	356	500	500	500	500
11500 Separation Benefits	9,653	9,653	9,653	9,653	9,653
TOTAL	\$352,547	\$351,247	\$351,247	\$380,097	\$380,097
EMPLOYEE BENEFITS					
12200 Life Insurance	\$664	\$729	\$729	\$681	\$681
12300 Medical Insurance	34,174	39,030	39,030	35,745	35,745
12350 Medicare Insurance	5,025	4,352	3,830	3,915	3,915
12370 Part Time Retirement	4,211	3,998	3,998	3,998	3,998
12400 Dental Insurance	2,068	2,312	2,312	2,098	2,098
12500 Workers Compensation	11,707	12,877	12,877	13,000	13,000
12600 Retirement	42,581	57,392	57,392	60,919	60,919
12900 Long Term Disability	1,815	1,974	1,974	1,872	1,872
12950 Vision Plan	686	721	721	705	705
TOTAL	\$102,931	\$123,385	\$122,863	\$122,933	\$122,933
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,510	\$2,800	\$2,800	\$2,800	\$2,800
22000 Operating Supplies	5,815	6,648	6,648	6,648	6,648
23000 R/M Supplies	887	1,315	1,315	1,315	1,315
31000 Contracted Services	4,641	15,400	15,400	15,400	15,400
32000 Communications	19,074	24,876	24,876	24,876	24,876
33000 Motor Pool Charges	18,480	18,480	18,480	18,480	18,480
36000 Utilities	59,967	72,214	72,214	72,214	72,214
38000 R/M Contractual	52,196	60,915	60,915	60,915	60,915
39000 Miscellaneous	9,379	7,000	7,000	7,000	7,000
TOTAL	\$172,949	\$209,648	\$209,648	\$209,648	\$209,648
GRAND TOTAL	\$628,427	\$684,280	\$683,758	\$712,678	\$712,678

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Recreation & Community Services	0.55	0.60	0.60	\$57,275	\$65,607	\$65,607
Recreation Superintendent	0.90	0.90	0.90	73,321	83,376	83,376
Program Coordinator	0.50	0.50	0.50	28,704	31,458	31,458
Administrative Secretary	0.80	0.80	0.80	43,891	48,096	48,096
Senior Clerk Typist	0.80	0.80	0.80	36,499	40,003	40,003
Bilingual	0.00	0.00	0.00	1,440	1,440	1,440
Overtime	0.00	0.00	0.00	500	500	500
Separation Benefits	0.00	0.00	0.00	9,653	9,653	9,653
<u>Part-Time</u>						
Recreation Leaders	5.51	5.51	5.51	93,454	93,454	93,454
Clerk Typist	0.25	0.25	0.25	6,510	6,510	6,510
Total	9.31	9.36	9.36	\$351,247	\$380,097	\$380,097

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$381,803	\$326,954	\$328,541	\$362,178	\$362,178
SERVICES & SUPPLIES	159,079	184,722	184,722	184,722	184,722
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$540,882	\$511,676	\$513,263	\$546,900	\$546,900
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.49	7.77	7.77	8.27	8.27

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. The pools annually provide 770 hours of Swim Development and instruction and 500 hours of public swimming. Mark Keppel High School Water Polo and Swim Team, utilize the Barnes pool during the school year (1,600 hours), for their respective swim and competitive programs. The Barnes pool is open for year round lap swim (1,700 hours), and the 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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Total Number of Users	62,512	63,500	64,000
Instructional Class Attendance	2,450	2,500	2,500
Hours of Use by:			
Instructional Classes	640	770	770
Private Groups	1,600	1,600	1,600
School Groups	1,700	1,700	1,700
Public Swim	300	500	500
% of Operating Expenses Defrayed by User Fees	29%	27%	30%

2014-2015 GOALS AND OBJECTIVES

1. Improve participation and safety: Work closely with Building Maintenance division re-plastering Elder Park Pool project. The re-plaster will improve the clarity of the water and meet county healthy codes.
2. Improve participation and safety: Work closely with Building Maintenance division to accomplish the filtration and heating system project at Barnes Park Pool. The project will save with new energy-efficient heaters and filters.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Contractor has been selected to complete the Variable Frequency Drive project. The new VFD motor is programmable to allow operational modification that cleans up power and utilizes it more efficient; this on its own saves power during peak and off peak hours
2. Incorporated new ramps and lifts at both George Elder Pool and Barnes Pool to meet new Americans with Disabilities Guidelines. The lifts have been installed at both pools and are ready to be used as needed. The stairs have been installed at Elder Pool and can be used if requested by our customers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating supplies category (#22000) reflects sanitation and cleaning supplies \$5,500 and staff uniforms and safety equipment \$3,500.
2. R/M Supplies category (#23000) reflects \$32,000 for pool chemicals.
3. Utilities category (#36000) reflects costs of \$84,872 for gas and \$48,000 for electrical utilities.
4. R/M category (#38000) reflects \$7,000 for pool repairs, and \$2,000 for building maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$85,438	\$97,430	\$97,430	\$120,315	\$120,315
11300 Part Time Salaries	232,300	172,000	172,000	172,000	172,000
11400 Overtime Salaries	2,662	0	0	0	0
11500 Separation Benefits	6,000	6,000	6,000	6,000	6,000
TOTAL	\$326,400	\$275,430	\$275,430	\$298,315	\$298,315
EMPLOYEE BENEFITS					
12200 Life Insurance	\$288	\$308	\$308	\$308	\$308
12300 Medical Insurance	13,254	15,145	15,145	20,920	20,920
12350 Medicare Insurance	4,882	1,413	3,000	1,745	1,745
12370 Part Time Retirement	8,226	7,000	7,000	7,000	7,000
12400 Dental Insurance	1,038	1,128	1,128	1,167	1,167
12500 Workers Compensation	3,902	4,292	4,292	4,292	4,292
12600 Retirement	22,855	21,206	21,206	27,201	27,201
12900 Long Term Disability	738	788	788	986	986
12950 Vision Plan	220	244	244	244	244
TOTAL	\$55,403	\$51,524	\$53,111	\$63,863	\$63,863
SERVICES & SUPPLIES					
22000 Operating Supplies	\$8,945	\$9,000	\$9,000	\$9,000	\$9,000
23000 R/M Supplies	42,094	32,000	32,000	32,000	32,000
31000 Contracted Services	1,152	1,800	1,800	1,800	1,800
36000 Utilities	97,320	132,872	132,872	132,872	132,872
38000 R/M Contractual	9,538	9,000	9,000	9,000	9,000
39000 Miscellaneous	30	50	50	50	50
TOTAL	\$159,079	\$184,722	\$184,722	\$184,722	\$184,722
GRAND TOTAL	\$540,882	\$511,676	\$513,263	\$546,900	\$546,900

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Recreation & Community Services	0.10	0.10	0.10	\$10,414	\$10,934	\$10,934
Program Coordinator	0.50	1.00	1.00	28,704	56,921	56,921
Pool Maintenance Worker	1.00	1.00	1.00	47,484	40,668	40,668
Administrative Secretary	0.10	0.10	0.10	5,486	6,012	6,012
Senior Clerk Typist	0.10	0.10	0.10	4,562	5,000	5,000
Bilingual	0.00	0.00	0.00	780	780	780
Separation Benefits	0.00	0.00	0.00	6,000	6,000	6,000
<u>Part-Time</u>						
Pool Manager	3.54	3.54	3.54	66,602	66,602	66,602
Assistant Manager	0.40	0.40	0.40	12,810	12,810	12,810
Senior Lifeguard	0.67	0.67	0.67	39,310	39,310	39,310
Lifeguard	0.48	0.48	0.48	23,950	23,950	23,950
Jr. Lifeguard	0.24	0.24	0.24	7,550	7,550	7,550
Cashier	0.30	0.30	0.30	11,091	11,091	11,091
Locker Room Attendant	0.34	0.34	0.34	10,687	10,687	10,687
Total	7.77	8.27	8.27	\$275,430	\$298,315	\$298,315

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$148,801	\$206,721	\$206,721	\$279,678	\$279,678
SERVICES & SUPPLIES	106,049	120,645	120,645	120,645	120,645
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$254,850	\$327,366	\$327,366	\$400,323	\$400,323
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.70	 3.50	 3.50	 4.50	 4.50

Program Description

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

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

Special service objectives are:

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

- Provide free health screenings, including eye exams, diabetes and blood pressure checks and periodic stroke screenings and flu shots through the assistance of local volunteer doctors and nurses.
- Provide a variety of senior programs to include social, recreational, educational, and fitness activities for the seniors' enjoyment.
- Work with local senior citizen clubs and organizations to further cultural goodwill among the growing ethnic community.
- Provide hot lunches for seniors at Langley Center and home delivery for the disabled and infirm. The City currently works in conjunction with YWCA Intervale Senior Services of San Gabriel Valley to provide meals at Langley Center and home delivered meals for the home bound seniors.
- Provide a "heat emergency" relief center on days when the outside temperature is over 95 degrees, or when designated by Los Angeles County Area on Aging.

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-2015</u>
Sr. Citizen Lunches served	30,200	29,303	29,000
Home Delivered Lunches	13,103	13,325	13,500
Volunteer Hours	35,250	37,600	37,600
Education & Recreational Classes Attendance	82,333	96,200	96,200
Health Care Screenings	2,800	2,800	2,800
In Home Care Contacts	2,150	2,800	2,800
Trips & Tours	755	892	900
Billiards, Table Tennis, Exercise Machines	85,000	90,000	90,000

2014-2015 GOALS AND OBJECTIVES

1. Improve community beautification: Upgrade patio area by refurbishing counters, sinks, lighting, and seating. Upgrades will provide a relaxing area for meetings, reservations, private reading, and multiple mobile technology usage.
2. Improve organizational effectiveness: Cross train staff and key volunteers on how to take registration for trips and tours.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Implemented on-line Active.Net registration system to create a more efficient system for facility reservations and class registration.
2. Implemented new lunch reservation system which allows visitors to register for lunch program one week in advance.
3. Facility underwent light renovation with included interior paint, flooring and replacement of lights and fixtures throughout the center.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) and Employee Benefits category (#12000) reflect an increase due to the addition of a 1 FTE Janitor position and 1 FTE Senior Clerk Typist position that were formerly part time positions (the Janitor position was split between Langley Center and Community Transportation). These additions are necessary to keep the Langley Center operations running efficiently and to provide excellent customer service to the center's patrons who need to register for recreation activities and other services.
2. Utilities category (#36000) reflects \$49,928 for electricity and \$3,811 for gas.
3. R/M Contractual category (#38000) reflects cost of \$45,106 for cleaning and maintenance services and \$1,000 for fire alarm, fire extinguisher services and exercise equipment maintenance and repairs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$62,840	\$94,626	\$94,626	\$167,588	\$167,588
11300 Part Time Salaries	49,160	57,009	57,009	29,020	29,020
11500 Separation Benefits	6,683	6,683	6,683	6,683	6,683
TOTAL	\$118,683	\$158,318	\$158,318	\$203,291	\$203,291
EMPLOYEE BENEFITS					
12200 Life Insurance	\$102	\$227	\$227	\$512	\$512
12300 Medical Insurance	7,886	21,135	21,135	31,036	31,036
12350 Medicare Insurance	1,617	1,567	1,567	2,432	2,432
12370 Part Time Retirement	110	700	700	700	700
12400 Dental Insurance	553	1,008	1,008	1,979	1,979
12600 Retirement	19,377	22,980	22,980	37,903	37,903
12900 Long Term Disability	370	555	555	1,387	1,387
12950 Vision Plan	103	231	231	438	438
TOTAL	\$30,118	\$48,403	\$48,403	\$76,387	\$76,387
SERVICES & SUPPLIES					
21000 Office Supplies	\$972	\$900	\$900	\$900	\$900
22000 Operating Supplies	9,780	12,700	12,700	12,700	12,700
23000 R/M Supplies	2,405	2,600	2,600	2,600	2,600
32000 Communications	18	150	150	150	150
33000 Motor Pool Charges	0	150	150	150	150
36000 Utilities	42,257	53,739	53,739	53,739	53,739
38000 R/M Contractual	46,058	46,106	46,106	46,106	46,106
39000 Miscellaneous	4,559	4,300	4,300	4,300	4,300
TOTAL	\$106,049	\$120,645	\$120,645	\$120,645	\$120,645
GRAND TOTAL	\$254,850	\$327,366	\$327,366	\$400,323	\$400,323

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Recreation Supervisor*	0.70	0.50	0.50	\$54,440	\$37,086	\$37,086
Program Coordinator**	0.70	1.00	1.00	40,186	62,916	62,916
Sr. Clerk Typist***	0.00	1.00	1.00	0	39,084	39,084
Janitor****	0.00	1.00	1.00	0	28,502	28,502
Separation Benefits	0.00	0.00	0.00	6,683	6,683	6,683
<u>Part-Time</u>						
Recreation Leader	1.00	1.00	1.00	29,020	29,020	29,020
Sr. Clerk Typist	0.75	0.00	0.00	21,953	0	0
Janitor	0.35	0.00	0.00	6,036	0	0
Total	3.50	4.50	4.50	\$158,318	\$203,291	\$203,291

* This position now 50% funded in Langley Center (6505) account and 50% in Community Transportation (6511)

** This position now fully charged to Langley Center account (6505) - no longer out of Community Transportation.

*** This was formerly a part time 30 hour a week position.

**** This position was changed from a part time position that worked 40 hours per week.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$157,567	\$165,659	\$165,642	\$175,015	\$175,015
SERVICES & SUPPLIES	8,934	9,325	9,325	9,425	9,425
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$166,501	\$174,984	\$174,967	\$184,440	\$184,440
 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 2010 Census, there are 8,851 children under the age of 14. This reflects 14.6% 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 30 elementary age residents (K-8th grade) during the school year and up to 120 youth during the summer. This state licensed program provides accountability, safety and a high quality, low cost program to the participating families.

Specific service targets are:

- Provide an after-school childcare program for 30 children at Barnes Park Community Center. The program operates during the school year from 11:00 a.m. to 6:30 p.m., and 7:00 a.m. to 6:30 p.m. when schools are closed for vacation or staff development days.
- Provide a Tiny Tots program that gives children 3 to 5 years old an introduction to reading, social skills, math, science, and large & fine motor skills in a fun environment.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Barnes After School Center Average Daily Attendance	21	30	35
Enrollment- Tiny Tots	40	48	52
Enrollment – Summer			
Day Care	55	60	65
Tiny Tots	45	53	60
% of Operating Expenses Defrayed by User Fees	100%	100%	100%

2014-2015 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Develop a multi-lingual brochure designed to educate the entire community on day care and tiny tot programs that are available.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Improved organizational effectiveness: Staff attended free workshops (conducted by the East Regional Center), regarding children with special needs and how to communicate with parents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$4,800 for games, materials and summer field trip admissions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$65,172	\$66,155	\$66,155	\$72,780	\$72,780
11300 Part Time Salaries	49,950	53,833	53,833	53,833	53,833
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	6,000	6,000	6,000	6,000	6,000
TOTAL	\$121,122	\$125,988	\$125,988	\$132,613	\$132,613
EMPLOYEE BENEFITS					
12200 Life Insurance	\$178	\$179	\$162	\$179	\$179
12300 Medical Insurance	7,373	7,546	7,546	8,129	8,129
12350 Medicare Insurance	1,696	961	961	1,056	1,056
12370 Part Time Retirement	1,859	2,380	2,380	2,380	2,380
12400 Dental Insurance	292	293	293	293	293
12500 Workers Compensation	12,069	13,377	13,377	13,377	13,377
12600 Retirement	12,432	14,388	14,388	16,436	16,436
12900 Long Term Disability	435	436	436	436	436
12950 Vision Plan	111	111	111	116	116
TOTAL	\$36,445	\$39,671	\$39,654	\$42,402	\$42,402
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,934	\$4,525	\$4,525	\$4,525	\$4,525
31000 Contracted Services	4,000	4,700	4,700	4,800	4,800
39000 Miscellaneous	0	100	100	100	100
TOTAL	\$8,934	\$9,325	\$9,325	\$9,425	\$9,425
GRAND TOTAL	\$166,501	\$174,984	\$174,967	\$184,440	\$184,440

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Recreation Superintendent	0.10	0.10	0.10	\$8,147	\$9,264	\$9,264
Child Care Coordinator	1.00	1.00	1.00	57,408	62,916	62,916
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	6,000	6,000	6,000
<u>Part-Time</u>						
Child Care Teacher	3.40	3.40	3.40	53,833	53,833	53,833
Total	4.50	4.50	4.50	\$125,988	\$132,613	\$132,613

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$76,815	\$97,198	\$97,198	\$69,535	\$69,535
SERVICES & SUPPLIES	212,947	198,564	198,564	198,564	198,564
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$289,762	\$295,762	\$295,762	\$268,099	\$268,099
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.13	 2.13	 2.13	 1.63	 1.63

Program Description

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

Specific service objectives are:

- To offer a variety of specialized programs, adult athletic leagues, and special events to allow residents the opportunity to participate and identify with the community, to expand their skills and interests, and social, cultural and educational horizons.
- Provide recreational, educational, social and cultural classes and activities that are of interest to many of the City's residents.

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Adult Sports Teams	220	200	175
Specialized Recreation -			
Activities Enrollment: Youth	3,350	3,250	3,080
Adult	1,650	1,450	1,500
Recreation trips	115	120	120
Total Activity Revenue Collected	\$372,000	\$370,000	\$370,000

2014-2015 GOALS AND OBJECTIVES

1. Improve organizational efficiency: Work with the Management Services Department and the vendor to eliminate the current service charge for customers that utilize online registration for contract classes via Active.Net. Elimination of this service charge will encourage patrons to sign-up online, thus reducing the impact on front counter staff.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Adjusted leisure class calendar with instructors to reflect new school dates adopted by Alhambra and Montebello school districts. By making these adjustments, it will be more efficient for staff, instructors and customers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$48,513	\$57,408	\$57,408	\$31,458	\$31,458
11300 Part Time Salaries	0	14,600	14,600	14,600	14,600
11400 Overtime Salaries	191	0	0	0	0
11500 Separation Benefits	4,758	4,758	4,758	4,758	4,758
TOTAL	\$53,462	\$76,766	\$76,766	\$50,816	\$50,816
EMPLOYEE BENEFITS					
12200 Life Insurance	\$142	\$98	\$98	\$81	\$81
12300 Medical Insurance	8,488	6,300	6,300	5,250	5,250
12350 Medicare Insurance	719	500	500	457	457
12370 Part Time Retirement	0	648	648	648	648
12400 Dental Insurance	575	422	422	306	306
12500 Workers Compensation	4,205	4,625	4,625	4,625	4,625
12600 Retirement	8,763	7,496	7,496	7,108	7,108
12900 Long Term Disability	346	238	238	198	198
12950 Vision Plan	115	105	105	46	46
TOTAL	\$23,353	\$20,432	\$20,432	\$18,719	\$18,719
SERVICES & SUPPLIES					
31000 Contracted Services	\$200,446	\$186,900	\$186,900	\$186,900	\$186,900
36000 Utilities	12,501	11,664	11,664	11,664	11,664
TOTAL	\$212,947	\$198,564	\$198,564	\$198,564	\$198,564
GRAND TOTAL	\$289,762	\$295,762	\$295,762	\$268,099	\$268,099

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Program Coordinator	1.00	0.50	0.50	\$57,408	\$31,458	\$31,458
Separation Benefits	0.00	0.00	0.00	4,758	4,758	4,758
<u>Part-Time</u>						
Recreation Leader	1.13	1.13	1.13	14,600	14,600	14,600
Total	2.13	1.63	1.63	\$76,766	\$50,816	\$50,816

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$12,600	\$12,958	\$12,958	\$13,656	\$13,656
SERVICES & SUPPLIES	7,271	12,750	12,700	106,250	106,250
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$19,871	\$25,708	\$25,658	\$119,906	\$119,906
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .10	 .10	 .10	 .10	 .10

Program Description

The Community Participation Division coordinates all Citywide Special Events. Traditional events conducted annually include, but are not limited to: Lunar New Year Celebration, Cherry Blossom Festival, Cinco de Mayo, Play Days, Fourth of July and Harmony Festival. Special functions include Council Reorganization Functions, Farmers' Market and Community Beautification Days. This Division functions as required by the nature of each particular event. The Recreation Superintendent acts as the administrator, liaison or aide to City Administration and Staff, Commissioners, Special Contractor and/or Community Organizations in the promotion, fund raising, planning, coordination and administration of community events and cultural activities; Program Coordinators assist with planning, logistics, and day of event implementation. In addition, this division organizes a special recognition program for the volunteers who supplement the City's work force.

Specific service objectives are:

- Assist with the recruitment and recognition of volunteers for special programs such as the park beautification days.

- Provide a meaningful experience and recognition for the volunteers who are active in our City's program.
- 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.

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Total Number of Volunteer Hours	29,682	29,500	29,500
Number of Community Service Court Allocated/Referral Volunteers	56	45	45
Number of Regular Volunteers	488	500	500
Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$18.01 per hour)	\$534,572	\$531,295	\$531,295
Total Number of Special Events	20	20	20
Number of Clubs, Groups and Organizations Participating in Special Events	38	40	40

2014-2015 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Work with community based organizations, local non-profit and newly formed Community Participation Commission to add new smaller scale community events.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Improved organizational efficiency: Improved attendance at the annual Play Days Parade through increased marketing and community participation. Utilized 'every door delivery' postal service in parade neighborhoods to increase awareness and attendance of those within walking distance of the parade route.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$35,000 for contracted services to conduct events, such as the Holiday Snow Village, Night Market, Farmer's Market, New Year's Eve Celebration, Memorial Day, Patriot Day and Veteran's Day.
2. Miscellaneous category (#39000) reflects \$60,000 for equipment and materials for Community Beautification Projects, including Beautification Days and other volunteer projects that improve the appearance of the City. There is also \$4,000 for the July 4th Celebration.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$5,531	\$5,606	\$5,606	\$6,132	\$6,132
11400 Overtime Salaries	21	0	0	0	0
11500 Separation Benefits	4,593	4,593	4,593	4,593	4,593
TOTAL	\$10,145	\$10,199	\$10,199	\$10,725	\$10,725
EMPLOYEE BENEFITS					
12200 Life Insurance	\$16	\$17	\$17	\$17	\$17
12300 Medical Insurance	992	1,050	1,050	1,050	1,050
12350 Medicare Insurance	81	82	82	89	89
12400 Dental Insurance	59	59	59	59	59
12500 Workers Compensation	242	266	266	266	266
12600 Retirement	1,001	1,221	1,221	1,386	1,386
12900 Long Term Disability	40	40	40	40	40
12950 Vision Plan	24	24	24	24	24
TOTAL	\$2,455	\$2,759	\$2,759	\$2,931	\$2,931
SERVICES & SUPPLIES					
21000 Office Supplies	\$672	\$800	\$800	\$800	\$800
22000 Operating Supplies	1,950	1,900	1,900	1,900	1,900
23000 R/M Supplies	132	500	500	500	500
24000 Small Tools	250	250	200	250	250
31000 Contracted Services	2,119	2,300	2,300	35,800	35,800
32000 Communications	0	500	500	500	500
38000 R/M Contractual	1,000	1,000	1,000	1,000	1,000
39000 Miscellaneous	1,148	5,500	5,500	65,500	65,500
TOTAL	\$7,271	\$12,750	\$12,700	\$106,250	\$106,250
GRAND TOTAL	\$19,871	\$25,708	\$25,658	\$119,906	\$119,906

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Administrative Secretary	0.10	0.10	0.10	\$5,486	\$6,012	\$6,012
Bilingual	0.00	0.00	0.00	120	120	120
Separation Benefits	0.00	0.00	0.00	4,593	4,593	4,593
Total	0.10	0.10	0.10	\$10,199	\$10,725	\$10,725

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$91,682	\$95,889	\$95,889	\$104,369	\$104,369
SERVICES & SUPPLIES	73,051	76,251	76,251	76,251	76,251
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$164,733	\$172,140	\$172,140	\$180,620	\$180,620
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.36	1.36	1.36	1.36	1.36

Program Description

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

Specific service objectives are:

- Through a variety of media sources, provide communication and dissemination of information for events, projects, and cultural and recreational activities to residents and businesses in the City.
- Oversee the State's Cable Television Franchise Agreement and keep the City updated as to the latest changes in local, State and Federal regulations pertaining to cable television.

- Assist City Departments through the creation of brochures, cable programs, public service announcements and/or graphic design, to allow them to enhance, promote and inform residents of the various City programs, services, activities and events.

PROGRAM MEASUREMENTS

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Internet webcast total views	3,502	3,900	3,700
Number of Programs Shown on MPK-TV (including repeats)	2,422	2,500	2,500
MPk-TV YouTube Channel Views	6,650	6,000	6,000

2014-2015 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Improve City Council meeting television coverage by installing an additional Hi Definition (HD) camera and upgrading graphics capabilities.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Improved organizational effectiveness: Collaborated with other city departments and community organizations to create special programming. E.g. live city election coverage; City Council meeting at East Los Angeles College; the city emergency operations center opening; Monterey Park library PSAs; GoMPk mobile application PSA and more.
2. Improved organizational effectiveness: Redesigned city website, and consolidated city website address to www.montereypark.ca.gov.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$61,108	\$62,030	\$62,030	\$67,976	\$67,976
11300 Part Time Salaries	2,965	3,800	3,800	3,800	3,800
11400 Overtime Salaries	63	0	0	0	0
11500 Separation Benefits	6,270	6,270	6,270	6,270	6,270
TOTAL	\$70,406	\$72,100	\$72,100	\$78,046	\$78,046
EMPLOYEE BENEFITS					
12200 Life Insurance	\$178	\$179	\$179	\$179	\$179
12300 Medical Insurance	7,184	7,199	7,199	7,782	7,782
12350 Medicare Insurance	945	900	900	986	986
12370 Part Time Retirement	119	160	160	160	160
12400 Dental Insurance	650	650	650	650	650
12500 Workers Compensation	605	666	666	666	666
12600 Retirement	11,060	13,499	13,499	15,359	15,359
12900 Long Term Disability	436	436	436	436	436
12950 Vision Plan	99	100	100	105	105
TOTAL	\$21,276	\$23,789	\$23,789	\$26,323	\$26,323
SERVICES & SUPPLIES					
21000 Office Supplies	\$248	\$700	\$700	\$700	\$700
22000 Operating Supplies	100	100	100	100	100
31000 Contracted Services	68,702	71,321	71,321	71,321	71,321
38000 R/M Contractual	3,951	4,000	4,000	4,000	4,000
39000 Miscellaneous	50	130	130	130	130
TOTAL	\$73,051	\$76,251	\$76,251	\$76,251	\$76,251
GRAND TOTAL	\$164,733	\$172,140	\$172,140	\$180,620	\$180,620

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Community TV Producer	1.00	1.00	1.00	\$57,408	\$62,916	\$62,916
Senior Clerk Typist	0.10	0.10	0.10	4,562	5,000	5,000
Bilingual	0.00	0.00	0.00	60	60	60
Separation Benefits	0.00	0.00	0.00	6,270	6,270	6,270
<u>Part-Time</u>						
Video Technician	0.26	0.26	0.26	3,800	3,800	3,800
Total	1.36	1.36	1.36	\$72,100	\$78,046	\$78,046

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$332,451	\$397,362	\$397,362	\$392,777	\$392,777
SERVICES & SUPPLIES	138,546	156,700	156,700	157,900	157,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$470,997	\$554,062	\$554,062	\$550,677	\$550,677
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.30	 7.60	 7.60	 6.80	 6.80

Program Description

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

Specific service objectives are to:

- Provide for the mobility of the City's senior citizen population and handicapped residents to accommodate their medical, shopping, social, recreational and welfare needs in the safe, reliable, and courteous operation of the City's Dial-A-Ride transportation service.
- Subsidize M.T.A. bus fares through the sale of TAP cards, to encourage residents, especially seniors and students, to utilize public transit facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Dial-A-Ride:			
Senior Passengers	14,101	16,250	16,300
Handicapped Passengers	5,809	5,200	5,200
Transit Miles	43,379	51,200	53,000
M.T.A. Passes / Stamps & Parking Tokens	8,050	8,995	4,500
Taxi Coupons	332	288	325
Senior Citizen Specialized Trips	185	165	220

2014-2015 GOALS AND OBJECTIVES

1. Improve organizational efficiency: Research, purchase and implement computerized dispatch software to improve route efficiency, communication and increase ridership.
2. Improve community participation and safety: Work with the Metropolitan Transportation Agency (MTA) to develop the "On the Move Rider's Club" to help familiarize and train seniors to better understand MTA bus and train routes for local travel.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Improved organizational efficiency by incorporating laptop computers for reservations and record keeping.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (11300) reflects a decrease of \$11,585 due to the part time Janitor position being made full time and put in the Langley Center account (6505).
2. Operating Supplies category (22100) reflects an increase of \$1,200 for uniforms for Dial-A-Ride Drivers.
3. Other Agency Services category (#41000) reflects \$42,000 for the sale of TAP cards – large increase due to a change in procedure – all money paid for TAP cards now paid to the city, with subsidy added to payment to the Metropolitan Transportation Authority.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$208,569	\$226,090	\$226,090	\$233,101	\$233,101
11300 Part Time Salaries	17,597	47,225	47,225	35,640	35,640
11500 Separation Benefits	18,783	18,783	18,783	18,783	18,783
TOTAL	\$244,949	\$292,098	\$292,098	\$287,524	\$287,524
EMPLOYEE BENEFITS					
12200 Life Insurance	\$805	\$859	\$859	\$827	\$827
12300 Medical Insurance	36,460	44,708	44,708	41,332	41,332
12350 Medicare Insurance	3,363	3,279	3,279	3,380	3,380
12370 Part Time Retirement	0	750	750	750	750
12400 Dental Insurance	2,863	3,059	3,059	2,957	2,957
12500 Workers Compensation	424	466	466	466	466
12600 Retirement	40,825	49,245	49,245	52,716	52,716
12900 Long Term Disability	2,141	2,221	2,221	2,124	2,124
12950 Vision Plan	621	677	677	701	701
TOTAL	\$87,502	\$105,264	\$105,264	\$105,253	\$105,253
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$1,000	\$1,000	\$2,200	\$2,200
31000 Contracted Services	2,361	1,800	1,800	1,800	1,800
32000 Communications	866	900	900	900	900
33000 Motor Pool Charges	105,000	105,000	105,000	105,000	105,000
38000 R/M Contractual	6,000	6,000	6,000	6,000	6,000
41000 Other Agency Serv	24,319	42,000	42,000	42,000	42,000
TOTAL	\$138,546	\$156,700	\$156,700	\$157,900	\$157,900
GRAND TOTAL	\$470,997	\$554,062	\$554,062	\$550,677	\$550,677

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Recreation & Community Services*	0.35	0.30	0.30	\$36,448	\$32,803	\$32,803
Recreation Supervisor**	0.30	0.50	0.50	23,332	37,086	37,086
Program Coordinator***	0.30	0.00	0.00	17,222	0	0
Bus/Child Care Driver	3.00	3.00	3.00	97,596	106,956	106,956
Dial-A-Ride Dispatcher	1.00	1.00	1.00	49,692	54,456	54,456
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Separation Benefits	0.00	0.00	0.00	18,783	18,783	18,783
<u>Part-Time</u>						
Bus/Child Care Driver	2.00	2.00	2.00	35,640	35,640	35,640
Janitor****	0.65	0.00	0.00	11,585	0	0
Total	7.60	6.80	6.80	\$292,098	\$287,524	\$287,524

* Position percentage changed from 35% to 30% in Community Transportation (6511) Remainder funded in Facility Supervision and Aquatics.

** This position now 50% funded in Langley Center (6505) account and 50% in Community Transportation (6511)

*** Position is now 100% in Langley Center account (6505)

**** Position moved to Langley 6505.

SOURCE OF FUNDS:

General \$2,486,235
 Retirement \$237,732
 State Gas Tax \$1,477,341
 Sewer \$372,441
 Refuse \$5,652,809
 Shop \$1,507,024
 Water \$8,807,280
 Water Treatment \$2,941,812
 Proposition A \$322,949
 Measure R \$101,290
 Asset Forfeiture \$131,000
 Air Quality Improvement \$28,500
 Proposition C \$849,050
 Maintenance District 93-1 \$1,047,485
 Used Oil Recycling Block Grant \$17,540
 Beverage Container Recycling Grant \$16,114

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Public Works
ACTIVITY NO.: 4200, 6516 & 6517

<u>SUMMARY OF COST</u>	<u>Actual</u> 2012-13	<u>Adopted</u> 2013-14	<u>Year-End</u> Estimated 2013-14	<u>Proposed</u> 2014-15	<u>Adopted</u> 2014-15
PERSONNEL COST	\$5,807,794	\$6,311,806	\$5,520,534	\$6,801,929	\$6,801,929
SERVICES & SUPPLIES	15,749,636	15,647,898	15,262,945	15,655,945	15,655,945
CAPITAL OUTLAY	530,187	1,484,900	1,484,900	3,538,728	3,538,728
TOTAL COSTS	\$22,087,617	\$23,444,604	\$22,268,379	\$25,996,602	\$25,996,602
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	69.99	69.99	69.99	68.99	68.99

Program Description

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

Public Works Maintenance Services Division:

The Public Works Maintenance Services Division is responsible for the maintenance and repair of Monterey Park's streets, alleys, sidewalks, curbs, and gutters. Maintenance activities include street striping, concrete patching, asphalt replacement, and traffic and street name sign replacement.

The Division also administers the City's contract for street sweeping, and maintains and repairs the City's storm drain and sanitary sewer system. The Division also oversees the City's storm water pollution prevention program to comply with Federal and State law

In order to facilitate the public and support other City operations, the Division repairs and maintains all City-owned buildings and structures, and repairs and performs scheduled preventive maintenance on City-owned vehicles and motorized equipment.

Engineering Division:

The Engineering Division is responsible for providing all engineering services to the City, including the design and construction of all public streets, sewers, storm drains, traffic signals, parks, recreational facilities, and public buildings that are authorized by the City Council. Additionally, the Division reviews and makes recommendations on development and zoning matters such as tracts, parcel maps, variances, conditional use permits, and building permits. The Division also issues grading permits, public works construction permits, encroachment permits, etc. Following the issuance of permits or contract awards, the Division is responsible for the inspection and satisfactory construction of all such authorized Public Works facilities.

Another function of the division is traffic engineering. All traffic issues, including signal timing, traffic related improvements, and citizen complaints are handled by the Division.

The Division coordinates retrofits to City facilities necessary under the "Americans With Disabilities Act" and also administers the City's contract for refuse collection.

Community Transportation Division:

The Community Transportation Division is responsible for providing the local, fixed route bus system, coordinating regional transit service, recreation for youth, senior citizens and residents, and Employee Transportation Program for City employees. The transportation division supports programs to improve mobility for work, school, medical, shopping, recreation, culture, social interaction and other needs in order to enhance the quality of life for the community.

Water Utility Division:

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

The City's water system is composed of 12 deep wells in the vicinity of the Rio Hondo River outside the City limits, 134 miles of 2" to 24" mains, approximately 2,064 gate valves,

approximately 1,059 fire hydrants, 13 storage reservoirs, and 11 pumping stations. There are approximately 13,261 water meters connected to the City's mains. In addition, the City has five treatment facilities to ensure the city's water meets and exceeds safe drinking water standards.

The quality of water in the City's system is regulated by federal, state and county agencies. In 1975, the federal government passed the "Safe Drinking Water Act" (SDWA), which is administered by the Environmental Protection Agency. The SDWA has been continually revised to require more stringent standards, with the most recent significant revisions in 1996. The Water Utility Division ensures that the City stays in full compliance with these standards and only supplies water to our consumers that meets these standards. State standards in some cases are more stringent than Federal standards and the City must comply with the more stringent of the two.

Since the Water Utility Division produces all its water supply from an adjudicated basin, the Main San Gabriel Basin, and the City's annual production exceeds its production rights, the City must replace the amount of water it over-pumps. The San Gabriel Valley Municipal Water District, of which the City is a member agency, satisfies this requirement by importing water from the State Water Project.

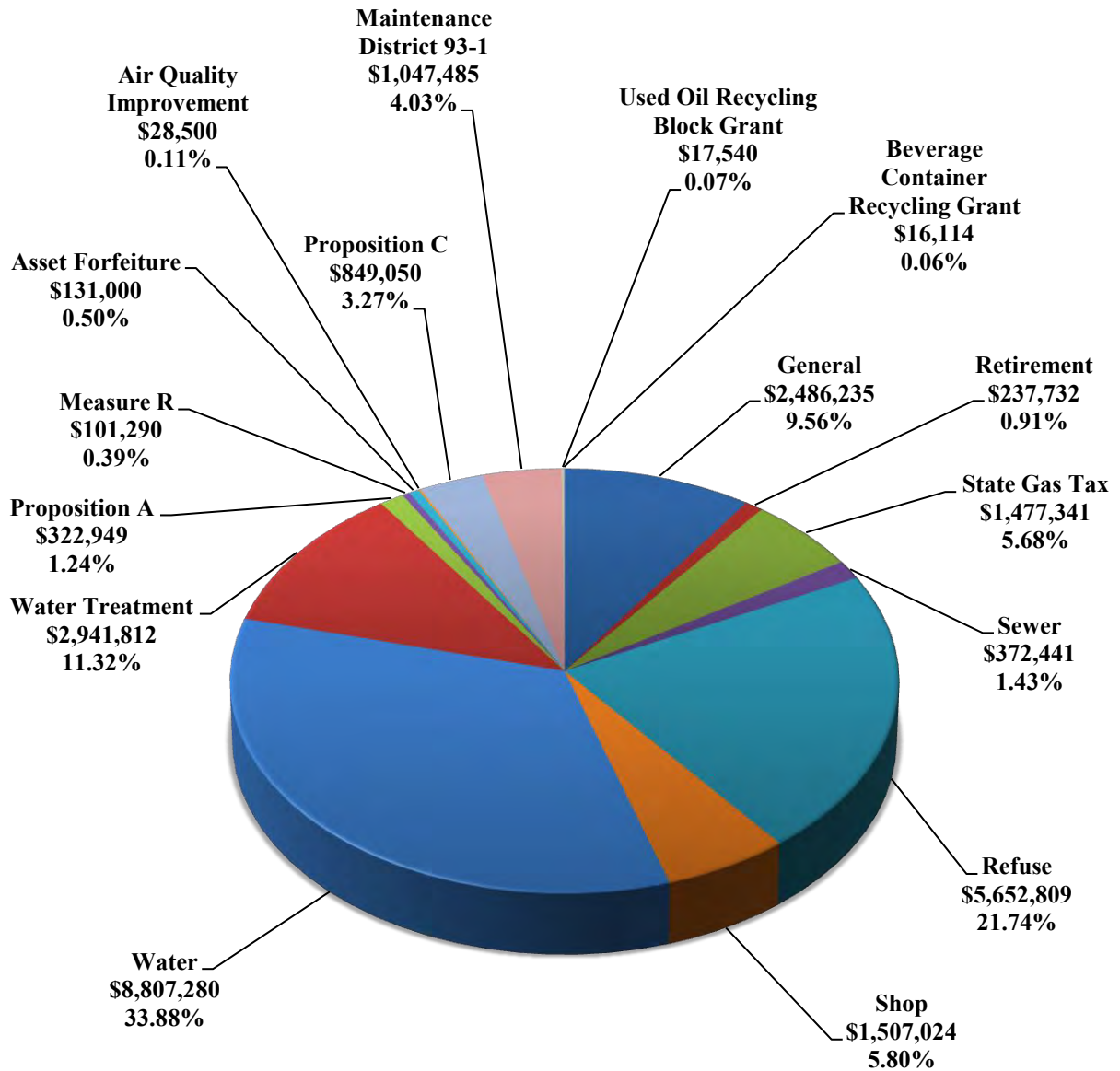
Parks Division:

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

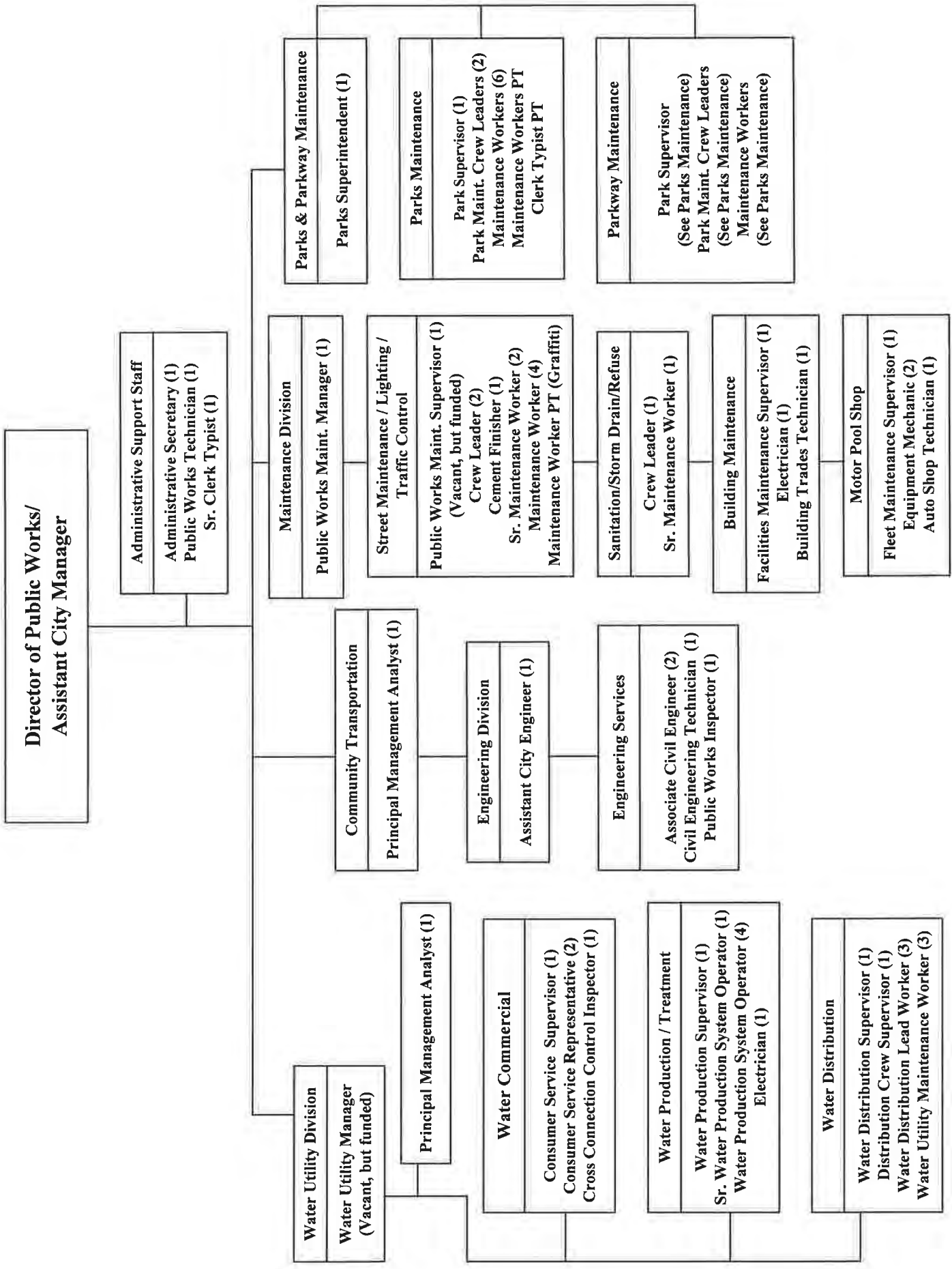
Personnel Changes

In the Parks Division, contracted janitorial services replace one full-time equivalent in part-time position. No other changes have been made in the Public Works Department.

Public Works Source of Funds



Public Works Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$48,581	\$49,681	\$46,181	\$51,985	\$51,985
SERVICES & SUPPLIES	1,160,247	1,182,610	1,182,610	1,082,055	1,082,055
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,208,828	\$1,232,291	\$1,228,791	\$1,134,040	\$1,134,040
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.20	.20	.20	.20	.20

Program Description

The objectives of the transportation division are to accomplish the following:

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Grant Funding			
*MTA National Transit Data Reporting Fund:	\$119,015	\$109,852	\$111,306
Fixed-Route Transit:			
Total Passengers	358,490	384,512	385,000
Passenger per Revenue Service Hour**	19.23	20.63	20.65
Cost per Passenger	\$3.07	\$2.90	\$2.95
Employee Transportation Program:			
Average Vehicle Ridership	1.24	1.30	1.30
% of Employees Ridesharing	23%	28%	28%

* Funds received in FY2012-13 are based on passenger trips and service miles that were provided in FY2009-10 and those received in FY2013-14 are based on FY2010-11 data. Projected FY2014-15 are based on FY 2011-12 data.

**Audited FY 2012/13 data of similar local, fixed-route bus services is provided below for comparison purposes.

<u>City</u>	<u>Annual Revenue Hours</u>	<u>Passengers per</u> <u>Revenue Service Hour</u>
Alhambra	16,577	36.23
Burbank	21,416	12.76
Cerritos	21,127	9.56
Downey	14,126	16.10
El Monte	23,493	31.60
Huntington Park	17,891	22.25
Lynwood	13,379	24.45
Monterey Park	18,640	19.23

2014-2015 GOALS AND OBJECTIVES

1. Secure grant funding to construct bicycle lanes and paths that connect to the regional bicycle network.
2. Restructure Spirit Bus service to operate more efficiently.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Secured \$1,230,000 in 2013 Call for Projects competitive grant program to replace 4 Spirit buses and 1 Dial-A-Ride van.

2. Initiated the development of a regional bike plan through a joint effort with the cities of Baldwin Park, El Monte, South El Monte and San Gabriel. The project is funded by the Department of Public Health Healthy Eating Active Living competitive grant.
3. Completed series of public outreach meetings to restructure the Spirit Bus system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Personnel category (#11000) includes \$25,000 in rideshare subsidies for employee transportation program to reduce vehicle trips.
2. Contracted Services category (#31000) includes \$945,447 to operate the Spirit Bus system and \$15,000 for recreational transportation services for City-sponsored events. Contractual and fuel costs for FY 2015 have been adjusted by the Consumer Price Index (CPI) that is estimated at 3%.
3. Advertising category (#34000) includes \$7,500 for the July 4th fireworks.
4. Miscellaneous category (#39000) includes \$2,500 for printing bus schedules and \$28,500 for Dues/Memberships.
5. Other Agency Services category (#41000) includes \$29,870 for the City's contribution to the California State University, Los Angeles (CSULA) Metrolink Joint Powers Authority (JPA) for operating and maintaining the station.
6. Miscellaneous Financial Services category (#44000) includes \$108,000 for indirect overhead costs and \$100,000 for City's contribution to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

<u>Classification</u>	<u>Actual 2012/2013</u>	<u>Adopted 2013/2014</u>	<u>Year-End Estimated 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Adopted 2014/2015</u>
SALARIES					
11200 Permanent Salaries	\$17,906	\$18,106	\$18,106	\$19,841	\$19,841
11700 Rideshare Incentives	24,912	25,000	21,500	25,000	25,000
TOTAL	\$42,818	\$43,106	\$39,606	\$44,841	\$44,841
EMPLOYEE BENEFITS					
12200 Life Insurance	\$32	\$33	\$33	\$33	\$33
12300 Medical Insurance	1,983	2,100	2,100	2,100	2,100
12350 Medicare Insurance	272	263	263	288	288
12400 Dental Insurance	122	123	123	123	123
12600 Retirement	3,235	3,935	3,935	4,477	4,477
12900 Long Term Disability	79	80	80	80	80
12950 Vision Plan	40	41	41	43	43
TOTAL	\$5,763	\$6,575	\$6,575	\$7,144	\$7,144
SERVICES & SUPPLIES					
22000 Operating Supplies	\$48	\$200	\$200	\$200	\$200
31000 Contracted Services	908,377	932,910	932,910	805,485	805,485
34000 Advertising	7,500	7,500	7,500	7,500	7,500
39000 Miscellaneous	33,240	30,000	30,000	31,000	31,000
41000 Other Agency Serv	28,082	29,000	29,000	29,870	29,870
44000 Misc Financial Serv	183,000	183,000	183,000	208,000	208,000
TOTAL	\$1,160,247	\$1,182,610	\$1,182,610	\$1,082,055	\$1,082,055
GRAND TOTAL	\$1,208,828	\$1,232,291	\$1,228,791	\$1,134,040	\$1,134,040

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Rideshare Incentives	0.00	0.00	0.00	\$25,000	\$25,000	\$25,000
Principal Management Analyst	0.20	0.20	0.20	18,106	19,841	19,841
Total	0.20	0.20	0.20	\$43,106	\$44,841	\$44,841

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$651,910	\$803,818	\$705,041	\$723,893	\$723,893
SERVICES & SUPPLIES	314,129	461,844	361,844	370,220	370,220
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$966,039	\$1,265,662	\$1,066,885	\$1,094,113	\$1,094,113
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 12.90	 13.00	 13.00	 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, three Civic Center parking lots, one police and fire parking lot, 10 parking lots serving City parks, and 5 parking lots at various other City facilities. To ensure the City maintains the integrity of a sound structural road system, Street Maintenance crews continually inspect all streets to detect pavement failures. The need for street repair is mainly caused by pavement stresses, base failures, increased traffic volume, pavement oxidation due to age, wear and/or weather conditions. Maintenance of sidewalks, curbs and gutters is also imperative to both safe movement of pedestrian traffic and free flow of runoff nuisance water. Parkway tree roots are a major cause of sidewalk, curb and gutter misalignment and hazardous conditions. Street Maintenance also provides weed abatement services on public rights-of-way throughout the City. Citywide graffiti removal and clean team task are also included in this activity.

Specific Service objectives are:

- Annually inspect the areas to be slurry sealed to locate pavement failures, assess the extent of these failures, prioritize the need for their repair, and schedule repairs according to project schedule.
- 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.
- Within two days of notification, ramp sidewalks that are raised ½ inch or more with temporary asphalt, grind down sidewalks that are raised ½ inch or less, and cut problem tree roots to eliminate future trip hazards.
- Slurry seal a designated section of city streets each year to increase their life expectancy.

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Roadway Maintenance:			
Slurry Seal (Sq. Ft.) Preventive Maintenance (14-year cycle)	2,014,630	2,485,846	2,485,648
Potholes Repaired (Total No.)	2,630	3,200	3,300
Utility Cuts Repaired (Total No.)	19	32	35
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	4,074	3,126	3,500
Sidewalk Grinds (Total No.)	209	120	225
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	188	136	150
Other Maintenance Items			
Bus Shelters Pressure Washed	225	254	250
Shopping Carts Picked Up	291	157	250
Signs Removed from Right of Way	73	100	125

2014-2015 GOALS AND OBJECTIVES

1. Train staff to operate new equipment: 1.5 cubic yard Cement Mixer, Pot Hole / patch truck and the skid steer loader (bobcat).

2013-2014 MAJOR ACCOMPLISHMENTS

1. In collaboration with the Parks Division, landscaped the area in front of the City Yards office.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers the costs of maintenance supplies (\$1,000) such as cleaning agents and equipment (\$16,000) and uniforms (\$750).
2. R/M Supplies category (#23000) covers construction activities including purchase of asphalt and concrete (\$80,000); barricades, lights, and signs (\$3,300); and graffiti/clean team supplies (\$30,000). The annual slurry seal is included in the Capital Improvement Program (Activity 5001) for FY 2015.
3. Contracted Services category (#31000) is for weed abatement services (\$21,000) and graffiti tracker services (\$12,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$373,805	\$399,074	\$428,139	\$336,370	\$336,370
11300 Part Time Salaries	68,321	176,244	62,665	176,244	176,244
11400 Overtime Salaries	4,137	1,000	5,450	4,750	4,750
11500 Separation Benefits	36,200	36,200	36,200	36,200	36,200
TOTAL	\$482,463	\$612,518	\$532,454	\$553,564	\$553,564
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,131	\$1,144	\$1,144	\$980	\$980
12300 Medical Insurance	49,807	53,662	52,518	54,109	54,109
12350 Medicare Insurance	4,693	4,002	3,208	3,016	3,016
12370 Part Time Retirement	0	9,605	191	191	191
12400 Dental Insurance	3,083	3,177	2,428	2,251	2,251
12500 Workers Compensation	25,773	29,330	29,330	30,796	30,796
12600 Retirement	81,414	86,850	80,672	75,884	75,884
12900 Long Term Disability	2,806	2,793	2,402	2,416	2,416
12950 Vision Plan	740	737	694	686	686
TOTAL	\$169,447	\$191,300	\$172,587	\$170,329	\$170,329
SERVICES & SUPPLIES					
22000 Operating Supplies	\$11,962	\$17,600	\$17,600	\$17,750	\$17,750
23000 R/M Supplies	59,947	203,300	103,300	103,300	103,300
24000 Small Tools	1,098	1,000	1,000	1,000	1,000
31000 Contracted Services	33,700	33,000	33,000	33,000	33,000
32000 Communications	3,347	2,894	2,894	4,000	4,000
33000 Motor Pool Charges	199,500	199,500	199,500	205,485	205,485
38000 R/M Contractual	4,500	4,500	4,500	5,635	5,635
39000 Miscellaneous	75	50	50	50	50
TOTAL	\$314,129	\$461,844	\$361,844	\$370,220	\$370,220
GRAND TOTAL	\$966,039	\$1,265,662	\$1,066,885	\$1,094,113	\$1,094,113

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.15	0.00	0.00	\$20,733	\$0	\$0
Public Works Maintenance Manager	0.15	0.15	0.15	13,620	15,299	15,299
Principal Management Analyst	0.20	0.20	0.20	18,106	19,841	19,841
Public Works Maintenance Supervisor	0.70	0.50	0.50	44,449	36,180	36,180
Crew Leader	1.00	0.50	0.50	59,088	25,938	25,938
Cement Finisher	1.00	1.00	1.00	53,628	58,764	58,764
Sr. Maintenance Worker	1.00	1.00	1.00	51,672	50,448	50,448
Maintenance Worker	3.00	2.75	2.75	135,438	129,240	129,240
Bilingual	0.00	0.00	0.00	1,620	300	300
Overtime	0.00	0.00	0.00	1,000	4,750	4,750
Pesticide/Herbicide Premiums	0.00	0.00	0.00	720	360	360
Separation Benefits	0.00	0.00	0.00	36,200	36,200	36,200
<u>Part-Time</u>						
Maintenance Worker	5.80	5.80	5.80	176,244	176,244	176,244
Total	13.00	11.90	11.90	\$612,518	\$553,564	\$553,564

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$53,327	\$85,655	\$12,491	\$81,339	\$81,339
SERVICES & SUPPLIES	74,823	105,800	107,000	107,000	107,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$128,150	\$191,455	\$119,491	\$188,339	\$188,339
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

Monterey Park’s storm sewer system is maintained to ensure that all storm water runoff is carried out of the City to prevent or minimize flooding and soil erosion in the community. This system is comprised of 12.43 miles of main lines and 422 catch basins, and 25 miles of open slope drains that are located on 1,096 private properties.

Specific Service objectives are:

- Routinely inspect and clean catch basins and grates prior to the rainy season. During the rainy season, crews supplemented with other department personnel, substantially increase the number of catch basins and grates inspected and cleaned to ensure that all drains function properly.
- Inspect and clean 422 City-owned catch basins in the street at a minimum of once a year. Clean priority A & B catch basins quarterly.
- Inspect and clean the 11 slope drains located on city property.

- Implement the City's National Pollution Discharge Elimination System (NPDES) program and comply with the Los Angeles County municipal storm water permit requirements.

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Storm Drain Maintenance:			
Number of catch basins and grates cleaned annually	712	674	800
Slope Drain Inspection Program:			
Number of slope drains inspected* (this includes re-inspections)	11	11	11

2014-2015 GOALS AND OBJECTIVES

1. Stencil 2nd phase of storm drain locations to comply with the Los Angeles County storm water permit requirements.
2. Identify new locations that require additional cleaning due to storm drain inserts preventing debris from entering the storm drain.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Identified certain areas that require increased cleaning due to storm drain inserts blocking debris from entering the storm drain.
2. Identified and stenciled fifty percent of the storm drains for the fiscal year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) covers estimated costs to comply with the State Water Quality Board's Stormwater Program (\$104,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$28,967	\$49,921	\$0	\$47,443	\$47,443
11400 Overtime Salaries	1,606	1,500	0	1,500	1,500
11500 Separation Benefits	4,538	4,538	4,538	4,538	4,538
TOTAL	\$35,111	\$55,959	\$4,538	\$53,481	\$53,481
EMPLOYEE BENEFITS					
12200 Life Insurance	\$94	\$163	\$0	\$162	\$162
12300 Medical Insurance	4,840	10,200	0	7,288	7,288
12350 Medicare Insurance	126	293	0	368	368
12400 Dental Insurance	420	471	0	470	470
12500 Workers Compensation	7,230	7,953	7,953	8,351	8,351
12600 Retirement	5,217	10,111	0	10,730	10,730
12900 Long Term Disability	231	397	0	397	397
12950 Vision Plan	58	108	0	92	92
TOTAL	\$18,216	\$29,696	\$7,953	\$27,858	\$27,858
SERVICES & SUPPLIES					
22000 Operating Supplies	\$500	\$500	\$500	\$500	\$500
23000 R/M Supplies	1,200	1,200	2,400	2,400	2,400
31000 Contracted Services	73,123	104,000	104,000	104,000	104,000
32000 Communications	0	0	0	0	0
39000 Miscellaneous	0	100	100	100	100
TOTAL	\$74,823	\$105,800	\$107,000	\$107,000	\$107,000
GRAND TOTAL	\$128,150	\$191,455	\$119,491	\$188,339	\$188,339

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Crew Leader	0.50	0.50	0.50	\$29,545	\$25,309	\$25,309
Sr. Maintenance Worker	0.50	0.50	0.50	20,196	22,134	22,134
Overtime	0.00	0.00	0.00	1,500	1,500	1,500
Pesticide/Herbicide Premiums	0.00	0.00	0.00	180	0	0
Separation Benefits	0.00	0.00	0.00	4,538	4,538	4,538
Total	1.00	1.00	1.00	\$55,959	\$53,481	\$53,481

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$54,903	\$98,441	\$25,256	\$280,441	\$280,441
SERVICES & SUPPLIES	171,083	85,600	87,100	92,000	92,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$225,986	\$184,041	\$112,356	\$372,441	\$372,441
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.10	 1.10	 1.10	 3.00	 3.00

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 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 clean all main lines annually to insure proper functioning of the system.
- Minimize stoppages by cleaning main line sewers that have minimum flow velocity or are blocked by tree roots. Clean selected lines that are known for accumulation of grease deposits. These lines are cleaned on 2-week, 6-week, 3-month, or 6-month intervals depending upon history of stoppages.

- Respond to all sewer problems within 12 minutes during working hours and within 30 minutes upon being dispatched after-hours.
- Oversee the construction of infrastructure improvements that are identified in the Sewer Master Plan.
- Spray one half of the city manholes each year for insect and rodent control.

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Main Line Cleaning:			
Miles of main lines cleaned	68.0	39	75
Miles of Problem Lines Cleaned	30.1	33	35
Sewer Stoppages:			
Number of sewer stoppages	6	7	8
Percentage of stoppages responded to within one hour after normal working hours.	100%	100%	100%
Video Taping:			
Number of linear feet of video taped	0	0	*60,000
*60,000 linear feet is based on the purchase of the CCTV unit to inspect sewer main lines.			

2014-2015 GOALS AND OBJECTIVES

1. Complete fifth phase of seven phase project of installing signage at manholes in easement areas. Many signs have been destroyed and it is important that residents are educated about the importance of keeping manholes accessible.
2. Develop a sewer manhole labeling system through the Sanitary Sewer Master Plan to identify locations for maintenance activities.
3. Complete Close Circuit Television training for sewer inspections.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Completed the fourth phase of a seven phase project to locate and install signage on manholes on easement areas.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes the cost of replacement parts for the VACTOR, root cutters (\$7,000), and other equipment (\$3,000) that is necessary for sewer maintenance.
2. Contracted Services category (#31000) covers the sewer videoing program (\$32,000), contracted pest control costs (\$23,000), annual JPA dues to the City of Alhambra for disposal of sewage (\$1,200), and annual Storm Water Program permit fee (\$8,800).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$21,816	\$59,000	\$7,812	\$192,992	\$192,992
11400 Overtime Salaries	1,606	0	0	0	0
11500 Separation Benefits	5,940	5,940	5,940	5,940	5,940
TOTAL	\$29,362	\$64,940	\$13,752	\$198,932	\$198,932
EMPLOYEE BENEFITS					
12200 Life Insurance	\$109	\$179	\$10	\$502	\$502
12300 Medical Insurance	9,692	10,850	674	23,274	23,274
12350 Medicare Insurance	126	293	0	1,586	1,586
12400 Dental Insurance	481	532	62	1,571	1,571
12500 Workers Compensation	7,986	9,000	9,000	9,450	9,450
12600 Retirement	6,798	12,083	1,697	43,598	43,598
12900 Long Term Disability	271	436	40	1,188	1,188
12950 Vision Plan	78	128	21	340	340
TOTAL	\$25,541	\$33,501	\$11,504	\$81,509	\$81,509
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,131	\$3,500	\$5,000	\$4,200	\$4,200
23000 R/M Supplies	9,735	10,000	10,000	10,000	10,000
31000 Contracted Services	51,402	65,000	65,000	65,000	65,000
33000 Motor Pool Charges	6,300	6,300	6,300	12,000	12,000
38000 R/M Contractual	0	800	800	800	800
44000 Misc Financial Serv	100,515	0	0	0	0
TOTAL	\$171,083	\$85,600	\$87,100	\$92,000	\$92,000
GRAND TOTAL	\$225,986	\$184,041	\$112,356	\$372,441	\$372,441

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.00	0.15	0.15	\$0	\$25,501	\$25,501
Public Work Maintenance Manager	0.10	0.15	0.15	9,080	15,299	15,299
Public Works Maintenance Supervisor	0.00	0.20	0.20	0	14,472	14,472
Crew Leader	0.50	1.30	1.30	29,544	69,823	69,823
Sr. Maintenance Worker	0.50	0.95	0.95	20,196	53,797	53,797
Maintenance Worker	0.00	0.25	0.25	0	13,008	13,008
Bilingual	0.00	0.00	0.00	0	570	570
Pesticide/Herbicide Premiums	0.00	0.00	0.00	180	522	522
Separation Benefits	0.00	0.00	0.00	5,940	5,940	5,940
Total	1.10	3.00	3.00	\$64,940	\$198,932	\$198,932

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$7,788	\$8,284	\$8,284	\$9,104	\$9,104
SERVICES & SUPPLIES	327,940	346,718	331,738	341,690	341,690
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$335,728	\$355,002	\$340,022	\$350,794	\$350,794
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.05	.05	.05	.05	.05

Program Description

Monterey Park has 119.27 miles of streets, 10 miles of alleys, and 22 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</u> <u>2012-2013</u>	<u>Estimated</u> <u>2013-2014</u>	<u>Projected</u> <u>2014-2015</u>
Number of Complaints:	5	4	5
<i>Reflects the number of problems reported by residents.</i>			

2014-2015 GOALS AND OBJECTIVES

1. Respond to residential complaints within 24 hours and work with contractor to resolve these issues.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Worked with the sweeping contractor to improve two routes that have cul-de-sac and alleys to provide better service for the residents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$19,467.
2. Other Agency Services category (#41000) covers the cost of street sweeping contractual services (\$322,223). CPI increase of 3% has been added to FY 2015 projected cost.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$4,377	\$4,540	\$4,540	\$5,100	\$5,100
11500 Separation Benefits	963	963	963	963	963
TOTAL	\$5,340	\$5,503	\$5,503	\$6,063	\$6,063
EMPLOYEE BENEFITS					
12200 Life Insurance	\$7	\$9	\$9	\$6	\$6
12300 Medical Insurance	319	325	325	354	354
12400 Dental Insurance	30	31	31	31	31
12500 Workers Compensation	1,271	1,398	1,398	1,468	1,468
12600 Retirement	791	987	987	1,151	1,151
12900 Long Term Disability	20	20	20	20	20
12950 Vision Plan	10	11	11	11	11
TOTAL	\$2,448	\$2,781	\$2,781	\$3,041	\$3,041
SERVICES & SUPPLIES					
33000 Motor Pool Charges	\$18,900	\$18,900	\$18,900	\$19,467	\$19,467
41000 Other Agency Serv	309,040	327,818	312,838	322,223	322,223
TOTAL	\$327,940	\$346,718	\$331,738	\$341,690	\$341,690
GRAND TOTAL	\$335,728	\$355,002	\$340,022	\$350,794	\$350,794

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,540	\$5,100	\$5,100
Separation Benefits	0.00	0.00	0.00	963	963	963
Total	0.05	0.05	0.05	\$5,503	\$6,063	\$6,063

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$246,679	\$258,871	\$238,523	\$219,658	\$219,658
SERVICES & SUPPLIES	288,279	296,412	311,412	315,457	315,457
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$534,958	\$555,283	\$549,935	\$535,115	\$535,115
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.10	 3.10	 3.10	 2.30	 2.30

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 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 24 hours of notification.
- Replace regulatory signs to meet new standards according to **MUTCD yearly.**

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Street Painting:			
Miles striped <i>This measurement includes lane lines and centerlines.</i>	50	100	100
Crosswalks repainted	44	60	60
Sign Maintenance:			
Stop signs replaced	47	34	40
Regulatory and warning signs replaced	241	133	200
Number of new stop sign installations	0	0	3
Regulatory and warning signs maintained	1,200	1,224	1,200
Percentage of safety related regulatory signs replaced with either temporary or permanent signs within 1 hour of notification	100%	100%	100%
Traffic Work Orders <i>New projects or changes to existing traffic control measures.</i>	27	25	30

2014-2015 GOALS AND OBJECTIVES

1. With the transfer of the senior maintenance worker to oversee other divisions, train personnel to meet the skill levels of a senior maintenance worker in the operation and maintenance of traffic control equipment and procedures.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Crossed-trained personnel in the responsibilities of the operation and maintenance of legend painting and the lane striper.

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 (\$70,000).
2. Communications category (#32000) reflects phone line costs for traffic signal synchronization (\$12,000).
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$49,749.
4. Utilities category (#36000) covers the utility cost for traffic signals (\$54,508).
5. R/M Contractual category (#38000) includes the contracted maintenance cost for City-owned traffic signals and safety lighting (\$107,000).
6. Miscellaneous category (#39000) includes Traffic Signal Association annual dues (\$25 and American Traffic Safety Services Association certification and training seminars (\$175).
7. Other Agency Services category (#41000) covers the maintenance costs of traffic signals owned by Caltrans and by Los Angeles County (\$21,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$165,706	\$167,925	\$150,788	\$136,981	\$136,981
11400 Overtime Salaries	2,055	1,000	1,500	1,500	1,500
11500 Separation Benefits	12,540	12,540	12,540	12,540	12,540
TOTAL	\$180,301	\$181,465	\$164,828	\$151,021	\$151,021
EMPLOYEE BENEFITS					
12200 Life Insurance	\$456	\$503	\$503	\$367	\$367
12300 Medical Insurance	15,059	16,904	16,904	14,307	14,307
12350 Medicare Insurance	2,029	2,334	2,334	1,697	1,697
12400 Dental Insurance	1,074	1,272	1,272	921	921
12500 Workers Compensation	16,668	18,335	18,335	19,252	19,252
12600 Retirement	29,685	36,549	32,838	30,953	30,953
12900 Long Term Disability	1,148	1,228	1,228	911	911
12950 Vision Plan	259	281	281	229	229
TOTAL	\$66,378	\$77,406	\$73,695	\$68,637	\$68,637
SERVICES & SUPPLIES					
23000 R/M Supplies	\$62,033	\$55,000	\$70,000	\$70,000	\$70,000
24000 Small Tools	810	1,000	1,000	1,000	1,000
32000 Communications	9,971	12,000	12,000	12,000	12,000
33000 Motor Pool Charges	48,300	48,300	48,300	49,749	49,749
36000 Utilities	47,779	51,912	51,912	54,508	54,508
38000 R/M Contractual	102,913	107,000	107,000	107,000	107,000
39000 Miscellaneous	0	200	200	200	200
41000 Other Agency Serv	16,473	21,000	21,000	21,000	21,000
TOTAL	\$288,279	\$296,412	\$311,412	\$315,457	\$315,457
GRAND TOTAL	\$534,958	\$555,283	\$549,935	\$535,115	\$535,115

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Public Works Maintenance Manager	0.10	0.10	0.10	\$9,080	\$10,199	\$10,199
Public Works Maintenance Supervisor	0.20	0.15	0.15	12,700	10,854	10,854
Crew Leader	0.90	0.60	0.60	50,333	37,155	37,155
Sr. Maintenance Worker	1.00	0.55	0.55	51,672	31,146	31,146
Maintenance Worker	0.90	0.90	0.90	42,736	46,829	46,829
Bilingual	0.00	0.00	0.00	720	330	330
Overtime	0.00	0.00	0.00	1,000	1,500	1,500
Pesticide/Herbicide Premiums	0.00	0.00	0.00	684	468	468
Separation Benefits	0.00	0.00	0.00	12,540	12,540	12,540
Total	3.10	2.30	2.30	\$181,465	\$151,021	\$151,021

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$45,762	\$53,029	\$52,255	\$73,162	\$73,162
SERVICES & SUPPLIES	539,202	604,933	554,933	574,700	574,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$584,964	\$657,962	\$607,188	\$647,862	\$647,862
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .60	 .55	 .55	 .65	 .65

Program Description

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

Specific Service objectives are:

- Replace burned out City-owned lamps within two days after outage has been reported.
- Repair City-owned faulty circuits within seven days after failure has been detected.
- Replace City-owned light poles that are damaged in traffic accidents within 14 days of notification.

- Inspect streetlights once a year.
- Inspect bus shelter lighting once a month and perform necessary maintenance.

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Street Light Maintenance:			
Number of Street Lights Re-lamped	40	58	100
Service Requests			
Received	19	11	8
Completed	15	4	8

2014-2015 GOALS AND OBJECTIVES

1. Complete final, third area of repainting ID numbers on City-owned street light poles to identify street light locations for service requests.
2. Develop a map to identify street light locations by pole numbers or resident address.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Completed second area of repainting ID numbers on City-owned street light poles.

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 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$29,370	\$32,660	\$29,968	\$46,530	\$46,530
11400 Overtime Salaries	728	500	3,000	2,700	2,700
11500 Separation Benefits	3,850	3,850	3,850	3,850	3,850
TOTAL	\$33,948	\$37,010	\$36,818	\$53,080	\$53,080
EMPLOYEE BENEFITS					
12200 Life Insurance	\$66	\$90	\$90	\$97	\$97
12300 Medical Insurance	2,849	4,598	4,598	4,985	4,985
12350 Medicare Insurance	300	342	342	348	348
12400 Dental Insurance	215	336	336	380	380
12500 Workers Compensation	2,965	3,261	3,261	3,424	3,424
12600 Retirement	5,197	7,106	6,524	10,508	10,508
12900 Long Term Disability	173	218	218	258	258
12950 Vision Plan	49	68	68	82	82
TOTAL	\$11,814	\$16,019	\$15,437	\$20,082	\$20,082
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$4,700	\$4,700	\$4,700	\$4,700
36000 Utilities	539,202	600,233	550,233	570,000	570,000
TOTAL	\$539,202	\$604,933	\$554,933	\$574,700	\$574,700
GRAND TOTAL	\$584,964	\$657,962	\$607,188	\$647,862	\$647,862

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Public Works Maintenance Manager	0.10	0.15	0.15	\$9,080	\$15,299	\$15,299
Public Works Maintenance Supervisor	0.05	0.10	0.10	3,175	7,236	7,236
Electrician	0.20	0.20	0.20	9,998	12,527	12,527
Crew Leader	0.10	0.10	0.10	5,593	6,193	6,193
Maintenance Worker	0.10	0.10	0.10	4,748	5,203	5,203
Overtime	0.00	0.00	0.00	500	2,700	2,700
Bilingual	0.00	0.00	0.00	30	0	0
Pesticide/Herbicide Premiums	0.00	0.00	0.00	36	72	72
Separation Benefits	0.00	0.00	0.00	3,850	3,850	3,850
Total	0.55	0.65	0.65	\$37,010	\$53,080	\$53,080

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$112,898	\$102,466	\$84,142	\$119,813	\$119,813
SERVICES & SUPPLIES	5,174,542	5,333,998	5,217,046	5,389,954	5,389,954
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,287,440	\$5,436,464	\$5,301,188	\$5,509,767	\$5,509,767
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.70	.70	.70	.70	.70

Program Description

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

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

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

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

Specific service objectives are:

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

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Curbside service accounts	14,296	14,301	14,291
Bin service accounts	1,076	1,079	1,075
City hauler tons collected (Self-hauled tons not included)	49,201	48,050	48,000
AB 939 diversion rate (tons per capita)	3.4	3.4	3.4

2014-2015 GOALS AND OBJECTIVES

1. Establish a new solid waste hauler contract to replace the contract with Athens Services that terminates in August 2017. Prior to releasing the request for proposal (RFP), a consultant team to assist in the process will be brought on board and research into collection options such as a separate recycling container and food waste recycling will be conducted.
2. Implement a public outreach campaign that targets the Asian market. A multi-jurisdiction application was submitted to CalRecycle's Used Oil Competitive Grant Program to educate Asian dominating communities in the cities of Rosemead, San Gabriel, South Pasadena, Temple City, and Walnut on the importance of proper disposal of hazardous waste.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Assisted the Environmental Commission with hosting the 5th Earth Day Festival that was combined with the Cherry Blossom Festival on April 26, 2014.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes CalRecycle grants of \$17,540 in the Used Oil Program and \$16,114 in the Beverage Container Program.
2. Other Agency Services category (#41000) of \$5M covers annual residential waste collection contract costs. FY 2015 costs are increased by an estimated annual CPI of 2%.
3. Miscellaneous Financial Services category (#44000) has \$250,000 for allocated administrative support services and \$100,000 for general liability charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$66,852	\$72,961	\$57,907	\$84,160	\$84,160
11500 Separation Benefits	5,225	5,225	5,225	5,225	5,225
TOTAL	\$72,077	\$78,186	\$63,132	\$89,385	\$89,385
EMPLOYEE BENEFITS					
12200 Life Insurance	\$105	\$81	\$81	\$135	\$135
12300 Medical Insurance	27,311	4,450	4,450	6,906	6,906
12350 Medicare Insurance	637	795	795	925	925
12400 Dental Insurance	355	306	306	426	426
12500 Workers Compensation	1,694	2,500	2,500	2,625	2,625
12600 Retirement	10,282	15,849	12,579	18,984	18,984
12900 Long Term Disability	316	198	198	278	278
12950 Vision Plan	121	101	101	149	149
TOTAL	\$40,821	\$24,280	\$21,010	\$30,428	\$30,428
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,974	\$4,000	\$4,000	\$4,000	\$4,000
31000 Contracted Services	53,012	56,698	39,486	33,654	33,654
32000 Communications	43	500	500	500	500
33000 Motor Pool Charges	130	225	225	225	225
39000 Miscellaneous	1,206	2,575	1,575	1,575	1,575
41000 Other Agency Serv	4,859,512	5,000,000	4,901,260	5,000,000	5,000,000
44000 Misc Financial Serv	256,665	270,000	270,000	350,000	350,000
TOTAL	\$5,174,542	\$5,333,998	\$5,217,046	\$5,389,954	\$5,389,954
GRAND TOTAL	\$5,287,440	\$5,436,464	\$5,301,188	\$5,509,767	\$5,509,767

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.20	0.20	0.20	\$27,643	\$34,001	\$34,001
Public Works Maintenance Manager	0.20	0.20	0.20	18,159	20,398	20,398
Principal Management Analyst	0.30	0.30	0.30	27,159	29,761	29,761
Separation Benefits	0.00	0.00	0.00	5,225	5,225	5,225
Total	0.70	0.70	0.70	\$78,186	\$89,385	\$89,385

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$88,596	\$93,837	\$83,139	\$95,811	\$95,811
SERVICES & SUPPLIES	21,310	23,850	23,850	23,850	23,850
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$109,906	\$117,687	\$106,989	\$119,661	\$119,661
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.20	 1.15	 1.15	 1.10	 1.10

Program Description

Activity 4209 is the operations base for Maintenance Services and Water Utility Division field crews at the City Yard that houses City-owned construction and service vehicles and equipment, provides storage for all maintenance materials, and dispenses fuel to operate City-owned vehicles and equipment. The City Yard Office provides field crews a central radio communication contact. The Technician receives and responds to telephone inquiries regarding schedules, levels of service, service requests, and forwards information to the proper supervisor for resolution.

Specific Service objectives are:

- Maintain accurate, up-to-date and readily available records for support of all divisions.
- Prepare purchase requisitions, process bills for payment, handle requests for meter service, invoice for City property damage, etc., as required.

- Maintain and submit data required for monthly, quarterly, and annual reports for Maintenance.

PROGRAM MEASUREMENTS

Bulky Items	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Notice of Violations Issued	0	2	5

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers cost for the replacement of safety shoes, \$5,025; uniforms, \$5,400; and computer and printer supplies, \$75.
2. Communications category (#32000) consists of \$7,700 for the cost of Nextel 2-way radio system base-stations, and \$350 for postage.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$61,845	\$63,801	\$54,777	\$65,196	\$65,196
11400 Overtime Salaries	195	0	300	0	0
11500 Separation Benefits	4,070	4,070	4,070	4,070	4,070
TOTAL	\$66,110	\$67,871	\$59,147	\$69,266	\$69,266
EMPLOYEE BENEFITS					
12200 Life Insurance	\$162	\$158	\$158	\$148	\$148
12300 Medical Insurance	6,938	7,445	7,445	7,179	7,179
12350 Medicare Insurance	346	378	378	363	363
12400 Dental Insurance	808	818	818	732	732
12500 Workers Compensation	2,420	2,662	2,662	2,795	2,795
12600 Retirement	11,199	13,885	11,911	14,733	14,733
12900 Long Term Disability	450	456	456	436	436
12950 Vision Plan	163	164	164	159	159
TOTAL	\$22,486	\$25,966	\$23,992	\$26,545	\$26,545
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
22000 Operating Supplies	8,101	10,500	10,500	10,500	10,500
32000 Communications	9,139	8,050	8,050	8,050	8,050
37000 Leases & Rentals	2,052	2,500	2,500	2,500	2,500
38000 R/M Contractual	287	1,000	1,000	1,000	1,000
39000 Miscellaneous	131	200	200	200	200
TOTAL	\$21,310	\$23,850	\$23,850	\$23,850	\$23,850
GRAND TOTAL	\$109,906	\$117,687	\$106,989	\$119,661	\$119,661

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Public Works Maintenance Manager	0.10	0.05	0.05	\$9,080	\$5,100	\$5,100
Public Works Maintenance Supervisor	0.05	0.05	0.05	3,175	3,618	3,618
Public Works Technician	0.50	0.50	0.50	28,704	31,458	31,458
Senior Clerk Typist	0.50	0.50	0.50	22,812	25,002	25,002
Bilingual	0.00	0.00	0.00	30	0	0
Pesticide/Herbicide Premium	0.00	0.00	0.00	0	18	18
Separation Benefits	0.00	0.00	0.00	4,070	4,070	4,070
Total	1.15	1.10	1.10	\$67,871	\$69,266	\$69,266

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$239,472	\$286,063	\$295,809	\$303,156	\$303,156
SERVICES & SUPPLIES	374,636	273,754	344,999	327,030	327,030
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$614,108	\$559,817	\$640,808	\$630,186	\$630,186
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.90	 2.90	 2.90	 2.85	 2.85

Program Description

Building Maintenance is responsible for the upkeep of City-owned structures. Monterey Park presently owns 16 major structures and numerous smaller structures that require various levels of maintenance. Regular structural, plumbing, electrical, janitorial, and heating and air-conditioning maintenance must be performed to ensure pleasant working conditions and encourage the public use of all facilities. As public use increases, minor facility alterations or remodeling may also become necessary to provide adequate space for additional activities.

Specific Service objectives are:

- Complete minor repairs (leaky faucets, vandalism, light outages, broken windows, etc.) within three days after requests are received.
- Complete major repairs (painting, cabinet work, structural alterations, etc.) within 30 days after work order requests are received.

- Respond to emergency building maintenance repairs such as sewer stoppages, leaking pipes, etc.
- Oversee janitorial and equipment maintenance contracts as well as construction and repair contracts for City facilities.
- Inspect facilities twice per week to ensure the City's janitorial contractor is performing all required services.
- Monitor heating and air-conditioning maintenance contract for City facilities to ensure contractor is performing all required services.
- Perform preventive maintenance on all heating, ventilating and air conditioning units.

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Number of Service Requests:			
<i>Originating from City departments</i>	556	620	550
Number of Special Work Orders:			
<i>Special work orders that are beyond routine maintenance.</i>	0	4	3

2014-2015 GOALS AND OBJECTIVES

1. Inspect all city roofing systems to identify deficiencies and prioritize repairs.
2. Implement energy conservation measures at City Hall and the Library through Siemen's Energy Efficiency and Modernization Program.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Completed energy conservation retrofit at 17 city sites with Southern California Edison.
2. Painted interior and exterior of City Hall Lobby, replaced flooring of Langley Center, and painted exterior of Amphitheater
3. Replaced roofs and painted interior and exterior of Fire Station 62 and 63.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) includes \$116,000 for building maintenance, \$30,000 for air conditioning maintenance, \$39,000 for janitorial service, and \$4,535 for machinery and equipment maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$152,871	\$175,602	\$159,775	\$196,138	\$196,138
11400 Overtime Salaries	8,090	7,000	36,000	10,000	10,000
11500 Separation Benefits	11,000	11,000	11,000	11,000	11,000
TOTAL	\$171,961	\$193,602	\$206,775	\$217,138	\$217,138
EMPLOYEE BENEFITS					
12200 Life Insurance	\$339	\$470	\$470	\$459	\$459
12300 Medical Insurance	18,724	30,050	30,050	16,517	16,517
12350 Medicare Insurance	2,377	2,416	2,416	2,771	2,771
12400 Dental Insurance	1,404	2,078	2,078	1,959	1,959
12500 Workers Compensation	15,730	17,303	17,303	18,168	18,168
12600 Retirement	27,477	38,204	34,777	44,300	44,300
12800 Uniform Allowance	258	300	300	300	300
12900 Long Term Disability	851	1,149	1,149	1,129	1,129
12950 Vision Plan	351	491	491	415	415
TOTAL	\$67,511	\$92,461	\$89,034	\$86,018	\$86,018
SERVICES & SUPPLIES					
22000 Operating Supplies	\$9,578	\$10,000	\$10,000	\$10,000	\$10,000
23000 R/M Supplies	70,654	36,750	76,900	76,900	76,900
24000 Small Tools	1,489	1,000	1,000	1,000	1,000
32000 Communications	2,756	2,894	2,894	4,000	4,000
33000 Motor Pool Charges	33,075	33,075	33,075	20,000	20,000
37000 Leases & Rentals	160	500	1,000	1,000	1,000
38000 R/M Contractual	256,924	189,535	220,130	214,130	214,130
TOTAL	\$374,636	\$273,754	\$344,999	\$327,030	\$327,030
GRAND TOTAL	\$614,108	\$559,817	\$640,808	\$630,186	\$630,186

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Public Works Maintenance Manager	0.10	0.05	0.05	\$9,080	\$5,100	\$5,100
Facilities Maintenance Supervisor	1.00	1.00	1.00	79,740	87,384	87,384
Building Trades Technician	1.00	1.00	1.00	46,188	51,984	51,984
Electrician	0.80	0.80	0.80	39,994	50,110	50,110
Bilingual	0.00	0.00	0.00	600	1,200	1,200
Pesticide/Herbicide Premium	0.00	0.00	0.00	0	360	360
Overtime	0.00	0.00	0.00	7,000	10,000	10,000
Separation Benefits	0.00	0.00	0.00	11,000	11,000	11,000
Total	2.90	2.85	2.85	\$193,602	\$217,138	\$217,138

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$315,172	\$380,396	\$296,727	\$416,633	\$416,633
SERVICES & SUPPLIES	1,217,245	1,085,497	1,015,497	1,039,763	1,039,763
CAPITAL OUTLAY	110,187	652,900	652,900	381,128	381,128
TOTAL COSTS	\$1,642,604	\$2,118,793	\$1,965,124	\$1,837,524	\$1,837,524
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.20	4.20	4.20	4.20	4.20

Program Description

Monterey Park's motorized fleet consists of 205 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 360 non-driver type units (air compressors, pumps, lawn mowers, chain saws, etc.). Effective and timely maintenance and repairs are required to ensure all vehicles and equipment is operating in a safe and efficient manner and to maximize life expectancy. The shop is operated on a revolving fund basis with vehicle operational costs and depreciation charged to the appropriate department.

Specific Service objectives are:

- Annually identify and replace vehicles that have exceeded their useful life expectancy through an annual appropriation, lease-purchase financing arrangement, or lease.
- Perform preventive maintenance service on vehicles and equipment at required intervals.

- Conduct safety inspections (such as brakes, suspension systems, fluid levels, etc.) on all vehicles during preventive maintenance service.
- Complete mandated reports and maintain City fleet vehicles and equipment to be in compliance with BAR (Bureau of Automotive Repair), AQMD (South Coast Air Quality Management District), CARB (California Air Resources Board), CUPA (Certified Unified Program Agencies) and DOSH (Division of Occupational Safety and Health) regulations.
- Complete and process State Board of Equalization Fuel tax returns
- Purchase fuel for the operation of City vehicles and Monterey Park Spirit buses.
- Complete smog checks of fleet vehicles to meet state requirements. This is a bi-annual program using an odd-even year system that corresponds with the last digit of a vehicle's identification number.
- Maintain City-owned vehicles and equipment per manufacturer's specifications. Maintain records of preventive maintenance and repairs to track the cost for each vehicle to create a schedule for vehicle replacement.

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Number of preventive maintenance services	246	270	310
Number of smog checks completed	30	55	60
Compressed natural gas (CNG) purchased (in 100 cubic feet)	3,333	5,000	6,000
Average price per gallon of unleaded fuel	\$3.65	\$4.20	\$4.69
Average price per gallon of diesel fuel	\$3.51	\$4.00	\$4.50

2014-2015 GOALS AND OBJECTIVES

1. Train staff on propane regulations to include HAZMAT procedures and cylinder filling.
2. Install electric brake controllers in all full size trucks.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Completed CARB and AQMD trainings to be in compliance with emission regulations.
2. Installed bulk propane storage tank.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) Reflects Cleaning and Sanitation supplies (\$1,800), Safety equipment and uniforms (\$4,000), and Fuel, Oil and Lubricants (\$500,000).
2. R/M Supplies category (#23000) is budgeted for materials and supplies used for the repair and maintenance of vehicles and City equipment. FY 2015 costs reflect a 10% increase in vendors' prices.
3. Contracted Services category (#31000) includes the cost of AQMD annual inspection/certification and underground storage tank (UST) operator fee and GDF (gasoline dispensing facility) repairs (\$22,000).
4. Contracted Services category (#37000) includes automotive parts washer service and maintenance and rental of equipment (\$3,000).
5. R/M Contractual category (#38000) includes conversion cost of PD vehicles, repairs and maintenance of fleet vehicles and heavy duty/hand held equipment (e.g., chain saws, hedge trimmers, riding mowers, concrete saws, etc.) and maintenance of the Propane and CNG fueling stations at City Yard.
6. Other Agency Services category (#41000) includes fees for CARB, AQMD and Los Angeles County CUPA HAZMAT (\$8,000).
7. Miscellaneous Financial Services category (#44000) consists of general liability insurance (\$200,000).
8. Vehicles/Equipment category (#54000) reflects vehicle and equipment purchase: 2 Police detective vehicles (\$88,000), 1 Backhoe/loader (\$134,500), 1 Police traffic motorcycle (\$43,000), 1 Ton utility truck (\$65,000), 4 Tommygate aluminum liftgates (\$18,000), 1 Fuel maker CNG compressors and circuit board (\$15,000), 2 small park utility vehicles (\$17,628).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$211,332	\$250,362	\$188,375	\$278,975	\$278,975
11400 Overtime Salaries	646	0	1,382	0	0
11500 Separation Benefits	19,965	19,965	19,965	19,965	19,965
TOTAL	\$231,943	\$270,327	\$209,722	\$298,940	\$298,940
EMPLOYEE BENEFITS					
12200 Life Insurance	\$555	\$665	\$567	\$691	\$691
12300 Medical Insurance	31,410	39,181	31,871	37,453	37,453
12350 Medicare Insurance	2,929	3,499	2,655	3,898	3,898
12400 Dental Insurance	1,726	2,181	1,688	2,131	2,131
12500 Workers Compensation	7,109	7,820	7,820	8,211	8,211
12600 Retirement	37,537	54,470	40,477	63,016	63,016
12900 Long Term Disability	1,386	1,624	1,378	1,664	1,664
12950 Vision Plan	577	629	549	629	629
TOTAL	\$83,229	\$110,069	\$87,005	\$117,693	\$117,693
SERVICES & SUPPLIES					
21000 Office Supplies	\$827	\$800	\$800	\$800	\$800
22000 Operating Supplies	443,015	559,525	504,525	505,800	505,800
23000 R/M Supplies	84,219	100,000	85,000	100,000	100,000
24000 Small Tools	8,269	10,000	10,000	11,500	11,500
31000 Contracted Services	22,334	20,000	20,000	22,000	22,000
32000 Communications	2,775	3,185	3,185	3,327	3,327
33000 Motor Pool Charges	8,400	8,400	8,400	8,652	8,652
36000 Utilities	16,521	23,587	23,587	24,684	24,684
37000 Leases & Rentals	0	3,000	3,000	3,000	3,000
38000 R/M Contractual	124,779	147,000	147,000	149,000	149,000
39000 Miscellaneous	1,088	2,000	2,000	3,000	3,000
41000 Other Agency Serv	6,069	8,000	8,000	8,000	8,000
44000 Misc Financial Serv	498,949	200,000	200,000	200,000	200,000
TOTAL	\$1,217,245	\$1,085,497	\$1,015,497	\$1,039,763	\$1,039,763
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$110,187	\$652,900	\$652,900	\$381,128	\$381,128
TOTAL	\$110,187	\$652,900	\$652,900	\$381,128	\$381,128
GRAND TOTAL	\$1,642,604	\$2,118,793	\$1,965,124	\$1,837,524	\$1,837,524

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.10	0.10	0.10	\$13,822	\$17,001	\$17,001
Public Works Maintenance Manager	0.10	0.10	0.10	9,080	10,199	10,199
Fleet Maintenance Supervisor	1.00	1.00	1.00	70,512	79,212	79,212
Equipment Mechanic	2.00	2.00	2.00	105,276	116,103	116,103
Auto Shop Technician	1.00	1.00	1.00	49,872	54,660	54,660
Auto Mechanic Certificate	0.00	0.00	0.00	1,200	1,200	1,200
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	19,965	19,965	19,965
Total	4.20	4.20	4.20	\$270,327	\$298,940	\$298,940

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$688,150	\$754,948	\$736,905	\$837,191	\$837,191
SERVICES & SUPPLIES	133,507	90,161	99,008	103,734	103,734
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$821,657	\$845,109	\$835,913	\$940,925	\$940,925
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.45	 6.45	 6.45	 6.45	 6.45

Program Description

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

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

capital improvement projects in the City. The Division also oversees the City's Americans With Disabilities Act (ADA) Title II compliance activities.

Specific Service objectives are:

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

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Capital Improvement Projects (CIP) commenced and/or completed	21	13	10
Dollar value of CIP projects completed (\$ millions)	4.5	3.5	6.5
Subdivisions Processed:			
<i>Tentative Tract Maps</i>	0	3	1
<i>Tentative Parcels Maps</i>	0	2	2
<i>Final Tract Maps</i>	0	1	1
<i>Final Parcel Maps</i>	0	1	1
<i>Lot Line Adjustments Reviewed</i>	0	0	1
Conditional Use Permits Reviewed	4	2	2
Variances Reviewed	0	0	0
Site and Plan Checks for Building Permits	91	80	80
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	161	250	200
Grading Permits Issued	13	14	15
Traffic Engineering Issues Investigated	40	30	30

2014-2015 GOALS AND OBJECTIVES

1. Update the City's Pavement Management Study and implement an aggressive street rehabilitation program.
2. Facilitate the City's review and approval of several major private development projects.
3. Manage construction of the City's ongoing Parks Master Plan and Water System Improvement Projects.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Updated 1996 Sewer Master Plan to determine rate adjustments through the Prop 218 process.
2. Designed and constructed over \$2 million in playground equipment, picnic shelter, irrigation and ADA access improvements at several City parks.
3. Designed water system improvements for entire northeast quadrant of the City bound by Hellman, Garfield, New and Graves Avenues, as well as individual water main replacements on Garfield Avenue, Milam Place and Triana Street.
4. Designed and constructed traffic signal improvements at the intersection of Atlantic Boulevard and Hellman Avenue.
5. Completed \$350,000 in sidewalk improvements that included repairs to over 250 tripping hazards and installation of 40 new ADA curb ramps.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) has \$30,000 budgeted for engineering consultant services for traffic, soils testing, and \$20,000 for miscellaneous professional services.
2. R/M Contractual category (#38000) provides for the maintenance of copier and plotter equipment (\$6,635).
3. Miscellaneous category (#39000) consists of \$3,000 for duplicating and printing, \$800 for State Engineer's Registration and membership fees for professional organizations, and \$100 for technical magazines and reference books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$500,093	\$541,144	\$534,578	\$595,316	\$595,316
11300 Part Time Salaries	0	0	3,546	0	0
11500 Separation Benefits	26,070	26,070	26,070	26,070	26,070
TOTAL	\$526,163	\$567,214	\$564,194	\$621,386	\$621,386
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,042	\$1,023	\$1,023	\$1,071	\$1,071
12300 Medical Insurance	50,080	48,109	48,109	57,200	57,200
12350 Medicare Insurance	7,439	7,879	7,879	8,664	8,664
12370 Part Time Retirement	0	0	142	0	0
12400 Dental Insurance	3,714	3,674	3,674	3,764	3,764
12500 Workers Compensation	5,687	6,256	6,256	7,000	7,000
12600 Retirement	90,300	117,176	102,011	134,352	134,352
12900 Long Term Disability	2,590	2,496	2,496	2,557	2,557
12950 Vision Plan	1,135	1,121	1,121	1,197	1,197
TOTAL	\$161,987	\$187,734	\$172,711	\$215,805	\$215,805
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,466	\$2,350	\$3,150	\$3,150	\$3,150
22000 Operating Supplies	673	700	1,200	1,200	1,200
24000 Small Tools	1,702	1,700	1,850	1,750	1,750
31000 Contracted Services	85,328	47,200	50,000	50,000	50,000
32000 Communications	8,245	6,863	6,863	10,200	10,200
33000 Motor Pool Charges	8,448	8,448	8,448	10,399	10,399
37000 Leases & Rentals	15,921	16,000	16,517	16,500	16,500
38000 R/M Contractual	6,912	3,000	7,080	6,635	6,635
39000 Miscellaneous	3,812	3,900	3,900	3,900	3,900
TOTAL	\$133,507	\$90,161	\$99,008	\$103,734	\$103,734
GRAND TOTAL	\$821,657	\$845,109	\$835,913	\$940,925	\$940,925

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.15	0.15	0.15	\$22,733	\$25,502	\$25,502
Assistant City Engineer	1.00	1.00	1.00	125,424	137,448	137,448
Principal Management Analyst	0.30	0.30	0.30	27,159	29,762	29,762
Associate Civil Engineer	2.00	2.00	2.00	181,080	198,456	198,456
Civil Engineering Technician	1.00	1.00	1.00	59,672	67,312	67,312
Public Works Inspector	1.00	1.00	1.00	67,812	74,316	74,316
Administrative Secretary	1.00	1.00	1.00	54,864	60,120	60,120
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	26,070	26,070	26,070
Total	6.45	6.45	6.45	\$567,214	\$621,386	\$621,386

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$413,575	\$295,540	\$177,525	\$308,982	\$308,982
SERVICES & SUPPLIES	1,001,274	1,003,915	1,003,615	1,104,325	1,104,325
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,414,849	\$1,299,455	\$1,181,140	\$1,413,307	\$1,413,307
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.50	 2.50	 2.50	 2.50	 2.50

Program Description

This activity provides the overall direction and administrative guidance for the Water Utility Division, including preparation of all required water quality and production reports. Funds are also provided in this activity to cover pump assessment costs and water replacement costs related to the adjudicated settlement between the Main San Gabriel Valley Water Basin and the City of Long Beach.

Specific Service objectives are:

- Represent the City in the management of the Main San Gabriel Basin by attending monthly meetings.
- Develop long range planning alternatives and strategies to enable the utility to maintain water usage, including the development and construction of water treatment facilities and alternatives, to conform to State and Federal potable water quality requirements.

- Prepare numerous operation, production, and water quality reports to meet Watermaster, Federal, State, County, and City requirements.
- Identify and track proposed Federal and State regulations that could have large capital requirements for treatment of specific substances (e.g. arsenic, volatile organic chemicals, Perchlorate, 1,4-Dioxane, 1,1-DCA, MTBE, Chromium 6, etc).
- Continue involvement with the San Gabriel Valley Groundwater clean-up projects with special emphasis on the South El Monte Operable Unit (SEMOU) to recover costs and the possibility of obtaining Title 16 and/or Federal Restoration Funds.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-2013</u>	<u>Estimated</u> <u>2013-2014</u>	<u>Projected</u> <u>2014-2015</u>
Water Rates:			
Surrounding agencies – average monthly (350 gallons/day, with ¾” meter)	\$69.05	\$78.21	\$82.12
Monterey Park – average monthly (350 gallons/day, with ¾” meter)*	\$39.16	\$39.16	\$39.16
Percent below average	76.32%	99.72%	109.70%

* Includes water treatment surcharge.

2014-2015 GOALS AND OBJECTIVES

1. Continue to improve water operations through the use of technology (AMR, GIS, etc.) and upgrading infrastructure while promoting conservation.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Tracked and secured approximately \$655 thousand in outside operations & maintenance and capital reimbursement monies from the Water Quality Authority (WQA), Southern California Edison (SCE) and EnerNOC.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$40,000 for the Water Quality Authority Assessment fee and California Department of Public Health (CDPH) oversight charges as well as \$2,000 for miscellaneous safety and engineering supplies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$198,641	\$203,234	\$114,939	\$212,414	\$212,414
11400 Overtime Salaries	68	0	0	0	0
11500 Separation Benefits	12,100	12,100	12,100	12,100	12,100
TOTAL	\$210,809	\$215,334	\$127,039	\$224,514	\$224,514
EMPLOYEE BENEFITS					
12200 Life Insurance	\$273	\$345	\$279	\$410	\$410
12300 Medical Insurance	164,901	17,348	8,781	16,791	16,791
12350 Medicare Insurance	1,424	2,531	1,319	2,644	2,644
12400 Dental Insurance	1,167	1,585	1,203	1,650	1,650
12500 Workers Compensation	11,737	12,911	12,911	13,557	13,557
12600 Retirement	22,202	44,173	24,981	47,948	47,948
12900 Long Term Disability	772	911	707	990	990
12950 Vision Plan	290	402	305	478	478
TOTAL	\$202,766	\$80,206	\$50,486	\$84,468	\$84,468
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,765	\$4,000	\$3,500	\$3,500	\$3,500
22000 Operating Supplies	24,528	42,000	42,000	42,000	42,000
24000 Small Tools	775	1,800	1,800	1,800	1,800
31000 Contracted Services	33,985	6,200	6,200	6,200	6,200
32000 Communications	4,533	5,500	5,200	5,500	5,500
33000 Motor Pool Charges	3,865	4,175	4,175	4,285	4,285
37000 Leases & Rentals	4,664	4,000	4,700	4,000	4,000
38000 R/M Contractual	25,255	22,240	21,840	23,040	23,040
39000 Miscellaneous	27,904	22,000	22,200	22,000	22,000
44000 Misc Financial Serv	872,000	892,000	892,000	992,000	992,000
TOTAL	\$1,001,274	\$1,003,915	\$1,003,615	\$1,104,325	\$1,104,325
GRAND TOTAL	\$1,414,849	\$1,299,455	\$1,181,140	\$1,413,307	\$1,413,307

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.20	0.20	0.20	\$27,643	\$34,001	\$34,001
Water Utility Manager	0.65	0.65	0.65	60,380	71,549	71,549
Principal Management Analyst	0.65	0.65	0.65	63,695	50,404	50,404
Public Works Technician	0.50	0.50	0.50	28,704	31,458	31,458
Senior Clerk Typist	0.50	0.50	0.50	22,812	25,002	25,002
Separation Benefits	0.00	0.00	0.00	12,100	12,100	12,100
Total	2.50	2.50	2.50	\$215,334	\$224,514	\$224,514

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$392,218	\$415,445	\$441,690	\$452,014	\$452,014
SERVICES & SUPPLIES	172,724	155,121	145,665	160,221	160,221
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$564,942	\$570,566	\$587,355	\$612,235	\$612,235
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.00	 4.00	 4.00	 4.00	 4.00

Program Description

This program, in coordination with the Management Services Department, provides for approximately 80,249 meter readings, billing, and collection of revenue from approximately 13,456 water meters. The City's consumers average 656 requests for service per month for routine problems including billing, leaks, water quality, general water service inquiries, backflow/cross-connection and water conservation education.

Specific Service objectives are:

- Provide all City served water accounts with a water meter calibrated to American Water Association standards for accuracy to be read, billed, and maintained on a bi-monthly schedule.
- Notify consumers of high consumption when readings appear to be significantly higher than normal.

- Perform annual tests on 84 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.
- Track and maintain 1,076 private backflow prevention assemblies for water system protection as required by the CADPH standards.
- On a bimonthly reading cycle, report any safety hazards or code violations to the proper department.
- Distribute water conservation and education materials at community events such as the Harmony Month Open House, Lantern Festival, and the San Gabriel Valley Water District's ultra low flow toilet (ULFT) exchange program and to schools, consumers, and different groups within the city to promote water conservation and education.
- In conjunction with the Water Distribution section continue to evaluate and upgrade large meter installations to replace older water meters to ensure meter accuracy.

PROGRAM MEASUREMENTS

	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Meter Exchange Program:			
Meters changed 3/4" – 2"	642	700	700
Large Water Meter Installation/ Upgrades: 3" – 8" meters			
Meter installation upgrades	4	6	4
Total meters installed to field-testable and/or field-repairable standards	91	93	95
Water Turn-ons and Turn-offs:	2,388	2,739	2,560
Work orders completed:	6,403	5,595	6,000

2014-2015 GOALS AND OBJECTIVES

1. Upgrade Meter Routes 40 and 41 to Automated Meter Read Routes (AMR) in order to more quickly identify leaks and meter problems.
2. Replace/upgrade 6-inch meter at the Monterey Park Golf Course.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Upgraded Meter Routes 47 and 48 to Automated Meter Read Routes (AMR).
2. Replaced 6-inch meter at the Children's Court.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R&M Supplies category (#23000) accounts for the purchase of brass, pipes, valves, fittings, backflow prevention devices, small pressure regulators and parts required to maintain water meters. These costs provide the necessary parts to maintain and expand the Meter Exchange Program.
2. Contracted Services category (#31000) includes computer services for water billing activities.
3. Communications category (#32000) includes \$1,000 for Nextel Phones and \$42,000 for water billing postage.
4. R/M Contractual category (#38000) includes \$2,000 for meter testing and maintenance and \$8,000 for maintenance of billing software, handheld meter readers, water billing computers and other office equipment.
5. Miscellaneous category (#39000) includes renewal of required backflow certifications of \$1,000 and \$8,000 for water billing printing and duplication services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$249,095	\$254,456	\$265,578	\$283,508	\$283,508
11400 Overtime Salaries	6,234	8,000	15,000	10,000	10,000
11500 Separation Benefits	33,000	33,000	33,000	33,000	33,000
TOTAL	\$288,329	\$295,456	\$313,578	\$326,508	\$326,508
EMPLOYEE BENEFITS					
12200 Life Insurance	\$648	\$648	\$796	\$648	\$648
12300 Medical Insurance	26,567	30,131	34,081	25,200	25,200
12350 Medicare Insurance	3,786	3,721	4,361	4,172	4,172
12400 Dental Insurance	2,559	2,559	3,117	2,559	2,559
12500 Workers Compensation	23,081	25,389	25,389	26,658	26,658
12600 Retirement	45,056	55,348	57,718	64,027	64,027
12900 Long Term Disability	1,584	1,584	1,945	1,584	1,584
12950 Vision Plan	608	609	705	658	658
TOTAL	\$103,889	\$119,989	\$128,112	\$125,506	\$125,506
SERVICES & SUPPLIES					
21000 Office Supplies	\$600	\$600	\$600	\$600	\$600
22000 Operating Supplies	3,956	3,000	4,152	3,000	3,000
23000 R/M Supplies	32,119	30,000	27,777	30,000	30,000
24000 Small Tools	4,352	4,000	4,000	4,000	4,000
31000 Contracted Services	14,210	14,921	14,921	14,921	14,921
32000 Communications	56,370	43,000	41,005	43,000	43,000
33000 Motor Pool Charges	39,900	39,900	39,900	45,000	45,000
37000 Leases & Rentals	700	700	1,310	700	700
38000 R/M Contractual	12,575	10,000	10,000	10,000	10,000
39000 Miscellaneous	7,942	9,000	2,000	9,000	9,000
TOTAL	\$172,724	\$155,121	\$145,665	\$160,221	\$160,221
GRAND TOTAL	\$564,942	\$570,566	\$587,355	\$612,235	\$612,235

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Consumer Services Supervisor	1.00	1.00	1.00	\$85,032	\$93,180	\$93,180
Cross Connection Control Inspector	1.00	1.00	1.00	59,096	66,380	66,380
Consumer Services Representative	2.00	2.00	2.00	105,288	116,748	116,748
DHS Certification	0.00	0.00	0.00	5,040	7,200	7,200
Overtime	0.00	0.00	0.00	8,000	10,000	10,000
Separation Benefits	0.00	0.00	0.00	33,000	33,000	33,000
Total	4.00	4.00	4.00	\$295,456	\$326,508	\$326,508

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$259,924	\$281,779	\$259,463	\$308,782	\$308,782
SERVICES & SUPPLIES	1,368,253	1,106,131	1,153,709	1,125,095	1,125,095
CAPITAL OUTLAY	0	0	0	20,000	20,000
TOTAL COSTS	\$1,628,177	\$1,387,910	\$1,413,172	\$1,453,877	\$1,453,877
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.75	 2.75	 2.75	 2.75	 2.75

Program Description

This program provides for producing, treating, and delivering to the City's customers, potable water that meets or exceeds all water quality standards established by Federal and State regulatory agencies. The operation and inspection of 12 wells, 11 pumping stations, and 13 reservoirs are provided by California Department of Public Health certified water treatment personnel to meet an average daily demand of approximately 8 million gallons of water.

Water quality is ensured by use of mandated State of California Department of Public Health certified water treatment operators and regulated operations for the safe and efficient production of water for the community. In compliance with Title 22, State of California, Department of Public Health, weekly, monthly, quarterly, and yearly samples are collected for volatile organic chemicals, perchlorate, and general mineral levels. Additionally, production personnel collect a monthly average of 180 chlorine residuals, 90 bacteriological samples, and 19 general physical samples at the wells, pump stations, treatment plants, reservoirs and at various locations in the water distribution system. Continuously conduct maintenance and/or supervise the maintenance of the wells, pump stations, treatment plants, and reservoirs. In

addition, maintain, monitor, and control the wells, booster stations, and pumps through use of the newly integrated SCADA System.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-2013</u>	<u>Estimated</u> <u>2013-2014</u>	<u>Projected</u> <u>2014-2015</u>
Water Production:			
(Acre-feet/year)	8,964	9,102	9,557
(Million gallons/year)	2,920	2,965	3,113
(Million gallons/day)	8.00	8.12	8.53
Well Water Electrical Efficiency			
Operational Testing Program:			
Number tested (12 total sites, 9 operable wells)	8	8	8
Cathodic Protection System Testing Program:			
Number tested (5 sites total, 8 reservoirs)	8	8	8

2014-2015 GOALS AND OBJECTIVES

1. Replace the discharge piping, pump controls and valves at the Brightwood Booster Station.
2. Rehabilitate two existing wells to increase pumping reliability and efficiency.
3. Overhaul the motor control starter contacts and various equipment at all six Delta Plant Boosters.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Installed new Supervisory Control and Data Acquisition (SCADA) radio communication tower at the Delta Plant.
2. Installed asphalt access road at the Delta Booster Station.
3. Installed higher capacity uninterruptable power supply (UPS) units to mitigate SCE power failures at Brightwood Booster Station, Bradshawe Booster Station, Russell Booster Station, Briercliff Booster Station, Vagabond Booster Station, Well 12 and Fern Well.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects costs for water overproduction assessment. Overproductions fees are charged when more water is pumped than allotted by our water rights.
2. R/M Supplies category (#23000) covers supplies for well and pump station maintenance and upgrades.
3. Contracted Services category (#31000) includes \$20,000 for CDPH required water quality analyses and \$15,000 for various reservoir inspections and related services.
4. Communications category (#32000) accounts for Nextel radios, office telephones and new phone services at various remote sites to help with SCADA.
5. Motor Pool Charges category (#33000) consists of allocated vehicle operating costs to the Auto Shop Internal Service Fund.
6. Utilities category (#36000) includes electrical and natural gas costs.
7. R/M Contractual category (#38000) includes \$3,000 for maintenance and repair to buildings at pump stations and well sites, \$3,000 for fence repairs and reservoir cleaning, \$6,000 for janitorial services, \$30,000 for maintenance and repair of wells and booster pumps, \$30,000 for repairs to gas engines, and \$34,000 for grounds maintenance.
8. Debt Service category (#42000) includes lease and interest payment for the La Loma and Highland water storage reservoirs. La Loma and Highland are in year thirteen of a thirty-year lease.
9. Vehicles/Equipment category (#54000) includes \$20,000 for an electric panel for Well 10 and 12.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$172,389	\$184,444	\$162,762	\$204,198	\$204,198
11400 Overtime Salaries	14,856	10,000	15,000	10,000	10,000
11500 Separation Benefits	12,863	12,863	12,863	12,863	12,863
TOTAL	\$200,108	\$207,307	\$190,625	\$227,061	\$227,061
EMPLOYEE BENEFITS					
12200 Life Insurance	\$397	\$446	\$446	\$446	\$446
12300 Medical Insurance	17,212	21,150	20,339	21,144	21,144
12350 Medicare Insurance	2,786	2,687	2,687	2,975	2,975
12400 Dental Insurance	1,402	1,624	1,624	1,591	1,591
12500 Workers Compensation	5,566	7,000	7,000	8,000	8,000
12600 Retirement	31,152	40,113	35,305	46,110	46,110
12900 Long Term Disability	980	1,089	1,089	1,089	1,089
12950 Vision Plan	321	363	348	366	366
TOTAL	\$59,816	\$74,472	\$68,838	\$81,721	\$81,721
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,919	\$1,500	\$2,900	\$1,500	\$1,500
22000 Operating Supplies	466,211	62,000	123,705	62,000	62,000
23000 R/M Supplies	80,963	85,000	81,050	85,000	85,000
24000 Small Tools	2,776	6,500	6,500	6,500	6,500
31000 Contracted Services	36,568	35,000	25,000	35,000	35,000
32000 Communications	13,461	14,000	13,000	14,000	14,000
33000 Motor Pool Charges	63,000	63,000	63,000	70,000	70,000
36000 Utilities	518,003	606,326	609,349	618,500	618,500
37000 Leases & Rentals	601	1,000	1,000	1,000	1,000
38000 R/M Contractual	112,417	106,000	95,000	106,000	106,000
39000 Miscellaneous	295	600	500	600	600
41000 Other Agency Serv	9,432	10,500	18,000	10,500	10,500
42000 Debt Service	62,607	114,705	114,705	114,495	114,495
TOTAL	\$1,368,253	\$1,106,131	\$1,153,709	\$1,125,095	\$1,125,095
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$0	\$0	\$20,000	\$20,000
TOTAL	\$0	\$0	\$0	\$20,000	\$20,000
GRAND TOTAL	\$1,628,177	\$1,387,910	\$1,413,172	\$1,453,877	\$1,453,877

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Water Utility Manager	0.05	0.05	0.05	\$4,645	\$5,504	\$5,504
Principal Management Analyst	0.05	0.05	0.05	4,900	3,877	3,877
Water Production Supervisor	0.40	0.40	0.40	34,013	37,272	37,272
Senior Water Production System Operator	0.40	0.40	0.40	27,849	30,518	30,518
Water Production System Operator	1.20	1.20	1.20	63,136	71,018	71,018
Electrician	0.65	0.65	0.65	40,748	45,560	45,560
Bilingual	0.00	0.00	0.00	360	360	360
DHS Certification	0.00	0.00	0.00	6,843	8,139	8,139
Electrician Premium	0.00	0.00	0.00	1,950	1,950	1,950
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Separation Benefits	0.00	0.00	0.00	12,863	12,863	12,863
Total	2.75	2.75	2.75	\$207,307	\$227,061	\$227,061

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$729,533	\$754,934	\$717,297	\$837,358	\$837,358
SERVICES & SUPPLIES	1,450,105	584,906	544,567	589,167	589,167
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,179,638	\$1,339,840	\$1,261,864	\$1,426,525	\$1,426,525
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	8.00	8.00	8.00	8.00	8.00

Program Description

This program provides for the installation of new service taps, renewed water service taps, repair of water mains and services as necessary, and the maintenance of water facilities. Within the distribution system there are 13,456 water accounts, 134 miles of distribution mains, approximately 1,063 fire hydrants, and 2,073 gate valves.

This program also provides maintenance and new installations of piping for the entire system. Water Distribution personnel are California Department of Health Services certified, licensed and prepared to perform expedient and professional services under emergency conditions.

Specific service objectives are:

- Ensure water section personnel productivity and safety through adherences to annual training objectives.
- Operate annual valve exercise program for 2,073 distribution system valves.

- Maintain water service standards by repairing City water distribution facilities to ensure that residents and commercial accounts will have reliable water service.
- 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 2012-2013</u>	<u>Estimated 2013-2014</u>	<u>Projected 2014-2015</u>
Water Valve Exercising:			
Valves exercised ⁽¹⁾	1,220	1,240	1,300
2,073 valves should be exercised annually ⁽²⁾	59%	60%	63%
New Water Services Installed:	30	30	31
Water Services Repaired:	49	42	42
Water Mains Repaired:	30	34	29
Gate Valves Repaired:	4	13	5

2014-2015 GOALS AND OBJECTIVES

1. Replace 5 aging and unsafe fire hydrants with modern, safer substitutes that will comply with city codes.
2. Install 3 new water main blow offs per year at dead ends (123 total remaining) to help ensure good water quality within the distribution system.
3. Replace 2 broken plug valves to improve distribution system (Orange Avenue and Graves Avenue and Sombrero Drive and Casuda Canyon Drive).

1) Unable to fully implement program in current and previous years due to staffing limitations.

2) In FY 13-14, 3 valves were added to the system.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Replaced 5 aging and unsafe fire hydrants with modern, safer substitutes that will comply with city codes.
2. Installed 3 new water main blow offs at dead ends (126 total remaining) to help ensure good water quality within the distribution system.
3. Replumbed the discharged line and replaced an 8-inch valve at Bradshawe Booster Station.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) is for costs to respond to unanticipated after hour calls and emergency repairs and the Stand-By Program.
2. R/M Supplies category (#23000) reflects costs associated with supplies and equipment to maintain and repair water system and accounts for costs associated with new service installations.
3. Contracted Services category (#31000) reflects costs for street and sidewalk repairs. This item was previously recorded in the Water Capital Activity #4224.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. R/M Contractual category (#38000) has \$600 for building repairs, \$3,700 for contracted water system repair services, \$5,200 for machinery and equipment repairs, and \$500 for contracted landscaping services.
6. Miscellaneous category (#39000) has \$500 for printing and duplicating, \$2,000 for Underground Service Alert fees and dues memberships for State required personnel certifications and displays costs for State-required operator certifications.
7. Debt Service category (#42000) is the annual debt service payment for the California Infrastructure and Economic Development Bank loan of \$2 million. This is the eighth year of a 15-year loan payment for the City's water main replacement project.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$463,010	\$468,516	\$417,089	\$528,294	\$528,294
11400 Overtime Salaries	28,821	25,000	50,000	25,000	25,000
11500 Separation Benefits	47,254	47,254	47,254	47,254	47,254
TOTAL	\$539,085	\$540,770	\$514,343	\$600,548	\$600,548
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,296	\$1,296	\$1,296	\$1,296	\$1,296
12300 Medical Insurance	61,334	64,513	64,513	67,310	67,310
12350 Medicare Insurance	7,259	6,794	6,794	7,661	7,661
12400 Dental Insurance	4,288	4,288	4,288	4,288	4,288
12500 Workers Compensation	28,375	31,212	31,212	32,773	32,773
12600 Retirement	83,775	101,940	90,730	119,335	119,335
12900 Long Term Disability	3,168	3,168	3,168	3,168	3,168
12950 Vision Plan	953	953	953	979	979
TOTAL	\$190,448	\$214,164	\$202,954	\$236,810	\$236,810
SERVICES & SUPPLIES					
21000 Office Supplies	\$68	\$1,300	\$1,300	\$1,300	\$1,300
22000 Operating Supplies	14,329	14,000	15,700	14,000	14,000
23000 R/M Supplies	143,060	169,200	130,000	169,200	169,200
24000 Small Tools	8,447	10,000	8,000	10,000	10,000
31000 Contracted Services	22	100,000	100,000	100,000	100,000
32000 Communications	2,949	3,500	2,300	3,500	3,500
33000 Motor Pool Charges	78,750	78,750	78,750	82,000	82,000
36000 Utilities	5,051	6,489	5,500	8,000	8,000
37000 Leases & Rentals	0	3,000	3,150	3,000	3,000
38000 R/M Contractual	7,460	10,000	11,200	10,000	10,000
39000 Miscellaneous	1,521	2,500	2,500	2,500	2,500
42000 Debt Service	41,446	186,167	186,167	185,667	185,667
44000 Misc Financial Serv	1,147,002	0	0	0	0
TOTAL	\$1,450,105	\$584,906	\$544,567	\$589,167	\$589,167
GRAND TOTAL	\$2,179,638	\$1,339,840	\$1,261,864	\$1,426,525	\$1,426,525

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Water Distribution Supervisor	1.00	1.00	1.00	\$79,008	\$88,740	\$88,740
Water Distribution Crew Supervisor	1.00	1.00	1.00	68,793	76,296	76,296
Water Distribution Lead Worker	3.00	3.00	3.00	166,848	189,390	189,390
Water Utility Maintenance Worker	3.00	3.00	3.00	138,027	155,148	155,148
Bilingual	0.00	0.00	0.00	3,600	3,600	3,600
DHS Certification	0.00	0.00	0.00	12,240	15,120	15,120
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Separation Benefits	0.00	0.00	0.00	47,254	47,254	47,254
Total	8.00	8.00	8.00	\$540,770	\$600,548	\$600,548

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	420,000	832,000	832,000	3,137,600	3,137,600
TOTAL COSTS	\$420,000	\$832,000	\$832,000	\$3,137,600	\$3,137,600
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) \$56,100**

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) \$102,000

The Water System's electricity costs are over \$1 million annually. To ensure the wells and pump stations are reliable while operating efficiently, annual tests are conducted to identify inefficient pumps and motors.

Impact on Operating Budget: This is an ongoing program that provides for the repair and/or replacement of old and inefficient electrical equipment and other related equipment at the City's wells and pump stations.

3. Well Redevelopment Program (81240) \$142,000

This is an ongoing program to maintain efficiency of all City owned water wells.

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

4. Well Telemetry System (81990) \$27,500

This ongoing program is to improve the City's water telemetry system, including software upgrades and radio replacements.

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

5. Street Maintenance (81580) \$650,000

This is Water System's share for street maintenance and reconstruction. This annual contribution will be transferred to the City's General Fund to pay for street maintenance.

Impact on Operating Budget: This is the annual contribution from the Water Fund to the City's General Fund for street maintenance.

6. Urban Water Management Plan (82253) \$10,000

This is a State required document that must be updated every 5 years. The document addresses issues including current and future water supply, fire protection demand, drought response and rate sustainability.

Impact on Operating Budget: This project will improve fire flow capacities in deficient areas and reduce the possibility of water main breaks and increase the life expectancy of the water system.

7. Water Main Replacement (82246) \$2,000,000

This ongoing program is to replace undersized and old water mains. This project will reduce the possibility of waterline failures and reduce the damage to streets and private property.

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

8. Brightwood Booster Piping (82256) \$150,000

Replace existing Brightwood booster discharge piping with new pump control and plug valves.

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

2013-2014 Water Capital Projects

Meter Exchange Program (81070)	\$ 55,000	*
Well Redevelopment Program (81240)	120,000	*
Street Maintenance (81580)	480,000	*
Well Electrical and Pump Station Upgrades (81860)	100,000	*
Well Telemetry System (81990)	27,000	*
Urban Water Management Plan (82253)	<u>50,000</u>	**
	<i>Total</i>	
		<u>\$ 832,000</u>

(*) *Projects in progress*

(**) *Project on hold*

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
CAPITAL OUTLAY					
81000 Capital Improvements	\$420,000	\$782,000	\$782,000	\$977,600	\$977,600
82000 Capital Improvements	0	50,000	50,000	2,160,000	2,160,000
TOTAL	\$420,000	\$832,000	\$832,000	\$3,137,600	\$3,137,600
GRAND TOTAL	\$420,000	\$832,000	\$832,000	\$3,137,600	\$3,137,600

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment Plant

ACTIVITY NO.: 4226

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$139,974	\$116,656	\$104,850	\$132,144	\$132,144
SERVICES & SUPPLIES	237,789	538,979	479,047	505,897	505,897
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$377,763	\$655,635	\$583,897	\$638,041	\$638,041
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.21	 1.14	 1.14	 1.14	 1.14

Program Description

This activity provides for the costs associated with ground water remediation for Well No. 5 for volatile organic compounds that may be found in the groundwater. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment plant portion of Well No. 5 put into service on September 22, 1999. This well has a current capacity of 1,600 gallons per minute.

Costs for this activity include personnel costs, electricity, GAC replacement, capital lease payment, contractual maintenance, and laboratory analyses. This activity will also cover costs for possible future remediation activities.

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Continue to operate and maintain plant per Department of Health Services' requirements.

2014-2015 GOALS AND OBJECTIVES

1. Continue to design and plan for the construction of an advanced oxidation plant (UV Oxidation) to treat 1, 4-dioxane and other VOCs.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Staff met with CDPH to continue the process for the eventual permitting of an advanced oxidation plant, while still operating under current treatment design.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) covers costs associated with anticipated carbon replacement for four vessels, two times per year and equipment supplies needed for the operation of the Well.
2. Contracted Services category (#31000) includes \$3,000 for legal fees, \$3,197 for data processing and \$65,000 for required water analysis.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$7,700.
4. Other Agency Services category (#41000) covers permit costs and fees required by other government agencies for the Well's operating permit (Department of Health Services), NPDES Permit for water discharge (Regional Water Quality Control Board), and others.
5. Lease Principal Payment (#42000) reflects year five of a 10-year interest free loan to design and build the Well 5/6 Air Stripper.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment

ACTIVITY NO.: 4226

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$99,611	\$74,465	\$61,915	\$82,629	\$82,629
11300 Part Time Salaries	7,329	4,050	4,050	4,050	4,050
11400 Overtime Salaries	6,230	5,000	9,000	9,000	9,000
11500 Separation Benefits	3,675	3,675	3,675	3,675	3,675
TOTAL	\$116,845	\$87,190	\$78,640	\$99,354	\$99,354
EMPLOYEE BENEFITS					
12200 Life Insurance	\$144	\$162	\$162	\$179	\$179
12300 Medical Insurance	6,371	8,062	7,604	8,428	8,428
12350 Medicare Insurance	1,177	1,085	1,085	1,205	1,205
12370 Part Time Retirement	290	162	162	162	162
12400 Dental Insurance	473	570	548	589	589
12500 Workers Compensation	2,450	2,695	2,695	3,000	3,000
12600 Retirement	11,732	16,192	13,416	18,656	18,656
12900 Long Term Disability	369	396	396	416	416
12950 Vision Plan	123	142	142	155	155
TOTAL	\$23,129	\$29,466	\$26,210	\$32,790	\$32,790
SERVICES & SUPPLIES					
23000 R/M Supplies	\$50,348	\$101,000	\$91,000	\$101,000	\$101,000
31000 Contracted Services	65,089	76,197	59,197	71,197	71,197
33000 Motor Pool Charges	7,350	7,350	7,350	7,700	7,700
36000 Utilities	102,015	138,432	105,500	110,000	110,000
38000 R/M Contractual	0	1,000	1,000	1,000	1,000
41000 Other Agency Serv	12,987	15,000	15,000	15,000	15,000
42000 Debt Service	0	200,000	200,000	200,000	200,000
TOTAL	\$237,789	\$538,979	\$479,047	\$505,897	\$505,897
GRAND TOTAL	\$377,763	\$655,635	\$583,897	\$638,041	\$638,041

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well No. 5 Voc Treatment
ACTIVITY NO.: 4226

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.05	0.05	0.05	\$6,911	\$8,500	\$8,500
Water Utility Manager	0.05	0.05	0.05	4,644	5,504	5,504
Principal Management Analyst	0.05	0.05	0.05	4,900	3,877	3,877
Water Production Supervisor	0.15	0.15	0.15	12,755	13,977	13,977
Senior Water Production System Operator	0.15	0.15	0.15	10,443	11,445	11,445
Water Production System Operator	0.55	0.55	0.55	29,220	32,860	32,860
Electrician	0.05	0.05	0.05	3,135	3,505	3,505
Bilingual	0.00	0.00	0.00	180	180	180
Overtime	0.00	0.00	0.00	5,000	9,000	9,000
DHS Certification	0.00	0.00	0.00	2,127	2,631	2,631
Electrician Premium	0.00	0.00	0.00	150	150	150
Separation Benefits	0.00	0.00	0.00	3,675	3,675	3,675
<u>Part-Time</u>						
Senior Account Clerk	0.09	0.09	0.09	4,050	4,050	4,050
Total	1.14	1.14	1.14	\$87,190	\$99,354	\$99,354

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well No.12 Treatment Plant
ACTIVITY NO.: 4227

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$108,753	\$119,012	\$104,958	\$133,346	\$133,346
SERVICES & SUPPLIES	475,135	642,046	546,056	646,981	646,981
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$583,888	\$761,058	\$651,014	\$780,327	\$780,327
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.24	 1.17	 1.17	 1.17	 1.17

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for volatile organic compounds, and future contaminants that may be found in the system. This includes the operation and maintenance of the Air Stripper treatment plant for Wells No.'s 9, 12 and 15. The treatment plant began operation in 2002.

Costs for this activity include personnel, electricity, water treatment chemicals, laboratory analyses, equipment maintenance and legal fees.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain as per California Department of Public Health regulations and requirements.

2014-2015 GOALS AND OBJECTIVES

1. Upgrade chemical feed pump systems needed to efficiently continue air stripping treatment.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Installed a new 250 horsepower variable frequency drive (VFD) to ensure reliable operation.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers expenditures related to California Department of Public Health oversight charges.
2. R/M Supplies category (#23000) is for the replacement of the carbon at the treatment facility and repairs and maintenance supplies along with water treatment chemicals.
3. Contracted Services category (#31000) includes \$3,000 in legal costs, \$55,000 in treatment plant water analyses, preparation of compliance reports required by the State, engineering consultant services and \$3,731 in data processing costs.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. Utilities category (#36000) \$295,250 reflects anticipated Edison costs necessary to run the full operation of Well No. 12 VOC Treatment Plant.
6. Other Agency Services category (#41000) is for expenditures related to other governmental agencies for the operating permit (California Department of Public Health), Quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and others.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$67,709	\$77,405	\$64,353	\$85,931	\$85,931
11300 Part Time Salaries	7,329	4,050	4,050	4,050	4,050
11400 Overtime Salaries	6,230	3,500	6,000	6,000	6,000
11500 Separation Benefits	3,675	3,675	3,675	3,675	3,675
TOTAL	\$84,943	\$88,630	\$78,078	\$99,656	\$99,656
EMPLOYEE BENEFITS					
12200 Life Insurance	\$148	\$167	\$167	\$184	\$184
12300 Medical Insurance	6,488	8,257	7,660	8,490	8,490
12350 Medicare Insurance	1,217	1,127	1,127	1,253	1,253
12370 Part Time Retirement	290	162	162	162	162
12400 Dental Insurance	489	588	567	610	610
12500 Workers Compensation	2,450	2,695	2,695	3,000	3,000
12600 Retirement	12,220	16,830	13,946	19,400	19,400
12900 Long Term Disability	380	408	408	428	428
12950 Vision Plan	128	148	148	163	163
TOTAL	\$23,810	\$30,382	\$26,880	\$33,690	\$33,690
SERVICES & SUPPLIES					
23000 R/M Supplies	\$225,854	\$279,800	\$272,000	\$272,000	\$272,000
31000 Contracted Services	39,032	63,731	29,231	61,731	61,731
33000 Motor Pool Charges	6,825	6,825	6,825	7,500	7,500
36000 Utilities	197,086	281,190	230,000	295,250	295,250
37000 Leases & Rentals	0	500	500	500	500
38000 R/M Contractual	0	2,500	2,500	2,500	2,500
41000 Other Agency Serv	6,338	7,500	5,000	7,500	7,500
TOTAL	\$475,135	\$642,046	\$546,056	\$646,981	\$646,981
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$583,888	\$761,058	\$651,014	\$780,327	\$780,327

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well No.12 Treatment Plant
ACTIVITY NO.: 4227

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.05	0.05	0.05	\$6,911	\$8,500	\$8,500
Water Utility Manager	0.05	0.08	0.08	4,645	8,806	8,806
Principal Management Analyst	0.08	0.05	0.05	7,839	3,877	3,877
Water Production Supervisor	0.15	0.15	0.15	12,755	13,977	13,977
Senior Water Production System Operator	0.15	0.15	0.15	10,444	11,445	11,445
Water Production System Operator	0.55	0.55	0.55	29,220	32,860	32,860
Electrician	0.05	0.05	0.05	3,134	3,505	3,505
Bilingual	0.00	0.00	0.00	180	180	180
DHS Certification	0.00	0.00	0.00	2,127	2,631	2,631
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,500	6,000	6,000
Separation Benefits	0.00	0.00	0.00	3,675	3,675	3,675
<u>Part-Time</u>						
Senior Account Clerk	0.09	0.09	0.09	4,050	4,050	4,050
Total	1.17	1.17	1.17	\$88,630	\$99,656	\$99,656

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment Plant

ACTIVITY NO.: 4228

<u>SUMMARY OF COST</u>	<u>Actual</u> 2012-13	<u>Adopted</u> 2013-14	<u>Year-End</u> <u>Estimated</u> 2013-14	<u>Proposed</u> 2014-15	<u>Adopted</u> 2014-15
PERSONNEL COST	\$48,964	\$64,382	\$50,355	\$68,492	\$68,492
SERVICES & SUPPLIES	47,769	292,564	72,322	165,916	165,916
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$96,733	\$356,946	\$122,677	\$234,408	\$234,408
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.49	.60	.60	.60	.60

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for perchlorate, and future contaminants that may be found in the system. This includes the operation and maintenance of an Ion-Exchange treatment plant. The treatment plant has a capacity of 4,500 gallons per minute. The treatment plant began operation in 2003 and was fully permitted in early 2004. This budget has been separated from the Water Production Budget (4222) to facilitate recovery of costs.

Costs for this activity include personnel, electricity, laboratory analyses, and equipment maintenance.

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Continue to operate and maintain the new facility as per California Department of Public Health requirements.

2014-2015 GOALS AND OBJECTIVES

1. Paint and replace the upstream and downstream isolation valves of the pre-filter vessels.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Replaced water filter cartridges to maintain continuous operations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) represents a part-time position to perform the treatment cost reimbursement and other water treatment related accounting tasks.
2. Overtime Salaries category (#11400) reflects costs due to responses to unanticipated after-hour calls.
3. R/M Supplies category (#23000) covers treatment plant maintenance, and supplies needed for the maintenance and operation of the Delta Perchlorate Treatment Facility, including resin replacement. The replacements are unpredictable because contaminants can present themselves unexpectedly.
4. Contracted Services category (#31000) includes \$10,000 for State mandated laboratory analyses and water sampling, preparation of compliance reports, and inspections, \$4,000 for legal fees and \$3,197 for data processing.
5. Utilities category (#36000) reflects the anticipated Edison costs necessary for the full operation of the Delta Perchlorate Treatment Facility. These funds were shifted from the Production Section (4222).
6. Other Agency Services category (#41000) covers fees to other governmental agencies for the operating permit (California Department of Health Services), quarterly NPDES permit (Regional Water Quality Control Board), EPA, and others.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$25,264	\$36,935	\$26,263	\$39,670	\$39,670
11300 Part Time Salaries	6,515	3,600	3,600	3,600	3,600
11400 Overtime Salaries	2,210	3,500	3,500	3,500	3,500
11500 Separation Benefits	3,990	3,990	3,990	3,990	3,990
TOTAL	\$37,979	\$48,025	\$37,353	\$50,760	\$50,760
EMPLOYEE BENEFITS					
12200 Life Insurance	\$62	\$81	\$73	\$88	\$88
12300 Medical Insurance	2,719	4,291	3,420	4,382	4,382
12350 Medicare Insurance	506	538	498	578	578
12370 Part Time Retirement	257	144	144	144	144
12400 Dental Insurance	207	306	248	301	301
12500 Workers Compensation	2,450	2,695	2,695	3,000	3,000
12600 Retirement	4,571	8,031	5,696	8,957	8,957
12900 Long Term Disability	161	198	173	206	206
12950 Vision Plan	52	73	55	76	76
TOTAL	\$10,985	\$16,357	\$13,002	\$17,732	\$17,732
SERVICES & SUPPLIES					
23000 R/M Supplies	\$3,800	\$160,000	\$21,500	\$40,000	\$40,000
31000 Contracted Services	13,633	28,197	8,697	17,197	17,197
33000 Motor Pool Charges	6,825	6,825	6,825	7,500	7,500
36000 Utilities	12,316	73,542	18,000	77,219	77,219
37000 Leases & Rentals	0	3,000	800	3,000	3,000
38000 R/M Contractual	0	6,000	1,500	6,000	6,000
41000 Other Agency Serv	11,195	15,000	15,000	15,000	15,000
TOTAL	\$47,769	\$292,564	\$72,322	\$165,916	\$165,916
GRAND TOTAL	\$96,733	\$356,946	\$122,677	\$234,408	\$234,408

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Delta Perchlorate Treatment
ACTIVITY NO.: 4228

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.02	0.02	0.02	\$2,764	\$3,400	\$3,400
Water Utility Manager	0.08	0.02	0.02	7,431	2,202	2,202
Principal Management Analyst	0.02	0.08	0.08	1,960	6,203	6,203
Water Production Supervisor	0.05	0.05	0.05	4,252	4,659	4,659
Senior Water Production System Operator	0.05	0.05	0.05	3,481	3,815	3,815
Water Production System Operator	0.25	0.25	0.25	12,871	14,485	14,485
Electrician	0.05	0.05	0.05	3,135	3,505	3,505
Bilingual	0.00	0.00	0.00	60	60	60
DHS Certification	0.00	0.00	0.00	831	1,191	1,191
Electrician Prremium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,500	3,500	3,500
Separation Benefits	0.00	0.00	0.00	3,990	3,990	3,990
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.60	0.60	0.60	\$48,025	\$50,760	\$50,760

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$76,673	\$87,098	\$74,456	\$94,438	\$94,438
SERVICES & SUPPLIES	361,659	511,362	481,869	514,065	514,065
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$438,332	\$598,460	\$556,325	\$608,503	\$608,503
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .85	 .85	 .85	 .85	 .85

Program Description

This activity provides for the costs associated with ground water remediation for Wells No. 1, No. 3, No. 10 and Fern Well for volatile organic compounds and future contaminants that may be found in the system. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment plant portion of Wells No. 1, No. 3, and No. 10 put into service in 2003. Fern Well was added to this treatment plant near the end of FY 2007-08. This treatment plant has a capacity of 4,500 gallons per minute.

Costs for this activity include personnel costs, GAC replacement, electricity, capital lease payments, equipment maintenance, and laboratory analyses. This activity will also cover costs for possible future remediation activities.

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible parties and other potential sources.
- Continue to operate and maintain per California Department of Public Health requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$158,940 for granular activated carbon (GAC) replacements and \$1,000 for supplies required for normal maintenance. These change outs are unpredictable because contaminants can present themselves unexpectedly.
2. Contracted Services category (#31000) includes \$120,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services, \$4,000 for legal fees and \$2,984 for data processing.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. Utilities category (#36000) covers the electricity costs necessary to operate the wells and treatment facility.
5. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.
6. Debt Services category (#42000) reflects year seven 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 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$45,443	\$53,703	\$43,949	\$59,087	\$59,087
11300 Part Time Salaries	6,515	3,600	3,600	3,600	3,600
11400 Overtime Salaries	4,220	4,000	4,000	4,000	4,000
11500 Separation Benefits	3,518	3,518	3,518	3,518	3,518
TOTAL	\$59,696	\$64,821	\$55,067	\$70,205	\$70,205
EMPLOYEE BENEFITS					
12200 Life Insurance	\$102	\$122	\$122	\$128	\$128
12300 Medical Insurance	4,516	6,116	5,437	6,103	6,103
12350 Medicare Insurance	838	782	782	862	862
12370 Part Time Retirement	257	144	144	144	144
12400 Dental Insurance	343	436	402	437	437
12500 Workers Compensation	2,360	2,595	2,595	2,800	2,800
12600 Retirement	8,214	11,678	9,526	13,341	13,341
12900 Long Term Disability	259	297	284	305	305
12950 Vision Plan	88	107	97	113	113
TOTAL	\$16,977	\$22,277	\$19,389	\$24,233	\$24,233
SERVICES & SUPPLIES					
23000 R/M Supplies	\$159,740	\$159,940	\$151,000	\$159,940	\$159,940
31000 Contracted Services	123,346	127,984	83,484	126,984	126,984
33000 Motor Pool Charges	7,350	7,350	7,350	7,700	7,700
36000 Utilities	67,715	67,053	100,000	70,406	70,406
37000 Leases & Rentals	0	2,000	2,000	2,000	2,000
38000 R/M Contractual	0	5,000	1,000	5,000	5,000
41000 Other Agency Serv	3,508	10,000	5,000	10,000	10,000
42000 Debt Service	0	132,035	132,035	132,035	132,035
TOTAL	\$361,659	\$511,362	\$481,869	\$514,065	\$514,065
GRAND TOTAL	\$438,332	\$598,460	\$556,325	\$608,503	\$608,503

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well 1, 3, 10 & Fern Voc
ACTIVITY NO.: 4229

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.02	0.02	0.02	\$2,764	\$3,400	\$3,400
Water Utility Manager	0.05	0.05	0.05	4,645	5,504	5,504
Principal Management Analyst	0.05	0.05	0.05	4,900	3,877	3,877
Water Production Supervisor	0.10	0.10	0.10	8,503	9,318	9,318
Senior Water Production System Operator	0.10	0.10	0.10	6,962	7,630	7,630
Water Production System Operator	0.40	0.40	0.40	21,045	23,672	23,672
Electrician	0.05	0.05	0.05	3,135	3,505	3,505
Bilingual	0.00	0.00	0.00	120	120	120
Overtime	0.00	0.00	0.00	4,000	4,000	4,000
DHS Certification	0.00	0.00	0.00	1,479	1,911	1,911
Electrician Premium	0.00	0.00	0.00	150	150	150
Separation Benefits	0.00	0.00	0.00	3,518	3,518	3,518
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.85	0.85	0.85	\$64,821	\$70,205	\$70,205

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$62,822	\$67,414	\$63,990	\$77,059	\$77,059
SERVICES & SUPPLIES	75,764	248,315	404,815	247,665	247,665
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$138,586	\$315,729	\$468,805	\$324,724	\$324,724
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .71	 .69	 .69	 .69	 .69

Program Description

This activity provides for the costs associated with water remediation activities for the Dual Barrier treatment facility, which is operated for use by Well Nos. 9, 12, and 15 for removal of volatile organic compounds not removed by the Well No. 12 Air Stripper. This activity and proposed budget has been separated from the Water Production Budget (4222) to facilitate recovery of costs. These costs include personnel, laboratory analyses, and equipment maintenance.

Costs for this activity include personnel costs, Granular Activated Carbon replacement, equipment maintenance, and laboratory analyses.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Operate and maintain the system per the California Department of Public Health regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$1,000 for supplies that are needed for the maintenance of the treatment facility and \$151,000 for carbon change outs of 6 vessels.
2. Contracted Services category (#31000) includes \$4,000 for legal costs associated with treatment cost recovery and \$40,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.
5. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.
6. Debt Services category (#42000) reflects year seven 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 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$35,894	\$40,460	\$36,031	\$45,947	\$45,947
11300 Part Time Salaries	6,515	3,600	3,600	3,600	3,600
11400 Overtime Salaries	3,425	3,000	5,000	5,000	5,000
11500 Separation Benefits	3,045	3,045	3,045	3,045	3,045
TOTAL	\$48,879	\$50,105	\$47,676	\$57,592	\$57,592
EMPLOYEE BENEFITS					
12200 Life Insurance	\$84	\$94	\$94	\$104	\$104
12300 Medical Insurance	3,867	4,834	4,834	5,027	5,027
12350 Medicare Insurance	682	589	589	669	669
12370 Part Time Retirement	257	144	144	144	144
12400 Dental Insurance	260	316	316	326	326
12500 Workers Compensation	2,027	2,229	2,229	2,500	2,500
12600 Retirement	6,484	8,800	7,805	10,375	10,375
12900 Long Term Disability	217	230	230	242	242
12950 Vision Plan	65	73	73	80	80
TOTAL	\$13,943	\$17,309	\$16,314	\$19,467	\$19,467
SERVICES & SUPPLIES					
23000 R/M Supplies	\$13,935	\$152,000	\$315,500	\$152,000	\$152,000
31000 Contracted Services	51,529	45,000	40,500	44,000	44,000
33000 Motor Pool Charges	7,350	7,350	7,350	7,700	7,700
38000 R/M Contractual	0	1,000	500	1,000	1,000
41000 Other Agency Serv	2,950	5,000	3,000	5,000	5,000
42000 Debt Service	0	37,965	37,965	37,965	37,965
TOTAL	\$75,764	\$248,315	\$404,815	\$247,665	\$247,665
GRAND TOTAL	\$138,586	\$315,729	\$468,805	\$324,724	\$324,724

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.03	0.03	0.03	\$4,146	\$5,100	\$5,100
Water Utility Manager	0.00	0.03	0.03	0	3,302	3,302
Principal Management Analyst	0.03	0.00	0.00	2,940	0	0
Water Production Supervisor	0.05	0.05	0.05	4,252	4,659	4,659
Senior Water Production System Operator	0.05	0.05	0.05	3,481	3,815	3,815
Water Production System Operator	0.40	0.40	0.40	21,045	23,673	23,673
Electrician	0.05	0.05	0.05	3,135	3,505	3,505
Bilingual	0.00	0.00	0.00	120	120	120
DHS Certification	0.00	0.00	0.00	1,191	1,623	1,623
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	3,045	3,045	3,045
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.69	0.69	0.69	\$50,105	\$57,592	\$57,592

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$63,979	\$75,160	\$65,020	\$84,083	\$84,083
SERVICES & SUPPLIES	87,059	87,751	116,687	90,129	90,129
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$151,038	\$162,911	\$181,707	\$174,212	\$174,212
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .76	 .76	 .76	 .76	 .76

Program Description

This activity is for the operation and maintenance of Well No. 15 as indicated by the Environmental Protection Agency's Interim Record of Decision (I-ROD) to help facilitate the removal of Perchlorate and Volatile Organic Compounds in the groundwater from the San Gabriel Valley Water Basin.

Costs for this activity include personnel costs, equipment and maintenance supplies, laboratory analyses, compliance reports, electricity service, and fees to other governmental agencies.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from the South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain the treatment facility per the California Department of Public Health regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$1,500 for equipment and supplies needed for the maintenance of the treatment facility.
2. Contracted Services category (#31000) includes \$4,000 for legal costs associated with treatment cost recovery, \$4,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,837 for data processing.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. Utilities category (#36000) covers the cost of electricity service for the wells and treatment facility.
5. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.
6. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$37,703	\$47,065	\$37,657	\$52,026	\$52,026
11300 Part Time Salaries	6,515	3,600	3,600	3,600	3,600
11400 Overtime Salaries	3,425	3,000	5,000	5,000	5,000
11500 Separation Benefits	2,363	2,363	2,363	2,363	2,363
TOTAL	\$50,006	\$56,028	\$48,620	\$62,989	\$62,989
EMPLOYEE BENEFITS					
12200 Life Insurance	\$87	\$106	\$106	\$116	\$116
12300 Medical Insurance	3,944	5,489	4,884	5,593	5,593
12350 Medicare Insurance	709	684	684	758	758
12370 Part Time Retirement	257	144	144	144	144
12400 Dental Insurance	272	364	333	371	371
12500 Workers Compensation	1,603	1,764	1,764	2,000	2,000
12600 Retirement	6,810	10,235	8,159	11,747	11,747
12900 Long Term Disability	222	258	248	270	270
12950 Vision Plan	69	88	78	95	95
TOTAL	\$13,973	\$19,132	\$16,400	\$21,094	\$21,094
SERVICES & SUPPLIES					
23000 R/M Supplies	\$5,566	\$1,500	\$1,000	\$1,500	\$1,500
31000 Contracted Services	11,989	12,837	8,337	11,837	11,837
33000 Motor Pool Charges	7,350	7,350	7,350	7,700	7,700
36000 Utilities	57,222	60,564	95,000	63,592	63,592
38000 R/M Contractual	0	1,000	500	1,000	1,000
41000 Other Agency Serv	4,932	4,500	4,500	4,500	4,500
TOTAL	\$87,059	\$87,751	\$116,687	\$90,129	\$90,129
GRAND TOTAL	\$151,038	\$162,911	\$181,707	\$174,212	\$174,212

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Director of Public Works/Assistant City Manager	0.03	0.03	0.03	\$4,146	\$5,100	\$5,100
Water Utility Manager	0.05	0.05	0.05	4,645	5,504	5,504
Principal Management Analyst	0.05	0.05	0.05	4,900	3,877	3,877
Water Production Supervisor	0.05	0.05	0.05	4,252	4,659	4,659
Senior Water Production System Operator	0.05	0.05	0.05	3,481	3,815	3,815
Water Production System Operator	0.40	0.40	0.40	21,045	23,673	23,673
Electrician	0.05	0.05	0.05	3,135	3,505	3,505
Bilingual	0.00	0.00	0.00	120	120	120
DHS Certification	0.00	0.00	0.00	1,191	1,623	1,623
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	2,363	2,363	2,363
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.76	0.76	0.76	\$56,028	\$62,989	\$62,989

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> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$38,875	\$47,366	\$41,886	\$51,400	\$51,400
SERVICES & SUPPLIES	6,997	31,197	8,697	30,197	30,197
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$45,872	\$78,563	\$50,583	\$81,597	\$81,597
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.39	.44	.44	.44	.44

Program Description

This activity provides for the costs associated with water remediation activities for Well No. 5 for perchlorate removal and future contaminants that may be found in the water system. This activity includes the operation and maintenance of a treatment system with a capacity of 1,600 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 per California Department of Public Health regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$10,000 for the cost of replacing the carbon and \$1,000 for supplies needed for the maintenance of the treatment facility. Using carbon instead of resin allows for a significant cost savings and is made possible because of the tie-in to the Well No. 5 Blending Plant.
2. Contracted Services category (#31000) includes \$4,000 for legal costs associated with treatment cost recovery, \$8,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,197 for data processing.
3. R/M Contractual category (#38000) includes \$1,000 for the repair and maintenance of the treatment facility.
4. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$23,791	\$28,598	\$24,449	\$31,617	\$31,617
11400 Overtime Salaries	2,210	2,500	2,500	2,500	2,500
11500 Separation Benefits	2,805	2,805	2,805	2,805	2,805
TOTAL	\$28,806	\$33,903	\$29,754	\$36,922	\$36,922
EMPLOYEE BENEFITS					
12200 Life Insurance	\$59	\$72	\$69	\$72	\$72
12300 Medical Insurance	2,573	3,661	3,286	3,518	3,518
12350 Medicare Insurance	387	417	417	461	461
12400 Dental Insurance	197	263	241	252	252
12500 Workers Compensation	2,360	2,595	2,595	2,800	2,800
12600 Retirement	4,301	6,220	5,302	7,141	7,141
12900 Long Term Disability	143	175	168	175	175
12950 Vision Plan	49	60	54	59	59
TOTAL	\$10,069	\$13,463	\$12,132	\$14,478	\$14,478
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$11,000	\$1,500	\$11,000	\$11,000
31000 Contracted Services	6,056	16,197	5,197	15,197	15,197
38000 R/M Contractual	0	1,000	500	1,000	1,000
41000 Other Agency Serv	941	3,000	1,500	3,000	3,000
TOTAL	\$6,997	\$31,197	\$8,697	\$30,197	\$30,197
GRAND TOTAL	\$45,872	\$78,563	\$50,583	\$81,597	\$81,597

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Water Utility Manager	0.02	0.02	0.02	\$1,858	\$2,202	\$2,202
Principal Management Analyst	0.02	0.02	0.02	1,960	1,551	1,551
Water Production Supervisor	0.05	0.05	0.05	4,252	4,659	4,659
Senior Water Production System Operator	0.05	0.05	0.05	3,481	3,815	3,815
Water Production System Operator	0.25	0.25	0.25	12,871	14,484	14,484
Electrician	0.05	0.05	0.05	3,135	3,505	3,505
Bilingual	0.00	0.00	0.00	60	60	60
DHS Certification	0.00	0.00	0.00	831	1,191	1,191
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	2,500	2,500	2,500
Separation Benefits	0.00	0.00	0.00	2,805	2,805	2,805
Total	0.44	0.44	0.44	\$33,903	\$36,922	\$36,922

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Interconnection/Purchase

ACTIVITY NO.: 4233

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	138,568	0	100,000	100,000	100,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$138,568	\$0	\$100,000	\$100,000	\$100,000
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.

2014-2015 GOALS AND OBJECTIVES

1. Minimize the purchase of water from the San Gabriel Valley Water Company.

2013-2014 GOALS AND OBJECTIVES

1. Proactively maintained the wells and treatment plants to minimize the need to purchase water.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Service and Supplies (#22000) includes \$100,000 for water assessment charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Interconnection/Purchase

ACTIVITY NO.: 4233

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SERVICES & SUPPLIES					
22000 Operating Supplies	\$138,568	\$0	\$100,000	\$100,000	\$100,000
TOTAL	\$138,568	\$0	\$100,000	\$100,000	\$100,000
GRAND TOTAL	\$138,568	\$0	\$100,000	\$100,000	\$100,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$311,784	\$321,343	\$291,076	\$358,201	\$358,201
SERVICES & SUPPLIES	283,714	295,383	293,781	309,292	309,292
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$595,498	\$616,726	\$584,857	\$667,493	\$667,493
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.00	 3.00	 3.00	 3.20	 3.20

Program Description

This activity provides for the care and maintenance of approximately 13,000 City street trees. These trees consist of 37 different species and are of various sizes, shapes and growth. These trees are strategically placed along approximately 203 miles of easements and parkways, to create visually appealing neighborhoods. Trees are an excellent means for enhancement of the environment, by way of air filtration, noise absorption, aesthetics, and safety of vehicular and pedestrian movement.

This Division plays a vital role in maintaining the City's attractive overall appearance. The results of this Division's efforts serve to create a positive impression of the City for current and potential homeowners and business people. The Division's work also helps the environment by the cooling and cleaning effect of the trees on the atmosphere.

The majority of tree work under this division is provided under outside contract. One City tree crew is available to service emergency requests in order to provide faster response time at a lower cost. Each tree, under contract, will be inventoried and trimmed based on our 13-grid system that schedules 2 to 3 grids each year. Trees are also trimmed when service requests

are submitted by residents. The trees located along the three main corridors (Atlantic, Garvey, & Garfield) are trimmed 1 ½ times per year. The contractor is also responsible for tree removals and planting of new trees.

Specific service objectives are:

- Trimming of trees as needed to provide for effective aesthetic value, traffic sign visibility, street lamp clearance, street and sidewalk mobility.
- Provide attractive and healthy trees through periodic inspection, trimming, removal and replacement when possible.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Street Tree Trimmed	1,897	2,550	2,600
Street Trees Planted	57	50	250
Street Trees Removed	81	45	105
Service Requests	209	240	290

2014-2015 GOALS AND OBJECTIVES

1. Complete the renovation of the entrance medians at Atlantic Blvd., Garfield Ave. and Garvey Ave. Implement updated, solar-powered irrigation systems that conserve water.
2. Clear over 100 trees along the Edison Trail in order to comply with the City's Edison Trails lease agreement. Work will begin at Fulton going westward to Garfield and includes Edison Trails Park that has an inventory of 50 trees.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Planted over 350 trees of 10 different species with competitive grant funds that were awarded by the County of Los Angeles. The County's tree planting program is to replace trees cities that were destroyed or severely damaged by the 2011 winter windstorm.
2. Converted irrigation to solar power at median on Garvey Ave. from New Ave. to Marguerita Ave. The installation of water efficient irrigation and planting of drought tolerant plants meet the City's sustainability goals.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services category (#31000) reflects budgets for parkway tree-trimming program and landscape median maintenance. Proposed costs have been increased to reflect the increased costs for additional trees and new landscaping.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$186,649	\$184,536	\$157,362	\$210,490	\$210,490
11400 Overtime Salaries	2,073	1,000	5,000	1,000	1,000
11500 Separation Benefits	16,500	16,500	16,500	16,500	16,500
TOTAL	\$205,222	\$202,036	\$178,862	\$227,990	\$227,990
EMPLOYEE BENEFITS					
12200 Life Insurance	\$480	\$486	\$486	\$519	\$519
12300 Medical Insurance	13,578	14,670	13,155	14,123	14,123
12350 Medicare Insurance	2,196	2,109	2,544	3,116	3,116
12400 Dental Insurance	1,139	1,171	1,143	1,176	1,176
12500 Workers Compensation	53,664	59,030	59,030	61,981	61,981
12600 Retirement	33,800	40,145	34,035	47,549	47,549
12800 Uniform Allowance	128	92	217	92	92
12900 Long Term Disability	1,172	1,188	1,188	1,268	1,268
12950 Vision Plan	405	416	416	387	387
TOTAL	\$106,562	\$119,307	\$112,214	\$130,211	\$130,211
SERVICES & SUPPLIES					
21000 Office Supplies	\$500	\$500	\$798	\$800	\$800
22000 Operating Supplies	2,609	3,420	3,420	3,420	3,420
23000 R/M Supplies	1,304	1,450	1,450	1,450	1,450
24000 Small Tools	658	700	700	700	700
31000 Contracted Services	217,868	228,000	225,000	240,000	240,000
33000 Motor Pool Charges	56,700	56,700	58,000	58,401	58,401
36000 Utilities	1,819	2,163	2,163	2,271	2,271
38000 R/M Contractual	2,256	2,450	2,250	2,250	2,250
TOTAL	\$283,714	\$295,383	\$293,781	\$309,292	\$309,292
GRAND TOTAL	\$595,498	\$616,726	\$584,857	\$667,493	\$667,493

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Park Superintendent	0.50	0.60	0.60	\$43,296	\$45,715	\$45,715
Park Supervisor	0.50	0.60	0.60	39,870	52,431	52,431
Park Maintenance Crew Leader	0.50	0.50	0.50	28,704	32,376	32,376
Maintenance Worker	1.50	1.50	1.50	71,226	78,048	78,048
Bilingual	0.00	0.00	0.00	300	660	660
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Pest Control Special Pay	0.00	0.00	0.00	600	720	720
Pesticide/Herbicide Pay	0.00	0.00	0.00	540	540	540
Separation Benefits	0.00	0.00	0.00	16,500	16,500	16,500
Total	3.00	3.20	3.20	\$202,036	\$227,990	\$227,990

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>2013-14</u>	<u>Year-End</u> <u>Estimated</u> <u>2013-14</u>	<u>Proposed</u> <u>2014-15</u>	<u>Adopted</u> <u>2014-15</u>
PERSONNEL COST	\$607,482	\$690,188	\$543,215	\$683,444	\$683,444
SERVICES & SUPPLIES	245,883	259,051	275,078	299,542	299,542
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$853,365	\$949,239	\$818,293	\$982,986	\$982,986
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.69	 9.69	 9.69	 8.49	 8.49

Program Description

This activity provides for the maintenance of the City's eight large parks, five small parks and one garden totaling 107.64 acres. There is a park located within one-half mile of every Monterey Park household. This activity also provides for the exterior maintenance of seven recreation/community buildings, 13 free standing restroom facilities, 14 children's play apparatus sand areas, an outdoor amphitheater, 16 tennis courts and two warm up courts, three outdoor basketball courts, and picnic facilities. Additionally, this Division also provides the landscape maintenance for Bruggemeyer Library and its surrounding parking lots, El Encanto, the Service Club House, the Beth Ryan Park, new employee parking lots, new police storage parking lot, and the new Emergency Operations Center (EOC).

The Parks Division maintains a very important part of our City's infrastructure. The Division makes a significant difference to help enrich the lives of our community residents as well as to provide assistance to our public safety's responsibilities in providing staffing to all our parks 365 days a year. Parks is responsible in maintaining a safe and clean environment so our residents can relax, exercise, enjoy their family and friends, or join a program or sport

league all in a healthy and friendly atmosphere. Our park sites are host to many of the City's special event celebrations throughout the year that welcomes thousands of participants.

Specific service objectives are:

- Maintain Parks to meet or exceed the Standards as set forth by the Recreation and Parks Commission.
- Provide for safe, attractive and user-friendly recreation facilities.
- Effectively and economically maintain public facilities at a level that encourages maximum use of the facilities.
- With water conservation a goal, use drought tolerant turf, plants and shrubs, and aerate wherever and whenever possible.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Park Service Requests	26	52	102
Number of Special Projects	13	12	15

2014-2015 GOALS AND OBJECTIVES

1. Continue upgrading park landscape planters to incorporate the new palette. New monuments are scheduled to be installed in every park. The improvements will enhance the aesthetics of the parks and also conserve water.
2. Provide for a smooth transition of the use of park facilities during the construction period of the parks renovation project. To the extent possible retain the use of the facilities for residents' recreation activities.
3. Provide new plantings at Elder, Highland, Sunnyslope and Cascades that had been deferred for improvements due to limited resources.

2013-2014 MAJOR ACCOMPLISHMENTS

1. Completed renovation of the Beth Ryan Park that is a pocket park south of Langley Center. Improvements include a dedication monument and a planter in the northwest area of the property.

2. Assisted in the Mayors' beautification series that provided new plantings at Sierra Vista, Highland and Barnes Parks. The Barnes Park project included a new planter and monument along Ramona Ave. and a complete renovation and re-planting of the southern slope to City Hall that incorporated the City logo.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes budgets for landscaping supplies, cleaning and sanitary supplies for the park restrooms, staff uniforms, and various other supplies.
2. Contracted Services category (#31000) reflects \$45,000 for 365 nights of locking and janitorial services in all park restrooms. One full-time equivalent in part-time position has been converted to contracted janitorial services.
3. Motor Pool Charges category (#33000) reflects \$84,000 for City Motor Pool charges.
4. Utilities category (#36000) reflects the \$71,542 for electricity at city parks.
5. Other Agency Services category (#41000) reflects \$12,000 for gopher eradication. Cost for FY 2015 has increased to reflect quarterly treatments rather than annual to protect new plantings.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11200 Permanent Salaries	\$335,495	\$371,142	\$262,801	\$385,461	\$385,461
11300 Part Time Salaries	53,631	64,962	48,000	42,500	42,500
11400 Overtime Salaries	8,881	6,000	19,400	6,000	6,000
11500 Separation Benefits	30,000	30,000	30,000	30,000	30,000
TOTAL	\$428,007	\$472,104	\$360,201	\$463,961	\$463,961
EMPLOYEE BENEFITS					
12200 Life Insurance	\$952	\$1,134	\$867	\$1,102	\$1,102
12300 Medical Insurance	40,782	53,592	37,967	52,769	52,769
12350 Medicare Insurance	5,298	4,784	4,784	5,617	5,617
12370 Part Time Retirement	1,666	2,598	300	300	300
12400 Dental Insurance	3,139	3,940	2,772	3,694	3,694
12500 Workers Compensation	61,196	67,315	67,315	65,000	65,000
12600 Retirement	63,162	80,785	65,832	87,117	87,117
12800 Uniform Allowance	129	150	300	300	300
12900 Long Term Disability	2,326	2,772	2,116	2,693	2,693
12950 Vision Plan	825	1,014	761	891	891
TOTAL	\$179,475	\$218,084	\$183,014	\$219,483	\$219,483
SERVICES & SUPPLIES					
21000 Office Supplies	\$916	\$800	\$1,000	\$1,000	\$1,000
22000 Operating Supplies	37,850	38,200	38,200	38,300	38,300
23000 R/M Supplies	22,510	24,166	24,166	25,900	25,900
24000 Small Tools	5,485	5,000	5,000	5,000	5,000
31000 Contracted Services	5,770	11,900	22,000	45,000	45,000
32000 Communications	3,399	3,000	2,365	2,500	2,500
33000 Motor Pool Charges	94,712	94,712	94,712	84,000	84,000
36000 Utilities	60,186	68,135	68,135	71,542	71,542
37000 Leases & Rentals	3,499	3,538	4,000	4,000	4,000
38000 R/M Contractual	9,896	6,000	8,300	8,800	8,800
39000 Miscellaneous	160	800	1,200	1,500	1,500
41000 Other Agency Serv	1,500	2,800	6,000	12,000	12,000
TOTAL	\$245,883	\$259,051	\$275,078	\$299,542	\$299,542
GRAND TOTAL	\$853,365	\$949,239	\$818,293	\$982,986	\$982,986

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Class Title	Full-Time Equivalent Positions			Adopted 2013-14	Proposed 2014-15	Adopted 2014-15
	2013-14 Adopted	2014-15 Proposed	2014-15 Adopted			
Park Superintendent	0.50	0.40	0.40	\$43,296	\$30,476	\$30,476
Park Supervisor	0.50	0.40	0.40	39,870	34,954	34,954
Park Maintenance Crew Leader	1.50	1.50	1.50	85,200	96,100	96,100
Maintenance Worker	4.50	4.50	4.50	199,656	220,691	220,691
Bilingual	0.00	0.00	0.00	900	1,140	1,140
Overtime	0.00	0.00	0.00	6,000	6,000	6,000
Pest Control Special Premium	0.00	0.00	0.00	0	480	480
Pesticide/Herbicide Pay	0.00	0.00	0.00	2,220	1,620	1,620
Separation Benefits	0.00	0.00	0.00	30,000	30,000	30,000
<u>Part-Time</u>						
Maintenance Worker *	2.50	1.50	1.50	58,462	36,000	36,000
Clerk Typist	0.19	0.19	0.19	6,500	6,500	6,500
Total	9.69	8.49	8.49	\$472,104	\$463,961	\$463,961

* Switch 1 FTE for janitorial contractual services.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Capital Improvement

ACTIVITY NO.: 5000

SOURCE OF FUNDS:

General \$1,972,302
 State Gas Tax \$108,000
 Bike Route \$35,000
 Sewer \$5,000
 Refuse \$17,500
 Shop \$20,000
 Technology Internal Service \$75,000
 Park Facilities \$130,011
 Public Safety Impact Fee \$104,900
 Water \$167,500
 Proposition A \$39,000
 Measure R \$365,000
 Surface Transportation Program – Local (STP-L) Grant \$737,000
 Maintenance District 93-1 \$26,000
 Maintenance Grant \$82,000
 Video Service Franchise Trust \$24,573
 Library Building Trust \$16,340
 Asphalt/Concrete Incentive Grant \$200,000

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	991,833	4,995,894	4,935,894	4,125,126	4,125,126
TOTAL COSTS	\$991,833	\$4,995,894	\$4,935,894	\$4,125,126	\$4,125,126
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Capital Improvement Program budget consists of two activities, Street Construction and Community Capital Improvement. The City’s Capital Improvement Program is a five-year program designed according to the City’s strategic planning, Water, Sewer, and Park Improvement Master Plans. This five-year Capital Improvement Program is updated following the completion of the City’s Long Term Financial Planning process in midyear. During the budget process, the capital improvement projects are again adjusted to reflect realistic and reliable funding sources. Major capital improvements generally taken two to three years to complete due to the grant funding restrictions, designs, building, and construction. Unspent portions of the project budget are carried over to the following year for project completions.

**City of Monterey Park
Capital Improvement Program
FY 2014-2015**

Key Funding Sources

Asphalt/Concrete Incentive Grant (0421)	\$200,000
This is the CalRecycle Grant that provides reimbursement for the cost of surfacing streets with recycled tire materials instead of conventional new asphalt materials.	
Bike Route SB 821 Fund (0023)	\$35,000
Accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements.	
General Fund (0010)	\$1,972,302
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.	
Library Building Trust Fund (0411)	\$16,340
Accounts for donations made to Bruggemeyer Library for library improvements.	
Maintenance District 93-1 Fund (0176)	\$26,000
Accounts for receipts and expenditures relating to the citywide benefit assessment district for street lighting and median maintenance.	
Maintenance Grant (0344)	\$82,000
Accounts for special purpose financing provided by Specialty Restaurant for common areas maintenance.	
Measure R Fund (0110)	\$365,000
Accounts for revenue derived from the one-half percent sales tax approved pursuant to Assembly bill 2321, Measure R Ordinance of the LACMTA. The funds are to be used to augment for transportation purpose.	
Park Facilities Fund (0070)	\$130,011
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.	
Proposition A Fund (0109)	\$39,000
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.	

Public Safety Impact Fee Fund (0071)	\$104,900
Accounts for fees collected on new commercial and residential development and applied to public safety service and related acquisitions.	
Refuse Fund (0043)	\$17,500
Accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.	
Sewer Fund (0042)	\$5,000
Accounts for construction and improvement to deficient sanitary sewer mains indentified in the Sewer Master Plan, as established pursuant to Monterey Park Municipal Code Section 14.06.060.	
Shop Fund (0060)	\$20,000
Accounts for the purchase and upkeep of all motorized equipment used by City departments.	
State Gas Tax Fund (0022)	\$108,000
Accounts for expenditures financed by money apportioned from taxes on purchase of gasoline fuel under the Streets and Highway Code of the State of California.	
Surface Transportation Program – Local (STP-L) Fund (0175)	\$737,000
Accounts for the City share of the local allocations from the federal surface transportation program for street improvements.	
Technology/Data Processing Fund (0063)	\$75,000
Accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system.	
Video Service Franchise Trust Fund (0351)	\$24,573
Accounts for the 1% franchise fees received from Charter and AT&T for the MPK-TV equipment upgrades.	
Water Fund (0092)	\$167,500
Used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan.	

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	221,470	690,000	690,000	1,587,000	1,587,000
TOTAL COSTS	\$221,470	\$690,000	\$690,000	\$1,587,000	\$1,587,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The City contains 119.27 miles of streets, 225.22 miles of sidewalk, 75 traffic signals and 10 miles of improved alleys. Major improvements are needed to accommodate the increased flow of pedestrian and vehicle traffic. This activity provides for street improvements including parking, lighting, traffic signals, and landscaping administered through the Public Works Department. The 2014-2015 street improvements include the following projects:

1. Sidewalk Reconstruction (89340) \$100,000

Continuation of the City's Sidewalk Construction program.

Funding Source:

Bike Route Fund (0023)	\$35,000
Measure R Fund (0110)	\$65,000

Impact on Operating Budget: This project has no effect on the operating budget as the required on-going maintenance costs are budgeted in the Street Maintenance Activity (#4202).

2. Wheelchair Access Ramps (89850) \$100,000

The City is required to construct wheelchair ramps at intersections to comply with the Americans with Disabilities Act (ADA).

Funding Source:

State Gas Tax Fund (0022) \$100,000

Impact on Operating Budget: This project will have no effect on the operating budget.

3. Slurry Seal of Various Streets (91917) \$350,000

This is an ongoing program to slurry seal the City's streets on a rotating area-to-area basis, and extends the life of the pavement by several years.

Funding Source:

Measure R Fund (0110) \$250,000
Asphalt/Concrete Incentive (0421) \$100,000

Impact on Operating Budget: This project will extend the life of the City streets, thus generating cost savings in road repair material costs.

4. Localized Pavement Repairs (91923) \$150,000

Remove and replace asphalt pavement to repair old utility trench cuts at various locations.

Funding Source:

Water Fund (0092) \$150,000

Impact on Operating Budget: This project will have no effect on the operating budget.

5. Street Resurfacing (91900) \$737,000

Construct a rubberized asphalt overlay and related improvements on various arterial and collector streets.

Funding Source:

STP-L Fund (0175) \$737,000

Impact on Operating Budget: This project will reduce roadway accidents and generate cost savings on road repair materials.

6. Engineering & Traffic Survey Update (91929) \$50,000

Update the City's Engineering & Traffic Survey dated February 2006 to obtain current traffic counts and establish/confirm roadway speed limits for radar enforcement by the Police Department pursuant to California Vehicle Code Section 40802.

Funding Source:

Measure R Fund (0110) \$50,000

Impact on Operating Budget: This project will have no effect on the operating budget.

7. Parking Lot 1 Improvement (91931) \$100,000

Resurface the asphalt pavement of Parking Lot 1 located at Garvey and Lincoln Avenues. The rubberized asphalt overlay would extend the life of the parking lot that is owned and maintained by the City.

Funding Source:

Asphalt/Concrete Incentive Fund (0421) \$100,000

Impact on Operating Budget: This project will have no effect on the operating budget.

2013-2014 Street Construction Projects

Sidewalk Reconstruction (89340)	\$ 130,000	**
Handicapped Access Ramps	100,000	**
Slurry Seal Of Various Streets (91917)	150,000	*
Localized Pavement Repairs (91923)	150,000	*
Ackley Drainage Improvements (91928)	120,000	*
Engineering and Traffic Survey Update (91929)	<u>40,000</u>	**
	<i>Total</i>	
	<u>\$ 690,000</u>	

(*) *Projects in Progress*
(**) *Projects completed*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
CAPITAL OUTLAY					
89000 Capital Improvements	\$112,157	\$230,000	\$230,000	\$200,000	\$200,000
91000 Capital Improvements	109,313	460,000	460,000	1,387,000	1,387,000
TOTAL	\$221,470	\$690,000	\$690,000	\$1,587,000	\$1,587,000
GRAND TOTAL	\$221,470	\$690,000	\$690,000	\$1,587,000	\$1,587,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	770,363	4,305,894	4,245,894	2,538,126	2,538,126
TOTAL COSTS	\$770,363	\$4,305,894	\$4,245,894	\$2,538,126	\$2,538,126
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

Community Capital Improvement includes any physical improvement to the City's capital assets of a permanent nature as well as acquisition of equipment. Community Capital Improvements are typically funded by grants, reserves, and specified revenue sources.

1. Median Maintenance (82520) \$20,000

Re-landscape median on East side of Garvey Avenue to provide better aesthetics along Garvey Avenue, and be consistent with the newer plantings on East Garvey Avenue, using new, water efficient irrigation products.

Funding Source:

Maintenance District Fund (0176) \$20,000

Impact on Operating Budget: There will be water expense savings due to efficient irrigation system.

2. Tree Well Maintenance (91590) \$6,000

This special project is to clean out City tree wells in public areas.

Funding Source:

Maintenance District Fund (0176) \$6,000

Impact on Operating Budget: There is no impact on the operating budget. Tree wells that clear of weeds and other growth will improve the health of the trees and attractiveness of City walkways.

3. Service Club House Renovations (91737) \$250,000

This project will repaint the building exterior of the Service Club House, replace new roof due to leaks and damage and install new dividers to allow the room for different City functions.

Funding Source:

General Fund Assigned Reserve (CIP) (0010) \$250,000

Impact on Operating Budget: The improvements might attract greater facility rental, thus generating more revenues.

4. Barnes Pool Rehabilitations (91738) \$250,000

This project includes installing new LED underwater lights for night activities, installing auto fill to save 98% on water and over 80% on chemicals and replacing new roof at the pool house to fix leaks and damage.

Funding Source:

General Fund Assigned Reserve (CIP) (0010) \$250,000

Impact on Operating Budget: The improvements can reduce costs for water, chemicals and electricity.

5. City Hall Renovations (99021) \$350,000

Renovations include New City Hall workstations and customer counters with ADA compliance, new furniture and painting for Community Room, and City Hall security system.

Funding Source:

General Fund Assigned Reserve (CIP) (0010) \$350,000

Impact on Operating Budget: Renovations will make City working areas safe and efficiency as well as better City Hall ambience.

6. Mobile Vision Flashback System (99321) \$280,202

The current L3 camera system is reaching its end of life. This is to replace the current Flashback that is installed in patrol cars, parking units and motorcycles. The upgrade will also include new servers, archiving equipment, access points, body cameras and a (5) year extend maintenance agreement.

Funding Source:

General Fund Assigned Reserve (CIP) (0010) \$280,202

Impact on Operating Budget: There is no impact to the operating budget for this mandated safety system.

7. Langley Center Enhancements (91746) \$100,000

Enhancements include new dividers in the AB Room (\$40,000), a video surveillance system upgrade (\$17,000), a wireless audio system upgrade (\$9,000), expanded WIFI service (\$6,000), and install (3) new urinals, (5) hand dryers, (9) soap dispensers and three restrooms with ADA handicap accessible sinks (\$28,000).

Funding Source:

General Fund Assigned Reserve (CIP) (0010) \$100,000

Impact on Operating Budget: Enhancements to the facility encourage greater senior participation in a better safe environment.

8. Triple Combination Fire Engine (99725) \$600,000

The Fire Engine is to respond to medical, fire, hazardous materials, and other incidents in the City.

Funding Source:

General Fund Assigned Reserve (CIP) (0010) \$600,000

Impact on Operating Budget: Fuel consumptions might be decreased due to a new engine.

9. Garvey Ranch Shelter/Barbecue Replacement (91739) \$15,000

The Barbeque shelters are deteriorating and in need of repairs. This project will repaint and repair three barbeque shelters which will extend the life of the shelters.

Funding Source:

Park Facilities Fund (0070) \$15,000

Impact on Operating Budget: There are cost reductions to the Parks operating repair budget.

10. Barnes Gym Front Doors (91741) \$26,400

The main doors are worn out and obsolete causing a concern. This project is to replace the main Barnes Gym front doors.

Funding Source:

General Fund (0010) \$26,400

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

11. Parks Restrooms Roof Replacement (91742) \$56,000

Replacement of various Parks restrooms roof at Edison Trails, Lower La Loma, Bella Vista and Sequoia due to leaks and damage.

Funding Source:

Park Facilities Fund (0070) \$56,000

Impact on Operating Budget: There is no impact on the operating budget due to programs being funded by Edison rebates.

12. Sierra Vista Bathrooms Paint (91743) \$12,000

The Park bathrooms are heavily graffiti. This project is to apply an anti-graffiti coat of paint to curb graffiti in the restrooms.

Funding Source:

Park Facilities Fund (0070) \$12,000

Impact on Operating Budget: There are cost reductions for the maintenance of Park bathrooms.

13. Garvey Ranch New Light Post (91744) \$7,500

The light post at Garvey Ranch Park has deteriorated. This project is to install new light post at Garvey Ranch Park.

Funding Source:

Park Facilities Fund (0070) \$7,500

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

14. Dial-a-Ride Match Software (91745) \$39,000

This software will provide the best routes to Dial-A-Ride dispatchers and drivers, which will improve on-time pick-ups and drop-offs for patrons, while reducing gas consumption and wear & tear on vehicles. This will also improve record keeping for the program.

Funding Source:
OPA Proposition A (0109) \$39,000

Impact on Operating Budget: The overall efficiency of the system will decrease gas costs and repair bills.

15. Hazmat Cargo Container (96052) \$35,000

The existing hazmat storage area does not comply with environmental regulations. This project is to replace Hazmat area with a regulation cargo container that meets all new regulations.

Funding Source:
Refuse Fund (0043) \$17,500
Water Fund (0092) \$17,500

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

16. Network Equipment and Server Upgrades (99055) \$50,000

Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.

Funding Source:
Technology Fund (0063) \$50,000

Impact on Operating Budget: Upgrades help improve overall network performance. Small amounts of IT on-going operation costs might be increased to be in compatible with the new equipment.

17. Business License Software Upgrade (99063) \$25,000

Upgrade the current business license software in order to track and enforce the licensing codes. The new software will have the capabilities to compare sales tax to capture outlying businesses that have not properly complied with the City.

Funding Source:
Technology Fund (0063) \$25,000

Impact on Operating Budget: The program helps the City to capture more business licensing or sales tax revenues.

18. Specialty Restaurant/Golf Course Maintenance (99290) \$82,000

Maintenance, which is paid through a special deposit trust fund, is to provide parking lot sweeping, fire alarm monitoring, landscaping and Maintenance of the common area, slopes and hillsides surrounding Monterey Hill, Luminarias restaurants and Monterey Park Golf Course.

Funding Source:
Maintenance Grant (Trust) (0344) \$82,000

Impact on Operating Budget: Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

19. Zoll E-Series Cardiac Defibrillator (99724) \$42,000

The current units in use by the Fire Department has a recommended front line service life of 5 years and are at the limits of current software upgrades. The addition of one replacement unit will assist in keeping our front line inventory compliant with manufacturer and industry standard software upgrade requirements.

Funding Source:
General Fund (0010) \$42,000

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

20. Digital Video System Upgrades (91735) \$24,573

Recreation small capital purchases include 1 digital video recorder (\$4,573), 1 video editing system upgrade (\$8,000), and 1 Council Chamber TV system camera replacement and graphics upgrades (\$12,000).

Funding Source:
Video Service Franchise (Trust) (0351) \$24,573

Impact on Operating Budget: The purchases are to improve the overall council meeting presentations.

21. Small Capital Projects for Library (88570) \$16,340

Library small capital purchases include 1 speed hump (\$4,000), 2 outdoor LED light fixtures (\$4,700), 12 metal floor outlet covers (\$3,240), and 1 hand rail in stairs (\$4,400).

Funding Source:
Library Building Trust Fund (0411) \$16,340

Impact on Operating Budget: Small capital purchases improve safety for library patrons.

22. Small Capital Projects for Police (88550) \$43,500

Police small capital purchases include 1 investigations equipment (\$4,500), 1 Two-Factor Authentication device for Mobile users (\$25,000), and EOC communication equipment (\$14,000).

Funding Source:
General Fund (0010) \$43,500

Impact on Operating Budget: Small capital purchases improve operating efficiency.

23. Small Capital Projects for Fire (88560) \$112,600

Fire small capital purchases include 2013 Honeywell breathing apparatus with masks (\$77,000), Fire hose (\$15,000), and 3 Mobile data computers (\$12,900) and Mattresses (\$7,700).

Funding Source:
General Fund (0010) \$7,700
Public Safety Impact Fee Fund (0071) \$104,900

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

24. Small Capital Projects for Public Works (88500) \$19,000

Public Works small capital purchases include 1 traffic control retroreflectometer (\$5,000), 1 sidewalk grider (\$6,000), 2 gas monitor (\$5,000), and 5 plastic K-Rails for Street (\$3,000).

Funding Source:
General Fund (0010) \$6,000
State Gas Tax Fund (0022) 8,000
Sewer Fund (0042) 5,000

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

25. Small Capital Projects for Auto Shop (88480) \$20,000

Auto Shop small capital purchases include 1 RTA fleet maintenance operating system (\$20,000).

Funding Source:
Shop Fund (0060) \$20,000

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

26. Small Capital Projects for Parks (88510) \$13,411

Parks small capital purchases include 1 Barnes drinking fountain (\$4,415), 1 Barnes drinking fountain with pet bowl (\$5,135), and 1 sod cutlet (\$3,861).

Funding Source:

Park Facilities Fund (0070) \$ 13,411

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

27. Small Capital Projects for Recreation (88450) \$42,600

Recreation small capital purchases include 1 basketball scoreboard controller (\$2,100), 8 Elder Pool covers (\$24,000), and 1 Special Event stage (\$16,500).

Funding Source:

General Fund (0010) \$16,500

Park Facilities Fund (0070) 26,100

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

2013-2014 Community Capital Projects

Median Maintenance (82520)	\$ 20,000	**
Capital Purchases for Public Works (88500)	27,100	**
Capital Purchases for Police (88550)	33,920	**
Capital Purchases for Fire (88560)	50,221	**
Langley Entrance Doors (91524)	11,000	**
Tree Well Maintenance (91590)	6,000	*
Barnes Park Amphitheater Paint (91690)	15,000	**
Tree Plating County Grant (91732)	86,554	*
Cascades Waterfull Rehabilitation (91733)	400,000	*
Edison Trails Park Rehabilitation (91734)	80,000	*
City Hall Skylights Repairs (96026)	60,000	*
Energy Conservation Program (96045)	99,254	*
City Hall Men's Restroom (96046)	12,000	*
Library Restroom Painting (96047)	7,000	**
Park master Plan Improvements (96048)	2,637,000	*
Park Parking Lot/Access Road (96049)	520,000	*
Merci Construction Project (96050)	42,150	*
Pool Pumps Retrofitting (96051)	33,665	*
Network Equipment Upgrade (99055)	50,000	**
IT Emergency/Master Plan (99062)	30,000	**
Special Restaurant/Golf Course (99290)	82,000	**
Zoll Cardiac Defibrillators (99724)	<u>36,695</u>	*
	<i>Total</i>	<u>\$ 4,339,559</u>

(*) *Projects in progress*

(**) *Projects completed*

(***) *Project on hold*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Capital Improvement**

ACTIVITY: **Community Capital Improvement**

ACTIVITY NO.: **5002**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
CAPITAL OUTLAY					
82000 Capital Improvements	\$9,112	\$20,000	\$20,000	\$20,000	\$20,000
88000 Capital Improvements	95,604	111,241	111,241	267,451	267,451
91000 Capital Improvements	64,444	598,554	598,554	786,473	786,473
96000 Capital Improvements	155,235	3,377,404	3,317,404	35,000	35,000
99000 Capital Improvements	445,968	198,695	198,695	1,429,202	1,429,202
TOTAL	\$770,363	\$4,305,894	\$4,245,894	\$2,538,126	\$2,538,126
GRAND TOTAL	\$770,363	\$4,305,894	\$4,245,894	\$2,538,126	\$2,538,126

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:
 General Liability \$1,730,911
 Water \$80,000
 CERCLA Liability \$250,000

DEPARTMENT: Non-Department
ACTIVITY: General Liabilities Program
ACTIVITY NO.: 5101

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,473,694	1,275,000	1,630,000	2,060,911	2,060,911
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,473,694	\$1,275,000	\$1,630,000	\$2,060,911	\$2,060,911
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).

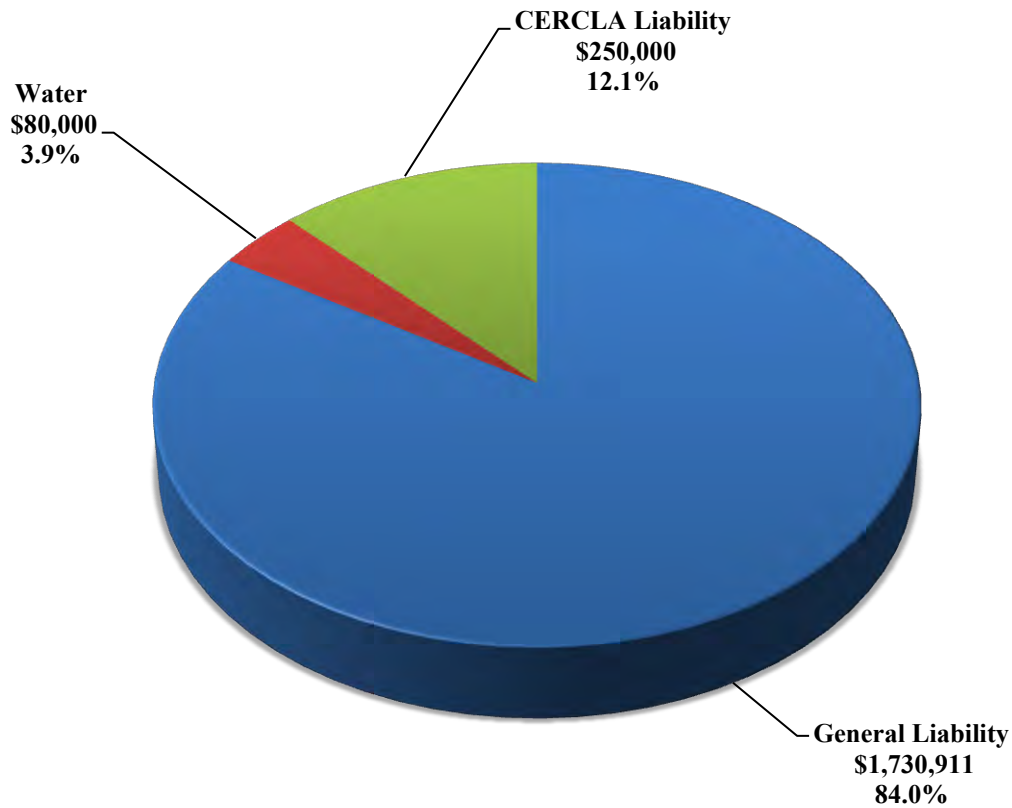
Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the General Liability Fund. Outstanding liabilities (including Incurred But Not Reported (IBNR) claims of the General Liability Fund, based on past experience and modified for current trends and information, are as follows:

2013-14	Estimated	\$3,125,000
2014-15	Projected	\$4,000,000

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) contains \$460,000 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 \$670,911 premium to ICRMA, \$50,000 for third-party claims administration, and \$550,000 for the payment of claims to resolve liability issues.
3. Miscellaneous Financial Services category (#44000) consists of reimbursements from various funds to the General Liability Fund in order to meet incurred liabilities and Incurred But Not Reported (IBNR) losses.

**General Liability
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **General Liabilities Program**

ACTIVITY NO.: **5101**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SERVICES & SUPPLIES					
31000 Contracted Services	\$221,795	\$90,000	\$400,000	\$460,000	\$460,000
35000 Insurance	1,071,899	955,000	1,000,000	1,270,911	1,270,911
44000 Misc Financial Serv	180,000	230,000	230,000	330,000	330,000
TOTAL	\$1,473,694	\$1,275,000	\$1,630,000	\$2,060,911	\$2,060,911
GRAND TOTAL	\$1,473,694	\$1,275,000	\$1,630,000	\$2,060,911	\$2,060,911

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department
ACTIVITY: Post Employment
ACTIVITY NO.: 5102

SOURCE OF FUNDS:

General \$2,228,000
 Retirement \$2,327,227
 State Gas Tax \$7,500
 Sewer \$51,000
 Refuse \$519,000
 Shop \$1,100
 Separation Benefits \$1,200,000
 General Liability \$1,500
 Workers' Compensation \$400
 Water \$830,000
 Water Treatment \$108,000
 Proposition A \$8,000
 Measure R \$3,000
 Library Tax \$500
 Maintenance District 93-1 \$2,000
 General Plan Review Trust Grant \$1,000
 SA Atlantic/Garvey \$3,000
 SA Merged \$3,000

SUMMARY OF COST	Actual 2012-13	Adopted 2013-14	Year-End Estimated 2013-14	Proposed 2014-15	Adopted 2014-15
PERSONNEL COST	\$3,277,301	\$3,721,100	\$3,762,182	\$4,069,000	\$4,069,000
SERVICES & SUPPLIES	2,657,491	2,600,915	2,507,915	3,225,227	3,225,227
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,934,792	\$6,322,015	\$6,270,097	\$7,294,227	\$7,294,227
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, and a percentage of his or her accrued sick leave depending on provisions of each particular bargaining unit.

Charges are made to City departments to pay for operating expenses as well as to fund outstanding liabilities of the Separation Benefits Fund. Liabilities and charges of employee accrued leaves are recorded as compensated absences payable in the general ledger as follows:

		<u>Fund Liability</u>
2013-14	Estimated	\$5,254,640
2014-15	Projected	\$5,250,000

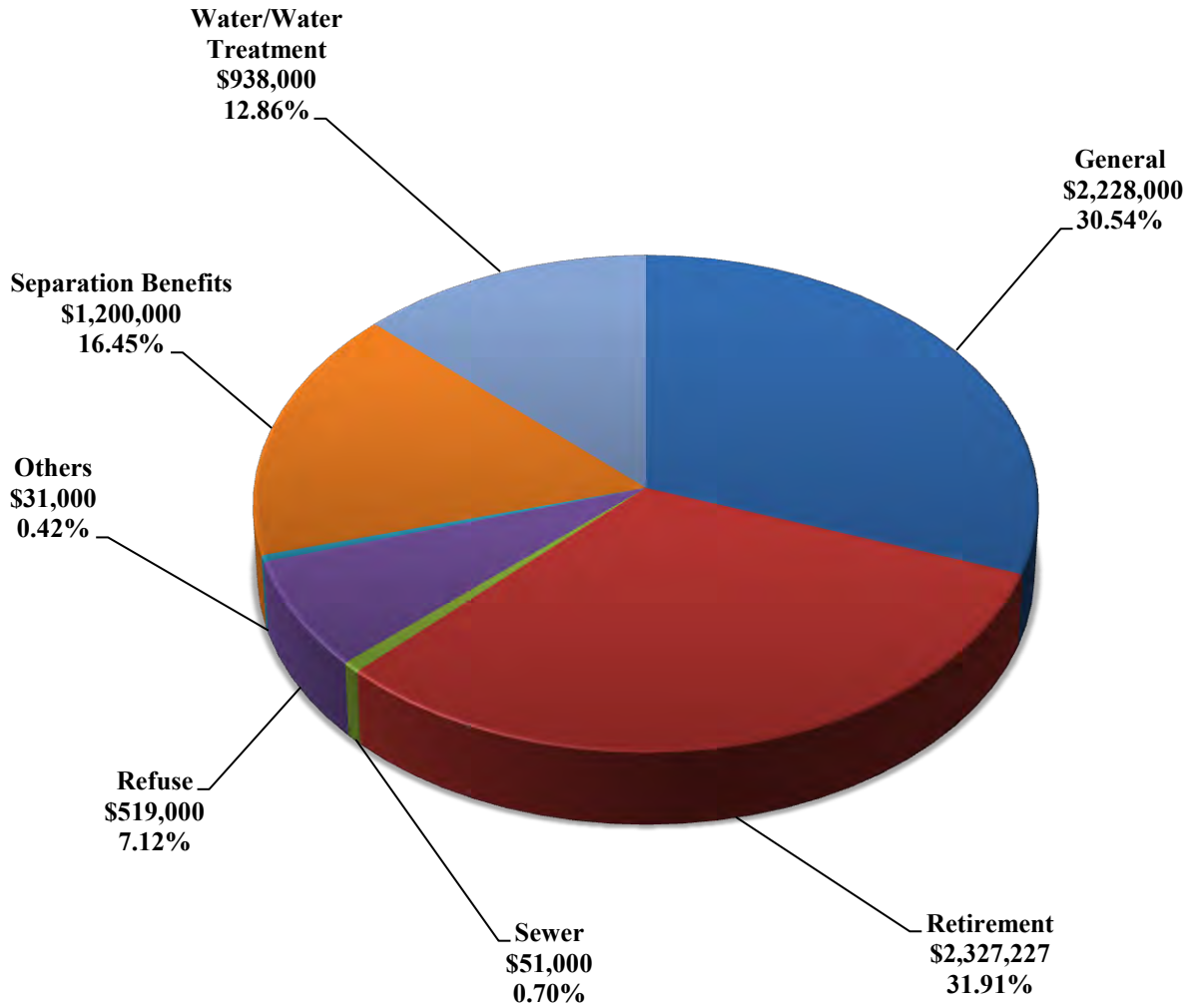
Post-Employment Benefits

The costs of retiree medical insurance premiums are presented in this activity, as are contributions to the Massachusetts Mutual Retirement Plan. Administrative and actuarial fees for retirement plan administration are also presented herein. Post-employment benefit medical costs are funded on a pay-as-you-go basis. Each year, the City sets aside funds to fund the OPEB Plan's liabilities. The Annual Required Contributions (ARC) for the fiscal year ending June 30, 2013 was \$3.7 million. 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 222 vested retirees eligible for City-paid medical benefits and 64 vested members in the Massachusetts Mutual Retirement Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Benefits category (#12330/12700) contains funding of \$1,480,000 for payment of retirees' medical premiums, funding of \$850,000 for post-retirement medical accrued liabilities and \$950,000 for Massachusetts Mutual retirement plan.
2. Contracted Services category (#31000) contains \$43,600 for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.
3. Insurance category (#35000) displays \$23,000 unemployment reimbursement required from EDD. Decreases reflect current trends.
4. Debt Service category (#42000) is the annual debt service payment for the Pension Obligation Bonds. The Pension Obligation Bonds were issued in 2004 to refinance the unfunded liabilities of the PERS Public Safety Pension Plan. The debt service payment for the bonds is considered as part of safety pension costs.
5. Misc Financial Service category (#44000) displays the General Fund supplement to the Retirement Fund for pension costs for \$1,300,000 and Separation Benefits Fund transfer to General Liability Fund for \$500,000 to gap-fund the deficits.

Post-Employment Administration Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Non-Department

ACTIVITY: Post Employment

ACTIVITY NO.: 5102

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SALARIES					
11650 Separation Benefits	\$644,236	\$806,100	\$847,182	\$789,000	\$789,000
TOTAL	\$644,236	\$806,100	\$847,182	\$789,000	\$789,000
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	\$1,291,889	\$1,515,000	\$1,515,000	\$1,480,000	\$1,480,000
12331 Medical Ins - Opeb	500,000	500,000	500,000	850,000	850,000
12700 Mass Mutual Retirement	841,176	900,000	900,000	950,000	950,000
TOTAL	\$2,633,065	\$2,915,000	\$2,915,000	\$3,280,000	\$3,280,000
SERVICES & SUPPLIES					
31000 Contracted Services	\$15,093	\$26,600	\$33,600	\$43,600	\$43,600
35000 Insurance	26,851	130,000	30,000	23,000	23,000
42000 Debt Service	1,430,165	1,394,315	1,394,315	1,358,627	1,358,627
44000 Misc Financial Serv	1,185,382	1,050,000	1,050,000	1,800,000	1,800,000
TOTAL	\$2,657,491	\$2,600,915	\$2,507,915	\$3,225,227	\$3,225,227
GRAND TOTAL	\$5,934,792	\$6,322,015	\$6,270,097	\$7,294,227	\$7,294,227

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation \$1,454,616

ACTIVITY NO.: 8301

<u>SUMMARY OF COST</u>	<u>Actual 2012-13</u>	<u>Adopted 2013-14</u>	<u>Year-End Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Adopted 2014-15</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,231,636	1,341,700	1,350,000	1,454,616	1,454,616
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,231,636	\$1,341,700	\$1,350,000	\$1,454,616	\$1,454,616
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Workers' Compensation Internal Service Fund was established for the management and funding of the City's workers' compensation risk exposure. Workers' compensation laws in the State of California, both those of constitutional and statutory origin, create a compulsory responsibility for all employers to compensate any and all of their workers for injuries or disabilities arising out of the scope and in the course of employment.

California workers' compensation law provides medical treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits, medical benefits and death benefits for work related injuries. The law also provides for preventative measures in the form of safety laws and administrative rules.

The City is self-insured for workers' compensation claims under \$500,000. The City has purchased excess workers' compensation coverage through the Independent Cities Risk Management Authority Workers' Compensation Program of up to \$100 million per occurrence with a self-insured retention of \$500,000. Both the Human Resources/Risk

Management and Management Services Departments manage the Worker's Compensation Fund.

Funding of the Workers' Compensation Fund, and fund liabilities, comes from charges made to City departments for operating expenses as well as funding outstanding liabilities. Liabilities of the Workers' Compensation Fund based on past experience and modified for current trends and information are as follows:

2013-14	Estimated	\$5,500,000
2014-15	Projected	\$6,000,000

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Administrative Services category (#20000) displays costs for third-party administration of workers' compensation claims, \$80,000.
2. Categories (#31000), (#32000), and (#33000) relate to permanent and temporary disability payments and medical costs.
3. Premium category (#35000) reflects excess workers' compensation insurance coverage through ICRMA for losses or claims, if necessary, exceeding the City's \$500,000 self-insured limits. The City's Excess Workers' Compensation Premium is adjusted by loss experience actuarial calculations. The FY 2014-15 premium is projected to be \$303,616.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Workers' Compensation**

ACTIVITY: **Workers' Compensation**

ACTIVITY NO.: **8301**

Classification	Actual 2012/2013	Adopted 2013/2014	Year-End Estimated 2013/2014	Proposed 2014/2015	Adopted 2014/2015
SERVICES & SUPPLIES					
20000 Workers' Compensation	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
31000 Permanent Disability	417,220	335,000	335,000	335,000	335,000
32000 Temporary Disability	67,597	70,000	65,000	70,000	70,000
33000 Medical	233,520	410,000	450,000	472,000	472,000
34000 Legal Fees	167,000	160,000	160,000	184,000	184,000
35000 Insurance Premiums	261,365	280,000	250,000	303,616	303,616
36000 Rehabilitation	4,934	6,700	10,000	10,000	10,000
TOTAL	\$1,231,636	\$1,341,700	\$1,350,000	\$1,454,616	\$1,454,616
GRAND TOTAL	\$1,231,636	\$1,341,700	\$1,350,000	\$1,454,616	\$1,454,616

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, 2013

Total City Assessed Valuation \$ 6,052,915,662

Source: County of Los Angeles

	Percentage Applicable(%)	Net Bonded Debt Debt 6/30/12	Estimated Share of Overlapping Debt
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.032	\$ 94,031,705	\$ 30,172
Garvey School District DS	28.702	39,331,277	11,289,028
LA CCD DS	0.956	3,504,910,000	33,493,159
Los Angeles Unified DS	0.040	11,290,485,000	4,461,219
Montebello Unified DS	8.299	143,684,211	11,924,519
Alhambra Unified DS	32.639	149,353,604	48,747,313
Total overlapping debt repaid with property taxes		\$ 15,221,795,797	\$ 109,945,411

Source: HDL Coren & Cone

CITY OF MONTEREY PARK
Major Employers
Fiscal Years 2013-2014

Company	Product/Services	Number of Employees
Garfield Medical Center	Hospital & Medical Services	976
Care 1st Health Plan	Hospital & Medical Services	541
Southern California Gas Company	Utility	387
Syner Med Inc	Hospital & Medical Services	356
Monterey Park Hospital	Hospital & Medical Services	320
Remitco LLC	Data Processing Center	187
Ralphs Grocery (2 locations)	Retail (Supermarket)	171
24 Hour Fitness #867	Health / Fitness	143
Chinese Daily News	Newspaper Publishing	142
California Psychcare Inc	Admin Office for Educational Services	103
Camino Real Chevrolet	Car Dealer	100
Monterey Park Convalescent	Convalescent Center	92
Southern California Edison	Utility	90
Heritage Manor Healthcare	Nursing Care	90
La Colonial Tortilla Products Inc	Food	85
Mellanoz Technologies Inc	Manufacturing	85
99 Ranch Market	Retail (Supermarket)	78
J C Foodservice Inc Dba Action	Retail	63
Shun Fat Supermarket	Retail (Supermarket)	62
Hong Kong Supermarket Of	Retail (Supermarket)	57
Union Technology Corp	Manufacturing	56
Collection Technology Inc	Collection Agency	55
M M P Food Inc	Human Resources Consulting	53
Continental Colorcraft	Commercial Printing	53

Source: City of Monterey Park

CITY OF MONTEREY PARK
Top Ten Property Taxpayers
Fiscal Year 2013 - 2014

<u>Taxpayers</u>	<u>Secured</u>	<u>Unsecured</u>	<u>Total Assessed Valuation</u>
Atlantic Times Square II LLC	\$ 150,700,710		\$ 150,700,710
Los Angeles Corporate Center LLC	72,976,715	-	72,976,715
Union Bank	50,199,557	12,702,813.00	62,902,370
Garfield Calmed Investment LP	53,604,100	-	53,604,100
1977 Saturn LLC	46,900,000	-	46,900,000
GMS Five LLC	43,892,940	-	43,892,940
MPM Partners LLC	25,934,687	-	25,934,687
Care 1st Health Plan Inc	22,052,364	3,314,008	25,366,372
Emerald Hills LLC	24,027,602		24,027,602
Real Estate Investors 1984	22,000,000	-	22,000,000
	<u>\$ 512,288,675</u>	<u>\$ 16,016,821</u>	<u>\$ 528,305,496</u>
Union Bank	50,199,557	\$ 12,702,813	62,902,370

Sources: HDL Coren & Cone

CITY OF MONTEREY PARK
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2005	64,614	342,231,121	34,426	3.7%
2006	64,387	369,174,348	37,362	3.5%
2007	64,508	390,295,865	39,794	3.6%
2008	64,434	413,316,582	42,265	4.7%
2009	64,874	402,459,119	40,867	8.5%
2010	65,027	410,674,615	41,791	9.4%
2011	60,435	420,913,463	42,564	9.3%
2012	61,153	443,088,010	44,474	9.0%
2013	61,445	N/A	N/A	7.0%
2014	61,777	N/A	N/A	7.4%

Note: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis.

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- Sources: 1. Bureau of Economic Analysis
2. State of California Employment Development Department (data shown is for the county)
3. State of California, Department of Finance

CITY OF MONTEREY PARK FINANCIAL TREND GRAPHS

The graphic presentations contained in this section highlight important statistical trends in the eight-year period. A short description and interpretation of key information in each graph follows:

General Fund Revenue Trend

The principal building blocks of the General Fund, the sales tax and property tax, are shown in proportion to all other General Fund revenues in this line graph. Projected growth in property taxes is 3% through the year 2019. Sales taxes are expected to increase at a rate of 2% annually.

General Fund Police & Fire Safety Expenditures Trend

This graph shows that City expenditures for public safety services (police and fire safety) have increased as a ratio of total General Fund expenditures in 2014-15, even in the face of diminishing revenue collections; expenditures for all other General Fund-supported services, including general administration, community development, recreation & community services, public works and library.

Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

City staffing trends are depicted by this line graph. Since 2009, the City has eliminated 65 (from 415 to 350) full time equivalent positions, trying whenever possible to freeze vacant positions to save personnel costs.

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 54% below the legal limit. It is a positive indication of the City’s prudent fiscal control of its expenditures, and the consistency of the City’s performance within a dynamic environment.

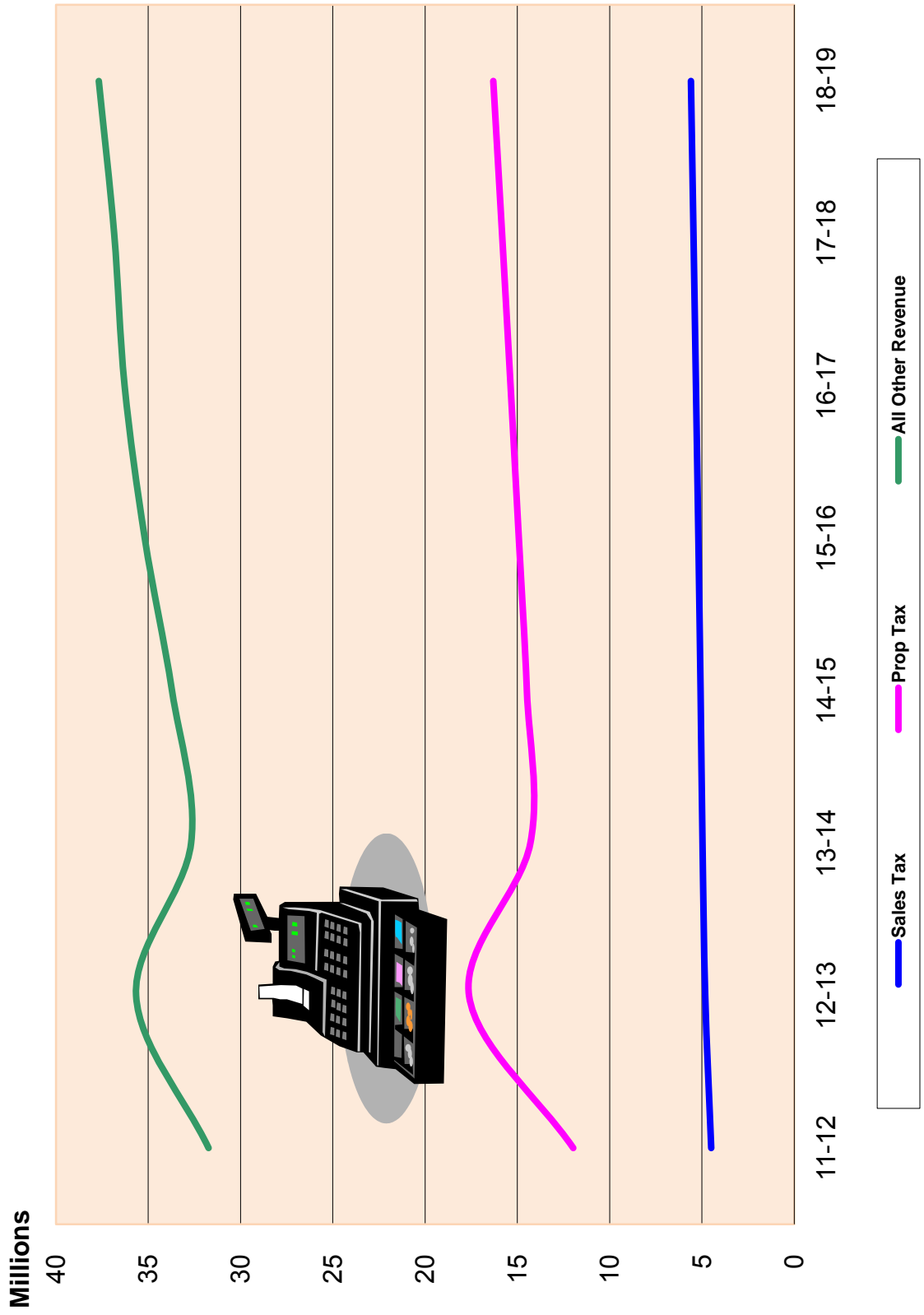
Monterey Park Population Trend

Each year, the State of California's department of Finance is responsible for the statewide population count by component governmental units. This information is particularly important to cities and counties because it serves as the basis for per capita revenue allocations such as gas taxes, motor vehicle registration fees, and special revenue funding derived from the public safety sales tax augmentation. In 2011-2012, the City's population decreased due to an updated 2000 census data.

Once each decade, the Federal Census is conducted and the State's DOF information is revised according to the Census count. Growth assumptions for the year 2014-15 forward are based on the projected annual growth of 0.46% annually.

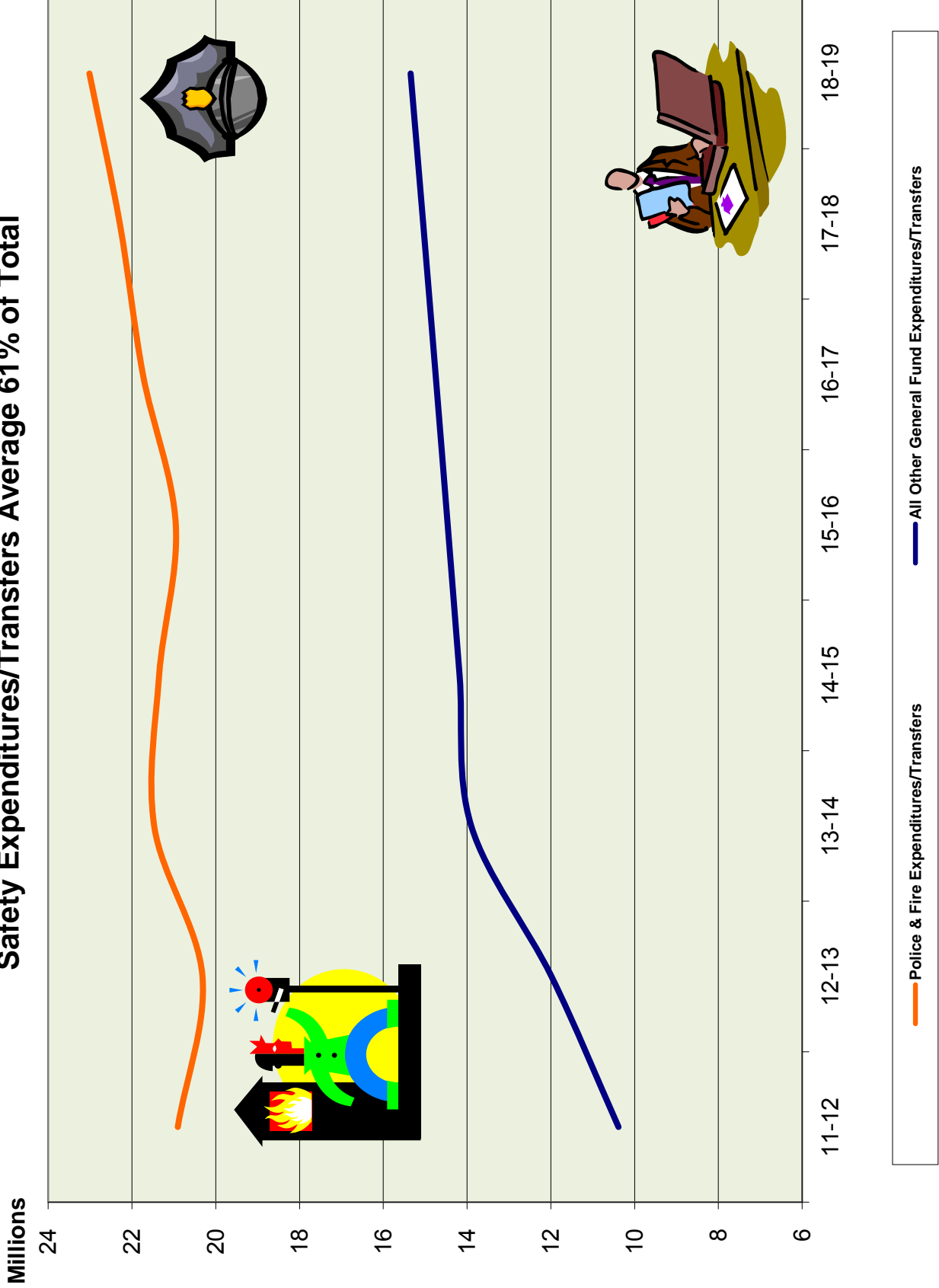
General Fund Revenue Trend

Sales Tax and Property Tax as Portion of all Revenue

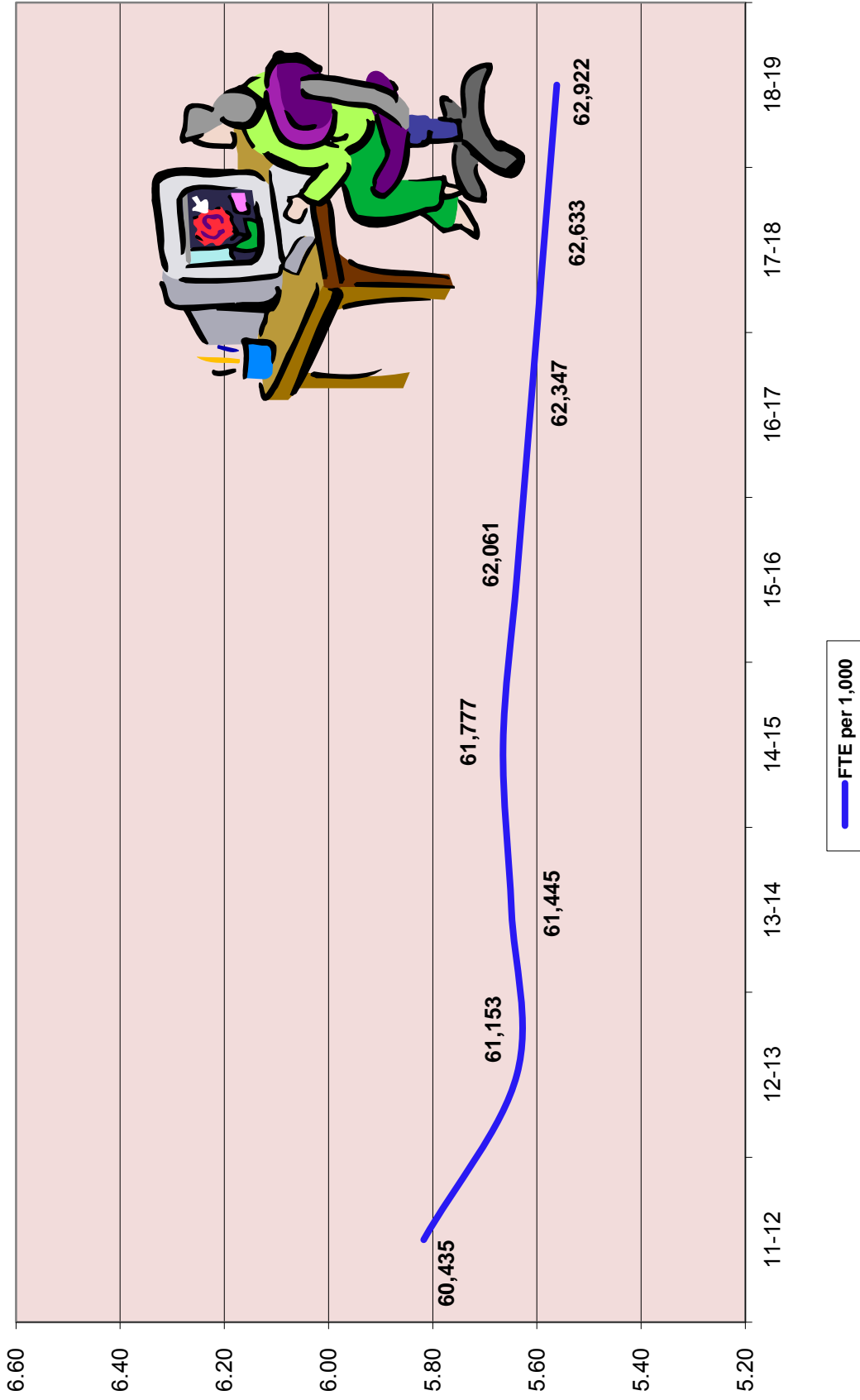


General Fund Police & Fire Safety Expenditures/Transfers Trend

Safety Expenditures/Transfers Average 61% of Total



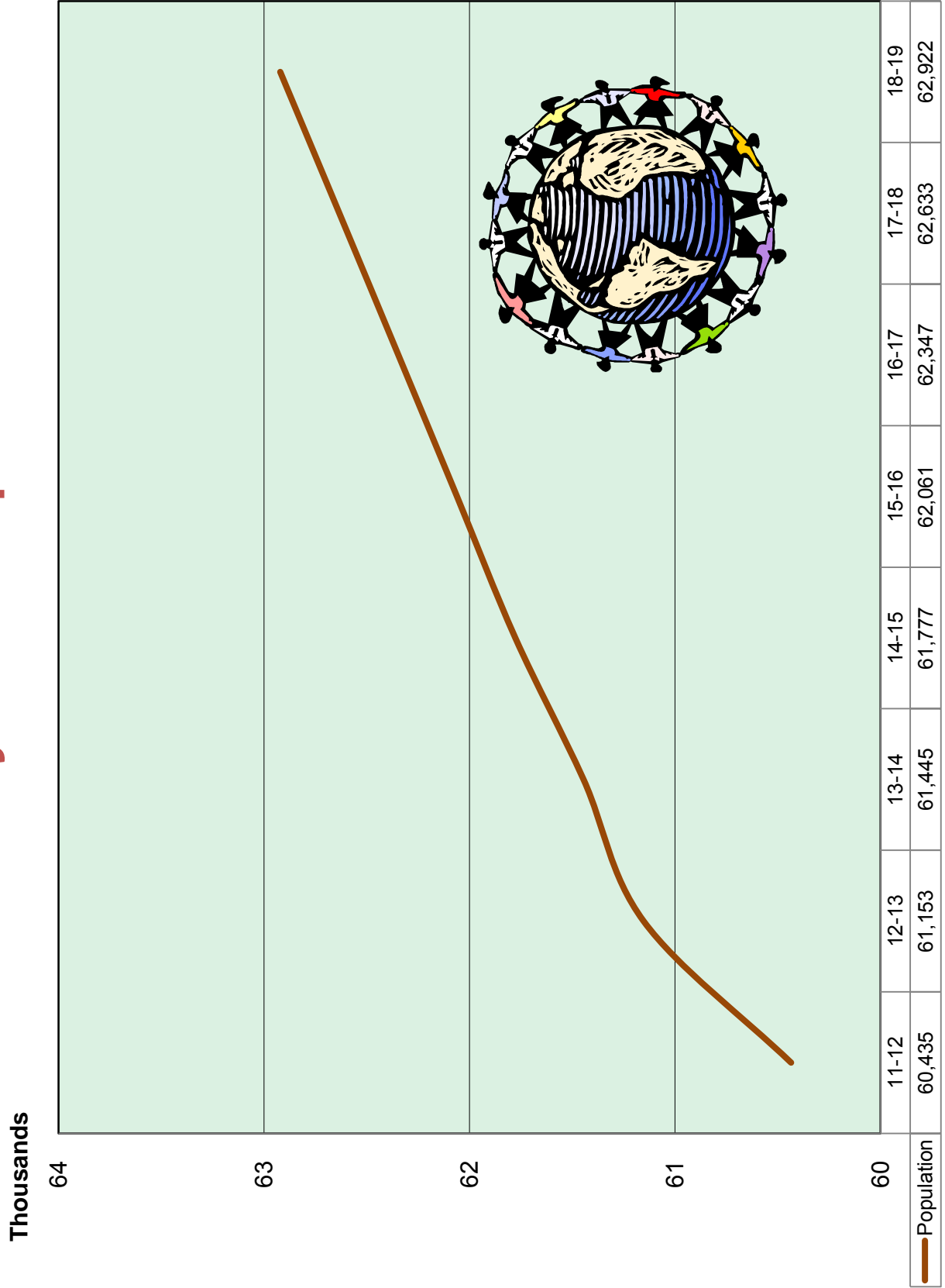
All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



GANN Limit Analysis



Monterey Park Population Trend



Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
ALHAMBRA	84,697	8	165	132	625	1.7 / 0.8
ARCADIA	57,500	11	168	237	845	1.7 / 1.0
DOWNEY	113,363	13	105	186	571	1.4 / 0.7
MONTEBELLO	63,527	8	179	104	682	2.0 / 1.2
MONROVIA	37,162	14	192	481	892	2.6 / 1.2
Average	71,250	11	162	228	723	1.9 / 1.0
Monterey Park	61,777	8	82	235	546	1.8 / 0.9

**CITY OF MONTEREY PARK
SOURCE OF FUNDS**

GOVERNMENTAL FUNDS

General Fund:

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

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

Special Revenue Funds:

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

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

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

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

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

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

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

Park Facilities Fund accounts for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures, as established pursuant to Monterey Park Municipal Code section 16.54.050.

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

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

Public Safety Impact Fee Fund accounts for fees collected on new commercial and residential development and applied to public safety service and related acquisitions.

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

Library Tax Fund accounts for annual parcel tax which was approved by the Electorate in April of 1998 (Proposition C). The funds are to be exclusively used for Bruggemeyer Library improvements, expansion of operating hours, and additional books and supplies.

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

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

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

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

PROPRIETARY FUNDS

Enterprise Funds:

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

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

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

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

Internal Service Funds:

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

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

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

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

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

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

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

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).

ACTUARIAL VALUATION: The determination, as of a point in time (the actuarial valuation date), of the service cost, total OPEB liability, and related actuarial present value of projected benefit payments for OPEB performed in conformity with Actuarial Standards of Practice unless otherwise specified by the GASB.

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.

COST-OF-LIVING ADJUSTMENTS: Salary changes intended to adjust salary payments for the effects of inflation.

COVERED-EMPLOYEE PAYROLL: The payroll of employees that are provided with the Pension or OPEB plans.

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.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

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.

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.

OPEB LIABILITY: The portion of the actuarial present value of projected benefit payments that is attributed to past periods of member service in conformity with the requirements of the GASB Statements.

OPEB PLANS: Arrangements through which OPEB is determined, assets dedicated for OPEB (if any) are accumulated and managed, and benefits are paid as they come due.

OTHER POSTEMPLOYMENT BENEFITS (OPEB): Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.

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.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

PENSION PLAN: An arrangement through which pensions are determined, assets dedicated for pensions (if any) are accumulated and managed, and benefits are paid as they come due.

POSTEMPLOYMENT: The period after employment.

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.

PROGRAM: A group of activities, operations or organizational units directed to attaining specific purposes or objectives.

PROPRIETARY FUNDS: Sometimes referred to as commercial-type funds. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and activities are accounted for through this fund.

RESERVE: An account used to indicate that a portion of fund equity that is legally restricted for a specific purpose.

REVENUES: Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances. Also referred to as "resources."

RISK MANAGEMENT: An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

SUBVENTIONS: Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu, cigarette taxes in-lieu and gasoline taxes.

UNENCUMBERED BALANCE: The amount of an appropriation that is neither expended nor encumbered. It is essentially the available funds for future purchases.

Monterey Park Five-Year Capital Improvement Plan

The City of Monterey Park's Capital Improvement Plan (CIP) includes all the following capital projects from across the organization.

- Major Capital Constructions
- Capital Improvements
- Capital Equipment Purchases
- Major Studies
- Comprehensive Plan Updates
- Software Upgrades
- Emergency Purchases
- Other One-Time Expenditures Items

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019**

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
GENERAL ADMINISTRATION								
Citywide Geographic Information System (GIS) IT Infrastructure/Applications:								
Water		Water Operation		30,000				30,000
Public Safety System		Public Safety Impact Fee			300,000			300,000
Business Licensing Software	0063-5002-99063	Technology	25,000	10,000				35,000
Public Works/Maintenance		General	60,000					60,000
City Telephone System Upgrade		Technology		300,000	50,000	50,000	50,000	450,000
City IT System Replacement/Upgrade								
Network Equipment Replacement / Upgrade	0063-5002-99055	Technology	50,000	50,000	60,000	60,000	70,000	290,000
Upgrade Workstations to Microsoft Office		Technology				300,000		300,000
IT Emergency / Master Plan		Technology			200,000			200,000
6 Priority Capital Improvements								
Service Club House Renovations	0010-5002-91737	General Fund CIP Reserve	250,000					250,000
Barnes Pool Rehabilitations	0010-5002-91738	General Fund CIP Reserve	250,000					250,000
Langley Center Enhancements	0010-5002-91746	General Fund CIP Reserve	100,000					100,000
City Hall Renovations	0010-5002-99021	General Fund CIP Reserve	350,000					350,000
Mobile Vision Flashback System	0010-5002-99321	General Fund CIP Reserve	280,202					280,202
Triple Combination Fire Engine	0010-5002-99725	General Fund CIP Reserve	600,000					600,000
TOTAL GENERAL ADMINISTRATION			1,905,202	450,000	610,000	410,000	120,000	3,495,202
FUNDING RECAP :								
General			60,000					60,000
General Fund CIP Reserve			1,830,202					1,830,202
Public Safety Impact Fee					300,000			300,000
Technology			75,000	360,000	310,000	410,000	120,000	1,275,000
Water Operation				30,000				30,000
TOTAL GENERAL ADMINISTRATION			1,905,202	450,000	610,000	410,000	120,000	3,495,202

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019**

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
FIRE DEPARTMENT								
Station 61 - Paint Interior Walls and Trim (Lobby)		Public Safety Impact Fee		25,000				25,000
Station 61 - Shower Remodel		General		45,000				45,000
Station 61 - Dorm/Bathroom Major Remodel		Public Safety Impact Fee		465,000				465,000
Station 61 - Apparatus Bay Extension		Public Safety Impact Fee		500,000				500,000
Station 61 - Fire Ladder Truck		Shop		1,250,000				1,250,000
Station 61 - Rescue Ambulance Replacement		Shop		250,000				250,000
Station 61 - Replace Asphalt Parking Lot		General		125,000				125,000
Station 62 - Replacement		Fire Financing			4,000,000			4,000,000
Station 62 - Fire Engine Replacement		Shop			632,500			632,500
Station 62 - Rescue Ambulance Replacement		Shop				236,250		236,250
Station 63 - Retaining Wall		Public Safety Impact Fee		80,000				80,000
Station 63 - Fire Engine Replacement		Shop				664,125		664,125
Zoll Cardiac Defibrillator	0010-5002-99724	General	42,000					42,000
TOTAL FIRE DEPARTMENT			42,000	2,740,000	4,632,500	900,375		8,314,875
FUNDING RECAP :								
Fire Financing					4,000,000			4,000,000
General			42,000	170,000				212,000
Public Safety Impact Fee				1,070,000				1,070,000
Shop				1,500,000	632,500	900,375		3,032,875
TOTAL FIRE DEPARTMENT			42,000	2,740,000	4,632,500	900,375		8,314,875

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019**

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
POLICE DEPARTMENT								
Mobile Command Post and Communications Center		Asset Forfeiture		200,000	200,000		200,000	400,000
Mobile Data Computers		Asset Forfeiture	200,000					200,000
Radio Transmitter Tower Modification		Asset Forfeiture				100,000		100,000
Two Factor Authentication solution		Asset Forfeiture	25,000					25,000
UPS batteries and (1) year service contract for CAD/RMS System		Asset Forfeiture	25,000					25,000
Interagency Communication Interoperability System (ICIS)		Asset Forfeiture				700,000		700,000
TOTAL POLICE			250,000	250,000	200,000	800,000	200,000	1,450,000
FUNDING RECAP :								
Asset Forfeiture			250,000	250,000	200,000	800,000	200,000	1,450,000
TOTAL POLICE			250,000	250,000	200,000	800,000	200,000	1,450,000

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019**

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - PARKS								
Barnes Park:								
Misc Improv - Gym/Daycare Ctr Roof Drain Line Replacement		Park Facilities		4,600				4,600
Service Club Kitchen Rehabilitation		Park Facilities		75,000				75,000
Service Club Painting		Park Facilities		25,000				25,000
Service Club Roof Replacement		General		30,000				30,000
Playground Equipment Replacement		Park Facilities			50,000			50,000
Playgrounds Surfacing		Park Facilities		15,000				15,000
Park Storage Building		Park Facilities			60,000			60,000
Auto Fill to Barnes Pool		Park Facilities			100,000			100,000
Pool House Painting		Park Facilities		10,000				10,000
Pool House Drinking Fountains		General		2,200				2,200
Pool House Roofing		General		5,700				5,700
Pool Pump		General		50,600				50,600
Pool - Stadium Lighting		Park Facilities		50,000				50,000
Pool New Windows		Park Facilities		8,000				8,000
Barnes Gym Front Doors	0010-5002-91741	General	26,400					26,400
Bella Vista Park:								
Drinking Fountain Rehab		Park Facilities		4,000				4,000
Bella Vista Park Roofing		General		5,200				5,200
Playgrounds Surfacing		Park Facilities		3,000				3,000
Cascades Park/Heritage Waterfalls:								
Cascades Waterfall Lighting		Park Facilities		62,000				62,000
Walkway Replacement		Park Facilities		125,000				125,000
New Landscaping		Park Facilities		35,000				35,000
Waterfall Rehabilitation		L.A. County Grant		375,000				375,000
Waterfall Mechanical Systems		L.A. County Grant		50,000				50,000
Replace irrigation		L.A. County Grant		50,000				50,000
Edison Trails Park:								
Playgrounds Surfacing		L.A. County Grant		10,000				10,000
Bathroom Roofing		General		5,400				5,400
Irrigation		L.A. County Grant		30,000				30,000
Benches and Signs		L.A. County Grant		5,000				5,000
Upgrade Trail		L.A. County Grant		20,000				20,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
Garvey Ranch Park :								
Gym Door Replacement for Garvey Ranch & Barnes		Park Facilities		15,000				15,000
East End Future Development		Park Facilities				250,000		250,000
Barbeque Shelters Replacement	0070-5002-91739	Park Facilities	15,000					15,000
Playgrounds Surfacing		Park Facilities		15,000				15,000
New Light Post	0070-5002-91744	Park Facilities	7,500					7,500
George Elder Park:								
Misc Improv - Restroom Valves & Urinal Replace.		General		3,900				3,900
Tennis Court Fence Repair		Park Facilities		15,000				15,000
Pool Motor Replacement		Park Facilities		30,000				30,000
Pool Heater		General		40,000				40,000
Pool Building Painting		Park Facilities		12,000				12,000
Pool Covers		Park Facilities		20,000				20,000
La Loma Park :								
Misc Improv - Restroom Partitions, Sinks, Valves		General		8,500				8,500
Langley Center:								
Restroom Rehabilitation-Tile Floors for 2 Restrooms		Park Facilities		60,000				60,000
Sound System Replacement		Park Facilities		50,000				50,000
Ping Pong Floor / Barnes Gym Floor Resurfacing		Park Facilities		4,500				4,500
Roof Replacement		Park Facilities		65,000				65,000
Exercise Equipment Replacement		Park Facilities				35,000		35,000
Painting/Carpeting		General						0
Pine Tree Park :								
Drinking Fountain		Park Facilities		4,600				4,600
Irrigation System Improvement		Park Facilities		11,000				11,000
Sequoia Park :								
Misc Improv - Restroom Vales		General		2,100				2,100
Slope Drains		Park Facilities		50,000				50,000
Ballfield / Park Fencing		Park Facilities		10,000				10,000

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019**

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
Sierra Vista Park :								
Park Bathrooms Paint	0070-5002-91743	Park Facilities	12,000					12,000
Sunnyslopes Park :								
Picnic Shelter		Park Facilities		50,000				50,000
Perimeter Fencing		Park Facilities		25,000				25,000
Others:								
Sequoia, Edison Trails, Bella Vista, and Lower La Loma Parks - Restroom Roof Replacement	0070-5002-91742	Park Facilities	56,000					56,000
Various Playground Improvement		Park Facilities		20,000				20,000
On Going Projects :								
Tree Weill Maintenance	0176-5002-91590	Maintenance District	6,000	8,000	9,000	10,000	11,000	44,000
Specialty Restaurant / Golf Course Maintenance	0344-5002-99290	Maintenance Grant (0344 Trust)	82,000	84,500	87,000	89,600	92,300	435,400
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			204,900	1,659,800	306,000	384,600	103,300	2,658,600
FUNDING RECAP :								
General			26,400	153,600				180,000
Maintenance District			6,000	8,000	9,000	10,000	11,000	44,000
Park Facilities			90,500	873,700	210,000	285,000		1,459,200
Maintenance Grant (0344 Trust)			82,000	84,500	87,000	89,600	92,300	435,400
L.A. County Grant				540,000				540,000
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			204,900	1,659,800	306,000	384,600	103,300	2,658,600

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019**

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - BUILDING								
Building Maintenance								
City Yard Fence		AQMD Park Facilities Water Operation Sewer		12,000 12,000 12,000 12,000				12,000 12,000 12,000 12,000
City Hall 2nd Level Parking Structure Repair		General				270,000		270,000
City Hall Air Duct Cleaning		Liability		80,000				80,000
Fire Stations Air Duct Cleaning		Liability		40,000				40,000
<u>On Going Projects :</u>								
Median Maintenance	0176-5002-82520	Maintenance District	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL PUBLIC WORKS DEPARTMENT - BUILDING			20,000	188,000	20,000	290,000	20,000	538,000
FUNDING RECAP :								
AQMD				12,000				12,000
Sewer				12,000				12,000
Park Facilities				12,000				12,000
Water Operation				12,000				12,000
General						270,000		270,000
Maintenance District			20,000	20,000	20,000	20,000	20,000	100,000
Liability				120,000				120,000
TOTAL PUBLIC WORKS DEPARTMENT - BUILDING			20,000	188,000	20,000	290,000	20,000	538,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2014-2015 TO 2018-2019

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - SANITARY SEWER								
Sanitary Sewer (per the Sewer Master Plan adopted by the City Council 11/6/96)								
Sanitary Sewer Rehabilitation & Replacement		Sewer		100,000	100,000	100,000	100,000	400,000
Easement/Alley (Harding to Ynez)		Sewer		450,000				450,000
Atlantic Easement		Sewer		28,000				28,000
Sewer Reline on Gladys (Emerson to North End)		Sewer				120,000		120,000
Sewer Reline on Emerson (Nicholson to Lincoln)		Sewer					90,000	90,000
Sewer Videotaping		Sewer		40,000				40,000
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER								
			618,000	100,000	100,000	220,000	190,000	1,128,000
FUNDING RECAP :								
Sewer			618,000	100,000	100,000	220,000	190,000	1,128,000
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER								
			618,000	100,000	100,000	220,000	190,000	1,128,000

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019**

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - ENGINEERING								
Engineering Division								
Sidewalk Construction	0023-5001-89340 0110-5001-89340	Bike Route Measure R	35,000 65,000	32,000 50,000	35,000 50,000	35,000 50,000	35,000 50,000	172,000 265,000
Localized Pavement Repairs	0092-5001-91923	Measure R Water Operation	150,000	100,000	100,000	100,000	100,000	400,000 150,000
Corporate Yard General Plan		Water Operation Sewer Refuse Parks Facilities		10,000 20,000 10,000 10,000				10,000 20,000 10,000 10,000
Traffic Calming Measures - Citywide		Gas Tax		25,000	25,000	25,000	25,000	100,000
Traffic Signal Upgrades I		Proposition C		25,000	25,000			50,000
Traffic Signal Battery Backup Replacement		Measure R		25,000	25,000	25,000	25,000	100,000
Slurry Seal of Various Streets	0110-5001-91917 0421-5001-91917	Measure R Asphalt / Concrete Incentive	250,000 100,000	100,000	100,000	100,000	100,000	650,000 100,000
Pavement Management Program Update Biennial Update Required for Prop C Fund Eligibility		Proposition C		50,000	50,000			100,000
Various Street Resurfacing	0175-5001-91900	STP-L Grant Gas Tax	737,000	500,000	500,000	500,000	500,000	737,000 2,000,000
Parking Lot 1 Asphalt Pavement Resurfacing	0421-5001-91931	Asphalt / Concrete Incentive	100,000					100,000
Various Median Island Landscaping		Water Operation Measure R		150,000 50,000				150,000 50,000
Citywide Beautification Project		Water Operation		75,000				75,000
Bike Trail Master Plan		Measure R		25,000				25,000

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019**

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - ENGINEERING (Cont'd)								
Bike Path Improvements		To Be Determined		150,000	150,000			300,000
Parking District No. 2 Improvements		General		150,000				150,000
Engineering & Traffic Survey Update	0110-5001-91929	Measure R	50,000					50,000
Alley Improvement		Measure R		130,000				130,000
ADA Wheelchair Access Ramps	0022-5001-88850	Gas Tax	100,000					100,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			1,587,000	1,687,000	1,060,000	835,000	835,000	6,004,000
FUNDING RECAP :								
Asphalt / Concrete Incentive			200,000					200,000
Gas Tax			100,000	525,000	525,000	525,000	525,000	2,200,000
General				150,000				150,000
STP-L Grant			737,000					737,000
Parks Facilities			10,000					10,000
Proposition C			75,000		75,000			150,000
Refuse				10,000				10,000
Bike Route			35,000	32,000	35,000	35,000	35,000	172,000
Sewer				20,000				20,000
Water Operation			150,000	235,000				385,000
Measure R			365,000	480,000	275,000	275,000	275,000	1,670,000
To Be Determined				150,000	150,000			300,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			1,587,000	1,687,000	1,060,000	835,000	835,000	6,004,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - WATER								
<i>Water Division (per the Water Master Plan adopted by the City Council 11/6/96)</i>								
On-Going Projects:								
Meter Exchange Program An Ongoing Program to Replace Old and Inefficient Meters	0092-4224-81070	Water Operation	56,100	250,000	300,000	300,000	300,000	1,206,100
Well Electrical and Pump Station Upgrades	0092-4224-81860	Water Operation	102,000	100,000	100,000	100,000	100,000	502,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells	0092-4224-81240	Water Operation	142,000	200,000	200,000	200,000	200,000	942,000
Well Telemetry	0092-4224-81990	Water Operation	27,500	50,000	50,000	50,000	50,000	177,500
Street Maintenance	0092-4224-81580	Water Operation	650,000	750,000	850,000	950,000	1,000,000	4,200,000
Water Main Replacement Projects:								
Water Main Replacement	0092-4224-82246	Water Operation	2,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
Water Operational Projects:								
Reservoir & Well Landscaping		Water Operation		30,000				30,000
Bradshaw Reservoir Replacement / Booster Pump Replacement		Water Operation		5,500,000				5,500,000
Replace Surge Tank with VFD at Bradshaw Booster		Water Operation		400,000				400,000
Refurbish Pine Tree Reservoir		Water Operation		300,000				300,000
Replace ClaVal at Grangridge/Pavo Real		Water Operation		100,000				100,000
Seismic Retrofit Main Lines that cross Alhambra Wash		Water Operation		120,000				120,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
<u>Water Operational Projects: (Cont)</u>								
Russell Reservoir Construction and Booster Pump Replacement		Water Operation		7,000,000				7,000,000
Replace Delta Settling Tanks		Water Operation		6,000,000				6,000,000
Replace Delta Booster Pump Station		Water Operation			5,500,000			5,500,000
Stand-by Generator for Delta Booster		Water Operation				1,100,000		1,100,000
New Booster Pump Station form Zone 2 to 5		Water Operation				4,200,000		4,200,000
Brightwood Booster Piping Replacement	0092-4224-82256	Water Operation	150,000					150,000
Fire Protection Pipeline Improvements		Water Operation		2,000,000	2,000,000	2,000,000		6,000,000
Urban Water Management Plan	0092-4224-82253	Water Operation	10,000					10,000
<u>Water Treatment Plant Projects:</u>								
Advance Oxidation Upgrade for Delta Plant		Water Treatment Financing		2,000,000	2,000,000			4,000,000
Ion Exchange Treatment Facility		Water Treatment Financing		1,000,000	1,000,000			2,000,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			3,137,600	26,800,000	13,000,000	9,900,000	2,600,000	55,437,600
FUNDING RECAP:								
Water Treatment Financing				3,000,000	3,000,000			6,000,000
Water Operation			3,137,600	23,800,000	10,000,000	9,900,000	2,600,000	49,437,600
TOTAL PUBLIC WORKS DEPARTMENT - WATER			3,137,600	26,800,000	13,000,000	9,900,000	2,600,000	55,437,600

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014-2015 TO 2018-2019**

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	PROJECT TOTAL
		Asphalt / Concrete Incentive	200,000					200,000
		Asset Forfeiture		250,000	200,000	800,000	200,000	1,450,000
		AQMD		12,000				12,000
		Bike Route	35,000	32,000	35,000	35,000	35,000	172,000
		Fire Financing			4,000,000			4,000,000
		Gas Tax (State)	100,000	525,000	525,000	525,000	525,000	2,200,000
		General	68,400	533,600		270,000		872,000
		General Fund CIP Reserve	1,830,202					1,830,202
		L.A. County Grant		540,000				540,000
		Liability		120,000				120,000
		Maintenance District	26,000	28,000	29,000	30,000	31,000	144,000
		Maintenance Grant (0344 Trust)	82,000	84,500	87,000	89,600	92,300	435,400
		Measure R	365,000	480,000	275,000	275,000	275,000	1,670,000
		Park Facilities	90,500	895,700	210,000	285,000		1,481,200
		Proposition C		75,000	75,000			150,000
		Public Safety Impact Fee		1,070,000	300,000			1,370,000
		Refuse		10,000				10,000
		Sewer		650,000	100,000	220,000	190,000	1,160,000
		Shop		1,500,000	632,500	900,375		3,032,875
		STP-L Grant	737,000					737,000
		Technology	75,000	360,000	310,000	410,000	120,000	1,275,000
		Water Operation	3,287,600	24,077,000	10,000,000	9,900,000	2,600,000	49,864,600
		Water Treatment Financing		3,000,000	3,000,000			6,000,000
		To Be Determined		150,000	150,000			300,000
		CITYWIDE TOTAL	6,896,702	34,392,800	19,928,500	13,739,975	4,068,300	79,026,277

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