

City of Monterey Park *California*



Adopted Budget 2015-2016

City of Monterey Park, California

ADOPTED BUDGET



MAYOR

Hans Liang

MAYOR PRO TEM

Peter Chan

COUNCIL MEMBERS

Mitchell Ing / Teresa Real Sebastian / Stephen Lam

CITY CLERK

Vincent D. Chang

CITY TREASURER

Joseph Leon

CITY MANAGER

Paul Talbot

**For the Fiscal Year Beginning July 1, 2015
Adopted by the City Council on June 4, 2015
Incorporated: May 29, 1916 Population: 62,063**

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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INTRODUCTION

CITY OF MONTEREY PARK

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www.montereypark.ca.gov



City Council
Peter Chan
Mitchell Ing
Stephen Lam
Hans Liang
Teresa Real Sebastian

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

June 17, 2015

Honorable Mayor and Members of the City Council

I am pleased to present to the residents of the City of Monterey Park, a balanced budget for the 2015-2016 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 funds public safety, transportation, parks and open space, recreation and library, water, sewer and street infrastructure investments, and city facility upgrades. The document reflects the 2015-2016 goals and objectives, including:

- Fiscal Management
- Economic Development
- Infrastructure Investment
- Community Enrichment
- Water Conservation Efforts
- Community Relations
- Employee Relations
- Community Safety

We are confident that this fiscal responsible spending plan not only focuses on maintaining excellent community services, enhancing organizational efficiency, but funding much needed city infrastructure and capital improvements for the benefits of our community.

Economic Environment

The nation's economic optimism is on the upswing, fueled by upbeat views on wage expectations and increases in home values. Consumer savings from lower energy prices helped boost higher retail sales. Unemployment applications plummeted to a 15-year low with the exception of oil-related layoffs across several districts. Banking conditions were largely stable. The Federal Reserve is expected this year to start increasing its target short-term interest rate.

California's current budget picture is one of recovery and its economy is on an upswing with steady job growth. The national unemployment rate is 5.4%, and the state's rate is 6.1%. Construction is the fastest growing industry due to the housing recovery. The two main risks to the state economy are rising health care costs and California's persistent drought. In Southern California, there were job gains throughout much of the region. Los Angeles County's unemployment rate dropped to 7.1%, and employment in the hospitality and tourism industry grew by the highest percent. In this year of continuing economic recovery, L.A. County plans to put the jail reforms a priority in its upcoming budget plan.

The City's financial prospects, similar to the nation's are moving forward. With positive economic indicators such as rising housing values, reduced rate of unemployment, increased

consumer spending and confidence, Monterey Park is projecting modest growth in its key revenue categories, including property, sales, and hotel taxes, construction permits and development plan check for the upcoming year. Long term growth rates for General Fund revenues are projected to grow rather modestly, depending on the perspective of completing several key developments. 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 along the North Atlantic Area corridor to meet the growing demands of the tourist industry in the greater San Gabriel Valley area. Recently, the City approved entitlement applications for a Courtyard by Marriott, a Double Tree by Hilton, and a boutique hotel along this corridor totaling 616 new hotel rooms. Finally, a master planned community proposed by the Olson Company was approved allowing the development of a traditional single-family development totaling 80 new homes. This project has commenced construction. 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 2015-2016 Adopted Budget

The City is committed to sound fiscal responsibility. Our 2015-2016 adopted budget development is based on the City's three-year citywide goals. These goals serve as the guidelines to identify community priorities and effectively align resources to achieve our mission. The adopted budget for 2015-2016 presents a spending plan that anticipates \$88.2 million in estimated operating revenues and transfers from all funds combined and \$92.4 million in operating, capital improvement project expenditures and transfers. General Fund is balanced with revenues estimated at \$36.1 million and appropriations totaled \$35.9 million. The budget also includes the Successor Agency (SA) budget of \$2.3 million for enforceable obligations and administrative costs for winding down procedures of the former Monterey Park redevelopment agency.

**General Fund Adopted Budget Summary
2015-2016
(\$ in thousands)**

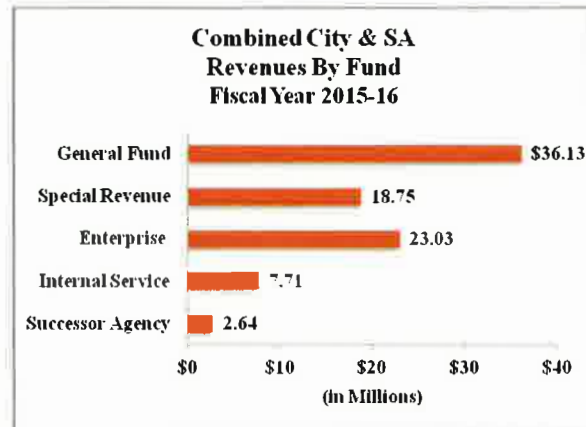
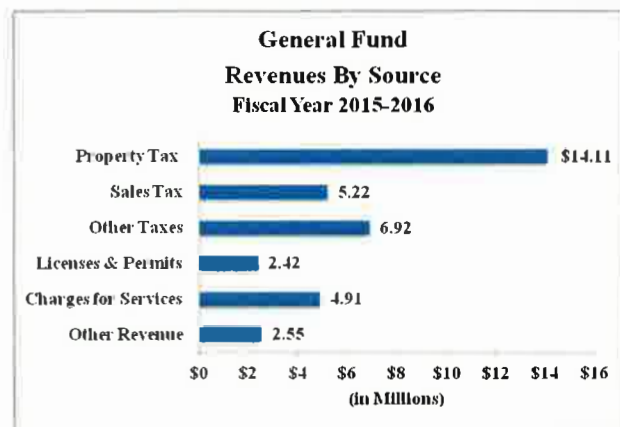
| | 2014-15 | 2015-16 |
|---|-----------------|-----------------|
| Beginning Balances | \$17,391 | \$17,874 |
| Revenues | 36,007 | 36,131 |
| Expenditures | 35,524 | 35,911 |
| Ending Balances | \$17,874 | \$18,094 |
| <i>Fund Balances Details</i> | | |
| <i>Unassigned</i> | 3,554 | 3,554 |
| <i>Assigned - Capital Improvements</i> | 5,875 | 6,095 |
| - City EE Parking Lot | 530 | 530 |
| <i>Committed - Catastrophic Events</i> | 2,000 | 2,000 |
| - Working Capital | 3,000 | 3,000 |
| - Unemployment | 340 | 340 |
| - Economic Development | 1,833 | 1,833 |
| <i>Unspendable – Advances to PSIF & Park Facility</i> | 742 | 742 |

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. Excluding one-time sources, revenue growth in the General Fund has averaged 2.5% percent during the past two years. A more detailed discussion of each key revenue assumption for 2015-2016 is summarized in the City's Midyear Report.

| (Amounts in 000s) | Approved 2014-15 | Est. Actual 2014-15 (*) | Estimated 2015-16 |
|---------------------------|---------------------|----------------------------|----------------------|
| Property Tax | \$13,087 | \$13,786 | \$14,112 |
| One-Time Residual/Refunds | 1,400 | 2,000 ⁽¹⁾ | 1,160 |
| Sales Tax | 5,065 | 5,065 | 5,217 |
| Utility Tax | 3,100 | 3,234 | 3,267 |
| Other Taxes | 2,149 | 2,374 | 2,492 |
| Licenses & Permits | 2,007 | 1,944 | 2,421 |
| Service Charges | 4,597 | 4,795 | 4,908 |
| Other Revenue | 2,308 | 2,809 ⁽²⁾ | 2,554 |
| Total | \$33,713 | \$36,007 | \$36,131 |

(*) Estimated Actual reflects ⁽¹⁾ the receipt of one-time residual distributions from the County for the sales of the former RDA Corporate Center property and the final settlement per Department of Industrial Relations (DIR) determination and ⁽²⁾ the sales of the City employee parking lot at the corner of Newmark/Ramona.



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 gaining momentum in 2015 as home buying increased due to continued low interest rates and fewer inventories. Monterey Park has a stable property tax base and the total gross assessed value for 2015 is \$6.4 billion, up 4.3% for \$264 million from last year. The main driver of the increase was residential properties of \$231 million, followed by commercial and industrial of \$21 million. The City's property tax revenue for 2015-2016 is projected for a 2 percent increase, including one-time residual distributions of \$1.2 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 2015-2016 assumes a 3 percent increase as the economy continues to move forward.



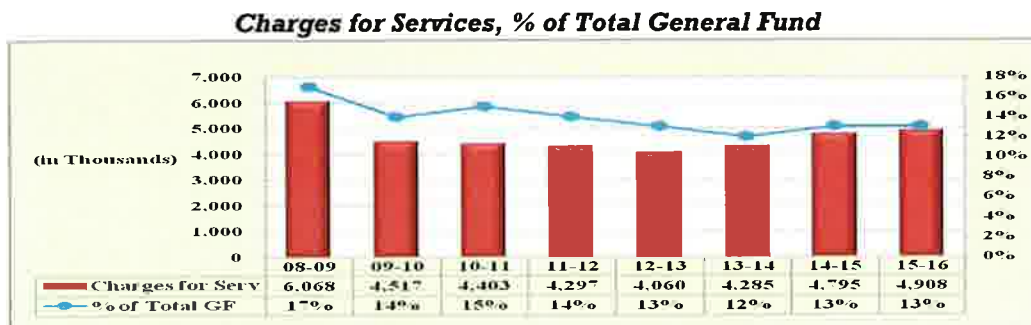
Note: Graph data excludes one-time additional payments & extraordinary residual distributions.

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 continue remaining flat for 2015-2016.

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% and the TOT revenues are estimated to be higher due to a strong local tourism business. Revenues in Other Taxes are projected to be \$2.4 million for 2015-2016.

Licenses and Permits Business licenses are expected to receive \$1.1 million and construction permits are estimated at \$1.2 million, up by 20 percent, including several development projects. The total revenue for this category is projected to be \$2.4 million for 2015-2016.

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. The City expects higher plan check revenues from hotel and housing developments. Total combined revenue for fees and charges is expected to be approximately \$4.9 million for fiscal year 2015-2016.



Other Revenues This category includes investment earnings, rents, fines, and miscellaneous revenue accounts. The City's overall investment return continues to improve due to higher

earnings from the Los Angeles County Pooled Investment Fund. However, due to absorbance of customer credit card processing fees, the City's higher investment earnings are further offset by bank charges. Total other revenues are projected to be approximately \$2.7 million.

General Fund Estimated Expenditures

Below is a summary of the General Fund expenditures and transfers. For FY 2015-2016, the accumulated Fund Balances will be used in a number of funds, thereby decreasing the required expenditures and transfers from the General Fund. The major transfer made by General Fund is \$2.2 million to supplement pension costs.

| <i>(Amounts in 000s)</i> | Adopted 2014-15 | Est. Actual 2014-15 | Proposed 2015-16 |
|--|----------------------------|--------------------------------|-----------------------------|
| <i>Police</i> | \$12,926 | \$12,926 | \$13,436 |
| <i>Fire</i> | 8,742 | 8,742 | 9,127 |
| <i>Public Works</i> | 2,559 | 2,559 | 2,541 |
| <i>Library</i> | 1,676 | 1,676 | 1,727 |
| <i>Community/Economic Development</i> | 1,332 | 1,332 | 1,392 |
| <i>Recreation/Community Services</i> | 2,074 | 2,074 | 2,172 |
| <i>General Administration</i> | 2,093 | 2,020 | 2,114 |
| <i>Post Employment/General Liabilities</i> | 2,228 | 2,228 | 3,262 |
| <i>Capital Improvements</i> | 1,967 ⁽¹⁾ | 1,967 | 140 |
| Total | \$35,597 | \$35,524 | \$35,911 |

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

General Fund Fund Balances

The City has a policy to establish and maintain fund balance classifications. Fund Balances are often used to bridge economic cycles so that community services can continue to be provided uninterrupted. During fiscal years 2013-14 and 2014-15, the City used approximately 5 million of the General Fund Capital Improvement reserves for the parks' improvements, ADA compliance, and various City facility improvements. In the meantime, the City prudently used the one-time revenues to replenish reserves, thus maintaining the reserve at the same level.

Total General Fund reserve for 2015-2016 is projected to be \$18.1 million, reflecting \$13.8 million as Assigned and Committed for specific purposes, 742,000 for unspendable due to General Fund advances for the purchase of Fire Station Isabella property and various park improvements approved at the Midyear review, and \$3.6 million as Unassigned. The unassigned portion can be used for any purpose.

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 2015-2016 budget expenditures for the restricted funds are \$56.6 million and total projected revenues and transfers are \$52.1 million. The difference of \$4.5 million is funded by restricted fund fund balances.

In September, 2014, the City Council approved the water, sewer, and solid waste rate

increases. The rate increases are reflected in the preliminary 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 from the General Fund. For 2015-2016, the projected retirement revenue is \$5.2 million and the appropriations are 7.7 million. The difference comes from the General Fund supplement of \$2.2 million and the remaining Retirement Fund reserve of \$300,000.

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 2015-2016, the estimated revenue is \$217,000 and budgeted expenditures total \$672,000, 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. Each year, the City brings forth to Council the same assessments to be levied on properties for the following fiscal year required to cover the operation and maintenance costs of the District and 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 2015-2016 is \$977,000. This revenue combines with a General Fund assistance payment of \$400,000 to fund the total district expenditure for \$1.4 million.

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 2015-2016 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 2015-2016 library tax fund budget is \$504,000 for revenue and \$585,000 for appropriations, with the balance coming from the Library Tax Fund reserves. It is important to note that the library tax levy will end in April 2018.

Grants Special Revenue Fund Revenue shared with local governments by the state or federal government has declined in years. The projected grants for 2015-2016 are \$3.1 million, which includes \$161,000 library grants for various library programs; \$869,000 Community Development Block and Home HUD grants; \$61,000 park grants for the maintenance of parks and recreation facilities, \$277,000 public safety grants for police and fire training and equipment; \$1.67 million transportation and engineering grants, and \$165,000 various trust special grants.

Refuse Enterprise Fund The refuse service includes trash collection, waste management, and recycling. The rates have been adjusted to cover a corresponding increase in the refuse collection contract service and other operation expenditures. The projected budget for 2015-2016 is \$7.1 million for revenue and \$7.3 million for expenditures.

Sewer Enterprise Fund The sewer rate has been changed based on a customer and meter sized fixed rate. The projected budget for 2015-2016 is \$1.8 million for revenue and \$2.6 million for expenditures. An increase of \$2.2 million in expenditures for 2015-16 is mainly for sewer infrastructure improvements and a new sewer truck. The Sewer Master Plan provided the City with a comprehensive assessment of \$12.8 million to address 35% of the City's sewer system.

Water Enterprise Funds The City's water system serves approximately 95% of Monterey Park residents 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. The projected water revenue for 2015-2016 is \$14.2 million, and proposed expenditures are \$18.2 million. The water revenue is to cover the costs for the production, distribution, commercial, treatment, and capital improvements.

The rate increases approved by Council in September 2014 are used to repair, replace or rehabilitate the water infrastructure to meet the demand of our customers. The call to conserve is a must for the drought and the State Governor requires mandatory water restrictions across the state. Droughts inevitably reveal the weaknesses in a water system. The City is proactively dealing with its water issues. Began in 2014-2015, the City started upgrading its water infrastructure to stem water loss and promote conservation. Using a financing mechanism, the City began installing "**smart meters**" to spot any water leaking problem as well as to record accurate usage data. This water accounting data can help the water department investigate water waste and guide customers in understanding their used water records. In 2015-2016, the City includes \$5 million in the preliminary budget for water main infrastructure rehabilitations. Because of water conservation, the water revenue generated from rate increases will be partially offset by lower consumptions. Staff will review and adjust the projected revenue at midyear if conservation efforts cut much higher water use.

Internal Service Funds The purpose of Internal Service (IS) 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 a cost allocation toll and financed through charges to departments. The 2015-2016 IS fund charges are: workers' compensation \$1.5 million, separation benefits \$1.3 million, technology \$172,000, general liability \$1.5 million, motor pool operating \$1.8 million, and other post-employment benefits \$900,000. There is a one-time transfer of \$500,000 from the separation benefits fund to the general liability fund to strengthen the general liability fund's net position. The City's Workers' Compensation and General Liability funds are projected to have negative fund equities. It is the City's goal to systematically bring in enough allocated charges to cover the negative fund equities.

Compensation and Staffing Level

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 five safety units: police, police captain, police mid-management, fire, and fire management, for 2015-2016. The City is currently negotiating with non-safety units, whose contracts expire on June 30, 2015. The adopted budget reflects the mandate State minimum wage increases for part-time personnel in January 2016, as well as small salary adjustments for all full-time personnel, pending final results of negotiation with non-safety units.

The staffing for 2015-2016 is 352 Full Time Equivalent (FTE) positions, up 4.03 FTEs from 2014-2015, and funding increases are as following:

**Staffing Changes
2015-2016**

| Department | Position | General/ Retirement |
|------------------------------------|--|------------------------|
| Police | Add 1 PT Animal Control Officer | \$ 18,000 |
| | Add 2 PT Records Clerks | 28,200 |
| | Add 1 PT Evidence Officer | 17,400 |
| Library (Children Activity) | Eliminate Senior Library Clerk | (79,000) |
| | Add 1 Librarian | 84,200 |
| City Clerk | Increase Minutes Clerk hours from 0.5 to 0.75 FTE | 8,300 |
| Additional Staffing Funding | | \$ 77,100 |

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. In 2014-15, the City utilized the Siemens financing to perform energy efficiency retrofits for various City facilities and to replace labor-intensive meters with smart meters for efficient water services. The annual debt service payment for this new financing is included in the adopted budget. 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 for 2015-2016

| <u>Department</u> | <u>Activity</u> | <u>Annual Payment</u> | <u>Description</u> | <u>Loan Expiration</u> |
|---------------------|----------------------------------|---------------------------|---------------------------------|----------------------------|
| Police | Computer Services | \$165,868 | CAD/RMS | 2021 |
| Library | Administration | 383,196 | Library Expansion | 2018 |
| Public Works | Building/Water | 560,867 | Siemens Energy Retrofits | 2030 |
| | Water Production | 114,278 | Reservoirs | 2030 |
| | Water Distribution | 185,153 | Water Main | 2020 |
| | Well #1, 3, 10 & Fern | 132,035 | Treatment Plant | 2018 |
| | Well #12 | 37,965 | Air Stripper | 2018 |
| | Wells 5 & 6 | 200,000 | Treatment | 2019 |
| | Non-Dept | Post-Employment | 1,323,015 | Pension Bonds |
| Comm Dev | HCD Administration | 554,695 | Section 108 Loan | 2022 |
| SA | SA - Atlantic/Garvey | 1,431,282 | 2013A Refunding Bonds | 2027 |
| | SA - Merged | 653,732 | 2013B Refunding Bonds | 2029 |

Pension Funding

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

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. Because retirement benefits for current system members are not affected by the rollback, there is no significant short-term cost savings from these changes.

The costs for pension benefits will be continuing to increase substantially due mainly to CalPERS adopted demographic assumptions in greater life expectancies and asset allocation for a blended return rate. As a result, the City’s rates will continue to rise over the next few years. For 2015-2016, the City is projected to spend \$7.7 million from the Retirement Fund for pension costs. The gap between the estimated Retirement Fund revenue of \$5.2 million and the projected pension costs is funded by the residual Retirement fund balance of \$300,000 plus the General Fund supplement of \$2.2 million. Table below displays the required employer contribution rates.

| City Contribution Rates | | | | |
|--------------------------------|-----------------------|--------------------------|--------------------------|--------------------------|
| Plan | Actual 2015-16 | Projected 2016-17 | Projected 2017-18 | Projected 2018-19 |
| Safety | 31.219% | 34.600% | 38.300% | 42.7% |
| Miscellaneous | 25.233% | 27.400% | 29.700% | 32.2% |

Over the years, the City has taken various actions in addressing the pension-funding shortfall. All of the City’s non-safety employees contribute 8 percent and safety employees 9 percent toward their CalPERS retirement costs. Absent employee contributions, the retirement costs would be significantly higher. The City’s projected unfunded accrued liabilities are \$37.7 million and \$30.5 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.

Retirement Costs
(in Millions)



The CalPERS' contribution rate is established as a percentage of payroll. Employers have the option of pre-paying the expected annual employer contributions in a lump sum amount. The following table depicts the net savings analysis by making this prepayment option:

| CalPERS Annual Contribution Prepayment Option Analysis 2015-2016 | | |
|---|----------------------|-----------------------------|
| | <u>Safety</u> | <u>Miscellaneous</u> |
| Projected Annual Payroll | \$12,105,177 | \$11,360,839 |
| 2015-16 CalPERS Rates | <u>31.219%</u> | <u>25.233%</u> |
| Required City Contribution | \$ 3,779,115 | \$ 2,866,707 |
| Lump Sum Prepayment @ 7/1 | <u>(3,644,930)</u> | <u>(2,764,898)</u> |
| Savings | \$134,185 | \$101,809 |
| Interest earned, if funds keep in LA County Pool funds @0.75% | <u>(28,343)</u> | <u>(21,500)</u> |
| Total Net Savings | \$105,842 | \$80,309 |
| <i>Savings for Retirement Fund</i> | <i>\$105,842</i> | <i>\$46,600</i> |
| <i>Savings for Other Funds</i> | | <i>33,709</i> |

It has been the City's goal to reduce its total current and future pension and OPEB liabilities. Reduced benefit tiers per the State Pension Reform Act (PEPRA) have been implemented for new hires, along with OPEB prefunding trust program establishment. This contribution prepayment option will further position the City to stay ahead of the liability curve.

Other Post-Employment Benefits (OPEB) Funding

Post-employment medical benefits are important because they are a form of promised deferred compensation and represent a significant and often growing element of employee-related costs. The City has a formal OPEB trust account with CalPERS CERBT Program to systematically accumulate resources to fund the unfunded accrued liabilities. 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. An actuarial valuation report dated June 30, 2013, determined that the unfunded liability was approximately \$29 million based on a 25-year amortization. The City strives to continue reducing this unfunded liability and in the budget, it reflects \$900,000 to fund the OPEB unfunded liability.

Infrastructure and Capital Improvement

Continued investment in the City's capital improvements is the key to a long-term economic success and better quality of life for our community. In 2014-2015, the City has completed major components of the Park Master Plan, including four new playgrounds, three picnic shelters, and seven parks that are now ADA compliant. As for the Siemens energy efficiency improvements, the City completed interior and exterior facility lighting retrofits, and is in progress for building automation and water meter replacements. The implementation timeline for these energy efficiency retrofit projects is one year. In addition, the City's IT Contingency Plan will be completed this summer. Recommendations included in the plan serve as the basis

for additional technological infrastructure improvements necessary to support the IT System's continuity capabilities in the event of emergency.

For 2015-2016, the centerpiece of the City's CIP improvements is our water and sewer infrastructure rehabilitations and street improvements. A total of \$10.7 million is included in the budget for our infrastructure and capital investments. Projects in FY 2015-2016 are reflective of the Five-Year CIP Program, Water Master Plan, and Parks Master Plan. All project information is in the Capital Improvement Program of the document.

In Closing

The fiscal systems of California municipalities, such as fiscal authority, state aid, revenue capacity, and tax limitations, are defined by the State. Despite burgeoning broader economic recovery, the City as a local government, lacks the authorization to have enhanced capacity measures to leverage our local economic vitality. We depend on our strategic plan, which establishes the broad goals and objectives, to provide a framework for our budget development. Over the past five years, our City has emerged from the toughest economic downturn period with maintaining adequate fund balance and working capital levels, increasing infrastructure and capital investments, and shrinking unfunded liabilities.

Looking towards Fiscal Year 2015-2016, the City affirms its commitment to sound and conservative financial practices to ensure adequate service delivery, specifically effective water management, for all residents. We thank the City Council for your leadership and the citizens for their support in directing the financial affairs of our 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 2015-2016 budget.

Respectfully,



Paul Talbot
City Manager

RESOLUTION NO. 11749 / SA-95

A RESOLUTION ADOPTING THE FISCAL YEAR 2015-2016 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK AND THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY; AND ADOPTING THE 2015-2016 CAPITAL IMPROVEMENT BUDGET.

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

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

- A. The City Council reviewed the proposed final Operating Budget ("Budget") for the City and Capital Improvement Plan ("CIP") for fiscal years 2015-2016;
- 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 26th and 27th, 2015;
- D. The City Council is fully informed regarding the City's current finances, projected revenue, and financial obligations; and
- E. It is in the public interest for the City Council to adopt the Budget and CIP as proposed by the City Manager.

SECTION 2: ADOPTION. The Budget and the 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 2015-2016 at \$76,121,760.

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget, including transfers, is \$35.9 million. The Overall City Budget is \$92.5 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 | \$ 129,548 | \$ 65,690 | \$ 63,858 |
| Community Promotion | 76,000 | 30,005 | 45,995 |
| City Manager | 402,029 | 136,916 | 265,113 |
| City Clerk | 364,873 | 300,249 | 64,624 |
| City Treasurer | 19,072 | 17,498 | 1,574 |
| City Attorney | 533,500 | 257,500 | 276,000 |
| Management Services | 2,253,331 | 715,150 | 1,538,181 |
| Human Resources and Risk Management | 1,078,063 | 591,058 | 487,005 |
| Community and Economic Development | 2,972,474 | 1,392,157 | 1,580,317 |
| Police | 16,764,768 | 13,435,824 | 3,328,944 |
| Fire | 11,639,971 | 9,127,403 | 2,512,568 |
| Library | 2,765,767 | 1,726,645 | 1,039,122 |
| Recreation/Community Services | 3,116,177 | 2,172,364 | 943,813 |
| Public Works | 25,434,947 | 2,540,742 | 22,894,205 |
| Non-Departmental and Transfers | 11,891,465 | 3,262,000 | 8,630,865 |
| Successor Agency for the Former RDA | 2,369,484 | | 2,368,084 |
| Total | \$81,811,469 | \$35,771,201 | \$46,040,268 |

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of \$10.7 million is appropriated for capital improvement projects for Fiscal Year 2015-2016. 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 | \$ 5,900,000 | - | \$ 5,900,000 |
| 5001 Street Construction | 2,340,000 | - | 2,340,000 |
| 5002 Community Capital Improvement | 2,460,671 | \$ 140,193 | 2,320,478 |
| | | | |
| Total | \$ 10,700,671 | \$ 140,193 | \$10,560,478 |
| | | | |
| Grand Total | \$92,512,140 | \$35,911,394 | \$56,600,746 |

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 2015-2016 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 2015-2016 into the applicable Fund operating reserve per Governmental Accounting Standards Board (GASB) Statement No. 54.

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

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

SECTION 9: CONTRACTING AUTHORITY.

- A. Pursuant to Monterey Park Municipal Code ("MPMC") Chapter 3.20, the City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.

- B. Pursuant to MPMC § 3.90.050(c), the City Manager or designee, is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.
- C. For all other services, equipment, and supplies, the City Manager or designee, is authorized to execute contracts in accordance with the MPMC.

SECTION 10: 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 17th day of June, 2015.



Hans Liang
Mayor
City of Monterey Park

ATTEST:



Vincent D. Chang, City Clerk

APPROVED AS 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. 11749 / SA-95 was duly and regularly adopted by the City Council of the City of Monterey Park at a regular meeting held on the 17th day of June 2015 by the following vote:

| | |
|----------|--|
| Ayes: | Council Members: Lam, Real Sebastian, Ing, Chan, Liang |
| Noyes: | Council Members: None |
| Absent: | Council Members: None |
| Abstain: | Council Members: None |

Dated this 17th day of June 2015



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, 2014

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, 2014**. 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

*Excellence
Fiscal Year 2014-2015*

Presented to the

City of Monterey Park

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

February 8, 2015

Pamela Arends-King

*Pamela Arends-King
CSMFO President*

Michael Gomez

*Michael Gomez, Chair
Professional Standards and
Recognition Committee*



Dedicated Excellence in Municipal Financial Reporting

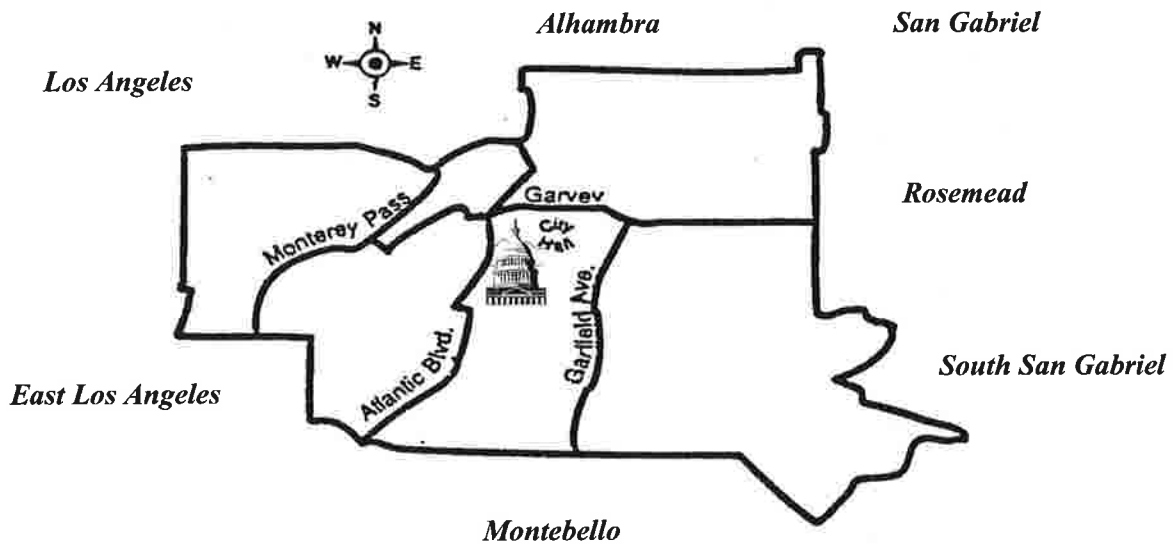
ABOUT THE CITY OF MONTEREY PARK

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 62,000. The City is located six miles east of Los Angeles and is primarily a residential community, with 78% of its land zoned for single and multiple family housing uses. Major businesses include food and drug, auto sales and service, banking, restaurants, hospitals and medical offices, printing and light manufacturing.

Housing development in the City includes mixed-use projects, residential critical maintenance, rental rehabilitation, and first time homebuyer programs. 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, and three hotel sites.

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.

Monterey Park Beautification Days – Being held throughout the year, these events rely on community volunteers to come out to city parks and districts to improve the facility by planting flowers, cleaning up trash, and painting water fountains, trash cans, benches, tables, ect.

Snow Village – This event features tree lighting, snow sled runs, holiday music and pictures with Santa at the Barnes Park Amphitheater. Entertainment will be provided by local school choir and bands.

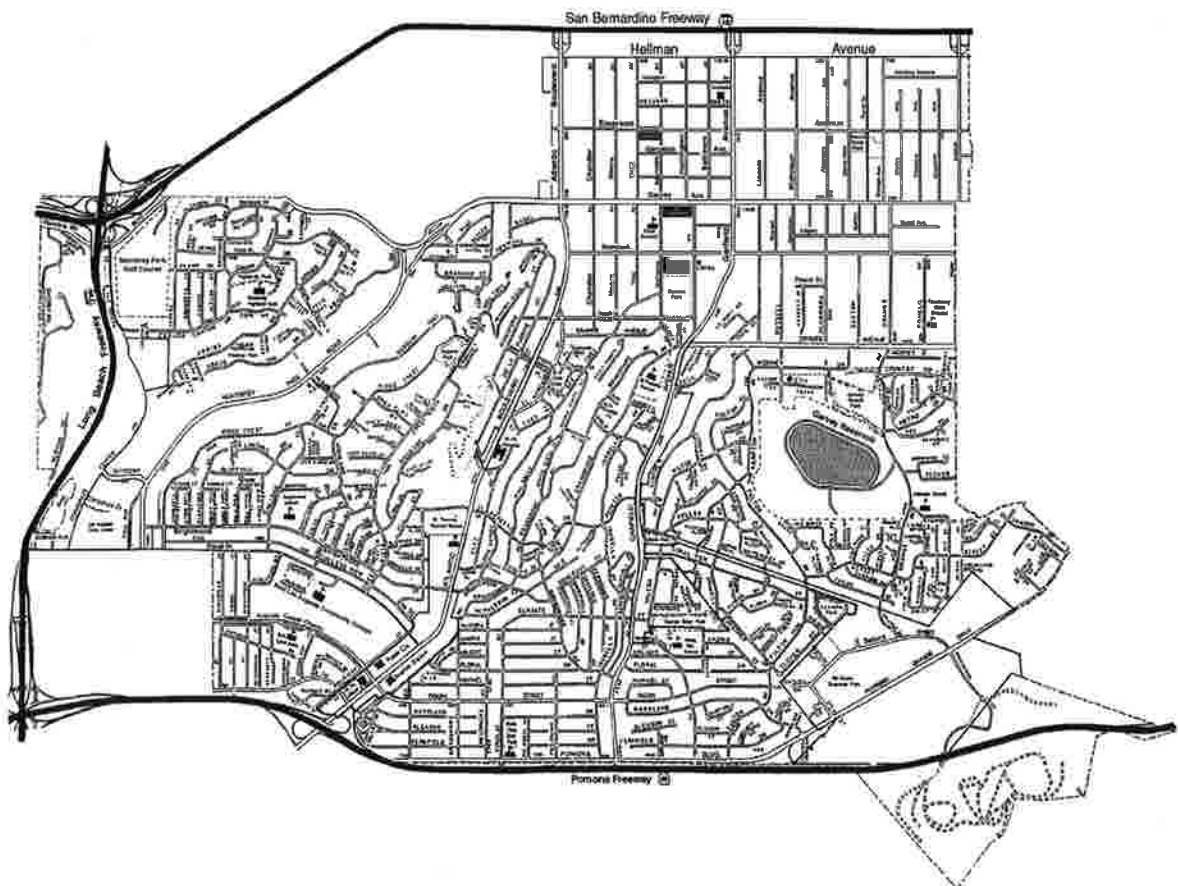
Geranium Festival – This ‘country faire’ style event takes place in the fall and includes entertainment, interactive booths, games and contests, a Miss Monterey Park contest and a Lil’ Miss Monterey Park contest and fun for the entire family.

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.

Holiday Snow Village – Held in early December, this event features a snow play area, a snow sled ride, music, food, and activities to kickoff the holiday season.

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 200,000 people to Monterey Park.

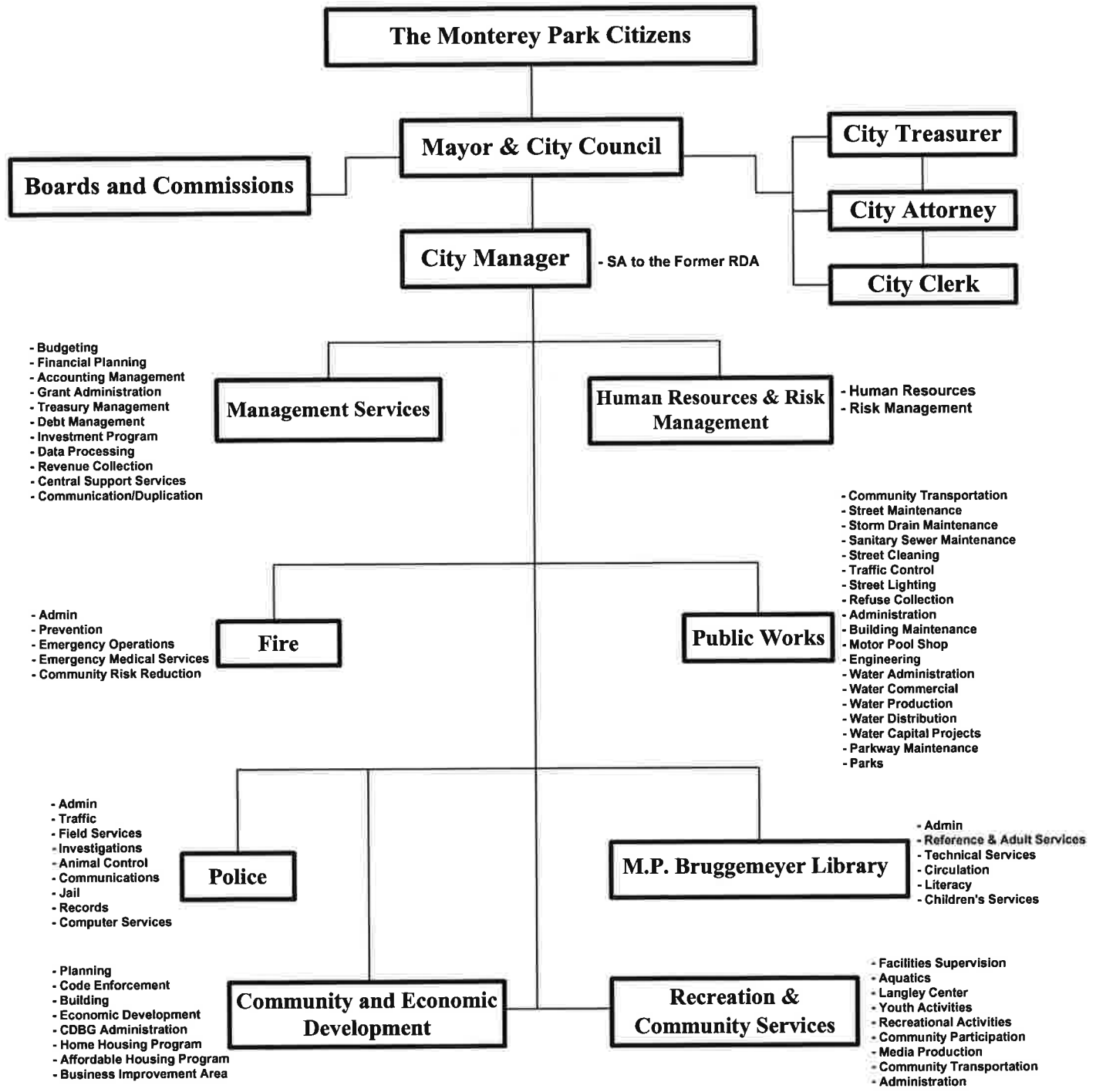
City Map



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 |
| Police Protection: | |
| Number of Stations: | 1 |
| Number of Sworn Police Officers and Non-Sworn Personnel: | 130 |
| 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: | 1,063 |
| Miles of Sewers: | |
| Sanitary Sewers: | 126 |
| Storm Drains: | 12.43 |
| Building Permits Issued: | 620 |
| Recreation and Culture: | |
| Number of Parks & Gardens: | 14 (107.64 Acres) |
| Number of Pools: | 2 |
| Number of Libraries: | 1 |
| Number of Library Collection Volumes: | 165,927 |
| Number of Library Cardholders: | 57,000 |
| Number of Employees: | |
| Elected Officials: | 7 |
| Full-Time: | 295 |
| Part-Time: | 50 |
| Population: | 62,063 |

City of Monterey Park Organization Chart



The City is a council-manager government, whose five council members are elected at 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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| • <i>Change in Ending Fund Balance</i> | B4 |
| • <i>Revenues</i> | |
| • <i>Revenues and Transfer-In by Source (Three-Years Summary)</i> | B5 |
| • <i>Revenues and Transfer-In by Fund Types (Twelve-Years Summary)</i> | B19 |
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| • <i>Management and Budget Policies</i> | B57 |
| • <i>Budget Preparation Process and Calendar</i> | B71 |

Combined Changes in Fund Balance

| Fund Description | Estimated Fund Balance 7/1/2015 | Estimated Revenues | Estimated Transfer-In | Adopted Expenditures | Adopted Transfer-Out | Estimated Fund Balance 6/30/2016 |
|----------------------------------|---------------------------------------|-----------------------|--------------------------|-------------------------|-------------------------|--|
| CITY FUNDS: | | | | | | |
| GENERAL FUND | | 36,131,200 | | 35,911,394 | | |
| Unassigned | 3,554,425 | | | | | 3,554,425 |
| Assigned: | | | | | | |
| Capital Improvements | 5,875,000 | | | | | 6,094,806 |
| City Employee Parking Lot | 529,511 | | | | | 529,511 |
| 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 |
| Unspendable: | | | | | | |
| Advances to PSIF & Park Facility | 741,556 | | | | | 741,556 |
| Total GF Reserves | 17,874,011 | | | | | 18,093,817 |
| SPECIAL REVENUE FUNDS | | | | | | |
| Retirement | 345,336 | 7,396,100 | | 7,741,436 | | 0 |
| Gas Taxes | 2,416,540 | 1,854,128 | | 1,762,026 | | 2,508,642 |
| Park Facilities | 117,386 | 300,000 | | 252,500 | | 164,886 |
| Proposition A | 2,089,630 | 1,336,547 | | 1,208,261 | | 2,217,916 |
| Proposition C | 846,946 | 928,817 | | 841,538 | | 934,225 |
| Measure R | 1,430,153 | 698,596 | | 603,069 | | 1,525,680 |
| Asset Forfeiture | 658,826 | 217,100 | | 672,372 | | 203,554 |
| Business Impr Dx #1 | 167,592 | 63,100 | | 140,246 | | 90,446 |
| Air Quality | 240,507 | 77,750 | | 75,844 | | 242,413 |
| Maint. District 1972 Act | 169,045 | 976,520 | | 1,145,565 | | 0 |
| Public Safety Impact | (261,661) | 450,000 | | 1,027,621 | | (839,282) |
| Public Safety Augmentation | | 650,000 | | 650,000 | | 0 |
| Library Tax | 131,063 | 504,850 | | 585,286 | | 50,627 |
| CERCLA Liability | 703,000 | 127,000 | | 250,000 | | 580,000 |
| Housing | 2,642,676 | 68,671 | | 113,000 | | 2,598,347 |
| GRANT FUNDS | | | | | | |
| Library | 22,905 | 161,436 | | 184,341 | | 0 |
| Library Building Trust | | 4,700 | | 4,700 | | 0 |
| HUD | | 869,346 | | 862,867 | | 6,479 |
| Parks & Recreation | | 61,061 | | 61,061 | | 0 |
| Fire | | 130,000 | | 48,500 | | 81,500 |
| Police | | 140,694 | | 140,694 | | 0 |
| Engineering/Transportation | | 1,569,782 | | 1,145,382 | | 424,400 |
| Gen Plan Review Trust | | 33,574 | | 33,574 | | 0 |
| Specialty Maint Trust Account | | 103,634 | | 103,634 | | 0 |
| STC Standards/Training/Correct | | 5,720 | | 5,720 | | 0 |
| Records Management Fee Trust | | 27,759 | | 27,759 | | 0 |

Combined Changes in Fund Balance

| Fund Description | Estimated Fund Balance 7/1/2015 | Estimated Revenues | Estimated Transfer-In | Adopted Expenditures | Adopted Transfer-Out | Estimated Fund Balance 6/30/2016 |
|--|---------------------------------------|-----------------------|--------------------------|-------------------------|-------------------------|--|
| ENTERPRISE FUNDS | | | | | | |
| Sewer | 1,212,686 | 1,750,000 | | 2,601,167 | | 361,519 |
| Refuse | 1,466,749 | 7,062,000 | | 7,304,303 | | 1,224,446 |
| Water | 22,004,710 | 14,215,500 | | 18,217,412 | | 18,002,798 |
| INTERNAL SERVICE FUNDS ⁽¹⁾ | | | | | | |
| Auto Shop | 1,629,004 | 1,804,344 | | 1,679,035 | | 1,754,313 |
| Separation Benefits | 3,445,435 | 1,275,798 | | 1,420,405 | | 3,300,828 |
| Workers' Compensation | (3,627,171) | 1,539,670 | | 1,344,318 | | (3,431,819) |
| General Liability | (125,052) | 2,020,000 | | 1,945,546 | | (50,598) |
| Technology/Data Processing | 1,050,489 | 171,673 | | 32,080 | | 1,190,082 |
| Other Post-Employment Benefits | | 900,000 | | | 900,000 | 0 |
| TOTAL CITY FUNDS | 56,650,805 | 85,627,070 | 0 | 90,142,656 | 900,000 | 51,235,219 |
| SUCCESSOR AGENCY (SA) FUNDS | | | | | | |
| | | 2,640,564 | | 2,369,484 | | 271,080 |
| TOTAL CITY AND SA FUNDS | 56,650,805 | 88,267,634 | 0 | 92,512,140 | 900,000 | 51,506,299 |

Note:

(1) Beginning fund balances for Internal Services Funds represented unrestricted fund balance.

CITY OF MONTEREY PARK
CHANGE IN ENDING FUND BALANCE
FISCAL YEAR 2015-2016 BUDGET COMPARED TO FISCAL YEAR 2014-2015 PROJECTED

| | 2014-2015 Projected Ending Fund Balance | 2015-2016 Projected Ending Fund Balance | Change in Fund Balance | % Change | Notes |
|------------------------------------|--|--|------------------------------|-------------|-------|
| GENERAL FUND | 17,874,011 | 18,093,817 | 219,806 | 1.23% | |
| SPECIAL REVENUE FUNDS | | | | | |
| Retirement | 345,336 | - | (345,336) | -100.00% | (1) |
| Gas Taxes | 2,416,540 | 2,508,642 | 92,102 | 3.81% | |
| Park Facilities | 117,386 | 164,886 | 47,500 | 40.46% | (2) |
| Proposition A | 2,089,630 | 2,217,916 | 128,286 | 6.14% | |
| Proposition C | 846,946 | 934,225 | 87,279 | 10.31% | (3) |
| Measure R | 1,430,153 | 1,525,680 | 95,527 | 6.68% | |
| Asset Forfeiture | 658,826 | 203,554 | (455,272) | -69.10% | (4) |
| Business Impr Dx #1 | 167,592 | 90,446 | (77,146) | -46.03% | (5) |
| Air Quality | 240,507 | 242,413 | 1,906 | 0.79% | |
| Maint. District 1972 Act | 169,045 | - | (169,045) | -100.00% | (6) |
| Public Safety Impact | (261,661) | (839,282) | (577,621) | -220.75% | (7) |
| Library Tax | 131,063 | 50,627 | (80,436) | -61.37% | (8) |
| CERCLA Liability | 703,000 | 580,000 | (123,000) | -17.50% | (9) |
| Housing | 2,642,676 | 2,598,347 | (44,329) | -1.68% | |
| GRANT FUNDS | | | | | |
| Library | 22,905 | - | (22,905) | -100.00% | (10) |
| HUD | - | 6,479 | 6,479 | 100.00% | (10) |
| Fire | - | 81,500 | 81,500 | 100.00% | (10) |
| Engineering/Transportation | - | 424,400 | 424,400 | 100.00% | (10) |
| ENTERPRISE FUNDS | | | | | |
| Sewer | 1,212,686 | 361,519 | (851,167) | -70.19% | (11) |
| Refuse | 1,466,749 | 1,224,446 | (242,303) | -16.52% | (11) |
| Water | 22,004,710 | 18,002,798 | (4,001,912) | -18.19% | (11) |
| INTERNAL SERVICE FUNDS | | | | | |
| Auto Shop | 1,629,004 | 1,754,313 | 125,309 | 7.69% | |
| Separation Benefits | 3,445,435 | 3,300,828 | (144,607) | -4.20% | |
| Workers' Compensation | (3,627,171) | (3,431,819) | 195,352 | 5.39% | |
| General Liability | (125,052) | (50,598) | 74,454 | 59.54% | (12) |
| Technology/Data Processing | 1,050,489 | 1,190,082 | 139,593 | 13.29% | (12) |
| SUCCESSOR AGENCY (SA) FUNDS | - | 271,080 | 271,080 | 100.00% | (13) |

Notes:

Explanation of Changes in Fund Balance Greater Than 10%

- (1) Retirement reserves are used to cover pension costs.
- (2) More Park Facilities revenues are projected from hotels and other developments.
- (3) More projected Prop C revenues are anticipated.
- (4) Two major CIPs for Police Mobile Data Computer and Crime Mapping Software are funded in 2015-16.
- (5) Funding is for more marketing and maintenance for the BID area.
- (6) Funds are used for CIP projects for 2015-16.
- (7) Major rehabilitations for Fire Station 61 and 62 are budgeted for 2015-16.
- (8) Using funds for PT staff wages to cover library Saturday and Sunday operations.
- (9) Higher contributions into General Liability Internal Service Fund are budgeted for 2015-16.
- (10) All grant funds will be spent according to regulations.
- (11) Higher infrastructure improvements and operation costs are budgeted for Sewer, Refuse, and Water funds.
- (12) Internal service fund allocations are based on usage trends.
- (13) Successor Agency Fund is approved by Department of Finance (DOF).

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|--------------------------------|-------------------|---------------------|------------------------|----------------------------------|------------------------|
| <i>General Fund</i> | | | | | |
| Property Taxes: | | | | | |
| Current Secured | 0010- 01010 | 7,316,466 | 7,100,000 | 7,535,000 | 7,753,000 |
| Residual Property Tax Dist. | 01015 | 1,115,153 | 1,400,000 | 2,000,000 | 1,160,300 |
| VLF Compensation | 01010 | 5,553,048 | 5,400,000 | 5,700,000 | 5,800,000 |
| Current Unsecured | 01020 | 277,071 | 260,000 | 282,600 | 288,300 |
| Homeowner Exemption | 01030 | 64,380 | 60,000 | 65,700 | 67,000 |
| Prior Year Secured | 01110 | 265,699 | 210,000 | 150,000 | 150,000 |
| Prior Year Unsecured | 01120 | 7,772 | 7,000 | 7,900 | 8,100 |
| Interest & Penalties | 01200 | 47,957 | 50,000 | 45,000 | 45,900 |
| Admin Cost Refunds (one-time) | 01210 | 3,043 | | | |
| Total Property Taxes | | 14,650,590 | 14,487,000 | 15,786,200 | 15,272,600 |
| Other Taxes: | | | | | |
| Admission Tax | 01400 | 5,000 | 7,500 | 7,500 | 7,500 |
| Sales Tax | 01500 | 3,680,799 | 3,800,000 | 3,800,000 | 3,914,000 |
| Sales Tax Compensation | 01500 | 1,262,022 | 1,265,000 | 1,265,000 | 1,303,000 |
| Transient Tax | 01550 | 1,049,070 | 1,000,000 | 1,150,000 | 1,265,000 |
| Franchise Tax | 01600 | 970,212 | 950,000 | 970,000 | 989,400 |
| Transfer Tax | 01800 | 198,654 | 166,000 | 220,000 | 230,000 |
| Utility Users Tax | 01900 | 3,202,264 | 3,100,000 | 3,234,300 | 3,266,600 |
| Vehicle In-lieu Tax | 04410 | 27,588 | 25,000 | 26,649 | |
| Total Other Taxes | | 10,395,608 | 10,313,500 | 10,673,449 | 10,975,500 |
| Licenses & Permits: | | | | | |
| Licenses: | | | | | |
| Business Licenses | 02010 | 974,816 | 944,000 | 1,100,000 | 1,140,000 |
| Business Lic Processing Fees | 02020 | 2,681 | 1,000 | 3,200 | 3,300 |
| Tobacco Retailer Lic Fees | 02025 | 1,800 | 1,000 | 1,800 | 1,800 |
| Dog Licenses Regular | 02410/02430 | 17,625 | 12,000 | 18,000 | 18,400 |
| Dog Licenses Altered | 02420/02450/02460 | 4,314 | 4,000 | 4,400 | 4,500 |
| Total Licenses | | 1,001,236 | 962,000 | 1,127,400 | 1,168,000 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|--------------------------------------|-------------|---------------------|------------------------|----------------------------------|------------------------|
| Construction Permits: | | | | | |
| Building Permits | 02500 | 544,085 | 700,000 | 545,000 | 900,000 |
| Electrical Permits | 02600 | 114,932 | 170,000 | 115,000 | 170,000 |
| Plumbing Permits | 02700 | 75,900 | 95,000 | 75,000 | 95,000 |
| Mechanical Permits | 02900 | 53,786 | 60,000 | 54,000 | 60,000 |
| Total Construction Permits | | 788,704 | 1,025,000 | 789,000 | 1,225,000 |
| Other Permits: | | | | | |
| Firework Permits | 03540 | 4,016 | 5,200 | 4,000 | 4,000 |
| Yard Sale Permits | 03550 | 1,780 | 2,100 | 1,800 | 1,800 |
| Misc Permits | 03590 | 19,754 | 10,000 | 19,000 | 19,400 |
| Parking Permits | 03650 | 2,100 | 2,000 | 2,100 | 2,100 |
| Banner Permits | 06290 | 6,176 | 221 | 800 | 800 |
| Total Other Permits | | 33,826 | 19,521 | 27,700 | 28,100 |
| Total Licenses & Permits | | 1,823,766 | 2,006,521 | 1,944,100 | 2,421,100 |
| Fines: | | | | | |
| Traffic Fines | 03580 | 205,726 | 200,000 | 180,000 | 210,000 |
| Court Fines | 03600 | 10,002 | 20,000 | 20,000 | 20,000 |
| Parking Fines | 03620/03630 | 450,521 | 500,000 | 430,000 | 450,000 |
| Court Restitutions | 06405 | 100 | | | |
| Total Court and Traffic Fines | | 666,349 | 720,000 | 630,000 | 680,000 |
| Use of Money & Property: | | | | | |
| Interest Income | 03700 | 262,664 | 300,000 | 200,000 | 250,000 |
| Golf Course Rental | 03800 | 127,605 | 150,000 | 140,000 | 145,000 |
| MetroPCS (3500 Ramona) | 03870 | 38,185 | | 39,331 | 40,511 |
| T-Mobile Rental (Fire Station 3) | 03880 | 30,020 | 30,000 | 30,000 | 31,848 |
| AT&T Rental (Fire Station 3) | 03890 | 30,020 | 30,020 | 30,920 | 31,848 |
| T-Mobile Rental (Sierra Vista) | 03930 | 34,836 | 38,660 | 38,660 | 40,220 |
| Nextel Rental (Ramona Blvd.) | 03940 | 35,298 | 39,120 | 22,834 | |
| Acosta Grower (Delta & Fox Sites) | 03960 | 12,328 | 12,328 | 12,698 | 13,079 |
| Martinez Nursery (La Loma Site) | 03961 | 3,047 | 3,138 | 3,138 | |
| Specialty Restaurants | 03970 | 150,681 | 150,000 | 165,000 | 160,000 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|--|-------------|---------------------|------------------------|----------------------------------|------------------------|
| Sublease Rent - SMSA (Pac Bell) | 03980 | 10,465 | 10,465 | 10,805 | 11,130 |
| Sublease Rent - Cox Communication | 03990 | 7,421 | 7,563 | 7,546 | 7,764 |
| Total Use of Money & Property | | 742,569 | 771,294 | 700,932 | 731,400 |
| Charges for Services: | | | | | |
| Police Services: | | | | | |
| Witness Fees | 03610 | 2,623 | 3,000 | 2,600 | 2,600 |
| Prisoner Housing | 03640 | 149,509 | 88,000 | 88,000 | 88,000 |
| Vehicle Release | 03670 | 56,035 | 66,000 | 66,000 | 66,000 |
| DUI Recovery | 03680 | 49,567 | 58,000 | 50,000 | 50,000 |
| Fingerprint | 06390/03710 | 12,305 | 15,000 | 15,000 | 15,000 |
| Correction Notices | 03720 | 4,275 | 4,000 | 4,000 | 4,000 |
| Prisoner Booking Fees | 03730/03760 | 800 | 400 | 400 | 400 |
| Police Report | 05990 | 3,191 | 3,000 | 3,200 | 3,200 |
| Burglar Alarm | 06400 | 23,908 | 35,000 | 24,000 | 30,000 |
| Total Police Services | | 302,213 | 272,400 | 253,200 | 259,200 |
| Fire Services: | | | | | |
| Fire Report Copy | 06050 | 599 | 300 | 500 | 300 |
| Fire Inspection | 06320 | 100,193 | 95,000 | 95,000 | 100,000 |
| Fire Plan Checks & Permits | 06330/06340 | 113,962 | 99,750 | 110,000 | 132,000 |
| Fire Response/Admin Citation | 06350/06240 | 9,075 | 11,500 | 9,000 | 9,000 |
| Business Fire Safety Inspection | 06370 | 34,177 | 25,000 | 28,000 | 32,000 |
| Ind Waste Permit/Inspection | 06850 | 121,388 | 105,000 | 105,000 | 120,000 |
| Ambulance Subscription | 07950 | 97,375 | 98,000 | 95,000 | 95,000 |
| Ambulance Transport | 07960 | 1,058,110 | 1,000,000 | 950,000 | 1,000,000 |
| Total Fire Services | | 1,534,878 | 1,434,550 | 1,392,500 | 1,488,300 |
| Community Development: | | | | | |
| Plan Check | 06100 | 434,063 | 700,000 | 1,007,000 | 900,000 |
| Comm Prop Insp | 06120 | 60,022 | | | |
| Res Prop Insp | 06150 | 22,656 | | | |
| Home Occup Insp | 06160 | 13,024 | 15,000 | 15,000 | 15,000 |
| Zoning | 06200 | 30,524 | 38,000 | 40,000 | 40,000 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|--|-------------|---------------------|------------------------|----------------------------------|------------------------|
| Admin Citation - Code Compliance | 06220/06130 | 34,638 | 50,000 | 35,000 | 35,000 |
| Design Review | 06250 | 19,870 | 8,000 | 13,000 | 20,000 |
| Special Inspection | 06450 | 4,249 | 7,000 | 5,000 | 5,000 |
| Shopping Cart Plan Review | 06451 | 1,260 | | 900 | 900 |
| Total Community Development Fees | | 620,305 | 818,000 | 1,115,900 | 1,015,900 |
| Public Works Fees: | | | | | |
| Comm. Franchise in lieu fee | 01610 | 124,201 | 135,000 | 125,000 | 125,000 |
| Street Excavation | 02910 | 9,486 | 8,000 | 8,000 | 8,000 |
| Sewer Permits | 02920 | 108 | 200 | 200 | 200 |
| Driveway/Sidewalk | 02930 | 1,766 | 2,500 | 2,500 | 2,500 |
| Housemoving Permits | 03520 | 2,304 | 1,056 | 2,000 | 2,000 |
| Sale of Maps/Plans | 06000/06010 | 1,076 | 2,500 | 1,500 | 1,500 |
| Newsrack Permits | 06710 | | 1,479 | 1,500 | 1,500 |
| Address Change | 06140 | 3,828 | 3,100 | 3,500 | 3,500 |
| Admin Citation - Public Works | 06230 | | 100 | 200 | 500 |
| Engr Inspection | 06210/06300 | 56,042 | 55,000 | 50,000 | 50,000 |
| Engr Plan Check | 06700 | 95,252 | 48,000 | 60,000 | 60,000 |
| Soil Review | 06910 | 20,423 | 10,000 | 15,000 | 15,000 |
| Total Public Works Fees | | 314,485 | 266,935 | 269,400 | 269,700 |
| Library Fees: | | | | | |
| Library Fines | 07410 | 21,204 | 19,000 | 19,000 | 19,000 |
| Audio Visual | 07420 | 4,339 | 5,000 | 5,000 | 5,000 |
| Lost Books | 07430 | 2,145 | 2,000 | 2,000 | 2,000 |
| Misc Library Revenue | 07460 | 52 | 100 | 100 | 100 |
| Card Replacement | 07480 | 1,974 | 2,000 | 2,000 | 2,000 |
| Damaged Items | 07490 | 194 | 600 | 500 | 500 |
| Total Library Fees | | 29,907 | 28,700 | 28,600 | 28,600 |
| Recreation / Community Services Fees: | | | | | |
| Rec. Facilities / Service Clubhouse | 04020 | 75,793 | 67,000 | 67,000 | 67,000 |
| Rec Registration | 06090 | 11,167 | 20,000 | 20,000 | 20,000 |
| Picnic Reservation | 07050 | 14,500 | 20,000 | 14,000 | 20,000 |
| Aquatics | 07090 | 26,569 | 24,000 | 24,000 | 26,000 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|---|-----------------------------|---------------------|------------------------|----------------------------------|------------------------|
| Adult Leagues | 07100 | (50) | | | |
| Child Care | 07150 | 165,404 | 160,000 | 175,000 | 175,000 |
| Barnes Pool Admission | 07610 | 9,497 | 13,000 | 13,000 | 13,000 |
| Elder Pool Admission | 07620 | 3,225 | 4,000 | 4,000 | 4,000 |
| Swim Lessons | 07630 | 72,498 | 62,000 | 75,000 | 70,000 |
| Barnes & Elder Pool Rental | 07640 | 8,013 | 44,000 | 10,000 | 10,000 |
| Adopt-A-Park | 08020 | 58 | 1,000 | | |
| Langley Activity | 08025 | 49,017 | 24,500 | 45,000 | 45,000 |
| Rec Registration | 0159-06090 | 20,746 | 35,000 | 21,000 | 35,000 |
| Summer Programs | 0159-07010 | 62,597 | 60,000 | 62,000 | 62,000 |
| Fall Programs | 0159-07020 | 35,377 | 62,000 | 46,350 | 40,000 |
| Winter Programs | 0159-07030 | 40,997 | 61,000 | 41,000 | 41,000 |
| Spring Programs | 0159-07040 | 64,118 | 55,000 | 65,000 | 65,000 |
| Adult Leagues | 0159-07100 | 855 | 3,000 | 1,000 | 1,000 |
| Total Recreation / Community Services Fees | | 660,382 | 715,500 | 683,350 | 694,000 |
| Administrative Charges: | | | | | |
| From City Funds | 06020 | 900,000 | 1,050,000 | 1,050,000 | 1,150,000 |
| Total Administrative Charges | | 900,000 | 1,050,000 | 1,050,000 | 1,150,000 |
| Other Services: | | | | | |
| City Clerk Research | 06040 | 281 | 500 | 500 | 500 |
| Returned Check Fee | 08150 | 1,975 | 4,000 | 2,000 | 2,000 |
| Coin Operated | 07500 | | 100 | | |
| ELAC Special Event | 09210 | | 6,300 | | |
| Total Other Services | | 2,256 | 10,900 | 2,500 | 2,500 |
| Total Charges for Services | | 4,364,425 | 4,596,985 | 4,795,450 | 4,908,200 |
| Other Revenue: | | | | | |
| Surplus Property Sale | 04000 | 5,477 | 8,000 | 630,511 | 8,000 |
| Refunds/Rebates | 08100 | 245,397 | 155,000 | 192,000 | 230,000 |
| Misc Revenue | 07530/09203/ 09200/09202 | 10,569 | 3,600 | 3,600 | 3,600 |
| Utility Billing Round Up | 08200 | 800 | 750 | 750 | 800 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|----------------------------|-------|---------------------|------------------------|----------------------------------|------------------------|
| Street Maintenance - Water | 08155 | 480,000 | 650,000 | 650,000 | 900,000 |
| Total Other Revenue | | 742,244 | 817,350 | 1,476,861 | 1,142,400 |
| Total General Fund | | 33,385,551 | 33,712,650 | 36,006,992 | 36,131,200 |

Special Revenue Funds

Retirement Fund - 0012

Property Taxes:

| | | | | | |
|-------------------------------------|-------------|------------------|------------------|------------------|------------------|
| Current Secured | 01010 | 4,451,106 | 4,600,000 | 4,600,000 | 4,650,000 |
| Residual Property Tax Dist. | 01015 | 455,609 | 500,000 | 500,000 | 300,000 |
| Current Unsecured | 01020 | 74,932 | 85,000 | 76,400 | 77,900 |
| Homeowner Exemption | 01030 | 49,785 | 59,000 | 50,800 | 51,800 |
| Prior Year Secured | 01110 | 94,624 | 80,000 | 96,500 | 98,400 |
| Prior Year Unsecured | 01120 | 875 | 500 | 900 | 900 |
| Interest & Penalties | 01200/03750 | 16,455 | 18,000 | 16,800 | 17,100 |
| General Fund Supplement for Pension | 01300 | 750,000 | 1,300,000 | 1,300,000 | 2,200,000 |
| Extra Residual Distributions | 01015 | | 311,915 | 411,915 | |
| Total Retirement Fund | | 5,893,387 | 6,954,415 | 7,053,315 | 7,396,100 |

State Gas Tax Funds - 0022

Gas Tax:

| | | | | | | |
|------------------------------------|-------|-------|------------------|------------------|------------------|------------------|
| Section 2103 (Prop 42 Replacement) | 0022- | 04530 | 931,625 | 679,774 | 870,732 | 675,419 |
| Section 2105 | 0022- | 04540 | 406,049 | 312,398 | 397,100 | 371,514 |
| Section 2106 | 0022- | 04500 | 186,797 | 247,918 | 218,072 | 185,042 |
| Section 2107 | 0022- | 04510 | 420,572 | 383,853 | 542,300 | 510,653 |
| Section 2107.5 | 0022- | 04520 | 7,500 | 7,500 | 7,500 | 7,500 |
| Interest Income | 0022- | 03700 | 6,964 | 3,000 | 3,000 | 3,000 |
| SB 821 Bikeway | 0023- | 05400 | 30,000 | 49,795 | | 101,000 |
| Total Gas Tax Fund | | | 1,989,508 | 1,684,238 | 2,038,704 | 1,854,128 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|-------------------------------------|-------|---------------------|------------------------|----------------------------------|------------------------|
| Park Facility Fund - 0070 | | | | | |
| Park Facilities Fees | 09000 | 60,065 | 300,000 | 180,000 | 300,000 |
| Proposition A Fund - 0109 | | | | | |
| Proposition A Sales of Assets | 04000 | 5,675 | | | |
| Proposition A Local Return | 05400 | 1,042,832 | 1,075,941 | 1,074,100 | 1,115,547 |
| Proposition A Incentive Program | 05430 | 109,852 | 107,223 | 113,100 | 114,000 |
| Bus Fares | 07680 | 85,896 | 65,000 | 58,200 | 60,000 |
| MTA Tap Card Sales | 07685 | | 50,000 | 35,000 | 40,000 |
| Interest Income | 03700 | 7,043 | 6,800 | 6,800 | 7,000 |
| Total Proposition A Fund | | 1,251,298 | 1,304,964 | 1,287,200 | 1,336,547 |
| Measure R Fund - 0110 | | | | | |
| Measure R | 05400 | 645,544 | 669,357 | 664,900 | 693,996 |
| Interest Income | 03700 | 4,523 | 4,600 | 4,600 | 4,600 |
| Total Measure R | | 650,067 | 673,957 | 669,500 | 698,596 |
| Proposition C Fund - 0166 | | | | | |
| Interest Income | 05400 | 866,913 | 892,465 | 892,900 | 925,317 |
| | 03700 | 2,958 | 3,200 | 3,200 | 3,500 |
| Total Proposition C | | 869,871 | 895,665 | 896,100 | 928,817 |
| Asset Forfeiture Fund - 0160 | | | | | |
| Asset Forfeiture-Justice | 03690 | 37,145 | 45,000 | 45,000 | 45,000 |
| Interest Income | 03700 | 2,155 | 2,500 | 2,100 | 2,100 |
| Asset Forfeiture-Treasury | 03770 | 122,393 | 120,000 | 352,000 | 120,000 |
| Asset Forfeiture-State | 03780 | 113,467 | 51,000 | 50,000 | 50,000 |
| Sales of Surplus Property | 04000 | 5,599 | | | |
| Misc Revenues | 08100 | | | 6,407 | |
| Total Asset Forfeiture Fund | | 280,759 | 218,500 | 455,507 | 217,100 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|---|-------------|---------------------|------------------------|----------------------------------|------------------------|
| Business Improvement Fund - 0077 | | | | | |
| Business Improvement Fees | 02110 | 62,180 | 58,584 | 62,200 | 62,200 |
| Interest Income | 03700 | 817 | 900 | 900 | 900 |
| Total Business Improvement | | 62,997 | 59,484 | 63,100 | 63,100 |
| Air Quality Improvement Fund - 0165 | | | | | |
| Air Quality Allocation | 05400 | 56,358 | 75,000 | 75,000 | 77,000 |
| Interest Income | 03700 | 757 | 650 | 650 | 750 |
| Total Air Quality Improvement | | 57,116 | 75,650 | 75,650 | 77,750 |
| Maint. District -1972 Act - 0176 | | | | | |
| Special Assessment | 01060 | 987,761 | 983,000 | 983,000 | 976,520 |
| Library Tax Fund - 0131 | | | | | |
| Library Tax | 01060 | 504,246 | 502,000 | 504,500 | 504,500 |
| Interest Income | 03700 | 652 | 300 | 300 | 350 |
| Total Library Tax Fund | | 504,898 | 502,300 | 504,800 | 504,850 |
| Public Safety Augmentation Fund - 0182 | | | | | |
| Sales Tax Public Safety Augmentation | 01510 | 636,527 | 620,000 | 650,000 | 650,000 |
| Public Safety Impact Fund - 0071 | | | | | |
| Public Safety Impact Fee | 03570/08100 | 273,278 | 450,000 | 270,000 | 450,000 |
| Interest Income | 03700 | 59 | | | |
| Total Public Safety Impact Fee | | 273,337 | 450,000 | 270,000 | 450,000 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|--|-------------------|---------------------|------------------------|----------------------------------|------------------------|
| CERCLA Liability Fund - 0203 | | | | | |
| CERCLA Fees | 06950 | 124,130 | 124,000 | 124,000 | 124,000 |
| Interest Income | 03700 | 3,045 | 2,100 | 2,500 | 3,000 |
| Total CERCLA Liability | | 127,175 | 126,100 | 126,500 | 127,000 |
| Housing Program Fund - 0880 | | | | | |
| SERAF Payment | 01017 | | 68,671 | 68,671 | 68,671 |
| Interest Income | 03700 | 17,856 | | | |
| Grant Revenues | 05400 | 35,318 | | | |
| Rental Income-325 E. Pomona | 05451 | 1,142 | | | |
| Rental Income-371 E. Pomona | 05452 | 2,321 | | | |
| Rental Income-321 E. Pomona | 05454 | 2,424 | | | |
| Rental Income-534 N. Chandler | 05455 | 38,345 | | | |
| Other Revenue | 07530 | 701 | | | |
| Total Housing Program Fund - 0880 | | 98,105 | 68,671 | 68,671 | 68,671 |
| Grants Fund | | | | | |
| Library Grants: | | | | | |
| Literacy and Civics Ed. Grant | 0142- 05400 | 81,853 | 136,524 | 136,524 | 136,000 |
| Cal Literacy Grant | 0163- 03700/05400 | 25,455 | 25,436 | 25,436 | 25,436 |
| Target Grant | 0423- 05400 | 2,000 | | | |
| Nursery Rhyme App Grant | 0429- 05400 | | 5,000 | 5,000 | |
| Literacy Trust Grant | 0445- 05400 | | 20,650 | 20,650 | |
| LSTA Pitch an Idea Grant | 0449- 05400 | | 20,000 | 20,000 | |
| Library Building Trust Grant | 0411- 05400 | | 16,340 | 16,340 | |
| Total Library Grants | | 109,308 | 223,950 | 223,950 | 161,436 |
| Recreation Grants: | | | | | |
| Park Discretionary (Maint.) | 0178- 05400 | 65,315 | 59,478 | 59,478 | 61,061 |
| Langley Center Trust | 0500- 05400 | 8,794 | | | |
| LA County Open Space Grant | 0501- 05400 | 2,725 | | | |
| LA Astronomical Society Grant | 0502- 03700/05400 | 125,210 | | | |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|--|-------------------|---------------------|------------------------|----------------------------------|------------------------|
| Total Parks & Rec Grants | | 202,044 | 59,478 | 59,478 | 61,061 |
| Police Grants: | | | | | |
| STC Grant | 0132- 05400 | 6,050 | 6,050 | 6,050 | 6,050 |
| POST Grant | 0136- 04500 | 40,389 | 35,000 | 35,000 | 35,000 |
| Interest Income | 0192- 03700 | 358 | | | |
| State - COPS | 0192- 05400 | 100,000 | 100,164 | 100,164 | 100,164 |
| Bullet Proof Vest Grant | 0229- 05400 | 6,353 | 5,530 | 5,530 | 5,530 |
| AB109 Task Force Grant | 0306- 03700/05400 | 111,362 | | | |
| Sr. Pedestrians & Bicycle Safety | 0330- 05400 | 60,432 | | | |
| Selective Traffic Enforcement Prog | 0335- 05400 | | 148,000 | 148,000 | |
| Urban Area Security Initiative | 0460- 05400 | 66,758 | | | |
| Urban Area Security Initiative-2014 | 0463- 05400 | | 45,000 | 45,000 | |
| Total Police Grants | | 391,703 | 339,744 | 339,744 | 146,744 |
| Engineering/Parks Grants: | | | | | |
| Prop 1B Street Improvement Fund | 0028- 03700/05400 | 35 | | | |
| Used Oil Recycling Grant | 0184- 03700/05400 | 17,554 | 17,540 | 17,540 | 17,540 |
| Beverage Container Recycling | 0214- 03700/05401 | 33,246 | 16,114 | 16,114 | 16,042 |
| Used Oil Competitive Grant (13/14) | 0264- 05400 | | 120,000 | 120,000 | |
| Asphalt/Concrete Incentive | 0421- 05400 | 40,624 | | | |
| Tree Planting County Grant | 0448- 05400 | 16,500 | 51,600 | 51,600 | |
| Total Engineering Grants | | 107,959 | 205,254 | 205,254 | 33,582 |
| Transportation Grants: | | | | | |
| Surface Transportation Program (STP-L) | 0175- 05400 | | 737,000 | 737,000 | 300,000 |
| Air Quality Investment Program | 0233- 05400/07680 | 2,695 | | | |
| Safetea-Lu | 0342- 05400 | 50,120 | | | 480,000 |
| MTA Grant (ELAC) | 0346- 05400 | 17,333 | | | |
| MTA Clean Fuel Bus Grant | 0443- 05400 | | 309,000 | 309,000 | 424,400 |
| CNG Fueling System Grant | 0444- 05400 | | 225,000 | 225,000 | |
| MTA S. Garfield Transit Village Plan | 0447- 05400 | 109,528 | | | |
| MTA Bike Lane Grant | 0450- 05400 | | | | 331,800 |
| Total Transportation Grants | | 179,676 | 1,271,000 | 1,271,000 | 1,536,200 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|--|---|---------------------|------------------------|----------------------------------|------------------------|
| Fire Grants: | | | | | |
| Homeland Security 2011 SHSGP | 0255- 05400 | (355) | | | |
| Urban Area Security Initiative-2011 | 0259- 05400 | 38,607 | | | |
| ELAC Instructional Serv Program | 0349- 05400 | 54,662 | 40,000 | 40,000 | 40,000 |
| Homeland Security 2013 SHSGP | 0462- 05400 | | 27,870 | 27,870 | |
| Urban Area Security Initiative-2014 | 0463- 05400 | | 18,182 | 18,182 | |
| Ground Emergency Medical Transport | 0465- 05400 | 18,381 | 130,000 | 130,000 | 90,000 |
| Total Fire Grants | | 111,295 | 216,052 | 216,052 | 130,000 |
| Community Development Grants: | | | | | |
| Sustainable Communities Planning | 0440- 05400 | 12,552 | | | |
| Total Community Development Grants | | 12,552 | 0 | 0 | 0 |
| HUD Grants: | | | | | |
| CDBG | 0169- 05400 | 676,615 | 599,398 | 599,398 | 625,234 |
| HOME Fund | 0152- 05400/ 03700/05451/52/53/54/55 | 201,648 | 249,322 | 249,322 | 241,612 |
| EDI Grant/Interest Income | 0211- 03700 | 2,178 | 2,000 | 2,300 | 2,500 |
| Total HUD Grants | | 880,441 | 850,720 | 851,020 | 869,346 |
| Other Special Grants (Trust Funds): | | | | | |
| Maintenance Grant (0075) | 0344- 05400 | 103,634 | 82,000 | 103,634 | 103,634 |
| Gen Plan Review Trust | 0352- 05400 | | 37,741 | 37,741 | 33,574 |
| Passport Trust Grant (0075) | 0415- 05400 | 21,305 | | | |
| Records Management Fee Trust (0075) | 0442- 05400 | 27,408 | 61,755 | 61,755 | 27,759 |
| Video Serv Franchise Trust (0075) | 0351- 05400 | | 24,573 | 24,573 | |
| Total Other Special Grants | | 152,347 | 206,069 | 227,703 | 164,967 |
| Total Grant Funds | | 2,147,325 | 3,372,267 | 3,394,201 | 3,103,336 |
| Total Special Revenue Funds | | 15,890,196 | 18,289,211 | 18,716,248 | 18,752,515 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|-----------------------------------|------------------|---------------------|------------------------|----------------------------------|------------------------|
| <i>Enterprise Funds</i> | | | | | |
| Sewer Fund - 0042 | | | | | |
| Sewer Reconstruction Fee | 01000 | 648 | | | |
| Sewer Revenue | 05200 | 286,900 | 274,000 | 700,000 | 1,750,000 |
| Total Sewer Fund | | 287,548 | 274,000 | 700,000 | 1,750,000 |
| Refuse Fund - 0043 | | | | | |
| Refuse Charges | 05300/05350 | 5,688,896 | 5,700,000 | 6,220,000 | 6,655,400 |
| Waste Mgmt Surcharge | 05360 | 339,540 | 380,000 | 380,000 | 406,600 |
| Total Refuse Fund | | 6,028,436 | 6,080,000 | 6,600,000 | 7,062,000 |
| Water Fund | | | | | |
| Water Operation Fund: | | | | | |
| Sales of Surplus Property | 0092- 04000 | 4,840 | | | |
| Water Sales | 0092- 07510 | 7,613,463 | 7,825,000 | 8,184,500 | 9,207,600 |
| Connection Fee | 0092- 07550 | 169,783 | 100,000 | 169,800 | 169,800 |
| Meter Installation | 0092- 07520 | 273,120 | 200,000 | 250,000 | 220,000 |
| Other Revenue | 0092- 07530/7540 | 49,426 | 30,000 | 18,000 | 20,000 |
| Total Water Operation Fund | | 8,110,631 | 8,155,000 | 8,622,300 | 9,617,400 |
| Water Treatment Fund: | | | | | |
| Water Treatment Surcharge | 0093- 07590 | 2,809,814 | 2,950,000 | 3,020,500 | 3,398,100 |
| WQA EPA Settlement | 0093- 07575 | 1,897,638 | 650,000 | 1,200,000 | 1,200,000 |
| Other - Insurance Reimb. | 0093- 07530 | 1,222 | 30,000 | | |
| Total Water Treatment Fund | | 4,708,673 | 3,630,000 | 4,220,500 | 4,598,100 |
| Total Enterprise Funds | | 19,135,288 | 18,139,000 | 20,142,800 | 23,027,500 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|---|-------------|---------------------|------------------------|----------------------------------|------------------------|
| <i>Internal Services Funds</i> | | | | | |
| Auto Shop Fund - 0060 | | | | | |
| Refunds & Rebates | 08100/04000 | 2,953 | | | |
| Vehicle Charges | 08700 | 1,704,478 | 1,750,170 | 1,750,170 | 1,804,344 |
| Total Shop Fund | | 1,707,431 | 1,750,170 | 1,750,170 | 1,804,344 |
| Separation Benefits Fund - 0061 | | | | | |
| Separation Charges | 07900 | 1,269,697 | 1,269,697 | 1,269,697 | 1,275,798 |
| General Liability Fund - 0062 | | | | | |
| Insurance Charges | 06020 | 875,000 | 1,130,000 | 1,130,000 | 1,520,000 |
| Refunds & Rebates (Transfer - Separation) | 08100 | 300,000 | 500,000 | 500,000 | 500,000 |
| | | 1,175,000 | 1,630,000 | 1,630,000 | 2,020,000 |
| Technology Fund - 0063 | | | | | |
| Technology Charges | 06020 | 138,643 | 151,658 | 151,658 | 171,673 |
| OPEB Internal Service Fund - 0064 | | | | | |
| OPEB set-aside | 06020 | 500,000 | 850,000 | 850,000 | 900,000 |
| Workers' Compensation Fund - 0080 | | | | | |
| Insurance Charges | 07900 | 1,396,997 | 1,463,721 | 1,463,721 | 1,539,670 |
| Total Internal Services Funds | | 6,187,768 | 7,115,246 | 7,115,246 | 7,711,485 |

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

| Description | Acct | Actual 2013-2014 | Estimated 2014-2015 | Estimated Actual 2014-2015 | Estimated 2015-2016 |
|---|-------|---------------------|------------------------|----------------------------------|------------------------|
| <i>Successor Agency (SA) Funds</i> | | | | | |
| Atlantic/Garvey | 0860- | 1,711,040 | 2,079,170 | 1,794,470 | 1,753,332 |
| Merged | 0870- | 371,809 | 965,940 | 963,878 | 887,232 |
| Total Successor Agency (SA) Fund | | 2,082,849 | 3,045,110 | 2,758,348 | 2,640,564 |
| Total City and SA - All Funds | | 76,681,653 | 80,301,217 | 84,739,634 | 88,263,264 |

CITY OF MONTEREY PARK

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

GOVERNMENTAL FUND TYPES

| Fiscal Year Ending | SPECIAL REVENUE | | | | | | | ENTERPRISE | | |
|--------------------------|-----------------|--------------------|-----------|-------------------------|----------------------|--------------|-------------------------------|------------------|-------------------------------|-------------------------------|
| | General Fund | Retirement Fund | Grants | Maintenance District | Proposition A & C | Gas Taxes | Other ⁽²⁾ Funds | Water Utility | Refuse ⁽³⁾ Fund | Sewer ⁽³⁾ Funds |
| 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 | 2,276,386 | 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 | 2,627,211 | 16,578,828 | 5,832,841 | 273,555 |
| 2014 | 33,385,551 | 5,893,387 | 2,147,325 | 987,761 | 2,121,169 | 1,989,508 | 2,751,046 | 12,819,304 | 6,028,436 | 287,548 |
| 2015 ⁽¹⁾ | 36,006,992 | 7,053,315 | 3,394,201 | 983,000 | 2,183,300 | 2,038,704 | 3,063,728 | 12,842,800 | 6,600,000 | 700,000 |
| 2016 ⁽²⁾ | 36,131,200 | 7,396,100 | 3,103,336 | 976,520 | 2,265,364 | 1,854,128 | 3,157,067 | 14,215,500 | 7,062,000 | 1,750,000 |

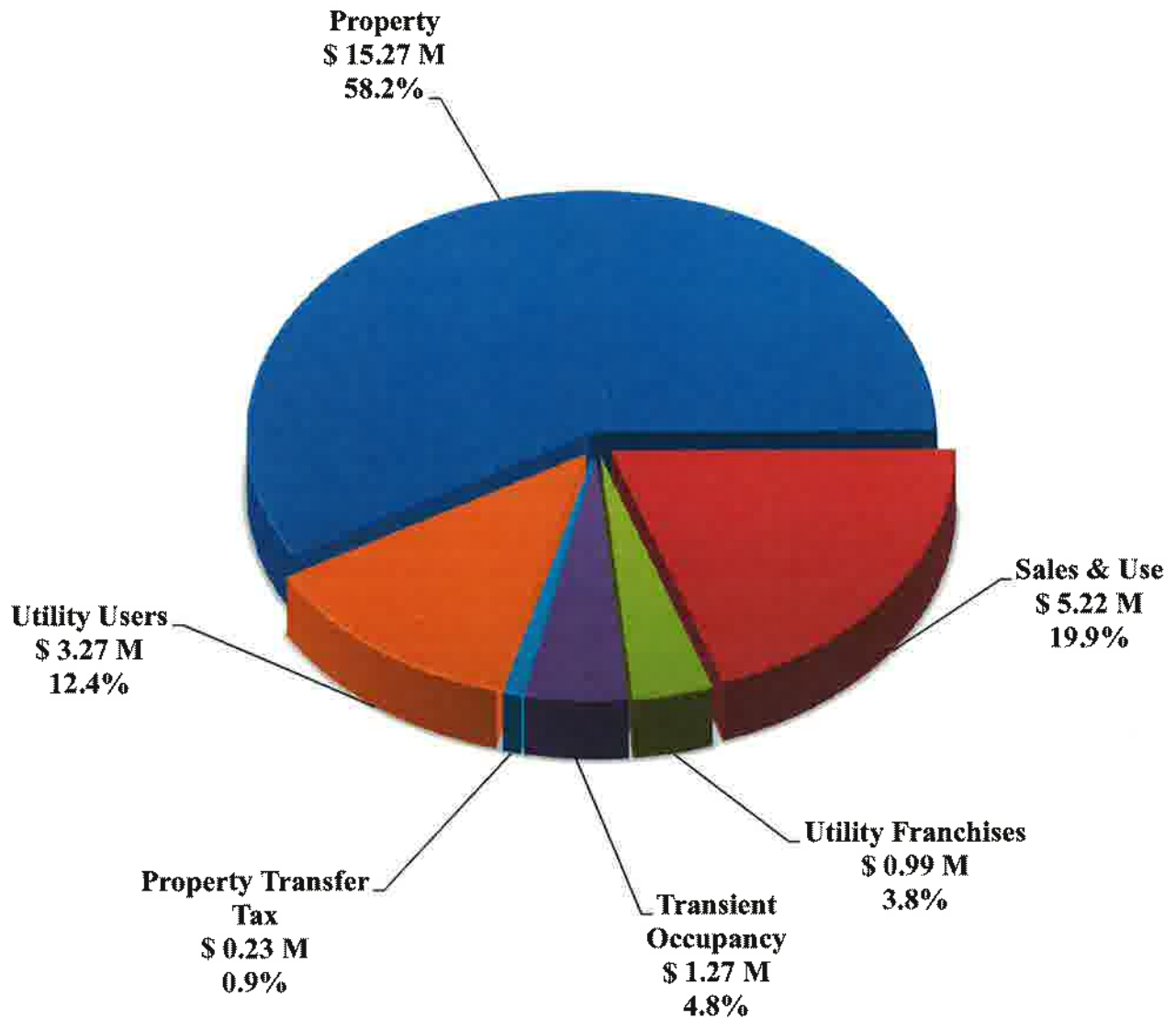
Notes:

- (1) Amounts for FYE 2015 display estimated actual and 2016 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, Housing Program, 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.

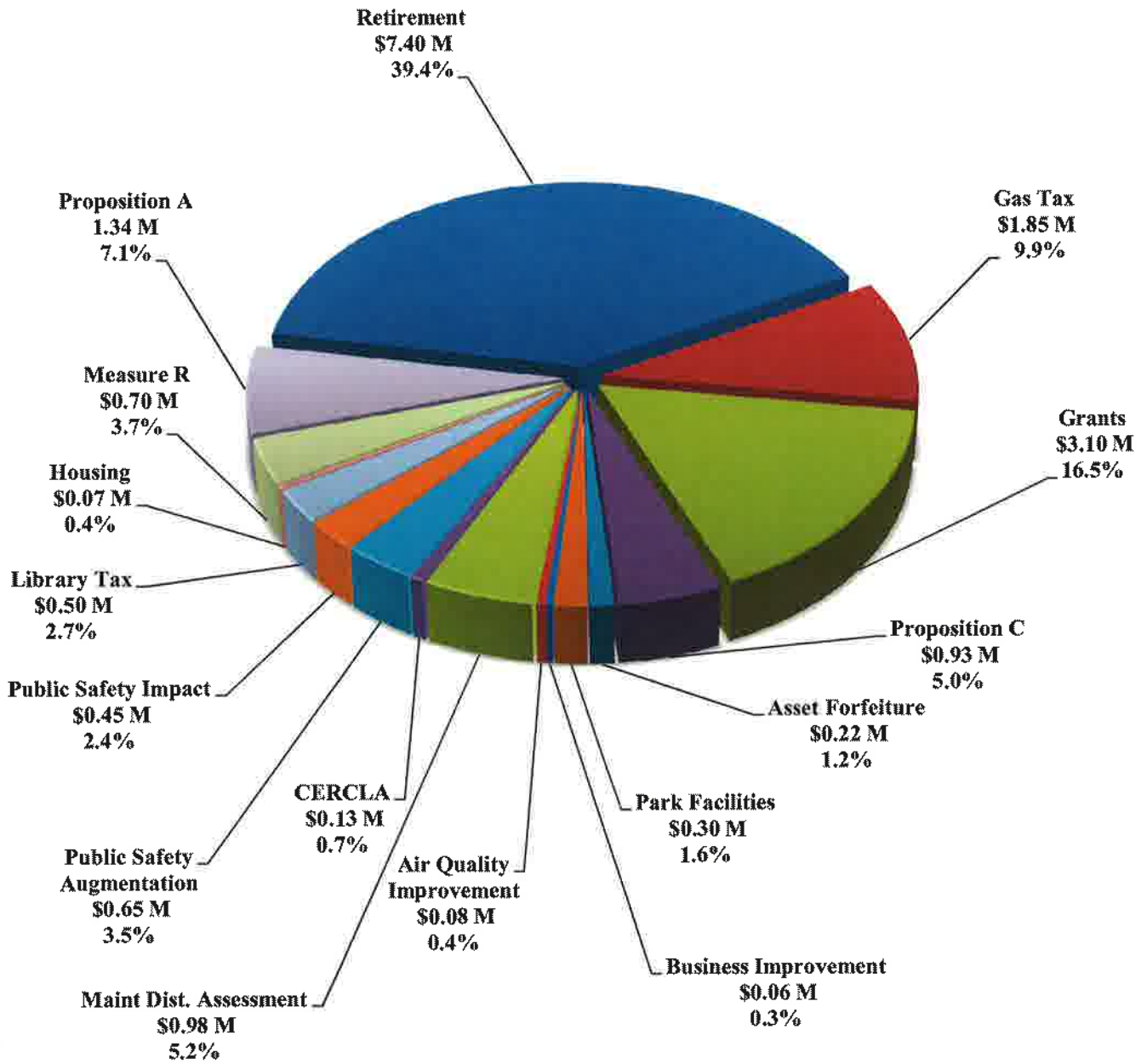
FISCAL YEAR 2015-2016 BUDGET

| 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 |
| 1,602,184 | 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 | | | 73,873,255 |
| 1,724,993 | 1,239,697 | 903,550 | 132,040 | 1,267,446 | 500,000 | | 4,031,009 | 87,229,790 |
| 1,707,431 | 1,269,697 | 1,175,000 | 138,643 | 1,396,997 | 500,000 | | 2,082,849 | 76,681,652 |
| 1,750,170 | 1,269,697 | 1,630,000 | 151,658 | 1,463,721 | 850,000 | | 2,758,348 | 84,739,634 |
| 1,804,344 | 1,275,798 | 2,020,000 | 171,673 | 1,539,670 | 900,000 | | 2,640,564 | 88,263,264 |

**General Fund
Tax Revenues By Category
Fiscal Year 2015-2016**



Special Revenue Funds Revenues By Source Fiscal Year 2015-2016



Five Years Summary of Expenditures

| Fund Description | Actual 2011-12 | Actual 2012-13 | Actual 2013-14 | Estimated Actual 2014-15 | Budget 2015-16 |
|---------------------------------|-------------------|-------------------|-------------------|--------------------------------|-------------------|
| MAJOR FUNDS | | | | | |
| <i>General Fund</i> | 29,341,132 | 30,804,467 | 33,871,183 | 36,534,021 | 35,911,394 |
| <i>Retirement</i> | 7,078,767 | 6,372,247 | 6,586,863 | 7,116,897 | 7,741,436 |
| <i>Grant Funds</i> | | | | | |
| Library | 172,371 | 86,680 | 102,501 | 224,302 | 189,041 |
| HUD | 1,474,514 | 1,565,308 | 876,183 | 771,074 | 862,867 |
| Parks & Recreation | 203,511 | 159,597 | 104,200 | 59,478 | 61,061 |
| Police / Fire | 553,420 | 1,227,582 | 209,649 | 262,115 | 194,914 |
| Engineering / Transportation | 1,469,792 | 2,467,058 | 383,589 | 1,265,151 | 1,145,382 |
| Other Special Grant | 261,009 | 417,115 | 280,999 | 704,703 | 164,967 |
| Housing Funds | | 5,581,777 | 98,259 | 67,000 | 113,000 |
| NONMAJOR FUNDS | | | | | |
| <i>Special Revenue Funds</i> | | | | | |
| Gas Taxes | 1,352,919 | 1,303,312 | 1,426,386 | 1,389,784 | 1,762,026 |
| Library Tax | 457,198 | 520,108 | 523,402 | 549,907 | 585,286 |
| Proposition A | 855,920 | 1,398,922 | 1,036,955 | 1,124,945 | 1,208,261 |
| Proposition C | 896,717 | 978,791 | 831,357 | 829,081 | 841,538 |
| Measure R | 467,975 | 384,003 | 713,629 | 435,475 | 603,069 |
| Asset Forfeiture | 321,935 | 441,604 | 329,115 | 362,969 | 672,372 |
| Business Improv. District #1 | 20,495 | 121,159 | 94,918 | 75,000 | 140,246 |
| Air Quality | 53,342 | 85,428 | 23,676 | 47,320 | 75,844 |
| Maint. District 1972 Act | 932,240 | 968,344 | 1,009,677 | 1,077,816 | 1,145,565 |
| Public Safety Impact | 145,104 | 286,175 | 127,325 | 713,035 | 1,027,621 |
| Public Safety Augmentation | 566,044 | 617,604 | 636,527 | 620,000 | 650,000 |
| Park Facilities | 34,598 | | | 13,411 | 252,500 |
| CERCLA Liability | 120,000 | 119,999 | 120,000 | 250,000 | 250,000 |
| Total Governmental Funds | 46,779,004 | 55,907,281 | 49,386,391 | 54,493,484 | 55,598,390 |
| PROPRIETARY FUNDS | | | | | |
| <i>Enterprise Fund</i> | | | | | |
| Water Utility | 11,479,933 | 10,764,656 | 11,165,204 | 21,514,540 | 18,217,412 |
| Refuse | 6,139,272 | 6,254,599 | 6,478,684 | 6,873,021 | 7,304,303 |
| Sewer | 331,682 | 238,551 | 221,078 | 344,506 | 2,601,167 |
| <i>Internal Service Funds</i> | | | | | |
| Auto Shop | 1,708,316 | 1,671,365 | 1,748,706 | 1,596,574 | 1,679,035 |
| Separation Benefits | 987,632 | 789,966 | 880,648 | 1,403,081 | 1,420,405 |
| Workers' Compensation | 1,257,132 | 1,255,114 | 2,691,992 | 1,335,734 | 1,344,318 |
| General Liability | 1,497,508 | 1,370,978 | 1,308,271 | 1,689,887 | 1,945,546 |
| Technology/Data Processing | 146,666 | 135,620 | 94,825 | 76,383 | 32,080 |
| Other Post-Employment Benefits | | | 1,500,000 | | |
| Total Proprietary Funds | 23,548,141 | 22,480,849 | 26,089,408 | 34,833,726 | 34,544,266 |

Five Years Summary of Expenditures

| Fund Description | Actual 2011-12 | Actual 2012-13 | Actual 2013-14 | Estimated Actual 2014-15 | Budget 2015-16 |
|--|--------------------|-------------------|-------------------|--------------------------------|-------------------|
| <i>Successor Agency (SA) ⁽¹⁾</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 | 949,036 | 1,734,981 | 1,545,797 |
| Merged Project | 11,065,054 | 10,163,123 | 621,701 | 879,922 | 823,687 |
| Housing Funds | 3,252,690 | | | | |
| Total Successor Agency | 16,703,207 | 12,919,643 | 1,570,737 | 2,614,903 | 2,369,484 |
| <i>Community Redevelopment Agency (CRA) ⁽¹⁾</i> | | | | | |
| <i>Debt Service Funds ⁽¹⁾</i> | | | | | |
| Atlantic/Garvey | 1,987,411 | | | | |
| Merged Project | 507,772 | | | | |
| <i>Capital Projects Funds</i> | | | | | |
| Atlantic/Garvey | 24,670,679 | | | | |
| Merged Project | 36,986,608 | | | | |
| Housing Funds | 452,804 | | | | |
| Total Community Redevelopment Agency | 64,605,276 | 0 | 0 | 0 | 0 |
| TOTAL CITY, SA, & CRA | 151,635,628 | 91,307,772 | 77,046,536 | 91,942,113 | 92,512,140 |

Notes:

- (1) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.

Summary of Expenditures by Activity

| Activity Description | Salaries and Benefits | | | Services and Supplies | | |
|--|-----------------------|------------------|----------------|-----------------------|------------------|----------------|
| | Actual | Estimated Actual | Budgeted | Actual | Estimated Actual | Budgeted |
| | 2013-14 | 2014-15 | 2015-16 | 2013-14 | 2014-15 | 2015-16 |
| CITY COUNCIL | 79,689 | 76,842 | 77,548 | 52,184 | 72,800 | 52,000 |
| COMMUNITY PROMOTION | | | | 43,378 | 50,000 | 76,000 |
| BUSINESS IMPROVEMENT DISTRICT | | | | 94,918 | 75,000 | 140,246 |
| CITY MANAGER ⁽¹⁾ | | | | | | |
| City Manager | 308,008 | 321,936 | 336,076 | 26,285 | 64,147 | 65,953 |
| Economic Rehabilitation | | | | | | |
| Total City Manager | <u>308,008</u> | <u>321,936</u> | <u>336,076</u> | <u>26,285</u> | <u>64,147</u> | <u>65,953</u> |
| HUMAN RESOURCES AND RISK MANAGEMENT | | | | | | |
| Human Resources Admin. | 298,700 | 302,950 | 318,948 | 174,140 | 148,474 | 252,383 |
| Risk Management | <u>172,566</u> | <u>192,877</u> | <u>205,571</u> | <u>87,102</u> | <u>254,052</u> | <u>301,161</u> |
| Total Human Resources /Risk Management | <u>471,265</u> | <u>495,827</u> | <u>524,519</u> | <u>261,241</u> | <u>402,526</u> | <u>553,544</u> |
| GEN. LIABILITY PROGRAM | | | | 1,482,743 | 1,965,576 | 2,320,000 |
| POST-EMPLOYMENT ADMIN. | 4,805,942 | 4,045,036 | 4,146,850 | 2,498,161 | 3,234,227 | 4,106,015 |
| WORKERS' COMPENSATION | | | | 2,667,859 | 1,311,801 | 1,320,000 |
| CITY CLERK | 251,663 | 265,912 | 292,173 | 157,005 | 194,469 | 72,700 |

Summary of Expenditures by Activity

| | | | Capital Outlay | | | Total | | |
|---------|------------------|----------|----------------|------------------|-----------|---------|------------------|----------|
| Actual | Estimated Actual | Budgeted | Actual | Estimated Actual | Budgeted | Actual | Estimated Actual | Budgeted |
| 2013-14 | 2014-15 | 2015-16 | 2013-14 | 2014-15 | 2015-16 | 2013-14 | 2014-15 | 2015-16 |
| | | | 131,872 | 149,642 | 129,548 | | | |
| | | | 43,378 | 50,000 | 76,000 | | | |
| | | | 94,918 | 75,000 | 140,246 | | | |
| | | | 334,293 | 386,083 | 402,029 | | | |
| | | | 0 | 0 | 0 | | | |
| 0 | 0 | 0 | 334,293 | 386,083 | 402,029 | | | |
| | | | 472,840 | 451,424 | 571,331 | | | |
| | | | 259,667 | 446,929 | 506,732 | | | |
| 0 | 0 | 0 | 732,507 | 898,353 | 1,078,063 | | | |
| | | | 1,482,743 | 1,965,576 | 2,320,000 | | | |
| | | | 7,304,103 | 7,279,263 | 8,252,865 | | | |
| | | | 2,667,859 | 1,311,801 | 1,320,000 | | | |
| | | | 408,669 | 460,381 | 364,873 | | | |

Summary of Expenditures by Activity

| Activity Description | Salaries and Benefits | | | Services and Supplies | | |
|--|-----------------------|-------------------|-------------------|-----------------------|------------------|------------------|
| | Actual | Estimated Actual | Budgeted | Actual | Estimated Actual | Budgeted |
| | 2013-14 | 2014-15 | 2015-16 | 2013-14 | 2014-15 | 2015-16 |
| MANAGEMENT SERVICES | | | | | | |
| Finance | 584,898 | 684,057 | 759,199 | 180,081 | 216,495 | 195,770 |
| Data Processing Management | | | | 294,196 | 226,641 | 237,491 |
| Revenue Collection | 262,671 | 386,418 | 464,674 | 28,705 | 61,541 | 31,400 |
| Central Support Services | 174,655 | 195,174 | 206,764 | 16,245 | 15,019 | 17,500 |
| Communication/Duplication | 94,224 | 112,893 | 117,953 | 192,996 | 221,313 | 222,580 |
| Total Management Services | 1,116,449 | 1,378,542 | 1,548,590 | 712,223 | 741,009 | 704,741 |
| CITY TREASURER | 16,269 | 16,595 | 16,942 | 679 | 2,130 | 2,130 |
| CITY ATTORNEY | | | | 462,137 | 517,500 | 533,500 |
| COMMUNITY AND ECONOMIC DEVELOPMENT ⁽¹⁾ | | | | | | |
| Planning | 229,327 | 262,594 | 265,644 | 159,602 | 263,614 | 20,585 |
| Code Enforcement | 401,636 | 441,560 | 460,437 | 35,139 | 43,070 | 53,490 |
| Building | 435,178 | 478,120 | 630,720 | 96,657 | 82,623 | 32,602 |
| Economic Development | 64,790 | 159,775 | 143,658 | 53,668 | 219,000 | 249,135 |
| CDBG Administration | 6,514 | 9,718 | 10,240 | 613,931 | 620,900 | 612,672 |
| Home Housing Program | 6,514 | 9,718 | 10,240 | 109,572 | 115,443 | 229,805 |
| Affordable Housing Program | | | | 98,259 | 67,000 | 113,000 |
| Total Community Development | 1,143,960 | 1,361,485 | 1,520,939 | 1,166,828 | 1,411,650 | 1,311,289 |
| POLICE | | | | | | |
| Administration | 1,133,011 | 1,222,813 | 1,291,243 | 99,322 | 111,392 | 117,618 |
| Traffic | 1,013,564 | 1,170,017 | 1,140,612 | 99,254 | 131,978 | 109,308 |
| Field Services | 6,188,249 | 6,381,290 | 6,874,789 | 386,038 | 362,967 | 395,673 |
| Investigations | 2,125,773 | 2,257,104 | 2,346,908 | 217,981 | 265,113 | 255,557 |
| Animal Control | 75,585 | 79,874 | 100,763 | 127,913 | 169,129 | 152,273 |
| Communications | 916,922 | 932,676 | 971,173 | 203,374 | 255,182 | 264,333 |
| Jail | 606,446 | 636,898 | 641,546 | 56,393 | 55,988 | 83,569 |
| Records | 718,194 | 748,186 | 821,568 | 108,660 | 122,791 | 131,514 |
| Computer Services | | | | 608,396 | 672,670 | 684,268 |
| Community Relations | 406,250 | 303,717 | 322,424 | 55,536 | 56,128 | 59,629 |
| Total Police | 13,183,995 | 13,732,575 | 14,511,026 | 1,962,868 | 2,203,338 | 2,253,742 |
| FIRE | | | | | | |
| Administration | 454,493 | 287,311 | 292,265 | 188,305 | 172,855 | 160,781 |
| Fire Prevention | 325,401 | 419,525 | 455,212 | 59,169 | 63,529 | 74,782 |
| Emergency Operations | 8,684,677 | 6,357,226 | 6,567,385 | 644,722 | 770,887 | 811,005 |
| Emergency Medical Services | | 2,365,680 | 2,446,888 | 259,446 | 279,749 | 295,039 |
| Emergency Preparedness | | 425,637 | 444,464 | 89,027 | 83,155 | 92,150 |
| Total Fire | 9,464,571 | 9,855,379 | 10,206,214 | 1,240,670 | 1,370,175 | 1,433,757 |

Summary of Expenditures by Activity

| Capital Outlay | | | Total | | |
|----------------|------------------|----------|-------------------|-------------------|-------------------|
| Actual | Estimated Actual | Budgeted | Actual | Estimated Actual | Budgeted |
| 2013-14 | 2014-15 | 2015-16 | 2013-14 | 2014-15 | 2015-16 |
| | | | 764,979 | 900,552 | 954,969 |
| | | | 294,196 | 226,641 | 237,491 |
| | | | 291,377 | 447,959 | 496,074 |
| | | | 190,900 | 210,193 | 224,264 |
| | | | 287,220 | 334,206 | 340,533 |
| <u>0</u> | <u>0</u> | <u>0</u> | <u>1,828,672</u> | <u>2,119,551</u> | <u>2,253,331</u> |
| | | | 16,948 | 18,725 | 19,072 |
| | | | 462,137 | 517,500 | 533,500 |
| | | | 388,929 | 526,208 | 286,229 |
| | | | 436,776 | 484,630 | 513,927 |
| | | | 531,835 | 560,743 | 663,322 |
| | | | 118,458 | 378,775 | 392,793 |
| | | | 620,445 | 630,618 | 622,912 |
| | | | 116,086 | 125,161 | 240,045 |
| | | | 98,259 | 67,000 | 113,000 |
| <u>0</u> | <u>0</u> | <u>0</u> | <u>2,310,788</u> | <u>2,773,135</u> | <u>2,832,228</u> |
| 64,246 | | | 1,296,580 | 1,334,205 | 1,408,861 |
| | | | 1,112,818 | 1,301,995 | 1,249,920 |
| | | | 6,574,287 | 6,744,257 | 7,270,462 |
| | | | 2,343,755 | 2,522,217 | 2,602,465 |
| | | | 203,498 | 249,003 | 253,036 |
| | | | 1,120,296 | 1,187,858 | 1,235,506 |
| | | | 662,840 | 692,886 | 725,115 |
| | | | 826,854 | 870,977 | 953,082 |
| | | | 608,396 | 672,670 | 684,268 |
| | | | 461,786 | 359,845 | 382,053 |
| <u>64,246</u> | <u>0</u> | <u>0</u> | <u>15,211,109</u> | <u>15,935,913</u> | <u>16,764,768</u> |
| 2,974 | 7,916 | | 645,773 | 468,082 | 453,046 |
| | | | 384,570 | 483,054 | 529,994 |
| | | | 9,329,399 | 7,128,113 | 7,378,390 |
| | | | 259,446 | 2,645,429 | 2,741,927 |
| | | | 89,027 | 508,792 | 536,614 |
| <u>2,974</u> | <u>7,916</u> | <u>0</u> | <u>10,708,214</u> | <u>11,233,470</u> | <u>11,639,971</u> |

Summary of Expenditures by Activity

| Activity Description | Salaries and Benefits | | | Services and Supplies | | |
|---------------------------------------|-----------------------|------------------|------------------|-----------------------|-------------------|-------------------|
| | Actual | Estimated Actual | Budgeted | Actual | Estimated Actual | Budgeted |
| | 2013-14 | 2014-15 | 2015-16 | 2013-14 | 2014-15 | 2015-16 |
| PUBLIC WORKS ⁽¹⁾ | | | | | | |
| Community Transportation | 47,276 | 47,141 | 55,075 | 1,223,000 | 1,220,266 | 1,260,068 |
| Street Maintenance | 739,820 | 588,010 | 753,135 | 449,780 | 360,570 | 407,589 |
| Storm Drain Maintenance | 12,491 | 56,679 | 94,938 | 98,971 | 106,900 | 106,900 |
| Sanitary Sewer Maintenance | 25,802 | 197,446 | 505,997 | 192,640 | 89,060 | 490,170 |
| Street Cleaning | 8,309 | 9,049 | 8,857 | 331,740 | 341,690 | 346,141 |
| Traffic Control | 272,136 | 233,791 | 217,932 | 375,169 | 316,107 | 319,234 |
| Street Lighting | 59,170 | 72,446 | 42,640 | 515,720 | 574,700 | 591,800 |
| Refuse Collection | 107,045 | 118,368 | 123,423 | 5,192,398 | 5,361,864 | 5,505,732 |
| Administration | 95,422 | 82,336 | 89,566 | 19,106 | 19,900 | 19,900 |
| Building Maintenance | 329,298 | 343,843 | 323,221 | 513,880 | 308,980 | 410,422 |
| Motor Pool Shop | 376,420 | 418,749 | 432,413 | 1,229,643 | 1,004,818 | 1,038,522 |
| Engineering | 774,267 | 826,375 | 838,727 | 107,295 | 94,534 | 105,143 |
| Water Administration | 174,910 | 338,250 | 180,885 | 1,128,186 | 1,097,930 | 1,124,339 |
| Water Commercial | 497,010 | 465,163 | 480,225 | 137,207 | 158,706 | 189,461 |
| Water Production | 277,918 | 238,951 | 55,878 | 1,070,952 | 972,315 | 1,225,651 |
| Water Distribution | 798,794 | 869,352 | 887,059 | 1,512,213 | 453,632 | 1,145,188 |
| Well 5 Treatment Plant | 122,905 | 129,182 | 84,077 | 302,213 | 466,487 | 516,721 |
| Well 12 Treatment Plant | 120,901 | 130,399 | 264,854 | 340,314 | 531,071 | 562,123 |
| Delta Perchlorate Plant | 54,563 | 65,569 | 47,357 | 40,201 | 143,001 | 161,046 |
| Well 1,3,10 VOC Plant | 84,451 | 93,202 | 88,073 | 338,813 | 406,785 | 521,044 |
| Well 12 Dual Barrier | 70,882 | 69,501 | 270,565 | 359,881 | 184,845 | 262,966 |
| Well 15 | 72,171 | 69,250 | 269,358 | 111,979 | 82,769 | 93,761 |
| Well 5 Perchlorate | 46,306 | 38,865 | 31,388 | 8,085 | 5,307 | 16,700 |
| Water Interconnection/Purchase | | | | 102,547 | 350,000 | 125,000 |
| Water Capital Projects | | | | | | |
| Parkway Maintenance | 315,956 | 373,551 | 470,701 | 309,412 | 419,222 | 437,336 |
| Parks | 640,888 | 685,869 | 615,312 | 253,683 | 309,442 | 353,334 |
| Total Public Works | 6,125,108 | 6,561,337 | 7,231,656 | 16,265,029 | 15,380,901 | 17,336,291 |
| STREET CONSTRUCTION | | | | | | |
| COMMUNITY CAPITAL IMPROVEMENTS | | | | | | |
| LIBRARY | | | | | | |
| Administration | 262,317 | 277,481 | 293,878 | 531,532 | 555,799 | 555,947 |
| Reference and Adult Services | 307,390 | 335,164 | 352,297 | 38,017 | 26,936 | 36,173 |
| Technical Services | 349,238 | 383,484 | 404,288 | 77,860 | 86,402 | 79,683 |
| Circulation | 376,922 | 394,386 | 418,501 | 5,960 | 8,050 | 7,585 |
| Literacy | 104,100 | 217,524 | 223,958 | 18,730 | 90,269 | 64,735 |
| Children's Services | 262,342 | 279,641 | 306,272 | 22,705 | 20,230 | 22,450 |
| Total Library | 1,662,309 | 1,887,680 | 1,999,194 | 694,803 | 787,686 | 766,573 |

Summary of Expenditures by Activity

| Capital Outlay | | | Total | | |
|----------------|-------------------|------------------|-------------------|-------------------|-------------------|
| Actual | Estimated Actual | Budgeted | Actual | Estimated Actual | Budgeted |
| 2013-14 | 2014-15 | 2015-16 | 2013-14 | 2014-15 | 2015-16 |
| | | 20,000 | 1,270,276 | 1,267,407 | 1,315,143 |
| | | | 1,189,600 | 948,580 | 1,180,724 |
| | | | 111,462 | 163,579 | 201,838 |
| | | | 218,442 | 286,506 | 996,167 |
| | | 79,000 | 340,049 | 350,739 | 354,998 |
| | | | 647,305 | 549,898 | 616,166 |
| | | | 574,890 | 647,146 | 634,440 |
| | | | 5,299,443 | 5,480,232 | 5,629,155 |
| | | | 114,528 | 102,236 | 109,466 |
| | | | 843,178 | 652,823 | 733,643 |
| 331,121 | 382,407 | 675,000 | 1,937,184 | 1,805,974 | 2,145,935 |
| | | | 881,562 | 920,909 | 943,870 |
| | | | 1,303,095 | 1,436,180 | 1,305,224 |
| | | | 634,217 | 623,869 | 669,686 |
| | 20,000 | | 1,348,870 | 1,231,266 | 1,281,529 |
| | | 93,000 | 2,311,007 | 1,322,984 | 2,125,247 |
| | | | 425,118 | 595,669 | 600,798 |
| | | | 461,215 | 661,470 | 826,977 |
| | | | 94,764 | 208,570 | 208,403 |
| | | | 423,264 | 499,987 | 609,117 |
| | | | 430,763 | 254,346 | 533,531 |
| | | | 184,150 | 152,019 | 363,119 |
| | | | 54,390 | 44,172 | 48,088 |
| | | | 102,547 | 350,000 | 125,000 |
| 480,865 | 10,619,044 | 5,900,000 | 480,865 | 10,619,044 | 5,900,000 |
| | | | 625,369 | 792,773 | 908,037 |
| | | | 894,571 | 995,311 | 968,646 |
| 811,986 | 11,021,451 | 6,767,000 | 23,202,123 | 32,963,689 | 31,334,947 |
| | | | | | |
| 747,586 | 1,159,000 | 2,340,000 | 747,586 | 1,159,000 | 2,340,000 |
| | | | | | |
| 2,729,126 | 4,421,322 | 2,460,671 | 2,729,126 | 4,421,322 | 2,460,671 |
| | | | | | |
| | | | 793,850 | 833,280 | 849,825 |
| | | | 345,407 | 362,100 | 388,470 |
| | | | 427,097 | 469,886 | 483,971 |
| | | | 382,882 | 402,436 | 426,086 |
| | | | 122,831 | 307,793 | 288,693 |
| | | | 285,046 | 299,871 | 328,722 |
| 0 | 0 | 0 | 2,357,113 | 2,675,366 | 2,765,767 |

Summary of Expenditures by Activity

| Activity Description | Salaries and Benefits | | | Services and Supplies | | |
|--|-----------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|
| | Actual | Estimated Actual | Budgeted | Actual | Estimated Actual | Budgeted |
| | 2013-14 | 2014-15 | 2015-16 | 2013-14 | 2014-15 | 2015-16 |
| RECREATION / COMMUNITY SERVICES ⁽¹⁾ | | | | | | |
| Facilities Supervision | 474,314 | 504,030 | 529,850 | 180,359 | 201,834 | 201,698 |
| Aquatics | 401,322 | 362,178 | 403,902 | 151,451 | 186,850 | 210,020 |
| Langley Center | 219,982 | 273,005 | 292,541 | 122,333 | 132,178 | 141,513 |
| Youth Activities | 180,408 | 174,208 | 179,728 | 8,671 | 9,449 | 10,467 |
| Recreational Activities | 52,365 | 70,131 | 73,214 | 202,423 | 183,497 | 202,259 |
| Community Participation | 13,202 | 13,656 | 16,497 | 7,508 | 87,250 | 97,240 |
| Media Productions | 97,850 | 104,369 | 107,652 | 73,255 | 76,251 | 76,251 |
| Dial-A-Ride | 366,955 | 392,777 | 399,646 | 151,584 | 157,900 | 173,699 |
| Total Recreation / Community Services | 1,806,397 | 1,894,354 | 2,003,030 | 897,583 | 1,035,209 | 1,113,147 |
| TOTAL CITY EXPENDITURES | 40,435,625 | 41,893,500 | 44,414,757 | 30,686,593 | 30,820,144 | 34,161,628 |
| SUCCESSOR AGENCY (SA) ⁽²⁾ | | | | | | |
| SA For the Former RDA Housing SA | 203,899 | 165,943 | 169,510 | 1,364,501 | 2,452,837 | 2,198,574 |
| TOTAL SUCCESSOR AGENCY EXPENDITURES | 203,899 | 165,943 | 169,510 | 1,364,501 | 2,452,837 | 2,198,574 |
| TOTAL CITY, SUCCESSOR AGENCY, AND REDEVELOPMENT AGENCY EXPENDITURES | 40,639,524 | 42,059,443 | 44,584,267 | 32,051,094 | 33,272,981 | 36,360,202 |

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.

Summary of Expenditures by Activity

| Capital Outlay | | | Total | | |
|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Actual | Estimated Actual | Budgeted | Actual | Estimated Actual | Budgeted |
| 2013-14 | 2014-15 | 2015-16 | 2013-14 | 2014-15 | 2015-16 |
| | | | 654,673 | 705,864 | 731,548 |
| | | | 552,773 | 549,028 | 613,922 |
| | | | 342,315 | 405,183 | 434,054 |
| | | | 189,079 | 183,657 | 190,195 |
| | | | 254,788 | 253,628 | 275,473 |
| | | | 20,709 | 100,906 | 113,737 |
| | | | 171,105 | 180,620 | 183,903 |
| | | | 518,538 | 550,677 | 573,345 |
| <u>0</u> | <u>0</u> | <u>0</u> | <u>2,703,980</u> | <u>2,929,563</u> | <u>3,116,177</u> |
| <u>4,355,918</u> | <u>16,609,689</u> | <u>11,567,671</u> | <u>75,478,135</u> | <u>89,323,333</u> | <u>90,144,056</u> |
| | | | 1,568,401 | 2,618,780 | 2,368,084 |
| | | | 0 | 0 | 0 |
| <u>0</u> | <u>0</u> | <u>0</u> | <u>1,568,401</u> | <u>2,618,780</u> | <u>2,368,084</u> |
| <u>4,355,918</u> | <u>16,609,689</u> | <u>11,567,671</u> | <u>77,046,536</u> | <u>91,942,113</u> | <u>92,512,140</u> |

CITY OF MONTEREY PARK

Twelve-Years Summary of Expenditures by Function

| Fiscal Year Ending | General Administration | Police | Fire | Community & Economic Development | Public Works | Recreation / Community Services |
|---------------------------|-------------------------------|---------------|-------------|---|---------------------|--|
| 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 | 3,958,475 | 15,211,109 | 10,708,214 | 2,405,705 | 23,202,123 | 2,703,980 |
| 2015 | 4,600,235 | 15,935,913 | 11,233,470 | 2,848,135 | 32,963,689 | 2,929,563 |
| 2016 | 4,856,416 | 16,764,768 | 11,639,971 | 2,972,474 | 31,334,947 | 3,116,177 |

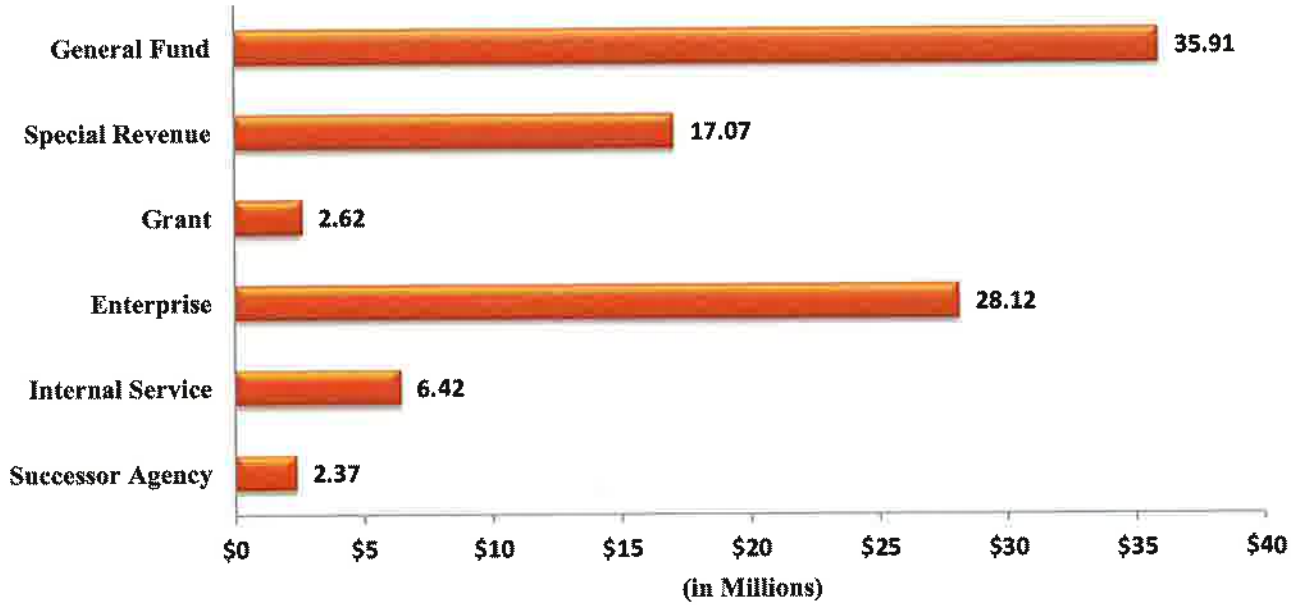
Notes:

- (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) Amounts for 2015 display estimated actual and 2016 estimated expenditures.

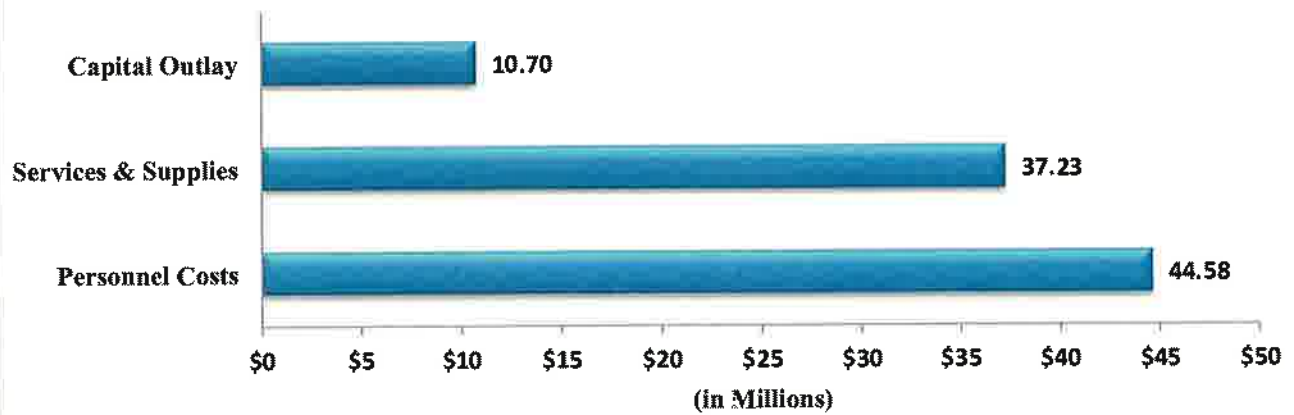
FISCAL YEAR 2015-2016 BUDGET

| Library | Capital Improvement Projects | Non-Department/ Internal Service | Debt Service | Capital Projects | Successor Agency | GRAND TOTAL |
|----------------|-------------------------------------|---|---------------------|-------------------------|-------------------------|--------------------|
| 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 |
| 2,357,113 | 3,476,712 | 11,454,704 | | | 1,568,401 | 77,046,536 |
| 2,675,366 | 5,580,322 | 10,556,640 | | | 2,618,780 | 91,942,113 |
| 2,765,767 | 4,800,671 | 11,892,865 | | | 2,368,084 | 92,512,140 |

Combined City and Successor Agency Expenditures by Fund Fiscal Year 2015-2016



Combined City and Successor Agency Expenditures By Function Fiscal Year 2015-2016



Citywide Personnel Summary - 2015-2016

| | FY 2011-12 | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------------|
| 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 | | | | |
| 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 | 6.00 | 3.00 | 2.00 | 2.00 | 2.00 |
| Part-Time | | | | | |
| Account Clerk | | 0.50 | 0.50 | | |
| Senior Clerk Typist | 0.25 | | | | |
| Total Part-Time | 0.25 | 0.50 | 0.50 | 0.00 | 0.00 |
| CITY MANAGER TOTAL | 6.25 | 3.50 | 2.50 | 2.00 | 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 | 0.50 |
| Elections Clerk | 0.30 | 0.30 | 0.30 | | |
| Minutes Clerk | 0.50 | 0.50 | 0.50 | 0.50 | 0.75 ⁽⁷⁾ |
| Total Part-Time | 0.80 | 0.80 | 0.80 | 1.00 | 1.25 |
| CITY CLERK TOTAL | 3.80 | 3.80 | 3.80 | 4.00 | 4.25 |

Citywide Personnel Summary - 2015-2016

| | FY 2011-12 | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|--|---------------|---------------|---------------|---------------|---------------------|
| 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 |
| MANAGEMENT SERVICES | | | | | |
| Full-Time | | | | | |
| Director of Management Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Account Clerk | 3.00 | 3.00 | 3.00 | 2.00 | 2.00 |
| Accountant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Controller | | | 1.00 | 1.00 | 1.00 ⁽¹⁾ |
| Financial Services Manager | 1.00 | 1.00 | | | |
| Payroll Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Revenue Collection Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Account Clerk | 3.00 | 3.00 | 3.00 | 4.00 | 4.00 |
| Senior Accountant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 ⁽¹⁾ |
| 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 | 14.00 | 14.00 | 14.00 | 14.00 | 14.00 |
| Part-Time | | | | | |
| Clerk Typist | 0.75 | 0.75 | 0.75 | 0.75 | 0.45 |
| Senior Account Clerk | 0.20 | 0.20 | 0.20 | 0.20 | 0.50 |
| Total Part-Time | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| MANAGEMENT SERVICES TOTAL | 14.95 | 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 | 1.00 ⁽¹⁾ |
| Assistant Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Planner | 1.00 | 1.00 | | | |
| Building Inspector | 2.00 | 2.00 | 2.00 | 1.00 | 1.00 |
| Building Official | | | | 1.00 | 1.00 |
| Code Enforcement Officer | 3.00 | 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 | 2.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Senior Planner | | | 1.00 | 1.00 | 1.00 |
| Total Full-Time | 14.00 | 12.00 | 13.00 | 14.00 | 14.00 |

Citywide Personnel Summary - 2015-2016

| | FY 2011-12 | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---------------|---------------|---------------|---------------|---------------------|
| COMMUNITY AND ECONOMIC DEVELOPMENT TOTAL | 14.00 | 12.00 | 13.00 | 14.00 | 14.00 |
| 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 | 0.50 |
| Total Part-Time | 0.00 | 0.00 | 0.50 | 0.50 | 0.50 |
| HR AND RISK MANAGEMENT TOTAL | 4.00 | 4.00 | 4.50 | 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 | 14.00 | 14.00 | 14.00 |
| Police Captain | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Clerk | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 |
| Police Lieutenant | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Police Officer | 38.00 | 38.00 | 40.00 | 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 | 10.00 | 10.00 | 10.00 |
| Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time | 104.00 | 104.00 | 104.00 | 104.00 | 104.00 |
| Part-Time | | | | | |
| Animal Control Officer | | | | | 0.50 ⁽⁵⁾ |
| Community Services Officer | 3.35 | 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 | 0.80 ⁽⁶⁾ |
| Jailer | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |

Citywide Personnel Summary - 2015-2016

| | FY 2011-12 | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|--|---------------|---------------|---------------|---------------|---------------------|
| Police Records Cadet | | | 0.50 | 0.50 | 0.50 |
| Police Records Clerk | | | | | 1.00 ⁽⁶⁾ |
| Total Part-Time | 9.36 | 9.36 | 9.86 | 9.86 | 11.76 |
| POLICE TOTAL | 113.36 | 113.36 | 113.86 | 113.86 | 115.76 |
| 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 | 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 | 12.00 | 11.00 | 11.00 | 11.00 | 11.00 |
| Fire Fighter/Paramedic | 13.00 | 13.00 | 13.00 | 13.00 | 13.00 |
| Fire Marshal | 1.00 | | | | |
| Fire Prevention Permit Technician I | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fire Safety Specialist | 2.00 | 1.00 | 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 | 59.00 | 57.00 | 57.00 | 57.00 | 57.00 |
| Part-Time | | | | | |
| Fire Apprentice | | 0.50 | 0.50 | 0.50 | 0.50 |
| Total Part-Time | 0.00 | 0.50 | 0.50 | 0.50 | 0.50 |
| FIRE TOTAL | 59.00 | 57.50 | 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 |
| Assistant City Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Civil Engineer | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Auto Shop Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Trades Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cement Finisher | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Civil Engineering Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Consumer Services Representative | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Consumer Services Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Crew Leader | 3.00 | 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 |

Citywide Personnel Summary - 2015-2016

| | FY 2011-12 | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---------------|---------------|---------------|----------------------|---------------|
| Maintenance Worker | 10.00 | 10.00 | 10.00 | 11.00 ⁽²⁾ | 11.00 |
| Park Maintenance Crew Leader | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Park Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Park Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Principal Management Analyst | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Public Works Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Maintenance Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Maintenance Supervisor | 1.00 | 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 | 4.00 ⁽²⁾ | 4.00 |
| 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 | 4.00 | 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 | 61.00 | 61.00 | 61.00 | 63.00 | 63.00 |
| Part-Time | | | | | |
| Administrative Intern | | | | | |
| Building Trades Technician | | | | | |
| Clerk Typist | 0.19 | 0.19 | 0.19 | 0.19 | 0.19 |
| Senior Account Clerk | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Maintenance Worker | 8.30 | 8.30 | 8.30 | 7.30 | 7.30 |
| Total Part-Time | 8.99 | 8.99 | 8.99 | 7.99 | 7.99 |
| PUBLIC WORKS TOTAL | 69.99 | 69.99 | 69.99 | 70.99 | 70.99 |

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 | 3.00 ⁽⁴⁾ |
| 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 | |
| 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 |

Citywide Personnel Summary - 2015-2016

| | FY 2011-12 | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|------------------------|---------------|---------------|---------------|---------------|---------------------|
| Senior Library Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 ⁽³⁾ |
| Total Full-Time | 18.00 | 18.00 | 18.00 | 18.00 | 18.00 |
| Part-Time | | | | | |
| Janitor | 1.80 | 1.80 | 1.80 | 1.80 | 1.60 |
| Librarian | 0.71 | 0.24 | 0.54 | 0.53 | 0.54 |
| Library Clerk | 1.35 | 1.72 | 1.67 | 2.21 | 2.81 |
| Library Page | 1.87 | 1.97 | 2.72 | 3.01 | 2.49 |
| Library Technician | | | | 0.10 | 0.09 |
| Total Part-Time | 5.73 | 5.73 | 6.73 | 7.65 | 7.53 |
| LIBRARY TOTAL | 23.73 | 23.73 | 24.73 | 25.65 | 25.53 |

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 | | | | |
| 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 |
| Pool Maintenance Worker | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Program Coordinator | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Recreation Superintendent | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Recreation Supervisor | | | 1.00 | 1.00 | 1.00 |
| Senior Clerk Typist | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Janitor | | | | 1.00 | 1.00 |
| Special Events Manager | 1.00 | | | | |
| Total Full-Time | 17.00 | 15.00 | 15.00 | 17.00 | 17.00 |
| Part-Time | | | | | |
| Assistant Manager | 0.35 | 0.35 | 0.40 | 0.40 | 0.40 |
| Bus/Child Care Driver | 2.65 | 2.65 | 2.00 | 2.00 | 2.00 |
| Custodian | 0.75 | | | | |
| Cashier | 0.27 | 0.27 | 0.30 | 0.30 | 0.30 |
| Child Care Teacher | 2.40 | 3.40 | 3.40 | 3.40 | 3.40 |
| Clerk Typist | 0.25 | 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 | 0.48 | 0.48 | 0.48 |
| Locker Room Attendant | 0.34 | 0.34 | 0.34 | 0.34 | 0.34 |
| Pool Manager | 3.38 | 3.38 | 3.54 | 3.54 | 3.54 |
| Recreation Leader | 6.99 | 7.99 | 7.64 | 7.64 | 7.64 |

Citywide Personnel Summary - 2015-2016

| | FY 2011-12 | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|--|---------------|---------------|---------------|---------------|---------------|
| Senior Clerk Typist | 0.50 | 0.75 | 0.75 | | |
| Senior Lifeguard | 0.65 | 0.65 | 0.67 | 0.67 | 0.67 |
| Video Technician | 0.26 | 0.26 | 0.26 | 0.26 | 0.26 |
| Total Part-Time | <u>19.49</u> | <u>20.99</u> | <u>21.27</u> | <u>19.52</u> | <u>19.52</u> |
| | | | | | |
| RECREATION / COMM. SERVICES TOTAL | <u>36.49</u> | <u>35.99</u> | <u>36.27</u> | <u>36.52</u> | <u>36.52</u> |
| | | | | | |
| CITYWIDE TOTAL | <u>351.57</u> | <u>344.82</u> | <u>347.10</u> | <u>349.97</u> | <u>352.00</u> |

| <u>CITYWIDE STAFFING TOTALS</u> | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|
| Elected Officials | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| Full-Time Employees | 299.00 | 290.00 | 290.00 | 295.00 | 295.00 |
| Part-Time (FTE) Employees | 45.57 | 47.82 | 50.10 | 47.97 | 50.00 |
| | | | | | |
| GRAND TOTAL CITYWIDE FULL-TIME EQUIVALENT POSITIONS (1.00 Position = 2,080 Working Hours) | 351.57 | 344.82 | 347.10 | 349.97 | 352.00 |

- (1) Allocated portion of the FTEs in the Successor Agency (1203) for 2015-16
- (2) Additional positions for Sewer tasks
- (3) Replaced Literacy Library Clerk by a Senior Library Clerk position
- (4) Converted Senior Library Clerk to Librarian
- (5) Added 1 PT Animal Control Officer from the savings of Services Contract
- (6) Added 2 PT Records Clerk positions and 1 PT Evidence Officer
- (7) Increased PT Minutes Clerk to a 3/4 PT position

Ten Year Citywide Personnel Summary

| Fiscal Year | Total FTE | City Population | FTE per 1,000 |
|--------------------|------------------|------------------------|----------------------|
| 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 |
| 2015-16 | 352.00 | 62,063 | 5.67 |

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2015-2016

| <u>Classification</u> | <u>Salary Range</u> | |
|-------------------------------------|---------------------|----------|
| 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 | 9,574 | - 12,249 |
| 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 2015-2016**

| <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 |
| Deputy Fire Marshal | 5,794 | 7,412 |
| Dial-A-Ride Dispatcher | 3,547 | 4,538 |
| Dial-A-Ride Driver | 2,322 | 2,971 |
| Director of Community/Economic Development | 9,667 | 12,333 |
| Director of Human & Risk Management | 9,667 | 12,333 |
| Director of Management Services | 9,667 | 12,333 |
| Director of Public Works/City Engineer | 11,417 | 14,583 |
| Director of Recreation & Community Services | 8,250 | 10,500 |
| 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 | 7,146 | 8,686 |
| Fire Chief | 11,667 | 14,833 |
| Fire Engineer | 6,044 | 7,455 |
| Firefighter | 5,300 | 6,442 |
| 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 |

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2015-2016

| <u>Classification</u> | <u>Salary Range</u> | |
|---|---------------------|----------|
| Landscape Operations Specialist | 4,838 | - 6,189 |
| 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 | 4,218 | - 5,396 |
| 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 | 5,929 | - 7,207 |
| Police Captain | 10,558 | - 13,507 |
| Police Chief | 12,167 | - 15,500 |
| Police Chief's Secretary | 3,916 | - 5,009 |
| Police Clerk | 3,292 | - 4,212 |
| Police Lieutenant | 8,507 | - 10,340 |
| Police Officer | 5,565 | - 6,764 |
| Police Officer Recruit | 4,289 | - 4,289 |
| Police Records Management Technician | 4,324 | - 5,532 |
| Police Sergeant | 6,986 | - 8,492 |
| 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 |

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2015-2016**

| Classification | Salary Range | |
|---|---------------------|----------|
| Public Works Technician | 4,098 | - 5,243 |
| 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 Planner | 6,775 | - 8,667 |
| 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 2015-2016 GOOD THROUGH 12/31/2015**

| <u>Classification</u> | <u>Hourly Rate</u> | |
|----------------------------|--------------------|---------|
| 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 | 11.74 | - 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 Explorer Intern | 9.50 | - 12.15 |
| 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 |
| Librarian | 19.82 | - 25.36 |

CITY OF MONTEREY PARK

**PART-TIME CLASSIFICATION AND HOURLY RATES LIST
FISCAL YEAR 2015-2016 GOOD THROUGH 12/31/2015**

| Classification | Hourly Rate | |
|--------------------------------------|--------------------|---------|
| 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 |
| Public Works Maintenance Manager | 43.16 | - 55.22 |
| 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 Years Financial Projection
Government Fund Types**

The General Fund ⁽⁷⁾

| | Long-Term Projection | | | | | Notes |
|-------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|-------|
| | 2015-18 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | |
| Beginning Fund Balance | | | | | | |
| Unassigned | \$3,554,425 | \$3,554,425 | \$3,554,425 | \$3,554,425 | \$3,554,425 | (1) |
| Others | 14,319,588 | 14,539,392 | 14,884,990 | 14,607,351 | 14,155,938 | |
| Revenues: (8) | | | | | | |
| Taxes | 26,248,100 | 27,012,000 | 27,982,000 | 29,018,000 | 29,860,000 | (2) |
| Charges for Services | 4,908,200 | 5,006,000 | 5,100,000 | 5,100,000 | 5,100,000 | (3) |
| Licenses & Permits | 3,101,100 | 3,583,522 | 3,334,912 | 3,401,451 | 3,469,040 | (3) |
| Other Revenue | 1,873,800 | 1,898,000 | 1,981,000 | 2,026,000 | 2,092,000 | (4) |
| Total Revenues | 36,131,200 | 37,477,522 | 38,377,912 | 39,543,451 | 40,521,040 | |
| Expenditures: (8) | | | | | | |
| Personnel Services | 28,589,484 | 27,254,221 | 27,935,577 | 28,833,988 | 29,349,815 | (5) |
| Maintenance & Operations | 8,440,286 | 6,608,818 | 8,781,310 | 8,959,856 | 7,144,294 | |
| Capital Outlay | 140,193 | 231,700 | 219,500 | 359,500 | 359,500 | |
| Transfer to Pension | 2,300,000 | 2,295,000 | 2,870,000 | 3,185,000 | 3,300,000 | |
| OPEB - GF Contributions | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | |
| Economic Development Programs | 107,300 | 400,000 | 500,000 | 500,000 | 500,000 | |
| Debt Service - Siemens | 84,131 | 92,385 | 99,185 | 108,541 | 114,559 | |
| Total Expenditures | 35,911,394 | 37,131,924 | 38,855,552 | 39,994,883 | 41,018,168 | |
| Ending Fund Balance | \$18,093,817 | \$18,439,415 | \$18,161,776 | \$17,710,363 | \$17,213,235 | |

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 Five Years Financial Projection
Governmental Fund Types**

Special Revenue Funds ⁽¹⁾

| | Long-Term Projection | | | | | Notes |
|-------------------------------|----------------------|-------------------|-------------------|-------------------|-------------------|-------|
| | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | |
| Beginning Fund Balance | \$11,897,039 | \$10,277,454 | \$10,712,435 | \$10,881,023 | \$10,521,398 | |
| Revenues: (4) | | | | | | |
| Taxes | 11,375,788 | 12,061,600 | 12,375,600 | 11,979,000 | 12,301,000 | |
| Charges for Services | 1,850,520 | 2,030,000 | 2,133,000 | 1,733,000 | 1,733,000 | |
| Fines and Forfeitures | 215,000 | 300,000 | 350,000 | 350,000 | 350,000 | |
| Grants | 3,103,338 | 3,103,338 | 3,103,338 | 3,103,338 | 3,103,336 | (2) |
| Other | 139,200 | 123,850 | 122,400 | 121,650 | 121,650 | |
| SERAF Repayment | 68,671 | 68,871 | 88,871 | 88,671 | 68,871 | |
| GF Supplement to Pension | 2,200,000 | 2,295,000 | 2,870,000 | 3,185,000 | 3,300,000 | |
| Total Revenues | 18,752,515 | 19,982,457 | 21,023,007 | 20,540,857 | 20,977,657 | |
| Expenditures: (4) | | | | | | |
| Salaries & Benefits | 9,988,287 | 10,089,588 | 11,062,493 | 11,079,500 | 11,459,700 | |
| Personnel Services | | | | | | |
| Maintenance & Operations | 3,300,414 | 3,349,814 | 3,406,854 | 3,482,580 | 3,524,380 | |
| Debt Services | 1,388,719 | 1,358,294 | 1,326,782 | 1,295,524 | 1,295,524 | (3) |
| Capital Outlay | 2,091,344 | 1,179,444 | 1,897,344 | 1,177,344 | 1,865,000 | |
| Measure R Projects | 300,000 | 362,000 | 362,000 | 382,000 | 382,000 | |
| Grants | 2,818,232 | 2,618,232 | 2,818,232 | 2,618,232 | 2,618,232 | (2) |
| Repay General Fund Loan | 0 | 105,000 | 0 | 200,000 | 301,000 | |
| Total Expenditures | 19,688,998 | 19,082,372 | 20,673,885 | 20,215,180 | 21,425,836 | |
| Ending Fund Balance | 10,782,553 | 11,197,540 | 11,081,757 | 11,006,500 | 10,073,217 | |

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, HUC COBG and Home grants, Recreation grants, Police grants, Engineering / Parks 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 Five Years Financial Projection
Proprietary Fund Types**

Enterprise Fund ⁽¹⁾

| | Long-Term Projection | | | | | Notes |
|--|----------------------|---------------------|---------------------|--------------------|--------------------|-------|
| | 2015-18 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | |
| Beginning Unrestricted Net Assets | \$24,884,145 | \$19,588,783 | \$12,180,004 | \$7,504,772 | \$3,726,735 | |
| Revenues: | | | | | | |
| Charges for Service | 13,015,500 | 14,548,050 | 17,007,100 | 19,920,100 | 20,385,100 | (2) |
| Settlement | 1,200,000 | 1,200,000 | 800,000 | 600,000 | 600,000 | |
| Sewer Fees | 1,750,000 | 2,100,000 | 2,520,000 | 3,024,000 | 3,829,000 | |
| Refuse Fees | 8,655,400 | 6,988,000 | 7,337,000 | 7,704,000 | 8,089,000 | |
| Citywide Water Meters - Financing | | | | | | |
| Total Revenues | 23,027,500 | 25,253,050 | 27,898,100 | 31,893,100 | 33,181,100 | |
| Expenditures: | | | | | | |
| Water Administration | 4,518,918 | 4,654,000 | 4,794,000 | 4,938,000 | 5,086,000 | |
| Water Commercial | 794,888 | 839,000 | 884,000 | 828,000 | 975,000 | |
| Water Production | 1,187,251 | 1,202,300 | 1,238,400 | 1,275,600 | 1,313,900 | |
| Water Distribution | 1,463,358 | 1,507,000 | 1,552,000 | 1,599,000 | 1,647,000 | |
| Well #5 VOC | 400,798 | 420,800 | 441,800 | 463,900 | 487,100 | (3) |
| Well #12 VOC | 826,977 | 868,300 | 911,700 | 957,300 | 1,005,200 | (3) |
| Delta Perchlorate | 208,403 | 218,800 | 228,700 | 241,200 | 253,300 | (3) |
| Wells #1,3,10 VOC | 477,082 | 500,800 | 525,900 | 552,200 | 578,800 | (3) |
| Well #12 Dual Barrier | 495,566 | 520,300 | 548,300 | 573,800 | 602,300 | (3) |
| Well #15 | 383,119 | 381,300 | 400,400 | 420,400 | 441,400 | (3) |
| Well #5 Perchlorate | 48,088 | 50,500 | 53,000 | 55,700 | 58,500 | (3) |
| OPEB Set Aside | 850,000 | 850,000 | 880,000 | 1,020,000 | 1,080,000 | |
| Debt Services - Water Financing | 869,429 | 668,875 | 667,898 | 667,106 | 866,270 | (4) |
| Debt Service - Siemens | 478,738 | 523,515 | 561,835 | 803,731 | 649,170 | |
| Capital Projects - Water Main | 5,000,000 | 5,573,500 | 266,900 | 1,000,000 | 1,000,000 | |
| Capital Projects - Other | 7,000 | 3,320,000 | 3,580,000 | 2,450,000 | 450,000 | |
| Capital Projects - Sewer | 1,047,000 | 853,318 | 867,900 | 1,328,100 | 1,885,500 | |
| Capital Projects - Refuse | 125,000 | 10,000 | 0 | 0 | 0 | |
| Small Capital | 7,500 | 58,000 | 88,000 | 78,500 | 88,500 | |
| Salaries & Benefits | 1,842,808 | 1,684,000 | 1,728,000 | 1,788,000 | 1,813,000 | |
| Maintenance & Operation | 1,064,246 | 1,085,200 | 1,107,100 | 1,129,400 | 1,152,000 | |
| Contracted Services | 54,000 | 56,000 | 58,000 | 60,000 | 82,000 | |
| Waste Reduction-AB 938 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | |
| Refuse Pick-Up Contract | 5,045,100 | 5,148,000 | 5,249,000 | 5,354,000 | 5,481,000 | |
| Other Contracted Services | 117,588 | 121,000 | 125,000 | 129,000 | 133,000 | |
| Utilities | 21,250 | 21,900 | 22,800 | 23,300 | 24,000 | |
| Allocated Costs | 420,000 | 433,000 | 448,000 | 458,000 | 473,000 | |
| Vehicle Operating | 6,180 | 8,500 | 8,800 | 7,100 | 7,500 | |
| NPDES | 104,000 | 107,000 | 110,000 | 113,000 | 116,000 | |
| Transfer to GF | 900,000 | 1,000,000 | 1,100,000 | 1,200,000 | 1,300,000 | |
| Citywide Water Meters - Financing | 0 | 0 | 4,050,000 | 0 | 0 | |
| Delta Setting Tanks / Station - Financi | 0 | 0 | 0 | 6,075,000 | 5,500,000 | |
| Total Expenditures | 28,122,882 | 32,881,808 | 32,551,333 | 35,471,137 | 34,311,440 | |
| Ending Unrestricted Net Assets | \$19,588,763 | \$12,160,004 | \$7,504,772 | \$3,726,735 | \$2,576,395 | |

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

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) Each activity provides for the costs associated with ground water remediation for VOC, perchlorate, or future contaminants that may be found in the system.**
- (4) Debt Service Payments for \$2 million I-Bank Loan and water main financing.**

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

Internal Service Funds

| | Long-Term Projection | | | | | Notes |
|--|----------------------|--------------------|--------------------|--------------------|--------------------|-------|
| | 2015-16 | 2018-17 | 2017-18 | 2018-19 | 2019-20 | |
| Beginning Unrestricted Net Assets | 2,372,705 | 2,782,808 | 2,721,258 | 2,518,394 | 3,722,727 | |
| Revenues: (3) | | | | | | |
| Interfund Charges | 7,211,485 | 7,713,000 | 8,354,000 | 8,812,450 | 9,240,373 | (1) |
| Transfer to General Liability | 500,000 | 500,000 | 500,000 | 0 | 0 | |
| Total Revenues | <u>7,711,485</u> | <u>8,213,000</u> | <u>8,854,000</u> | <u>8,812,450</u> | <u>9,240,373</u> | |
| Expenditures: (3) | | | | | | |
| Personnel Services | 1,933,782 | 1,989,900 | 2,008,500 | 1,533,100 | 1,559,800 | (2) |
| Maintenance & Operations | 3,850,522 | 3,991,900 | 4,138,325 | 4,789,771 | 4,945,440 | |
| Capital Projects | 137,080 | 842,750 | 1,412,038 | 235,248 | 249,008 | |
| Transfer to CERBT Trust | 900,000 | 950,000 | 1,000,000 | 1,050,000 | 1,050,000 | |
| Transfer From Separation Benefits | 500,000 | 500,000 | 500,000 | 0 | 0 | |
| Total Expenditures | <u>7,321,384</u> | <u>8,254,550</u> | <u>9,058,883</u> | <u>7,608,117</u> | <u>7,804,248</u> | |
| Ending Unrestricted Net Assets | <u>\$2,762,806</u> | <u>\$2,721,258</u> | <u>\$2,518,394</u> | <u>\$3,722,727</u> | <u>\$5,158,851</u> | |

Notes:

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

City of Monterey Park Long-Term Goals and Priorities

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

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

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. Other Postemployment Benefits (OPEB) Sustainability Policy*
- 13. Cost Accounting Application*
- 14. Article XIII B Appropriations Limit*
- 15. Source of Funds By Departments*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

I. 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.

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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

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, Housing, and Grants Funds.
- Major Funds include General Fund, Grants Fund, Retirement Fund, and Housing Fund.

□ **Proprietary Fund Types**

- Water Operation Fund – is used to account for water operations that are financed and operated in a manner similar to private business enterprises.
- 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

- 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.
- 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 prior to the beginning of the fiscal year. A balanced budget means current revenues equal current expenditures. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

6. REVENUE POLICY

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

7. FUND BALANCE POLICY

- The City's fund balance classification includes five components: Nonspendable, Restricted, Committed, Assigned, and Unassigned.
- Unrestricted General Fund fund balance, including Committed, Assigned, and Unassigned, will be maintained at a minimum level of two months, as recommended by the Government Finance Officers' Association (GFOA), of the General Fund regular revenues or operating expenditures. The City's maximum unrestricted fund balance shall not exceed 50% of General Fund operating expenditures.
- General Fund committed fund balance will include amounts for 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.
- Working Capital (current assets minus current liabilities) in the City's Enterprise

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

Funds, including Water, Refuse, and Sewer, must be maintained at a minimum of two months' annual operating expenses. In addition, an addition of one quarter (25%) of accumulated depreciation of the Capital Assets of the enterprise funds is necessary to ensure adequate resources for reconstructing or rehabilitating capital assets as they reach the end of their useful lives.

- It is the City's goal to reduce its total current and future pension and retiree medical liabilities. The City participates in the California Employers' Retiree Benefit Trust Program ("CERBT") to prefund its Other Post Employment Benefits (OPEB) and funding is set aside through the annual budget process. See OPEB Note in #8.

8. OTHER POSTEMPLOYMENT BENEFITS (OPEB) SUSTAINABILITY

- The City's post-employment medical benefits represent a significant employee-related compensation cost.
- The City adopted Resolution No. 11663 to prefund retiree health care benefits through the California Employers' Retiree Benefit Trust Program (CERBT).
- The CERBT program is an irrevocable trust and funds set aside in the Program cannot be used to meet any other City needs.
- The total annual contributions to the CERBT will be determined each year through the budget process and payments are shared by the City's General Fund, Water, Sewer, and Refuse Funds.
- The City will continue to search and implement healthcare cost containment measures to meet the OPEB funding challenge, including besting rules which are commensurate with years of service and a tiered system of benefits based on hiring dates.

9. 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

- The City will maintain all of its assets at a level adequate to protect the City's capital infrastructure and to minimize future maintenance and replacement costs.
- Whenever the City finances capital projects by issuing bonds, it will repay the bonds within a period not to exceed the expected useful life of the project.
- The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.

10. 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

- Only commercial banks and savings and loan associations that demonstrate financial strength and are insured by the federal government may be selected to provide investment services.
- Only primary dealers registered with the Federal Reserve Bank of New York shall be used for Broker/Dealer instrument transactions.
- Other financial institutions shall be selected using the following selection criteria: financial strength, reputation, area of expertise and ability to conform to the City and state mandated investment parameters.
- All transactions described above shall be executed on a delivery versus payment basis. The custodian shall hold assets until the investments mature or the bank receives a request from the City to dispose of the securities.
- Maturities of investment instruments in the portfolio shall be staggered as much as practical and shall be consistent with projected cash requirements.
- All forecasted operating requirements shall be satisfied by maintaining an adequate level of liquidity in the portfolio.
- Within the parameters established by Section III., Investment Selection Criteria, and Section VI., Allowable Investments, investments should be diversified by security type and institution.
- The Annual Investment Report shall provide a summary of the year's investment activities and shall include a proposed statement of Investment Policy to be approved by the City Council during the first sixty days of the fiscal year.
- The City of Monterey Park will follow the prudent investor standards of Government Code Section 53600.3. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectation are reported in a timely and accurate fashion and appropriate action is taken to control adverse developments.
- As part of the City's annual audit, the City's external auditor shall review the City's investment activities to ensure compliance with the Investment Policy.
- 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 2015-2016**

11. DEBT ADMINISTRATION AND POLICIES

**(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2014-2015)**

| | | |
|--|--------|-----------------|
| Total Assessed Value of all Real and Personal Property | \$ | 6,315,574,030 |
| Debt Limit Percentage | | 15% |
| Total Debt Limit | | 947,336,105 |
| Amount of Debt Applicable to Debt Limit | | - |
| Legal Debt Margin | \$ | 947,336,105 |

(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, 2015, 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 2015-2016**

(C) ANNUAL DEBT SERVICES BY PROJECT

| <u>Fund</u> | <u>Type of Debt</u> | <u>Description</u> | <u>Fiscal Year</u> <u>2014-15</u> | <u>Fiscal Year</u> <u>2015-16</u> |
|-------------|---------------------|---|--------------------------------------|--------------------------------------|
| <u>City</u> | | | | |
| 0010 | Lease Purchase | Police CAD/RMS System | 23,000 | |
| 0160 | | (Final date: 6/2021) | 42,706 | 65,704 |
| 0192 | | | 100,164 | 100,164 |
| | | Sub-Total | 165,870 | 165,868 |
| 0010 | Lease Purchase | SIEMENS Energy Efficiency Project | | 84,131 |
| 0092 | | (Final date: 6/2030) | | 476,736 |
| | | Sub-Total | | 560,867 |
| 0092 | Loan | I-Bank La Loma/Higbland Reservoirs | 114,495 | 114,278 |
| | | (Final date: 8/2030) | | |
| 0092 | Loan | I-Bank Water Main Replacement | 185,167 | 185,152 |
| | | (Final date: 2/2020) | | |
| 0093 | Lease Purchase | SGVMWD Treatment Plant Financing | 170,000 | 170,000 |
| | | (Final date: 9/2018) | | |
| 0093 | Lease Purchase | SGVMWD Air Stripper Treatment System | 200,000 | 200,000 |
| | | (Final date: 9/2019) | | |
| 0131 | Library Note | Library Expansion Project | 383,197 | 383,196 |
| | | (Final date: 6/2018) | | |
| 0169 | Note | HUD Section 108 | 552,688 | 554,695 |
| | | (Final date: 8/2022) | | |
| 0012 | Bonds | Pension Obligation Bonds | 1,358,627 | 1,323,015 |
| | | (Final date: 6/2034) | | |
| | | Sub-Total | 2,964,674 | 2,930,336 |
| | | Total | \$3,130,544 | \$3,657,071 |

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

12. 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 2015-2016**

13. 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.

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

I. Background and Calculations

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

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

In 1990, Proposition 111 made changes to the manner in which the Appropriations Limit is calculated by allowing government agencies choice of annual growth factors. Proposition 111 also provides for the exclusion from the limit capital expenditures for fixed assets of \$100,000 or more in value that have an expected life of ten years or more.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2015-2016**

Derivation of the 2015-2016 Gann Appropriations Limit follows:

FISCAL YEAR 2015-2016 ARTICLE XIII B APPROPRIATIONS LIMIT

A. Appropriations Limit:

| | | |
|------------------------------|--------|-----------------|
| 2014-15 Adopted Limit | | \$72,645,300 |
| Annual Adjustment Factors: | | |
| Change in CA Personal Income | 1.0382 | |
| Change in Population | 1.0093 | <u>1.047855</u> |
| 2015-16 Appropriation Limit | | \$76,121,760 |

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

| | | |
|--|--------------------|---------------------|
| 2015-16 Preliminary Budget Total | | \$83,687,067 |
| Less Exclusions: | | |
| Non-Proceeds of Taxes | 42,470,155 | |
| Appropriations from Reserves | <u>(6,275,668)</u> | <u>(36,194,487)</u> |
| Budget Appropriations Subject to Limit | | <u>\$34,941,244</u> |
| Amount Under Legal Limit | | <u>\$41,180,516</u> |

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 2015 - 2016**

| 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 2015-2016**

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 2015-2016 budget follows.

- | | |
|----------------------|--|
| October /January | Work began on the 2014-2015 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2015-16 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 2014-2015 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 10, 2015. |
| March | It's the Budget preparation month and proposal submission deadline was scheduled on March 17, 2015. |
| March/ April | City Manager's proposal review meetings with department representatives. |
| 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 18, 2015. City Council public hearing meetings were conducted on May 26 and May 27, 2015. |
| June | Staff revises the preliminary budget by incorporating all Council directions and policies into the final budget. City Council formally approved the Final Budget by Resolutions on June 17, 2015. |



CITY COUNCIL

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

General \$65,690
 Retirement \$2,676
 Refuse \$30,591
 Water \$30,591

ACTIVITY: City Council

ACTIVITY NO.: 1101

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$79,691 | \$76,899 | \$76,842 | \$77,548 | \$77,548 |
| SERVICES & SUPPLIES | 52,183 | 64,800 | 72,800 | 75,000 | 52,000 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$131,874 | \$141,699 | \$149,642 | \$152,548 | \$129,548 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |

Program Description

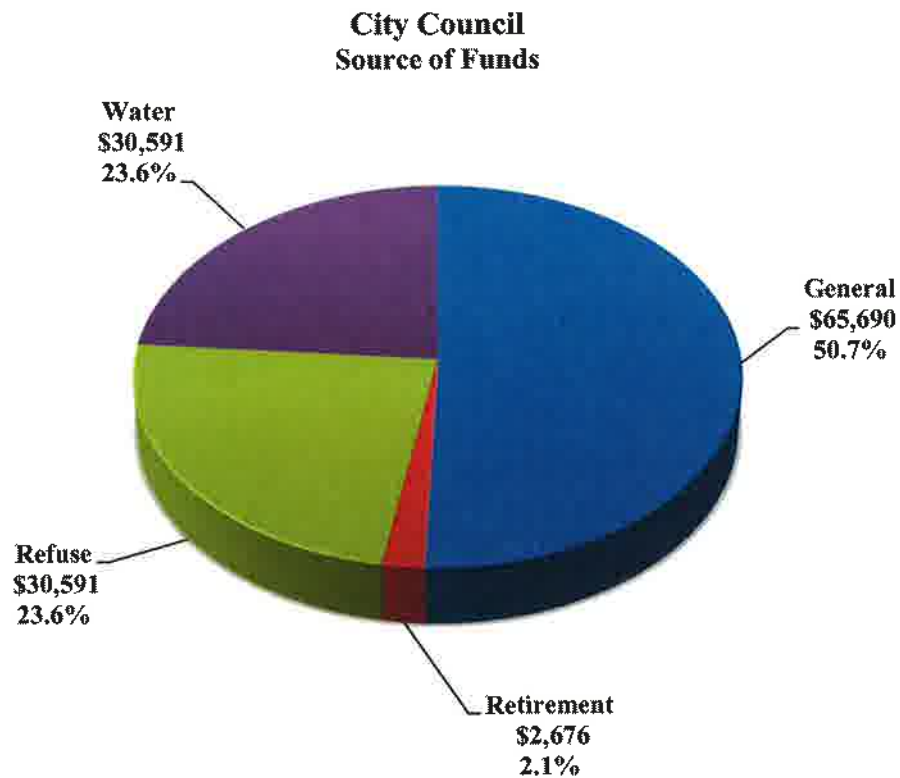
The City Council is the legislative and policy-making body for the City of Monterey Park. The Council Members are elected at-large for four-year, overlapping terms of office. Per City Ordinance No. 2096, each public official can only serve no more than two consecutive terms or a full eight year term. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions. The City Council reorganizes 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, envelopes, and various office materials, including water, coffee and paper goods.
2. Commendations/Awards category (#22000) reflects refreshments for meetings, special recognition and appreciation plaques, Council gifts, including City pins. .
3. Miscellaneous category (#39000) reflects costs associated with printing, \$8,000, and training and conferences, \$35,000 (up to \$7,000 per council member).



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

| <u>Classification</u> | <u>Actual 2013/2014</u> | <u>Adopted 2014/2015</u> | <u>Year-End Estimated 2014/2015</u> | <u>Proposed 2015/2016</u> | <u>Adopted 2015/2016</u> |
|--------------------------------|-----------------------------|------------------------------|---|-------------------------------|------------------------------|
| SALARIES | | | | | |
| 11100 Elective Salaries | \$32,482 | \$32,400 | \$32,400 | \$32,400 | \$32,400 |
| TOTAL | \$32,482 | \$32,400 | \$32,400 | \$32,400 | \$32,400 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$1,497 | \$1,509 | \$1,452 | \$1,452 | \$1,452 |
| 12300 Medical Insurance | 33,288 | 30,030 | 30,030 | 32,112 | 32,112 |
| 12350 Medicare Insurance | 451 | 436 | 436 | 436 | 436 |
| 12400 Dental Insurance | 3,000 | 3,000 | 3,000 | 2,400 | 2,400 |
| 12600 Retirement | 7,903 | 8,436 | 8,436 | 7,872 | 7,872 |
| 12950 Vision Plan | 1,070 | 1,088 | 1,088 | 876 | 876 |
| TOTAL | \$47,209 | \$44,499 | \$44,442 | \$45,148 | \$45,148 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$4,743 | \$4,800 | \$4,800 | \$5,000 | \$5,000 |
| 22000 Operating Supplies | 2,911 | 2,000 | 2,000 | 4,000 | 4,000 |
| 39000 Miscellaneous | 44,529 | 58,000 | 66,000 | 66,000 | 43,000 |
| TOTAL | \$52,183 | \$64,800 | \$72,800 | \$75,000 | \$52,000 |
| GRAND TOTAL | \$131,874 | \$141,699 | \$149,642 | \$152,548 | \$129,548 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 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.: II10

General \$30,005
 Refuse \$7,175
 Water \$12,000
 Proposition C \$26,820

| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|--|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 43,378 | 50,000 | 50,000 | 76,000 | 76,000 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$43,378 | \$50,000 | \$50,000 | \$76,000 | \$76,000 |
| 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 | 30,500 |
| California Contract Cities Association | 4,840 |
| San Gabriel Valley Economic Partnership | 5,500 |
| International Council of Shopping Centers | 2,344 |
| | <u>\$76,000</u> |

PRIMARY PROGRAM EXPENDITURE EXPLANATION

- Miscellaneous category (#39000) includes memberships in various organizations. The payment for SGVCOG is combined from Activity 4210, \$25,000, and 1110, \$5,500.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Community Promotion

ACTIVITY NO.: 1110

| <u>Classification</u> | <u>Actual 2013/2014</u> | <u>Adopted 2014/2015</u> | <u>Year-End Estimated 2014/2015</u> | <u>Proposed 2015/2016</u> | <u>Adopted 2015/2016</u> |
|-----------------------|-----------------------------|------------------------------|---|-------------------------------|------------------------------|
| SERVICES & SUPPLIES | | | | | |
| 39000 Miscellaneous | \$43,378 | \$50,000 | \$50,000 | \$76,000 | \$76,000 |
| TOTAL | \$43,378 | \$50,000 | \$50,000 | \$76,000 | \$76,000 |
| GRAND TOTAL | \$43,378 | \$50,000 | \$50,000 | \$76,000 | \$76,000 |



CITY MANAGER

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$136,916
 Retirement \$17,322
 Refuse \$111,094
 Water \$136,697

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: I20I

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$308,009 | \$323,500 | \$321,936 | \$336,076 | \$336,076 |
| SERVICES & SUPPLIES | 26,284 | 63,989 | 64,147 | 65,953 | 65,953 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | <u>\$334,293</u> | <u>\$387,489</u> | <u>\$386,083</u> | <u>\$402,029</u> | <u>\$402,029</u> |
| 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.

2015-2016 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 to execute the goals of the City Council to spotlight the needs of the City, improvement in the infrastructure, as well as open dialogue to work towards common objectives.
3. Focus on the economic revitalization of the City, continue to improve relations with our existing businesses, and strive to make Monterey Park a "business-friendly" environment.
4. Work with developers and staff to complete the Market Place Shopping Center, three hotel projects along Atlantic Boulevard and to entice new businesses to the City.

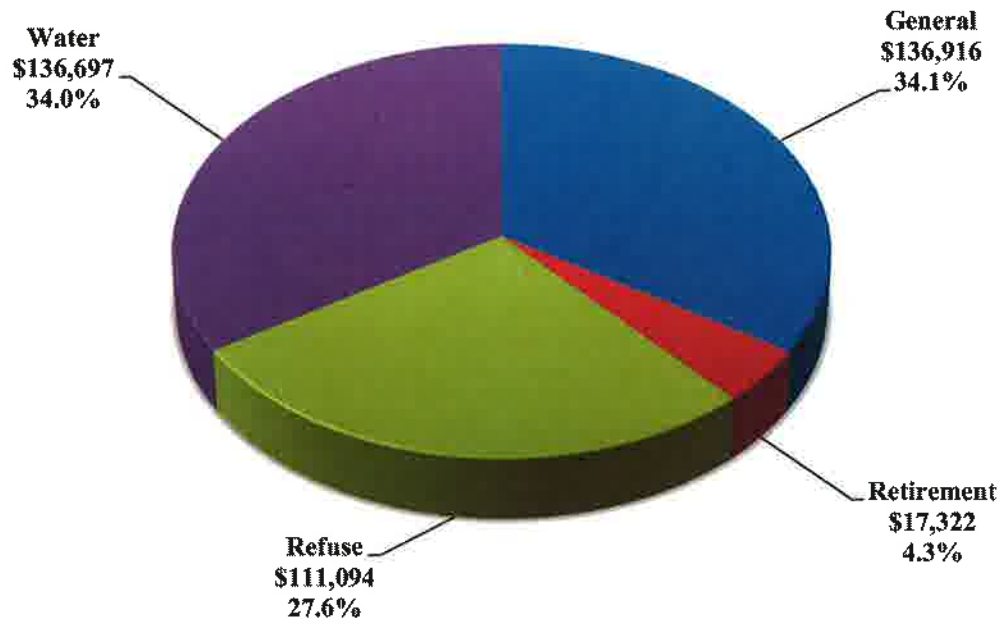
2014-2015 MAJOR ACCOMPLISHMENTS

1. Focused on improving organizational effectiveness and efficiency, examined and implemented realistic fee schedules, opened dialogue with City departments to work towards common goals and implemented energy savings retrofit projects citywide.
2. Met with numerous developers to move towards completion of various projects as well as plan future projects in the City, including the entitlements of the Courtyard by Marriott, Doubletree, and A/G Hotel Projects. Continued to improve communication with current business-owners to discuss their business needs and focused on improving city-wide beautification.
3. Continued with environmentally friendly exterior rehabilitation projects throughout the City, especially the \$4,000,000 Parks/ADA Capital improvements.

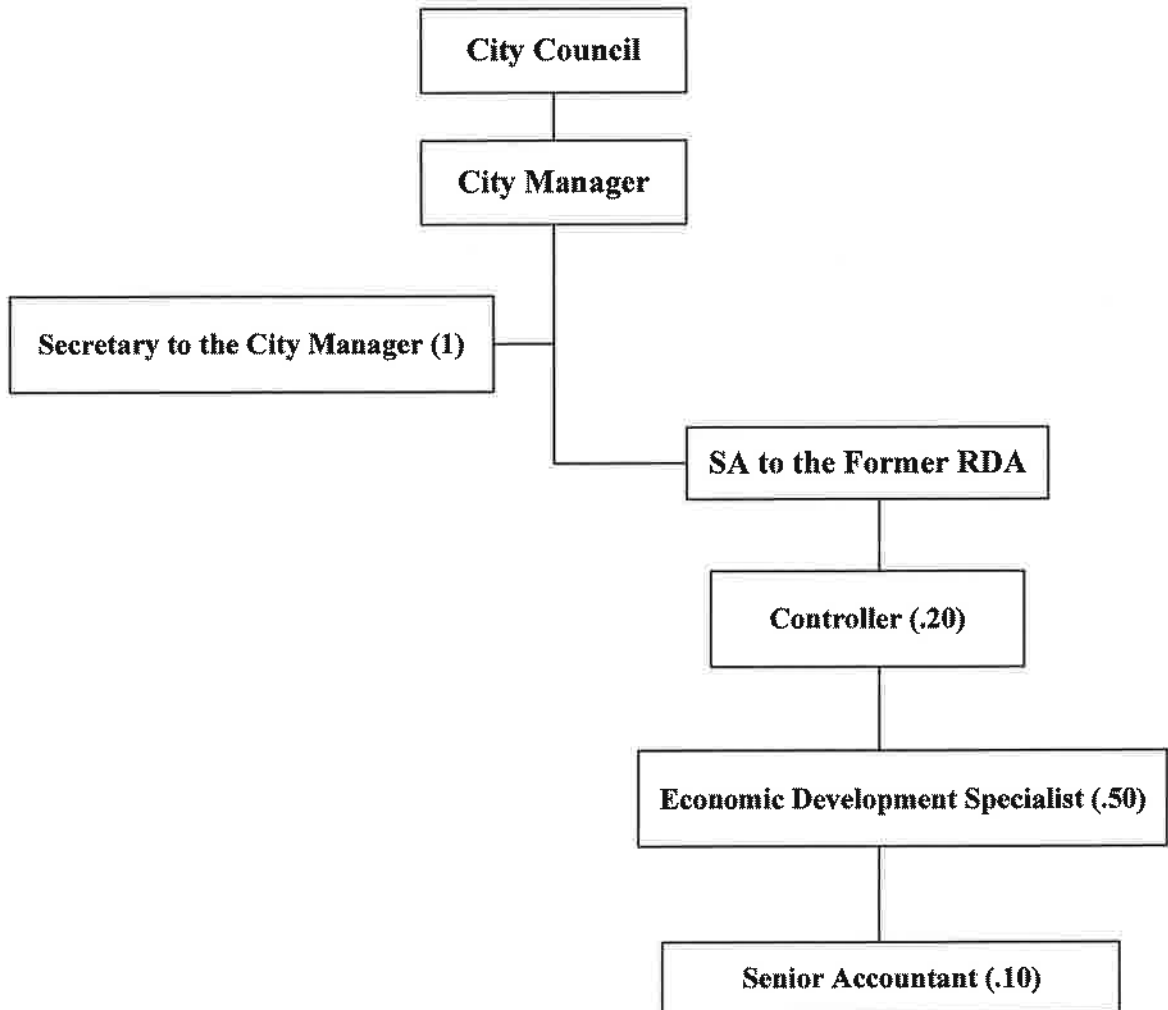
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) for professional services when warranted, \$25,000.
2. Communication category (#32000) consists of telephone, \$720, postage, \$1,200 and technology charges, \$11,233.
3. Miscellaneous category (#39000) consists of dues/memberships, \$1,200, printing, \$200, education/training, \$15,000.

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



City Manager's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$229,098 | \$233,420 | \$233,420 | \$240,221 | \$240,221 |
| 11400 Overtime Salaries | 644 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 16,830 | 16,830 | 16,830 | 16,830 | 16,830 |
| TOTAL | \$246,572 | \$250,250 | \$250,250 | \$257,051 | \$257,051 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$528 | \$422 | \$422 | \$405 | \$405 |
| 12300 Medical Insurance | 16,301 | 12,900 | 12,900 | 12,604 | 12,604 |
| 12350 Medicare Insurance | 2,330 | 3,420 | 2,221 | 3,419 | 3,419 |
| 12400 Dental Insurance | 1,095 | 1,093 | 728 | 1,090 | 1,090 |
| 12500 Workers Compensation | 1,730 | 1,817 | 1,817 | 1,908 | 1,908 |
| 12600 Retirement | 37,159 | 51,564 | 51,564 | 57,688 | 57,688 |
| 12900 Long Term Disability | 1,830 | 1,629 | 1,629 | 1,629 | 1,629 |
| 12950 Vision Plan | 464 | 405 | 405 | 282 | 282 |
| TOTAL | \$61,437 | \$73,250 | \$71,686 | \$79,025 | \$79,025 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$1,312 | \$3,500 | \$3,500 | \$3,500 | \$3,500 |
| 22000 Operating Supplies | 0 | 400 | 400 | 400 | 400 |
| 31000 Contracted Services | 7,243 | 25,000 | 25,000 | 25,000 | 25,000 |
| 32000 Communications | 10,507 | 11,389 | 11,547 | 13,153 | 13,153 |
| 37000 Leases & Rentals | 0 | 5,000 | 5,000 | 5,000 | 5,000 |
| 38000 R/M Contractual | 2,321 | 2,500 | 2,500 | 2,500 | 2,500 |
| 39000 Miscellaneous | 4,901 | 16,200 | 16,200 | 16,400 | 16,400 |
| TOTAL | \$26,284 | \$63,989 | \$64,147 | \$65,953 | \$65,953 |
| GRAND TOTAL | \$334,293 | \$387,489 | \$386,083 | \$402,029 | \$402,029 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 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 | 74,820 | 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 | \$250,250 | \$250,250 | \$250,250 |

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

SA – Atlantic/Garvey \$1,545,097

SA – Merged \$822,987

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$203,899 | \$158,315 | \$165,943 | \$169,510 | \$169,510 |
| SERVICES & SUPPLIES | 1,291,186 | 2,594,033 | 2,452,837 | 2,198,574 | 2,198,574 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$1,495,085 | \$2,752,348 | \$2,618,780 | \$2,368,084 | \$2,368,084 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 1.00 | 1.00 | 1.00 | 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.

Tasks of the Successor Agency can be summarized as following:

- Continue to prepare a Recognized Obligation Payment Schedule (ROPS) to the Department of Finance (DOF) every six-month period and make payments according to the approved ROPS;
- Dispose of properties of the former redevelopment agency;
- Prepare a proposed administrative budget and submit it to the Oversight Board;
- Expeditiously wind down the affairs of the former redevelopment agency with the direction of the Oversight Board.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes property disposition services \$64,400, legal services \$20,000, and consulting & annual audits services \$20,000.
2. Debt Service category (#42000) consists of payments for TI Bonds, \$2,085,014.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$141,892 | \$113,424 | \$113,424 | \$117,200 | \$117,200 |
| 11300 Part Time Salaries | 11,820 | 0 | 1,934 | 0 | 0 |
| 11400 Overtime Salaries | 796 | 0 | 746 | 0 | 0 |
| 11500 Separation Benefits | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| TOTAL | \$161,508 | \$120,424 | \$123,104 | \$124,200 | \$124,200 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$72 | \$227 | \$227 | \$227 | \$227 |
| 12300 Medical Insurance | 2,334 | 8,156 | 12,156 | 12,416 | 12,416 |
| 12350 Medicare Insurance | 1,280 | 2,991 | 3,939 | 2,991 | 2,991 |
| 12400 Dental Insurance | 427 | 424 | 424 | 424 | 424 |
| 12600 Retirement | 37,868 | 25,316 | 25,316 | 28,462 | 28,462 |
| 12900 Long Term Disability | 360 | 626 | 626 | 626 | 626 |
| 12950 Vision Plan | 50 | 151 | 151 | 164 | 164 |
| TOTAL | \$42,391 | \$37,891 | \$42,839 | \$45,310 | \$45,310 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$0 | \$4,879 | \$4,840 | \$4,800 | \$4,800 |
| 31000 Contracted Services | 70,796 | 194,590 | 52,858 | 104,400 | 104,400 |
| 32000 Communications | 1,209 | 0 | 575 | 360 | 360 |
| 37000 Leases & Rentals | 8,504 | 4,000 | 4,000 | 4,000 | 4,000 |
| 38000 R/M Contractual | 8,000 | 0 | 0 | 0 | 0 |
| 39000 Miscellaneous | 644 | 0 | 0 | 0 | 0 |
| 42000 Debt Service | 1,202,033 | 2,390,564 | 2,390,564 | 2,085,014 | 2,085,014 |
| TOTAL | \$1,291,186 | \$2,594,033 | \$2,452,837 | \$2,198,574 | \$2,198,574 |
| GRAND TOTAL | \$1,495,085 | \$2,752,348 | \$2,618,780 | \$2,368,084 | \$2,368,084 |

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 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|------------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| City Manager | 0.20 | 0.20 | 0.20 | \$38,000 | \$38,000 | \$38,000 |
| Controller | 0.20 | 0.20 | 0.20 | 28,900 | 28,900 | 28,900 |
| Economic Development Specialist | 0.50 | 0.50 | 0.50 | 36,553 | 37,470 | 37,470 |
| Senior Accountant | 0.10 | 0.10 | 0.10 | 8,711 | 8,188 | 8,188 |
| Auto Allowance | 0.00 | 0.00 | 0.00 | 1,200 | 1,200 | 1,200 |
| Bilingual | 0.00 | 0.00 | 0.00 | 60 | 120 | 120 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 7,000 | 7,000 | 7,000 |
| Total | 1.00 | 1.00 | 1.00 | \$120,424 | \$120,878 | \$120,878 |



CITY CLERK

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Clerk

General \$300,249
Retirement \$47,624
Refuse \$7,000
Water \$10,000

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$251,663 | \$266,176 | \$265,912 | \$292,173 | \$292,173 |
| SERVICES & SUPPLIES | 157,004 | 195,669 | 194,469 | 72,700 | 72,700 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$408,667 | \$461,845 | \$460,381 | \$364,873 | \$364,873 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 3.50 | 4.00 | 4.00 | 4.25 | 4.25 |

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 2013-2014</u> | <u>Estimated 2014-2015</u> | <u>Projected 2015-2016</u> |
|---|------------------------------------|---------------------------------------|---------------------------------------|
| General (G) / Special (S) Municipal Election | (S) July, 2013 23.2% | (G) March, 2015 19.4% | Not an Election Year |
| Voter Turnout | (S) June, 2014 18.3% | | |

2015-2016 GOALS AND OBJECTIVES

1. Prepare and conduct the annual destruction of records event and to encourage participation from other departments.
2. Continue efforts to maintain the digital records management program to promote transparency and easier access to the general public.

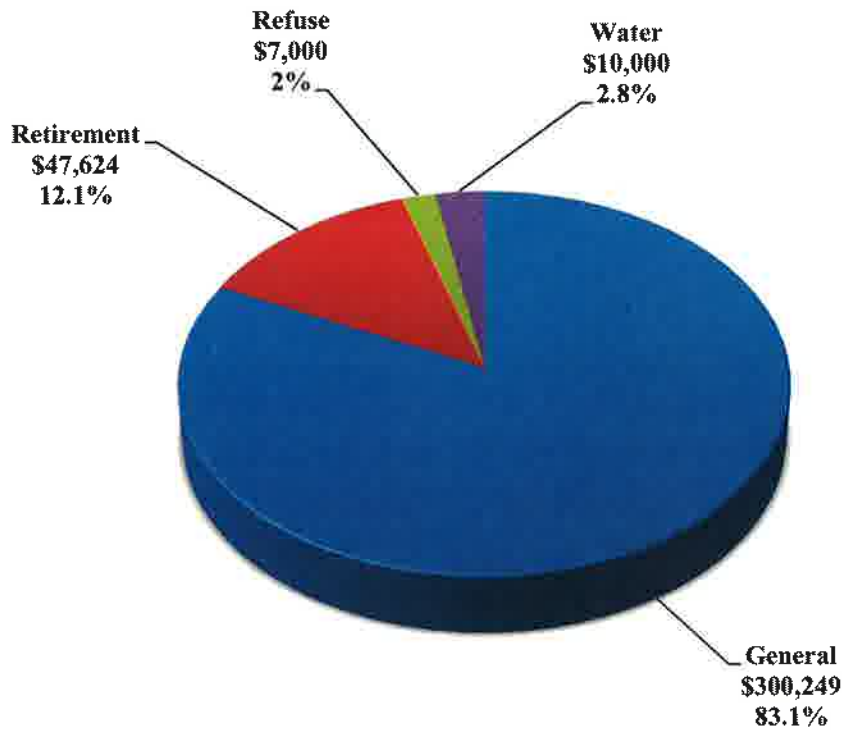
2014-2015 MAJOR ACCOMPLISHMENTS

1. Successfully conducted a general municipal election on March 3, 2015 to fill three council seats.
2. Designated a uniform offsite storage facility and continue to work with departments to indentify files to be shipped to offsite storage.
3. Implemented a digital records management program for the City Clerk's office. Presentation and training provided to city staff. Web portal implemented for public access.

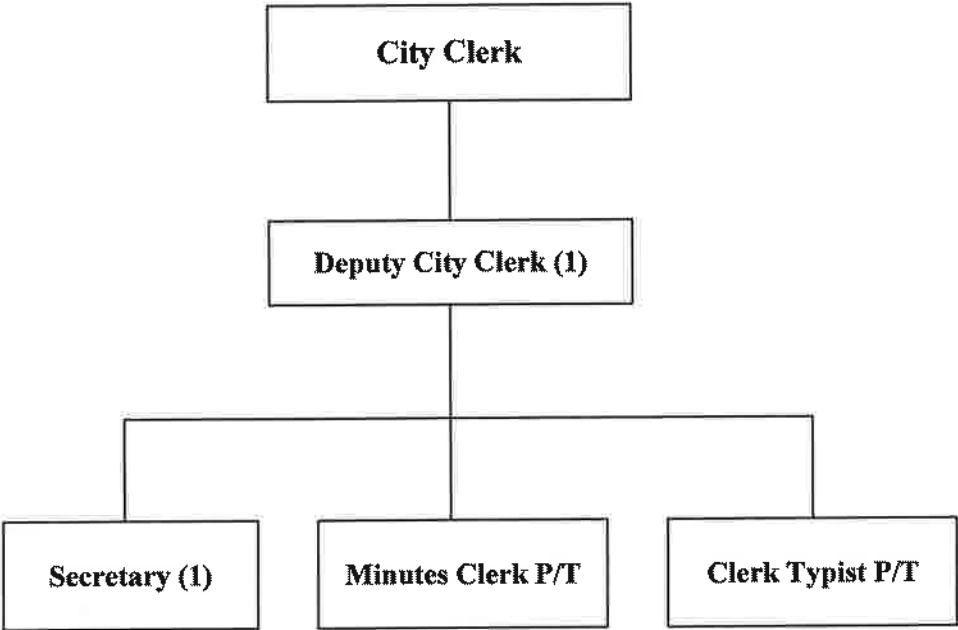
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries (#11300) reflects an increase of 0.25 FTE for the Minutes Clerk position.
2. Contracted Services category (#31000) consists of professional services, \$11,500.
3. Advertising category (#34000) includes publication costs for public notices, advertising of hearings, ordinance and special meetings, \$21,000.
4. Miscellaneous category (#39000) consists of training, dues/memberships and subscription, \$11,750.

**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 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11100 Elective Salaries | \$6,016 | \$6,000 | \$6,000 | \$6,000 | \$6,000 |
| 11200 Permanent Salaries | 141,257 | 153,057 | 153,057 | 159,358 | 159,358 |
| 11300 Part Time Salaries | 26,811 | 29,000 | 29,000 | 36,780 | 36,780 |
| 11400 Overtime Salaries | 1,566 | 0 | 794 | 0 | 0 |
| 11500 Separation Benefits | 6,765 | 6,765 | 6,765 | 6,765 | 6,765 |
| TOTAL | \$182,415 | \$194,822 | \$195,616 | \$208,903 | \$208,903 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$644 | \$648 | \$648 | \$624 | \$624 |
| 12300 Medical Insurance | 26,713 | 26,956 | 26,956 | 27,797 | 27,797 |
| 12350 Medicare Insurance | 2,579 | 2,307 | 2,307 | 2,931 | 2,931 |
| 12370 Part Time Retirement | 600 | 1,658 | 600 | 451 | 451 |
| 12400 Dental Insurance | 1,540 | 1,541 | 1,541 | 1,931 | 1,931 |
| 12500 Workers Compensation | 932 | 979 | 979 | 1,028 | 1,028 |
| 12600 Retirement | 34,944 | 35,958 | 35,958 | 47,173 | 47,173 |
| 12900 Long Term Disability | 792 | 792 | 792 | 792 | 792 |
| 12950 Vision Plan | 504 | 515 | 515 | 543 | 543 |
| TOTAL | \$69,248 | \$71,354 | \$70,296 | \$83,270 | \$83,270 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$1,975 | \$3,200 | \$2,000 | \$3,200 | \$3,200 |
| 22000 Operating Supplies | 2,519 | 5,500 | 5,500 | 5,500 | 5,500 |
| 31000 Contracted Services | 105,009 | 135,000 | 135,000 | 11,500 | 11,500 |
| 32000 Communications | 4,926 | 5,419 | 5,419 | 5,650 | 5,650 |
| 33000 Motor Pool Charges | 356 | 300 | 300 | 300 | 300 |
| 34000 Advertising | 19,523 | 21,000 | 21,000 | 21,000 | 21,000 |
| 37000 Leases & Rentals | 6,275 | 6,500 | 6,500 | 6,800 | 6,800 |
| 38000 R/M Contractual | 5,036 | 7,000 | 7,000 | 7,000 | 7,000 |
| 39000 Miscellaneous | 11,385 | 11,750 | 11,750 | 11,750 | 11,750 |
| TOTAL | \$157,004 | \$195,669 | \$194,469 | \$72,700 | \$72,700 |
| GRAND TOTAL | \$408,667 | \$461,845 | \$460,381 | \$364,873 | \$364,873 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| City Clerk | 1.00 | 1.00 | 1.00 | \$6,000 | \$6,000 | \$6,000 |
| Deputy City Clerk | 1.00 | 1.00 | 1.00 | 94,896 | 94,896 | 94,896 |
| Secretary | 1.00 | 1.00 | 1.00 | 58,161 | 59,820 | 59,820 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 6,765 | 6,765 | 6,765 |
| <u>Part-Time</u> | | | | | | |
| Minutes Clerk* | 0.50 | 0.75 | 0.75 | 17,737 | 25,517 | 25,517 |
| Clerk Typist | 0.50 | 0.50 | 0.50 | 11,263 | 11,263 | 11,263 |
| Total | 4.00 | 4.25 | 4.25 | \$194,822 | \$204,261 | \$204,261 |

* Increased hours to 0.75 FTE.



CITY TREASURER

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$17,498
Retirement \$1,574

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|---|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$16,268 | \$16,974 | \$16,595 | \$16,942 | \$16,942 |
| SERVICES & SUPPLIES | 679 | 2,080 | 2,130 | 2,130 | 2,130 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$16,947 | \$19,054 | \$18,725 | \$19,072 | \$19,072 |
| 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 2013-2014</u> | <u>Estimated 2014-2015</u> | <u>Projected 2015-2016</u> |
|------------------------------|-----------------------------|--------------------------------|--------------------------------|
| ✓ Average Investment Balance | \$80 million | \$80 million | \$80 million |
| ✓ Investment Earnings | \$262,664 | \$240,000 | \$300,000 |

2015-2016 GOALS AND OBJECTIVES

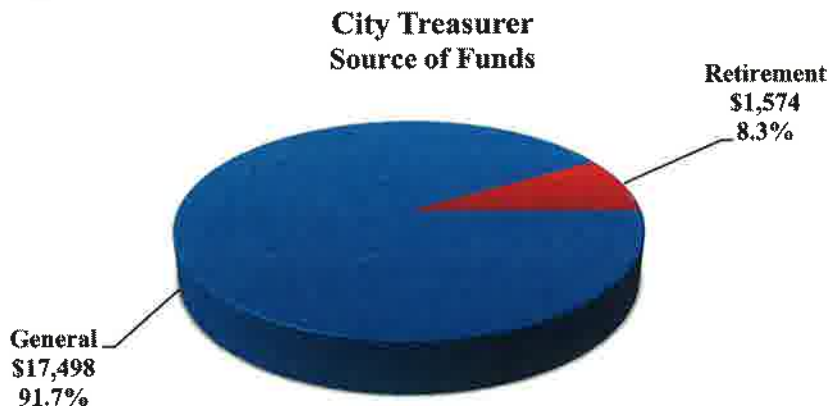
1. Achieve Financial Stability: Continue to evaluate investment options and invest City funds using the criteria of safety, liquidity, and yields.
2. Achieve Financial Stability: Continue evaluation of City's investment policy and internal controls over investment and treasury functions to ensure the proper segregation of duties and asset safeguarding.
3. Improve Effectiveness and Efficiency: Working with Finance, submit monthly and annual investment reports.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Achieve Financial Stability: Presented Annual City Investment Policy to the City Council in August 2014.
2. Prudent, conservative management of the City's investment portfolio to maximize investment earning during the 2014-2015 fiscal year. The establishment of investment accounts in the Los Angeles County Treasury Pool has generated 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. Miscellaneous category (#39000) includes funds for Municipal Treasurers Association membership fee.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11100 Elective Salaries | \$6,016 | \$6,000 | \$6,000 | \$6,000 | \$6,000 |
| TOTAL | \$6,016 | \$6,000 | \$6,000 | \$6,000 | \$6,000 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$322 | \$324 | \$324 | \$312 | \$312 |
| 12300 Medical Insurance | 7,303 | 7,872 | 7,872 | 8,157 | 8,157 |
| 12350 Medicare Insurance | 89 | 87 | 87 | 87 | 87 |
| 12400 Dental Insurance | 600 | 600 | 600 | 600 | 600 |
| 12600 Retirement | 1,731 | 1,879 | 1,500 | 1,574 | 1,574 |
| 12950 Vision Plan | 207 | 212 | 212 | 212 | 212 |
| TOTAL | \$10,252 | \$10,974 | \$10,595 | \$10,942 | \$10,942 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$180 | \$180 | \$180 | \$180 | \$180 |
| 33000 Motor Pool Charges | 50 | 1,500 | 1,500 | 1,500 | 1,500 |
| 35000 Insurance | 300 | 300 | 300 | 300 | 300 |
| 39000 Miscellaneous | 149 | 100 | 150 | 150 | 150 |
| TOTAL | \$679 | \$2,080 | \$2,130 | \$2,130 | \$2,130 |
| GRAND TOTAL | \$16,947 | \$19,054 | \$18,725 | \$19,072 | \$19,072 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Treasurer
ACTIVITY: City Treasurer
ACTIVITY NO.: 1501

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 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 ATTORNEY

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Attorney

General \$257,500
Refuse \$59,500
Water \$216,500

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 462,137 | 517,500 | 517,500 | 533,500 | 533,500 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$462,137 | \$517,500 | \$517,500 | \$533,500 | \$533,500 |
| 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.

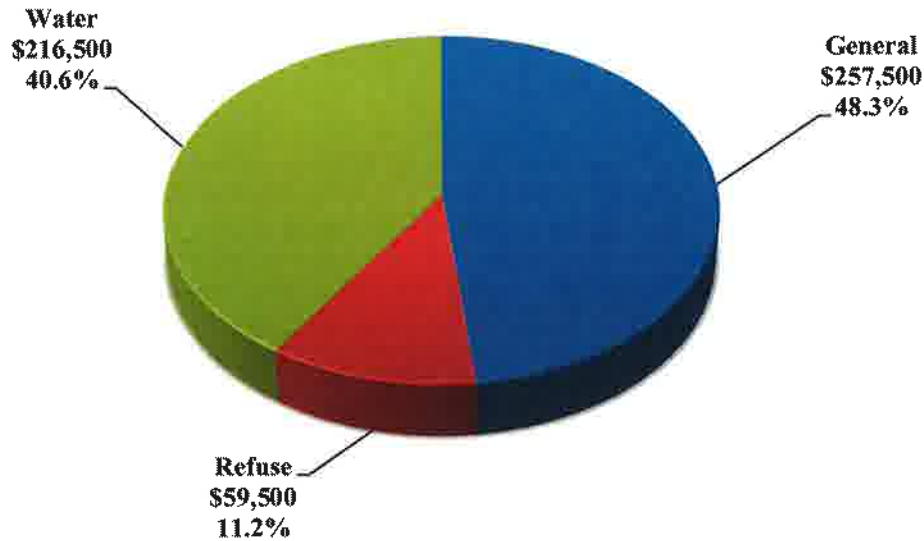
- Ensure the City and its officers are properly represented in all actions arising from performance of City business.
- Ensure that all City ordinances, resolutions, agreements and contracts are correct as to form.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects costs for general legal services, labor/personnel legal matters, and municipal code prosecution, \$533,500.

| | <u>Adopted 2014-2015</u> | <u>Year-end Estimated 2014-2015</u> | <u>Proposed 2015-2016</u> |
|--|------------------------------|---|-------------------------------|
| General Services | \$ 240,000 | \$ 240,000 | \$ 240,000 |
| Labor Relations/Personnel: Liebert, Cassidy Whitmore | 57,500 | 57,500 | 59,500 |
| Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions | <u>220,000</u> | <u>220,000</u> | <u>234,000</u> |
| Total | <u>\$ 517,500</u> | <u>\$517,500</u> | <u>\$533,500</u> |

**City Attorney
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|---------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SERVICES & SUPPLIES | | | | | |
| 31000 Contracted Services | \$462,137 | \$517,500 | \$517,500 | \$533,500 | \$533,500 |
| TOTAL | \$462,137 | \$517,500 | \$517,500 | \$533,500 | \$533,500 |
| GRAND TOTAL | \$462,137 | \$517,500 | \$517,500 | \$533,500 | \$533,500 |



MANAGEMENT SERVICES

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General \$715,150
 Retirement \$79,956
 Refuse \$486,999
 Water \$971,226

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|--|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$1,116,445 | \$1,458,630 | \$1,378,542 | \$1,548,590 | \$1,548,590 |
| SERVICES & SUPPLIES | 582,750 | 677,863 | 741,009 | 704,741 | 704,741 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$1,699,195 | \$2,136,493 | \$2,119,551 | \$2,253,331 | \$2,253,331 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 14.65 | 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.

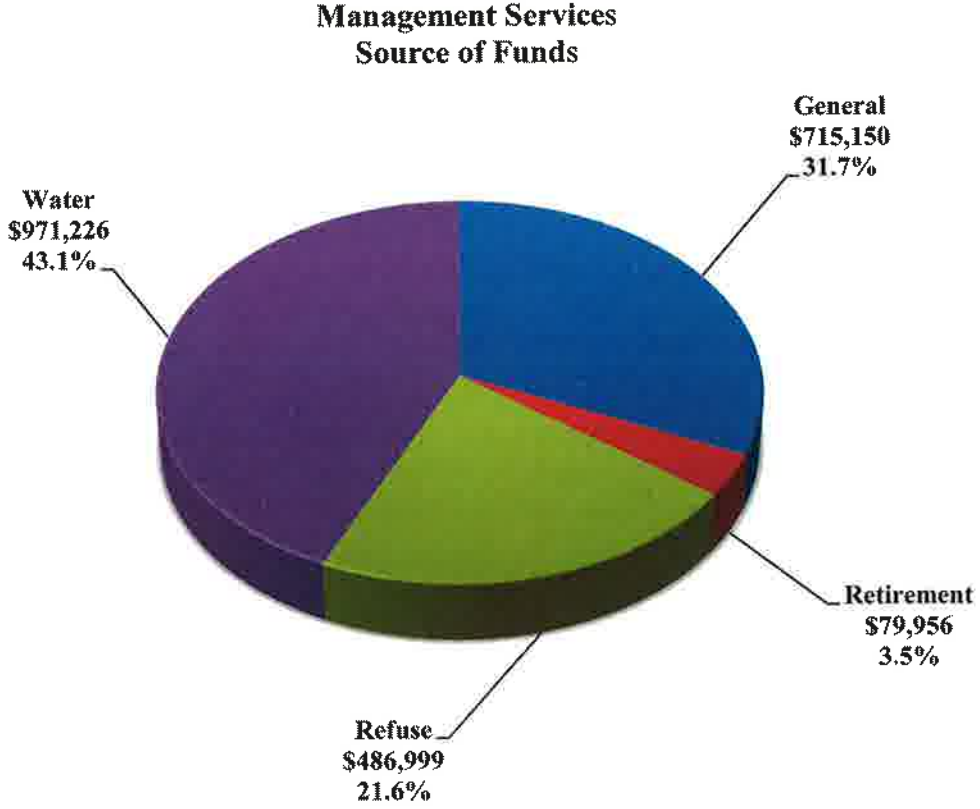
The Department is the core of the City's financial operations. It provides centralized financial planning, budgeting, investing, debt management, general ledger, grant accounting, accounts payable, payroll, audits, and financial reporting. In addition, the Department establishes and maintains the City's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

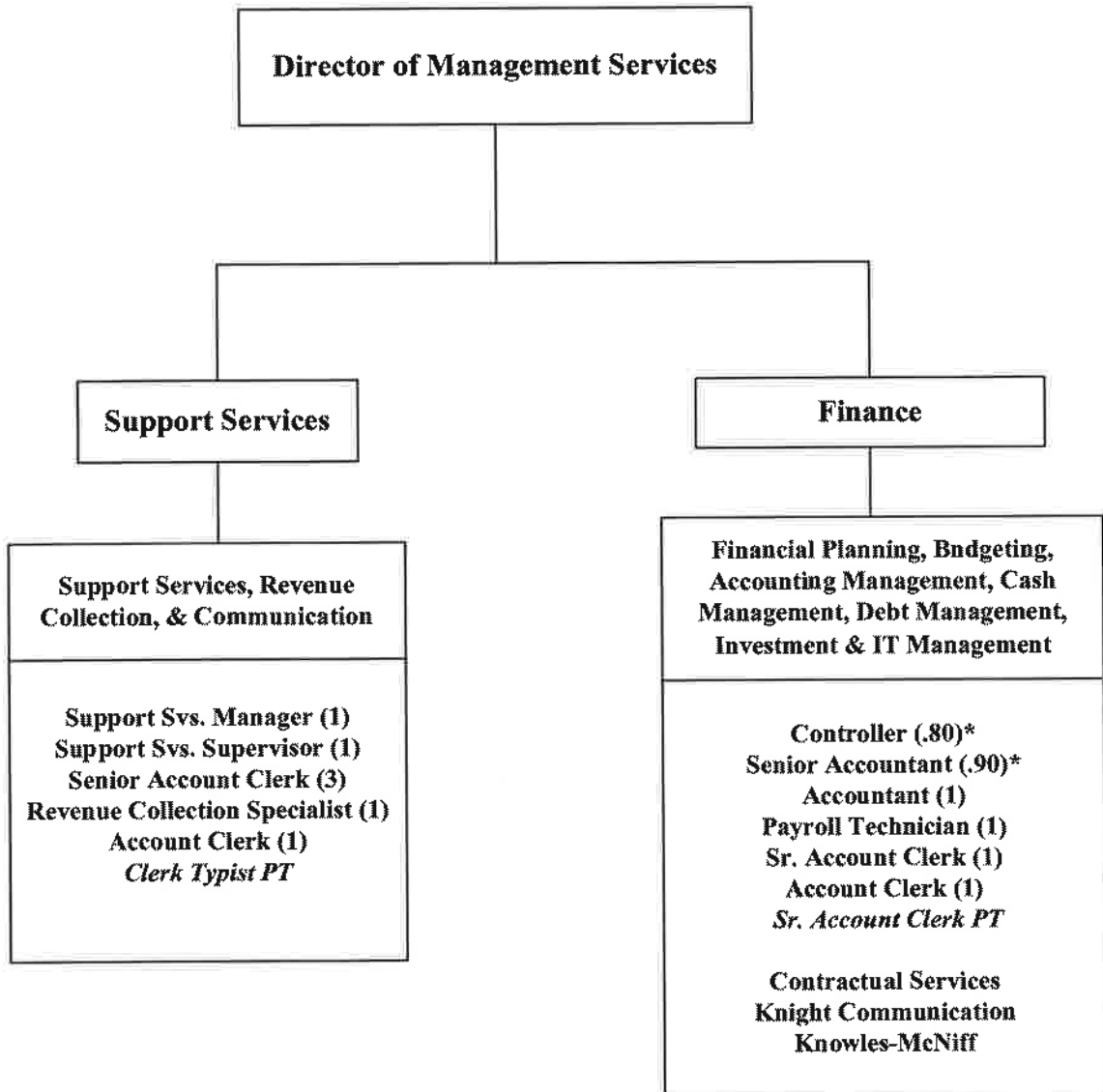
point for the City. It prepares water and trash billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

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: There is one Account Clerk position being transferred from Activity 1403 to Activity 1406 to better serve the community and part time positions realigned between Activity 1403, 1406, and 1407.



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>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$584,896 | \$754,810 | \$684,057 | \$759,199 | \$759,199 |
| SERVICES & SUPPLIES | 150,815 | 173,400 | 216,495 | 195,770 | 195,770 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$735,711 | \$928,210 | \$900,552 | \$954,969 | \$954,969 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 7.20 | 7.20 | 7.20 | 6.70 | 6.70 |

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 2014-15</u> | <u>Projected 2015-16</u> |
|---|---------------------------|------------------------------|
| ✓ Number of years received awards from Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers Association (CSMFO) for excellence in budgeting. | 24 | 25 |
| ✓ Number of years received awards from GFOA for excellence in financing reporting. | 26 | 27 |

2015-2016 GOALS AND OBJECTIVES

1. Improve Effectiveness and Efficiency: Implement the e-filing of the Affordable Care Act by January 2016.
2. Improve Effectiveness and Efficiency: Implement an electronic version of the absence and overtime slips.
3. Achieve Financial Stability: Upgrade the Finance System to be in line with new technologies as well as to migrate to the current version of the database server. This is Year One of a multiyear project.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Achieve Financial Stability: Received awards for excellence from (GFOA) and (CSMFO) for the City's 2014-15 Annual Budget and from (GFOA) for the 2013-14 Comprehensive Annual Financial Report.
2. Improve Effectiveness and Efficiency: Implemented the Financial Data Transparency Tool (OpenGov) to provide the public user-friendly access to the City's financial data.
3. Improve Effectiveness and Efficiency: Implemented MOU adjustments for five Safety Units.
4. Improve Effectiveness and Efficiency: Completed the e-Payables finance modification process to move the City's accounts payable program towards using online payment technologies.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11000 and #12000) reflects continuous personnel cost realignments between Activity 1403 and 1203 (Successor Agency to the Former RDA), for the Controller and Senior Accountant positions. In addition, one Account Clerk position is transferred to Activity 1406 to provide better service at the counter and realigned the part-time clerk position from Activity 1406 and 1407.
2. Contracted Services category (#31000) consists of City Annual and Single audits, \$88,500 and Data Processing and other accounting professional services, \$55,000.
3. Miscellaneous category (#39000) consists of printing and duplicating, \$10,600, membership, subscriptions and training, \$17,100.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$383,649 | \$528,157 | \$445,000 | \$499,072 | \$499,072 |
| 11300 Part Time Salaries | 23,575 | 0 | 23,484 | 23,500 | 23,500 |
| 11400 Overtime Salaries | 1,578 | 2,000 | 2,030 | 3,000 | 3,000 |
| 11500 Separation Benefits | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| TOTAL | \$428,802 | \$550,157 | \$490,514 | \$545,572 | \$545,572 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$1,082 | \$1,377 | \$1,364 | \$1,328 | \$1,328 |
| 12300 Medical Insurance | 51,607 | 65,149 | 59,000 | 65,526 | 65,526 |
| 12350 Medicare Insurance | 6,103 | 6,515 | 5,800 | 8,182 | 8,182 |
| 12370 Part Time Retirement | 1,263 | 0 | 940 | 940 | 940 |
| 12400 Dental Insurance | 3,616 | 4,708 | 4,291 | 4,921 | 4,921 |
| 12500 Workers Compensation | 3,328 | 3,497 | 3,497 | 3,497 | 3,497 |
| 12600 Retirement | 85,982 | 119,267 | 114,511 | 125,028 | 125,028 |
| 12900 Long Term Disability | 2,212 | 2,852 | 2,852 | 2,852 | 2,852 |
| 12950 Vision Plan | 901 | 1,288 | 1,288 | 1,353 | 1,353 |
| TOTAL | \$156,094 | \$204,653 | \$193,543 | \$213,627 | \$213,627 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$6,849 | \$7,400 | \$7,200 | \$7,800 | \$7,800 |
| 22000 Operating Supplies | 3,331 | 4,000 | 4,000 | 4,200 | 4,200 |
| 31000 Contracted Services | 113,054 | 123,000 | 168,855 | 143,500 | 143,500 |
| 32000 Communications | 3,576 | 3,900 | 5,040 | 5,170 | 5,170 |
| 37000 Leases & Rentals | 4,862 | 4,400 | 4,200 | 4,400 | 4,400 |
| 38000 R/M Contractual | 1,054 | 2,000 | 2,500 | 3,000 | 3,000 |
| 39000 Miscellaneous | 18,089 | 28,700 | 24,700 | 27,700 | 27,700 |
| TOTAL | \$150,815 | \$173,400 | \$216,495 | \$195,770 | \$195,770 |
| GRAND TOTAL | \$735,711 | \$928,210 | \$900,552 | \$954,969 | \$954,969 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Mgmt Services | 0.50 | 0.50 | 0.50 | \$66,252 | \$66,252 | \$66,252 |
| Controller | 0.80 | 0.80 | 0.80 | 115,603 | 115,603 | 115,603 |
| Senior Accountant | 0.90 | 0.90 | 0.90 | 78,392 | 73,689 | 73,689 |
| Accountant | 1.00 | 1.00 | 1.00 | 56,389 | 57,799 | 57,799 |
| Payroll Technician | 1.00 | 1.00 | 1.00 | 51,912 | 53,652 | 53,652 |
| Senior Account Clerk | 1.00 | 1.00 | 1.00 | 56,860 | 59,583 | 59,583 |
| Account Clerk* | 2.00 | 1.00 | 1.00 | 99,809 | 50,004 | 50,004 |
| Bilingual | 0.00 | 0.00 | 0.00 | 2,940 | 4,080 | 4,080 |
| Overtime | 0.00 | 0.00 | 0.00 | 2,000 | 3,000 | 3,000 |
| Payroll Premium Pay | 0.00 | 0.00 | 0.00 | 3,600 | 3,600 | 3,600 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 20,000 | 20,000 | 20,000 |
| <u>Part-Time</u> | | | | | | |
| Senior Account Clerk** | 0.00 | 0.50 | 0.50 | 0 | 23,500 | 23,500 |
| Total | 7.20 | 6.70 | 6.70 | \$553,757 | \$530,762 | \$530,762 |

* Transfer one Account Clerk position to Activity 1406 to better serve the community.

** Realign PT Account Clerk positions from Activity 1406 and 1407

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 193,988 | 234,991 | 226,641 | 237,491 | 237,491 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$193,988 | \$234,991 | \$226,641 | \$237,491 | \$237,491 |
| 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

| | Actual <u>2013-2014</u> | Estimated <u>2014-2015</u> | Projected <u>2015-2016</u> |
|--|----------------------------|-------------------------------|-------------------------------|
| ✓ Major Programming Projects | 4 | 3 | 3 |
| ✓ Modifications/Enhancements to Existing Programs | 6 | 7 | 8 |

2015-2016 GOALS AND OBJECTIVES

1. Improve Effectiveness and Efficiency: Perform Phase II modification to Payroll Program to be in compliance with the Affordable Health Care Act for an e-filing of coverage for employee's health enrollment.
2. Improve Effectiveness and Efficiency: Extend the Online Timecard Program to include submitting absence slips capacity.
3. Achieve Financial Stability: Upgrade the finance system to be compatible with the latest Microsoft SQL Server and Windows technologicis. 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.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Completed the e-Payables finance system modification to allow vendors to receive e-Payables.
2. Completed Payroll System modification to cap employee contributions to PERS for new hires and annual wage capped per PERS Reform Act.
3. Completed E-mail modifications in applications due to server upgrade.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is the allocated costs for the finance system (i.e general ledger, AP, payroll, budget, and purchasing) support, \$137,051.
2. Communications category (#32000) reflects the costs for citywide T1 high-speed expanded lines, \$38,500.
3. R/M Contractual category (#38000) reflects costs for network maintenance, server hardware and software maintenance, and printer maintenance, \$57,000.
4. Miscellaneous category (#39000) reflects costs for data processing and dues/memberships, \$640.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$2,123 | \$3,350 | \$3,000 | \$3,400 | \$3,400 |
| 24000 Small Tools | 457 | 450 | 450 | 900 | 900 |
| 31000 Contracted Services | 117,820 | 133,051 | 131,051 | 137,051 | 137,051 |
| 32000 Communications | 29,275 | 41,500 | 36,500 | 38,500 | 38,500 |
| 38000 R/M Contractual | 44,313 | 56,000 | 55,000 | 57,000 | 57,000 |
| 39000 Miscellaneous | 0 | 640 | 640 | 640 | 640 |
| TOTAL | \$193,988 | \$234,991 | \$226,641 | \$237,491 | \$237,491 |
| GRAND TOTAL | \$193,988 | \$234,991 | \$226,641 | \$237,491 | \$237,491 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$262,671 | \$385,544 | \$386,418 | \$464,674 | \$464,674 |
| SERVICES & SUPPLIES | 28,706 | 31,850 | 61,541 | 31,400 | 31,400 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$291,377 | \$417,394 | \$447,959 | \$496,074 | \$496,074 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 4.65 | 4.65 | 4.65 | 5.35 | 5.35 |

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

| | Actual <u>2013-2014</u> | Estimated <u>2014-2015</u> | Projected <u>2015-2016</u> |
|---|----------------------------|-------------------------------|-------------------------------|
| Business Licenses Issued | 4,190 | 5,000 | 6,150 |
| Utility Bills Mailed (Original and Delinquent) | 83,500 | 85,000 | 86,000 |

2015-2016 GOALS AND OBJECTIVES

1. *Achieve Financial Stability*: Evaluate the feasibility of printing and mailing utility bills off-site to streamline the billing process.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Implemented new approved rates for water, trash, and wastewater following the rate increase.
2. Entered into a multi-year contract with Municipal Auditing Services to assist in tax auditing for business activities in the City. Identified and collected over \$100,000 in additional licensing revenues to the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11000) reflects the transfer of an Account Clerk from Activity 1403 to enhance services and reduction the part time clerk position from 0.75 FTE to 0.50 FTE.
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 budget for cash register system maintenance and business license program maintenance, \$13,900. It also includes an online bill presentment and utility bill scanner programming software maintenance, \$5,400.
4. Miscellaneous category (#39000) consists of printing, \$3,000, and training and memberships, \$250.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$167,045 | \$247,971 | \$247,971 | \$306,503 | \$306,503 |
| 11300 Part Time Salaries | 18,517 | 29,725 | 29,725 | 19,217 | 19,217 |
| 11400 Overtime Salaries | 0 | 0 | 1,300 | 0 | 0 |
| 11500 Separation Benefits | 7,728 | 7,728 | 7,728 | 8,000 | 8,000 |
| TOTAL | \$193,290 | \$285,424 | \$286,724 | \$333,720 | \$333,720 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$474 | \$666 | \$666 | \$797 | \$797 |
| 12300 Medical Insurance | 21,455 | 32,790 | 32,790 | 48,049 | 48,049 |
| 12350 Medicare Insurance | 2,463 | 3,224 | 3,224 | 3,613 | 3,613 |
| 12370 Part Time Retirement | 0 | 1,620 | 1,194 | 770 | 770 |
| 12400 Dental Insurance | 1,903 | 2,566 | 2,566 | 3,286 | 3,286 |
| 12500 Workers Compensation | 1,198 | 1,258 | 1,258 | 1,321 | 1,321 |
| 12600 Retirement | 40,445 | 56,022 | 56,022 | 70,482 | 70,482 |
| 12900 Long Term Disability | 1,136 | 1,546 | 1,546 | 1,942 | 1,942 |
| 12950 Vision Plan | 307 | 428 | 428 | 694 | 694 |
| TOTAL | \$69,381 | \$100,120 | \$99,694 | \$130,954 | \$130,954 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$379 | \$1,200 | \$900 | \$900 | \$900 |
| 22000 Operating Supplies | 92 | 600 | 500 | 500 | 500 |
| 24000 Small Tools | 692 | 950 | 950 | 950 | 950 |
| 31000 Contracted Services | 5,525 | 3,050 | 2,850 | 2,800 | 2,800 |
| 32000 Communications | 4,214 | 3,500 | 3,973 | 3,700 | 3,700 |
| 38000 R/M Contractual | 16,561 | 19,300 | 19,300 | 19,300 | 19,300 |
| 39000 Miscellaneous | 1,243 | 3,250 | 33,068 | 3,250 | 3,250 |
| TOTAL | \$28,706 | \$31,850 | \$61,541 | \$31,400 | \$31,400 |
| GRAND TOTAL | \$291,377 | \$417,394 | \$447,959 | \$496,074 | \$496,074 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Mgmt Services | 0.20 | 0.20 | 0.20 | \$26,501 | \$26,501 | \$26,501 |
| Support Services Manager | 0.35 | 0.35 | 0.35 | 38,000 | 38,770 | 38,770 |
| Support Services Supervisor | 0.35 | 0.35 | 0.35 | 27,548 | 27,548 | 27,548 |
| Senior Account Clerk | 2.00 | 2.00 | 2.00 | 109,164 | 111,120 | 111,120 |
| Revenue Collection Specialist | 1.00 | 1.00 | 1.00 | 45,348 | 45,348 | 45,348 |
| Account Clerk* | 0.00 | 1.00 | 1.00 | 0 | 39,084 | 39,084 |
| Bilingual | 0.00 | 0.00 | 0.00 | 1,410 | 1,410 | 1,410 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 7,728 | 8,000 | 8,000 |
| <u>Part-Time</u> | | | | | | |
| Clerk Typist | 0.75 | 0.45 | 0.45 | 29,725 | 19,217 | 19,217 |
| Total | 4.65 | 5.35 | 5.35 | \$285,424 | \$316,998 | \$316,998 |

* Transfer one Account Clerk position from Activity 1403 to better serve the community.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$174,656 | \$205,279 | \$195,174 | \$206,764 | \$206,764 |
| SERVICES & SUPPLIES | 16,246 | 17,826 | 15,019 | 17,500 | 17,500 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$190,902 | \$223,105 | \$210,193 | \$224,264 | \$224,264 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 2.02 | 2.02 | 2.02 | 1.82 | 1.82 |

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.
- Report ICR (Independent Contractor Reporting) to the State

PROGRAM MEASUREMENTS

| | <u>Actual 2013-2014</u> | <u>Estimated 2014-2015</u> | <u>Projected 2015-2016</u> |
|------------------------|-----------------------------|--------------------------------|--------------------------------|
| Purchase Orders Issued | 1,150 | 1,250 | 1,300 |
| Requisitions Processed | 1,500 | 1,620 | 1,700 |

2015-2016 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Work with the City's IT staff to develop an online purchase order requisition process to help streamline the purchasing process and be able to archive purchase order and requisition data to the database for easy retrieval for City staff.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Evaluated and determined that an online purchase order requisition system is feasible. This project will be developed in the upcoming fiscal year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) reflects realignment the Senior Account Clerk position to Activity 1403.
2. Communications category (#32000) reflects postage charges.
3. Motor Pool category (#33000) reflects vehicle operation and maintenance charges.
4. Miscellaneous category (#39000) reflects costs for printing, \$1,500, dues/memberships, \$800, and books and subscriptions, \$300.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$114,093 | \$137,152 | \$127,152 | \$143,165 | \$143,165 |
| 11300 Part Time Salaries | 8,000 | 7,175 | 7,175 | 0 | 0 |
| 11400 Overtime Salaries | 0 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| TOTAL | \$127,093 | \$149,327 | \$139,327 | \$148,165 | \$148,165 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$289 | \$322 | \$322 | \$309 | \$309 |
| 12300 Medical Insurance | 17,930 | 19,302 | 19,302 | 18,441 | 18,441 |
| 12350 Medicare Insurance | 1,328 | 1,576 | 1,576 | 1,605 | 1,605 |
| 12370 Part Time Retirement | 0 | 392 | 287 | 0 | 0 |
| 12400 Dental Insurance | 1,101 | 1,183 | 1,183 | 1,183 | 1,183 |
| 12500 Workers Compensation | 1,198 | 1,258 | 1,258 | 1,321 | 1,321 |
| 12600 Retirement | 24,836 | 30,970 | 30,970 | 34,759 | 34,759 |
| 12900 Long Term Disability | 683 | 722 | 722 | 722 | 722 |
| 12950 Vision Plan | 198 | 227 | 227 | 259 | 259 |
| TOTAL | \$47,563 | \$55,952 | \$55,847 | \$58,599 | \$58,599 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$857 | \$900 | \$750 | \$750 | \$750 |
| 22000 Operating Supplies | 246 | 550 | 550 | 550 | 550 |
| 24000 Small Tools | 0 | 400 | 400 | 400 | 400 |
| 32000 Communications | 1,243 | 2,300 | 2,731 | 2,300 | 2,300 |
| 33000 Motor Pool Charges | 6,176 | 6,176 | 3,088 | 6,000 | 6,000 |
| 37000 Leases & Rentals | 3,699 | 3,300 | 3,300 | 3,300 | 3,300 |
| 38000 R/M Contractual | 1,514 | 1,600 | 1,600 | 1,600 | 1,600 |
| 39000 Miscellaneous | 2,511 | 2,600 | 2,600 | 2,600 | 2,600 |
| TOTAL | \$16,246 | \$17,826 | \$15,019 | \$17,500 | \$17,500 |
| GRAND TOTAL | \$190,902 | \$223,105 | \$210,193 | \$224,264 | \$224,264 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Mgmt Services | 0.16 | 0.16 | 0.16 | \$21,200 | \$21,201 | \$21,201 |
| Support Services Manager | 0.30 | 0.30 | 0.30 | 32,572 | 33,232 | 33,232 |
| Support Services Supervisor | 0.36 | 0.36 | 0.36 | 28,336 | 28,335 | 28,335 |
| Senior Account Clerk | 1.00 | 1.00 | 1.00 | 54,228 | 55,584 | 55,584 |
| 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 | 0.00 | 0.00 | 7,175 | 0 | 0 |
| Total | 2.02 | 1.82 | 1.82 | \$149,327 | \$144,168 | \$144,168 |

* Realign PT Senior Account Clerk position to Activity 1403

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|---|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$94,222 | \$112,997 | \$112,893 | \$117,953 | \$117,953 |
| SERVICES & SUPPLIES | 192,995 | 219,796 | 221,313 | 222,580 | 222,580 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$287,217 | \$332,793 | \$334,206 | \$340,533 | \$340,533 |
| 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 Data/Fax/Voice lines to all departments
- Maintain the City's cellular phones to ensure good communications throughout all departments
- Maintain the City's postage equipment and coordinate mailroom pickup and sorting

PROGRAM MEASUREMENTS

| | Actual <u>2013-2014</u> | Estimated <u>2014-2015</u> | Projected <u>2015-2016</u> |
|--------------|----------------------------|-------------------------------|-------------------------------|
| Mail Handled | 430,500 | 465,000 | 475,000 |

2015-2016 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Evaluate the feasibility of utilizing T1 lines for the City's phone system instead of the current trunk line system. Utilizing T1 lines may not only reduce recurring monthly costs but provide the ability for features not currently possible with trunk lines.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Evaluated and determined a viable option to print, fold, insert and mail the utility bills offsite. This will be included in the goals and objectives in the Revenue Collection Division for the 2015-2016 fiscal year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$20,000 for City Hall telephone services, \$4,000 for postage and \$63,000 contributions to City's Data Processing/Technology Internal Services fund.
2. Utilities category (#36000) is for the City Hall utility costs, \$73,130.
3. Leases and Rentals category (#37000) reflects for postage equipment rental \$10,900, the Go MPK service request tracking system, and the online utility billing system, \$23,850.
4. R/M Contractual category (#38000) consists of copier, mailroom computer, postage & scale machine and binding & folding equipment, \$25,000.
5. Miscellaneous category (#39000) consists of printing, \$500.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$65,444 | \$79,552 | \$79,552 | \$82,609 | \$82,609 |
| 11500 Separation Benefits | 5,170 | 5,170 | 5,170 | 5,170 | 5,170 |
| TOTAL | \$70,614 | \$84,722 | \$84,722 | \$87,779 | \$87,779 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$128 | \$151 | \$151 | \$144 | \$144 |
| 12300 Medical Insurance | 7,313 | 8,358 | 8,358 | 7,863 | 7,863 |
| 12350 Medicare Insurance | 695 | 822 | 822 | 832 | 832 |
| 12400 Dental Insurance | 478 | 547 | 443 | 547 | 547 |
| 12500 Workers Compensation | 363 | 0 | 0 | 0 | 0 |
| 12600 Retirement | 14,231 | 17,950 | 17,950 | 20,316 | 20,316 |
| 12900 Long Term Disability | 285 | 311 | 311 | 311 | 311 |
| 12950 Vision Plan | 115 | 136 | 136 | 161 | 161 |
| TOTAL | \$23,608 | \$28,275 | \$28,171 | \$30,174 | \$30,174 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$677 | \$1,700 | \$1,700 | \$1,700 | \$1,700 |
| 22000 Operating Supplies | 219 | 500 | 500 | 500 | 500 |
| 32000 Communications | 68,686 | 70,566 | 70,566 | 87,000 | 87,000 |
| 36000 Utilities | 80,236 | 86,780 | 86,780 | 73,130 | 73,130 |
| 37000 Leases & Rentals | 2,782 | 34,750 | 34,750 | 34,750 | 34,750 |
| 38000 R/M Contractual | 40,395 | 25,000 | 26,517 | 25,000 | 25,000 |
| 39000 Miscellaneous | 0 | 500 | 500 | 500 | 500 |
| TOTAL | \$192,995 | \$219,796 | \$221,313 | \$222,580 | \$222,580 |
| GRAND TOTAL | \$287,217 | \$332,793 | \$334,206 | \$340,533 | \$340,533 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: I408

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Mgmt Services | 0.14 | 0.14 | 0.14 | \$18,552 | \$18,551 | \$18,551 |
| Support Services Manager | 0.35 | 0.35 | 0.35 | 38,000 | 38,770 | 38,770 |
| Support Services Supervisor | 0.29 | 0.29 | 0.29 | 22,826 | 22,825 | 22,825 |
| 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 | \$84,722 | \$85,490 | \$85,490 |



HUMAN RESOURCES & RISK MANAGEMENT

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General \$591,058
 Retirement \$65,646
 Refuse \$40,036
 General Liability \$53,846
 Technology \$12,080
 Public Safety Impact Fee \$5,000
 Workers' Compensation \$23,818
 Water \$281,579
 Library Tax \$5,000

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources & Risk Mgmt

ACTIVITY NO.: 1800

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|---|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$471,266 | \$496,203 | \$495,827 | \$524,519 | \$524,519 |
| SERVICES & SUPPLIES | 261,241 | 473,952 | 402,526 | 553,544 | 553,544 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$732,507 | \$970,155 | \$898,353 | \$1,078,063 | \$1,078,063 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 4.50 | 4.50 | 4.50 | 4.50 | 4.50 |

Program Description

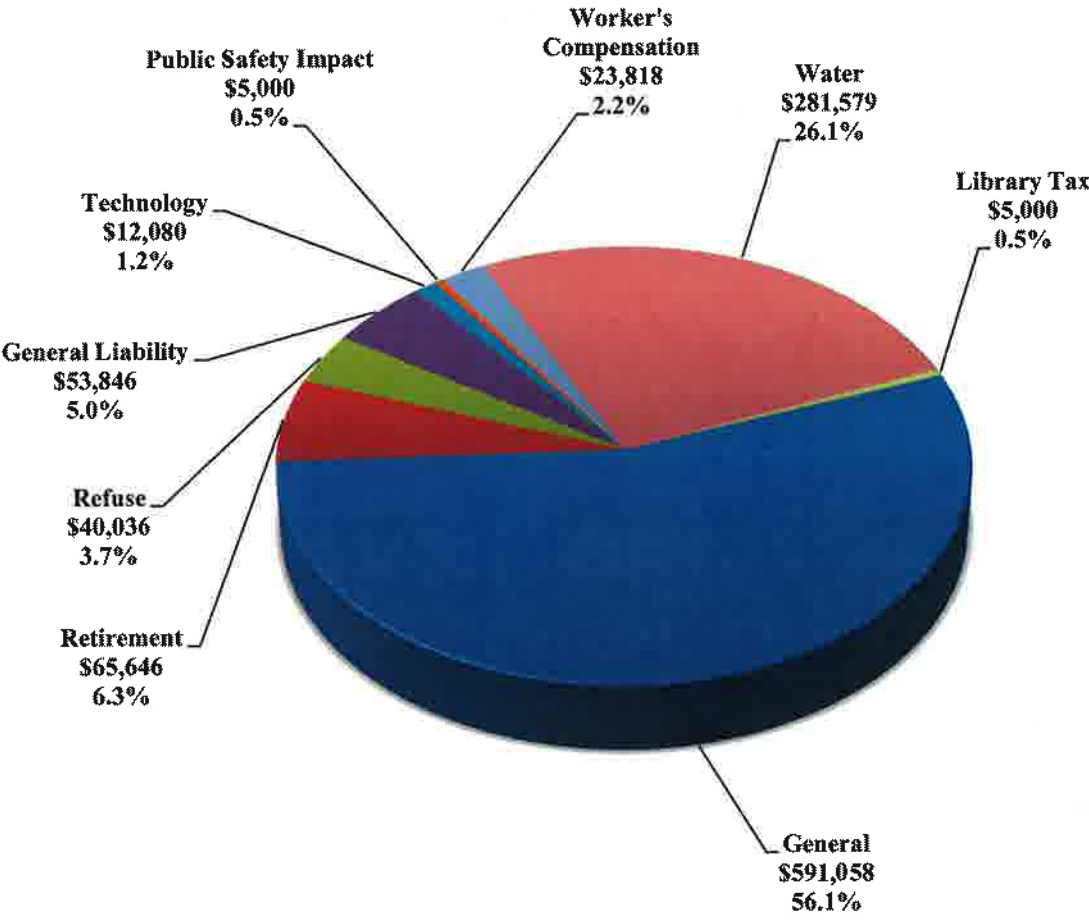
The Human Resources & Risk Management Department is responsible for the administration of a comprehensive personnel system based on merit principles and the City's risk management program. Its primary function is to provide recruitment, employment, employee relations and training services to other City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

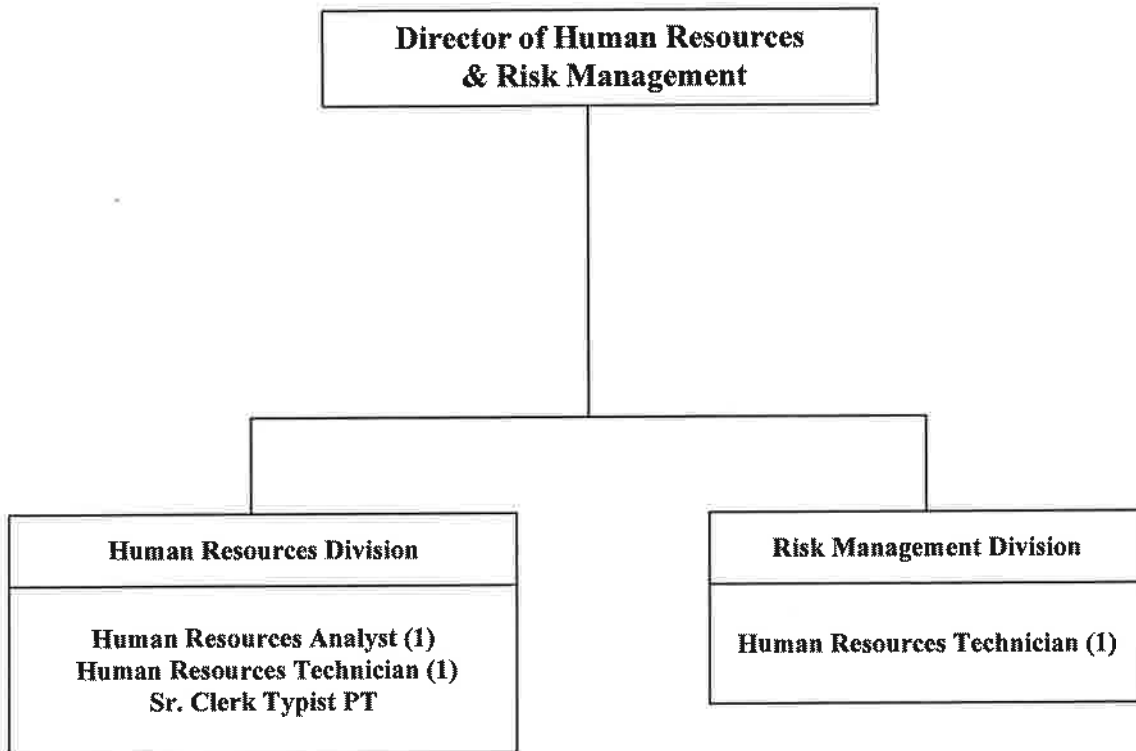
The Risk Management Division provides loss prevention control services, which include insurance procurement, management of the claims administration process for property, workers compensation and general liability losses, and oversight of the City's safety management and training programs.

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</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|---|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$298,700 | \$303,326 | \$302,950 | \$318,948 | \$318,948 |
| SERVICES & SUPPLIES | 174,139 | 219,971 | 148,474 | 252,383 | 252,383 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$472,839 | \$523,297 | \$451,424 | \$571,331 | \$571,331 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 3.10 | 3.00 | 3.00 | 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 2015-16 fiscal year employee training will focus on 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, and 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 2015-2016 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. In 2015/16 HR is exploring the possibility of transitioning to the CalPERS Medical 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. Human Resources will implement in 2015/16 a comprehensive applicant and employee information system by integrating the NeoGOV HRIS system with the GRM Document management system and bring Monterey Park HR into the modern digital era.

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>2012-13</u> | <u>2013-14</u> | <u>2014-15</u> | <u>Projected 2015-16</u> |
|------------------------------|----------------|----------------|----------------|------------------------------|
| Budgeted FT Position | 290 | 290 | 295 | 295 |
| Budgeted Part-time FTE | 47.82 | 50.10 | 47.97 | 50.00 |
| Total Citywide FTE | 344.82 | 347.10 | 349.97 | 352.00 |
| Competitive Positions Filled | 9 | 75* | 57* | 40* |
| Examinations Administered | 15 | 43 | 10 | 10 |
| Applications Processed | 450 | 1,700 | 1,000 | 1,200 |

*Competitive positions filled includes full and part-time positions

2015-2016 GOALS AND OBJECTIVES

1. Successfully implement Neo Gov's applicant tracking and HRIS systems which will modernize and computerize Human Resources including the GRM Document management system which includes scanning all current and former employee personnel files.
2. Continue to provide an aggressive training program for employees on a variety of subjects such as harassment prevention, multiple safety in the workplace training topics and supervisory trainings.
3. Meet and confer with bargaining units to implement alternative retiree medical program. Transition the City's Multiple Choice medical plans to the CalPERS medical plan for both active employees and retirees; create and implement a Health Reimbursement Arrangement (HRA) Account for both actives and retirees; revise the City's Cafeteria Plan and create a Dependent Care Account (DCA).
4. Review job analysis for job tasks with high physical demands to create new and/or update Occu-Med's Medical Exam Component Profiles to meet ADA and FEHA requirements. Recommended to do every 5-7 years to stay current with job tasks and to have the most legal appropriate medical recommendations. Last update was done in 2003.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Successfully implemented the online benefit enrollment system for active employees. Re-enrolled over 200 retirees and 340 active employees in medical plans. Conducted a health plan dependent audit. Offered 457 deferred compensation plan informational classes. Rolled out a possible CalPERS Medical Plans transition.
2. Recruited and filled 57 city positions. Received and reviewed over 1,000 applications. Successfully recruited and filled the Fire Chief, Building Official, Water Utility Manager and Public Works Maintenance Manager positions.
3. Through participation in the San Gabriel Valley Employment Relations Consortium (SGV-ERC) and SCPMA-HR, 75 employees received training in various topics. 145 employees also received training courses in harassment prevention and mandatory reporting.
4. Completed negotiations and implemented new MOU's with five (5) sworn bargaining units and on target for the three (3) miscellaneous bargaining units.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) consists of office supplies, \$12,980.
2. Operating Supplies category (#22000) reflects the cost for the City's annual employee's appreciation and holiday luncheon, \$12,000.
3. Contracted Services (#31000) includes physical exams fees, \$28,500, the City's Employee Assistance Program (EAP), \$18,000, and personnel investigations, 69,500.
4. Communications category (#32000) consists of postal services, telephone, and technology charges, \$10,716.
5. R&M Machinery and Equipment Services category (#38400) includes annual software cost, \$24,160, maintenance for office equipments, \$8,805, and annual management & user fee, \$12,222.
6. Miscellaneous category (#39000) consists of printing & duplicating, \$2,500, dues/membership and books & subscription, \$900, training, \$35,000 and pre-employment expenses, \$7,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$150,365 | \$195,402 | \$135,929 | \$202,110 | \$202,110 |
| 11300 Part Time Salaries | 73,491 | 19,500 | 78,921 | 19,500 | 19,500 |
| 11400 Overtime Salaries | 36 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| TOTAL | \$233,892 | \$224,902 | \$224,850 | \$231,610 | \$231,610 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$354 | \$519 | \$435 | \$437 | \$437 |
| 12300 Medical Insurance | 17,520 | 26,850 | 26,850 | 26,850 | 26,850 |
| 12350 Medicare Insurance | 3,363 | 2,834 | 2,834 | 2,706 | 2,706 |
| 12370 Part Time Retirement | 1,979 | 1,491 | 1,491 | 1,491 | 1,491 |
| 12400 Dental Insurance | 1,080 | 1,779 | 1,779 | 1,779 | 1,779 |
| 12500 Workers Compensation | 1,547 | 1,624 | 1,624 | 1,624 | 1,624 |
| 12600 Retirement | 37,947 | 41,673 | 41,673 | 50,725 | 50,725 |
| 12900 Long Term Disability | 634 | 1,030 | 1,030 | 1,030 | 1,030 |
| 12950 Vision Plan | 384 | 624 | 384 | 696 | 696 |
| TOTAL | \$64,808 | \$78,424 | \$78,100 | \$87,338 | \$87,338 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$2,376 | \$2,700 | \$2,700 | \$12,980 | \$12,980 |
| 22000 Operating Supplies | 8,402 | 12,000 | 12,000 | 12,000 | 12,000 |
| 31000 Contracted Services | 93,300 | 121,500 | 77,445 | 116,000 | 116,000 |
| 32000 Communications | 9,967 | 11,466 | 9,516 | 10,716 | 10,716 |
| 33000 Motor Pool Charges | 768 | 3,650 | 900 | 3,100 | 3,100 |
| 34000 Advertising | 8,012 | 7,950 | 6,500 | 7,000 | 7,000 |
| 38000 R/M Contractual | 11,720 | 8,805 | 8,805 | 45,187 | 45,187 |
| 39000 Miscellaneous | 39,594 | 51,900 | 30,608 | 45,400 | 45,400 |
| TOTAL | \$174,139 | \$219,971 | \$148,474 | \$252,383 | \$252,383 |
| GRAND TOTAL | \$472,839 | \$523,297 | \$451,424 | \$571,331 | \$571,331 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Human Resources/Risk Management | 0.50 | 0.50 | 0.50 | \$65,616 | \$67,584 | \$67,584 |
| Human Resources Analyst | 1.00 | 1.00 | 1.00 | 78,858 | 80,500 | 80,500 |
| Human Resources Technician | 1.00 | 1.00 | 1.00 | 50,928 | 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 | 3.00 | 3.00 | 3.00 | \$224,902 | \$228,512 | \$228,512 |

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>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$172,566 | \$192,877 | \$192,877 | \$205,571 | \$205,571 |
| SERVICES & SUPPLIES | 87,102 | 253,981 | 254,052 | 301,161 | 301,161 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$259,668 | \$446,858 | \$446,929 | \$506,732 | \$506,732 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 1.40 | 1.50 | 1.50 | 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</u> <u>2012-13</u> | <u>Actual</u> <u>2013-14</u> | <u>Actual as of 3/6/15</u> <u>2014-2015</u> |
|-------------------------------------|---------------------------------|---------------------------------|--|
| COMMUNITY DEVELOPMENT | 0 | 0 | 0 |
| FIRE | 1 | 13** | 4 |
| GENERAL GOVERNMENT | 0 | 0 | 0 |
| HUMAN RESOURCES | 0 | 0 | 0 |
| LIBRARY | 0 | 1 | 0 |
| MANAGEMENT SERVICES | 0 | 0 | 0 |
| POLICE | 8 | 7 | 5 |
| PUBLIC WORKS (Street, Water, Parks) | 23 | 27* | 24 |
| RECREATION & COMM. SERVICES | <u>0</u> | <u>2</u> | <u>1</u> |
| TOTAL | 32 | 50 | 34 |

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

**13 claims resulted from one incident.

WORKERS' COMPENSATION CLAIMS FILED

| | <u>Actual</u> <u>2012-13</u> | <u>Actual</u> <u>2013-14</u> | <u>Actual as of 3/6/15</u> <u>2014-15</u> |
|-------------------------------------|---------------------------------|---------------------------------|--|
| FIRE | 9 | 14 | 8 |
| GENERAL EMPLOYEES | 1 | 1 | 0 |
| LIBRARY | 0 | 0 | 0 |
| POLICE | 8 | 8 | 8 |
| PUBLIC WORKS (Street, Water, Parks) | 6 | 10 | 5 |
| RECREATION & COMM. SERVICES | <u>4</u> | <u>4</u> | <u>2</u> |
| TOTAL* | 28* | 37* | 23* |

*Includes all claims that are OSHA recordable.

2015-2016 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 and continue Loss Reduction Task Force monthly meeting for the Police Department.
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. Provide in-house quarterly employee training including Workplace Safety training, Accident Investigation, Defensive Driving, Harassment and Retaliation Prevention training, and Customer Service.
3. Implement a Document Management program to scan all current and former workers' comp, liability and medical files.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Conducted employee training for 220 employees. This included Preventing Workplace Harassment (3 sessions), Bloodborne Pathogens, Defensive Driving, Substance Abuse, and ICRMA On-Line Safety Training Resources. 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 and Earthquake coverage.
2. Facilitated pre-employment medical exams and fingerprints for 56 new full time/part time employees, 22 volunteers and processed Hep-B shots to 11 Public Works Maintenance Workers. Completed 34 new hire orientations for part time employees and provided flu shots for 85 employees (Sworn/Non-sworn).
3. Completed Request for Proposal (RFP) of three Workers' Comp Third Party Administrator (TPA), interview the representative for two TPA's that responded and AdminSure was selected as the City's WC Third Party Administrator beginning January 1, 2015.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Insurance category (#35000) consists of property insurance, \$87,623, EE/public officials' bonds, \$2,500, and earthquake insurance, \$188,100.
2. R/M Contractual category (38000) reflects annual license fee for the GRM document management system, \$8,148.
3. Miscellaneous category (#39000) consists of printing, \$100, dues/memberships, \$200, subscriptions, \$500, and training/education, \$1,200.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$116,016 | \$131,364 | \$131,364 | \$135,679 | \$135,679 |
| 11400 Overtime Salaries | 1,214 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| TOTAL | \$127,230 | \$141,364 | \$141,364 | \$145,679 | \$145,679 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$289 | \$326 | \$326 | \$345 | \$345 |
| 12300 Medical Insurance | 15,180 | 16,350 | 16,350 | 16,439 | 16,439 |
| 12350 Medicare Insurance | 1,778 | 1,907 | 1,907 | 2,155 | 2,155 |
| 12400 Dental Insurance | 639 | 700 | 700 | 760 | 760 |
| 12500 Workers Compensation | 1,547 | 1,624 | 1,624 | 1,624 | 1,624 |
| 12600 Retirement | 25,013 | 29,651 | 29,651 | 37,550 | 37,550 |
| 12900 Long Term Disability | 554 | 595 | 595 | 635 | 635 |
| 12950 Vision Plan | 336 | 360 | 360 | 384 | 384 |
| TOTAL | \$45,336 | \$51,513 | \$51,513 | \$59,892 | \$59,892 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$361 | \$500 | \$500 | \$8,500 | \$8,500 |
| 22000 Operating Supplies | 496 | 300 | 300 | 350 | 350 |
| 31000 Contracted Services | 2,315 | 1,500 | 1,750 | 2,500 | 2,500 |
| 32000 Communications | 216 | 150 | 690 | 690 | 690 |
| 33000 Motor Pool Charges | 1,303 | 1,000 | 750 | 750 | 750 |
| 35000 Insurance | 81,300 | 248,681 | 248,681 | 278,223 | 278,223 |
| 38000 R/M Contractual | 0 | 0 | 0 | 8,148 | 8,148 |
| 39000 Miscellaneous | 1,111 | 1,850 | 1,381 | 2,000 | 2,000 |
| TOTAL | \$87,102 | \$253,981 | \$254,052 | \$301,161 | \$301,161 |
| GRAND TOTAL | \$259,668 | \$446,858 | \$446,929 | \$506,732 | \$506,732 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Human Resources/Risk Management | 0.50 | 0.50 | 0.50 | \$65,616 | \$67,584 | \$67,584 |
| Human Resources Technician | 1.00 | 1.00 | 1.00 | 65,148 | 67,102 | 67,102 |
| 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 | 1.50 | 1.50 | 1.50 | \$141,364 | \$145,286 | \$145,286 |



**COMMUNITY AND
ECONOMIC DEVELOPMENT**

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$1,392,157
 Retirement \$228,460
 Water \$174,411
 Home Housing Program Grant \$240,000
 COBG Grant \$622,867
 General Plan Review Trust Grant \$33,574
 Records Management Fee Trust \$27,759
 Housing Successor Agency \$113,000
 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> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|---|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$1,143,957 | \$1,474,961 | \$1,361,485 | \$1,520,939 | \$1,520,939 |
| SERVICES & SUPPLIES | 1,261,747 | 1,778,923 | 1,486,650 | 1,451,535 | 1,451,535 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$2,405,704 | \$3,253,884 | \$2,848,135 | \$2,972,474 | \$2,972,474 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 12.50 | 13.50 | 13.50 | 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, 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 enforces 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 | 21,075 dwelling units* |
| Population | 61,777 residents* |
| *California Department of Finance | |

Zoning:

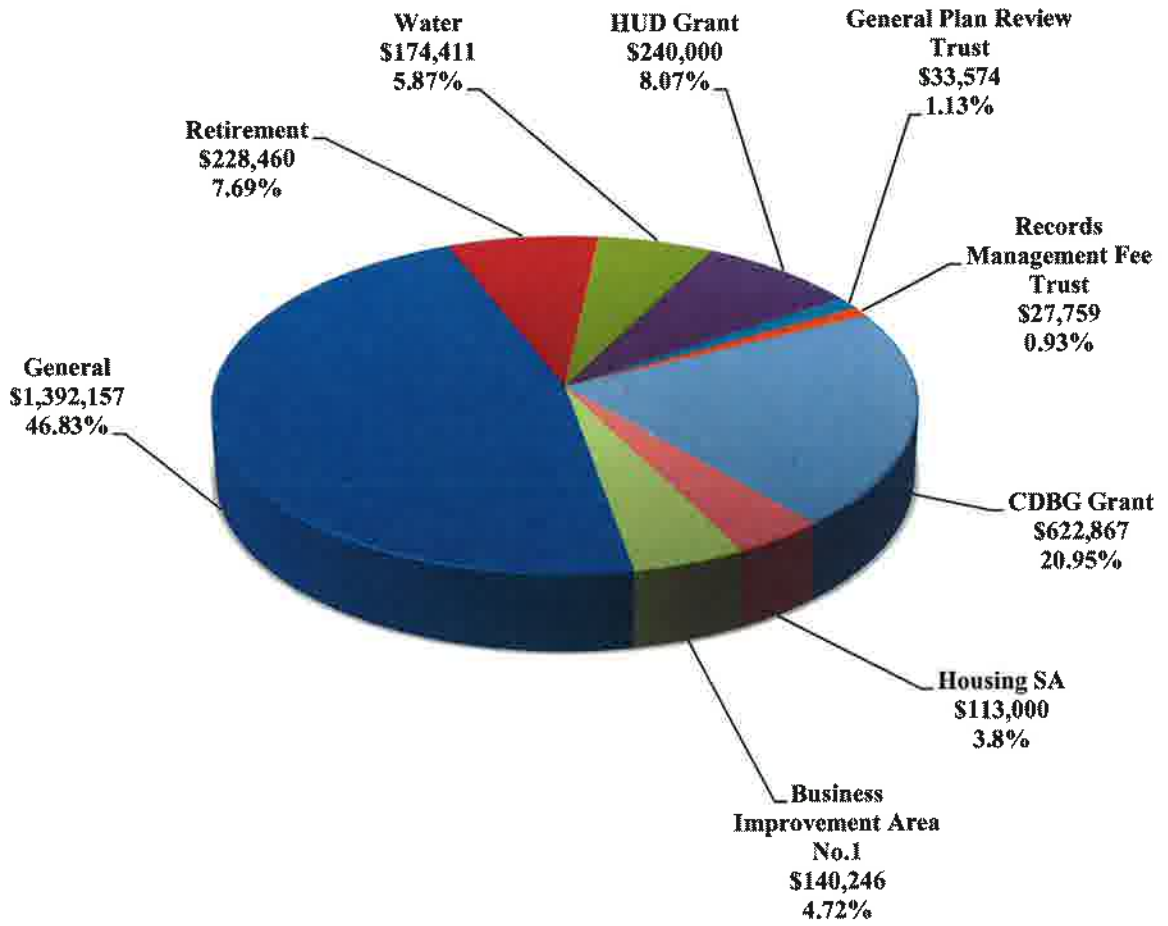
| | |
|--|-----|
| Residential (R-1, R-2, R-3) | 78% |
| Commercial (N-S, S-C, C-B, R-S, C-S, C-P, O-P) | 9% |
| Industrial (M) | 11% |
| Open Space (O-S) | 2% |
| Mixed-Use (Residential/Commercial) (MU-I, MU-II, MU-II with PD Overlay) | 5% |

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

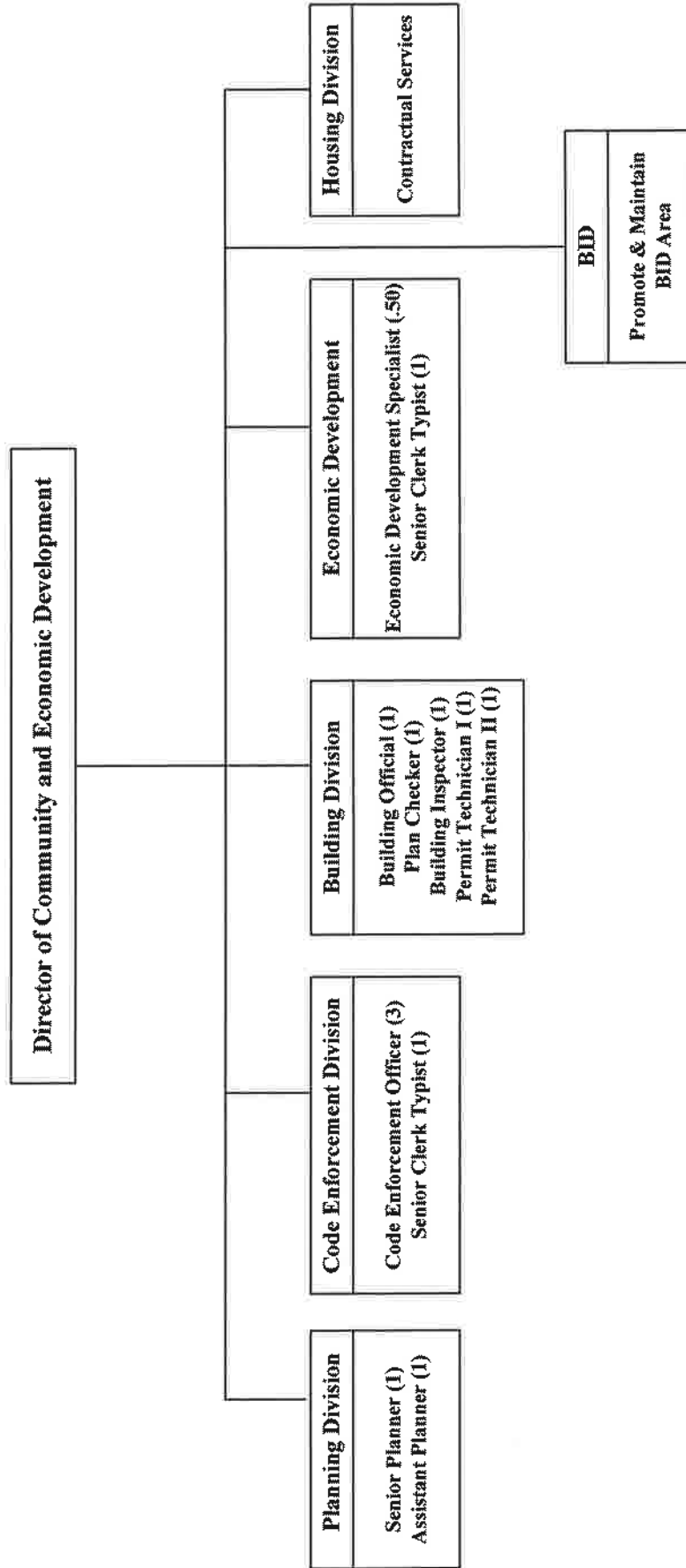
The Department's *MISSION* is "to provide the best possible development services to the public in a way which will promote **good development** and result in a mutually beneficial development which will not only contribute to the City's increased revenue potential but to the overall well-being of the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

Personnel changes from last year include: there is no personnel change for 2015-2016.

Community & Economic Development Source of Funds



Community and Economic Development Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 170I

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$229,327 | \$262,594 | \$262,594 | \$265,644 | \$265,644 |
| SERVICES & SUPPLIES | 159,602 | 242,587 | 263,614 | 20,585 | 20,585 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$388,929 | \$505,181 | \$526,208 | \$286,229 | \$286,229 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 2.15 | 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 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. In July 2014, the City Council also reviewed and approved two new General Plan Elements including the Healthy and Sustainable Community Elements that were funded by the State Department of Conservation Grant.

- 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> 2013-14 | <u>Estimated</u> 2014-15 | <u>Projected</u> 2015-16 |
|-------------------------------------|--------------------------|-----------------------------|-----------------------------|
| Code Amendments | 1 | 3 | 3 |
| Conditional Use Permits | 7 | 8 | 7 |
| General Plan Amendments | 2 | 0 | 1 |
| Specific Plan | 2 | 3 | 0 |
| Parcel Maps | 3 | 3 | 2 |
| Precise Plan Related | 2 | 3 | 0 |
| Radius Map/Mailing | 16 | 9 | 15 |
| Tentative Tract Maps | 1 | 1 | 1 |
| Time Extensions | 0 | 0 | 2 |
| Variances | 2 | 2 | 2 |
| Zone Changes | 2 | 0 | 1 |
| CEQA | | | |
| Environmental Impact Reports | 0 | 0 | 1 |
| Negative Declarations | 3 | 3 | 1 |
| Categorical Exemptions | 13 | 6 | 6 |
| DESIGN REVIEW | | | |
| Signs | 14 | 7 | 6 |
| Remodels, No increase of floor area | 7 | 0 | 6 |
| Remodels, Increase of floor area | 0 | 3 | 1 |
| New Construction < 10,000 SF | 2 | 2 | 2 |

| | | | |
|------------------------------|----|----|----|
| New Construction > 10,000 SF | 4 | 4 | 4 |
| Landscaping | 1 | 2 | 2 |
| Single Family Residential | 16 | 12 | 12 |

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

| | | | |
|-------------------------|------|------|------|
| Banners | 68 | 66 | 65 |
| Minor Departure | 4 | 1 | 4 |
| Second Units | 0 | 0 | 1 |
| Site Plan Review | 11 | 5 | 6 |
| Temporary Use Permits | 25 | 18 | 20 |
| Traffic/Parking Study | 0 | 0 | 1 |
| Yard Sales | 294 | 288 | 290 |
| PLAN CHECK | | | |
| Process within 72 hours | 100% | 100% | 100% |

2015-2016 GOALS AND OBJECTIVES

1. Update handouts and flyers to be consistent with the Zoning Code that was updated in 2013 and make more user-friendly to the public.
2. Evaluate the adequacy of the City's Comprehensive General Plan.
3. Continue to work with the three hotel developers to ensure that building permits be issued and construction commence.
4. Create three educational articles on planning topics that for the Cascade Newspaper.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Adopted two new General Plan Elements including the Healthy and Sustainability Community Elements.
2. Adopted code amendments related to Boarding Houses, Massage Businesses and various other zoning code clean-up items.
3. Completed the entitlements for the three large hotel entitlements along Atlantic Boulevard, a 6-unit affordable housing development, a 129,000 square feet public storage facility, and the reconstruction of the Monterey Park Golf Course.
4. Implemented the Planning Division's portion of the ACCELA permitting system.
5. Consistently updated the City's webpage relative to development and projects.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services (#31000), decreased due to the completion of two grant funding.
2. Miscellaneous category (#39000) consists of printing, \$650, books, \$200 and dues/memberships, \$850.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$146,176 | \$173,747 | \$173,747 | \$183,270 | \$183,270 |
| 11300 Part Time Salaries | 6,424 | 0 | 0 | 0 | 0 |
| 11400 Overtime Salaries | 6,302 | 3,500 | 3,500 | 3,500 | 3,500 |
| 11500 Separation Benefits | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| TOTAL | \$166,902 | \$185,247 | \$185,247 | \$194,770 | \$194,770 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$310 | \$438 | \$438 | \$359 | \$359 |
| 12300 Medical Insurance | 20,274 | 26,262 | 26,262 | 14,670 | 14,670 |
| 12350 Medicare Insurance | 2,330 | 2,927 | 2,927 | 2,614 | 2,614 |
| 12370 Part Time Retirement | 257 | 0 | 0 | 0 | 0 |
| 12400 Dental Insurance | 1,071 | 1,476 | 1,476 | 1,209 | 1,209 |
| 12500 Workers Compensation | 5,324 | 5,590 | 5,590 | 5,870 | 5,870 |
| 12600 Retirement | 31,819 | 39,224 | 39,224 | 45,072 | 45,072 |
| 12900 Long Term Disability | 728 | 1,011 | 1,011 | 852 | 852 |
| 12950 Vision Plan | 312 | 419 | 419 | 228 | 228 |
| TOTAL | \$62,425 | \$77,347 | \$77,347 | \$70,874 | \$70,874 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$1,368 | \$1,800 | \$1,800 | \$1,800 | \$1,800 |
| 22000 Operating Supplies | 357 | 500 | 500 | 500 | 500 |
| 24000 Small Tools | 240 | 350 | 350 | 350 | 350 |
| 31000 Contracted Services | 141,130 | 220,611 | 241,803 | 500 | 500 |
| 32000 Communications | 4,190 | 4,844 | 4,679 | 4,301 | 4,301 |
| 33000 Motor Pool Charges | 1,677 | 2,227 | 2,227 | 879 | 879 |
| 37000 Leases & Rentals | 5,507 | 6,000 | 6,000 | 6,000 | 6,000 |
| 38000 R/M Contractual | 4,155 | 4,555 | 4,555 | 4,555 | 4,555 |
| 39000 Miscellaneous | 978 | 1,700 | 1,700 | 1,700 | 1,700 |
| TOTAL | \$159,602 | \$242,587 | \$263,614 | \$20,585 | \$20,585 |
| GRAND TOTAL | \$388,929 | \$505,181 | \$526,208 | \$286,229 | \$286,229 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: I701

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Community / Economic Development | 0.15 | 0.15 | 0.15 | \$21,901 | \$21,901 | \$21,901 |
| Senior Planner | 1.00 | 1.00 | 1.00 | 91,980 | 94,863 | 94,863 |
| Assistant Planner | 1.00 | 1.00 | 1.00 | 59,266 | 60,748 | 60,748 |
| Bilingual | 0.00 | 0.00 | 0.00 | 600 | 600 | 600 |
| Overtime | 0.00 | 0.00 | 0.00 | 3,500 | 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 | \$185,247 | \$189,612 | \$189,612 |

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> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|---|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$401,635 | \$441,560 | \$441,560 | \$460,437 | \$460,437 |
| SERVICES & SUPPLIES | 35,140 | 49,370 | 43,070 | 53,490 | 53,490 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$436,775 | \$490,930 | \$484,630 | \$513,927 | \$513,927 |
| 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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|-------------------------|---------------------------------|------------------------------------|------------------------------------|
| INSPECTIONS (*) | | | |
| Residential Inspections | 3,417 | 3,816 | 4,006 |
| Home Occupation | 203 | 220 | 227 |
| Commercial Inspections | 413 | 228 | 239 |
| Industrial Inspections | <u>92</u> | <u>70</u> | <u>73</u> |
| Total | 4,125 | 4,334 | 4,545 |

** Numbers include all follow-up site inspections*

| | | | |
|--------------------------------------|-------|-------|-------|
| Complaints received and Investigated | 1,271 | 1,287 | 1,351 |
| Cases Clearance Rate | 95% | 95% | 95% |
| Volunteer Hours Donated | 320 | 170 | 500 |
| Administrative Citations | 296 | 323 | 339 |

2015-2016 GOALS AND OBJECTIVES

1. Re-establish and implement the inactive Code Enforcement Volunteer Program. Volunteers will assist Code Enforcement Officers in a variety of duties in the office and in field inspections.

2. Complete all Code Enforcement components in the (government outreach) GoMPK Complaint Tracking System. Presently the Code Enforcement portion of the GoMPK Complaint Tracking System is limited to recording complaints and alleged violations and status of cases.
3. Create three educational articles on code enforcement related topics that will be published in the Cascade Newspaper.
4. Re-institute code compliance services on the weekends.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Assisted the City Attorney's office in the amendments to the City's Shopping Cart Ordinance
2. Established working relationships with several markets in Monterey Park implementing the City's Shopping Cart Ordinance. Three major Grocery Stores installed electronic perimeter cart disahling devices with guidance from the Code Enforcement Division.
3. Authored several code enforcement related articles that were published in the Cascades Newspaper, including articles on abandoned shopping carts, landscaping maintenance during California's drought, Code Enforcement Volunteer and Ride-Along Programs, and Vector Control and mosquito-borne diseases.
4. Coordinated with City Attorney's office regarding revisions to Monterey Park Municipal Code to streamline issues of illegal residential motels/boarding house issues, occupancy restrictions, the Administrative Citation process and the City's property maintenance code.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects costs for City Prosecutor services and other professional legal services fees, \$35,600.
2. Motor Pool Charges category (#33000) reflects costs of the City's motor pool charges, \$3,800.
3. Miscellaneous category (#39000) includes printing, \$500, and dues/memberships, \$400.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$270,705 | \$300,158 | \$300,158 | \$309,846 | \$309,846 |
| 11400 Overtime Salaries | 580 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 16,665 | 16,665 | 16,665 | 16,665 | 16,665 |
| TOTAL | \$287,950 | \$316,823 | \$316,823 | \$326,511 | \$326,511 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$701 | \$746 | \$746 | \$719 | \$719 |
| 12300 Medical Insurance | 40,383 | 42,090 | 42,090 | 42,734 | 42,734 |
| 12350 Medicare Insurance | 3,076 | 3,383 | 3,383 | 3,383 | 3,383 |
| 12400 Dental Insurance | 2,875 | 2,952 | 2,952 | 2,952 | 2,952 |
| 12500 Workers Compensation | 5,324 | 5,590 | 5,590 | 5,870 | 5,870 |
| 12600 Retirement | 59,232 | 67,791 | 67,791 | 75,997 | 75,997 |
| 12900 Long Term Disability | 1,653 | 1,704 | 1,704 | 1,704 | 1,704 |
| 12950 Vision Plan | 441 | 481 | 481 | 567 | 567 |
| TOTAL | \$113,685 | \$124,737 | \$124,737 | \$133,926 | \$133,926 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$1,320 | \$1,550 | \$1,550 | \$1,550 | \$1,550 |
| 22000 Operating Supplies | 879 | 1,000 | 1,000 | 1,450 | 1,450 |
| 24000 Small Tools | 179 | 500 | 100 | 500 | 500 |
| 31000 Contracted Services | 23,702 | 35,600 | 30,600 | 35,600 | 35,600 |
| 32000 Communications | 3,818 | 4,900 | 4,000 | 5,170 | 5,170 |
| 33000 Motor Pool Charges | 201 | 400 | 400 | 3,800 | 3,800 |
| 38000 R/M Contractual | 4,120 | 4,520 | 4,520 | 4,520 | 4,520 |
| 39000 Miscellaneous | 921 | 900 | 900 | 900 | 900 |
| TOTAL | \$35,140 | \$49,370 | \$43,070 | \$53,490 | \$53,490 |
| GRAND TOTAL | \$436,775 | \$490,930 | \$484,630 | \$513,927 | \$513,927 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Community / Economic Development | 0.30 | 0.30 | 0.30 | \$43,802 | \$43,802 | \$43,802 |
| Code Enforcement Officers | 3.00 | 3.00 | 3.00 | 199,152 | 199,152 | 199,152 |
| Senior Clerk Typist | 1.00 | 1.00 | 1.00 | 50,004 | 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 | \$316,823 | \$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> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|--|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$435,177 | \$614,446 | \$478,120 | \$630,720 | \$630,720 |
| SERVICES & SUPPLIES | 96,656 | 33,923 | 82,623 | 32,602 | 32,602 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$531,833 | \$648,369 | \$560,743 | \$663,322 | \$663,322 |
| 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 2013-14</u> | <u>Estimated 2014-15</u> | <u>Projected 2015-16</u> |
|--------------------------------------|---------------------------|------------------------------|------------------------------|
| PERMITS | | | |
| Building Permits: | | | |
| <i>a. Residential, New</i> | 30 | 14 | 40 |
| <i>b. Residential, Add/Alter</i> | 372 | 330 | 310 |
| <i>c. Non-Residential, New</i> | 3 | 7 | 8 |
| <i>d. Non-Residential, Add/Alter</i> | 107 | 110 | 100 |
| <i>e. Miscellaneous</i> | <u>182</u> | <u>100</u> | <u>190</u> |
| Building Permits Total | 694 | 561 | 648 |
| Electrical Permits | 170 | 115 | 160 |
| Mechanical Permits | 100 | 85 | 110 |
| Plumbing Permits | <u>155</u> | <u>150</u> | <u>140</u> |
| All Permits Total | 1,119 | 911 | 1,058 |
| ANNUAL PERMIT VALUATION | 28 mil. | 14 mil. | 16 mil. |
| PLAN CHECKS | | | |
| Total Number Processed | <u>501</u> | <u>310</u> | <u>300</u> |
| Processed In-House | 95% | 91% | 91% |
| Contracted Out | 5% | 9% | 9% |
| INSPECTIONS | | | |
| Construction Inspections | 2,112 | 3,900 | 4,100 |
| Certificate of Occupancy | <u>61</u> | <u>240</u> | <u>240</u> |
| All Inspections Total | 2,173 | 4,140 | 4,300 |

2015-2016 GOALS AND OBJECTIVES

1. Modify the Building Division portion of the city's website to include additional handouts and brochures to assist individuals in obtaining building permits.
2. Write three educational articles on building and safety related topics that will be published in the Cascade Newspaper.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Switched to the new permit system software to streamline the permitting process citywide.
2. Implemented the citizen access link to allow access to City's records concerning permits and inspections.
3. Completed the Building Division's component of the City's fee study.
4. Hired a full-time Building Official.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects cost for City's motor pool charges, \$12,800.
2. Miscellaneous category (#39000) displays costs for printing, \$2,000, dues/memberships, \$1,000, and books, \$2,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Building and Safety

ACTIVITY NO.: 1703

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$304,736 | \$436,983 | \$316,596 | \$437,943 | \$437,943 |
| 11400 Overtime Salaries | 1,238 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| TOTAL | \$313,974 | \$444,983 | \$324,596 | \$445,943 | \$445,943 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$700 | \$909 | \$909 | \$876 | \$876 |
| 12300 Medical Insurance | 39,260 | 51,467 | 45,762 | 52,938 | 52,938 |
| 12350 Medicare Insurance | 4,492 | 6,337 | 6,337 | 6,165 | 6,165 |
| 12400 Dental Insurance | 2,765 | 3,562 | 3,562 | 3,431 | 3,431 |
| 12500 Workers Compensation | 5,324 | 5,590 | 5,590 | 5,870 | 5,870 |
| 12600 Retirement | 66,404 | 98,646 | 88,412 | 112,545 | 112,545 |
| 12900 Long Term Disability | 1,653 | 2,101 | 2,101 | 2,101 | 2,101 |
| 12950 Vision Plan | 605 | 851 | 851 | 851 | 851 |
| TOTAL | \$121,203 | \$169,463 | \$153,524 | \$184,777 | \$184,777 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$838 | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| 22000 Operating Supplies | 1,452 | 1,800 | 1,800 | 1,800 | 1,800 |
| 24000 Small Tools | 525 | 1,100 | 1,100 | 1,100 | 1,100 |
| 31000 Contracted Services | 72,106 | 0 | 50,000 | 0 | 0 |
| 32000 Communications | 3,002 | 5,968 | 5,968 | 6,347 | 6,347 |
| 33000 Motor Pool Charges | 12,381 | 14,500 | 14,500 | 12,800 | 12,800 |
| 38000 R/M Contractual | 4,155 | 4,555 | 4,555 | 4,555 | 4,555 |
| 39000 Miscellaneous | 2,197 | 5,000 | 3,700 | 5,000 | 5,000 |
| TOTAL | \$96,656 | \$33,923 | \$82,623 | \$32,602 | \$32,602 |
| GRAND TOTAL | \$531,833 | \$648,369 | \$560,743 | \$663,322 | \$663,322 |

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 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Community / Economic Development | 0.30 | 0.30 | 0.30 | \$43,803 | \$43,803 | \$43,803 |
| Building Official | 1.00 | 1.00 | 1.00 | 94,704 | 94,704 | 94,704 |
| Plan Checker | 1.00 | 1.00 | 1.00 | 88,944 | 88,944 | 88,944 |
| Building Inspector | 1.00 | 1.00 | 1.00 | 83,076 | 83,076 | 83,076 |
| Permit Technician II | 1.00 | 1.00 | 1.00 | 66,384 | 66,384 | 66,384 |
| Permit Technician I | 1.00 | 1.00 | 1.00 | 58,872 | 47,540 | 47,540 |
| 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 | \$444,983 | \$433,651 | \$433,651 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$64,790 | \$136,925 | \$159,775 | \$143,658 | \$143,658 |
| SERVICES & SUPPLIES | 53,669 | 249,000 | 219,000 | 249,135 | 249,135 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$118,459 | \$385,925 | \$378,775 | \$392,793 | \$392,793 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | .65 | 1.65 | 1.65 | 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.

2015-2016 GOALS AND OBJECTIVES

1. Improve the economic vitality of the city by attracting businesses that will meet the needs of residents and attract visitors to Monterey Park to shop and dine.
2. Increase outreach to brokers and maintain updated economic data and information regarding regional and state initiatives and business assistance programs that may provide the additional support, both with knowledge and financial opportunities.
3. Locate underutilized commercial properties and work with owners to acquire tenants. Several vacancies exist throughout Monterey Park that have remained unoccupied for years. Staff will work with property owners to fill those structures so they become viable financial contributors to the community.
4. Work with property owners and/or developers to develop a project that compliments neighboring businesses and provides products or services that are needed within the area. Additional benefit of the outreach is to avoid oversaturation of one product or service beyond what the City or area can support.
5. Write three articles on economic development related to topics that will be published in the Cascade Newspaper.
6. Sell the Successor Agency property on 540 W. Garvey Avenue.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Continue to work effectively with three major hotel developers to develop higher quality hospitality services in the city.
2. Increased networking efforts with leasing agents and commercial property owners of underutilized properties to motivate them to aggressively improve and market their property to retailers.
3. Worked closely with the firm of E2G2 to provide a platform to serve as a directory for local businesses and provide them the means to promote their business. Part of the project is a "foodie" App called "Eat MPK". The basic platform will be at no cost to the city or the business owner. The application provides an enhanced version for purchase should the business owner choose to increase their prominence on the site.
4. Worked to move the Market Place development along. Once construction begins staff will continue to do its best to assist the developer until the project becomes a reality for the community.
5. Worked with developers and brokers to incorporate retail components that serve the unmet needs of the community through outreach at the ICSC conferences.

6. Negotiated free advertising opportunities for Business Improvement District members prior to Christmas and the Lunar New Year celebration.
7. Sold the Successor Agency property on Corporate Center Drive.
8. Redesigned the Economic Development city web pages to better market the city, commercial areas, and potential sites for development.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted service category (#31000) consists of costs for economic development projects, \$107,300, and professional services, \$80,000.
2. Advertising category (#34000) consists of economic development advertising, \$40,000.
3. Miscellaneous category (#39000) consists of printing and duplicating, \$8,000, and dues/memberships and subscriptions, \$2,300.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$48,204 | \$97,537 | \$97,537 | \$106,012 | \$106,012 |
| 11300 Part Time Salaries | 0 | 0 | 22,850 | 0 | 0 |
| 11400 Overtime Salaries | 670 | 1,000 | 1,000 | 1,000 | 1,000 |
| TOTAL | \$48,874 | \$98,537 | \$121,387 | \$107,012 | \$107,012 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$102 | \$292 | \$292 | \$281 | \$281 |
| 12300 Medical Insurance | 4,171 | 12,791 | 12,791 | 7,717 | 7,717 |
| 12350 Medicare Insurance | 721 | 1,415 | 1,415 | 1,525 | 1,525 |
| 12370 Part Time Retirement | 0 | 0 | 0 | 0 | 0 |
| 12400 Dental Insurance | 153 | 921 | 921 | 201 | 201 |
| 12600 Retirement | 10,491 | 22,041 | 22,041 | 26,095 | 26,095 |
| 12900 Long Term Disability | 216 | 654 | 654 | 654 | 654 |
| 12950 Vision Plan | 62 | 274 | 274 | 173 | 173 |
| TOTAL | \$15,916 | \$38,388 | \$38,388 | \$36,646 | \$36,646 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$922 | \$1,400 | \$1,400 | \$1,400 | \$1,400 |
| 24000 Small Tools | 0 | 2,000 | 2,000 | 2,000 | 2,000 |
| 31000 Contracted Services | 47,689 | 187,300 | 157,300 | 187,300 | 187,300 |
| 32000 Communications | 34 | 2,000 | 2,000 | 2,135 | 2,135 |
| 33000 Motor Pool Charges | 0 | 5,500 | 5,500 | 5,500 | 5,500 |
| 34000 Advertising | 0 | 40,000 | 40,000 | 40,000 | 40,000 |
| 38000 R/M Contractual | 4,485 | 500 | 500 | 500 | 500 |
| 39000 Miscellaneous | 539 | 10,300 | 10,300 | 10,300 | 10,300 |
| TOTAL | \$53,669 | \$249,000 | \$219,000 | \$249,135 | \$249,135 |
| GRAND TOTAL | \$118,459 | \$385,925 | \$378,775 | \$392,793 | \$392,793 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Community / Economic Development | 0.15 | 0.15 | 0.15 | \$21,901 | \$21,901 | \$21,901 |
| Economic Development Specialist | 0.50 | 0.50 | 0.50 | 36,552 | 37,470 | 37,470 |
| Senior Clerk Typist | 1.00 | 1.00 | 1.00 | 39,084 | 43,052 | 43,052 |
| Bilingual | 0.00 | 0.00 | 0.00 | 0 | 600 | 600 |
| Overtime | 0.00 | 0.00 | 0.00 | 1,000 | 1,000 | 1,000 |
| Total | 1.65 | 1.65 | 1.65 | \$98,537 | \$104,023 | \$104,023 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$6,514 | \$9,718 | \$9,718 | \$10,240 | \$10,240 |
| SERVICES & SUPPLIES | 613,931 | 621,650 | 620,900 | 612,672 | 612,672 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$620,445 | \$631,368 | \$630,618 | \$622,912 | \$622,912 |
| 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. Program activities are programmed to match with funding availability.

PROGRAM MEASUREMENTS

| | <u>Actual 2013-14</u> | <u>Estimated 2014-15</u> | <u>Projected 2015-2016</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 |

2015-2016 GOALS AND OBJECTIVES

1. Implement all goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Promoted fair housing by assisting approximately 170 Monterey Park residents with housing discrimination complaints or tenant and landlord counseling.
2. Assisted approximately 60 mentally challenged adults to learn independent living skills.
3. Adopted the Five-Year Consolidated Plan for Program Year 2015-2020.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

| <u>Contractual Services</u> | <u>2014-2015</u> | <u>2015-2016</u> |
|--------------------------------|------------------|------------------|
| Accounting/Auditing | \$ 6,000 | \$ 6,000 |
| Management Consulting Services | 50,282 | 40,000 |

2. Other Agency Services category (#41000) reflects the aid to Housing Rights Center, \$10,000.
3. Debt Service category (#42000) represents payment to HUD for Section 108 Loan Payments, \$554,695. The loan ends on 8/1/2022.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$4,974 | \$7,301 | \$7,301 | \$7,520 | \$7,520 |
| TOTAL | \$4,974 | \$7,301 | \$7,301 | \$7,520 | \$7,520 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$9 | \$17 | \$17 | \$16 | \$16 |
| 12300 Medical Insurance | 341 | 585 | 585 | 690 | 690 |
| 12350 Medicare Insurance | 72 | 106 | 106 | 106 | 106 |
| 12400 Dental Insurance | 18 | 30 | 30 | 30 | 30 |
| 12600 Retirement | 1,081 | 1,647 | 1,647 | 1,846 | 1,846 |
| 12900 Long Term Disability | 12 | 20 | 20 | 20 | 20 |
| 12950 Vision Plan | 7 | 12 | 12 | 12 | 12 |
| TOTAL | \$1,540 | \$2,417 | \$2,417 | \$2,720 | \$2,720 |
| SERVICES & SUPPLIES | | | | | |
| 31000 Contracted Services | \$50,901 | \$56,282 | \$56,282 | \$46,000 | \$46,000 |
| 32000 Communications | 1,630 | 1,682 | 1,632 | 1,677 | 1,677 |
| 34000 Advertising | 260 | 1,000 | 300 | 300 | 300 |
| 41000 Other Agency Serv | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 42000 Debt Service | 551,140 | 552,686 | 552,686 | 554,695 | 554,695 |
| TOTAL | \$613,931 | \$621,650 | \$620,900 | \$612,672 | \$612,672 |
| GRAND TOTAL | \$620,445 | \$631,368 | \$630,618 | \$622,912 | \$622,912 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Community / Economic Development | 0.05 | 0.05 | 0.05 | \$7,301 | \$7,301 | \$7,301 |
| Total | 0.05 | 0.05 | 0.05 | \$7,301 | \$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 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$6,514 | \$9,718 | \$9,718 | \$10,240 | \$10,240 |
| SERVICES & SUPPLIES | 109,571 | 264,147 | 115,443 | 229,805 | 229,805 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$116,085 | \$273,865 | \$125,161 | \$240,045 | \$240,045 |
| 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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| Residential Rehab/ Multi Housing Participants | 3 | 8 | 8 |

2015-2016 GOALS AND OBJECTIVES

1. Implement all goals as identified in the City of Monterey Park 2015-2020 Five- Year Consolidated Plan.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Provided residential rehabilitation assistance to approximately 10 Monterey Park homeowners through the Residential Rehabilitation Program. Improvements included the rehabilitation of roofs, windows, flooring, painted surfaces, plumbing amenities, electrical amenities, etc.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is for management consulting, \$10,000.
2. R/M Contractual category (#38000) is to fund the City's Housing Rehabilitation Loan/Grant Program, \$188,704.
3. Miscellaneous Financial Services category (#44000) represents funds for housing development activities, \$31,056.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$4,974 | \$7,301 | \$7,301 | \$7,520 | \$7,520 |
| TOTAL | \$4,974 | \$7,301 | \$7,301 | \$7,520 | \$7,520 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$9 | \$17 | \$17 | \$16 | \$16 |
| 12300 Medical Insurance | 341 | 585 | 585 | 690 | 690 |
| 12350 Medicare Insurance | 72 | 106 | 106 | 106 | 106 |
| 12400 Dental Insurance | 18 | 30 | 30 | 30 | 30 |
| 12600 Retirement | 1,081 | 1,647 | 1,647 | 1,846 | 1,846 |
| 12900 Long Term Disability | 12 | 20 | 20 | 20 | 20 |
| 12950 Vision Plan | 7 | 12 | 12 | 12 | 12 |
| TOTAL | \$1,540 | \$2,417 | \$2,417 | \$2,720 | \$2,720 |
| SERVICES & SUPPLIES | | | | | |
| 31000 Contracted Services | \$32,201 | \$15,443 | \$15,443 | \$10,000 | \$10,000 |
| 32000 Communications | 11 | 0 | 0 | 45 | 45 |
| 38000 R/M Contractual | 77,359 | 188,704 | 100,000 | 188,704 | 188,704 |
| 44000 Misc Financial Serv | 0 | 60,000 | 0 | 31,056 | 31,056 |
| TOTAL | \$109,571 | \$264,147 | \$115,443 | \$229,805 | \$229,805 |
| GRAND TOTAL | \$116,085 | \$273,865 | \$125,161 | \$240,045 | \$240,045 |

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 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Community / Economic Development | 0.05 | 0.05 | 0.05 | \$7,301 | \$7,301 | \$7,301 |
| Total | 0.05 | 0.05 | 0.05 | \$7,301 | \$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 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 98,260 | 178,000 | 67,000 | 113,000 | 113,000 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$98,260 | \$178,000 | \$67,000 | \$113,000 | \$113,000 |
| 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 2014-2015</u> | <u>Projected 2015-2016</u> |
|--|--------------------------------|--------------------------------|
| Monitor/administer covenants and repairs | 25 | 0 |
| Compliance monitoring and audit reports | 1 | 1 |
| New affordable housing complex | 1 | 1 |

2015-2016 GOALS AND OBJECTIVES

1. Implement all goals as identified in the 2015-2020 Consolidated Plan.
2. Continue coordination with LINC Housing to complete construction of 6 new affordable units.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Administered and maintained 25 residential units at the Pomona Avenue and Chandler Avenue housing complexes with affordability covenants and completed transition to LINC.
2. Concluded agreement with LINC Housing to purchase the 25 residential units at the Pomona Avenue and Chandler Avenue complexes, and to construct 6 new affordable units at 236 S. Ramona Avenue.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes cost for legal fees, \$30,000 and professional services, \$53,000.
2. Repairs and Maintenances category (#38000) reflects repairs and maintenance costs for housing program, \$30,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Affordable Housing Program

ACTIVITY NO.: 2207

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SERVICES & SUPPLIES | | | | | |
| 31000 Contracted Services | \$98,260 | \$82,000 | \$67,000 | \$83,000 | \$83,000 |
| 38000 R/M Contractual | 0 | 96,000 | 0 | 30,000 | 30,000 |
| TOTAL | \$98,260 | \$178,000 | \$67,000 | \$113,000 | \$113,000 |
| GRAND TOTAL | \$98,260 | \$178,000 | \$67,000 | \$113,000 | \$113,000 |

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 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 94,918 | 140,246 | 75,000 | 140,246 | 140,246 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$94,918 | \$140,246 | \$75,000 | \$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.

2015-16 GOALS AND OBJECTIVES

The goals for 2015-16 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 for the Business Improvement District along Garvey Avenue and work with city staff to create a schedule for carrying out the design improvements.
2. Launch Phase II of the "Smile First" campaign.
3. Send out a Request for Proposals for a part-time BID Coordinator to be funded by BIDAC funds.
4. Initiate banners for the Garvey/Garfield area.

2014-15 MAJOR ACCOMPLISHMENTS

1. Purchased and installed new benches and trash receptacles on north Garfield.
2. Purchased additional planters to replace those that were removed due to damage.
3. Successfully negotiated with World Journal to provide 4 advertising opportunities, free of charge, to businesses within the BID prior to Christmas and the Lunar New Year.
4. Increased BID assessments by 5% for 2015.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes marketing, professional services and maintenance of new public improvements of \$140,246.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|---------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SERVICES & SUPPLIES | | | | | |
| 31000 Contracted Services | \$94,918 | \$140,246 | \$75,000 | \$140,246 | \$140,246 |
| TOTAL | \$94,918 | \$140,246 | \$75,000 | \$140,246 | \$140,246 |
| GRAND TOTAL | \$94,918 | \$140,246 | \$75,000 | \$140,246 | \$140,246 |



P O L I C E

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General \$13,435,824
 Retirement \$2,554,693
 Public Safety Impact Fee \$60,965
 STC Standards/Training/
 Correction Grant \$5,720
 POST Grant \$35,000
 Asset Forfeiture \$241,872
 Public Safety Augmentation \$325,000
 State COPS Grant \$100,164
 Bulletproof Vest Grant \$5,530

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Police
ACTIVITY NO.: 3100

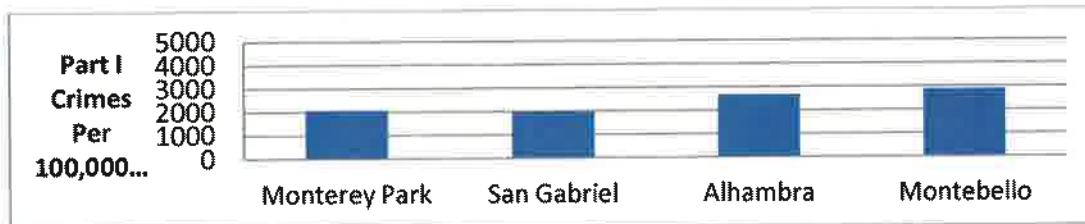
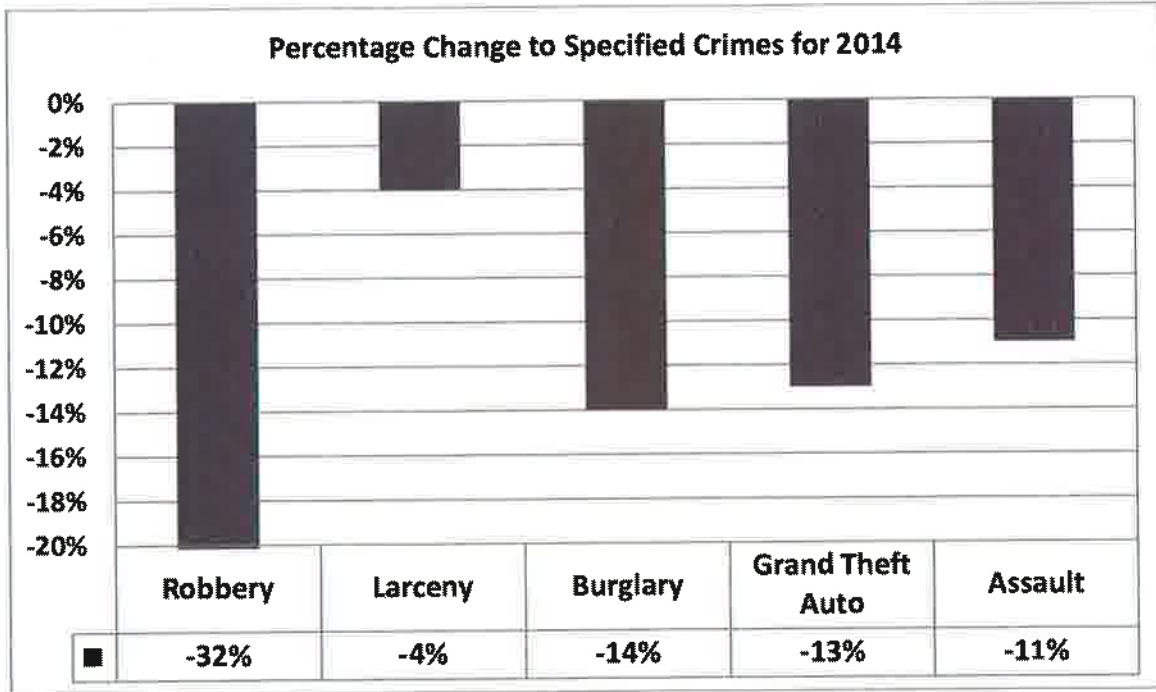
| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|---|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$13,183,994 | \$13,865,055 | \$13,732,575 | \$14,511,026 | \$14,511,026 |
| SERVICES & SUPPLIES | 1,962,870 | 2,266,051 | 2,203,338 | 2,253,742 | 2,253,742 |
| CAPITAL OUTLAY | 42,112 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$15,188,976 | \$16,131,106 | \$15,935,913 | \$16,764,768 | \$16,764,768 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 113.86 | 113.86 | 113.86 | 115.76 | 115.76 |

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 2014, there was a 10% decrease in Part I crimes as compared to the previous year. In 2014, the categories of robbery, larceny, burglary, assaults and grand theft auto decreased. Monterey Park's Part I crime per 100,000 was 2,083. This was 28% less than Montebello's crime rate of 2,886 per 100,000 population, 22% less than Alhambra's crime rate of 2,664 per 100,000 population, and 4% more than San Gabriel's crime rate of 1,996 per 100,000 population.



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

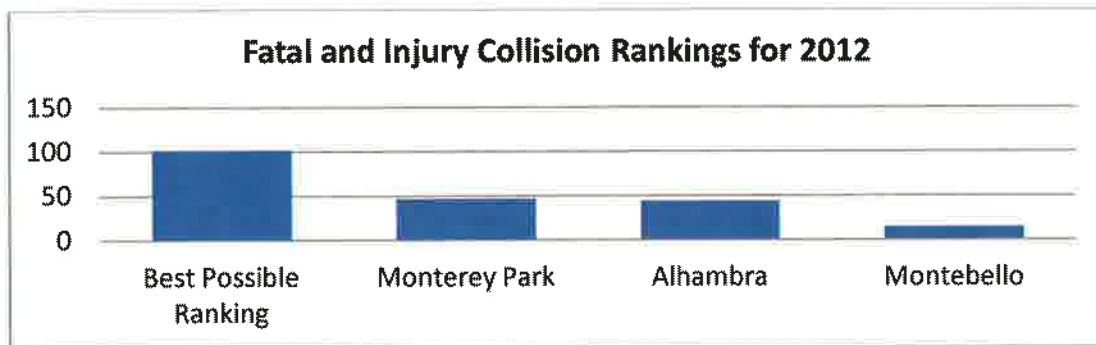
| Calendar Year | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
|--------------------------|------|------|------|------|------|------|------|------|------|------|------|------|
| % Change in Part I Crime | 0% | 2% | -12% | -1% | -6% | -6% | 16% | -7% | -14% | -3% | 16% | -10% |
| # Traffic Fatalities | 2 | 1 | 0 | 4 | 2 | 2 | 1 | 2 | 2 | 2 | 3 | 5 |

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 2014 calendar year is listed below:

| Traffic Accident Comparison | | | |
|-----------------------------|--------------|---------------|-------------------|
| <u>Agency</u> | <u>Fatal</u> | <u>Injury</u> | <u>Non-Injury</u> |
| Monterey Park | 4 | 212 | 275 |
| Montebello | 8 | 240 | 249 |
| Alhambra | 1 | 326 | 1,008 |

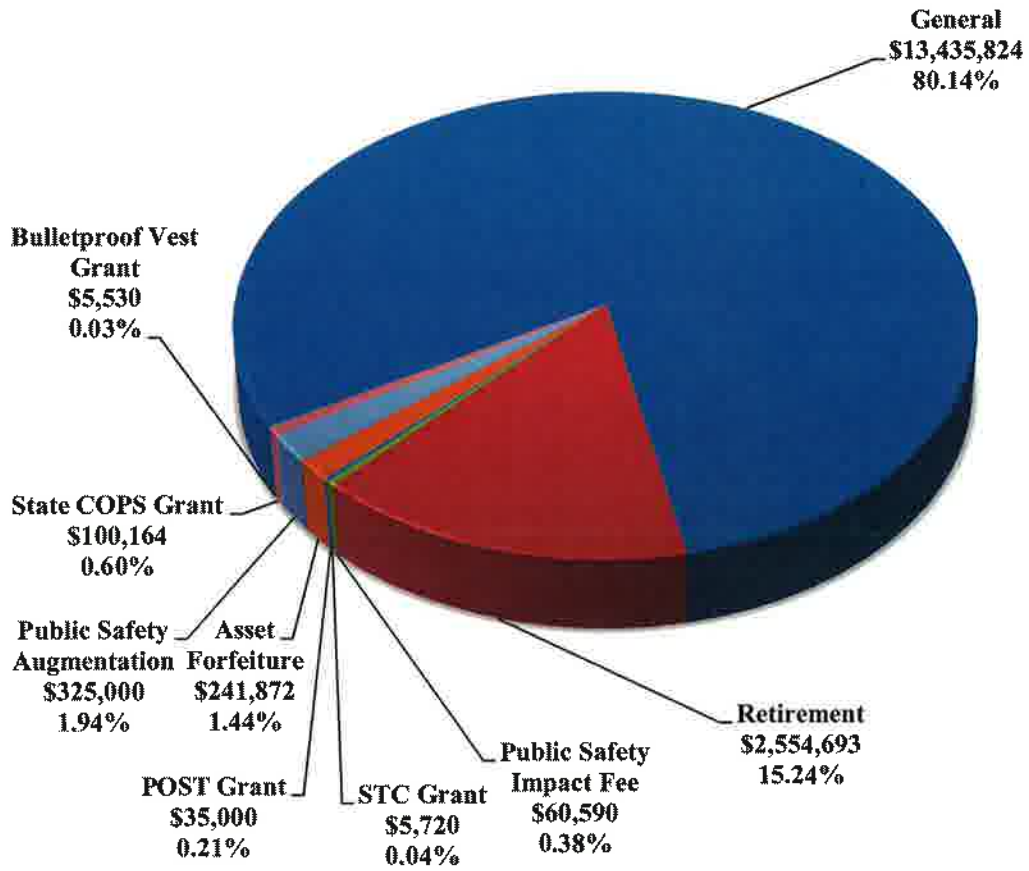
The California Office of Traffic Safety's Annual Fatal and Injury Collision Rankings are listed below for the 2012 calendar year. Rankings for the 2013 calendar year were not yet available.

*Monterey Park ranked 47 out of 102 agencies.
 Alhambra ranked 44 out of 102 agencies.
 Montebello ranked 15 out of 102 agencies.*

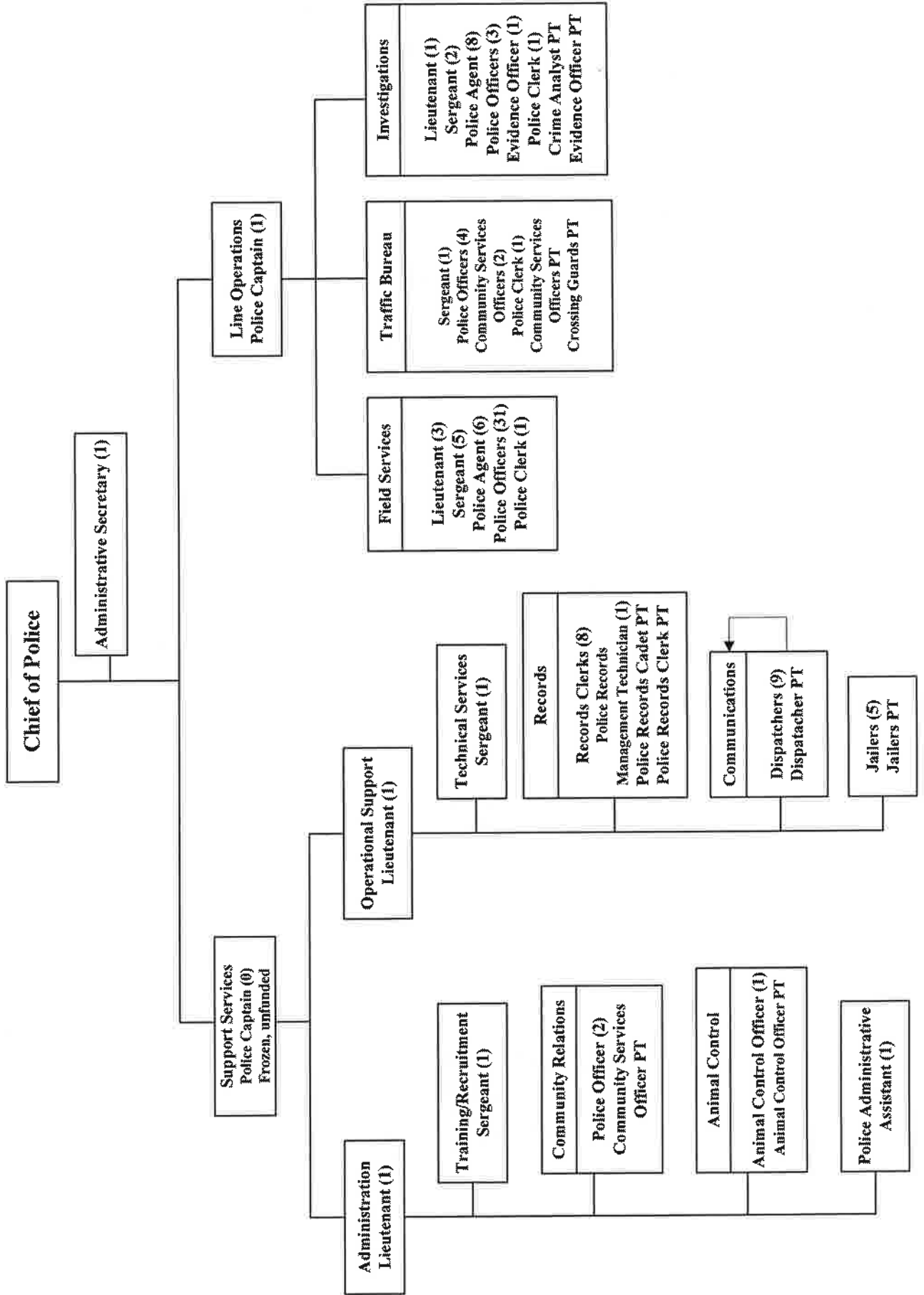


For victim and collision rankings, a Population Group Ranking of "1/102" would be assigned to the city with the highest number of victims/collisions per 1,000 residents in population group C, while a ranking of "102/102" would be assigned to the city with the lowest number of victims/collisions per 1,000 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>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|---|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$1,133,011 | \$1,247,150 | \$1,222,813 | \$1,291,243 | \$1,291,243 |
| SERVICES & SUPPLIES | 99,325 | 111,592 | 111,392 | 117,618 | 117,618 |
| CAPITAL OUTLAY | 42,112 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$1,274,448 | \$1,358,742 | \$1,334,205 | \$1,408,861 | \$1,408,861 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |

Program Description

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

The Operational Support Unit, a section of Administration, is responsible for investigating citizen generated and internal complaints on department personnel. Also, the Operational Support Unit ensures the Police Department's compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC) training mandates and guidelines, and 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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|-----------------------------|---------------------------------|------------------------------------|------------------------------------|
| Total Volunteer Hours: | 14,046 | 16,899 | 17,000 |
| Total Number of Volunteers: | | | |
| Reserves Officers | 22 | 29 | 33 |
| Explorers | 19 | 25 | 30 |
| Records | 2 | 2 | 1 |
| MPEC | 16 | 16 | 16 |
| MPCP | 18 | 18 | 20 |
| Investigations | 1 | 0 | 1 |
| Animal Control | 2 | 2 | 2 |
| Chaplains | 4 | 5 | 6 |

Formal Training Hours for all Personnel: 5,295 hours

2015-2016 GOALS AND OBJECTIVES

1. The Operational Support Unit will participate in four (4) recruitment fairs throughout the year. This will provide opportunities to recruit for the various jobs, both paid and volunteer, throughout the department and the city.
2. The Peace Officers Standards and Training recommend a bi-annual refresher class on Electronic Weapons (TASER) devices. In order to maintain officer competency, the Operational Support Unit will facilitate four-hours (4) of training to comply with the POST recommended guidelines.

2014-2015 MAJOR ACCOMPLISHMENTS

1. The Operational Support Unit developed a recruitment flyer that will be used at community and recruitment events. The flyer provides information about the Police Department to make it stand out from other police agencies.
2. The Operational Support Unit, in conjunction with the "Below 100" initiative, hosted a training day to teach officers the tenets of the program. Adopting the principles of this program has the potential to greatly impact the safety of Monterey Park police officers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of uniform allowance \$12,925, and operating supplies, \$12,900.
2. Motor Pool category (#33000) consists of POST training, \$35,000, training and conference \$5,970, and City's motor pool charges, \$7,923.
3. Miscellaneous category (#39000) consists of training \$25,000, dues/ memberships and subscriptions, \$14,700.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$467,738 | \$538,032 | \$514,695 | \$560,877 | \$560,877 |
| 11400 Overtime Salaries | 13,554 | 16,500 | 16,500 | 16,500 | 16,500 |
| 11450 Court Time Salaries | 340 | 2,000 | 1,000 | 2,000 | 2,000 |
| 11500 Separation Benefits | 465,000 | 465,000 | 465,000 | 465,000 | 465,000 |
| TOTAL | \$946,632 | \$1,021,532 | \$997,195 | \$1,044,377 | \$1,044,377 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$802 | \$916 | \$916 | \$1,194 | \$1,194 |
| 12300 Medical Insurance | 45,035 | 53,279 | 53,279 | 59,893 | 59,893 |
| 12350 Medicare Insurance | 6,337 | 6,913 | 6,913 | 7,054 | 7,054 |
| 12400 Dental Insurance | 1,850 | 2,291 | 2,291 | 2,921 | 2,921 |
| 12500 Workers Compensation | 11,979 | 12,578 | 12,578 | 13,207 | 13,207 |
| 12600 Retirement | 117,147 | 146,359 | 146,359 | 159,029 | 159,029 |
| 12900 Long Term Disability | 2,557 | 2,557 | 2,557 | 2,557 | 2,557 |
| 12950 Vision Plan | 672 | 725 | 725 | 1,011 | 1,011 |
| TOTAL | \$186,379 | \$225,618 | \$225,618 | \$246,866 | \$246,866 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$29 | \$200 | \$200 | \$200 | \$200 |
| 22000 Operating Supplies | 14,548 | 20,775 | 20,905 | 25,825 | 25,825 |
| 24000 Small Tools | 11 | 100 | 100 | 100 | 100 |
| 32000 Communications | 1,152 | 1,350 | 1,350 | 1,400 | 1,400 |
| 33000 Motor Pool Charges | 53,948 | 48,967 | 48,637 | 48,893 | 48,893 |
| 38000 R/M Contractual | 1,036 | 1,500 | 1,500 | 1,500 | 1,500 |
| 39000 Miscellaneous | 28,601 | 38,700 | 38,700 | 39,700 | 39,700 |
| TOTAL | \$99,325 | \$111,592 | \$111,392 | \$117,618 | \$117,618 |
| CAPITAL OUTLAY | | | | | |
| 54000 Vehicles/Equipment | \$42,112 | \$0 | \$0 | \$0 | \$0 |
| TOTAL | \$42,112 | \$0 | \$0 | \$0 | \$0 |
| GRAND TOTAL | \$1,274,448 | \$1,358,742 | \$1,334,205 | \$1,408,861 | \$1,408,861 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|------------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Police Chief | 1.00 | 1.00 | 1.00 | \$185,004 | \$188,202 | \$188,202 |
| Lieutenant | 1.00 | 1.00 | 1.00 | 122,244 | 124,080 | 124,080 |
| Sergeant | 1.00 | 1.00 | 1.00 | 100,392 | 101,898 | 101,898 |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 60,120 | 60,120 | 60,120 |
| Police Administrative Assistant | 1.00 | 1.00 | 1.00 | 57,072 | 57,372 | 57,372 |
| 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 | 10,200 | 10,200 |
| 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 | \$1,021,532 | \$1,031,972 | \$1,031,972 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$1,013,565 | \$1,210,213 | \$1,170,017 | \$1,140,612 | \$1,140,612 |
| SERVICES & SUPPLIES | 99,253 | 133,464 | 131,978 | 109,308 | 109,308 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$1,112,818 | \$1,343,677 | \$1,301,995 | \$1,249,920 | \$1,249,920 |
| 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</u> 2013-14 | <u>Estimated</u> 2014-15 | <u>Projected</u> 2015-16 |
|--|--------------------------|-----------------------------|-----------------------------|
| Number of Citations: | | | |
| Traffic | 6,408 | 7,000 | 7,200 |
| Parking | 8,758 | 7,100 | 8,000 |
| Traffic Collision Incidents: | | | |
| Fatal | 4 | 5 (actual) | *** |
| Injury | 212 | 252 | *** |
| Non-injury | 275 | 350 | *** |
| Fatalities | 5 | 5 (actual) | *** |
| Persons Injured | 277 | 474 | *** |
| Number of Arrests: | | | |
| Drunk Drivers | 122 | 150 | 150 |
| % of Traffic Investigations Commenced within 3 Days | 100% | 100% | 100% |
| % Response on Citation Appeals/Complaints within 3 Days | 100% | 100% | 100% |

2015-2016 GOALS AND OBJECTIVES

1. The Traffic Bureau will conduct pedestrian safety presentations at area schools to educate children on the dangers associated with playing in or near a roadway.
2. Traffic Bureau personnel will conduct two safety presentations, open to the public, addressing the dangers of distracted driving as well as pedestrian and bicycle safety.

2014-2015 MAJOR ACCOMPLISHMENTS

1. The Traffic Bureau received a \$148,000 grant from the California Office of Traffic Safety to educate the public on pedestrian and bicycle safety. The grant also provides for public education and enforcement operations to reduce traffic collisions.
2. The Traffic Bureau personnel conducted safety booths at community events, spoke to community groups and published traffic safety articles in the Cascades newspaper.
3. Traffic Bureau personnel participated in the Los Angeles County Avoid the 100 DUI awareness campaign. The program is a regional approach targeting the prevention of drunk driving through education and enforcement.
4. The Traffic Bureau conducted School Safety Programs at schools in the city. The programs addressed bicycle safety.
5. Bureau personnel conducted weekly special enforcement details around schools educating drivers about proper safety when driving in school zones. This was to reduce congestion and increase safety for students and parents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) will decrease in funding of \$126,000 in FY 15/16 due to the completion of the Office of Traffic Safety Grant.
2. Operating Supplies category (#22000) consists of annual uniform allowance, safety equipment and operating supplies.
3. Contracted Services category (#31000) consists of cost of administrative hearings for citizens contesting parking citations.
4. Motor Pool Charges category (#33000) is the city allocated motor pool charges, \$89,121.
5. Miscellaneous category (#39000) consists printing, \$5,500, dues/memberships, \$100, and towing charges, \$150.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$579,788 | \$630,165 | \$591,717 | \$660,104 | \$660,104 |
| 11300 Part Time Salaries | 104,288 | 135,962 | 122,108 | 135,962 | 135,962 |
| 11400 Overtime Salaries | 66,700 | 149,455 | 169,533 | 22,785 | 22,785 |
| 11450 Court Time Salaries | 1,139 | 8,000 | 1,500 | 8,000 | 8,000 |
| TOTAL | \$751,915 | \$923,582 | \$884,858 | \$826,851 | \$826,851 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$1,247 | \$1,337 | \$1,337 | \$2,010 | \$2,010 |
| 12300 Medical Insurance | 79,458 | 82,072 | 82,072 | 88,197 | 88,197 |
| 12350 Medicare Insurance | 11,514 | 11,724 | 10,857 | 9,348 | 9,348 |
| 12370 Part Time Retirement | 3,477 | 5,438 | 5,438 | 5,438 | 5,438 |
| 12400 Dental Insurance | 4,939 | 5,270 | 5,270 | 5,755 | 5,755 |
| 12500 Workers Compensation | 7,321 | 7,687 | 7,687 | 8,071 | 8,071 |
| 12600 Retirement | 151,565 | 170,933 | 170,328 | 192,646 | 192,646 |
| 12800 Uniform Allowance | 156 | 157 | 157 | 157 | 157 |
| 12900 Long Term Disability | 1,188 | 1,188 | 1,188 | 1,188 | 1,188 |
| 12950 Vision Plan | 785 | 825 | 825 | 951 | 951 |
| TOTAL | \$261,650 | \$286,631 | \$285,159 | \$313,761 | \$313,761 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$0 | \$400 | \$400 | \$400 | \$400 |
| 22000 Operating Supplies | 7,935 | 23,737 | 23,737 | 8,987 | 8,987 |
| 24000 Small Tools | 96 | 500 | 500 | 500 | 500 |
| 31000 Contracted Services | 1,116 | 1,800 | 1,800 | 1,800 | 1,800 |
| 32000 Communications | 374 | 750 | 750 | 750 | 750 |
| 33000 Motor Pool Charges | 88,090 | 94,527 | 94,527 | 89,121 | 89,121 |
| 38000 R/M Contractual | 1,190 | 2,000 | 2,000 | 2,000 | 2,000 |
| 39000 Miscellaneous | 452 | 9,750 | 8,264 | 5,750 | 5,750 |
| TOTAL | \$99,253 | \$133,464 | \$131,978 | \$109,308 | \$109,308 |
| GRAND TOTAL | \$1,112,818 | \$1,343,677 | \$1,301,995 | \$1,249,920 | \$1,249,920 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|-------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Captain | 0.25 | 0.25 | 0.25 | \$36,942 | \$38,435 | \$38,435 |
| Sergeant | 1.00 | 1.00 | 1.00 | 100,392 | 102,522 | 102,522 |
| Police Officer | 4.00 | 4.00 | 4.00 | 319,872 | 327,372 | 327,372 |
| Community Services Officer | 2.00 | 2.00 | 2.00 | 98,340 | 101,404 | 101,404 |
| Police Clerk | 1.00 | 1.00 | 1.00 | 50,544 | 50,844 | 50,844 |
| Bilingual | 0.00 | 0.00 | 0.00 | 600 | 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 | 15,675 | 15,675 |
| 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 | \$796,912 | \$815,599 | \$815,599 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$6,188,249 | \$6,448,113 | \$6,381,290 | \$6,874,789 | \$6,874,789 |
| SERVICES & SUPPLIES | 386,037 | 399,451 | 362,967 | 395,673 | 395,673 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$6,574,286 | \$6,847,564 | \$6,744,257 | \$7,270,462 | \$7,270,462 |
| 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</u> <u>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|---------------------------------|--|------------------------------------|------------------------------------|
| Calls for Service | | | |
| Citizen Requests: | 31,805 | 32,256 | 32,270 |
| Officer Observed: | <u>19,930</u> | <u>22,572</u> | <u>22,585</u> |
| Total Calls for Service: | 51,735 | 54,828 | 54,855 |
| Priority I (Emergency) Response | | | |
| Time (minutes/seconds): | 4:28 | 4:03 | 4:05 |
| Priority II Response Time: | 5:36 | 5:21 | 5:45 |
| Priority III Response Time: | 9:06 | 8:41 | 8:50 |
| Priority IV Response Time: | 7:37 | 6:09 | 6:15 |
| 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 | | |

2015-2016 GOALS AND OBJECTIVES

1. In a continual effort to reduce work related injuries, and in conjunction with current monthly risk management briefing training, patrol team safety officers will meet quarterly to share, discuss, and provide recommendations regarding ergonomic and other safety related topics.
2. Each Patrol team will develop two crime prevention presentations directed towards senior citizens. The information will be presented at neighborhood watch meetings, senior centers, and senior housing facilities and through our media such as the City's Cascades newspaper.

2014- 2015 MAJOR ACCOMPLISHMENTS

1. Patrol personnel participated in formalized training days in the Investigations Bureau. This training encompassed filing cases at the District Attorney's office, following up on investigations, interviewing witnesses, interrogating suspects and utilizing department resources to locate witnesses and suspects.
2. Patrol personnel received monthly risk management briefing training in an effort to reduce work related injuries.
3. Members from each patrol team attended Autism – Risk & Safety Management training to assist their teammates in appropriately responding to and dealing with autistic individuals in need.
4. Patrol along with Community Relations Bureau personnel jointly enhanced the quality of life and reduced the number of calls for service at 1500 Valley Vista Drive after completing a Problem Oriented Policing project.
5. Patrol and Community Relations Bureau personnel worked together in reducing the number of calls for service at the stairs on Tegner Avenue leading to Hillcrest School. The installation of a fenced gate has minimized the calls of subjects drinking alcohol and using narcotics during the late night and early morning hours at the location.

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 other operating & equipment supplies, \$35,264, uniform allowance, \$31,275, and training and supplies, \$27,300.
3. Contracted Services category (#31000) consists of \$5,000 for Los Angeles County Sheriff's Aero Bureau helicopter services.
4. Motor Pool category (#33000) is the city allocated motor pool charges, \$278,234.
5. R/M Contractual category (#38000) includes the costs of maintenance for office and patrol equipment, \$15,000.
6. Miscellaneous category (#39000) includes printing, \$400 and dues/memberships, \$100.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$3,836,430 | \$4,024,864 | \$3,824,560 | \$4,223,589 | \$4,223,589 |
| 11400 Overtime Salaries | 283,846 | 104,000 | 271,481 | 104,000 | 104,000 |
| 11450 Court Time Salaries | 41,665 | 90,000 | 56,000 | 90,000 | 90,000 |
| TOTAL | \$4,161,941 | \$4,218,864 | \$4,152,041 | \$4,417,589 | \$4,417,589 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$7,137 | \$7,533 | \$7,533 | \$13,464 | \$13,464 |
| 12300 Medical Insurance | 437,428 | 470,044 | 470,044 | 511,909 | 511,909 |
| 12350 Medicare Insurance | 58,253 | 57,243 | 57,243 | 58,690 | 58,690 |
| 12400 Dental Insurance | 24,877 | 26,493 | 26,493 | 31,285 | 31,285 |
| 12500 Workers Compensation | 492,470 | 517,094 | 517,094 | 542,949 | 542,949 |
| 12600 Retirement | 1,000,891 | 1,145,340 | 1,145,340 | 1,292,364 | 1,292,364 |
| 12800 Uniform Allowance | 312 | 313 | 313 | 313 | 313 |
| 12900 Long Term Disability | 792 | 792 | 792 | 1,188 | 1,188 |
| 12950 Vision Plan | 4,148 | 4,397 | 4,397 | 5,038 | 5,038 |
| TOTAL | \$2,026,308 | \$2,229,249 | \$2,229,249 | \$2,457,200 | \$2,457,200 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$0 | \$2,500 | \$1,032 | \$2,500 | \$2,500 |
| 22000 Operating Supplies | 98,019 | 93,009 | 83,660 | 93,839 | 93,839 |
| 23000 R/M Supplies | 150 | 300 | 150 | 300 | 300 |
| 24000 Small Tools | 76 | 100 | 45 | 100 | 100 |
| 31000 Contracted Services | 0 | 5,000 | 2,500 | 5,000 | 5,000 |
| 32000 Communications | 44 | 200 | 163 | 200 | 200 |
| 33000 Motor Pool Charges | 262,061 | 270,142 | 270,032 | 278,234 | 278,234 |
| 38000 R/M Contractual | 25,452 | 27,700 | 5,000 | 15,000 | 15,000 |
| 39000 Miscellaneous | 235 | 500 | 385 | 500 | 500 |
| TOTAL | \$386,037 | \$399,451 | \$362,967 | \$395,673 | \$395,673 |
| GRAND TOTAL | \$6,574,286 | \$6,847,564 | \$6,744,257 | \$7,270,462 | \$7,270,462 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Captain | 0.50 | 0.50 | 0.50 | \$73,883 | \$76,869 | \$76,869 |
| Lieutenant | 3.00 | 3.00 | 3.00 | 357,216 | 369,702 | 369,702 |
| Sergeant | 5.00 | 5.00 | 5.00 | 494,796 | 512,610 | 512,610 |
| Agent | 7.00 | 6.00 | 6.00 | 596,400 | 522,918 | 522,918 |
| Police Officer | 30.00 | 31.00 | 31.00 | 2,321,915 | 2,485,488 | 2,485,488 |
| Police Clerk | 1.00 | 1.00 | 1.00 | 50,544 | 50,844 | 50,844 |
| Bilingual | 0.00 | 0.00 | 0.00 | 25,200 | 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 | 76,110 | 93,330 | 93,330 |
| 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 | \$4,218,864 | \$4,359,761 | \$4,359,761 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|--|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$2,125,774 | \$2,255,082 | \$2,257,104 | \$2,346,908 | \$2,346,908 |
| SERVICES & SUPPLIES | 217,981 | 253,018 | 265,113 | 255,557 | 255,557 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$2,343,755 | \$2,508,100 | \$2,522,217 | \$2,602,465 | \$2,602,465 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 17.15 | 17.15 | 17.15 | 17.55 | 17.55 |

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 2013-14</u> | <u>Estimated 2014-15</u> | <u>Projected 2015-16</u> |
|--|---------------------------|------------------------------|------------------------------|
| Part I Crimes Investigated | 1,372 | 1,100 | 1,200 |
| Part I Clearance Rate | 21% | 20% | 20% |
| Suspected Child Abuse Reports Followed Up Within One Business Day | 100% | 100% | 100% |

2015-2016 GOALS AND OBJECTIVES

1. Crime Impact Team personnel will conduct briefing training for patrol on emerging crime issues and trends and their effects on patrol operations particularly in the area of manufacturing of “Honey Oil”. This training will assist in strengthening officers field investigations in this area.
2. Investigations Bureau personnel will utilize the department’s various social media outlets (NIXLE, Twitter, Weibo) to send out bi-weekly crime prevention tips to the public.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Investigations Bureau personnel supplemented personnel shortages and saved overtime costs by working one day a month in patrol. In addition to a significant cost savings, personnel maintained their skills in patrol technology as well as gaining experience in field supervision activities.
2. Investigations Bureau personnel in collaboration with Department of Homeland Security, were involved in a large scale investigation involving businesses in the Los Angeles Fashion District. Several businesses were laundering illegal funds for Mexican drug

cartels. The total estimated cash seizure from "Operation Fashion Police" was over \$100 million dollars.

3. Investigations Bureau personnel provided training to patrol personnel on the growing trend of human trafficking and prostitution. Patrol officers were taught how to identify human trafficking victims, locations where this type of activity may be occurring and how to conduct an initial investigation pertaining to this type of crime.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Part Time Salaries category (#11300) reflects an additional one part time Evidence Officer's position for helping out incident mobile video tapes per BWC program implementation.
2. Contracted Services category (#31000) consists of professional services, \$40,000.
3. Motor Pool Charges category (#33000) reflects the City's motor pool charges, \$178,542.
4. Miscellaneous category (#39000) consists of investigative expenses, \$9,420 and printing, \$520.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$1,358,386 | \$1,453,617 | \$1,445,666 | \$1,491,374 | \$1,491,374 |
| 11300 Part Time Salaries | 36,813 | 36,456 | 27,802 | 52,956 | 52,956 |
| 11400 Overtime Salaries | 89,534 | 51,000 | 105,218 | 51,000 | 51,000 |
| 11450 Court Time Salaries | 12,048 | 15,000 | 9,400 | 15,000 | 15,000 |
| TOTAL | \$1,496,781 | \$1,556,073 | \$1,588,086 | \$1,610,330 | \$1,610,330 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$2,429 | \$2,633 | \$2,633 | \$4,206 | \$4,206 |
| 12300 Medical Insurance | 144,734 | 154,791 | 154,791 | 166,792 | 166,792 |
| 12350 Medicare Insurance | 22,158 | 21,427 | 20,258 | 19,452 | 19,452 |
| 12370 Part Time Retirement | 851 | 2,224 | 1,117 | 2,123 | 2,123 |
| 12400 Dental Insurance | 8,044 | 8,724 | 8,724 | 9,783 | 9,783 |
| 12500 Workers Compensation | 93,170 | 97,829 | 97,829 | 102,720 | 102,720 |
| 12600 Retirement | 355,213 | 408,195 | 380,480 | 425,227 | 425,227 |
| 12800 Uniform Allowance | 156 | 782 | 782 | 3,482 | 3,482 |
| 12900 Long Term Disability | 759 | 792 | 792 | 810 | 810 |
| 12950 Vision Plan | 1,479 | 1,612 | 1,612 | 1,983 | 1,983 |
| TOTAL | \$628,993 | \$699,009 | \$669,018 | \$736,578 | \$736,578 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$702 | \$1,200 | \$1,200 | \$1,200 | \$1,200 |
| 22000 Operating Supplies | 11,395 | 10,413 | 10,413 | 7,725 | 7,725 |
| 23000 R/M Supplies | 66 | 100 | 100 | 100 | 100 |
| 31000 Contracted Services | 20,228 | 40,000 | 40,000 | 40,000 | 40,000 |
| 32000 Communications | 306 | 650 | 650 | 650 | 650 |
| 33000 Motor Pool Charges | 167,964 | 173,315 | 173,315 | 178,542 | 178,542 |
| 37000 Leases & Rentals | 7,772 | 8,400 | 8,400 | 8,400 | 8,400 |
| 38000 R/M Contractual | 6,522 | 9,000 | 5,500 | 9,000 | 9,000 |
| 39000 Miscellaneous | 3,026 | 9,940 | 25,535 | 9,940 | 9,940 |
| TOTAL | \$217,981 | \$253,018 | \$265,113 | \$255,557 | \$255,557 |
| GRAND TOTAL | \$2,343,755 | \$2,508,100 | \$2,522,217 | \$2,602,465 | \$2,602,465 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|-------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Captain | 0.25 | 0.25 | 0.25 | \$36,942 | \$38,435 | \$38,435 |
| Lieutenant | 1.00 | 1.00 | 1.00 | 122,244 | 124,080 | 124,080 |
| Sergeant | 2.00 | 2.00 | 2.00 | 200,784 | 205,044 | 205,044 |
| Agent | 7.00 | 8.00 | 8.00 | 596,400 | 695,649 | 695,649 |
| Police Officer | 4.00 | 3.00 | 3.00 | 305,688 | 216,054 | 216,054 |
| Evidence Officer | 1.00 | 1.00 | 1.00 | 58,800 | 58,908 | 58,908 |
| Police Clerk | 1.00 | 1.00 | 1.00 | 50,544 | 50,844 | 50,844 |
| Bilingual | 0.00 | 0.00 | 0.00 | 14,400 | 12,600 | 12,600 |
| Court Time | 0.00 | 0.00 | 0.00 | 15,000 | 15,000 | 15,000 |
| Education Incentives | 0.00 | 0.00 | 0.00 | 36,615 | 40,095 | 40,095 |
| Overtime | 0.00 | 0.00 | 0.00 | 51,000 | 51,000 | 51,000 |
| Special Assignments | 0.00 | 0.00 | 0.00 | 31,200 | 26,400 | 26,400 |
| <u>Part-Time</u> | | | | | | |
| Crime Analyst | 0.50 | 0.50 | 0.50 | 19,956 | 19,956 | 19,956 |
| Evidence Officer* | 0.40 | 0.80 | 0.80 | 16,500 | 33,000 | 33,000 |
| Total | 17.15 | 17.55 | 17.55 | \$1,556,073 | \$1,587,065 | \$1,587,065 |

* Added one PT Evidence Officer for 2015-2016.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Animal Control
ACTIVITY NO.: 311I

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$75,585 | \$79,874 | \$79,874 | \$100,763 | \$100,763 |
| SERVICES & SUPPLIES | 127,915 | 169,129 | 169,129 | 152,273 | 152,273 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$203,500 | \$249,003 | \$249,003 | \$253,036 | \$253,036 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 1.00 | 1.00 | 1.00 | 1.50 | 1.50 |

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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Number of Dog Bites Reported | 11 | 24 | 15 |
| Impounded Animals (<i>Strays picked up/Counter</i>) | 664 | 668 | 700 |
| Warnings/Citations | 138 | 176 | 155 |
| Injured Animals | 84 | 100 | 90 |
| Dead Animals Picked-Up | 434 | 498 | 435 |
| Students in Educational Programs | 35 | 76 | 60 |
| Response Time: Dead Animals (minutes/seconds) | 10:54 | 10:18 | 10:30 |
| Response Time: Injured / Sick Animals (minutes/seconds) | 11:13 | 9:25 | 9:10 |
| <u>Calls for service:</u> | | | |
| Calls Handled by ACO | 1,204 | 1,240 | 1,220 |
| Calls Handled by MPPD Officers | 363 | 377 | 355 |
| Calls Handled by L.A.C.D.A.C.C.* | 361 | 349 | 360 |
| Total calls for service: | 1,928 | 1,966 | 1,935 |

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

2015-2016 GOALS AND OBJECTIVES

1. Bureau personnel will coordinate with the Los Angeles County Department of Animal Care and Control to conduct a low-cost spay and neuter clinic for residents of the City.
2. The Animal Control Bureau will generate an email list of pet owners in the city in order to send out notifications of upcoming pet events or other information regarding animal care and control issues. This will assist in getting information out to the public in a timely manner.

2014-2015 MAJOR ACCOMPLISHMENTS

1. The Animal Control Bureau, in cooperation with The Lucy Pet Foundation, conducted a pet adoption event at the City's Geranium Festival.

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 Animal Control violations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) reflects one part time Animal Control Officer position by using savings generated from the LA County animal services contract.
2. Contracted Services category (#31000) consists of contract services with LA County Department of Animal care and Control, \$112,528.
3. Motor Pool Charges category (#33000) represents the city allocated motor pool charges, \$38,320.
4. Miscellaneous category (#39000) consists of printing, \$50 and training, \$450.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 311I

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$51,639 | \$54,540 | \$54,540 | \$55,966 | \$55,966 |
| 11300 Part Time Salaries | 0 | 0 | 0 | 17,040 | 17,040 |
| 11400 Overtime Salaries | 813 | 1,000 | 1,000 | 1,000 | 1,000 |
| TOTAL | \$52,452 | \$55,540 | \$55,540 | \$74,006 | \$74,006 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$161 | \$162 | \$162 | \$156 | \$156 |
| 12300 Medical Insurance | 7,058 | 7,079 | 7,079 | 7,093 | 7,093 |
| 12350 Medicare Insurance | 757 | 791 | 791 | 1,035 | 1,035 |
| 12370 Part Time Retirement | 0 | 0 | 0 | 682 | 682 |
| 12400 Dental Insurance | 590 | 590 | 590 | 611 | 611 |
| 12500 Workers Compensation | 2,662 | 2,795 | 2,795 | 2,935 | 2,935 |
| 12600 Retirement | 11,317 | 12,329 | 12,329 | 13,714 | 13,714 |
| 12900 Long Term Disability | 396 | 396 | 396 | 396 | 396 |
| 12950 Vision Plan | 192 | 192 | 192 | 135 | 135 |
| TOTAL | \$23,133 | \$24,334 | \$24,334 | \$26,757 | \$26,757 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$532 | \$800 | \$800 | \$800 | \$800 |
| 31000 Contracted Services | 89,950 | 130,500 | 130,500 | 112,528 | 112,528 |
| 32000 Communications | 51 | 125 | 125 | 125 | 125 |
| 33000 Motor Pool Charges | 37,082 | 37,204 | 37,204 | 38,320 | 38,320 |
| 39000 Miscellaneous | 300 | 500 | 500 | 500 | 500 |
| TOTAL | \$127,915 | \$169,129 | \$169,129 | \$152,273 | \$152,273 |
| GRAND TOTAL | \$203,500 | \$249,003 | \$249,003 | \$253,036 | \$253,036 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Animal Control Officer | 1.00 | 1.00 | 1.00 | \$54,540 | \$54,408 | \$54,408 |
| Overtime | 0.00 | 0.00 | 0.00 | 1,000 | 1,000 | 1,000 |
| <u>Part-Time</u> | | | | | | |
| Animal Control Officer * | 0.00 | 0.50 | 0.50 | 0 | 17,040 | 17,040 |
| Total | 1.00 | 1.50 | 1.50 | \$55,540 | \$72,448 | \$72,448 |

* Including one part time position from the savings of the Animal Services contract.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Communications
ACTIVITY NO.: 3112

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$916,921 | \$935,508 | \$932,676 | \$971,173 | \$971,173 |
| SERVICES & SUPPLIES | 203,374 | 255,182 | 255,182 | 264,333 | 264,333 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$1,120,295 | \$1,190,690 | \$1,187,858 | \$1,235,506 | \$1,235,506 |
| 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 2013-14</u> | <u>Estimated 2014-15</u> | <u>Projected 2015-16</u> |
|---|---------------------------|------------------------------|------------------------------|
| Police Service Calls: | 31,805 | 32,256 | 32,270 |
| Officer Observations: | <u>19,930</u> | <u>22,572</u> | <u>22,585</u> |
| Total Police Service Calls: | 51,735 | 54,828 | 54,855 |
| Animal Control Service Calls: | 1,928 | 1,966 | 1,935 |
| Priority I Dispatch Time Emergency (min/sec): | 0:59 | 0:59 | 0:57 |
| Priority II Dispatch Times Non-Emergency (min/sec): | 3:20 | 3:19 | 3:17 |
| Priority III Dispatch Times Non-Emergency (min/sec): | 9:45 | 9:23 | 9:25 |
| Priority IV Dispatch Times Non-Emergency (min/sec): | 14:12 | 5:38 | 5:40 |

2015-2016 GOALS AND OBJECTIVES

1. Communications personnel will participate in patrol ride-a-longs to enhance their knowledge and understanding of the patrol function, officer safety concerns and changes in the development of commercial areas within the city.
2. On a quarterly basis, Communications personnel will conduct community outreach and education through attending Neighborhood and Business Watch meetings and placing articles in the Cascades newspaper.

2014-2015 MAJOR ACCOMPLISHMENTS

1. In an effort to continue providing excellent service to the community, Dispatchers viewed a POST video entitled, "Meeting the Ethical Challenge". This information challenged dispatchers to consider personal and professional ethical standards, including expectations, principles and standards that are particular to the position of a Communications Dispatcher.
2. Due to the increased volume of 9-1-1 phone calls on wireless phones, Communications Bureau personnel created an educational brochure that addresses 9-1-1 and cell phones. The brochure is available in multiple languages and is on the department's website.

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, on long term leave and vacancies.
2. Communications category (#32000) consists of \$97,000 for telephone services.
3. R/M Contractual category (#38000) consists of communications system hardware, \$110,535, fire alarm and police communication devices, \$18,970, and equipment maintenance, \$34,495.
4. Miscellaneous category (#39000) consists of dues/memberships, \$120.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police
ACTIVITY: Communications
ACTIVITY NO.: 3112

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$475,151 | \$621,508 | \$443,118 | \$635,147 | \$635,147 |
| 11300 Part Time Salaries | 85,260 | 12,000 | 83,500 | 12,000 | 12,000 |
| 11400 Overtime Salaries | 150,323 | 46,000 | 176,385 | 46,000 | 46,000 |
| TOTAL | \$710,734 | \$679,508 | \$703,003 | \$693,147 | \$693,147 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$1,154 | \$1,377 | \$1,377 | \$1,560 | \$1,560 |
| 12300 Medical Insurance | 62,103 | 82,368 | 82,368 | 86,190 | 86,190 |
| 12350 Medicare Insurance | 10,589 | 9,042 | 9,042 | 7,996 | 7,996 |
| 12370 Part Time Retirement | 1,536 | 480 | 480 | 480 | 480 |
| 12400 Dental Insurance | 4,123 | 5,131 | 5,131 | 6,450 | 6,450 |
| 12500 Workers Compensation | 9,317 | 9,783 | 9,783 | 10,272 | 10,272 |
| 12600 Retirement | 113,504 | 143,473 | 117,146 | 160,115 | 160,115 |
| 12800 Uniform Allowance | 312 | 0 | 0 | 0 | 0 |
| 12900 Long Term Disability | 2,640 | 3,168 | 3,168 | 3,564 | 3,564 |
| 12950 Vision Plan | 909 | 1,178 | 1,178 | 1,399 | 1,399 |
| TOTAL | \$206,187 | \$256,000 | \$229,673 | \$278,026 | \$278,026 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$2,124 | \$3,212 | \$3,212 | \$3,213 | \$3,213 |
| 32000 Communications | 75,811 | 97,000 | 97,000 | 97,000 | 97,000 |
| 38000 R/M Contractual | 125,439 | 154,850 | 154,850 | 164,000 | 164,000 |
| 39000 Miscellaneous | 0 | 120 | 120 | 120 | 120 |
| TOTAL | \$203,374 | \$255,182 | \$255,182 | \$264,333 | \$264,333 |
| GRAND TOTAL | \$1,120,295 | \$1,190,690 | \$1,187,858 | \$1,235,506 | \$1,235,506 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police
ACTIVITY: Communications
ACTIVITY NO.: 3112

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Lieutenant | 0.00 | 0.50 | 0.50 | \$0 | \$63,240 | \$63,240 |
| Sergeant | 0.50 | 0.00 | 0.00 | 50,196 | 0 | 0 |
| Dispatcher | 9.00 | 9.00 | 9.00 | 564,262 | 546,402 | 546,402 |
| Bilingual | 0.00 | 0.00 | 0.00 | 1,800 | 1,800 | 1,800 |
| Education Incentive | 0.00 | 0.00 | 0.00 | 1,050 | 2,550 | 2,550 |
| 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 | \$679,508 | \$676,192 | \$676,192 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$606,447 | \$636,898 | \$636,898 | \$641,546 | \$641,546 |
| SERVICES & SUPPLIES | 56,393 | 83,463 | 55,988 | 83,569 | 83,569 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$662,840 | \$720,361 | \$692,886 | \$725,115 | \$725,115 |
| 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 misdemeanor 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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Prisoners Booked: (Excluding fee-paying) | 948 | 897 | 940 |
| Fee-Paying Prisoners Booked | 319 | 118 | 125 |
| Total Prisoners Booked | 1,267 | 1,015 | 1,065 |
| Jail Revenue: Fee Paying | \$145,110 | \$53,941 | \$60,000 |
| Prisoner Satisfaction Rating: | 97% | 97% | 98% |

2015-2016 GOALS AND OBJECTIVES

1. The Jail Bureau will hold quarterly staff meetings to provide information on current policy and procedures, training, jail security to ensure the jail is operating optimally.
2. Jail personnel will provide training to Reserve Officers on a bi-annual basis. The training will cover proper booking procedures, current case law related to jail facilities, jail safety and other related topics. This training will provide Reserve Officers with up to date policy and practices related to the jail facility.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Jail Bureau personnel promoted the "Pay to Stay" Sentenced Prisoner program by advertising in local newspapers such as the Monterey Park Cascades. Information was provided on the program to surrounding area courthouses, via mail, to both the Public Defender's Office and the District Attorney's Office.
2. Jail personnel, with assistance from the Training Bureau, hosted an STC (Standards of Training in Corrections) approved training class. This training allowed jail staff and police supervisors to receive training that pertained to a Type 1 jail facility. This training was also offered to surrounding departments for their personnel to attend.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of cleaning supplies and uniforms \$4,425, and prisoner supplies, \$30,000.
2. R/M Contractual category (#38000) consists of janitorial services, \$26,500, pest control services and office maintenance, \$8,100.
3. Other Agency Service category (#41000) is booking charges for prisoners, \$8,500.
4. Miscellaneous category (#39000) consists of printing, \$300 and books, \$275.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$398,314 | \$414,685 | \$414,685 | \$406,970 | \$406,970 |
| 11300 Part Time Salaries | 15,799 | 26,337 | 26,337 | 26,337 | 26,337 |
| 11400 Overtime Salaries | 27,027 | 25,000 | 25,000 | 25,000 | 25,000 |
| TOTAL | \$441,140 | \$466,022 | \$466,022 | \$458,307 | \$458,307 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$966 | \$972 | \$972 | \$1,092 | \$1,092 |
| 12300 Medical Insurance | 52,909 | 53,097 | 53,097 | 57,905 | 57,905 |
| 12350 Medicare Insurance | 5,991 | 4,189 | 4,189 | 5,772 | 5,772 |
| 12370 Part Time Retirement | 114 | 702 | 702 | 702 | 702 |
| 12400 Dental Insurance | 3,376 | 3,431 | 3,431 | 3,561 | 3,561 |
| 12500 Workers Compensation | 4,259 | 4,472 | 4,472 | 4,696 | 4,696 |
| 12600 Retirement | 94,971 | 101,284 | 101,284 | 106,729 | 106,729 |
| 12900 Long Term Disability | 1,980 | 1,980 | 1,980 | 1,980 | 1,980 |
| 12950 Vision Plan | 741 | 749 | 749 | 802 | 802 |
| TOTAL | \$165,307 | \$170,876 | \$170,876 | \$183,239 | \$183,239 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$0 | \$800 | \$250 | \$800 | \$800 |
| 22000 Operating Supplies | 20,625 | 34,425 | 20,525 | 34,425 | 34,425 |
| 32000 Communications | 1,128 | 1,550 | 1,150 | 1,550 | 1,550 |
| 33000 Motor Pool Charges | 2,940 | 3,028 | 3,028 | 3,119 | 3,119 |
| 38000 R/M Contractual | 30,173 | 34,585 | 28,185 | 34,600 | 34,600 |
| 39000 Miscellaneous | 272 | 575 | 350 | 575 | 575 |
| 41000 Other Agency Serv | 1,255 | 8,500 | 2,500 | 8,500 | 8,500 |
| TOTAL | \$56,393 | \$83,463 | \$55,988 | \$83,569 | \$83,569 |
| GRAND TOTAL | \$662,840 | \$720,361 | \$692,886 | \$725,115 | \$725,115 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Lieutenant | 1.00 | 0.00 | 0.00 | \$122,244 | \$0 | \$0 |
| Sergeant | 0.00 | 1.00 | 1.00 | 0 | 101,898 | 101,898 |
| Jailer | 5.00 | 5.00 | 5.00 | 282,541 | 285,051 | 285,051 |
| 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 | 3,600 | 3,600 |
| 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 | \$466,022 | \$448,486 | \$448,486 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$718,193 | \$748,186 | \$748,186 | \$821,568 | \$821,568 |
| SERVICES & SUPPLIES | 108,659 | 129,974 | 122,791 | 131,514 | 131,514 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$826,852 | \$878,160 | \$870,977 | \$953,082 | \$953,082 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 10.00 | 10.00 | 10.00 | 11.00 | 11.00 |

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: | 4,920 | 5,000 | 5,100 |
| Traffic Citations Processed: | 6,408 | 7,000 | 7,200 |
| Data Entry Completion: | 94% | 96% | 100% |
| Complaints Processed for Court: (within 8 days) | 99% | 99% | 100% |

2015-2016 GOALS AND OBJECTIVES

1. Records Clerks will participate in a patrol ride-a-long in order to acquire a better understanding of the work that officers perform, particularly in the area of report writing. This will assist them in providing better service to the officers and improve the quality of reports.
2. Records Bureau personnel will begin the process of creating and updating written procedures for the various tasks performed most frequently at the front counter by Records Clerks. The guidelines will provide a way of maintaining consistency in handling the areas of responsibility regardless of whether the situation is being handled by a Clerk, Cadet or Volunteer.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Records Clerks participated in a video training series on workplace ergonomics. This provided them with information on preventing workplace injuries.
2. Records Bureau personnel attended quarterly Neighborhood Watch meetings and provided information on the responsibilities of the Records Bureau and the services that are available to the public.
3. Records Clerks completed their "Full Access" recertification for CLETS. The process was recently revised so that the test is now taken on-line.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) reflects two additional Records Clerk positions for Police counter services.
2. Office Supplies category (#21000) consists of printing, \$4,400, and office supplies, \$14,500.
3. Utilities category (#36000) includes electricity and gas service, \$66,019.
4. Lease & Rental category (#37000) is for the Canon copier rental, \$10,050.
5. R/M Contractual category (#38000) consists of janitorial services, \$18,000, and office equipments maintenance, \$7,600.
6. Miscellaneous category (#39000) consists of printing, \$5,000 and books, \$175.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police
ACTIVITY: Records
ACTIVITY NO.: 3114

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$493,832 | \$516,270 | \$516,270 | \$550,735 | \$550,735 |
| 11300 Part Time Salaries | 7,595 | 10,047 | 10,047 | 26,680 | 26,680 |
| 11400 Overtime Salaries | 7,876 | 5,150 | 5,150 | 5,150 | 5,150 |
| TOTAL | \$509,303 | \$531,467 | \$531,467 | \$582,565 | \$582,565 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$1,487 | \$1,483 | \$1,483 | \$1,506 | \$1,506 |
| 12300 Medical Insurance | 74,018 | 72,581 | 72,581 | 73,684 | 73,684 |
| 12350 Medicare Insurance | 7,649 | 7,517 | 7,517 | 6,800 | 6,800 |
| 12370 Part Time Retirement | 251 | 402 | 402 | 1,469 | 1,469 |
| 12400 Dental Insurance | 4,678 | 4,419 | 4,419 | 5,381 | 5,381 |
| 12500 Workers Compensation | 5,690 | 5,975 | 5,975 | 6,274 | 6,274 |
| 12600 Retirement | 110,268 | 119,826 | 119,826 | 139,277 | 139,277 |
| 12800 Uniform Allowance | 312 | 0 | 0 | 0 | 0 |
| 12900 Long Term Disability | 3,597 | 3,564 | 3,564 | 3,564 | 3,564 |
| 12950 Vision Plan | 940 | 952 | 952 | 1,048 | 1,048 |
| TOTAL | \$208,890 | \$216,719 | \$216,719 | \$239,003 | \$239,003 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$17,480 | \$18,900 | \$18,900 | \$18,900 | \$18,900 |
| 22000 Operating Supplies | 2,316 | 3,425 | 3,425 | 3,125 | 3,125 |
| 32000 Communications | 1,626 | 2,245 | 2,245 | 2,245 | 2,245 |
| 36000 Utilities | 57,653 | 64,096 | 64,096 | 66,019 | 66,019 |
| 37000 Leases & Rentals | 7,828 | 10,050 | 10,050 | 10,050 | 10,050 |
| 38000 R/M Contractual | 17,591 | 25,600 | 22,500 | 25,600 | 25,600 |
| 39000 Miscellaneous | 3,969 | 5,258 | 1,175 | 5,175 | 5,175 |
| 41000 Other Agency Serv | 196 | 400 | 400 | 400 | 400 |
| TOTAL | \$108,659 | \$129,974 | \$122,791 | \$131,514 | \$131,514 |
| GRAND TOTAL | \$826,852 | \$878,160 | \$870,977 | \$953,082 | \$953,082 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Lieutenant | 0.00 | 0.50 | 0.50 | \$0 | \$63,240 | \$63,240 |
| Sergeant | 0.50 | 0.00 | 0.00 | 50,196 | 0 | 0 |
| Police Records Management Technician | 1.00 | 1.00 | 1.00 | 54,972 | 56,348 | 56,348 |
| Police Clerk | 8.00 | 8.00 | 8.00 | 399,252 | 403,256 | 403,256 |
| Bilingual | 0.00 | 0.00 | 0.00 | 6,600 | 6,600 | 6,600 |
| Education Incentive | 0.00 | 0.00 | 0.00 | 1,050 | 2,550 | 2,550 |
| 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 Clerk* | 0.00 | 1.00 | 1.00 | 0 | 26,680 | 26,680 |
| Police Records Cadet | 0.50 | 0.50 | 0.50 | 10,047 | 10,047 | 10,047 |
| Total | 10.00 | 11.00 | 11.00 | \$531,467 | \$578,071 | \$578,071 |

* Added two PT Records Clerk positions for 2015-2016.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 608,396 | 672,820 | 672,670 | 684,268 | 684,268 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$608,396 | \$672,820 | \$672,670 | \$684,268 | \$684,268 |
| 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.

2015-2016 GOALS AND OBJECTIVES

1. Computer Services personnel will assist in the implementation and installation of the new Mobile Data Computer (MDC) system.
2. Computer Services personnel will update all police department computers with the Windows 7 operating system to replace those that are still operating on an older operating system. This will enhance the efficiency in the running of programs used by the police department.

2014-2015 MAJOR ACCOMPLISHMENTS

1. The Bureau continued the computer replacement plan to replace outdated or obsolete computers within the department. To date, approximately 80% of the department's computers have been replaced. This project will continue over the next few years.
2. Computer Services Bureau personnel continued to work with police department personnel on the upcoming MDC replacement project. Various vendors and products are currently being evaluated.
3. Computer Services personnel assisted with upgrading the L3 Mobile Vision in-car camera system and infrastructure.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of data processing, \$150,500.
2. Communications category (#32000) consists of City's Technology charges, \$30,450.
3. R/M Contractual category (#38000) consists of CAD/RMS system maintenance, \$172,160, mobile data computer and connection support, \$79,000 and other system maintenance & support services, \$83,840.
4. Debt Service category (#42000) is the loan payment for the Computer Aided Dispatch/Records Management System, \$165,868.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Computer Services

ACTIVITY NO.: 3115

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$197 | \$400 | \$400 | \$400 | \$400 |
| 22000 Operating Supplies | 0 | 200 | 200 | 200 | 200 |
| 24000 Small Tools | 1,412 | 1,850 | 1,700 | 1,850 | 1,850 |
| 31000 Contracted Services | 132,030 | 150,500 | 150,500 | 150,500 | 150,500 |
| 32000 Communications | 28,906 | 29,000 | 29,000 | 30,450 | 30,450 |
| 38000 R/M Contractual | 279,984 | 325,000 | 325,000 | 335,000 | 335,000 |
| 42000 Debt Service | 165,867 | 165,870 | 165,870 | 165,868 | 165,868 |
| TOTAL | \$608,396 | \$672,820 | \$672,670 | \$684,268 | \$684,268 |
| GRAND TOTAL | \$608,396 | \$672,820 | \$672,670 | \$684,268 | \$684,268 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$406,249 | \$304,031 | \$303,717 | \$322,424 | \$322,424 |
| SERVICES & SUPPLIES | 55,537 | 57,958 | 56,128 | 59,629 | 59,629 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$461,786 | \$361,989 | \$359,845 | \$382,053 | \$382,053 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 3.75 | 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</u> <u>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Tour of City Facilities: (Number of persons) | 753 | 770 | 808 |
| Neighborhood Watch Groups: | 58 | 77 | 81 |
| Business Watch Groups: | 82 | 74 | 78 |
| Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered: | 2,186 | 3,094 | 3,210 |
| Police Explorer Hours Volunteered: | 5,239 | 3,694 | 3,880 |
| Police Chaplin Hours Volunteered: | 233 | 386 | 392 |

2015-2016 GOALS AND OBJECTIVES

1. Bureau personnel will develop a training manual for new Police Explorers. The training manual will be a guide for the new Police Explorer brought into the program to help ensure their success.
2. The Community Relations Bureau will research the feasibility of having the false alarm billing done by a third-party vendor. By having the billing done by an outside vendor will allow Bureau personnel more time to focus on the community based programs that are managed out of the bureau.

2014-2015 MAJOR ACCOMPLISHMENTS

1. The Community Relations Bureau held its 15th Annual Youth Activities Golf Tournament. With the sponsorship from numerous local businesses and community members, and the participation of over 100 golfers, the tournament raised over \$14,000.
2. The Community Relations Bureau implemented 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.
3. The Community Relations Bureau coordinated with the Public Works Department to identify and replace Neighborhood Watch street signs that were worn or in need of replacement throughout the city. Approximately fifty-two signs have been replaced.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of annual uniform allowance.
2. Motor Pool Charges category (#33000) represents the city allocated motor pool charges, \$44,564.
3. Miscellaneous category (#39000) consists of printing, \$1,400, dues/memberships, \$50, books, \$30, and funding for crime prevention program, \$6,520.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$234,039 | \$166,836 | \$166,836 | \$174,530 | \$174,530 |
| 11300 Part Time Salaries | 52,997 | 45,444 | 45,444 | 45,444 | 45,444 |
| 11400 Overtime Salaries | 3,962 | 4,000 | 4,000 | 4,000 | 4,000 |
| 11450 Court Time Salaries | 412 | 773 | 500 | 773 | 773 |
| TOTAL | \$291,410 | \$217,053 | \$216,780 | \$224,747 | \$224,747 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$430 | \$324 | \$324 | \$576 | \$576 |
| 12300 Medical Insurance | 32,000 | 24,000 | 24,000 | 27,600 | 27,600 |
| 12350 Medicare Insurance | 4,597 | 2,420 | 2,420 | 2,478 | 2,478 |
| 12370 Part Time Retirement | 1,231 | 2,041 | 2,000 | 2,041 | 2,041 |
| 12400 Dental Insurance | 1,713 | 1,320 | 1,320 | 1,800 | 1,800 |
| 12500 Workers Compensation | 8,652 | 9,085 | 9,085 | 9,539 | 9,539 |
| 12600 Retirement | 65,979 | 47,605 | 47,605 | 53,460 | 53,460 |
| 12950 Vision Plan | 237 | 183 | 183 | 183 | 183 |
| TOTAL | \$114,839 | \$86,978 | \$86,937 | \$97,677 | \$97,677 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$4,793 | \$5,940 | \$5,845 | \$6,315 | \$6,315 |
| 32000 Communications | 578 | 650 | 650 | 650 | 650 |
| 33000 Motor Pool Charges | 41,935 | 43,268 | 43,268 | 44,564 | 44,564 |
| 38000 R/M Contractual | 69 | 100 | 85 | 100 | 100 |
| 39000 Miscellaneous | 8,162 | 8,000 | 6,280 | 8,000 | 8,000 |
| TOTAL | \$55,537 | \$57,958 | \$56,128 | \$59,629 | \$59,629 |
| GRAND TOTAL | \$461,786 | \$361,989 | \$359,845 | \$382,053 | \$382,053 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|-------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Police Officer | 2.00 | 2.00 | 2.00 | \$159,936 | \$163,611 | \$163,611 |
| Court Time | 0.00 | 0.00 | 0.00 | 773 | 773 | 773 |
| Education Incentives | 0.00 | 0.00 | 0.00 | 2,100 | 3,720 | 3,720 |
| 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 | \$222,348 | \$222,348 |



F I R E

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Fire
ACTIVITY NO.: 3200

SOURCE OF FUNDS:

General \$9,127,403
 Retirement \$1,730,007
 Shop \$102,000
 Separation Benefits \$220,405
 Public Safety Impact Fee \$86,656
 Public Safety Augmentation \$325,000
 ELAC Instructional Service Program Grant \$40,000
 Disaster Management Area C Grant \$2,500
 Ground Emergency Medical Transport Grant \$6,000

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|--|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$9,464,568 | \$9,657,313 | \$9,855,379 | \$10,206,214 | \$10,206,214 |
| SERVICES & SUPPLIES | 1,240,268 | 1,356,988 | 1,370,175 | 1,433,757 | 1,433,757 |
| CAPITAL OUTLAY | 2,974 | 0 | 7,916 | 0 | 0 |
| TOTAL COSTS | \$10,707,810 | \$11,014,301 | \$11,233,470 | \$11,639,971 | \$11,639,971 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 57.50 | 57.50 | 57.50 | 57.50 | 57.50 |

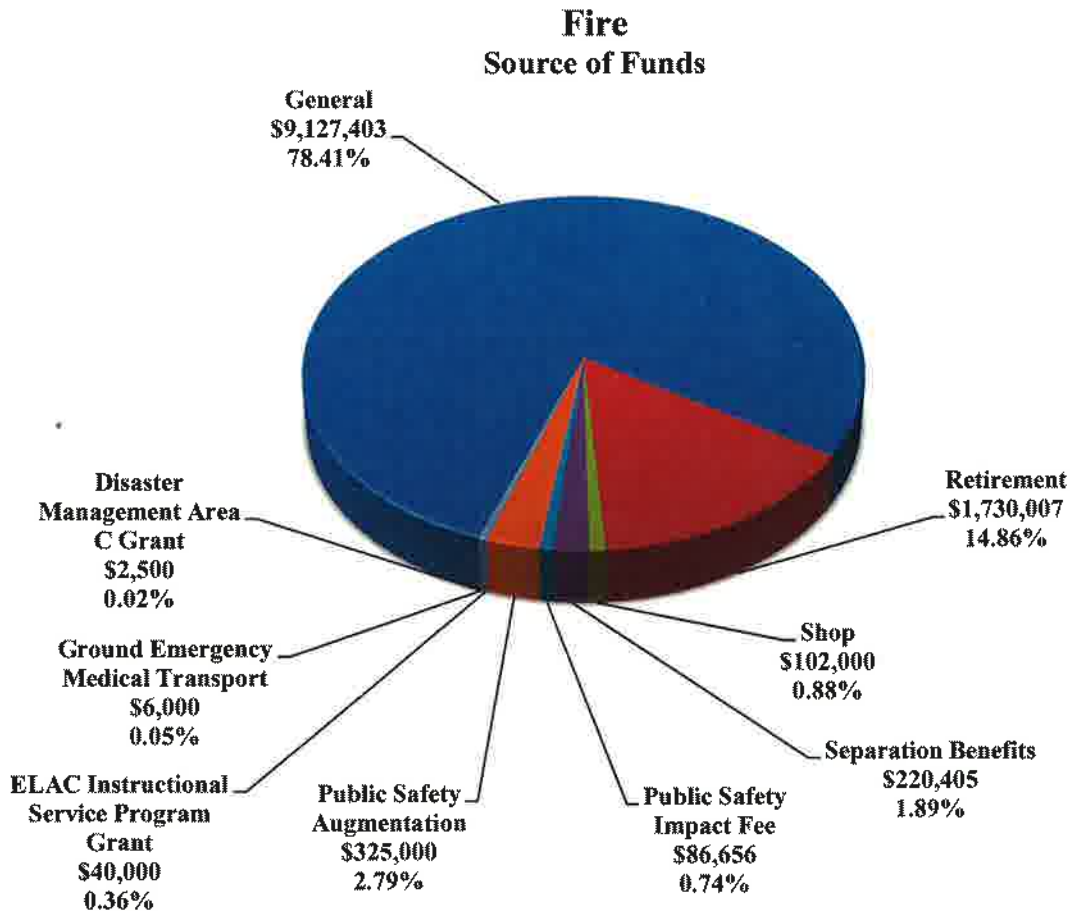
Program Description

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.

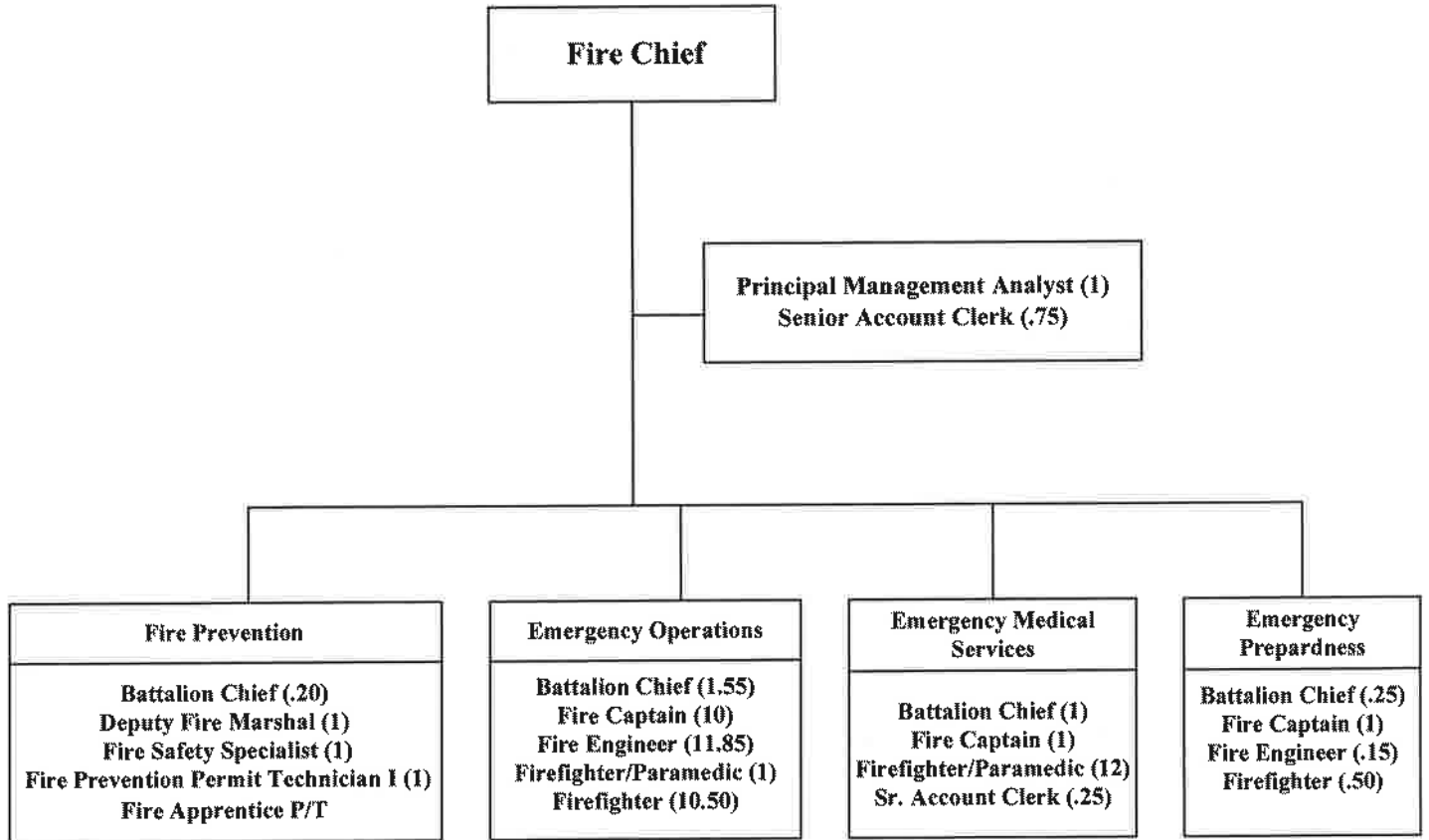
The Department is organized into five divisions: Administration, Fire Prevention, Emergency Operations, Emergency Medical Services, and Emergency Preparedness. The Fire Chief is the

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 Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|---|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$454,492 | \$289,129 | \$287,311 | \$292,265 | \$292,265 |
| SERVICES & SUPPLIES | 187,903 | 171,847 | 172,855 | 160,781 | 160,781 |
| CAPITAL OUTLAY | 2,974 | 0 | 7,916 | 0 | 0 |
| TOTAL COSTS | \$645,369 | \$460,976 | \$468,082 | \$453,046 | \$453,046 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 3.00 | 2.05 | 2.05 | 2.05 | 2.05 |

Program Description

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

The Fire Chief achieves these standards by employing a variety of modern management techniques and leadership. The Fire Chief recruits, selects, and provides continuous development to ensure a high level of competence and integrity in his/her staff. The service objectives of the Fire Department are currently achieved by maintaining three strategically located fire stations and one Emergency Operations Center within the community, staffed by 57 dedicated personnel. Residents benefit from prompt response of emergency service units.

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

Fire Department Accreditation Objectives

A primary objective taking place in the next several years is the pursuit of Fire Department Accreditation by the Commission on Fire Accreditation International (“CFAI”). Fire Department Accreditation is fairly new and it is a process by which fire departments can identify and make improvements to performance and operations. It will help justify annual expenditures using statistical data, helps implement long-term strategic planning, apply new technologies to reduce response times or processes, and fully aligns all aspects of the organization with national standards and best practices.

PROGRAM MEASUREMENTS

Grant Awards:

| | Fiscal Year 2013-2014 <u>Actual</u> | Fiscal Year 2014-2015 <u>Estimated</u> | Fiscal Year 2015-2016 <u>Projected</u> |
|--------------------------|---|--|--|
| (SHSGP, UASI, Measure B) | \$112,874 | \$50,513 | \$267,000 |

*FY2012-2013 2011 UASI \$29,161, 2011 SHSGP \$13,000, 2011 Assistance to FF Grant \$70,713; FY2014-2015 -- 2013 UASI \$24,148, 2014 UASI \$18,182, 2013 SHSGP \$8,183; FY2015-2016 Submitted proposal of \$267,000 to LAAFCA for 2015 UASI.

Fiscal Year 2015-2016 objectives relating to the commencement of an Accreditation Process:

- a. Send a minimum of four employees to Accreditation Training
- b. Begin a Fire Department Self-Assessment, starting with Emergency Operations.

2015-2016 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency Develop and implement a set of performance criteria for each division to provide a mechanism for continual performance and quality assessment of operations and levels of service.
2. Attract and Retain Quality Employees: Restructure the Reserve Firefighter and Fire Explorer Programs to develop an additional source for recruitment of fire personnel from the local community.

3. Attract and Retain Quality Employees: In continuance of the Fire Department's Strategic goal for succession planning, provide opportunities to fire personnel to become involved in administration activities, future planning, and leadership training.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency: Restructured the Emergency Preparedness Division to the Community Risk Reduction Division to include all risks and hazards associated with emergency response. Activities now include: a Hazard Identification Program, Public Safety Education, Disaster Preparedness, Fire Prevention and Arson, and the Community Emergency Response Team ("CERT").
2. Improve Organizational Effectiveness and Efficiency Completed implementation of ACCELA, the new automated permit processing system; added an analytics module to the new fire records management program to gather and review emergency operations and calls for service, and researched opportunities to automate fire inspections that will interface with ACCELA.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. The overall reduction of \$11,066 in Services and Supplies are a result of moving a few account expenditures to Emergency Operations.
2. Communication category (#32000) consists of telephone, \$19,270, technology charges for data processing, \$9,261, and postage, \$1,200.
3. Motor Pool Charges category (#33000) reflects the city allocated motor pool charges, \$15,255, and conferences/seminar, \$1,500.
4. Utilities category (#36000) covers the costs of electricity service, \$38,599 and gas service, \$12,606.
5. R/M Contractual category (#38000) reflects costs for IT services, \$10,770.
6. Miscellaneous category (#39000) consists of grant funded education/training, \$40,000 and membership fees, \$1,200.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 320I

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$273,548 | \$191,762 | \$194,063 | \$199,000 | \$199,000 |
| 11300 Part Time Salaries | 84,332 | 0 | 9,168 | 0 | 0 |
| 11400 Overtime Salaries | 0 | 3,838 | 0 | 0 | 0 |
| 11500 Separation Benefits | 10,175 | 6,919 | 6,919 | 10,175 | 10,175 |
| TOTAL | \$368,055 | \$202,519 | \$210,150 | \$209,175 | \$209,175 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$484 | \$298 | \$367 | \$367 | \$367 |
| 12300 Medical Insurance | 13,541 | 12,582 | 15,329 | 15,920 | 15,920 |
| 12350 Medicare Insurance | 1,223 | 2,566 | 833 | 713 | 713 |
| 12370 Part Time Retirement | 3,373 | 0 | 0 | 0 | 0 |
| 12400 Dental Insurance | 1,740 | 1,440 | 1,560 | 1,440 | 1,440 |
| 12500 Workers Compensation | 9,983 | 10,482 | 10,482 | 11,006 | 11,006 |
| 12600 Retirement | 53,948 | 57,088 | 46,748 | 51,826 | 51,826 |
| 12800 Uniform Allowance | 0 | 550 | 500 | 550 | 550 |
| 12900 Long Term Disability | 1,696 | 1,223 | 878 | 812 | 812 |
| 12950 Vision Plan | 449 | 381 | 464 | 456 | 456 |
| TOTAL | \$86,437 | \$86,610 | \$77,161 | \$83,090 | \$83,090 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$1,478 | \$1,500 | \$1,541 | \$1,570 | \$1,570 |
| 22000 Operating Supplies | 2,135 | 5,600 | 5,600 | 1,350 | 1,350 |
| 24000 Small Tools | 932 | 1,800 | 1,800 | 1,800 | 1,800 |
| 31000 Contracted Services | 0 | 8,400 | 8,400 | 6,400 | 6,400 |
| 32000 Communications | 27,175 | 29,020 | 29,020 | 29,731 | 29,731 |
| 33000 Motor Pool Charges | 15,880 | 16,311 | 17,243 | 16,755 | 16,755 |
| 36000 Utilities | 37,866 | 49,714 | 49,714 | 51,205 | 51,205 |
| 38000 R/M Contractual | 9,270 | 10,770 | 10,805 | 10,770 | 10,770 |
| 39000 Miscellaneous | 93,167 | 48,732 | 48,732 | 41,200 | 41,200 |
| TOTAL | \$187,903 | \$171,847 | \$172,855 | \$160,781 | \$160,781 |
| CAPITAL OUTLAY | | | | | |
| 54000 Vehicles/Equipment | \$2,974 | \$0 | \$7,916 | \$0 | \$0 |
| TOTAL | \$2,974 | \$0 | \$7,916 | \$0 | \$0 |
| GRAND TOTAL | \$645,369 | \$460,976 | \$468,082 | \$453,046 | \$453,046 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Fire Chief | 0.30 | 0.30 | 0.30 | \$47,693 | \$49,169 | \$49,169 |
| Principal Management Analyst | 1.00 | 1.00 | 1.00 | 99,204 | 99,204 | 99,204 |
| Senior Account Clerk | 0.75 | 0.75 | 0.75 | 44,865 | 44,865 | 44,865 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 6,919 | 10,175 | 10,175 |
| Total | 2.05 | 2.05 | 2.05 | \$198,681 | \$203,413 | \$203,413 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$325,401 | \$414,344 | \$419,525 | \$455,212 | \$455,212 |
| SERVICES & SUPPLIES | 59,168 | 64,541 | 63,529 | 74,782 | 74,782 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$384,569 | \$478,885 | \$483,054 | \$529,994 | \$529,994 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 3.50 | 3.80 | 3.80 | 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 California 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 | Estimated | Projected |
|---------------------------|------------------|------------------|------------------|
| | <u>2013-2014</u> | <u>2014-2015</u> | <u>2015-2016</u> |
| Permits Received | 1,349 | 1,575 | 1,200 |
| Plans Received | 399 | 420 | 375 |
| Plan Re-Checks | 150 | 120 | 150 |

Inspections by Fire Prevention:

| | | | |
|--|-------|-------|------|
| New Construction | 268 | 268 | 268 |
| Fire Protection Systems | 201 | 184 | 190 |
| Fire Protection Systems Commercial | 287 | 304 | 298 |
| Industrial Waste (Restaurants) | 172 | 172 | 172 |
| State Mandated Facilities | 231 | 231 | 231 |
| State Mandated Residential (Bi- Annual Inspections) | 412 | 412 | 412 |
| Re-inspections | 1,384 | 1,384 | 1384 |

Cost Recovery Programs

Fiscal Year

| | | | |
|---|------------------|------------------|------------------|
| Fire Inspections (Including Annual Business Inspections) Started in 2007-2008 | \$100,193 | \$95,000 | \$95,000 |
| Plan Checks | \$71,687 | \$71,000 | \$71,000 |
| Permits | \$42,275 | \$28,750 | \$28,750 |
| Industrial Waste | <u>\$121,387</u> | <u>\$105,000</u> | <u>\$105,000</u> |
| Total Revenue Collected | \$335,542 | \$299,750 | \$299,750 |

Performance Measurement:

1. Permit and Plan Check processing turn-around time to be completed in less than 10 working days with 90% efficiency.
2. Ninety percent (90%) of repeat false alarm calls to be followed up by Fire Prevention staff within five (5) working days of incident.

2015-2016 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Develop and implement a customer service document designed for developers, contractors, and homeowners for the pre-development phase of construction that will identify laws, procurers, procedures, and fees.
2. *Improve Organizational Effectiveness and Efficiency:* Through the use of ACCELA, track the number of permit and plan check applications received, approved, and issued; duration of plan check processing time; types of plans received and the number of re-inspections.

2014-2015 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency:* The new permit processing program, ACCELA, was implemented and staff trained. Fire Prevention is on-line with Community Development and Public Works.
2. *Improve organizational effectiveness and efficiency:* In preparation of increased inspections, permit processing and plan checks resulting from proposed housing and retail projects, staff started working more collaboratively with Community Development to ensure efficient permit processing and engaging Community Risk Reduction to conduct the Fire Prevention and Arson activities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Small Tools category (#24000) shows \$6,800 for the licensing, maintenance and reconfiguration costs associated with the ACCELA program.
2. Motor Pool Charges category (#33000) is the city allocated motor pool charges, \$44,558.
3. Miscellaneous category (#39000) consists of printing, \$2,990, dues/memberships \$650, books & subscriptions, \$1,500, and education /training, \$2,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$207,163 | \$266,234 | \$269,112 | \$282,875 | \$282,875 |
| 11300 Part Time Salaries | 9,615 | 12,750 | 14,037 | 13,920 | 13,920 |
| 11400 Overtime Salaries | 1,704 | 0 | 1,600 | 2,000 | 2,000 |
| 11500 Separation Benefits | 13,558 | 13,558 | 13,558 | 13,558 | 13,558 |
| TOTAL | \$232,040 | \$292,542 | \$298,307 | \$312,353 | \$312,353 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$483 | \$524 | \$598 | \$694 | \$694 |
| 12300 Medical Insurance | 23,983 | 27,452 | 31,430 | 41,159 | 41,159 |
| 12350 Medicare Insurance | 1,122 | 1,311 | 1,487 | 2,494 | 2,494 |
| 12370 Part Time Retirement | 385 | 510 | 561 | 557 | 557 |
| 12400 Dental Insurance | 2,004 | 2,111 | 2,168 | 2,511 | 2,511 |
| 12500 Workers Compensation | 18,634 | 19,566 | 19,566 | 20,544 | 20,544 |
| 12600 Retirement | 45,264 | 68,568 | 63,581 | 72,553 | 72,553 |
| 12900 Long Term Disability | 1,188 | 1,444 | 1,309 | 1,703 | 1,703 |
| 12950 Vision Plan | 298 | 316 | 518 | 644 | 644 |
| TOTAL | \$93,361 | \$121,802 | \$121,218 | \$142,859 | \$142,859 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$1,396 | \$2,000 | \$2,000 | \$2,000 | \$2,000 |
| 22000 Operating Supplies | 1,622 | 2,050 | 2,050 | 2,050 | 2,050 |
| 24000 Small Tools | 764 | 800 | 1,974 | 6,800 | 6,800 |
| 32000 Communications | 2,736 | 6,034 | 3,297 | 6,034 | 6,034 |
| 33000 Motor Pool Charges | 42,000 | 43,260 | 43,260 | 44,558 | 44,558 |
| 37000 Leases & Rentals | 4,900 | 5,297 | 5,297 | 3,300 | 3,300 |
| 38000 R/M Contractual | 378 | 500 | 500 | 2,900 | 2,900 |
| 39000 Miscellaneous | 5,372 | 4,600 | 5,151 | 7,140 | 7,140 |
| TOTAL | \$59,168 | \$64,541 | \$63,529 | \$74,782 | \$74,782 |
| GRAND TOTAL | \$384,569 | \$478,885 | \$483,054 | \$529,994 | \$529,994 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Fire Chief | 0.10 | 0.10 | 0.10 | \$15,898 | \$16,390 | \$16,390 |
| Battalion Chief | 0.20 | 0.20 | 0.20 | 30,103 | 31,306 | 31,306 |
| Deputy Fire Marshal | 1.00 | 1.00 | 1.00 | 84,708 | 88,944 | 88,944 |
| Fire Safety Specialist | 1.00 | 1.00 | 1.00 | 74,505 | 77,772 | 77,772 |
| Fire Prevention Permit Technician I | 1.00 | 1.00 | 1.00 | 59,820 | 59,820 | 59,820 |
| Bilingual | 0.00 | 0.00 | 0.00 | 1,200 | 1,200 | 1,200 |
| Overtime | 0.00 | 0.00 | 0.00 | 0 | 2,000 | 2,000 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 13,558 | 13,558 | 13,558 |
| <u>Part-Time</u> | | | | | | |
| Fire Apprentice | 0.50 | 0.50 | 0.50 | 12,750 | 13,920 | 13,920 |
| Total | 3.80 | 3.80 | 3.80 | \$292,542 | \$304,910 | \$304,910 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$8,684,675 | \$6,126,970 | \$6,357,226 | \$6,567,385 | \$6,567,385 |
| SERVICES & SUPPLIES | 644,723 | 758,795 | 770,887 | 811,005 | 811,005 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$9,329,398 | \$6,885,765 | \$7,128,113 | \$7,378,390 | \$7,378,390 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 51.00 | 35.10 | 35.10 | 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>All Emergency Incidents</u> | <u>2013– 2014</u> | <u>2014 –2015</u> | <u>2015-16</u> |
| Fire | 218 | 200 | 200 |
| EMS | 3,289 | 3,456 | 3,458 |
| Service | <u>1,031</u> | <u>1,100</u> | <u>1,101</u> |
| Total Emergency Incidents | 4,538 | 4,756 | 4,759 |
| *Data Source: Firehouse | | | |
| <u>Automatic Aid/Mutual Aid*</u> | | | |
| Auto Aid/Mutual Aid Provided | 653 | 700 | 700 |
| Auto Aid/Mutual Aid Received | <u>532</u> | <u>500</u> | <u>500</u> |
| Total Automatic/Mutual Aid | 1,185 | 1,200 | 1,200 |

| <u>Average Response Times*</u> | Actual | Estimated | Projected |
|---|-------------------|-------------------|----------------|
| <i>A measurement from dispatch until arrival on scene</i> | <u>2013– 2014</u> | <u>2014 –2015</u> | <u>2015-16</u> |
| Fire | 5:04 | 5:33 | 5:33 |
| EMS | 4:54 | 5:00 | 5:00 |
| Service | 5:51 | 5:40 | 5:40 |

**Data Source – Verdugo Communications FY2014 Annual Report*

Average Turn-out Time*
A measurement of time from dispatch to enroute to call

| | | | |
|---------|------|------|------|
| Fire | 1:15 | 1:19 | 1:19 |
| EMS | 1:07 | 1:05 | 1:05 |
| Service | 1:24 | 1:27 | 1:27 |

**Data Source – Verdugo Communications FY2014 Annual Report*

Volunteer Hours

| | | | |
|----------------------------|------------|------------|------------|
| Hours Donated by Reserves | 11,232 | 13,728 | 14,400 |
| Hours Donated by Explorers | <u>800</u> | <u>800</u> | <u>800</u> |
| Total Hours | 12,032 | 14,528 | 15,200 |

NON-EMERGENCY ACTIVITY SUMMARY

Training Hrs – Non-Medical

| | | | |
|---|------------|------------|------------|
| In-Service Training | 16,000 | 16,000 | 21,500 |
| Specialty Courses/Seminars (Grant Funded Training) | <u>266</u> | <u>240</u> | <u>200</u> |
| Total Hours | 16,266 | 16,240 | 21,700 |

2015-2016 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Develop a performance indicator matrix to measure, track, and trend effectiveness in the Department's emergency service to ensure operational readiness.
2. Achieve Financial Stability: Develop a planning and organization document that outlines current inventory of apparatus, radios, tools, and equipment and a depreciation schedule to forecast and plan maintenance and replacement schedules.
3. Improve Organizational Effectiveness and Efficiency: Develop and implement an annual training calendar that complements nationally recognized standards for fire service employee development and training to facilitate regional effectiveness.

2014-2015 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency* In alignment with the National Firefighter Safety and Survival campaign to reduce firefighter injuries and fatalities, five employees trained as Fire Ground Survival Instructors.
2. *Improve Organizational Effectiveness and Efficiency* The Fire Department's new data/records management software program, "Emergency Reporting" was purchased and placed into service.
3. *Improve Organizational Effectiveness and Efficiency* Fire personnel updated and trained on the Fire Department's pre-fire planning and 12 high hazard business pre-fire plan updates completed. Pre-fire planning ensures identification of electrical panels, gas and electric shut-offs, building and property hazards, emergency exits and entry ways for first responder knowledge.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of cleaning supplies, \$16,800, uniform allowance, \$99,420, and operating supplies, \$18,310.
2. Small Tools category (#24000) includes software and hardware, \$15,850, and operating supplies, 7,050.
3. Contracted Services category (#31000) includes contractual equipment maintenance, \$11,725, and physical exam/ background screening for new hire, \$27,500.
4. Communications category (#32000) consists of telephone and postage \$5,250, and Verdugo annual subscription, \$269,896.
5. Motor Pool Charges category (#33000) reflects city allocated motor pool charges, \$151,497.
6. R&M Machinery & Equipment category (#38000) covers costs for maintenance of fire engines and fire truck, \$100,000, and other equipment & maintenancce costs, \$56,662.
7. Miscellaneous category (#39000) consists of uniforms laundry services, \$7,000, and training/education and dues/memberships, \$10,895.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$4,678,040 | \$3,327,723 | \$3,386,078 | \$3,498,439 | \$3,498,439 |
| 11400 Overtime Salaries | 1,040,137 | 539,945 | 612,500 | 539,945 | 539,945 |
| 11405 Overtime Fire Half Time | 377,320 | 181,495 | 182,412 | 181,495 | 181,495 |
| 11410 Fire FLSA Mandate | 85,970 | 56,390 | 41,341 | 56,390 | 56,390 |
| 11470 Fire Holiday Payout | 101,857 | 149,595 | 139,721 | 150,000 | 150,000 |
| 11500 Separation Benefits | 215,000 | 150,500 | 150,500 | 215,000 | 215,000 |
| TOTAL | \$6,498,324 | \$4,405,648 | \$4,512,552 | \$4,641,269 | \$4,641,269 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$7,781 | \$5,664 | \$6,294 | \$5,749 | \$5,749 |
| 12300 Medical Insurance | 497,122 | 354,757 | 444,998 | 407,044 | 407,044 |
| 12350 Medicare Insurance | 78,150 | 38,212 | 53,373 | 39,774 | 39,774 |
| 12400 Dental Insurance | 22,740 | 17,325 | 22,689 | 23,903 | 23,903 |
| 12500 Workers Compensation | 325,563 | 341,841 | 341,841 | 358,933 | 358,933 |
| 12600 Retirement | 1,242,934 | 954,526 | 964,000 | 1,079,687 | 1,079,687 |
| 12900 Long Term Disability | 7,716 | 5,770 | 6,092 | 5,496 | 5,496 |
| 12950 Vision Plan | 4,345 | 3,227 | 5,387 | 5,530 | 5,530 |
| TOTAL | \$2,186,351 | \$1,721,322 | \$1,844,674 | \$1,926,116 | \$1,926,116 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$5,229 | \$5,550 | \$5,790 | \$5,550 | \$5,550 |
| 22000 Operating Supplies | 116,192 | 129,149 | 129,203 | 134,530 | 134,530 |
| 23000 R/M Supplies | 951 | 1,000 | 1,000 | 0 | 0 |
| 24000 Small Tools | 8,329 | 21,400 | 21,427 | 22,900 | 22,900 |
| 31000 Contracted Services | 4,350 | 27,500 | 27,500 | 39,225 | 39,225 |
| 32000 Communications | 229,949 | 250,192 | 255,094 | 275,146 | 275,146 |
| 33000 Motor Pool Charges | 142,800 | 147,084 | 147,084 | 151,497 | 151,497 |
| 37000 Leases & Rentals | 6,478 | 7,600 | 7,600 | 7,600 | 7,600 |
| 38000 R/M Contractual | 109,218 | 142,800 | 149,401 | 156,662 | 156,662 |
| 39000 Miscellaneous | 21,227 | 26,520 | 26,788 | 17,895 | 17,895 |
| TOTAL | \$644,723 | \$758,795 | \$770,887 | \$811,005 | \$811,005 |
| GRAND TOTAL | \$9,329,398 | \$6,885,765 | \$7,128,113 | \$7,378,390 | \$7,378,390 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Fire Chief | 0.20 | 0.20 | 0.20 | \$31,795 | \$31,999 | \$31,999 |
| Battalion Chief | 1.55 | 1.55 | 1.55 | 224,465 | 233,015 | 233,015 |
| Captain | 10.00 | 10.00 | 10.00 | 1,014,611 | 1,045,794 | 1,045,794 |
| Engineer | 11.85 | 11.85 | 11.85 | 1,033,562 | 1,059,642 | 1,059,642 |
| Firefighter/Paramedic | 1.00 | 1.00 | 1.00 | 62,664 | 69,300 | 69,300 |
| Firefighter | 10.50 | 10.50 | 10.50 | 739,869 | 768,364 | 768,364 |
| Bilingual | 0.00 | 0.00 | 0.00 | 7,050 | 7,050 | 7,050 |
| Education Incentives | 0.00 | 0.00 | 0.00 | 55,185 | 69,765 | 69,765 |
| EMTD Premium | 0.00 | 0.00 | 0.00 | 39,360 | 51,360 | 51,360 |
| Holiday Payoff | 0.00 | 0.00 | 0.00 | 149,595 | 150,000 | 150,000 |
| Overtime | 0.00 | 0.00 | 0.00 | 777,830 | 777,830 | 777,830 |
| Paramedic Pay | 0.00 | 0.00 | 0.00 | 96,662 | 92,891 | 92,891 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 150,500 | 215,000 | 215,000 |
| Shift Investigator Pay | 0.00 | 0.00 | 0.00 | 4,700 | 4,700 | 4,700 |
| USAR Team Premium | 0.00 | 0.00 | 0.00 | 17,800 | 17,800 | 17,800 |
| Total | 35.10 | 35.10 | 35.10 | \$4,405,648 | \$4,594,510 | \$4,594,510 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$0 | \$2,392,062 | \$2,365,680 | \$2,446,888 | \$2,446,888 |
| SERVICES & SUPPLIES | 259,446 | 277,855 | 279,749 | 295,039 | 295,039 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$259,446 | \$2,669,917 | \$2,645,429 | \$2,741,927 | \$2,741,927 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 0 | 14.45 | 14.45 | 14.45 | 14.45 |

Program Description

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

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 UCLA contracted Quality Improvement Program.

PROGRAM MEASUREMENTS

Fiscal Year 2013-2014 - Actual

| | |
|--|-------|
| Number of Transports: | 2,153 |
| Number of Patient Assessments (aid on-scene, non-transport): | 336 |
| Number Paramedic Subscription Members using service: | 70 |

Data Source: Wittman Enterprises

Performance Measurement:

The following areas have been identified as new performance measures to be implemented and monitored during the upcoming year. Emergency Medical Service personnel are to achieve 90% compliance or higher:

Overall Documentation Compliance
Vital Sign Compliance
Patient Assessment Compliance
12-Lead EKG Compliance

Required EMS Training Hours (per person per year):

- | | |
|---------------------------------|----|
| a. Paramedic | 24 |
| b. Emergency Medical Technician | 16 |

2015-2016 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Implement a Quality Improvement (QI) Program to evaluate, track, and trend employee performance during EMS delivery. Data generated will be used to develop training curriculum and improve service delivery.
2. Improve Organizational Effectiveness and Efficiency: Work with the Community Risk Reduction Division to identify trends and commonalities associated with EMS response within the community (types of calls, most frequent call type, repeat service calls) to develop prevention and education programs.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Participated in discussions and research with the Area C Verdugo cities and UCLA Center for Pre-hospital Care on potential "Community Para-medicine Programs," resulting in the launch of a two-year pilot program by the cities of Glendale and Long Beach.
2. Advanced training conducted for paramedic personnel that consisted of trauma management, CPR effectiveness, patient safety, and a documentation presentation by Wittman Enterprises.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Separation Benefits category (#11500) moved to Emergency Operations budget.
2. Operating Supplies category (#22000) consists of drugs & pharmaceutical supplies, \$37,000 and the disposal of EMS medical biohazard waste, \$2,500.
3. Small Tools category (#24000) reflects replacement costs for medical equipment, \$40,250.
4. Contracted Services category (#31000) reflects costs for professional services, \$12,704, computer system support, \$3,150, and EMS third party billing services, \$64,500.
5. Motor Pool Charges category (#33000) is the city allocated motor pool charges, \$60,564.
6. R/M Contractual category (#38000) is for the repairs and maintenance of EMS, \$12,857.
7. Miscellaneous category (#39000) consists of printing/duplicating and subscription, \$2,400, and training/education, \$45,634.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$0 | \$1,352,847 | \$1,244,827 | \$1,374,383 | \$1,374,383 |
| 11400 Overtime Salaries | 0 | 238,930 | 338,920 | 238,930 | 238,930 |
| 11405 Overtime Fire Half Time | 0 | 80,312 | 113,304 | 80,312 | 80,312 |
| 11410 Fire FLSA Mandate | 0 | 24,955 | 19,536 | 24,955 | 24,955 |
| 11470 Fire Holiday Payout | 0 | 57,360 | 57,360 | 57,360 | 57,360 |
| 11500 Separation Benefits | 0 | 60,200 | 60,200 | 0 | 0 |
| TOTAL | \$0 | \$1,814,604 | \$1,834,147 | \$1,775,940 | \$1,775,940 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$0 | \$2,319 | \$2,123 | \$2,418 | \$2,418 |
| 12300 Medical Insurance | 0 | 154,702 | 141,268 | 165,041 | 165,041 |
| 12350 Medicare Insurance | 0 | 18,533 | 24,404 | 25,214 | 25,214 |
| 12400 Dental Insurance | 0 | 6,378 | 7,706 | 10,578 | 10,578 |
| 12600 Retirement | 0 | 391,460 | 351,970 | 449,115 | 449,115 |
| 12900 Long Term Disability | 0 | 2,720 | 2,164 | 2,327 | 2,327 |
| 12950 Vision Plan | 0 | 1,346 | 1,898 | 16,255 | 16,255 |
| TOTAL | \$0 | \$577,458 | \$531,533 | \$670,948 | \$670,948 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$326 | \$400 | \$400 | \$400 | \$400 |
| 22000 Operating Supplies | 19,601 | 37,000 | 37,000 | 39,500 | 39,500 |
| 23000 R/M Supplies | 1,908 | 2,000 | 2,000 | 2,000 | 2,000 |
| 24000 Small Tools | 45,107 | 40,250 | 41,000 | 40,250 | 40,250 |
| 31000 Contracted Services | 67,434 | 67,650 | 68,175 | 80,354 | 80,354 |
| 32000 Communications | 3,658 | 4,850 | 5,469 | 5,030 | 5,030 |
| 33000 Motor Pool Charges | 58,800 | 60,564 | 60,564 | 60,564 | 60,564 |
| 38000 R/M Contractual | 11,692 | 12,857 | 12,857 | 12,857 | 12,857 |
| 39000 Miscellaneous | 46,662 | 46,234 | 46,234 | 48,034 | 48,034 |
| 41000 Other Agency Serv | 4,258 | 6,050 | 6,050 | 6,050 | 6,050 |
| TOTAL | \$259,446 | \$277,855 | \$279,749 | \$295,039 | \$295,039 |
| GRAND TOTAL | \$259,446 | \$2,669,917 | \$2,645,429 | \$2,741,927 | \$2,741,927 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|-----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Fire Chief | 0.20 | 0.20 | 0.20 | \$31,795 | \$32,779 | \$32,779 |
| Battalion Chief | 1.00 | 1.00 | 1.00 | 150,516 | 153,456 | 153,456 |
| Captain | 1.00 | 1.00 | 1.00 | 109,329 | 113,082 | 113,082 |
| Firefighter/Paramedic | 12.00 | 12.00 | 12.00 | 1,046,252 | 1,041,709 | 1,041,709 |
| Senior Account Clerk | 0.25 | 0.25 | 0.25 | 14,955 | 14,955 | 14,955 |
| Holiday Payoff | 0.00 | 0.00 | 0.00 | 57,360 | 57,360 | 57,360 |
| Overtime | 0.00 | 0.00 | 0.00 | 344,197 | 344,197 | 344,197 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 60,200 | 0 | 0 |
| Total | 14.45 | 14.45 | 14.45 | \$1,814,604 | \$1,757,538 | \$1,757,538 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Community Risk Reduction
ACTIVITY NO.: 3230

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$0 | \$434,808 | \$425,637 | \$444,464 | \$444,464 |
| SERVICES & SUPPLIES | 89,028 | 83,950 | 83,155 | 92,150 | 92,150 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$89,028 | \$518,758 | \$508,792 | \$536,614 | \$536,614 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 0 | 2.10 | 2.10 | 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.

Community Risk Reduction:

- Develop partnerships with the community to implement programs, initiatives, and services that prevent and/or mitigate the risk of human caused or natural disasters

Fire Prevention & Arson

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

PROGRAM MEASUREMENTS:

DISASTER PREPAREDNESS:

| | <u>Actual</u> <u>2013-2014</u> | <u>Estimated</u> <u>2014-2015</u> | <u>Projected</u> <u>2015-2016</u> |
|---|-----------------------------------|--------------------------------------|--------------------------------------|
| Community Emergency Response Team "CERT" | 20 | 46 | 50 |
| Disaster Service Worker Training | 30 | 25 | 25 |
| Community Risk Locations identified and pre-planned | N/A | 6 | 6 |

2015-2016 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency Update the Local Hazard Mitigation Plan to reflect additional critical facilities, community hazards, resources, inter-departmental review and approval by FEMA and the California Office of Emergency Services.
2. Improve Organizational Effectiveness and Efficiency Develop a cadre of bilingual CERT Instructors from City employees and existing CERT members to conduct CERT Training in English, Spanish, and Chinese to aid in the goal of training 250 residents by 2020.
3. Improve Organizational Effectiveness and Efficiency Conduct a Disaster Service Worker Training and exercise for a minimum of 10% of the City's full-time employees each fiscal year. FY2014-2015 budget reported 290 employees.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency Installation and testing completed of the UASI grant-funded Smart Classroom equipment.
2. Improve Organizational Effectiveness and Efficiency Revised the Fire Department's procedures manual for the physical operation of the City's Emergency Operations Center. Each department has been provided a manual and training.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Small Tools category (#24000) consists of operating supplies \$2,500, and software & hardware support, \$16,400.
2. Communications category (#32000) represents telephone and internet costs, \$25,400.
3. Miscellaneous category (#39000) reflects costs for printing, duplicating & supplies \$7,000 and training, \$15,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$0 | \$236,822 | \$247,157 | \$247,712 | \$247,712 |
| 11400 Overtime Salaries | 0 | 54,125 | 45,753 | 54,125 | 54,125 |
| 11405 Overtime Fire Half Time | 0 | 18,193 | 18,485 | 18,193 | 18,193 |
| 11410 Fire FLSA Mandate | 0 | 5,655 | 3,256 | 5,655 | 5,655 |
| 11470 Fire Holiday Payout | 0 | 13,045 | 6,000 | 13,045 | 13,045 |
| 11500 Separation Benefits | 0 | 7,556 | 7,556 | 0 | 0 |
| TOTAL | \$0 | \$335,396 | \$328,207 | \$338,730 | \$338,730 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$0 | \$318 | \$395 | \$398 | \$398 |
| 12300 Medical Insurance | 0 | 19,548 | 21,885 | 23,880 | 23,880 |
| 12350 Medicare Insurance | 0 | 2,904 | 3,845 | 2,996 | 2,996 |
| 12400 Dental Insurance | 0 | 879 | 1,112 | 1,380 | 1,380 |
| 12600 Retirement | 0 | 74,851 | 69,431 | 76,269 | 76,269 |
| 12900 Long Term Disability | 0 | 690 | 416 | 416 | 416 |
| 12950 Vision Plan | 0 | 222 | 346 | 395 | 395 |
| TOTAL | \$0 | \$99,412 | \$97,430 | \$105,734 | \$105,734 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$1,370 | \$1,600 | \$1,924 | \$1,600 | \$1,600 |
| 22000 Operating Supplies | 7,782 | 9,050 | 9,050 | 7,050 | 7,050 |
| 24000 Small Tools | 13,551 | 16,000 | 16,000 | 18,900 | 18,900 |
| 31000 Contracted Services | 0 | 0 | 0 | 4,000 | 4,000 |
| 32000 Communications | 20,855 | 22,100 | 20,981 | 25,400 | 25,400 |
| 33000 Motor Pool Charges | 0 | 1,200 | 1,200 | 1,200 | 1,200 |
| 36000 Utilities | 3,979 | 9,000 | 9,000 | 6,000 | 6,000 |
| 38000 R/M Contractual | 21,600 | 1,000 | 1,000 | 4,000 | 4,000 |
| 39000 Miscellaneous | 17,891 | 22,000 | 22,000 | 22,000 | 22,000 |
| 41000 Other Agency Serv | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| TOTAL | \$89,028 | \$83,950 | \$83,155 | \$92,150 | \$92,150 |
| GRAND TOTAL | \$89,028 | \$518,758 | \$508,792 | \$536,614 | \$536,614 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Fire Chief | 0.20 | 0.20 | 0.20 | \$31,795 | \$32,779 | \$32,779 |
| Battalion Chief | 0.25 | 0.25 | 0.25 | 37,629 | 39,132 | 39,132 |
| Captain | 1.00 | 1.00 | 1.00 | 111,385 | 114,246 | 114,246 |
| Engineer | 0.15 | 0.15 | 0.15 | 13,581 | 13,779 | 13,779 |
| Firefighter | 0.50 | 0.50 | 0.50 | 42,432 | 43,962 | 43,962 |
| Holiday Payoff | 0.00 | 0.00 | 0.00 | 13,045 | 13,045 | 13,045 |
| Overtime | 0.00 | 0.00 | 0.00 | 77,973 | 77,973 | 77,973 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 7,556 | 0 | 0 |
| Total | 2.10 | 2.10 | 2.10 | \$335,396 | \$334,916 | \$334,916 |



LIBRARY

CITY OF MONTEREY PARK SOURCE OF FUNDS:

PROGRAM SUMMARY

General \$1,726,645
 Retirement \$285,645
 Library Tax \$570,286
 Literacy & Civics Education Grant \$140,126
 CA Library Literacy Services Grant \$28,065
 Literacy Trust Grant \$15,000

DEPARTMENT: Library

ACTIVITY: Library

ACTIVITY NO.: 6000

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$1,662,312 | \$1,894,338 | \$1,887,680 | \$1,999,194 | \$1,999,194 |
| SERVICES & SUPPLIES | 694,804 | 788,097 | 787,686 | 766,573 | 766,573 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$2,357,116 | \$2,682,435 | \$2,675,366 | \$2,765,767 | \$2,765,767 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 24.73 | 25.65 | 25.65 | 25.53 | 25.53 |

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.

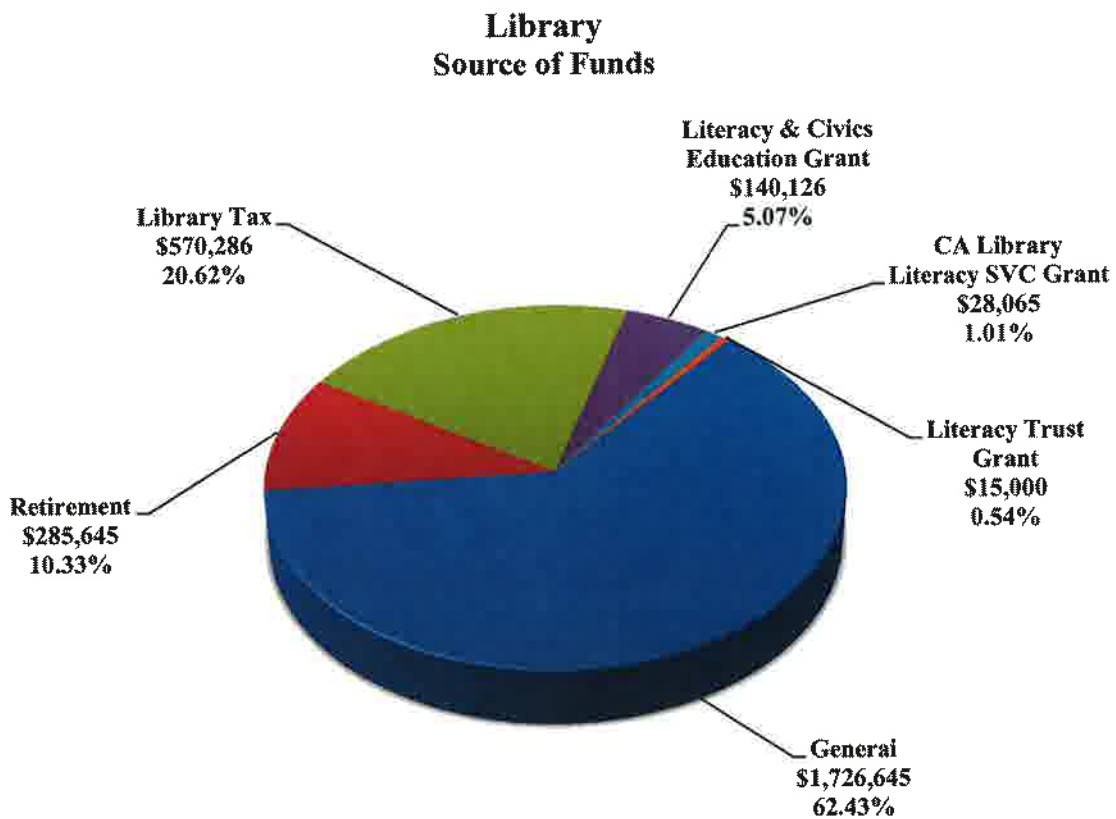
The library serves the residents, city employees and business community of the City of Monterey Park by maintaining a diversified collection of books including electronic and non-print materials and public access computers; encouraging and promoting independent lifelong learning; providing reference 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 143,830 volumes of books, 6,489 government publications, 4,550 audio items, 1,556 videocassettes, 4,557 DVDs, 4,426 maps, 422 pamphlets and 97 magazine and newspaper subscriptions.

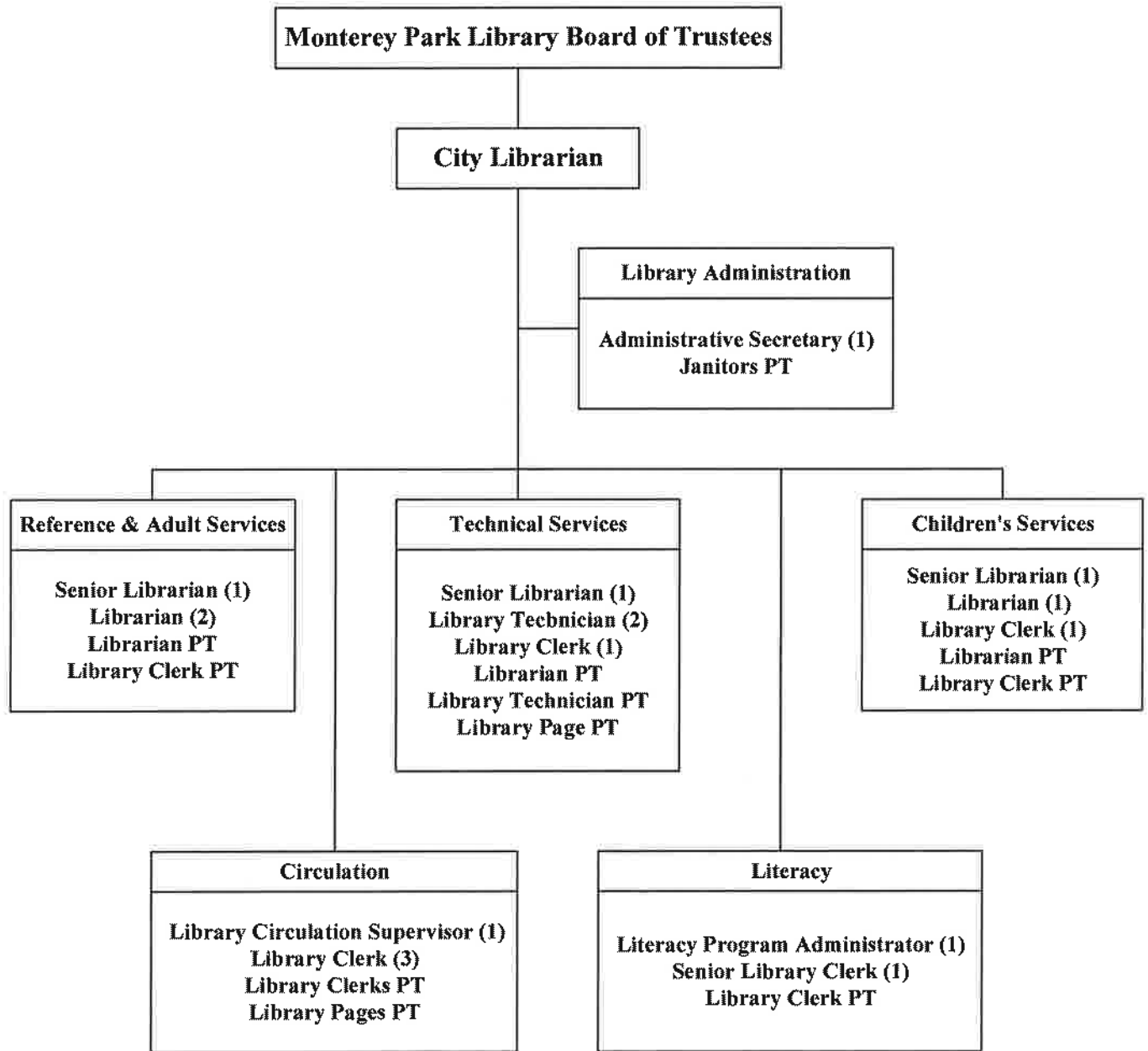
Special activities and strengths of the library include an international collection of 32,660 non-English language items with an emphasis on Asian materials housed in the International Room and a literacy program (LAMP) which offers English as a Second Language and several citizenship classes.

Measure C sunsets in April 2018. Current tax allocations from commercial and residential properties support daily library operations and enable the library to be open seven days a week, support salaries of part-time staff, enhance collection development and cover the Library expansion financing debt service.

Personnel changes from last year include: Elimination of one part-time Library Page position in exchange for addition of one part-time Library Clerk position (funded by grants) in Activity 6005 Literacy. Conversion of one Senior Library Clerk position to Librarian in Activity 6006 Children's Services.



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> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|---|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$262,318 | \$280,913 | \$277,481 | \$293,878 | \$293,878 |
| SERVICES & SUPPLIES | 531,533 | 555,960 | 555,799 | 555,947 | 555,947 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$793,851 | \$836,873 | \$833,280 | \$849,825 | \$849,825 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 3.80 | 3.80 | 3.80 | 3.60 | 3.60 |

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 outside non-profit organizations, such as the Friends of the Monterey Park Library and Monterey Park Library Foundation, as well as other community agencies and organizations, which support and enrich library programs through library fundraisings.
- 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> 2013-14 | <u>Estimated</u> 2014-15 | <u>Projected</u> 2015-16 |
|------------------------------|--------------------------|-----------------------------|-----------------------------|
| Library Volunteer Hours | 10,872 | 11,000 | 11,000 |
| Grants Awarded (Number) | 5 | 5 | 6 |
| Grants Awarded (Amount) | \$115,715 | \$190,589 | \$210,000 |
| *Fundraising (Foundation) | \$27,930 | \$30,000 | \$30,000 |
| *Fundraising (Friends) | \$7,324 | \$7,000 | \$7,000 |
| Fundraising (LAMP Walkathon) | \$4,782 | \$6,710 | \$7,000 |

(*) Coordinate with outside non-profit organizations for library fundraisings.

2015-2016 GOALS AND OBJECTIVES

1. *Improve Community-Wide Beautification and Participation:* Enhance the library exterior by increasing outdoor lighting, including spotlighting the library mural, to provide more visibility and safer conditions for patrons after dark.
2. *Achieve Financial Stability:* Develop a comprehensive fundraising plan to build monetary support for the library’s budget to expand the library collection by working with the Library Foundation and Friends of the Library.
3. *Improve Community-Wide Beautification and Participation:* 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.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Replaced Computer Lab computers and acquired nine iPads, updated touch screen monitor for the self check machine, projector, Apple TV and switch. The library was awarded a grant for \$20,000 to purchase 10 iPads, apps, a Mac computer and other technology. Staff continue to provide free classes in multiple languages teaching basic and advanced computer skills. Software was purchased so adult literacy students can access study materials remotely.

2. Created the inaugural quarterly events brochure which will serve as a very professional-looking promotional piece for the library in the community. The Library Foundation is creating a marketing portfolio including a mission statement and a new logo.
3. Added paperback spinning racks to the Friends of the Library Bookstore and a stand to display signage/posters outside of the Bookstore to attract patrons' attention and draw them into the space. The bookstore is now selling book bags, offering an additional service to patrons and generating additional revenue for the library.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) includes a decrease in hours to balance the budget due to the increase in the City's hourly wage rate due to the California minimum wage increase as well as the added cost of earned paid sick leave.
2. Contracted Services category (#31000) includes \$12,117 for cost of the City's data processing.
3. Communication category (#32000) reflects cost for telephone, \$4,500, postage, \$1,250, and internal service charge, \$9,971.
4. Utilities category (#36000) includes \$112,933 for Electricity allowing for increased rates charged as well as realistic estimates of usage due to the library being open seven days per week.
5. R/M Contractual category (#38000) includes \$5,000 for air conditioning and heating system maintenance and \$11,240 for repair and maintenance for elevator, alarm and fire alarm system, and fire extinguishers.
6. Miscellaneous category (#39000) includes printing, \$500 and dues/memberships, \$3,000.
6. Other Agency Services category (#41000) is ongoing costs \$3,000 associated with the software maintenance for the collection of the community approved library tax.
7. Debt Service category (#42000) includes \$383,196 for debt service payment for the library loan. This is the eleventh year payment on a 13-year library financing program. The final payoff year is 2018.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$157,055 | \$164,088 | \$164,088 | \$174,486 | \$174,486 |
| 11300 Part Time Salaries | 31,912 | 38,050 | 34,618 | 36,180 | 36,180 |
| 11500 Separation Benefits | 9,900 | 9,900 | 9,900 | 9,900 | 9,900 |
| TOTAL | \$198,867 | \$212,038 | \$208,606 | \$220,566 | \$220,566 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$370 | \$373 | \$373 | \$359 | \$359 |
| 12300 Medical Insurance | 20,255 | 22,200 | 22,200 | 20,410 | 20,410 |
| 12350 Medicare Insurance | 2,803 | 2,910 | 2,910 | 3,015 | 3,015 |
| 12370 Part Time Retirement | 1,288 | 1,522 | 1,522 | 1,447 | 1,447 |
| 12400 Dental Insurance | 820 | 821 | 821 | 1,211 | 1,211 |
| 12500 Workers Compensation | 2,529 | 2,655 | 2,655 | 2,788 | 2,788 |
| 12600 Retirement | 34,179 | 37,178 | 37,178 | 42,866 | 42,866 |
| 12900 Long Term Disability | 792 | 792 | 792 | 792 | 792 |
| 12950 Vision Plan | 415 | 424 | 424 | 424 | 424 |
| TOTAL | \$63,451 | \$68,875 | \$68,875 | \$73,312 | \$73,312 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$2,472 | \$3,000 | \$3,000 | \$1,790 | \$1,790 |
| 22000 Operating Supplies | 6,993 | 7,399 | 7,399 | 7,200 | 7,200 |
| 31000 Contracted Services | 12,117 | 12,117 | 12,117 | 12,117 | 12,117 |
| 32000 Communications | 12,999 | 14,846 | 14,846 | 15,721 | 15,721 |
| 33000 Motor Pool Charges | 0 | 0 | 0 | 250 | 250 |
| 36000 Utilities | 91,033 | 109,500 | 109,500 | 112,933 | 112,933 |
| 38000 R/M Contractual | 15,006 | 17,740 | 17,740 | 16,240 | 16,240 |
| 39000 Miscellaneous | 4,719 | 5,161 | 5,000 | 3,500 | 3,500 |
| 41000 Other Agency Serv | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 42000 Debt Service | 383,194 | 383,197 | 383,197 | 383,196 | 383,196 |
| TOTAL | \$531,533 | \$555,960 | \$555,799 | \$555,947 | \$555,947 |
| GRAND TOTAL | \$793,851 | \$836,873 | \$833,280 | \$849,825 | \$849,825 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Library
ACTIVITY: Administration
ACTIVITY NO.: 6001

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| City Librarian | 1.00 | 1.00 | 1.00 | \$103,968 | \$109,284 | \$109,284 |
| Secretary | 1.00 | 1.00 | 1.00 | 60,120 | 60,120 | 60,120 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 9,900 | 9,900 | 9,900 |
| <u>Part-Time</u> | | | | | | |
| Janitor | 1.80 | 1.60 | 1.60 | 38,050 | 36,180 | 36,180 |
| Total | 3.80 | 3.60 | 3.60 | \$212,038 | \$215,484 | \$215,484 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|---|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$307,389 | \$335,164 | \$335,164 | \$352,297 | \$352,297 |
| SERVICES & SUPPLIES | 38,017 | 26,936 | 26,936 | 36,173 | 36,173 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$345,406 | \$362,100 | \$362,100 | \$388,470 | \$388,470 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 3.24 | 3.41 | 3.41 | 3.44 | 3.44 |

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</u> 2013-14 | <u>Estimated</u> 2014-15 | <u>Projected</u> 2015-16 |
|-----------------------------|--------------------------|-----------------------------|-----------------------------|
| Reference Transactions | 20,228 | 15,000 | 15,000 |
| Adult/YA Programs Presented | 239 | 150 | 150 |
| Adult/YA Program Attendance | 5,058 | 4,500 | 4,500 |

2015-2016 GOALS AND OBJECTIVES

1. Develop and facilitate a year-long program series with exhibits celebrating the City of Monterey Park's 100th Anniversary and present a "History Day" program in partnership with the Monterey Park Historical Society in 2016.
2. Partner with John Scudder to present an exhibit on Laura Scudder in the library's display cases for Monterey Park's 100th Anniversary in 2016.
3. Develop a Summer Reading Program using the theme "Read to the Rhythm!" to promote reading with adult and teen readers.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Introduced a new technology class for adults called " iPad Basics" to instruct adults on how to use tablet technology with the iPad.
2. Engaged the community with special exhibits that included Pentel's 43rd International Children's Art Exhibit, Salute to the Flying Tigers in China Exhibit and cultural programs celebrating the Lunar New Year, Asian Pacific Heritage Month and Hispanic Heritage Month.

3. Purchased new books in the subject areas of philosophy, social sciences, literature, poetry and plays to better assist teens and adult with research and homework assignments.
4. Increased book display promotions with the addition of two new book display units to engage adult and teen readers browsing for recreational and informational reading materials.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Part Time Salaries (#11300) reflects additional funding to support a slight increase in part-time hours as well as the increase in the City's hourly wage rate due to the California minimum wage increase for the part-time Library Clerk as well as the added cost of earned paid sick leave for part-time employees.
2. Books and Subscriptions category (#40000) includes \$33,673 for books and subscriptions and Databases budget allocations to add library materials to the collection to better serve the public.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$199,778 | \$218,184 | \$218,184 | \$228,096 | \$228,096 |
| 11300 Part Time Salaries | 12,985 | 15,239 | 15,239 | 15,057 | 15,057 |
| 11500 Separation Benefits | 13,750 | 13,750 | 13,750 | 13,750 | 13,750 |
| TOTAL | \$226,513 | \$247,173 | \$247,173 | \$256,903 | \$256,903 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$483 | \$486 | \$486 | \$468 | \$468 |
| 12300 Medical Insurance | 27,835 | 28,079 | 28,079 | 28,093 | 28,093 |
| 12350 Medicare Insurance | 3,097 | 3,551 | 3,551 | 3,466 | 3,466 |
| 12370 Part Time Retirement | 519 | 1,086 | 1,086 | 600 | 600 |
| 12400 Dental Insurance | 1,263 | 1,209 | 1,209 | 1,920 | 1,920 |
| 12500 Workers Compensation | 2,529 | 2,655 | 2,655 | 2,788 | 2,788 |
| 12600 Retirement | 43,501 | 49,271 | 49,271 | 56,347 | 56,347 |
| 12900 Long Term Disability | 1,188 | 1,188 | 1,188 | 1,188 | 1,188 |
| 12950 Vision Plan | 461 | 466 | 466 | 524 | 524 |
| TOTAL | \$80,876 | \$87,991 | \$87,991 | \$95,394 | \$95,394 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$1,988 | \$2,500 | \$2,500 | \$2,500 | \$2,500 |
| 39000 Miscellaneous | 0 | 1,000 | 1,000 | 0 | 0 |
| 40000 Books & Subscriptions | 36,029 | 23,436 | 23,436 | 33,673 | 33,673 |
| TOTAL | \$38,017 | \$26,936 | \$26,936 | \$36,173 | \$36,173 |
| GRAND TOTAL | \$345,406 | \$362,100 | \$362,100 | \$388,470 | \$388,470 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Senior Librarian | 1.00 | 1.00 | 1.00 | \$75,396 | \$77,280 | \$77,280 |
| Librarian | 2.00 | 2.00 | 2.00 | 141,588 | 143,268 | 143,268 |
| Bilingual | 0.00 | 0.00 | 0.00 | 1,200 | 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 | 0.22 | 0.22 | 10,400 | 8,655 | 8,655 |
| Library Clerk | 0.17 | 0.22 | 0.22 | 4,839 | 6,402 | 6,402 |
| Total | 3.41 | 3.44 | 3.44 | \$247,173 | \$250,555 | \$250,555 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$349,237 | \$383,484 | \$383,484 | \$404,288 | \$404,288 |
| SERVICES & SUPPLIES | 77,860 | 86,402 | 86,402 | 79,683 | 79,683 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$427,097 | \$469,886 | \$469,886 | \$483,971 | \$483,971 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 4.06 | 4.39 | 4.39 | 4.51 | 4.51 |

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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| <u>NEW CATALOG TITLES ADDED</u> | | | |
| Books | 2,768 | 2,800 | 2,800 |
| Audio-Visual | <u>818</u> | <u>800</u> | <u>800</u> |
| Total Cataloged Titles Added | 3,586 | 3,600 | 3,600 |
| <u>NEW ITEMS ADDED</u> | | | |
| Cataloged Books | 4,493 | 4,100 | 4,100 |
| Cataloged Audio-Visual | 981 | 400 | 400 |
| Government Documents | <u>379</u> | <u>200</u> | <u>200</u> |
| Total Cataloged Items Added | 5,853 | 4,700 | 4,700 |
| <u>ITEMS PURGED</u> | | | |
| Number of materials borrowed from other libraries | 96 | 40 | 40 |
| Number of materials other libraries borrowed from City | 36 | 40 | 40 |
| <u>COLLECTION TOTALS</u> | | | |
| All Items | 173,291 | 173,000 | 173,000 |
| Cataloged Titles | 142,721 | 142,000 | 142,000 |

2015-2016 GOALS AND OBJECTIVES

1. Initiate and prepare the library's fiber optic infrastructure to meet the required connections to qualify for the State Library CENIC consortium broadband program and continue to apply for e-rate discount, providing patrons with fast internet computer speed at a reduced cost to the library.
2. Participate further in the Digital Public Library of America (DPLA) project by adding 24 digital stories for long-term preservation and online access to Monterey Park's local history.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Successfully applied for the new E-rate discount for 2014-2015, receiving 80% discount of \$20,313.60 towards internet service for 80 mpbl compared to 75 mpbl (an increase of 5 mpbl from the previous year)
2. Partnered with California Audiovisual Preservation to finish digitizing 50 oral history recordings which are now available on the library's website.
3. Replaced 11 public computers for the first floor and all 17 public computers in the computer lab. Replaced the security camera server.
4. Revamped library website with updated design and modern tools to communicate more effectively with the public. Updated the online catalog to include new features including patron ratings and e-mail notification for new books.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) reflects an increase in part-time staff needed with the library being open seven days per week as well as the increase in the City's hourly wage rate due to the California minimum wage increase as well as the added cost of earned paid sick leave for part-time employees.
2. Operating Supplies category (#22000) includes \$10,350 for library supplies and materials.
3. Contracted Services category (#31000) includes cost for data processing, \$11,540.
4. R&M Contractual (#38000) includes \$56,848 costs for maintenance of Innovative Interfaces and Dell servers and public computers (60), copiers and printers.
5. Miscellaneous category (#39000) includes printing and binding of library materials, \$945.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$228,439 | \$249,456 | \$249,456 | \$258,780 | \$258,780 |
| 11300 Part Time Salaries | 3,039 | 9,766 | 9,766 | 12,558 | 12,558 |
| 11500 Separation Benefits | 18,700 | 18,700 | 18,700 | 18,700 | 18,700 |
| TOTAL | \$250,178 | \$277,922 | \$277,922 | \$290,038 | \$290,038 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$644 | \$648 | \$648 | \$624 | \$624 |
| 12300 Medical Insurance | 37,051 | 35,994 | 35,994 | 37,019 | 37,019 |
| 12350 Medicare Insurance | 3,467 | 3,618 | 3,618 | 3,836 | 3,836 |
| 12370 Part Time Retirement | 121 | 750 | 750 | 502 | 502 |
| 12400 Dental Insurance | 2,420 | 2,420 | 2,420 | 2,530 | 2,530 |
| 12500 Workers Compensation | 3,527 | 3,703 | 3,703 | 3,888 | 3,888 |
| 12600 Retirement | 49,770 | 56,360 | 56,360 | 63,710 | 63,710 |
| 12900 Long Term Disability | 1,584 | 1,584 | 1,584 | 1,584 | 1,584 |
| 12950 Vision Plan | 475 | 485 | 485 | 557 | 557 |
| TOTAL | \$99,059 | \$105,562 | \$105,562 | \$114,250 | \$114,250 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$5,636 | \$11,000 | \$11,000 | \$10,350 | \$10,350 |
| 31000 Contracted Services | 11,866 | 11,540 | 11,540 | 11,540 | 11,540 |
| 38000 R/M Contractual | 60,358 | 62,813 | 62,813 | 56,848 | 56,848 |
| 39000 Miscellaneous | 0 | 1,049 | 1,049 | 945 | 945 |
| TOTAL | \$77,860 | \$86,402 | \$86,402 | \$79,683 | \$79,683 |
| GRAND TOTAL | \$427,097 | \$469,886 | \$469,886 | \$483,971 | \$483,971 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Senior Librarian | 1.00 | 1.00 | 1.00 | \$87,384 | \$87,384 | \$87,384 |
| Library Technician | 2.00 | 2.00 | 2.00 | 114,144 | 114,144 | 114,144 |
| Library Clerk | 1.00 | 1.00 | 1.00 | 47,328 | 49,407 | 49,407 |
| 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 | 0.05 | 0.05 | 0.05 | 1,758 | 2,547 | 2,547 |
| Library Technician | 0.10 | 0.09 | 0.09 | 3,328 | 2,589 | 2,589 |
| Library Page | 0.24 | 0.37 | 0.37 | 4,680 | 7,422 | 7,422 |
| Total | 4.39 | 4.51 | 4.51 | \$277,922 | \$282,793 | \$282,793 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$376,923 | \$394,386 | \$394,386 | \$418,501 | \$418,501 |
| SERVICES & SUPPLIES | 5,960 | 8,050 | 8,050 | 7,585 | 7,585 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$382,883 | \$402,436 | \$402,436 | \$426,086 | \$426,086 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 7.92 | 7.70 | 7.70 | 7.47 | 7.47 |

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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| <u>ITEMS CIRCULATED</u> | | | |
| Total | 291,304 | 300,000 | 310,000 |
| Items Per Capita | 4.72* | 4.86* | 5.02* |
| Weekly Hours of Operation | | | |
| Prior to opening Saturdays February 2014 | 41 | 44 | 44 |
| After opening Saturdays February 2014 | 44 | 44 | 44 |

* Population figure used for calculation: 61,777

LIBRARY USERS

| | | | |
|--|---------|---------|---------|
| User Visits Per Day | 1,022 | 959 | 1,003 |
| Total User Visits Per Year | 320,871 | 325,000 | 340,000 |
| New Cardholders Registered | 3,915 | 3,500 | 4,000 |
| Library Cardholders | 51,715 | 55,000 | 57,000 |
| Number of Requests for Items Checked-Out | 1,768 | 1,600 | 2,000 |
| Overdue Notices-Processed | 5,997 | 6,000 | 6,000 |

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 | 380,612 | 5.85 | 66,288 |
| San Marino | 227,763 | 17.30 | 4,079 |
| South Pasadena | 431,573 | 16.68 | 30,013 |
| Whittier | 535,952 | 6.15 | 195,804 |

2015-2016 GOALS AND OBJECTIVES

1. Update the procedure manual for Circulation staff to maintain accuracy and consistency in order to provide excellent customer service to the public.
2. Increase the number of volunteers in Circulation to allow staff to better focus their efforts on delivering superior customer service to our patrons.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Upgraded the self-checkout machine to a larger and more visually appealing monitor including language choices that simplified the self-check process for the public.
2. Rearranged the library collection in the Adult Fiction area including paperbacks to provide better access of the library materials to patrons using this area.
3. Developed a training manual for all volunteers in the library to ensure consistency in training and proper representation of the library image.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) includes a decrease in hours but an increase in funding due to the increase to the minimum wage and implementation of earned paid sick leave which affects the salaries of part-time Library Pages and Library Clerks.
2. Miscellaneous category (#39000) includes printing of library flyers and forms, \$250.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$191,210 | \$205,704 | \$205,704 | \$207,886 | \$207,886 |
| 11300 Part Time Salaries | 77,797 | 76,460 | 76,460 | 86,450 | 86,450 |
| 11500 Separation Benefits | 16,940 | 16,940 | 16,940 | 16,940 | 16,940 |
| TOTAL | \$285,947 | \$299,104 | \$299,104 | \$311,276 | \$311,276 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$644 | \$648 | \$648 | \$624 | \$624 |
| 12300 Medical Insurance | 32,836 | 30,597 | 30,597 | 34,971 | 34,971 |
| 12350 Medicare Insurance | 3,988 | 5,248 | 5,248 | 4,543 | 4,543 |
| 12370 Part Time Retirement | 3,115 | 3,105 | 3,105 | 4,962 | 4,962 |
| 12400 Dental Insurance | 2,157 | 2,400 | 2,400 | 2,420 | 2,420 |
| 12500 Workers Compensation | 4,459 | 4,682 | 4,682 | 4,916 | 4,916 |
| 12600 Retirement | 41,691 | 46,509 | 46,509 | 52,696 | 52,696 |
| 12900 Long Term Disability | 1,584 | 1,584 | 1,584 | 1,584 | 1,584 |
| 12950 Vision Plan | 502 | 509 | 509 | 509 | 509 |
| TOTAL | \$90,976 | \$95,282 | \$95,282 | \$107,225 | \$107,225 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$3,000 | \$3,000 | \$3,000 | \$3,015 | \$3,015 |
| 38000 R/M Contractual | 2,900 | 4,800 | 4,800 | 4,320 | 4,320 |
| 39000 Miscellaneous | 60 | 250 | 250 | 250 | 250 |
| TOTAL | \$5,960 | \$8,050 | \$8,050 | \$7,585 | \$7,585 |
| GRAND TOTAL | \$382,883 | \$402,436 | \$402,436 | \$426,086 | \$426,086 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Library Circulation Serv Supervisor | 1.00 | 1.00 | 1.00 | \$57,072 | \$57,072 | \$57,072 |
| Library Clerk | 3.00 | 3.00 | 3.00 | 147,432 | 149,614 | 149,614 |
| 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 | 1.40 | 1.35 | 1.35 | 35,283 | 35,283 | 35,283 |
| Library Page | 2.30 | 2.12 | 2.12 | 41,177 | 41,177 | 41,177 |
| Total | 7.70 | 7.47 | 7.47 | \$299,104 | \$301,286 | \$301,286 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|---|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$104,103 | \$218,322 | \$217,524 | \$223,958 | \$223,958 |
| SERVICES & SUPPLIES | 18,730 | 90,519 | 90,269 | 64,735 | 64,735 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$122,833 | \$308,841 | \$307,793 | \$288,693 | \$288,693 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 2.47 | 2.94 | 2.94 | 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> 2013-14 | <u>Estimated</u> 2014-15 | <u>Projected</u> 2015-16 |
|----------------------------------|--------------------------|-----------------------------|-----------------------------|
| Number of Students Participating | 1,542 | 1,600 | 1,650 |
| Number of Student Hours | 32,062 | 28,500 | 29,500 |
| Number of Tutors | 86 | 120 | 120 |
| Number of Tutor Volunteer Hours | 4,036 | 4,200 | 4,300 |
| Number of Tutors Trained | 86 | 120 | 125 |

2015-2016 GOALS AND OBJECTIVES

1. Develop an effective 24/7 online course that offers Basic English Classes to the community's adult residents unable to attend onsite ESL (English as a Second Language) classes.
2. Broaden literacy services for ESL adult students with computer based instructional programs in the library computer lab and use of mobile devices such as tablets and iPads.
3. Expand the literacy collection to include job related curriculum that supports employment skills.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Earned additional funding in the amount of \$53,000 for El Civics classes and \$20,000 for a new LSTA (Library Services and Technology Act) grant to purchase 10 iPads for use by adult literacy students at home.
2. Gained accreditation as a National Registry testing center for students and job-seekers wishing to gain online certification for employment and to take exams for General Educational Development (GED), ESL and Vocational Certification.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) includes the subtraction of a part-time Library Page, instead requesting two part-time Library Clerks, utilizing the increased grant funding to support the increase.
2. Office Supplies category (#21000) decrease is due to less reliance on grant funding sources for supplies needs.
3. R.M Contractual category (#38000) includes \$19,500 cost for required purchases and repairs.
4. Books & Subscriptions category (#40000) includes \$29,000 for books and subscription and \$9,385 for library databases.
5. Miscellaneous category (#39000) includes printing, \$500 and dues/memberships, \$1,100.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$47,632 | \$124,511 | \$124,511 | \$126,767 | \$126,767 |
| 11300 Part Time Salaries | 23,517 | 31,247 | 31,247 | 30,305 | 30,305 |
| 11500 Separation Benefits | 7,452 | 8,252 | 8,252 | 7,452 | 7,452 |
| TOTAL | \$78,601 | \$164,010 | \$164,010 | \$164,524 | \$164,524 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$161 | \$355 | \$355 | \$288 | \$288 |
| 12300 Medical Insurance | 10,501 | 17,997 | 17,997 | 21,000 | 21,000 |
| 12350 Medicare Insurance | 1,061 | 2,098 | 1,729 | 2,210 | 2,210 |
| 12370 Part Time Retirement | 941 | 1,803 | 1,803 | 1,185 | 1,185 |
| 12400 Dental Insurance | 399 | 1,079 | 650 | 1,310 | 1,310 |
| 12500 Workers Compensation | 1,331 | 1,398 | 1,398 | 1,468 | 1,468 |
| 12600 Retirement | 10,581 | 28,443 | 28,443 | 30,834 | 30,834 |
| 12900 Long Term Disability | 396 | 793 | 793 | 792 | 792 |
| 12950 Vision Plan | 131 | 346 | 346 | 347 | 347 |
| TOTAL | \$25,502 | \$54,312 | \$53,514 | \$59,434 | \$59,434 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$649 | \$9,019 | \$9,019 | \$3,500 | \$3,500 |
| 22000 Operating Supplies | 1,904 | 3,750 | 3,750 | 0 | 0 |
| 31000 Contracted Services | 1,499 | 0 | 0 | 1,500 | 1,500 |
| 32000 Communications | 26 | 550 | 300 | 250 | 250 |
| 38000 R/M Contractual | 7,836 | 34,800 | 34,800 | 19,500 | 19,500 |
| 39000 Miscellaneous | 100 | 2,400 | 2,400 | 1,600 | 1,600 |
| 40000 Books & Subscriptions | 6,716 | 40,000 | 40,000 | 38,385 | 38,385 |
| TOTAL | \$18,730 | \$90,519 | \$90,269 | \$64,735 | \$64,735 |
| GRAND TOTAL | \$122,833 | \$308,841 | \$307,793 | \$288,693 | \$288,693 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Literacy Program Administrator | 1.00 | 1.00 | 1.00 | \$68,304 | \$68,304 | \$68,304 |
| Senior Library Clerk | 0.00 | 1.00 | 1.00 | 0 | 52,812 | 52,812 |
| Literacy Library Clerk* | 1.00 | 0.00 | 0.00 | 51,100 | 0 | 0 |
| 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 | 0.47 | 0.00 | 0.00 | 9,040 | 0 | 0 |
| Library Clerk | 0.47 | 0.94 | 0.94 | 16,207 | 30,305 | 30,305 |
| Total | 2.94 | 2.94 | 2.94 | \$152,703 | \$159,473 | \$159,473 |

* Replace Literacy Library Clerk by Senior Library Clerk

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|--|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$262,342 | \$282,069 | \$279,641 | \$306,272 | \$306,272 |
| SERVICES & SUPPLIES | 22,704 | 20,230 | 20,230 | 22,450 | 22,450 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$285,046 | \$302,299 | \$299,871 | \$328,722 | \$328,722 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 3.24 | 3.41 | 3.41 | 3.57 | 3.57 |

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 2013-14</u> | <u>Estimated 2014-15</u> | <u>Projected 2015-16</u> |
|---|---------------------------|------------------------------|------------------------------|
| Reference Transactions | 14,949 | 13,000 | 13,000 |
| Children's Reading Programs | 431 | 440 | 440 |
| Children's Reading Programs' Attendance | 11,757 | 12,500 | 13,000 |

2015-2016 GOALS AND OBJECTIVES

1. Create self-directed programming to allow children to participate in independent learning and literacy activities any time the library is open.
2. Increase outreach to the community by hosting class visits and field trips in the library and by visiting Monterey Park schools to promote library services.
3. Create and launch a Chinese bilingual app to promote early literacy and learning for children ages 0-5 and their parents.

2014-2015 MAJOR ACHIEVEMENTS

1. Conducted the early literacy program, *1,000 Books Before Kindergarten*, in which families with children ages 0-5 read over 20,000 books together.
2. Received a \$5,000 California State Library Eureka Grant to fund the creation of Ready Readers, a bilingual app to promote early literacy for children ages 0-5 and their parents.
3. Conducted monthly hands-on STEAM (Science, Technology, Engineering, Arts and Math) programming for school-aged children.
4. Added four iPads to the Children's Department for use by children and parents, which are loaded with a rotating collection of educational, developmentally appropriate apps for children ages 2-12, and integrated eBooks and iPads into children's storytimes to promote the library's digital collections and model positive and educational uses of new media to parents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries (#11200) reflects a conversion of the Senior Library Clerk position to Librarian to better serve the Children's Services activities.
2. Part Time Salaries (#11300) reflects additional funding to support a slight increase in part-time hours as well as the increase in the City's hourly wage rate due to the California minimum wage increase.
3. Miscellaneous category (#39000) includes costs for printing and duplicating, \$250.
4. Books and Subscriptions category (#40000) includes \$17,200 cost for books and subscription reflects an increase budget allocation to add library materials to the collection to better serve the public's needs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$168,448 | \$182,428 | \$180,000 | \$193,350 | \$193,350 |
| 11300 Part Time Salaries | 14,839 | 15,239 | 15,239 | 20,573 | 20,573 |
| 11500 Separation Benefits | 10,175 | 10,175 | 10,175 | 10,175 | 10,175 |
| TOTAL | \$193,462 | \$207,842 | \$205,414 | \$224,098 | \$224,098 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$483 | \$486 | \$486 | \$468 | \$468 |
| 12300 Medical Insurance | 23,048 | 23,534 | 23,534 | 24,390 | 24,390 |
| 12350 Medicare Insurance | 2,688 | 2,646 | 2,646 | 3,113 | 3,113 |
| 12370 Part Time Retirement | 594 | 844 | 844 | 831 | 831 |
| 12400 Dental Insurance | 1,161 | 1,161 | 1,161 | 1,161 | 1,161 |
| 12500 Workers Compensation | 2,595 | 2,725 | 2,725 | 2,861 | 2,861 |
| 12600 Retirement | 36,704 | 41,220 | 41,220 | 47,768 | 47,768 |
| 12900 Long Term Disability | 1,188 | 1,188 | 1,188 | 1,188 | 1,188 |
| 12950 Vision Plan | 419 | 423 | 423 | 394 | 394 |
| TOTAL | \$68,880 | \$74,227 | \$74,227 | \$82,174 | \$82,174 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$3,763 | \$3,865 | \$3,865 | \$5,000 | \$5,000 |
| 31000 Contracted Services | 2,000 | 3,500 | 3,500 | 0 | 0 |
| 39000 Miscellaneous | 0 | 250 | 250 | 250 | 250 |
| 40000 Books & Subscriptions | 16,941 | 12,615 | 12,615 | 17,200 | 17,200 |
| TOTAL | \$22,704 | \$20,230 | \$20,230 | \$22,450 | \$22,450 |
| GRAND TOTAL | \$285,046 | \$302,299 | \$299,871 | \$328,722 | \$328,722 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Senior Librarian | 1.00 | 1.00 | 1.00 | \$83,220 | \$83,220 | \$83,220 |
| Librarian* | 0.00 | 1.00 | 1.00 | 0 | 60,128 | 60,128 |
| Senior Library Clerk | 1.00 | 0.00 | 0.00 | 48,740 | 0 | 0 |
| Library Clerk | 1.00 | 1.00 | 1.00 | 45,704 | 45,799 | 45,799 |
| 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 | 0.27 | 0.27 | 10,400 | 11,000 | 11,000 |
| Library Clerk | 0.17 | 0.30 | 0.30 | 4,839 | 7,500 | 7,500 |
| Total | 3.41 | 3.57 | 3.57 | \$203,678 | \$218,422 | \$218,422 |

* Convert the Senior Library Clerk position to the Librarian position.



RECREATION / COMMUNITY SERVICES

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General \$1,901,792
 Retirement \$201,802
 Refuse \$45,730
 Water \$49,800
 Proposition A \$585,420
 Recreation \$270,572
 Prop A - Per Parcel Grant \$61,061

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreation and Community Services

ACTIVITY NO.: 6500

| <u>SUMMARY OF COST</u> | <u>Actual</u> 2013-14 | <u>Adopted</u> 2014-15 | <u>Year-End</u> <u>Estimated</u> 2014-15 | <u>Proposed</u> 2015-16 | <u>Adopted</u> 2015-16 |
|---|--------------------------|---------------------------|--|----------------------------|---------------------------|
| PERSONNEL COST | \$1,806,395 | \$1,900,238 | \$1,894,354 | \$2,003,030 | \$2,003,030 |
| SERVICES & SUPPLIES | 897,583 | 1,063,405 | 1,035,209 | 1,113,147 | 1,113,147 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$2,703,978 | \$2,963,643 | \$2,929,563 | \$3,116,177 | \$3,116,177 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 34.22 | 36.52 | 36.52 | 36.52 | 36.52 |

Program Description

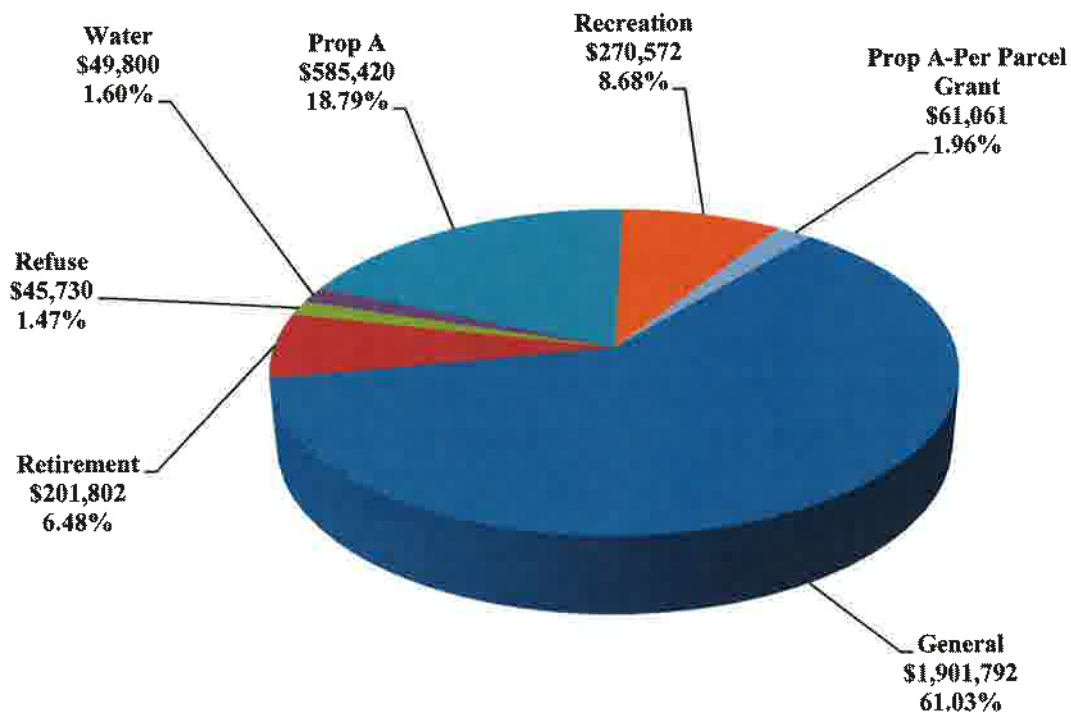
The Recreation and Community Services Department is responsible for the development, implementation, coordination, and delivery of a variety of recreational and leisure time activities and programs to promote the well-being and enjoyment of life of the City's residents through the fulfillment of their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

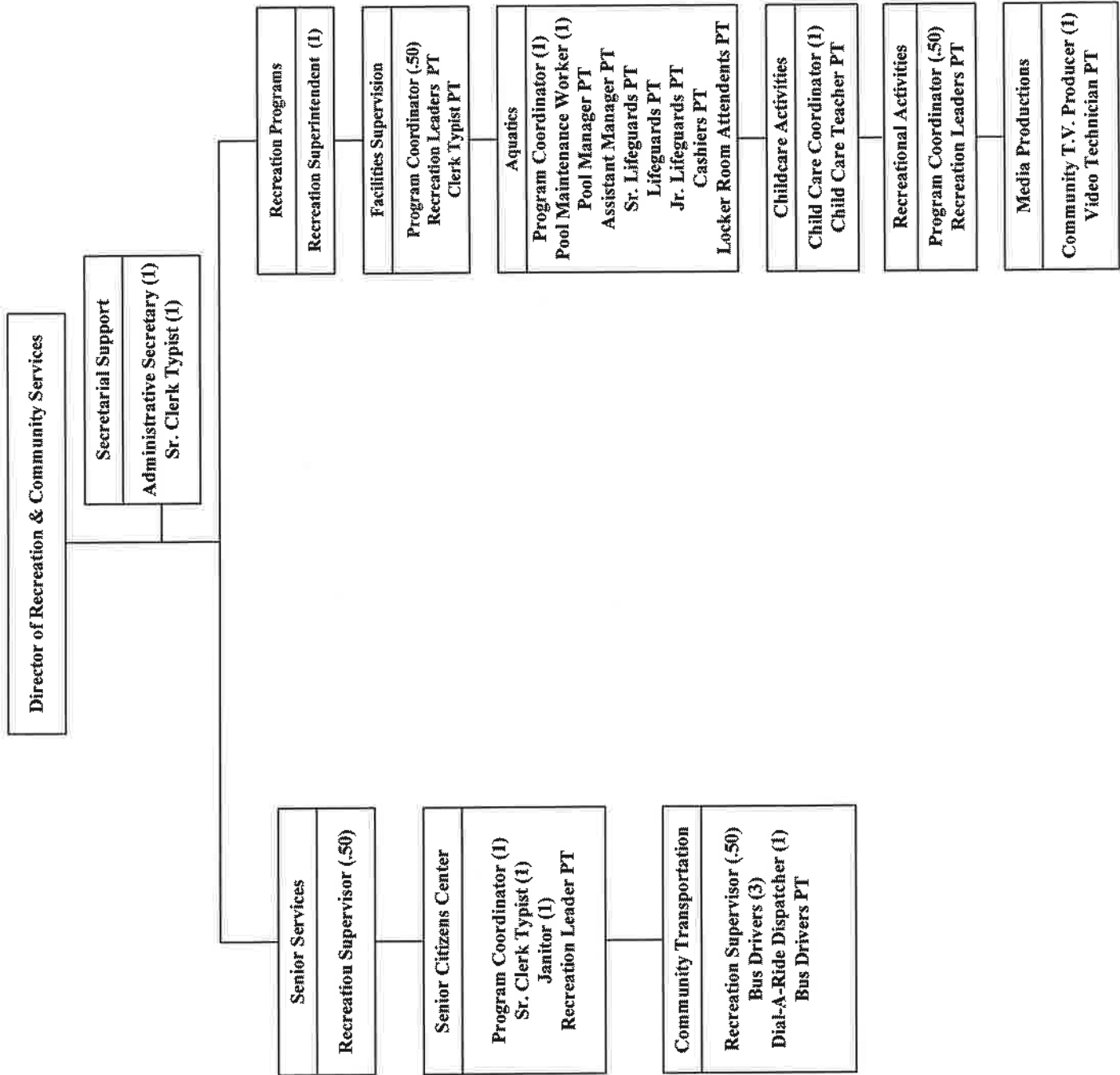
In addition to expending general funds, the Recreation and Community Services Department operates many of their programs through alternative revenue sources. Specialized Recreation classes, Aquatics, and Adult Athletic Leagues are partially self-supported through the levy of fees and charges. The Dial-A-Ride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

Recreation/Community Services Source of Funds



Recreation / Community Services Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$474,313 | \$503,030 | \$504,030 | \$529,850 | \$529,850 |
| SERVICES & SUPPLIES | 180,360 | 209,648 | 201,834 | 201,698 | 201,698 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$654,673 | \$712,678 | \$705,864 | \$731,548 | \$731,548 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 9.31 | 9.36 | 9.36 | 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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|-----------------------------------|---------------------------------|------------------------------------|------------------------------------|
| Gymnasium (s) Visits (daily avg.) | 102 | 103 | 103 |
| Hours of Facilities Use by - | | | |
| Youth Groups | 705 | 705 | 707 |
| Private Groups | 655 | 655 | 665 |
| Facility Reservations | 167 | 175 | 185 |

2015-2016 GOALS AND OBJECTIVES

1. Improve Community Beautification & Participation: To develop a Junior Recreation Leader program that will train High school students to assist with city special events.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Promoted, advertised and trained recreation staff and local community groups to utilize the GOMPK system. People are now able to report problems or concerns regarding parks and other facilities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$17,400 for professional services.
2. Communication category (#32000) includes cost for telephone, \$918, postage, \$2,600 and internal service charge \$11,330.
3. Motor Pool Charges category (#33000) includes \$19,605 for Motor Pool internal service charge.
4. Utilities category (#36000) includes \$77,837 for electricity cost for Community Centers, park facilities, museum, and El Encanto.
5. R/M Contractual category (#38000) includes \$54,245 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.
6. Miscellaneous category (#39000) includes printing of flyers, letters, forms and invitations, \$7,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$249,671 | \$269,980 | \$269,980 | \$283,388 | \$283,388 |
| 11300 Part Time Salaries | 99,252 | 99,964 | 99,964 | 105,000 | 105,000 |
| 11400 Overtime Salaries | 936 | 500 | 1,500 | 500 | 500 |
| 11500 Separation Benefits | 9,653 | 9,653 | 9,653 | 9,000 | 9,000 |
| TOTAL | \$359,512 | \$380,097 | \$381,097 | \$397,888 | \$397,888 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$660 | \$681 | \$681 | \$681 | \$681 |
| 12300 Medical Insurance | 33,212 | 35,745 | 35,745 | 32,865 | 32,865 |
| 12350 Medicare Insurance | 5,258 | 3,915 | 3,915 | 4,016 | 4,016 |
| 12370 Part Time Retirement | 3,911 | 3,998 | 3,998 | 3,998 | 3,998 |
| 12400 Dental Insurance | 2,068 | 2,098 | 2,098 | 2,202 | 2,202 |
| 12500 Workers Compensation | 12,877 | 13,000 | 13,000 | 13,650 | 13,650 |
| 12600 Retirement | 54,310 | 60,919 | 60,919 | 71,975 | 71,975 |
| 12900 Long Term Disability | 1,815 | 1,872 | 1,872 | 1,872 | 1,872 |
| 12950 Vision Plan | 690 | 705 | 705 | 703 | 703 |
| TOTAL | \$114,801 | \$122,933 | \$122,933 | \$131,962 | \$131,962 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$2,872 | \$2,800 | \$2,800 | \$2,800 | \$2,800 |
| 22000 Operating Supplies | 5,913 | 6,648 | 6,648 | 6,648 | 6,648 |
| 23000 R/M Supplies | 673 | 1,315 | 1,315 | 1,315 | 1,315 |
| 31000 Contracted Services | 10,974 | 15,400 | 15,400 | 17,400 | 17,400 |
| 32000 Communications | 18,821 | 24,876 | 20,276 | 14,848 | 14,848 |
| 33000 Motor Pool Charges | 18,480 | 18,480 | 18,480 | 19,605 | 19,605 |
| 36000 Utilities | 65,155 | 72,214 | 69,000 | 77,837 | 77,837 |
| 38000 R/M Contractual | 50,748 | 60,915 | 60,915 | 54,245 | 54,245 |
| 39000 Miscellaneous | 6,724 | 7,000 | 7,000 | 7,000 | 7,000 |
| TOTAL | \$180,360 | \$209,648 | \$201,834 | \$201,698 | \$201,698 |
| GRAND TOTAL | \$654,673 | \$712,678 | \$705,864 | \$731,548 | \$731,548 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Recreation & Community Services | 0.60 | 0.60 | 0.60 | \$65,607 | \$68,891 | \$68,891 |
| Recreation Superintendent | 0.90 | 0.90 | 0.90 | 83,376 | 85,406 | 85,406 |
| Program Coordinator | 0.50 | 0.50 | 0.50 | 31,458 | 31,458 | 31,458 |
| Administrative Secretary | 0.80 | 0.80 | 0.80 | 48,096 | 48,096 | 48,096 |
| Senior Clerk Typist | 0.80 | 0.80 | 0.80 | 40,003 | 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 | 9,000 | 9,000 |
| <u>Part-Time</u> | | | | | | |
| Recreation Leaders | 5.51 | 5.51 | 5.51 | 93,454 | 98,372 | 98,372 |
| Clerk Typist | 0.25 | 0.25 | 0.25 | 6,510 | 6,628 | 6,628 |
| Total | 9.36 | 9.36 | 9.36 | \$380,097 | \$389,794 | \$389,794 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$401,320 | \$362,178 | \$362,178 | \$403,902 | \$403,902 |
| SERVICES & SUPPLIES | 151,451 | 184,722 | 186,850 | 210,020 | 210,020 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$552,771 | \$546,900 | \$549,028 | \$613,922 | \$613,922 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 7.77 | 8.27 | 8.27 | 8.37 | 8.37 |

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> 2013-14 | <u>Estimated</u> 2014-15 | <u>Projected</u> 2015-16 |
|--|--------------------------|-----------------------------|-----------------------------|
| Total Number of Users | 61,812 | 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% |

2015-2016 GOALS AND OBJECTIVES

1. Improve safety at City facilities: Work closely with the Public Works Department to improve the filtration, heating, and recirculation systems at Barnes Park Pool, which will meet the current and future Health department codes. Barnes Park pool is over 50 years old and in need of a major renovation.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Completed the new 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. Completed the refurbishing of the Cascades water fall. The project included re-piping the main water line, Re-plastered, painted, added 28 new LEDs and reconfigured the sprayer. The project will increase the life of our city monument and create a more enjoyable and relaxing evening look.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) reflects \$42,000 for pool chemicals.
2. Utilities category (#36000) reflects costs of \$136,041 for gas and electrical utilities.
3. R/M Contractual category (#38000) includes \$2,000 for repair and maintenance for pool and pool houses and \$17,000 for pool filter and heater maintenanc.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$99,518 | \$120,315 | \$120,315 | \$140,206 | \$140,206 |
| 11300 Part Time Salaries | 232,416 | 172,000 | 172,000 | 180,500 | 180,500 |
| 11400 Overtime Salaries | 223 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| TOTAL | \$338,157 | \$298,315 | \$298,315 | \$326,706 | \$326,706 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$278 | \$308 | \$308 | \$406 | \$406 |
| 12300 Medical Insurance | 12,481 | 20,920 | 20,920 | 22,671 | 22,671 |
| 12350 Medicare Insurance | 5,264 | 1,745 | 1,745 | 1,979 | 1,979 |
| 12370 Part Time Retirement | 8,447 | 7,000 | 7,000 | 7,000 | 7,000 |
| 12400 Dental Insurance | 1,008 | 1,167 | 1,167 | 1,560 | 1,560 |
| 12500 Workers Compensation | 4,292 | 4,292 | 4,292 | 5,250 | 5,250 |
| 12600 Retirement | 30,458 | 27,201 | 27,201 | 36,876 | 36,876 |
| 12900 Long Term Disability | 721 | 986 | 986 | 1,100 | 1,100 |
| 12950 Vision Plan | 214 | 244 | 244 | 354 | 354 |
| TOTAL | \$63,163 | \$63,863 | \$63,863 | \$77,196 | \$77,196 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$7,841 | \$9,000 | \$9,000 | \$9,000 | \$9,000 |
| 23000 R/M Supplies | 34,206 | 32,000 | 40,000 | 42,000 | 42,000 |
| 31000 Contracted Services | 1,568 | 1,800 | 1,800 | 3,329 | 3,329 |
| 32000 Communications | 128 | 0 | 0 | 600 | 600 |
| 36000 Utilities | 98,734 | 132,872 | 109,000 | 136,041 | 136,041 |
| 38000 R/M Contractual | 8,974 | 9,000 | 27,000 | 19,000 | 19,000 |
| 39000 Miscellaneous | 0 | 50 | 50 | 50 | 50 |
| TOTAL | \$151,451 | \$184,722 | \$186,850 | \$210,020 | \$210,020 |
| GRAND TOTAL | \$552,771 | \$546,900 | \$549,028 | \$613,922 | \$613,922 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Recreation & Community Services | 0.10 | 0.20 | 0.20 | \$10,934 | \$22,964 | \$22,964 |
| Program Coordinator | 1.00 | 1.00 | 1.00 | 56,921 | 58,334 | 58,334 |
| Pool Maintenance Worker | 1.00 | 1.00 | 1.00 | 40,668 | 43,177 | 43,177 |
| Administrative Secretary | 0.10 | 0.10 | 0.10 | 6,012 | 6,012 | 6,012 |
| Senior Clerk Typist | 0.10 | 0.10 | 0.10 | 5,000 | 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 | 70,107 | 70,107 |
| Assistant Manager | 0.40 | 0.40 | 0.40 | 12,810 | 13,484 | 13,484 |
| Senior Lifeguard | 0.67 | 0.67 | 0.67 | 39,310 | 41,378 | 41,378 |
| Lifeguard | 0.48 | 0.48 | 0.48 | 23,950 | 25,210 | 25,210 |
| Jr. Lifeguard | 0.24 | 0.24 | 0.24 | 7,550 | 7,947 | 7,947 |
| Cashier | 0.30 | 0.30 | 0.30 | 11,091 | 11,374 | 11,374 |
| Locker Room Attendant | 0.34 | 0.34 | 0.34 | 10,687 | 11,000 | 11,000 |
| Total | 8.27 | 8.37 | 8.37 | \$298,315 | \$322,767 | \$322,767 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$219,983 | \$279,678 | \$273,005 | \$292,541 | \$292,541 |
| SERVICES & SUPPLIES | 122,330 | 120,645 | 132,178 | 141,513 | 141,513 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$342,313 | \$400,323 | \$405,183 | \$434,054 | \$434,054 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 2.40 | 4.50 | 4.50 | 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 2013-14</u> | <u>Estimated 2014-15</u> | <u>Projected 2015-2016</u> |
|--|---------------------------|------------------------------|--------------------------------|
| Sr. Citizen Lunches served | 29,303 | 33,889 | 32,000 |
| Home Delivered Lunches | 13,325 | 12,500 | 12,900 |
| Volunteer Hours | 37,600 | 37,600 | 37,600 |
| Education & Recreational Classes Attendance | 82,333 | 96,200 | 89,275 |
| Health Care Screenings | 2,800 | 2,800 | 2,800 |
| In Home Care Contacts | 2,800 | 2,350 | 2,500 |
| Trips & Tours | 892 | 942 | 925 |
| Billiards, Table Tennis, Exercise Machines | 90,000 | 90,000 | 90,000 |

2015-2016 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency by adding Langley Center to the City's internal computer network. This will allow staff to access expenditures, purchase orders, and budget information.
2. Promote monthly health/educational seminars to educate to seniors on prevention, awareness and support.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Upgraded surveillance system to include recordable 24 hour coverage in the parking lot entrance, west parking lot, center front entrance, admin office, lobby, main room, fitness room and table tennis room.
2. Patio Renovation including: counters, sink, harbecue, lighting, sound, furniture, garden and cement providing a relaxing area for small meetings/reservations, morning coffee, private reading, internet hub for laptops, tablets and phones.
3. Cross train staff on how to use the on-line Active System for facility reservations, class registration, trips and tours and drop in activities.
4. Included vendors fair during spring and fall bazaar to promote to further educate seniors on health, elder abuse education, prevention and awareness.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#22000) includes \$17,700 for cleaning and sanitation supplies.
2. Utilities category (#36000) reflects \$56,195 for Gas and Electric.
3. R/M Contractual category (#38000) reflects cost of \$58,308 for cleaning and maintenance services, fire alarm, fire extinguisher services and exercise equipment maintenance and repairs.
4. Miscellaneous category (#39000) includes printing of flyers, forms and invitations, \$4,300.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$114,781 | \$167,588 | \$162,000 | \$175,722 | \$175,722 |
| 11300 Part Time Salaries | 39,955 | 29,020 | 29,020 | 29,020 | 29,020 |
| 11500 Separation Benefits | 6,683 | 6,683 | 6,683 | 6,683 | 6,683 |
| TOTAL | \$161,419 | \$203,291 | \$197,703 | \$211,425 | \$211,425 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$320 | \$512 | \$512 | \$492 | \$492 |
| 12300 Medical Insurance | 22,085 | 31,036 | 29,770 | 27,760 | 27,760 |
| 12350 Medicare Insurance | 2,288 | 2,432 | 2,432 | 2,498 | 2,498 |
| 12370 Part Time Retirement | 573 | 700 | 881 | 700 | 700 |
| 12400 Dental Insurance | 1,459 | 1,979 | 1,979 | 2,301 | 2,301 |
| 12600 Retirement | 30,640 | 37,903 | 37,903 | 45,486 | 45,486 |
| 12900 Long Term Disability | 904 | 1,387 | 1,387 | 1,386 | 1,386 |
| 12950 Vision Plan | 295 | 438 | 438 | 493 | 493 |
| TOTAL | \$58,564 | \$76,387 | \$75,302 | \$81,116 | \$81,116 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$1,027 | \$900 | \$1,906 | \$1,900 | \$1,900 |
| 22000 Operating Supplies | 13,253 | 12,700 | 12,700 | 17,700 | 17,700 |
| 23000 R/M Supplies | 2,858 | 2,600 | 2,400 | 2,600 | 2,600 |
| 32000 Communications | 84 | 150 | 443 | 360 | 360 |
| 33000 Motor Pool Charges | 16 | 150 | 75 | 150 | 150 |
| 36000 Utilities | 48,596 | 53,739 | 55,075 | 56,195 | 56,195 |
| 38000 R/M Contractual | 52,593 | 46,106 | 55,065 | 58,308 | 58,308 |
| 39000 Miscellaneous | 3,903 | 4,300 | 4,514 | 4,300 | 4,300 |
| TOTAL | \$122,330 | \$120,645 | \$132,178 | \$141,513 | \$141,513 |
| GRAND TOTAL | \$342,313 | \$400,323 | \$405,183 | \$434,054 | \$434,054 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

| Class Title | <u>Full-Time Equivalent Positions</u> | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|-----------------------|---------------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Recreation Supervisor | 0.50 | 0.50 | 0.50 | \$37,086 | \$38,012 | \$38,012 |
| Program Coordinator | 1.00 | 1.00 | 1.00 | 62,916 | 62,916 | 62,916 |
| Sr. Clerk Typist | 1.00 | 1.00 | 1.00 | 39,084 | 39,975 | 39,975 |
| Janitor | 1.00 | 1.00 | 1.00 | 28,502 | 29,220 | 29,220 |
| Bilingual | 0.00 | 0.00 | 0.00 | 0 | 600 | 600 |
| 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 |
| Total | 4.50 | 4.50 | 4.50 | \$203,291 | \$206,426 | \$206,426 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$180,407 | \$175,015 | \$174,208 | \$179,728 | \$179,728 |
| SERVICES & SUPPLIES | 8,670 | 9,425 | 9,449 | 10,467 | 10,467 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$189,077 | \$184,440 | \$183,657 | \$190,195 | \$190,195 |
| 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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| Barnes After School Center Average Daily Attendance | 21 | 30 | 38 |
| Enrollment- Tiny Tots | 36 | 36 | 36 |
| Enrollment – Summer | | | |
| Day Care | 55 | 60 | 65 |
| Tiny Tots | 36 | 40 | 40 |
| | | | |
| % of Operating Expenses Defrayed by User Fees | 100% | 100% | 100% |

2015-2016 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Staff will attend workshops provided by the Crisis Prevention Institute. CPI will train staff how to manage challenging behavior with children.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Through fundraising throughout the year, Day Care was able to add equipment to create an additional storage room for arts and crafts supplies.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$5,800 for games, materials and summer field trip admissions.
2. Miscellaneous category (#39000) reflects dues/memberships, \$100.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$67,816 | \$72,780 | \$72,780 | \$75,164 | \$75,164 |
| 11300 Part Time Salaries | 61,942 | 53,833 | 53,833 | 53,833 | 53,833 |
| 11400 Overtime Salaries | 443 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| TOTAL | \$136,201 | \$132,613 | \$132,613 | \$134,997 | \$134,997 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$177 | \$179 | \$179 | \$172 | \$172 |
| 12300 Medical Insurance | 7,885 | 8,129 | 7,079 | 8,143 | 8,143 |
| 12350 Medicare Insurance | 1,921 | 1,056 | 1,435 | 1,059 | 1,059 |
| 12370 Part Time Retirement | 1,864 | 2,380 | 2,380 | 2,380 | 2,380 |
| 12400 Dental Insurance | 292 | 293 | 221 | 293 | 293 |
| 12500 Workers Compensation | 13,377 | 13,377 | 13,377 | 13,650 | 13,650 |
| 12600 Retirement | 18,141 | 16,436 | 16,436 | 18,482 | 18,482 |
| 12900 Long Term Disability | 436 | 436 | 396 | 436 | 436 |
| 12950 Vision Plan | 113 | 116 | 92 | 116 | 116 |
| TOTAL | \$44,206 | \$42,402 | \$41,595 | \$44,731 | \$44,731 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$3,890 | \$4,525 | \$4,525 | \$4,525 | \$4,525 |
| 31000 Contracted Services | 4,700 | 4,800 | 4,800 | 5,800 | 5,800 |
| 32000 Communications | 10 | 0 | 24 | 42 | 42 |
| 39000 Miscellaneous | 70 | 100 | 100 | 100 | 100 |
| TOTAL | \$8,670 | \$9,425 | \$9,449 | \$10,467 | \$10,467 |
| GRAND TOTAL | \$189,077 | \$184,440 | \$183,657 | \$190,195 | \$190,195 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Recreation Superintendent | 0.10 | 0.10 | 0.10 | \$9,264 | \$9,490 | \$9,490 |
| Child Care Coordinator | 1.00 | 1.00 | 1.00 | 62,916 | 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 | \$132,613 | \$132,839 | \$132,839 |

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>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$52,365 | \$69,535 | \$70,131 | \$73,214 | \$73,214 |
| SERVICES & SUPPLIES | 202,424 | 198,564 | 183,497 | 202,259 | 202,259 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$254,789 | \$268,099 | \$253,628 | \$275,473 | \$275,473 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 2.13 | 1.63 | 1.63 | 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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|-------------------------------------|---------------------------------|------------------------------------|------------------------------------|
| Adult Sports Teams | 125 | 125 | 135 |
| Specialized Recreation - | | | |
| Activities Enrollment: Youth | 3,250 | 3,080 | 3,300 |
| Adult | 1,450 | 1,500 | 1,500 |
| Recreation trips | 135 | 120 | 120 |
| Total Activity Revenue Collected | \$369,000 | \$372,000 | \$375,000 |

2015-2016 GOALS AND OBJECTIVES

1. Improve organizational efficiency: Work with the Management Services Department and the Active Network 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.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Added new offsite classes such as yoga that will allow the ability to use city facilities for more educational classes like pet CPR, and Lego engineering classes for kids.
2. Conducted a dance recital for all students in the dance classes, giving them an opportunity to show off what they learned in class.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$184,900 for maintenance and operational cost for the Service Clubhouse, adult sports leagues and seasonal classes which also generate revenue.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$29,548 | \$31,458 | \$31,458 | \$32,402 | \$32,402 |
| 11300 Part Time Salaries | 0 | 14,600 | 14,600 | 16,000 | 16,000 |
| 11400 Overtime Salaries | 659 | 0 | 596 | 0 | 0 |
| 11500 Separation Benefits | 4,758 | 4,758 | 4,758 | 4,758 | 4,758 |
| TOTAL | \$34,965 | \$50,816 | \$51,412 | \$53,160 | \$53,160 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$80 | \$81 | \$81 | \$78 | \$78 |
| 12300 Medical Insurance | 5,250 | 5,250 | 5,250 | 5,103 | 5,103 |
| 12350 Medicare Insurance | 460 | 457 | 457 | 457 | 457 |
| 12370 Part Time Retirement | 0 | 648 | 648 | 648 | 648 |
| 12400 Dental Insurance | 305 | 306 | 306 | 306 | 306 |
| 12500 Workers Compensation | 4,625 | 4,625 | 4,625 | 5,250 | 5,250 |
| 12600 Retirement | 6,437 | 7,108 | 7,108 | 7,968 | 7,968 |
| 12900 Long Term Disability | 198 | 198 | 198 | 198 | 198 |
| 12950 Vision Plan | 45 | 46 | 46 | 46 | 46 |
| TOTAL | \$17,400 | \$18,719 | \$18,719 | \$20,054 | \$20,054 |
| SERVICES & SUPPLIES | | | | | |
| 31000 Contracted Services | \$190,814 | \$186,900 | \$171,697 | \$184,900 | \$184,900 |
| 36000 Utilities | 11,610 | 11,664 | 11,800 | 17,359 | 17,359 |
| TOTAL | \$202,424 | \$198,564 | \$183,497 | \$202,259 | \$202,259 |
| GRAND TOTAL | \$254,789 | \$268,099 | \$253,628 | \$275,473 | \$275,473 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Program Coordinator | 0.50 | 0.50 | 0.50 | \$31,458 | \$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 | 16,000 | 16,000 |
| Total | 1.63 | 1.63 | 1.63 | \$50,816 | \$52,216 | \$52,216 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$13,202 | \$13,656 | \$13,656 | \$16,497 | \$16,497 |
| SERVICES & SUPPLIES | 7,508 | 106,250 | 87,250 | 97,240 | 97,240 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$20,710 | \$119,906 | \$100,906 | \$113,737 | \$113,737 |
| 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, Night Markets, Holiday Snow Village and Fourth of July. 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 programs.
- 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 2013-14</u> | <u>Estimated 2014-15</u> | <u>Projected 2015-16</u> |
|--|---------------------------|------------------------------|------------------------------|
| Total Number of Volunteer Hours | 28,671 | 29,000 | 29,500 |
| Number of Community Service Court Allocated/Referral Volunteers | 41 | 40 | 40 |
| Number of Regular Volunteers | 478 | 475 | 475 |
| Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$18.01 per hour) | \$516,365 | \$522,290 | \$531,295 |
| Total Number of Special Events | 20 | 24 | 22 |
| Number of Clubs, Groups and Organizations Participating in Special Events | 35 | 40 | 40 |

2015-2016 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Develop yearly sponsorship package that will encourage donors to contribute to multiple events that occur throughout the year, by offering increased visibility at a discount the more events they support.
2. Work with newly formed 100th year Anniversary ad-hoc committee to further enhance upcoming events and increase community participation.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Worked with community based organizations, local non-profit groups and the newly formed Community Participation Commission to add new community events such as the Geranium Festival, Easter Egg Hunt and the Night Markets.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$26,090 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 \$66,200 for equipment and materials for Community Beautification Projects, including beautification and other volunteer projects that improve the appearance of the City.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$5,770 | \$6,132 | \$6,132 | \$6,312 | \$6,312 |
| 11400 Overtime Salaries | 35 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 4,593 | 4,593 | 4,593 | 4,593 | 4,593 |
| TOTAL | \$10,398 | \$10,725 | \$10,725 | \$10,905 | \$10,905 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$16 | \$17 | \$17 | \$16 | \$16 |
| 12300 Medical Insurance | 1,050 | 1,050 | 1,050 | 1,050 | 1,050 |
| 12350 Medicare Insurance | 92 | 89 | 89 | 89 | 89 |
| 12400 Dental Insurance | 59 | 59 | 59 | 72 | 72 |
| 12500 Workers Compensation | 266 | 266 | 266 | 400 | 400 |
| 12600 Retirement | 1,257 | 1,386 | 1,386 | 3,901 | 3,901 |
| 12900 Long Term Disability | 40 | 40 | 40 | 40 | 40 |
| 12950 Vision Plan | 24 | 24 | 24 | 24 | 24 |
| TOTAL | \$2,804 | \$2,931 | \$2,931 | \$5,592 | \$5,592 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$361 | \$800 | \$800 | \$800 | \$800 |
| 22000 Operating Supplies | 1,752 | 1,900 | 1,900 | 1,900 | 1,900 |
| 23000 R/M Supplies | 98 | 500 | 500 | 500 | 500 |
| 24000 Small Tools | 418 | 250 | 250 | 250 | 250 |
| 31000 Contracted Services | 2,460 | 35,800 | 21,800 | 26,090 | 26,090 |
| 32000 Communications | 0 | 500 | 500 | 500 | 500 |
| 38000 R/M Contractual | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 39000 Miscellaneous | 1,419 | 65,500 | 60,500 | 66,200 | 66,200 |
| TOTAL | \$7,508 | \$106,250 | \$87,250 | \$97,240 | \$97,240 |
| GRAND TOTAL | \$20,710 | \$119,906 | \$100,906 | \$113,737 | \$113,737 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Administrative Secretary | 0.10 | 0.10 | 0.10 | \$6,012 | \$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 | \$10,725 | \$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>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$97,849 | \$104,369 | \$104,369 | \$107,652 | \$107,652 |
| SERVICES & SUPPLIES | 73,255 | 76,251 | 76,251 | 76,251 | 76,251 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$171,104 | \$180,620 | \$180,620 | \$183,903 | \$183,903 |
| 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 also oversees the City's website and Twitter account. 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 2013-14</u> | <u>Estimated 2014-15</u> | <u>Projected 2015-16</u> |
|--|---------------------------|------------------------------|------------------------------|
| Internet webcast total views | 12,336 | 5,011 | 5,000 |
| Number of Programs Shown on MPK-TV (including repeats) | 1,923 | 1,730 | 1,800 |
| MPk-TV YouTube Channel Views | 5,740 | 5,822 | 5,900 |

2015-2016 GOALS AND OBJECTIVES

1. Improve organizational effectiveness: Improve council chamber lighting, and/or improve council chamber video projection facilities.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Collaborated with city departments to provide Cascades newspaper and/or MPK-TV coverage of new events and topical issues such as: MPK Night Market; water conservation; abandoned shopping carts; mayor's town hall meetings; first annual Geranium Festival; business tax amnesty; hillside drain cleanup; code enforcement; pet owner issues; New Year's Eve; Lunar New Year; mosquito/West Nile Virus prevention; campaign sign regulations; Special Olympics World Games; MPK centennial celebration.
2. Provided MPK-TV coverage of unique events such as a City Council candidate's forum, mayoral installation, fire chief oath of office, Special Olympics press conference, police dept. medal ceremony, Lunar New Year press conference.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$71,321 for website maintenance contract costs and the publication of the Cascades newspaper.
2. Miscellaneous category (#39000) consists of dues/memberships, \$50 and books, \$80.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$64,233 | \$67,976 | \$67,976 | \$70,014 | \$70,014 |
| 11300 Part Time Salaries | 2,765 | 3,800 | 3,800 | 3,800 | 3,800 |
| 11400 Overtime Salaries | 160 | 0 | 0 | 0 | 0 |
| 11500 Separation Benefits | 6,270 | 6,270 | 6,270 | 6,270 | 6,270 |
| TOTAL | \$73,428 | \$78,046 | \$78,046 | \$80,084 | \$80,084 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$177 | \$179 | \$179 | \$172 | \$172 |
| 12300 Medical Insurance | 7,295 | 7,782 | 7,782 | 7,297 | 7,297 |
| 12350 Medicare Insurance | 991 | 986 | 986 | 989 | 989 |
| 12370 Part Time Retirement | 111 | 160 | 160 | 0 | 0 |
| 12400 Dental Insurance | 650 | 650 | 650 | 650 | 650 |
| 12500 Workers Compensation | 666 | 666 | 666 | 700 | 700 |
| 12600 Retirement | 13,993 | 15,359 | 15,359 | 17,219 | 17,219 |
| 12900 Long Term Disability | 436 | 436 | 436 | 436 | 436 |
| 12950 Vision Plan | 102 | 105 | 105 | 105 | 105 |
| TOTAL | \$24,421 | \$26,323 | \$26,323 | \$27,568 | \$27,568 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$302 | \$700 | \$700 | \$700 | \$700 |
| 22000 Operating Supplies | 0 | 100 | 100 | 100 | 100 |
| 31000 Contracted Services | 68,951 | 71,321 | 71,321 | 71,321 | 71,321 |
| 38000 R/M Contractual | 3,982 | 4,000 | 4,000 | 4,000 | 4,000 |
| 39000 Miscellaneous | 20 | 130 | 130 | 130 | 130 |
| TOTAL | \$73,255 | \$76,251 | \$76,251 | \$76,251 | \$76,251 |
| GRAND TOTAL | \$171,104 | \$180,620 | \$180,620 | \$183,903 | \$183,903 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|-----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Community TV Producer | 1.00 | 1.00 | 1.00 | \$62,916 | \$62,917 | \$62,917 |
| Senior Clerk Typist | 0.10 | 0.10 | 0.10 | 5,000 | 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 | \$78,046 | \$78,047 | \$78,047 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$366,956 | \$392,777 | \$392,777 | \$399,646 | \$399,646 |
| SERVICES & SUPPLIES | 151,585 | 157,900 | 157,900 | 173,699 | 173,699 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$518,541 | \$550,677 | \$550,677 | \$573,345 | \$573,345 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 6.65 | 6.80 | 6.80 | 6.70 | 6.70 |

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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| Dial-A-Ride: | | | |
| Senior Passengers | 9,497 | 8,366 | 8,900 |
| Handicapped Passengers | 3,134 | 2,916 | 3,000 |
| Transit Miles | 34,252 | 33,408 | 33,800 |
| M.T.A. Passes / Stamps & Parking Tokens | 3,700 | 3,790 | 4,000 |
| Taxi Coupons for low income | 226 | 250 | 235 |
| Senior Citizen Specialized Trips | 165 | 220 | 200 |

2015-2016 GOALS AND OBJECTIVES

1. Improve organizational efficiency: Expand Dial A Ride shared ride service to include direct ride Taxi Service to increase ridership and meet the increasing transportation needs of Monterey Park Seniors.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Improve community participation and safety: Worked 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.
2. Improve organizational efficiency: Implement GPS software to improve route efficiency, communication and increase ridership.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects \$115,799 for Motor Pool internal service charge.
2. Other Agency Services category (#41000) reflects \$47,000 for the sale of TAP cards.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$226,026 | \$233,101 | \$233,101 | \$230,823 | \$230,823 |
| 11300 Part Time Salaries | 16,739 | 35,640 | 35,640 | 37,500 | 37,500 |
| 11500 Separation Benefits | 18,783 | 18,783 | 18,783 | 20,000 | 20,000 |
| TOTAL | \$261,548 | \$287,524 | \$287,524 | \$288,323 | \$288,323 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$837 | \$827 | \$827 | \$765 | \$765 |
| 12300 Medical Insurance | 41,642 | 41,332 | 41,332 | 41,916 | 41,916 |
| 12350 Medicare Insurance | 3,588 | 3,380 | 3,380 | 3,251 | 3,251 |
| 12370 Part Time Retirement | 0 | 750 | 750 | 0 | 0 |
| 12400 Dental Insurance | 3,006 | 2,957 | 2,957 | 2,898 | 2,898 |
| 12500 Workers Compensation | 466 | 466 | 466 | 3,000 | 3,000 |
| 12600 Retirement | 52,973 | 52,716 | 52,716 | 56,852 | 56,852 |
| 12900 Long Term Disability | 2,201 | 2,124 | 2,124 | 2,010 | 2,010 |
| 12950 Vision Plan | 695 | 701 | 701 | 631 | 631 |
| TOTAL | \$105,408 | \$105,253 | \$105,253 | \$111,323 | \$111,323 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$211 | \$2,200 | \$2,200 | \$2,200 | \$2,200 |
| 31000 Contracted Services | 1,803 | 1,800 | 1,800 | 1,800 | 1,800 |
| 32000 Communications | 949 | 900 | 900 | 900 | 900 |
| 33000 Motor Pool Charges | 105,000 | 105,000 | 105,000 | 115,799 | 115,799 |
| 38000 R/M Contractual | 5,400 | 6,000 | 6,000 | 6,000 | 6,000 |
| 41000 Other Agency Serv | 38,222 | 42,000 | 42,000 | 47,000 | 47,000 |
| TOTAL | \$151,585 | \$157,900 | \$157,900 | \$173,699 | \$173,699 |
| GRAND TOTAL | \$518,541 | \$550,677 | \$550,677 | \$573,345 | \$573,345 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Recreation & Community Services | 0.30 | 0.20 | 0.20 | \$32,803 | \$22,964 | \$22,964 |
| Recreation Supervisor | 0.50 | 0.50 | 0.50 | 37,086 | 38,012 | 38,012 |
| Bus/Child Care Driver | 3.00 | 3.00 | 3.00 | 106,956 | 106,956 | 106,956 |
| Dial-A-Ride Dispatcher | 1.00 | 1.00 | 1.00 | 54,456 | 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 | 20,000 | 20,000 |
| <u>Part-Time</u> | | | | | | |
| Bus/Child Care Driver | 2.00 | 2.00 | 2.00 | 35,640 | 37,500 | 37,500 |
| Total | 6.80 | 6.70 | 6.70 | \$287,524 | \$281,688 | \$281,688 |



PUBLIC WORKS

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Public Works
ACTIVITY NO.: 4200, 6516 & 6517

SOURCE OF FUNDS:

General \$2,540,742
 Retirement \$218,016
 State Gas Tax \$1,652,526
 Sewer \$1,500,667
 Refuse \$5,824,178
 Shop \$1,535,935
 Water \$12,024,575
 Water Treatment \$3,285,033
 Proposition A \$524,841
 Measure R \$123,069
 Asset Forfeiture \$90,000
 Air Quality Improvement \$23,500
 Proposition C \$814,718
 Maintenance District 93-1 \$1,143,565
 Used Oil Recycling Block Grant \$17,540
 Beverage Container Recycling Grant \$16,042

| SUMMARY OF COST | Actual 2013-14 | Adopted 2014-15 | Year-End Estimated 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|---------------------|---------------------|----------------------------------|---------------------|---------------------|
| PERSONNEL COST | \$6,125,117 | \$6,801,929 | \$6,561,337 | \$7,231,656 | \$7,231,656 |
| SERVICES & SUPPLIES | 14,840,551 | 15,635,945 | 15,380,901 | 17,336,291 | 17,336,291 |
| CAPITAL OUTLAY | 899,649 | 12,446,272 | 11,021,451 | 6,767,000 | 6,767,000 |
| TOTAL COSTS | \$21,865,317 | \$34,884,146 | \$32,963,689 | \$31,334,947 | \$31,334,947 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 69.84 | 68.99 | 68.99 | 70.99 | 70.99 |

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.

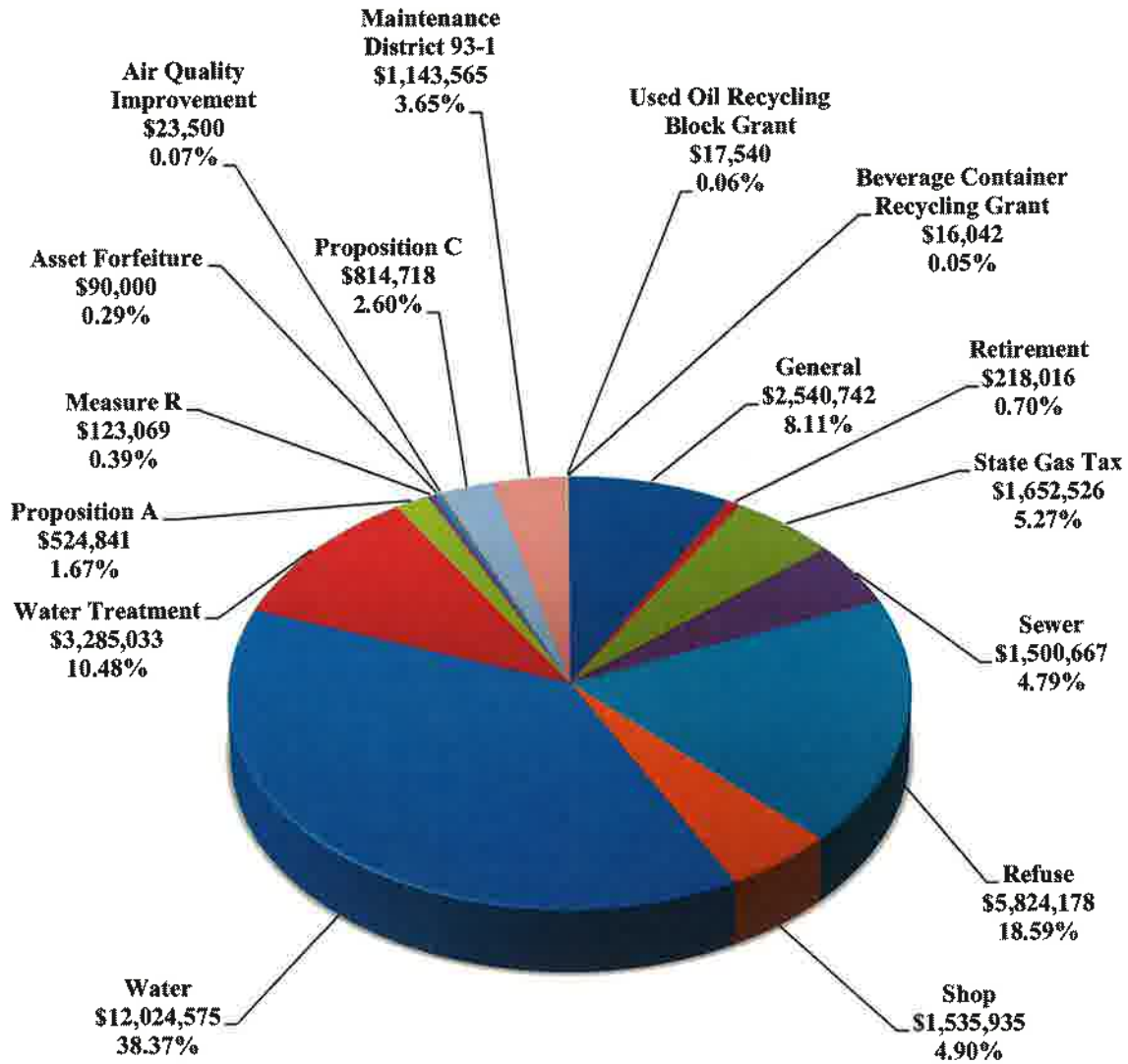
Parks Division:

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

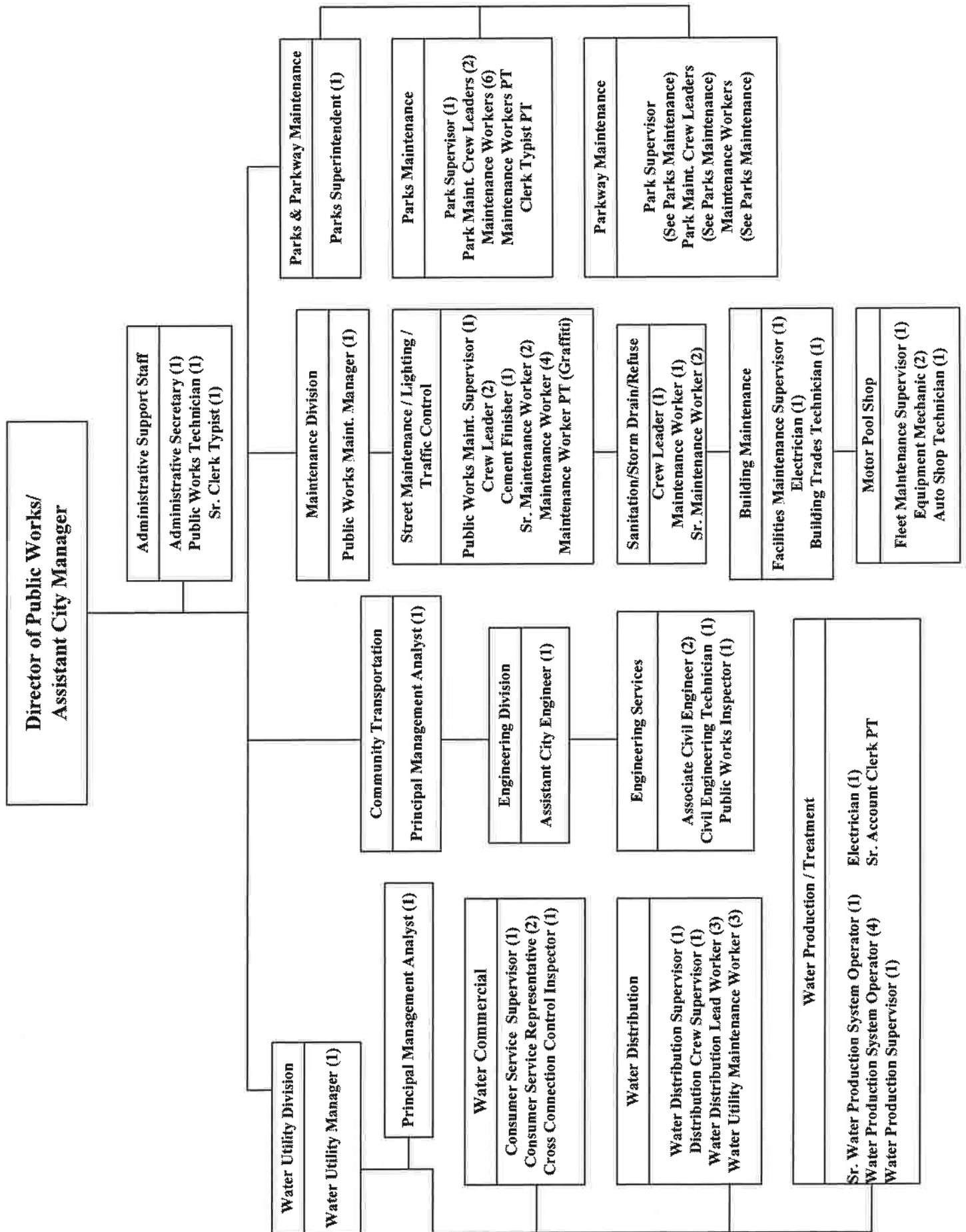
Personnel Changes

Personnel changes approved at the 2014-15 Midyear Review included 2 new full-time positions in the Sewer Division. The personnel additions are one Senior Maintenance Worker and one Maintenance Worker.

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 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$47,276 | \$51,985 | \$47,141 | \$55,075 | \$55,075 |
| SERVICES & SUPPLIES | 1,159,850 | 1,082,055 | 1,220,266 | 1,260,068 | 1,260,068 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$1,207,126 | \$1,134,040 | \$1,267,407 | \$1,315,143 | \$1,315,143 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | .20 | .20 | .20 | .25 | .25 |

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 mobile emissions.

PROGRAM MEASUREMENTS

| | <u>Actual</u> <u>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Grant Funding | | | |
| *MTA National Transit Data Reporting Fund | \$109,852 | \$113,243 | \$107,800 |
| Fixed-Route Transit: | | | |
| Total Passengers | 368,491 | 370,533 | 375,000 |
| Passenger per Revenue Service Hour** | 19.62 | 19.73 | 20.00 |
| Cost per Passenger | \$3.06 | \$3.06 | \$3.09 |
| Employee Transportation Program: | | | |
| Average Vehicle Ridership | 1.30 | 1.21 | 1.25 |
| % of Employees Ridesharing | 28% | 19% | 25% |

* Funds received in FY2013-14 are based on passenger trips and service miles that were provided in FY2010-11 and those received in FY2014-15 are based on FY2011-12 data. FY2015-16 funds are based on FY2012-13 data.

**Audited FY 2013/14 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 | 16,556 | 34.89 |
| Burbank | 21,501 | 11.79 |
| Downey | 13,978 | 15.82 |
| El Monte | 23,538 | 28.62 |
| Huntington Park | 13,323 | 18.81 |
| Lynwood | 13,257 | 23.97 |
| Monterey Park | 18,779 | 19.62 |
| South Gate | 14,237 | 20.07 |

2015-2016 GOALS AND OBJECTIVES

1. Execute new Spirit Bus Contract that requires higher performance standards to include reduced breakdowns and adherence to schedule.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Secured \$331,800 in Metro's Fast Track/ExpressLanes Net Toll Revenue Reinvestment Grant to construct bicycle lanes on Monterey Pass Road and Avenida Cesar Chavez/Riggin Avenue.
2. Adopted Monterey Park Bicycle Masterplan that identifies bike lanes and other improvements as well as safety programs to facilitate bicycling and walking in the city.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Personnel category (#11700) includes \$20,000 in rideshare subsidies for employee transportation program to reduce vehicle trips.
2. Contracted Services category (#31000) includes \$944,443 to operate the Spirit Bus system and \$15,000 for other professional services.
3. Advertising category (#34000) includes \$7,500 for the promotion of Spirit Bus at the July 4th fireworks.
4. Miscellaneous category (#39000) includes \$6,000 for printing bus schedules. San Gabriel Valley Council of Government annual due for transportation related issues has been moved to City Council Department 1110.
5. Other Agency Services category (#41000) includes the city's contribution to the California State University, Los Angeles (CSULA) Metrolink Joint Powers Authority (JPA), \$28,925.
6. Miscellaneous Financial Services category (#44000) includes indirect overhead costs \$108,000 and city's contribution to the General Liability Fund \$100,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$18,762 | \$19,841 | \$19,997 | \$25,545 | \$25,545 |
| 11700 Rideshare Incentives | 21,760 | 25,000 | 20,000 | 20,000 | 20,000 |
| TOTAL | \$40,522 | \$44,841 | \$39,997 | \$45,545 | \$45,545 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$32 | \$33 | \$33 | \$39 | \$39 |
| 12300 Medical Insurance | 2,100 | 2,100 | 2,100 | 2,552 | 2,552 |
| 12350 Medicare Insurance | 298 | 288 | 288 | 360 | 360 |
| 12400 Dental Insurance | 122 | 123 | 123 | 153 | 153 |
| 12600 Retirement | 4,081 | 4,477 | 4,477 | 6,274 | 6,274 |
| 12900 Long Term Disability | 79 | 80 | 80 | 99 | 99 |
| 12950 Vision Plan | 42 | 43 | 43 | 53 | 53 |
| TOTAL | \$6,754 | \$7,144 | \$7,144 | \$9,530 | \$9,530 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$248 | \$200 | \$200 | \$200 | \$200 |
| 31000 Contracted Services | 916,159 | 805,485 | 945,485 | 1,009,443 | 1,009,443 |
| 34000 Advertising | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 |
| 39000 Miscellaneous | 24,862 | 31,000 | 31,000 | 6,000 | 6,000 |
| 41000 Other Agency Serv | 28,081 | 29,870 | 28,081 | 28,925 | 28,925 |
| 44000 Misc Financial Serv | 183,000 | 208,000 | 208,000 | 208,000 | 208,000 |
| TOTAL | \$1,159,850 | \$1,082,055 | \$1,220,266 | \$1,260,068 | \$1,260,068 |
| GRAND TOTAL | \$1,207,126 | \$1,134,040 | \$1,267,407 | \$1,315,143 | \$1,315,143 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Rideshare Incentives | 0.00 | 0.00 | 0.00 | \$25,000 | \$20,000 | \$20,000 |
| Principal Management Analyst | 0.20 | 0.25 | 0.25 | 19,841 | 24,801 | 24,801 |
| Total | 0.20 | 0.25 | 0.25 | \$44,841 | \$44,801 | \$44,801 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$739,820 | \$723,893 | \$588,010 | \$753,135 | \$753,135 |
| SERVICES & SUPPLIES | 357,167 | 350,220 | 360,570 | 407,589 | 407,589 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 20,000 | 20,000 |
| TOTAL COSTS | \$1,096,987 | \$1,074,113 | \$948,580 | \$1,180,724 | \$1,180,724 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 12.85 | 11.90 | 11.90 | 11.90 | 11.90 |

Program Description

Monterey Park has 119.27 miles of improved streets, 10 miles of alleys and 225.22 miles of sidewalks, curbs and gutters. In addition, the City has within its 7.7 square miles two public parking districts, 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</u> 2013-2014 | <u>Estimated</u> 2014-2015 | <u>Projected</u> 2015-2016 |
|--|----------------------------|-------------------------------|-------------------------------|
| Roadway Maintenance: | | | |
| Slurry Seal (Sq. Ft.) Preventive Maintenance (14-year cycle) | 2,014,630 | 2,485,846 | 2,485,648 |
| Potholes Repaired (Total No.) | 3,008 | 3,300 | 3,000 |
| Utility Cuts Repaired (Total No.) | 19 | 22 | 35 |
| Sidewalk Maintenance: | | | |
| Sidewalk Repair (Sq. Ft.) | 2,882 | 3,000 | 1,000 |
| Sidewalk Grinds (Total No.) | 122 | 225 | 160 |
| Curb and Gutter Maintenance: | | | |
| Curb and Gutter Repair (Ln. Ft.) | 68 | 150 | 150 |
| Other Maintenance Items | | | |
| Bus Shelters Pressure Washed | 296 | 254 | 250 |
| Shopping Carts Picked Up | 535 | 157 | 250 |
| Signs Removed from Right of Way | 182 | 100 | 125 |

2015-2016 GOALS AND OBJECTIVES

1. Continue to train staff to operate new equipment: 1.5 cubic yard Cement Mixer, Pot Hole / patch truck and the skid steer loader (bobcat). Training all field staff to operate this equipment will allow the department to be more efficient at maintaining the public right of way.

2014-2015 MAJOR ACCOMPLISHMENTS

1. In collaboration with the Parks Division, landscaped the Langley Center.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers concrete & concrete supplies \$16,000, herbicides \$1,000 and uniforms \$750.
2. R/M Supplies category (#23000) covers construction activities, including asphalt and concrete \$100,000, barricades, lights, and graffiti/clean team supplies of \$33,300.
3. Contracted Services category (#31000) is for weed abatement services, \$21,000 and graffiti tracker services, \$12,000.
4. Motor Pool Charges category (#33000) is the city allocated motor pool charges, \$211,650.
5. Miscellaneous category (#39000) consists of dues/memberships, \$100.
6. Vehicle/Equipment category (#54000) reflects the purchase of one Thin line asphalt crack seal machine, \$20,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$404,948 | \$336,370 | \$254,325 | \$346,782 | \$346,782 |
| 11300 Part Time Salaries | 107,667 | 176,244 | 133,172 | 176,244 | 176,244 |
| 11400 Overtime Salaries | 13,260 | 4,750 | 9,744 | 4,750 | 4,750 |
| 11500 Separation Benefits | 36,200 | 36,200 | 36,200 | 36,200 | 36,200 |
| TOTAL | \$562,075 | \$553,564 | \$433,441 | \$563,976 | \$563,976 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$921 | \$980 | \$904 | \$945 | \$945 |
| 12300 Medical Insurance | 48,982 | 54,109 | 40,763 | 57,090 | 57,090 |
| 12350 Medicare Insurance | 4,434 | 3,016 | 4,463 | 3,694 | 3,694 |
| 12370 Part Time Retirement | 1,941 | 191 | 3,273 | 3,273 | 3,273 |
| 12400 Dental Insurance | 2,162 | 2,251 | 1,822 | 3,163 | 3,163 |
| 12500 Workers Compensation | 29,330 | 30,796 | 30,796 | 32,336 | 32,336 |
| 12600 Retirement | 87,080 | 75,884 | 69,959 | 85,482 | 85,482 |
| 12900 Long Term Disability | 2,243 | 2,416 | 2,027 | 2,416 | 2,416 |
| 12950 Vision Plan | 652 | 686 | 562 | 760 | 760 |
| TOTAL | \$177,745 | \$170,329 | \$154,569 | \$189,159 | \$189,159 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$13,633 | \$17,750 | \$17,750 | \$17,750 | \$17,750 |
| 23000 R/M Supplies | 99,622 | 83,300 | 93,300 | 133,300 | 133,300 |
| 24000 Small Tools | 863 | 1,000 | 1,000 | 1,000 | 1,000 |
| 31000 Contracted Services | 35,920 | 33,000 | 33,000 | 33,000 | 33,000 |
| 32000 Communications | 2,944 | 4,000 | 4,300 | 4,500 | 4,500 |
| 33000 Motor Pool Charges | 199,500 | 205,485 | 205,485 | 211,650 | 211,650 |
| 38000 R/M Contractual | 4,635 | 5,635 | 5,635 | 6,289 | 6,289 |
| 39000 Miscellaneous | 50 | 50 | 100 | 100 | 100 |
| TOTAL | \$357,167 | \$350,220 | \$360,570 | \$407,589 | \$407,589 |
| CAPITAL OUTLAY | | | | | |
| 54000 Vehicles/Equipment | \$0 | \$0 | \$0 | \$20,000 | \$20,000 |
| TOTAL | \$0 | \$0 | \$0 | \$20,000 | \$20,000 |
| GRAND TOTAL | \$1,096,987 | \$1,074,113 | \$948,580 | \$1,180,724 | \$1,180,724 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Public Works Maintenance Manager | 0.15 | 0.15 | 0.15 | \$15,299 | \$13,974 | \$13,974 |
| Principal Management Analyst | 0.20 | 0.20 | 0.20 | 19,841 | 19,841 | 19,841 |
| Public Works Maintenance Supervisor | 0.50 | 0.50 | 0.50 | 36,180 | 36,780 | 36,780 |
| Crew Leader | 0.50 | 0.50 | 0.50 | 25,938 | 31,605 | 31,605 |
| Cement Finisher | 1.00 | 1.00 | 1.00 | 58,764 | 58,764 | 58,764 |
| Sr. Maintenance Worker | 1.00 | 1.00 | 1.00 | 50,448 | 44,268 | 44,268 |
| Maintenance Worker | 2.75 | 2.75 | 2.75 | 129,240 | 131,724 | 131,724 |
| Bilingual | 0.00 | 0.00 | 0.00 | 300 | 0 | 0 |
| Overtime | 0.00 | 0.00 | 0.00 | 4,750 | 4,750 | 4,750 |
| Pesticide/Herbicide Premiums | 0.00 | 0.00 | 0.00 | 360 | 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 | 11.90 | 11.90 | 11.90 | \$553,564 | \$554,510 | \$554,510 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$12,491 | \$81,339 | \$56,679 | \$94,938 | \$94,938 |
| SERVICES & SUPPLIES | 96,577 | 107,000 | 106,900 | 106,900 | 106,900 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$109,068 | \$188,339 | \$163,579 | \$201,838 | \$201,838 |
| 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 2013-2014</u> | <u>Estimated 2014-2015</u> | <u>Projected 2015-2016</u> |
|--|-----------------------------|--------------------------------|--------------------------------|
| Storm Drain Maintenance: | | | |
| Number of catch basins and grates cleaned annually | 684 | 800 | 800 |
| Slope Drain Inspection Program: | | | |
| Number of slope drains inspected* (this includes re-inspections) | 11 | 11 | 11 |

2015-2016 GOALS AND OBJECTIVES

1. Stencil 1st phase of storm drain locations to comply with the Los Angeles County storm water permit requirements.
2. Continue program to identify new locations that require additional cleaning due to storm drain inserts preventing debris from entering the storm drain.

2014-2015 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 100% of the storm drains for the fiscal year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) covers costs for NPDES program, \$104,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$0 | \$47,443 | \$31,137 | \$54,972 | \$54,972 |
| 11400 Overtime Salaries | 0 | 1,500 | 1,027 | 1,500 | 1,500 |
| 11500 Separation Benefits | 4,538 | 4,538 | 4,538 | 4,538 | 4,538 |
| TOTAL | \$4,538 | \$53,481 | \$36,702 | \$61,010 | \$61,010 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$0 | \$162 | \$162 | \$160 | \$160 |
| 12300 Medical Insurance | 0 | 7,288 | 3,542 | 8,797 | 8,797 |
| 12350 Medicare Insurance | 0 | 368 | 0 | 321 | 321 |
| 12400 Dental Insurance | 0 | 470 | 302 | 472 | 472 |
| 12500 Workers Compensation | 7,953 | 8,351 | 8,351 | 10,000 | 10,000 |
| 12600 Retirement | 0 | 10,730 | 7,166 | 13,667 | 13,667 |
| 12900 Long Term Disability | 0 | 397 | 363 | 397 | 397 |
| 12950 Vision Plan | 0 | 92 | 91 | 114 | 114 |
| TOTAL | \$7,953 | \$27,858 | \$19,977 | \$33,928 | \$33,928 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$500 | \$500 | \$500 | \$500 | \$500 |
| 23000 R/M Supplies | 2,208 | 2,400 | 2,400 | 2,400 | 2,400 |
| 31000 Contracted Services | 93,869 | 104,000 | 104,000 | 104,000 | 104,000 |
| 39000 Miscellaneous | 0 | 100 | 0 | 0 | 0 |
| TOTAL | \$96,577 | \$107,000 | \$106,900 | \$106,900 | \$106,900 |
| GRAND TOTAL | \$109,068 | \$188,339 | \$163,579 | \$201,838 | \$201,838 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Crew Leader | 0.50 | 0.50 | 0.50 | \$25,309 | \$31,605 | \$31,605 |
| Sr. Maintenance Worker | 0.50 | 0.50 | 0.50 | 22,134 | 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 | 0 | 180 | 180 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 4,538 | 4,538 | 4,538 |
| Total | 1.00 | 1.00 | 1.00 | \$53,481 | \$59,957 | \$59,957 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$25,803 | \$280,441 | \$197,446 | \$505,997 | \$505,997 |
| SERVICES & SUPPLIES | 103,069 | 92,000 | 89,060 | 490,170 | 490,170 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$128,872 | \$372,441 | \$286,506 | \$996,167 | \$996,167 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 1.10 | 3.00 | 3.00 | 5.55 | 5.55 |

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</u> <u>2013-2014</u> | <u>Estimated</u> <u>2014-2015</u> | <u>Projected</u> <u>2015-2016</u> |
|--|-----------------------------------|--------------------------------------|--------------------------------------|
| Main Line Cleaning: | | | |
| Miles of main lines cleaned | 77 | 90 | 100 |
| Miles of Problem Lines Cleaned | 60 | 77 | 90 |
| Sewer Stoppages: | | | |
| Number of sewer stoppages | 6 | 7 | 5 |
| 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 | 40,000 | 40,000 |

2015-2016 GOALS AND OBJECTIVES

1. Complete sixth phase of a 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.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Completed the fifth 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 costs for supplies, \$21,000.
2. Contracted Services category (#31000) covers cost for professional services for sewer lines TV monitoring, pesticide control services, and disposal agreement, \$54,000.
3. Motor Pool Charges category (#33000) is the city allocated motor pool charges, \$12,360.
4. Miscellaneous category (#39000) consists of education/training, \$750.
5. Misc Financial Services category (#44000) includes Sewer reimbursement to General Liability Fund, \$300,000, and Sewer share for the City's administrative support, \$100,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$8,870 | \$192,992 | \$133,297 | \$344,018 | \$344,018 |
| 11400 Overtime Salaries | 19 | 0 | 5,349 | 0 | 0 |
| 11500 Separation Benefits | 5,940 | 5,940 | 5,940 | 6,000 | 6,000 |
| TOTAL | \$14,829 | \$198,932 | \$144,586 | \$350,018 | \$350,018 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$10 | \$502 | \$400 | \$884 | \$884 |
| 12300 Medical Insurance | -134 | 23,274 | 11,481 | 49,480 | 49,480 |
| 12350 Medicare Insurance | 0 | 1,586 | 1,250 | 4,197 | 4,197 |
| 12400 Dental Insurance | 61 | 1,571 | 1,020 | 3,597 | 3,597 |
| 12500 Workers Compensation | 9,000 | 9,450 | 9,450 | 9,923 | 9,923 |
| 12600 Retirement | 1,976 | 43,598 | 28,195 | 84,922 | 84,922 |
| 12900 Long Term Disability | 40 | 1,188 | 800 | 2,199 | 2,199 |
| 12950 Vision Plan | 21 | 340 | 264 | 777 | 777 |
| TOTAL | \$10,974 | \$81,509 | \$52,860 | \$155,979 | \$155,979 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$14,757 | \$4,200 | \$1,200 | \$1,200 | \$1,200 |
| 23000 R/M Supplies | 11,223 | 10,000 | 21,000 | 21,000 | 21,000 |
| 31000 Contracted Services | 70,785 | 65,000 | 54,000 | 54,000 | 54,000 |
| 32000 Communications | 4 | 0 | 860 | 860 | 860 |
| 33000 Motor Pool Charges | 6,300 | 12,000 | 12,000 | 12,360 | 12,360 |
| 38000 R/M Contractual | 0 | 800 | 0 | 0 | 0 |
| 39000 Miscellaneous | 0 | 0 | 0 | 750 | 750 |
| 44000 Misc Financial Serv | 0 | 0 | 0 | 400,000 | 400,000 |
| TOTAL | \$103,069 | \$92,000 | \$89,060 | \$490,170 | \$490,170 |
| GRAND TOTAL | \$128,872 | \$372,441 | \$286,506 | \$996,167 | \$996,167 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.15 | 0.20 | 0.20 | \$25,501 | \$34,001 | \$34,001 |
| Public Work Maintenance Manager | 0.15 | 0.25 | 0.25 | 15,299 | 23,291 | 23,291 |
| Public Works Maintenance Supervisor | 0.20 | 0.30 | 0.30 | 14,472 | 22,068 | 22,068 |
| Crew Leader | 1.30 | 1.60 | 1.60 | 69,823 | 103,603 | 103,603 |
| Sr. Maintenance Worker | 0.95 | 1.95 | 1.95 | 53,797 | 95,541 | 95,541 |
| Maintenance Worker | 0.25 | 1.25 | 1.25 | 13,008 | 53,676 | 53,676 |
| Bilingual | 0.00 | 0.00 | 0.00 | 570 | 870 | 870 |
| Pesticide/Herbicide Premiums | 0.00 | 0.00 | 0.00 | 522 | 846 | 846 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 5,940 | 6,000 | 6,000 |
| Total | 3.00 | 5.55 | 5.55 | \$198,932 | \$339,896 | \$339,896 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Street Cleaning
ACTIVITY NO.: 4205

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$8,308 | \$9,104 | \$9,049 | \$8,857 | \$8,857 |
| SERVICES & SUPPLIES | 331,740 | 341,690 | 341,690 | 346,141 | 346,141 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$340,048 | \$350,794 | \$350,739 | \$354,998 | \$354,998 |
| 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>2013-2014</u> | <u>Estimated</u> <u>2014-2015</u> | <u>Projected</u> <u>2015-2016</u> |
|---|-----------------------------------|--------------------------------------|--------------------------------------|
| Number of Complaints: | 4 | 4 | 4 |
| <i>Reflects the number of problems reported by residents.</i> | | | |

2015-2016 GOALS AND OBJECTIVES

1. Respond to residential complaints within 24 hours and work with contractor to resolve these issues.

2014-2015 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) is the city allocated motor pool charges, \$20,051.
2. Other Agency Services category (#41000) covers the cost of street sweeping contractual services, \$326,090.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$4,543 | \$5,100 | \$4,877 | \$4,793 | \$4,793 |
| 11400 Overtime Salaries | 9 | 0 | 168 | 0 | 0 |
| 11500 Separation Benefits | 963 | 963 | 963 | 963 | 963 |
| TOTAL | \$5,515 | \$6,063 | \$6,008 | \$5,756 | \$5,756 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$5 | \$6 | \$6 | \$6 | \$6 |
| 12300 Medical Insurance | 342 | 354 | 354 | 355 | 355 |
| 12400 Dental Insurance | 30 | 31 | 31 | 0 | 0 |
| 12500 Workers Compensation | 1,398 | 1,468 | 1,468 | 1,541 | 1,541 |
| 12600 Retirement | 988 | 1,151 | 1,151 | 1,179 | 1,179 |
| 12900 Long Term Disability | 20 | 20 | 20 | 20 | 20 |
| 12950 Vision Plan | 10 | 11 | 11 | 0 | 0 |
| TOTAL | \$2,793 | \$3,041 | \$3,041 | \$3,101 | \$3,101 |
| SERVICES & SUPPLIES | | | | | |
| 32000 Communications | \$2 | \$0 | \$0 | \$0 | \$0 |
| 33000 Motor Pool Charges | 18,900 | 19,467 | 19,467 | 20,051 | 20,051 |
| 41000 Other Agency Serv | 312,838 | 322,223 | 322,223 | 326,090 | 326,090 |
| TOTAL | \$331,740 | \$341,690 | \$341,690 | \$346,141 | \$346,141 |
| GRAND TOTAL | \$340,048 | \$350,794 | \$350,739 | \$354,998 | \$354,998 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|-------------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Public Works Maintenance Manager | 0.05 | 0.05 | 0.05 | \$5,100 | \$4,658 | \$4,658 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 963 | 963 | 963 |
| Total | 0.05 | 0.05 | 0.05 | \$6,063 | \$5,621 | \$5,621 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Traffic Control
ACTIVITY NO.: 4206

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$272,138 | \$219,658 | \$233,791 | \$217,932 | \$217,932 |
| SERVICES & SUPPLIES | 375,168 | 315,457 | 316,107 | 319,234 | 319,234 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 79,000 | 79,000 |
| TOTAL COSTS | \$647,306 | \$535,115 | \$549,898 | \$616,166 | \$616,166 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 3.10 | 2.30 | 2.30 | 2.10 | 2.10 |

Program Description

This program is essential to the safe and orderly flow of vehicular and pedestrian traffic throughout the City by providing for the maintenance and installation of regulatory and warning signs, maintenance and installation of street name signs, painting of traffic legends that include stops, stop bars, centerlines, curbs, and approximately 335 crosswalks. In addition, there are 62 City-owned, 5 City/County-owned, 6 City/State-owned, and 2 City/County/State-owned traffic signals located in the City that are maintained through this program.

Specific Service objectives are:

- Repaint 35 miles of centerline and lane striping on boulevards annually.
- Repaint 30 miles of centerline on residential streets annually.
- Repaint 148 school crosswalks and 39 school pavement markings once a year.

- Repaint pavement markings on streets that are resurfaced or slurry sealed as soon as the projects are completed.
- 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 2013-2014</u> | <u>Estimated 2014-2015</u> | <u>Projected 2015-2016</u> |
|---|-----------------------------|--------------------------------|--------------------------------|
| Street Painting: | | | |
| Miles striped <i>This measurement includes lane lines and centerlines.</i> | 21 | 33 | 65 |
| Crosswalks repainted | 35 | 20 | 20 |
| Sign Maintenance: | | | |
| Stop signs replaced | 21 | 48 | 20 |
| Regulatory and warning signs replaced | 171 | 50 | 50 |
| Number of new stop sign installations | 0 | 0 | 1 |
| Regulatory and warning signs maintained | 1,309 | 1,411 | 1,000 |
| 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> | 23 | 31 | 30 |

2015-2016 GOALS AND OBJECTIVES

1. Implement application of thermoplastic materials in place of paint on certain crosswalks, centerline, legends, etc. Application of thermoplastic increases staff efficiency as life expectancy is four times longer than that of paint, eliminating the need to paint street markings every year.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Crossed-trained personnel in the responsibilities of the operation and maintenance of legend painting and the lane striping.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) covers the costs for replacement of traffic and street signs \$45,000 and paint and equipment supplies, \$25,000.
2. Communications category (#32000) covers the costs for telephone services, \$12,000.
3. Motor Pool Charges category (#33000) is the city allocated motor pool charges, \$51,241.
4. Utilities category (#36000) covers the utility cost for traffic signals, \$56,143.
5. R/M Contractual category (#38000) covers maintenance contract for City-owned traffic signals and safety lighting, \$107,000.
6. Miscellaneous category (#39000) covers dues/memberships, \$100 and training, \$750.
7. Other Agency Services category (#41000) covers maintenance contract for traffic signals, \$21,000.
8. Vehicle/Equipment category (#54000) reflects equipment purchase for one Thermoplastic application torch \$48,000, and two Message board trailers \$31,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$174,913 | \$136,981 | \$138,500 | \$133,614 | \$133,614 |
| 11400 Overtime Salaries | 4,776 | 1,500 | 9,507 | 1,500 | 1,500 |
| 11500 Separation Benefits | 12,540 | 12,540 | 12,540 | 12,540 | 12,540 |
| TOTAL | \$192,229 | \$151,021 | \$160,547 | \$147,654 | \$147,654 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$493 | \$367 | \$367 | \$323 | \$323 |
| 12300 Medical Insurance | 17,614 | 14,307 | 16,497 | 13,085 | 13,085 |
| 12350 Medicare Insurance | 2,300 | 1,697 | 1,697 | 1,598 | 1,598 |
| 12400 Dental Insurance | 1,272 | 921 | 921 | 1,237 | 1,237 |
| 12500 Workers Compensation | 18,335 | 19,252 | 19,252 | 20,215 | 20,215 |
| 12600 Retirement | 38,370 | 30,953 | 33,370 | 32,783 | 32,783 |
| 12900 Long Term Disability | 1,228 | 911 | 911 | 832 | 832 |
| 12950 Vision Plan | 297 | 229 | 229 | 205 | 205 |
| TOTAL | \$79,909 | \$68,637 | \$73,244 | \$70,278 | \$70,278 |
| SERVICES & SUPPLIES | | | | | |
| 23000 R/M Supplies | \$70,970 | \$70,000 | \$70,000 | \$70,000 | \$70,000 |
| 24000 Small Tools | 1,245 | 1,000 | 1,000 | 1,000 | 1,000 |
| 32000 Communications | 10,891 | 12,000 | 12,000 | 12,000 | 12,000 |
| 33000 Motor Pool Charges | 48,300 | 49,749 | 49,749 | 51,241 | 51,241 |
| 36000 Utilities | 49,279 | 54,508 | 54,508 | 56,143 | 56,143 |
| 38000 R/M Contractual | 166,805 | 107,000 | 107,000 | 107,000 | 107,000 |
| 39000 Miscellaneous | 37 | 200 | 850 | 850 | 850 |
| 41000 Other Agency Serv | 27,641 | 21,000 | 21,000 | 21,000 | 21,000 |
| TOTAL | \$375,168 | \$315,457 | \$316,107 | \$319,234 | \$319,234 |
| CAPITAL OUTLAY | | | | | |
| 54000 Vehicles/Equipment | \$0 | \$0 | \$0 | \$79,000 | \$79,000 |
| TOTAL | \$0 | \$0 | \$0 | \$79,000 | \$79,000 |
| GRAND TOTAL | \$647,306 | \$535,115 | \$549,898 | \$616,166 | \$616,166 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Public Works Maintenance Manager | 0.10 | 0.10 | 0.10 | \$10,199 | \$9,316 | \$9,316 |
| Public Works Maintenance Supervisor | 0.15 | 0.15 | 0.15 | 10,854 | 11,034 | 11,034 |
| Crew Leader | 0.60 | 0.40 | 0.40 | 37,155 | 25,901 | 25,901 |
| Sr. Maintenance Worker | 0.55 | 0.55 | 0.55 | 31,146 | 35,614 | 35,614 |
| Maintenance Worker | 0.90 | 0.90 | 0.90 | 46,829 | 46,829 | 46,829 |
| Bilingual | 0.00 | 0.00 | 0.00 | 330 | 330 | 330 |
| Overtime | 0.00 | 0.00 | 0.00 | 1,500 | 1,500 | 1,500 |
| Pesticide/Herbicide Premiums | 0.00 | 0.00 | 0.00 | 468 | 396 | 396 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 12,540 | 12,540 | 12,540 |
| Total | 2.30 | 2.10 | 2.10 | \$151,021 | \$143,460 | \$143,460 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Street Lighting
ACTIVITY NO.: 4207

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$59,170 | \$73,162 | \$72,446 | \$42,640 | \$42,640 |
| SERVICES & SUPPLIES | 515,721 | 574,700 | 574,700 | 591,800 | 591,800 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$574,891 | \$647,862 | \$647,146 | \$634,440 | \$634,440 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | .55 | .65 | .65 | .35 | .35 |

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</u> <u>2013-2014</u> | <u>Estimated</u> <u>2014-2015</u> | <u>Projected</u> <u>2015-2016</u> |
|-----------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|
| Street Light Maintenance: | | | |
| Number of Street Lights Re-lamped | 52 | 58 | 80 |
| Service Requests | | | |
| Received | 52 | 58 | 8 |
| Completed | 52 | 58 | 8 |

2015-2016 GOALS AND OBJECTIVES

1. Research existing electric time clocks at all parks, city hall and police department to replace with electronic (self-adjusting) time clocks at all parks and city hall.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Completed final, third area of repainting ID numbers on City-owned street light poles to identify street light locations for service requests.
2. Developed a map to identify street light locations by pole numbers or resident address.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) covers the cost of electricity, \$587,100.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$34,827 | \$46,530 | \$42,576 | \$23,565 | \$23,565 |
| 11400 Overtime Salaries | 4,558 | 2,700 | 5,777 | 2,700 | 2,700 |
| 11500 Separation Benefits | 3,850 | 3,850 | 3,850 | 3,850 | 3,850 |
| TOTAL | \$43,235 | \$53,080 | \$52,203 | \$30,115 | \$30,115 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$83 | \$97 | \$97 | \$52 | \$52 |
| 12300 Medical Insurance | 3,990 | 4,985 | 5,146 | 2,483 | 2,483 |
| 12350 Medicare Insurance | 383 | 348 | 348 | 264 | 264 |
| 12400 Dental Insurance | 313 | 380 | 380 | 184 | 184 |
| 12500 Workers Compensation | 3,261 | 3,424 | 3,424 | 3,595 | 3,595 |
| 12600 Retirement | 7,624 | 10,508 | 10,508 | 5,780 | 5,780 |
| 12900 Long Term Disability | 218 | 258 | 258 | 139 | 139 |
| 12950 Vision Plan | 63 | 82 | 82 | 28 | 28 |
| TOTAL | \$15,935 | \$20,082 | \$20,243 | \$12,525 | \$12,525 |
| SERVICES & SUPPLIES | | | | | |
| 23000 R/M Supplies | \$0 | \$4,700 | \$4,700 | \$4,700 | \$4,700 |
| 32000 Communications | 4 | 0 | 0 | 0 | 0 |
| 36000 Utilities | 515,717 | 570,000 | 570,000 | 587,100 | 587,100 |
| TOTAL | \$515,721 | \$574,700 | \$574,700 | \$591,800 | \$591,800 |
| GRAND TOTAL | \$574,891 | \$647,862 | \$647,146 | \$634,440 | \$634,440 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Public Works Maintenance Manager | 0.15 | 0.05 | 0.05 | \$15,299 | \$4,658 | \$4,658 |
| Public Works Maintenance Supervisor | 0.10 | 0.00 | 0.00 | 7,236 | 0 | 0 |
| Electrician | 0.20 | 0.20 | 0.20 | 12,527 | 12,840 | 12,840 |
| Crew Leader | 0.10 | 0.00 | 0.00 | 6,193 | 0 | 0 |
| Maintenance Worker | 0.10 | 0.10 | 0.10 | 5,203 | 5,203 | 5,203 |
| Overtime | 0.00 | 0.00 | 0.00 | 2,700 | 2,700 | 2,700 |
| Bilingual | 0.00 | 0.00 | 0.00 | 0 | 120 | 120 |
| Pesticide/Herbicide Premiums | 0.00 | 0.00 | 0.00 | 72 | 0 | 0 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 3,850 | 3,850 | 3,850 |
| Total | 0.65 | 0.35 | 0.35 | \$53,080 | \$29,371 | \$29,371 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Refuse Collection
ACTIVITY NO.: 4208

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$107,044 | \$119,813 | \$118,368 | \$123,423 | \$123,423 |
| SERVICES & SUPPLIES | 5,192,397 | 5,389,954 | 5,361,864 | 5,505,732 | 5,505,732 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$5,299,441 | \$5,509,767 | \$5,480,232 | \$5,629,155 | \$5,629,155 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | .70 | .70 | .70 | .70 | .70 |

Program Description

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

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. Solid waste collection for single-family residential properties is a 2-container program: one container for refuse and recyclables and a second for yard waste. Multiple-family dwellings and commercial properties are provided roll-off bin service. Residents are also provided with year-round bulky item pickup (pre-scheduled) to allow for disposal of large items not classified as normal household refuse.

Public education and recycling programs have been implemented to ensure that hazardous material such as used automobile oil and electronics are properly disposed of either at special collection events or at permanent collection facilities.

Specific service objectives are:

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

PROGRAM MEASUREMENTS

| | <u>Actual 2013-2014</u> | <u>Estimated 2014-2015</u> | <u>Projected 2015-2016</u> |
|---|-----------------------------|--------------------------------|--------------------------------|
| Curbside service accounts | 14,301 | 14,301 | 14,301 |
| Bin service accounts | 1,079 | 1,079 | 1,079 |
| City hauler tons collected (Self-hauled tons not included) | 48,020 | 48,778 | 49,548 |
| AB 939 diversion rate (tons per capita) | 3.6 | 3.6 | 3.6 |

2015-2016 GOALS AND OBJECTIVES

1. Begin the process of establishing a new solid waste hauler contract that will replace the contract with Athens Services that terminates in August 2017. Conduct an audit of the city’s waste stream and establish specifications that would best meet the needs of the community.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Revised the Construction & Debris Management Program to require a higher diversion rate of 60% per the new Green Building code that was adopted by City Council.
2. Implemented a public outreach campaign for used motor oil that targets the Asian market. The multi-media campaign is a 2 year project that is paid for by CalRecycle's Used Oil Competitive Grant Program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects cost professional services, \$33,582.
2. Miscellaneous category (#39000) consists of printing, \$500, dues/memberships, \$75, and recycling program, \$1,000.
3. Other Agency Services category (#41000) covers the annual residential waste collection contract costs for Athens Services, \$5,045,100.
4. Miscellaneous Financial Services category (#44000) consists of \$420,000 for allocated administrative support services and general liability charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$79,883 | \$84,160 | \$82,045 | \$84,845 | \$84,845 |
| 11400 Overtime Salaries | 37 | 0 | 670 | 0 | 0 |
| 11500 Separation Benefits | 5,225 | 5,225 | 5,225 | 6,000 | 6,000 |
| TOTAL | \$85,145 | \$89,385 | \$87,940 | \$90,845 | \$90,845 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$117 | \$135 | \$135 | \$130 | \$130 |
| 12300 Medical Insurance | 1,691 | 6,906 | 6,906 | 7,240 | 7,240 |
| 12350 Medicare Insurance | 841 | 925 | 925 | 925 | 925 |
| 12400 Dental Insurance | 395 | 426 | 426 | 304 | 304 |
| 12500 Workers Compensation | 2,500 | 2,625 | 2,625 | 2,756 | 2,756 |
| 12600 Retirement | 15,963 | 18,984 | 18,984 | 20,833 | 20,833 |
| 12900 Long Term Disability | 257 | 278 | 278 | 278 | 278 |
| 12950 Vision Plan | 135 | 149 | 149 | 112 | 112 |
| TOTAL | \$21,899 | \$30,428 | \$30,428 | \$32,578 | \$32,578 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$4,033 | \$4,000 | \$4,000 | \$4,500 | \$4,500 |
| 31000 Contracted Services | 19,337 | 33,654 | 20,040 | 33,582 | 33,582 |
| 32000 Communications | 31 | 500 | 750 | 750 | 750 |
| 33000 Motor Pool Charges | 108 | 225 | 225 | 225 | 225 |
| 39000 Miscellaneous | 144 | 1,575 | 1,575 | 1,575 | 1,575 |
| 41000 Other Agency Serv | 4,896,246 | 5,000,000 | 4,985,274 | 5,045,100 | 5,045,100 |
| 44000 Misc Financial Serv | 272,498 | 350,000 | 350,000 | 420,000 | 420,000 |
| TOTAL | \$5,192,397 | \$5,389,954 | \$5,361,864 | \$5,505,732 | \$5,505,732 |
| GRAND TOTAL | \$5,299,441 | \$5,509,767 | \$5,480,232 | \$5,629,155 | \$5,629,155 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.20 | 0.20 | 0.20 | \$34,001 | \$34,001 | \$34,001 |
| Public Works Maintenance Manager | 0.20 | 0.20 | 0.20 | 20,398 | 18,632 | 18,632 |
| Principal Management Analyst | 0.30 | 0.30 | 0.30 | 29,761 | 29,761 | 29,761 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 5,225 | 6,000 | 6,000 |
| Total | 0.70 | 0.70 | 0.70 | \$89,385 | \$88,394 | \$88,394 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Administration
ACTIVITY NO.: 4209

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$95,422 | \$95,811 | \$82,336 | \$89,566 | \$89,566 |
| SERVICES & SUPPLIES | 19,106 | 23,850 | 19,900 | 19,900 | 19,900 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$114,528 | \$119,661 | \$102,236 | \$109,466 | \$109,466 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 1.15 | 1.10 | 1.10 | 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.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers cost for uniforms and other operating supplies, \$10,500.
2. Miscellaneous category (#39000) covers cost for printing, \$200.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$64,721 | \$65,196 | \$51,971 | \$60,292 | \$60,292 |
| 11400 Overtime Salaries | 471 | 0 | 710 | 0 | 0 |
| 11500 Separation Benefits | 4,070 | 4,070 | 4,070 | 4,070 | 4,070 |
| TOTAL | \$69,262 | \$69,266 | \$56,751 | \$64,362 | \$64,362 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$151 | \$148 | \$148 | \$142 | \$142 |
| 12300 Medical Insurance | 7,512 | 7,179 | 7,323 | 6,009 | 6,009 |
| 12350 Medicare Insurance | 329 | 363 | 363 | 363 | 363 |
| 12400 Dental Insurance | 785 | 732 | 732 | 396 | 396 |
| 12500 Workers Compensation | 2,662 | 2,795 | 2,795 | 2,935 | 2,935 |
| 12600 Retirement | 14,098 | 14,733 | 13,629 | 14,843 | 14,843 |
| 12900 Long Term Disability | 455 | 436 | 436 | 436 | 436 |
| 12950 Vision Plan | 168 | 159 | 159 | 80 | 80 |
| TOTAL | \$26,160 | \$26,545 | \$25,585 | \$25,204 | \$25,204 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$856 | \$1,600 | \$1,600 | \$1,600 | \$1,600 |
| 22000 Operating Supplies | 6,500 | 10,500 | 10,500 | 10,500 | 10,500 |
| 32000 Communications | 7,923 | 8,050 | 4,100 | 4,100 | 4,100 |
| 37000 Leases & Rentals | 3,558 | 2,500 | 2,500 | 2,500 | 2,500 |
| 38000 R/M Contractual | 35 | 1,000 | 1,000 | 1,000 | 1,000 |
| 39000 Miscellaneous | 234 | 200 | 200 | 200 | 200 |
| TOTAL | \$19,106 | \$23,850 | \$19,900 | \$19,900 | \$19,900 |
| GRAND TOTAL | \$114,528 | \$119,661 | \$102,236 | \$109,466 | \$109,466 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Public Works Maintenance Manager | 0.05 | 0.05 | 0.05 | \$5,100 | \$4,658 | \$4,658 |
| Public Works Maintenance Supervisor | 0.05 | 0.05 | 0.05 | 3,618 | 3,678 | 3,678 |
| Public Works Technician | 0.50 | 0.50 | 0.50 | 31,458 | 25,206 | 25,206 |
| Senior Clerk Typist | 0.50 | 0.50 | 0.50 | 25,002 | 25,002 | 25,002 |
| Pesticide/Herbicide Premium | 0.00 | 0.00 | 0.00 | 18 | 18 | 18 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 4,070 | 4,070 | 4,070 |
| Total | 1.10 | 1.10 | 1.10 | \$69,266 | \$62,632 | \$62,632 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$329,298 | \$303,156 | \$343,843 | \$323,221 | \$323,221 |
| SERVICES & SUPPLIES | 513,880 | 327,030 | 308,980 | 410,422 | 410,422 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$843,178 | \$630,186 | \$652,823 | \$733,643 | \$733,643 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 2.90 | 2.85 | 2.85 | 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 2013-2014</u> | <u>Estimated 2014-2015</u> | <u>Projected 2015-2016</u> |
|---|-----------------------------|--------------------------------|--------------------------------|
| Number of Service Requests: | | | |
| <i>Originating from City departments</i> | 556 | 592 | 600 |
| Number of Special Work Orders: | | | |
| <i>Special work orders that are beyond routine maintenance.</i> | 0 | 4 | 4 |

2015-2016 GOALS AND OBJECTIVES

1. Study feasibility to install Energy Efficient windows at daycare classrooms.
2. Research the possibility to upgrade city yard locker-room and bathroom facilities.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Implemented energy conservation measures at City Hall and the Library through Siemens Energy Efficiency and Modernization Program.
2. Started to implement a roof repair and replacement program to extend longevity.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers cleaning & sanitation supplies, \$10,000.
2. R/M Supplies category (#23000) consists of plumbing, electrical, and equipment supplies, \$76,100.
3. Motor Pool Charges category (#33000) is the city allocated motor pool charges, \$20,600.
4. R/M Contractual category (#38000) covers costs for City building repairs, maintenances and janitorial service, \$212,641.
5. Debt Service category (#42000) includes the debt service payment for Siemens Lease-Purchase Energy Efficiency and Modernization Program, \$84,131.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$186,325 | \$196,138 | \$195,561 | \$206,581 | \$206,581 |
| 11400 Overtime Salaries | 49,938 | 10,000 | 44,504 | 10,000 | 10,000 |
| 11500 Separation Benefits | 11,000 | 11,000 | 11,000 | 11,000 | 11,000 |
| TOTAL | \$247,263 | \$217,138 | \$251,065 | \$227,581 | \$227,581 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$461 | \$459 | \$459 | \$442 | \$442 |
| 12300 Medical Insurance | 16,652 | 16,517 | 24,630 | 18,629 | 18,629 |
| 12350 Medicare Insurance | 3,313 | 2,771 | 2,771 | 2,871 | 2,871 |
| 12400 Dental Insurance | 1,989 | 1,959 | 1,959 | 1,929 | 1,929 |
| 12500 Workers Compensation | 17,303 | 18,168 | 18,168 | 19,076 | 19,076 |
| 12600 Retirement | 40,748 | 44,300 | 44,491 | 50,763 | 50,763 |
| 12800 Uniform Allowance | 0 | 300 | 300 | 300 | 300 |
| 12900 Long Term Disability | 1,148 | 1,129 | 0 | 1,129 | 1,129 |
| 12950 Vision Plan | 421 | 415 | 0 | 501 | 501 |
| TOTAL | \$82,035 | \$86,018 | \$92,778 | \$95,640 | \$95,640 |
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$8,635 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| 23000 R/M Supplies | 87,599 | 76,900 | 76,100 | 76,100 | 76,100 |
| 24000 Small Tools | 963 | 1,000 | 1,000 | 1,000 | 1,000 |
| 32000 Communications | 2,904 | 4,000 | 4,350 | 4,550 | 4,550 |
| 33000 Motor Pool Charges | 33,075 | 20,000 | 2,000 | 20,600 | 20,600 |
| 37000 Leases & Rentals | 1,365 | 1,000 | 1,400 | 1,400 | 1,400 |
| 38000 R/M Contractual | 379,339 | 214,130 | 214,130 | 212,641 | 212,641 |
| 42000 Debt Service | 0 | 0 | 0 | 84,131 | 84,131 |
| TOTAL | \$513,880 | \$327,030 | \$308,980 | \$410,422 | \$410,422 |
| GRAND TOTAL | \$843,178 | \$630,186 | \$652,823 | \$733,643 | \$733,643 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|--------------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Public Works Maintenance Manager | 0.05 | 0.05 | 0.05 | \$5,100 | \$4,658 | \$4,658 |
| Facilities Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 87,384 | 87,384 | 87,384 |
| Building Trades Technician | 1.00 | 1.00 | 1.00 | 51,984 | 55,416 | 55,416 |
| Electrician | 0.80 | 0.80 | 0.80 | 50,110 | 51,360 | 51,360 |
| Bilingual | 0.00 | 0.00 | 0.00 | 1,200 | 1,680 | 1,680 |
| Pesticide/Herbicide Premium | 0.00 | 0.00 | 0.00 | 360 | 0 | 0 |
| Overtime | 0.00 | 0.00 | 0.00 | 10,000 | 10,000 | 10,000 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 11,000 | 11,000 | 11,000 |
| Total | 2.85 | 2.85 | 2.85 | \$217,138 | \$221,498 | \$221,498 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$376,420 | \$416,633 | \$418,749 | \$432,413 | \$432,413 |
| SERVICES & SUPPLIES | 952,103 | 1,039,763 | 1,004,818 | 1,038,522 | 1,038,522 |
| CAPITAL OUTLAY | 160,532 | 381,128 | 382,407 | 675,000 | 675,000 |
| TOTAL COSTS | \$1,489,055 | \$1,837,524 | \$1,805,974 | \$2,145,935 | \$2,145,935 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 4.20 | 4.20 | 4.20 | 4.20 | 4.20 |

Program Description

Monterey Park's motorized fleet consists of 194 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 454 non-driver type units (air compressors, pumps, lawn mowers, chain saws, etc.). Effective and timely maintenance and repairs are required to ensure all vehicles and equipment 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</u> <u>2013-2014</u> | <u>Estimated</u> <u>2014-2015</u> | <u>Projected</u> <u>2015-2016</u> |
|---|-----------------------------------|--------------------------------------|--------------------------------------|
| Number of preventive maintenance services | 214 | 288 | 310 |
| Number of smog checks completed | 56 | 40 | 60 |
| Compressed natural gas (CNG) | | | |
| Gallons purchased* | 2,219 | 3,000 | 3,500 |
| Propane | | | |
| Gallons purchased | 1,909 | 2,300 | 2,700 |
| Gasoline Fuel - Unleaded 87 Octane | | | |
| Gallons purchased | 36,081 | 39,874 | 41,550 |
| Average price per gallon | \$2.76 | \$3.01 | \$3.50 |
| Gasoline Fuel - Unleaded 89 Octane | | | |
| Gallons purchased | 85,975 | 63,880 | 68,234 |
| Average price per gallon | \$3.42 | \$3.50 | \$4.20 |
| Diesel Fuel | | | |
| Gallons purchased | 25,415 | 23,746 | 22,450 |
| Average price per gallon | \$3.53 | \$4.00 | \$4.50 |

*Based on usage of existing CNG fueling system.

2015-2016 GOALS AND OBJECTIVES

1. Implement new vehicle maintenance recording system.
2. Implement new vehicle daily inspection procedure/checklist.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Replaced CNG site's four compressors and cooling fan motor. CNG site is operational.
2. Replaced vehicle lift in the City Shop Bay 1 area with OSHA compliant twin post heavy duty twin lock vehicle hoist.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes fuel & oil costs of \$450,000, and uniform & supplies of \$5,800.
2. R/M Supplies category (#23000) is for materials and supplies, and equipment, \$120,000.
3. Small Tools category (#24000) consists of software/hardware and tools, \$11,500.
4. Contracted Services category (#31000) includes cost for professional services, \$26,000.
5. Utilities category (#36000) includes electricity and gas service, \$25,404.
6. R/M Contractual category (#38000) includes repair and maintenance, \$147,000, and cost for vehicle upgrade/conversion, \$22,000.
7. Miscellaneous category (#39000) consists of education/training, \$3,000.
8. Other Agency Services category (#41000) includes fees for CARB, AQMD and Los Angeles County CUPA HAZMAT, \$8,000.
9. Miscellaneous Financial Services category (#44000) consists of \$200,000 general liability insurance.
10. Vehicles/Equipment category (#54000) reflects vehicle and equipment purchases: 1 Fire suppression vehicle \$30,000, 1 Police undercover vehicle \$45,000, 1 Police detective vehicle \$45,000, 2 2015 GEM EL-XD electric utility vehicle \$40,000, 1 Sewer Vactor truck \$500,000, and 1 vehicle scanner \$15,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$253,033 | \$278,975 | \$271,792 | \$289,333 | \$289,333 |
| 11400 Overtime Salaries | 2,438 | 0 | 7,375 | 0 | 0 |
| 11500 Separation Benefits | 19,965 | 19,965 | 19,965 | 19,965 | 19,965 |
| TOTAL | \$275,436 | \$298,940 | \$299,132 | \$309,298 | \$309,298 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$611 | \$691 | \$691 | \$666 | \$666 |
| 12300 Medical Insurance | 33,993 | 37,453 | 41,328 | 34,931 | 34,931 |
| 12350 Medicare Insurance | 3,339 | 3,898 | 3,898 | 3,945 | 3,945 |
| 12400 Dental Insurance | 1,862 | 2,131 | 2,131 | 1,489 | 1,489 |
| 12500 Workers Compensation | 7,820 | 8,211 | 8,211 | 8,622 | 8,622 |
| 12600 Retirement | 51,293 | 63,016 | 61,065 | 71,246 | 71,246 |
| 12900 Long Term Disability | 1,488 | 1,664 | 1,664 | 1,664 | 1,664 |
| 12950 Vision Plan | 578 | 629 | 629 | 552 | 552 |
| TOTAL | \$100,984 | \$117,693 | \$119,617 | \$123,115 | \$123,115 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$759 | \$800 | \$800 | \$800 | \$800 |
| 22000 Operating Supplies | 469,043 | 505,800 | 455,525 | 455,800 | 455,800 |
| 23000 R/M Supplies | 102,057 | 100,000 | 110,000 | 120,000 | 120,000 |
| 24000 Small Tools | 6,489 | 11,500 | 11,500 | 11,500 | 11,500 |
| 31000 Contracted Services | 21,326 | 22,000 | 24,000 | 26,000 | 26,000 |
| 32000 Communications | 2,971 | 3,327 | 3,457 | 3,606 | 3,606 |
| 33000 Motor Pool Charges | 8,400 | 8,652 | 8,652 | 8,912 | 8,912 |
| 36000 Utilities | 18,683 | 24,684 | 24,684 | 25,404 | 25,404 |
| 37000 Leases & Rentals | 0 | 3,000 | 6,200 | 6,500 | 6,500 |
| 38000 R/M Contractual | 115,435 | 149,000 | 149,000 | 169,000 | 169,000 |
| 39000 Miscellaneous | 1,808 | 3,000 | 3,000 | 3,000 | 3,000 |
| 41000 Other Agency Serv | 5,132 | 8,000 | 8,000 | 8,000 | 8,000 |
| 44000 Misc Financial Serv | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| TOTAL | \$952,103 | \$1,039,763 | \$1,004,818 | \$1,038,522 | \$1,038,522 |
| CAPITAL OUTLAY | | | | | |
| 54000 Vehicles/Equipment | \$160,532 | \$381,128 | \$382,407 | \$675,000 | \$675,000 |
| TOTAL | \$160,532 | \$381,128 | \$382,407 | \$675,000 | \$675,000 |
| GRAND TOTAL | \$1,489,055 | \$1,837,524 | \$1,805,974 | \$2,145,935 | \$2,145,935 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.10 | 0.10 | 0.10 | \$17,001 | \$17,000 | \$17,000 |
| Public Works Maintenance Manager | 0.10 | 0.10 | 0.10 | 10,199 | 9,316 | 9,316 |
| Fleet Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 79,212 | 81,192 | 81,192 |
| Equipment Mechanic | 2.00 | 2.00 | 2.00 | 116,103 | 117,384 | 117,384 |
| Auto Shop Technician | 1.00 | 1.00 | 1.00 | 54,660 | 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 | \$298,940 | \$301,317 | \$301,317 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$774,267 | \$837,191 | \$826,375 | \$838,727 | \$838,727 |
| SERVICES & SUPPLIES | 106,962 | 103,734 | 94,534 | 105,143 | 105,143 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$881,229 | \$940,925 | \$920,909 | \$943,870 | \$943,870 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 6.45 | 6.45 | 6.45 | 6.30 | 6.30 |

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 2013-2014</u> | <u>Estimated 2014-2015</u> | <u>Projected 2015-2016</u> |
|--|-----------------------------|--------------------------------|--------------------------------|
| Capital Improvement Projects (CIP) commenced and/or completed | 13 | 24 | 15 |
| Dollar value of CIP projects completed (\$ millions) | 3.5 | 4.0 | 5.0 |
| Subdivisions Processed: | | | |
| <i>Tentative Tract Maps</i> | 3 | 1 | 1 |
| <i>Tentative Parcels Maps</i> | 2 | 1 | 2 |
| <i>Final Tract Maps</i> | 1 | 4 | 1 |
| <i>Final Parcel Maps</i> | 1 | 2 | 2 |
| <i>Lot Line Adjustments Reviewed</i> | 0 | 1 | 1 |
| Conditional Use Permits Reviewed | 2 | 2 | 2 |
| Variances Reviewed | 0 | 0 | 0 |
| Site and Plan Checks for Building Permits | 80 | 170 | 120 |
| Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued | 250 | 220 | 200 |
| Grading Permits Issued | 14 | 20 | 20 |
| Traffic Engineering Issues Investigated | 30 | 30 | 30 |

2015-2016 GOALS AND OBJECTIVES

1. Implement an aggressive sewer videotaping and spot repair/sewer relining program as recommended in the Sewer Master Plan.
2. Construct water system improvements in the northeast area of the City bound by Hellman, Alhambra, New and Emerson Avenues, as well as individual water main replacements on Garfield Avenue, Milan Place, and Triana Place.
3. Design and construct traffic signal improvements and implement new signal timing on North Atlantic Bl. from Hellman Av. to Newmark Av. as recommended in the North Atlantic Traffic Corridor Study.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Completed \$3.2 million in Park Master Plan capital improvements at several city parks that included picnic shelter and play equipment replacements, swimming pool replastering, ADA ramps and handrailing, new sign monuments, restroom building painting, new irrigation systems, landscape plantings, hydroseeding, parking lot repaving, and rehabilitation of Cascades Waterfall.
2. Constructed traffic signal improvements at the intersection of Atlantic and Hellman.
3. Completed detailed traffic study of North Atlantic Bl. that included the analysis of six signalized intersections at Hellman Av., Atlantic Times Square, Emerson, Mar Center, Garvey Av. and Newmark Av., in anticipation of increased traffic generated by several upcoming private development projects in the area.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects cost for engineering consultant services and miscellaneous professional services, \$50,000.
2. Motor Pool Charges category (#38000) is the city allocated motor pool charges, \$10,708.
3. Leases & Rentals category (#37000) consists of duplicating equipment rental, \$17,000.
4. Miscellaneous category (#39000) consists of printing, \$3,800, dues/memberships, \$800, and books, \$100.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$544,662 | \$595,316 | \$571,860 | \$592,787 | \$592,787 |
| 11300 Part Time Salaries | 3,898 | 0 | 11,070 | 0 | 0 |
| 11400 Overtime Salaries | 778 | 0 | 611 | 0 | 0 |
| 11500 Separation Benefits | 26,070 | 26,070 | 26,070 | 27,000 | 27,000 |
| TOTAL | \$575,408 | \$621,386 | \$609,611 | \$619,787 | \$619,787 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$1,051 | \$1,071 | \$1,071 | \$993 | \$993 |
| 12300 Medical Insurance | 57,234 | 57,200 | 61,894 | 48,437 | 48,437 |
| 12350 Medicare Insurance | 8,254 | 8,664 | 8,664 | 8,416 | 8,416 |
| 12370 Part Time Retirement | 156 | 0 | 234 | 0 | 0 |
| 12400 Dental Insurance | 3,741 | 3,764 | 3,764 | 3,784 | 3,784 |
| 12500 Workers Compensation | 6,256 | 7,000 | 7,000 | 8,000 | 8,000 |
| 12600 Retirement | 118,459 | 134,352 | 130,383 | 145,755 | 145,755 |
| 12900 Long Term Disability | 2,540 | 2,557 | 2,557 | 2,498 | 2,498 |
| 12950 Vision Plan | 1,168 | 1,197 | 1,197 | 1,057 | 1,057 |
| TOTAL | \$198,859 | \$215,805 | \$216,764 | \$218,940 | \$218,940 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$5,379 | \$3,150 | \$4,350 | \$4,350 | \$4,350 |
| 22000 Operating Supplies | 778 | 1,200 | 1,200 | 1,200 | 1,200 |
| 24000 Small Tools | 1,730 | 1,750 | 2,300 | 2,300 | 2,300 |
| 31000 Contracted Services | 60,169 | 50,000 | 40,000 | 50,000 | 50,000 |
| 32000 Communications | 6,882 | 10,200 | 7,950 | 8,250 | 8,250 |
| 33000 Motor Pool Charges | 8,424 | 10,399 | 10,399 | 10,708 | 10,708 |
| 37000 Leases & Rentals | 13,955 | 16,500 | 17,000 | 17,000 | 17,000 |
| 38000 R/M Contractual | 6,211 | 6,635 | 6,635 | 6,635 | 6,635 |
| 39000 Miscellaneous | 3,434 | 3,900 | 4,700 | 4,700 | 4,700 |
| 42000 Debt Service | 0 | 0 | 0 | 0 | 0 |
| TOTAL | \$106,962 | \$103,734 | \$94,534 | \$105,143 | \$105,143 |
| GRAND TOTAL | \$881,229 | \$940,925 | \$920,909 | \$943,870 | \$943,870 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.15 | 0.05 | 0.05 | \$25,502 | \$8,500 | \$8,500 |
| Assistant City Engineer | 1.00 | 1.00 | 1.00 | 137,448 | 137,448 | 137,448 |
| Principal Management Analyst | 0.30 | 0.25 | 0.25 | 29,762 | 24,801 | 24,801 |
| Associate Civil Engineer | 2.00 | 2.00 | 2.00 | 198,456 | 198,456 | 198,456 |
| Civil Engineering Technician | 1.00 | 1.00 | 1.00 | 67,312 | 70,092 | 70,092 |
| Public Works Inspector | 1.00 | 1.00 | 1.00 | 74,316 | 74,316 | 74,316 |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 60,120 | 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 | 27,000 | 27,000 |
| Total | 6.45 | 6.30 | 6.30 | \$621,386 | \$603,133 | \$603,133 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Administration
ACTIVITY NO.: 4220

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$174,909 | \$308,982 | \$338,250 | \$180,885 | \$180,885 |
| SERVICES & SUPPLIES | 1,128,186 | 1,104,325 | 1,097,930 | 1,124,339 | 1,124,339 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$1,303,095 | \$1,413,307 | \$1,436,180 | \$1,305,224 | \$1,305,224 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 2.50 | 2.50 | 2.50 | 1.25 | 1.25 |

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

Continue to monitor and improve the efficiency the water system as a whole. This will include minimizing water loss through identifying opportunities to implement methods and practices to accurately track the water used in operation. Identify and pursue opportunities to minimize energy costs, purchased water while maximizing the local production of well water.

2015-2016 GOALS AND OBJECTIVES

1. Continue to improve water operations through the use of technology (AMR, GIS, etc.) and upgrading infrastructure while promoting conservation.
2. Develop and implement plans and procedures to accurately record water used for various City functions and activities thus replacing estimated consumptions figures with actual totals.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Tracked and secured approximately \$672 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 water assessment charges of \$42,500 and engineering supplies, \$2,250.
2. R/M Contractual category (#38000) consists of costs for office equipment maintenance agreement and janitorial services, \$23,540.
3. Miscellaneous category (#39000) includes the WQA annual report, \$7,500, and education/training/memberships, \$8,050.
4. Misc Financial Services category (#44000) is the overhead costs for central citywide services and insurance, \$1,012,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$130,099 | \$212,414 | \$240,811 | \$116,211 | \$116,211 |
| 11400 Overtime Salaries | 127 | 0 | 504 | 0 | 0 |
| 11500 Separation Benefits | 12,100 | 12,100 | 12,100 | 12,100 | 12,100 |
| TOTAL | \$142,326 | \$224,514 | \$253,415 | \$128,311 | \$128,311 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$286 | \$410 | \$410 | \$205 | \$205 |
| 12300 Medical Insurance | -15,302 | 16,791 | 16,791 | 6,704 | 6,704 |
| 12350 Medicare Insurance | 1,647 | 2,644 | 2,644 | 1,468 | 1,468 |
| 12400 Dental Insurance | 1,216 | 1,650 | 1,650 | 702 | 702 |
| 12500 Workers Compensation | 12,911 | 13,557 | 13,557 | 14,235 | 14,235 |
| 12600 Retirement | 30,794 | 47,948 | 48,315 | 28,551 | 28,551 |
| 12900 Long Term Disability | 713 | 990 | 990 | 495 | 495 |
| 12950 Vision Plan | 318 | 478 | 478 | 214 | 214 |
| TOTAL | \$32,583 | \$84,468 | \$84,835 | \$52,574 | \$52,574 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$4,216 | \$3,500 | \$250 | \$1,250 | \$1,250 |
| 22000 Operating Supplies | 167,144 | 42,000 | 41,775 | 44,750 | 44,750 |
| 24000 Small Tools | 236 | 1,800 | 1,200 | 2,500 | 2,500 |
| 31000 Contracted Services | 5,904 | 6,200 | 3,000 | 6,500 | 6,500 |
| 32000 Communications | 2,914 | 5,500 | 8,650 | 9,650 | 9,650 |
| 33000 Motor Pool Charges | 3,966 | 4,285 | 4,285 | 4,399 | 4,399 |
| 37000 Leases & Rentals | 4,066 | 4,000 | 2,100 | 4,200 | 4,200 |
| 38000 R/M Contractual | 25,270 | 23,040 | 20,840 | 23,540 | 23,540 |
| 39000 Miscellaneous | 22,470 | 22,000 | 7,680 | 15,550 | 15,550 |
| 42000 Debt Service | 0 | 0 | 16,150 | 0 | 0 |
| 44000 Misc Financial Serv | 892,000 | 992,000 | 992,000 | 1,012,000 | 1,012,000 |
| TOTAL | \$1,128,186 | \$1,104,325 | \$1,097,930 | \$1,124,339 | \$1,124,339 |
| GRAND TOTAL | \$1,303,095 | \$1,413,307 | \$1,436,180 | \$1,305,224 | \$1,305,224 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.20 | 0.15 | 0.15 | \$34,001 | \$25,501 | \$25,501 |
| Water Utility Manager | 0.65 | 0.10 | 0.10 | 71,549 | 11,780 | 11,780 |
| Principal Management Analyst | 0.65 | 0.50 | 0.50 | 50,404 | 49,602 | 49,602 |
| Public Works Technician | 0.50 | 0.25 | 0.25 | 31,458 | 12,603 | 12,603 |
| Senior Clerk Typist | 0.50 | 0.25 | 0.25 | 25,002 | 12,501 | 12,501 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 0 | 864 | 864 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 12,100 | 12,100 | 12,100 |
| Total | 2.50 | 1.25 | 1.25 | \$224,514 | \$124,951 | \$124,951 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Commercial
ACTIVITY NO.: 4221

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$497,011 | \$452,014 | \$465,163 | \$480,225 | \$480,225 |
| SERVICES & SUPPLIES | 137,208 | 160,221 | 158,706 | 189,461 | 189,461 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$634,219 | \$612,235 | \$623,869 | \$669,686 | \$669,686 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 4.00 | 4.00 | 4.00 | 4.10 | 4.10 |

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 83 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.
- Track and maintain 1,099 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 2014-2015</u> | <u>Estimated 2015-2016</u> | <u>Projected 2015-2016</u> |
|--|-----------------------------|--------------------------------|--------------------------------|
| Meter Exchange Program: | | | |
| Meters changed ¾" – 2" | 236 | 11,091 | 700 |
| • Includes Meter Change Program – Siemens | | | |
| Large Water Meter Installation/ Upgrades: 3" – 8" meters | | | |
| Meter installation upgrades | 4 | 5 | 3 |
| Total meters installed to field-testable and/or field-repairable standards | 89 | 91 | 96 |
| Water Turn-ons and Turn-offs: | 2,412 | 2,641 | 2,600 |
| Work orders completed: | 6,412 | 3,959 | 6,500 |

2015-2016 GOALS AND OBJECTIVES

1. Upgrade Meter Routes 40 and 41 to Automated Meter Read Routes (AMR) in order to provide consistency with the meter change program.
2. Monitor, inspect, and verify the functionality of all new meters being changed during the next meter upgrade capital project.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Completed the BETA testing of Meter Routes 47 and 48 to Automated Meter Read Routes (AMR). Verified the functionality and defined the scope for the meter change out program for the remaining meters.
2. Replaced and repaired backflow devices at various locations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R&M Supplies category (#23000) includes cost for plumbing, irrigation and water supplies, \$48,750.
2. Contracted Services category (#31000) includes costs for data processing, \$14,921.
3. Communications category (#32000) includes costs for telephone and postage , \$50,090.
4. Motor Pool Charges category (#33000) is the city allocated motor pool charges, \$46,350.
5. R/M Contractual category (#38000) includes costs for pool meter testing, \$2,500 and water billing software, \$8,500.
6. Miscellaneous category (#39000) includes costs for printing, \$8,250 and dues/membership, \$1,100.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$308,226 | \$283,508 | \$286,284 | \$300,108 | \$300,108 |
| 11400 Overtime Salaries | 17,003 | 10,000 | 15,787 | 10,000 | 10,000 |
| 11500 Separation Benefits | 33,000 | 33,000 | 33,000 | 33,000 | 33,000 |
| TOTAL | \$358,229 | \$326,508 | \$335,071 | \$343,108 | \$343,108 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$792 | \$648 | \$648 | \$637 | \$637 |
| 12300 Medical Insurance | 34,838 | 25,200 | 29,786 | 25,713 | 25,713 |
| 12350 Medicare Insurance | 4,885 | 4,172 | 4,172 | 4,252 | 4,252 |
| 12400 Dental Insurance | 3,118 | 2,559 | 2,559 | 2,416 | 2,416 |
| 12500 Workers Compensation | 25,389 | 26,658 | 26,658 | 27,991 | 27,991 |
| 12600 Retirement | 67,094 | 64,027 | 64,027 | 73,820 | 73,820 |
| 12900 Long Term Disability | 1,947 | 1,584 | 1,584 | 1,624 | 1,624 |
| 12950 Vision Plan | 719 | 658 | 658 | 664 | 664 |
| TOTAL | \$138,782 | \$125,506 | \$130,092 | \$137,117 | \$137,117 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$600 | \$600 | \$7 | \$700 | \$700 |
| 22000 Operating Supplies | 3,895 | 3,000 | 820 | 3,050 | 3,050 |
| 23000 R/M Supplies | 28,590 | 30,000 | 40,014 | 48,750 | 48,750 |
| 24000 Small Tools | 5,213 | 4,000 | 937 | 4,500 | 4,500 |
| 31000 Contracted Services | 14,921 | 14,921 | 14,921 | 14,921 | 14,921 |
| 32000 Communications | 32,167 | 43,000 | 50,090 | 50,090 | 50,090 |
| 33000 Motor Pool Charges | 39,900 | 45,000 | 45,000 | 46,350 | 46,350 |
| 37000 Leases & Rentals | 760 | 700 | 700 | 750 | 750 |
| 38000 R/M Contractual | 10,047 | 10,000 | 1,892 | 11,000 | 11,000 |
| 39000 Miscellaneous | 1,115 | 9,000 | 4,325 | 9,350 | 9,350 |
| TOTAL | \$137,208 | \$160,221 | \$158,706 | \$189,461 | \$189,461 |
| GRAND TOTAL | \$634,219 | \$612,235 | \$623,869 | \$669,686 | \$669,686 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Consumer Services Supervisor | 1.00 | 1.00 | 1.00 | \$93,180 | \$93,180 | \$93,180 |
| Cross Connection Control Inspector | 1.00 | 1.00 | 1.00 | 66,380 | 68,036 | 68,036 |
| Consumer Services Representative | 2.00 | 2.00 | 2.00 | 116,748 | 118,140 | 118,140 |
| Public Works Technician | 0.00 | 0.05 | 0.05 | 0 | 2,521 | 2,521 |
| Senior Clerk Typist | 0.00 | 0.05 | 0.05 | 0 | 2,500 | 2,500 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 7,200 | 7,200 | 7,200 |
| Overtime | 0.00 | 0.00 | 0.00 | 10,000 | 10,000 | 10,000 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 33,000 | 33,000 | 33,000 |
| Total | 4.00 | 4.10 | 4.10 | \$326,508 | \$334,577 | \$334,577 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$277,918 | \$308,782 | \$238,951 | \$55,878 | \$55,878 |
| SERVICES & SUPPLIES | 1,070,950 | 1,125,095 | 972,315 | 1,225,651 | 1,225,651 |
| CAPITAL OUTLAY | 0 | 20,000 | 20,000 | 0 | 0 |
| TOTAL COSTS | \$1,348,868 | \$1,453,877 | \$1,231,266 | \$1,281,529 | \$1,281,529 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 2.75 | 2.75 | 2.75 | .20 | .20 |

Program Description

This program provides for producing, treating, and delivering to the City's customers, potable water that meets or exceeds all water quality standards established by Federal and State regulatory agencies. The operation and inspection of 12 wells, 11 pumping stations, and 13 reservoirs are provided by California Department of Public Health certified water treatment personnel to meet an average daily demand of 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>2013-2014</u> | <u>Estimated</u> <u>2014-2015</u> | <u>Projected</u> <u>2015-2016</u> |
|--|-----------------------------------|--------------------------------------|--------------------------------------|
| Water Production: | | | |
| (Acre-feet/year) | 9,093 | 8,726 | 9,162 |
| (Million gallons/year) | 2,963 | 2,843 | 2,985 |
| (Million gallons/day) | 8.12 | 8.79 | 8.18 |
| 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 |

2015-2016 GOALS AND OBJECTIVES

1. Replace existing Brightwood Booster discharge piping with new pump control and plug valves. (Est. \$150K)
2. Rehabilitate two existing wells to increase pumping reliability and efficiency. (Est. \$250K or \$125K each).
3. Replace existing wood shake shingle façade at Pine Tree Reservoir with new fire rated material. (Est. \$75K)
4. Perform maintenance on Delta Plant's (6) booster pump control starter contactors. (Est. \$30K).

2014-2015 MAJOR ACCOMPLISHMENTS

1. Installed new Supervisory Control and Data Acquisition (SCADA) computers and updated the operating license.
2. Installed new Dual Containment 1,000 gallon Sodium Hypochlorite storage tank, chlorine generation system consisting of bipolar electrode cells, and water softener system.

3. Painted the exterior of the Delta Plant Building, Settling Tanks, and Reservoir 1 & 2.
4. Rebuilt ELAC interconnection rate of flow control valves and installed insertion flow meter.
5. Installed new Variable Frequency Drive (VFD's) at Sequoia Booster Station, pump #1.
6. Rebuilt Delta Booster #4 which is a 200 HP right angle gear drive and electric motor.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects cost for custodial, equipment, uniform and laboratory supplies, \$68,350.
2. R/M Supplies category (#23000) includes cost for paint and painting supplies, equipment, plumbing and electrical supplies, \$127,045
3. Contracted Services category (#31000) includes professional services for water quality analyses, \$40,000.
4. Communications category (#32000) consists of telephone charges, \$12,700.
5. Motor Pool Charges category (#33000) is the City's motor pool charges, \$72,100.
6. Utilities category (#36000) includes electrical and natural gas costs, \$658,928.
7. R/M Contractual category (#38000) includes cost for repair and maintenance for various equipment and janitorial services, \$101,000.
8. Miscellaneous category (#39000) includes dues/memberships, \$750.
9. Other Agency Services category (#41000) includes permit costs and fees required by government agencies, \$20,000.
10. Debt Service category (#42000) is the debt service payment for the La Loma and Highland water storage reservoirs, \$114,278. The thirty-year lease will retire in 2032.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$175,308 | \$204,198 | \$141,137 | \$17,977 | \$17,977 |
| 11400 Overtime Salaries | 20,129 | 10,000 | 22,714 | 10,000 | 10,000 |
| 11500 Separation Benefits | 12,863 | 12,863 | 12,863 | 12,863 | 12,863 |
| TOTAL | \$208,300 | \$227,061 | \$176,714 | \$40,840 | \$40,840 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$400 | \$446 | \$446 | \$31 | \$31 |
| 12300 Medical Insurance | 18,857 | 21,144 | 16,359 | 1,677 | 1,677 |
| 12350 Medicare Insurance | 2,922 | 2,975 | 2,975 | 255 | 255 |
| 12400 Dental Insurance | 1,485 | 1,591 | 1,591 | 137 | 137 |
| 12500 Workers Compensation | 7,000 | 8,000 | 8,000 | 8,400 | 8,400 |
| 12600 Retirement | 37,640 | 46,110 | 31,411 | 4,419 | 4,419 |
| 12900 Long Term Disability | 983 | 1,089 | 1,089 | 79 | 79 |
| 12950 Vision Plan | 331 | 366 | 366 | 40 | 40 |
| TOTAL | \$69,618 | \$81,721 | \$62,237 | \$15,038 | \$15,038 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$2,026 | \$1,500 | \$500 | \$2,000 | \$2,000 |
| 22000 Operating Supplies | 121,669 | 62,000 | 25,900 | 68,350 | 68,350 |
| 23000 R/M Supplies | 77,345 | 85,000 | 40,050 | 127,045 | 127,045 |
| 24000 Small Tools | 5,226 | 6,500 | 5,000 | 7,500 | 7,500 |
| 31000 Contracted Services | 28,921 | 35,000 | 12,000 | 40,000 | 40,000 |
| 32000 Communications | 12,680 | 14,000 | 12,700 | 12,700 | 12,700 |
| 33000 Motor Pool Charges | 63,000 | 70,000 | 70,000 | 72,100 | 72,100 |
| 36000 Utilities | 583,912 | 618,500 | 616,000 | 658,928 | 658,928 |
| 37000 Leases & Rentals | 1,161 | 1,000 | 1,000 | 1,000 | 1,000 |
| 38000 R/M Contractual | 97,376 | 106,000 | 59,700 | 101,000 | 101,000 |
| 39000 Miscellaneous | 334 | 600 | 200 | 750 | 750 |
| 41000 Other Agency Serv | 17,021 | 10,500 | 14,771 | 20,000 | 20,000 |
| 42000 Debt Service | 60,279 | 114,495 | 114,494 | 114,278 | 114,278 |
| TOTAL | \$1,070,950 | \$1,125,095 | \$972,315 | \$1,225,651 | \$1,225,651 |
| CAPITAL OUTLAY | | | | | |
| 54000 Vehicles/Equipment | \$0 | \$20,000 | \$20,000 | \$0 | \$0 |
| TOTAL | \$0 | \$20,000 | \$20,000 | \$0 | \$0 |
| GRAND TOTAL | \$1,348,868 | \$1,453,877 | \$1,231,266 | \$1,281,529 | \$1,281,529 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Water Utility Manager | 0.05 | 0.05 | 0.05 | \$5,504 | \$5,890 | \$5,890 |
| Principal Management Analyst | 0.05 | 0.00 | 0.00 | 3,877 | 0 | 0 |
| Water Production Supervisor | 0.40 | 0.05 | 0.05 | 37,272 | 4,659 | 4,659 |
| Senior Water Production System Operator | 0.40 | 0.05 | 0.05 | 30,518 | 3,815 | 3,815 |
| Water Production System Operator | 1.20 | 0.00 | 0.00 | 71,018 | 0 | 0 |
| Electrician | 0.65 | 0.05 | 0.05 | 45,560 | 2,740 | 2,740 |
| Bilingual | 0.00 | 0.00 | 0.00 | 360 | 0 | 0 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 8,139 | 360 | 360 |
| Electrician Premium | 0.00 | 0.00 | 0.00 | 1,950 | 0 | 0 |
| 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 | 0.20 | 0.20 | \$227,061 | \$40,327 | \$40,327 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Distribution
ACTIVITY NO.: 4223

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$798,794 | \$837,358 | \$869,352 | \$887,059 | \$887,059 |
| SERVICES & SUPPLIES | 484,880 | 589,167 | 453,632 | 1,145,188 | 1,145,188 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 93,000 | 93,000 |
| TOTAL COSTS | \$1,283,674 | \$1,426,525 | \$1,322,984 | \$2,125,247 | \$2,125,247 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 8.00 | 8.00 | 8.00 | 8.10 | 8.10 |

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 2013-2014</u> | <u>Estimated 2014-2015</u> | <u>Projected 2015-2016</u> |
|--|-----------------------------|--------------------------------|--------------------------------|
| Water Valve Exercising: | | | |
| Valves exercised ⁽¹⁾ | 1,618 | 800 | 1,300 |
| 2,073 valves should be exercised annually ⁽²⁾ | 78% | 39% | 63% |
| New Water Services Installed: | 33 | 38 | 31 |
| Water Services Repaired: | 47 | 50 | 42 |
| Water Mains Repaired: | 48 | 50 | 30 |
| Gate Valves Repaired: | 17 | 12 | 9 |

2015-2016 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 (120 total remaining) to help ensure good water quality within the distribution system.
3. Replace 1 broken plug valves to improve distribution system (Orange Avenue and Graves Avenue).
4. Expose and replace as needed the remaining 12 service saddles on Arriba and surrounding streets.

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.

2014-2015 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 (123 total remaining) to help ensure good water quality within the distribution system.
3. Replaced 19 deteriorated cast iron service saddles on Arriba. This required leak detection of the entire area to identify the failing material. Each of the remaining saddles were exposed and inspected and replaced as needed.
4. Conducted leak detection at various locations on Arriba, Abajo, Avion, Bonita Terrace, Sombrero, and Verde Vista. – This resulted in identifying issues with various saddles leading to the inspection/replacement effort.
5. Located and repaired a leak on a 12” AC main coupling on Arriba Drive – this leak was located on a low pressure transmission main and was very difficult locate as the water did not surface due to the low pressure.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) of \$25,000 is budgeted for personnel costs to respond to unanticipated after hour calls and emergency repairs and the Stand-By Program.
2. Operating Supplies category (#22000) consists of cleaning supplies and uniform allowance, \$15,700.
3. R/M Supplies category (#23000) includes supplies and equipment and costs associated with new service installations, \$220,800.
4. Small Tools category (#24000) consists of software/hardware upgrades and purchase of small tools, \$10,500.
5. Contracted Services category (#31000) is for street and sidewalk repairs, \$125,000.
6. Motor Pool Charges category (#33000) is the city allocated motor pool charges, \$84,460.
7. R/M Contractual category (#38000) covers the repair and maintenance of office equipment, \$10,750.
8. Miscellaneous category (#39000) covers costs for printing, \$500 and dues/memberships, \$2,250.
9. Debt Service category (#42000) is the debt service payment for Water Main project, \$185,152 and the Siemens Lease-Purchase Energy Efficiency Program, \$476,736.
10. Vehicle/Equipment category (#54000) reflects equipment purchase for 1 Water valve machine & vacuum, \$65,000, and 1 Portable air compressor, \$28,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$485,468 | \$528,294 | \$544,694 | \$555,164 | \$555,164 |
| 11400 Overtime Salaries | 45,274 | 25,000 | 50,239 | 25,000 | 25,000 |
| 11500 Separation Benefits | 47,254 | 47,254 | 47,254 | 47,254 | 47,254 |
| TOTAL | \$577,996 | \$600,548 | \$642,187 | \$627,418 | \$627,418 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$1,288 | \$1,296 | \$1,296 | \$1,261 | \$1,261 |
| 12300 Medical Insurance | 66,144 | 67,310 | 67,000 | 67,674 | 67,674 |
| 12350 Medicare Insurance | 8,001 | 7,661 | 7,661 | 7,470 | 7,470 |
| 12400 Dental Insurance | 4,288 | 4,288 | 4,288 | 4,371 | 4,371 |
| 12500 Workers Compensation | 31,212 | 32,773 | 32,773 | 34,412 | 34,412 |
| 12600 Retirement | 105,729 | 119,335 | 110,000 | 140,085 | 140,085 |
| 12900 Long Term Disability | 3,168 | 3,168 | 3,168 | 3,208 | 3,208 |
| 12950 Vision Plan | 968 | 979 | 979 | 1,160 | 1,160 |
| TOTAL | \$220,798 | \$236,810 | \$227,165 | \$259,641 | \$259,641 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$796 | \$1,300 | \$1,300 | \$1,300 | \$1,300 |
| 22000 Operating Supplies | 11,919 | 14,000 | 4,880 | 15,700 | 15,700 |
| 23000 R/M Supplies | 186,476 | 169,200 | 64,070 | 220,800 | 220,800 |
| 24000 Small Tools | 4,917 | 10,000 | 6,550 | 10,500 | 10,500 |
| 31000 Contracted Services | 0 | 100,000 | 90,000 | 125,000 | 125,000 |
| 32000 Communications | 2,772 | 3,500 | 265 | 300 | 300 |
| 33000 Motor Pool Charges | 78,750 | 82,000 | 82,000 | 84,460 | 84,460 |
| 36000 Utilities | 4,305 | 8,000 | 8,000 | 8,240 | 8,240 |
| 37000 Leases & Rentals | 1,527 | 3,000 | 2,400 | 3,500 | 3,500 |
| 38000 R/M Contractual | 5,200 | 10,000 | 7,300 | 10,750 | 10,750 |
| 39000 Miscellaneous | 2,052 | 2,500 | 1,200 | 2,750 | 2,750 |
| 42000 Debt Service | 186,166 | 185,667 | 185,667 | 661,888 | 661,888 |
| TOTAL | \$484,880 | \$589,167 | \$453,632 | \$1,145,188 | \$1,145,188 |
| CAPITAL OUTLAY | | | | | |
| 54000 Vehicles/Equipment | \$0 | \$0 | \$0 | \$93,000 | \$93,000 |
| TOTAL | \$0 | \$0 | \$0 | \$93,000 | \$93,000 |
| GRAND TOTAL | \$1,283,674 | \$1,426,525 | \$1,322,984 | \$2,125,247 | \$2,125,247 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Water Utility Manager | 0.00 | 0.05 | 0.05 | \$0 | \$5,890 | \$5,890 |
| Water Distribution Supervisor | 1.00 | 0.90 | 0.90 | 88,740 | 65,556 | 65,556 |
| Water Distribution Crew Supervisor | 1.00 | 1.00 | 1.00 | 76,296 | 76,296 | 76,296 |
| Principal Management Analyst | 0.00 | 0.50 | 0.50 | 0 | 49,602 | 49,602 |
| Public Works Technician | 0.00 | 0.05 | 0.05 | 0 | 2,521 | 2,521 |
| Water Distribution Lead Worker | 3.00 | 2.77 | 2.77 | 189,390 | 178,752 | 178,752 |
| Water Utility Maintenance Worker | 3.00 | 2.78 | 2.78 | 155,148 | 143,852 | 143,852 |
| Senior Clerk Typist | 0.00 | 0.05 | 0.05 | 0 | 2,500 | 2,500 |
| Bilingual | 0.00 | 0.00 | 0.00 | 3,600 | 2,820 | 2,820 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 15,120 | 12,330 | 12,330 |
| 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 | 8.10 | 8.10 | \$600,548 | \$612,373 | \$612,373 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|--|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAY | 739,117 | 12,045,144 | 10,619,044 | 5,900,000 | 5,900,000 |
| TOTAL COSTS | \$739,117 | \$12,045,144 | \$10,619,044 | \$5,900,000 | \$5,900,000 |
| | | | | | |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | 0 | 0 | 0 | 0 | 0 |

Program Description

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

Regular Water Capital Project:

1. **Water Main Replacement (82246) \$5,000,000**

This 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: The improvement will reduce extra costs for emergency water main and street repairs, thus saving the City unnecessary expenses.

2. Street Maintenance (81580) \$900,000

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.

2014-2015 Water Capital Projects/Carryover

| | |
|---|-----------------------------|
| Meter Exchange Program (81070) | \$ 56,100 * |
| Well Redevelopment Program (81240) | 142,000 * |
| Street Maintenance (81580) | 650,000 ** |
| Well Electrical and Pump Station Upgrades (81860) | 102,000 * |
| Well Telemetry System (81990) | 27,500 * |
| Water Main/Street Improvement (82246) | 2,000,000 * |
| Urban Water Management Plan (82253) | 10,000 * |
| Brightwood Booster Piping (82256) | 150,000 * |
| Citywide Water Meters (Siemens) (82257) | 8,907,544 * |
| Well Redevelopment (81240) | 258,180 * |
| Pump Station Upgrades (81860) | 42,021 * |
| Well Telemetry (81990) | 48,243 * |
| Delta Chlorine Generation (82232) | 15,850 * |
| Water Master Plan Update (82240) | 4,386 * |
| Water main/Street Improvement (82246) | 199,597 * |
| Well 5/6 Air Stripper (82247) | 1,724,816 * |
| Water Rate Study (82249) | 10,135 * |
| Perchlorate Contingency Pan (82251) | 182,130 * |
| Urban Water Management Plan (82253) | <u>50,000 *</u> |
| Total | <u>\$ 14,580,502</u> |

(*) *Projects in progress*

(**) *Project Completed*

CITY OF MONTEREY PARK
PROGRAM DETAIL

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

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|----------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| CAPITAL OUTLAY | | | | | |
| 81000 Capital Improvements | \$611,800 | \$977,600 | \$901,500 | \$900,000 | \$900,000 |
| 82000 Capital Improvements | 127,317 | 11,067,544 | 9,717,544 | 5,000,000 | 5,000,000 |
| TOTAL | \$739,117 | \$12,045,144 | \$10,619,044 | \$5,900,000 | \$5,900,000 |
| GRAND TOTAL | \$739,117 | \$12,045,144 | \$10,619,044 | \$5,900,000 | \$5,900,000 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well No. 5 Voc Treatment Plant
ACTIVITY NO.: 4226

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$122,904 | \$132,144 | \$129,182 | \$84,077 | \$84,077 |
| SERVICES & SUPPLIES | 260,667 | 505,897 | 466,487 | 516,721 | 516,721 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$383,571 | \$638,041 | \$595,669 | \$600,798 | \$600,798 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 1.14 | 1.14 | 1.14 | .69 | .69 |

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.

2015-2016 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. Seeking additional funding and incentives to offset costs.
2. Continue to conduct maintenance and operation of the DELTA plant to optimize the operation minimizing expenses and maximizing production. This will include enhanced maintenance intervals to the Air Scrubber maximizing the bed life of the Liquid Phase Granulated Activated Carbon (LPGAC).
3. Continue to work with the Water Quality Authority (WQA) and the Environmental Protection Agency (EPA) to optimize the DELTA facility and seek reimbursement for all qualified expenses.

2014-2015 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.
2. Removed 40,000 pounds of exhausted/spent carbon and replaced it with virgin activated Liquid Phase Granulated Activated Carbon (LPGAC). This allowed the City to continue to operate the DELTA plant which is used to remove groundwater contamination while remaining in compliance with the Department of Water Resource's public health operation and maintenance permit.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes cost for \$110,000 for carbon (GAC) replacements, \$110,000, and \$500 for equipment supplies and maintenance.
2. Contracted Services category (#31000) includes \$3,000 for legal fees, data processing, \$3,200 and \$60,000 for water analyses, compliance reports and consultant services..
3. Utilities category (#36000) includes \$115,000 for electricity costs for Well 5 Treatment Plant.
4. Other Agency Services category (#41000) includes \$16,000 for permit costs and fees required by government agencies.
5. Lease Principal Payment (#42000) includes \$200,000 for debt service payment for 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 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$78,189 | \$82,629 | \$79,798 | \$46,037 | \$46,037 |
| 11300 Part Time Salaries | 3,669 | 4,050 | 3,855 | 4,050 | 4,050 |
| 11400 Overtime Salaries | 8,721 | 9,000 | 10,130 | 9,000 | 9,000 |
| 11500 Separation Benefits | 3,675 | 3,675 | 3,675 | 3,675 | 3,675 |
| TOTAL | \$94,254 | \$99,354 | \$97,458 | \$62,762 | \$62,762 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$163 | \$179 | \$179 | \$94 | \$94 |
| 12300 Medical Insurance | 7,591 | 8,428 | 8,136 | 5,223 | 5,223 |
| 12350 Medicare Insurance | 1,266 | 1,205 | 1,205 | 652 | 652 |
| 12370 Part Time Retirement | 147 | 162 | 162 | 162 | 162 |
| 12400 Dental Insurance | 542 | 589 | 589 | 373 | 373 |
| 12500 Workers Compensation | 2,695 | 3,000 | 3,000 | 3,150 | 3,150 |
| 12600 Retirement | 15,724 | 18,656 | 17,882 | 11,323 | 11,323 |
| 12900 Long Term Disability | 384 | 416 | 416 | 238 | 238 |
| 12950 Vision Plan | 138 | 155 | 155 | 100 | 100 |
| TOTAL | \$28,650 | \$32,790 | \$31,724 | \$21,315 | \$21,315 |
| SERVICES & SUPPLIES | | | | | |
| 23000 R/M Supplies | \$63,541 | \$101,000 | \$105,500 | \$110,500 | \$110,500 |
| 31000 Contracted Services | 66,408 | 71,197 | 27,197 | 66,200 | 66,200 |
| 32000 Communications | 4 | 0 | 90 | 90 | 90 |
| 33000 Motor Pool Charges | 7,350 | 7,700 | 7,700 | 7,931 | 7,931 |
| 36000 Utilities | 110,901 | 110,000 | 110,000 | 115,000 | 115,000 |
| 38000 R/M Contractual | 0 | 1,000 | 1,000 | 1,000 | 1,000 |
| 41000 Other Agency Serv | 12,463 | 15,000 | 15,000 | 16,000 | 16,000 |
| 42000 Debt Service | 0 | 200,000 | 200,000 | 200,000 | 200,000 |
| TOTAL | \$260,667 | \$505,897 | \$466,487 | \$516,721 | \$516,721 |
| GRAND TOTAL | \$383,571 | \$638,041 | \$595,669 | \$600,798 | \$600,798 |

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 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.05 | 0.00 | 0.00 | \$8,500 | \$0 | \$0 |
| Water Utility Manager | 0.05 | 0.05 | 0.05 | 5,504 | 5,890 | 5,890 |
| Principal Management Analyst | 0.05 | 0.00 | 0.00 | 3,877 | 0 | 0 |
| Water Production Supervisor | 0.15 | 0.10 | 0.10 | 13,977 | 9,318 | 9,318 |
| Senior Water Production System Operator | 0.15 | 0.10 | 0.10 | 11,445 | 7,630 | 7,630 |
| Water Production System Operator | 0.55 | 0.25 | 0.25 | 32,860 | 15,153 | 15,153 |
| Electrician | 0.05 | 0.10 | 0.10 | 3,505 | 5,479 | 5,479 |
| Bilingual | 0.00 | 0.00 | 0.00 | 180 | 75 | 75 |
| Overtime | 0.00 | 0.00 | 0.00 | 9,000 | 9,000 | 9,000 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 2,631 | 1,188 | 1,188 |
| Electrician Premium | 0.00 | 0.00 | 0.00 | 150 | 0 | 0 |
| 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 | 0.69 | 0.69 | \$99,354 | \$61,458 | \$61,458 |

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 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$120,900 | \$133,346 | \$130,399 | \$264,854 | \$264,854 |
| SERVICES & SUPPLIES | 340,314 | 646,981 | 531,071 | 562,123 | 562,123 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$461,214 | \$780,327 | \$661,470 | \$826,977 | \$826,977 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 1.17 | 1.17 | 1.17 | 2.35 | 2.35 |

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.

2015-2016 GOALS AND OBJECTIVES

1. Replace acid and caustic chemical feed pump systems. (Est. \$125K)
2. Perform quarterly enhanced maintenance to the Air Scrubber to minimize scale and calcification of the media in an effort to maximize and prolong the effectiveness of the Air Scrubber.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Performed annual inspection of Air Scrubber Tower as required by Department of Water Resource's Health and Maintenance permit.
2. Replaced media packing in the Air Scrubber and performed a enhanced maintenance to the Air Scrubber and all critical components. This will maximize the effectiveness of this facility and prolong the life of the Liquid Phase Granulated Activated Carbon (LPGAC) located downstream at the DELTA plant.
3. Removed 22,000 pounds of Vapor Phase Granulated Activated Carbon (VPGAC). Installed 22,000 pounds of virgin VPGAC for removal of groundwater contamination. This is required to adhere to South Coast Air Quality Management District (SCAQMA) operation and maintenance permit.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$180,000 for carbon replacements at air stripper tower and \$2,000 for equipment supplies and maintenance.
2. Contracted Services category (#31000) includes \$3,000 for legal fees, \$3,900 for data processing and \$50,000 for water analyses, reports and consultant services.
3. Utilities category (#36000) includes \$304,108 for electricity cost for Well No. 12 VOC Treatment Plant.
4. 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 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$75,406 | \$85,931 | \$80,681 | \$178,366 | \$178,366 |
| 11300 Part Time Salaries | 3,669 | 4,050 | 3,855 | 4,050 | 4,050 |
| 11400 Overtime Salaries | 8,727 | 6,000 | 10,152 | 6,000 | 6,000 |
| 11500 Separation Benefits | 3,675 | 3,675 | 3,675 | 3,675 | 3,675 |
| TOTAL | \$91,477 | \$99,656 | \$98,363 | \$192,091 | \$192,091 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$167 | \$184 | \$184 | \$365 | \$365 |
| 12300 Medical Insurance | 7,653 | 8,490 | 8,155 | 20,278 | 20,278 |
| 12350 Medicare Insurance | 1,308 | 1,253 | 1,253 | 2,476 | 2,476 |
| 12370 Part Time Retirement | 147 | 162 | 162 | 162 | 162 |
| 12400 Dental Insurance | 562 | 610 | 610 | 1,339 | 1,339 |
| 12500 Workers Compensation | 2,695 | 3,000 | 3,000 | 3,150 | 3,150 |
| 12600 Retirement | 16,350 | 19,400 | 18,081 | 43,736 | 43,736 |
| 12900 Long Term Disability | 396 | 428 | 428 | 895 | 895 |
| 12950 Vision Plan | 145 | 163 | 163 | 362 | 362 |
| TOTAL | \$29,423 | \$33,690 | \$32,036 | \$72,763 | \$72,763 |
| SERVICES & SUPPLIES | | | | | |
| 23000 R/M Supplies | \$74,628 | \$272,000 | \$174,000 | \$182,000 | \$182,000 |
| 31000 Contracted Services | 38,051 | 61,731 | 43,731 | 56,900 | 56,900 |
| 32000 Communications | 4 | 0 | 90 | 90 | 90 |
| 33000 Motor Pool Charges | 6,825 | 7,500 | 7,500 | 7,725 | 7,725 |
| 36000 Utilities | 215,620 | 295,250 | 295,250 | 304,108 | 304,108 |
| 37000 Leases & Rentals | 0 | 500 | 500 | 550 | 550 |
| 38000 R/M Contractual | 0 | 2,500 | 2,500 | 2,750 | 2,750 |
| 41000 Other Agency Serv | 5,186 | 7,500 | 7,500 | 8,000 | 8,000 |
| TOTAL | \$340,314 | \$646,981 | \$531,071 | \$562,123 | \$562,123 |
| GRAND TOTAL | \$461,214 | \$780,327 | \$661,470 | \$826,977 | \$826,977 |

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 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.05 | 0.10 | 0.10 | \$8,500 | \$17,000 | \$17,000 |
| Water Utility Manager | 0.08 | 0.20 | 0.20 | 8,806 | 23,561 | 23,561 |
| Water Production Supervisor | 0.15 | 0.25 | 0.25 | 13,977 | 23,295 | 23,295 |
| Water Distribution Supervisor | 0.00 | 0.02 | 0.02 | 0 | 1,457 | 1,457 |
| Principal Management Analyst | 0.05 | 0.00 | 0.00 | 3,877 | 0 | 0 |
| Public Works Technician | 0.00 | 0.05 | 0.05 | 0 | 2,521 | 2,521 |
| Senior Water Production System Operator | 0.15 | 0.25 | 0.25 | 11,445 | 19,074 | 19,074 |
| Water Production System Operator | 0.55 | 1.00 | 1.00 | 32,860 | 60,611 | 60,611 |
| Water Utility Maintenance Worker | 0.00 | 0.04 | 0.04 | 0 | 2,333 | 2,333 |
| Water Distribution Lead Worker | 0.00 | 0.05 | 0.05 | 0 | 2,899 | 2,899 |
| Electrician | 0.05 | 0.25 | 0.25 | 3,505 | 13,698 | 13,698 |
| Senior Clerk Typist | 0.00 | 0.05 | 0.05 | 0 | 2,500 | 2,500 |
| Bilingual | 0.00 | 0.00 | 0.00 | 180 | 336 | 336 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 2,631 | 4,028 | 4,028 |
| Electrician Premium | 0.00 | 0.00 | 0.00 | 150 | 0 | 0 |
| Overtime | 0.00 | 0.00 | 0.00 | 6,000 | 6,000 | 6,000 |

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 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| 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 | 2.35 | 2.35 | \$99,656 | \$187,038 | \$187,038 |

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> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$54,565 | \$68,492 | \$65,569 | \$47,357 | \$47,357 |
| SERVICES & SUPPLIES | 40,202 | 165,916 | 143,001 | 161,046 | 161,046 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$94,767 | \$234,408 | \$208,570 | \$208,403 | \$208,403 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | .60 | .60 | .60 | .44 | .44 |

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.

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.

2015-2016 GOALS AND OBJECTIVES

1. Replace the upstream and downstream isolation valves of the Pre-Filter vessels. (Est. \$125K).

2014-2015 MAJOR ACCOMPLISHMENTS

1. Replaced water filter cartridges to maintain continuous operations allowing for optimum sediment removal.
2. Monitor and report on perchlorate levels through 2014-2015.
3. Maximized the production from the facility while minimizing interruption of service.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$20,000 for treatment plant maintenance and \$12,500 for equipment supplies for treatment facility.
2. Contracted Services category (#31000) includes \$4,000 for legal fees, \$3,200 for data processing and \$5,000 for water analyses, reports and consultant services.
3. Utilities category (#36000) includes \$79,536 for electricity costs for the Delta Perchlorate Treatment Facility.
4. Other Agency Services category (#41000) includes \$16,500 for permit costs and fees required by government agencies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$30,096 | \$39,670 | \$37,000 | \$23,272 | \$23,272 |
| 11300 Part Time Salaries | 3,262 | 3,600 | 3,429 | 3,600 | 3,600 |
| 11400 Overtime Salaries | 3,468 | 3,500 | 3,418 | 3,500 | 3,500 |
| 11500 Separation Benefits | 3,990 | 3,990 | 3,990 | 3,990 | 3,990 |
| TOTAL | \$40,816 | \$50,760 | \$47,837 | \$34,362 | \$34,362 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$70 | \$88 | \$88 | \$56 | \$56 |
| 12300 Medical Insurance | 3,341 | 4,382 | 4,382 | 3,344 | 3,344 |
| 12350 Medicare Insurance | 546 | 578 | 578 | 321 | 321 |
| 12370 Part Time Retirement | 130 | 144 | 144 | 144 | 144 |
| 12400 Dental Insurance | 239 | 301 | 301 | 190 | 190 |
| 12500 Workers Compensation | 2,695 | 3,000 | 3,000 | 3,150 | 3,150 |
| 12600 Retirement | 6,507 | 8,957 | 8,957 | 5,601 | 5,601 |
| 12900 Long Term Disability | 166 | 206 | 206 | 143 | 143 |
| 12950 Vision Plan | 55 | 76 | 76 | 46 | 46 |
| TOTAL | \$13,749 | \$17,732 | \$17,732 | \$12,995 | \$12,995 |
| SERVICES & SUPPLIES | | | | | |
| 23000 R/M Supplies | \$207 | \$40,000 | \$30,000 | \$32,500 | \$32,500 |
| 31000 Contracted Services | 10,718 | 17,197 | 4,197 | 12,200 | 12,200 |
| 32000 Communications | 2 | 0 | 85 | 85 | 85 |
| 33000 Motor Pool Charges | 6,825 | 7,500 | 7,500 | 7,725 | 7,725 |
| 36000 Utilities | 9,290 | 77,219 | 77,219 | 79,536 | 79,536 |
| 37000 Leases & Rentals | 0 | 3,000 | 3,000 | 5,000 | 5,000 |
| 38000 R/M Contractual | 0 | 6,000 | 6,000 | 7,500 | 7,500 |
| 41000 Other Agency Serv | 13,160 | 15,000 | 15,000 | 16,500 | 16,500 |
| TOTAL | \$40,202 | \$165,916 | \$143,001 | \$161,046 | \$161,046 |
| GRAND TOTAL | \$94,767 | \$234,408 | \$208,570 | \$208,403 | \$208,403 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Delta Percblorate Treatment
ACTIVITY NO.: 4228

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.02 | 0.00 | 0.00 | \$3,400 | \$0 | \$0 |
| Water Utility Manager | 0.02 | 0.00 | 0.00 | 2,202 | 0 | 0 |
| Water Distribution Supervisor | 0.00 | 0.02 | 0.02 | 0 | 1,457 | 1,457 |
| Water Production Supervisor | 0.05 | 0.00 | 0.00 | 4,659 | 0 | 0 |
| Principal Management Analyst | 0.08 | 0.00 | 0.00 | 6,203 | 0 | 0 |
| Senior Water Production System Operator | 0.05 | 0.00 | 0.00 | 3,815 | 0 | 0 |
| Water Production System Operator | 0.25 | 0.25 | 0.25 | 14,485 | 15,153 | 15,153 |
| Water Utility Maintenance Worker | 0.00 | 0.05 | 0.05 | 0 | 2,333 | 2,333 |
| Water Distribution Lead Worker | 0.00 | 0.04 | 0.04 | 0 | 2,899 | 2,899 |
| Electrician | 0.05 | 0.00 | 0.00 | 3,505 | 0 | 0 |
| Bilingual | 0.00 | 0.00 | 0.00 | 60 | 111 | 111 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 1,191 | 680 | 680 |
| Electrician Premium | 0.00 | 0.00 | 0.00 | 150 | 0 | 0 |
| 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 |

Part-Time

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Delta Perchlorate Treatment
ACTIVITY NO.: 4228

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| <u>Part-Time</u> | | | | | | |
| Senior Account Clerk | 0.08 | 0.08 | 0.08 | \$3,600 | \$3,600 | \$3,600 |
| Total | 0.60 | 0.44 | 0.44 | \$50,760 | \$33,723 | \$33,723 |

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 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$84,453 | \$94,438 | \$93,202 | \$88,073 | \$88,073 |
| SERVICES & SUPPLIES | 470,849 | 514,065 | 406,785 | 521,044 | 521,044 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$555,302 | \$608,503 | \$499,987 | \$609,117 | \$609,117 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | .85 | .85 | .85 | .79 | .79 |

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 and requires continued scheduled maintenance and monitoring.

Costs for this activity include personnel costs, GAC replacement, electricity, capital lease payments, equipment maintenance, and laboratory analyses. This activity will also cover costs for possible future remediation activities.

2015-2016 GOALS AND OBJECTIVES

- 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 the State Water Resources Control Board.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$130,000 for carbon (GAC) replacements and \$1,000 for equipment supplies and maintenance.
2. Contracted Services category (#31000) includes \$4,000 for legal fees, \$3,000 for data processing, \$150,000 for water analyses, compliance reports and consultant services.
3. Utilities category (#36000) includes \$72,518 for electricity costs for Well 1, 3, & 10.
4. Other Agency Services category (#41000) includes \$12,500 for permit costs and fees required by governmental agencies.
5. Debt Services category (#42000) includes \$132,035 for debt service payment for a ten-year loan from the San Gabriel Valley Municipal Water District that will retire in 2019.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$50,719 | \$59,087 | \$56,556 | \$53,087 | \$53,087 |
| 11300 Part Time Salaries | 3,262 | 3,600 | 3,429 | 3,600 | 3,600 |
| 11400 Overtime Salaries | 6,098 | 4,000 | 6,785 | 4,000 | 4,000 |
| 11500 Separation Benefits | 3,518 | 3,518 | 3,518 | 3,518 | 3,518 |
| TOTAL | \$63,597 | \$70,205 | \$70,288 | \$64,205 | \$64,205 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$115 | \$128 | \$128 | \$111 | \$111 |
| 12300 Medical Insurance | 5,365 | 6,103 | 5,494 | 6,173 | 6,173 |
| 12350 Medicare Insurance | 895 | 862 | 862 | 744 | 744 |
| 12370 Part Time Retirement | 130 | 144 | 144 | 144 | 144 |
| 12400 Dental Insurance | 394 | 437 | 437 | 429 | 429 |
| 12500 Workers Compensation | 2,595 | 2,800 | 2,800 | 2,940 | 2,940 |
| 12600 Retirement | 10,987 | 13,341 | 12,631 | 12,931 | 12,931 |
| 12900 Long Term Disability | 277 | 305 | 305 | 281 | 281 |
| 12950 Vision Plan | 98 | 113 | 113 | 115 | 115 |
| TOTAL | \$20,856 | \$24,233 | \$22,914 | \$23,868 | \$23,868 |
| SERVICES & SUPPLIES | | | | | |
| 23000 R/M Supplies | \$130,893 | \$159,940 | \$117,000 | \$131,000 | \$131,000 |
| 31000 Contracted Services | 106,497 | 126,984 | 63,484 | 157,000 | 157,000 |
| 32000 Communications | 2 | 0 | 60 | 60 | 60 |
| 33000 Motor Pool Charges | 7,350 | 7,700 | 7,700 | 7,931 | 7,931 |
| 36000 Utilities | 92,137 | 70,406 | 70,406 | 72,518 | 72,518 |
| 37000 Leases & Rentals | 0 | 2,000 | 2,000 | 2,500 | 2,500 |
| 38000 R/M Contractual | 0 | 5,000 | 5,000 | 5,500 | 5,500 |
| 41000 Other Agency Serv | 1,935 | 10,000 | 9,100 | 12,500 | 12,500 |
| 42000 Debt Service | 132,035 | 132,035 | 132,035 | 132,035 | 132,035 |
| TOTAL | \$470,849 | \$514,065 | \$406,785 | \$521,044 | \$521,044 |
| GRAND TOTAL | \$555,302 | \$608,503 | \$499,987 | \$609,117 | \$609,117 |

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 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.02 | 0.00 | 0.00 | \$3,400 | \$0 | \$0 |
| Water Utility Manager | 0.05 | 0.05 | 0.05 | 5,504 | 5,890 | 5,890 |
| Water Production Supervisor | 0.10 | 0.10 | 0.10 | 9,318 | 9,318 | 9,318 |
| Water Distribution Supervisor | 0.00 | 0.02 | 0.02 | 0 | 1,457 | 1,457 |
| Principal Management Analyst | 0.05 | 0.00 | 0.00 | 3,877 | 0 | 0 |
| Senior Water Production System Operator | 0.10 | 0.10 | 0.10 | 7,630 | 7,630 | 7,630 |
| Water Production System Operator | 0.40 | 0.25 | 0.25 | 23,672 | 15,153 | 15,153 |
| Water Utility Maintenance Worker | 0.00 | 0.04 | 0.04 | 0 | 2,333 | 2,333 |
| Water Distribution Lead Worker | 0.00 | 0.05 | 0.05 | 0 | 2,899 | 2,899 |
| Electrician | 0.05 | 0.10 | 0.10 | 3,505 | 5,479 | 5,479 |
| Bilingual | 0.00 | 0.00 | 0.00 | 120 | 111 | 111 |
| Overtime | 0.00 | 0.00 | 0.00 | 4,000 | 4,000 | 4,000 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 1,911 | 1,328 | 1,328 |
| Electrician Premium | 0.00 | 0.00 | 0.00 | 150 | 0 | 0 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 3,518 | 3,518 | 3,518 |

Part-Time

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 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| <u>Part-Time</u> | | | | | | |
| Senior Account Clerk | 0.08 | 0.08 | 0.08 | \$3,600 | \$3,600 | \$3,600 |
| Total | 0.85 | 0.79 | 0.79 | \$70,205 | \$62,716 | \$62,716 |

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>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|--|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$70,884 | \$77,059 | \$69,501 | \$270,565 | \$270,565 |
| SERVICES & SUPPLIES | 397,846 | 247,665 | 184,845 | 262,966 | 262,966 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$468,730 | \$324,724 | \$254,346 | \$533,531 | \$533,531 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | .69 | .69 | .69 | 2.39 | 2.39 |

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 State Water Resources Control Board.

2015-2016 GOALS AND OBJECTIVES

1. Continue to identify and implement required operational activities to improve the overall efficiencies of this facility focusing on energy savings and extending GAC bed life.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

2. R/M Supplies category (#23000) includes \$160,000 for carbon replacements and \$1,250 for equipment supplies and maintenance.
3. Contracted Services category (#31000) includes \$4,000 for legal fees, \$45,000 for water analyses, compliance and consultant services.
4. Debt Services category (#42000) includes \$37,965 for debt service payment for a ten-year loan from the San Gabriel Valley Municipal Water District that will retire in 2018.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$41,766 | \$45,947 | \$39,818 | \$184,505 | \$184,505 |
| 11300 Part Time Salaries | 3,262 | 3,600 | 3,429 | 3,600 | 3,600 |
| 11400 Overtime Salaries | 5,171 | 5,000 | 5,550 | 5,000 | 5,000 |
| 11500 Separation Benefits | 3,045 | 3,045 | 3,045 | 3,045 | 3,045 |
| TOTAL | \$53,244 | \$57,592 | \$51,842 | \$196,150 | \$196,150 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$98 | \$104 | \$104 | \$373 | \$373 |
| 12300 Medical Insurance | 4,785 | 5,027 | 4,743 | 20,803 | 20,803 |
| 12350 Medicare Insurance | 740 | 669 | 669 | 2,563 | 2,563 |
| 12370 Part Time Retirement | 130 | 144 | 144 | 144 | 144 |
| 12400 Dental Insurance | 313 | 326 | 326 | 1,375 | 1,375 |
| 12500 Workers Compensation | 2,229 | 2,500 | 2,500 | 2,625 | 2,625 |
| 12600 Retirement | 9,038 | 10,375 | 8,851 | 45,243 | 45,243 |
| 12900 Long Term Disability | 232 | 242 | 242 | 915 | 915 |
| 12950 Vision Plan | 75 | 80 | 80 | 374 | 374 |
| TOTAL | \$17,640 | \$19,467 | \$17,659 | \$74,415 | \$74,415 |
| SERVICES & SUPPLIES | | | | | |
| 23000 R/M Supplies | \$298,591 | \$152,000 | \$116,000 | \$161,250 | \$161,250 |
| 31000 Contracted Services | 52,186 | 44,000 | 18,000 | 49,000 | 49,000 |
| 32000 Communications | 2 | 0 | 70 | 70 | 70 |
| 33000 Motor Pool Charges | 7,350 | 7,700 | 7,700 | 7,931 | 7,931 |
| 38000 R/M Contractual | 0 | 1,000 | 1,000 | 1,250 | 1,250 |
| 41000 Other Agency Serv | 1,752 | 5,000 | 4,110 | 5,500 | 5,500 |
| 42000 Debt Service | 37,965 | 37,965 | 37,965 | 37,965 | 37,965 |
| TOTAL | \$397,846 | \$247,665 | \$184,845 | \$262,966 | \$262,966 |
| GRAND TOTAL | \$468,730 | \$324,724 | \$254,346 | \$533,531 | \$533,531 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.03 | 0.10 | 0.10 | \$5,100 | \$17,000 | \$17,000 |
| Water Utility Manager | 0.03 | 0.25 | 0.25 | 3,302 | 29,451 | 29,451 |
| Water Production Supervisor | 0.05 | 0.25 | 0.25 | 4,659 | 23,295 | 23,295 |
| Water Distribution Supervisor | 0.00 | 0.02 | 0.02 | 0 | 1,457 | 1,457 |
| Principal Management Analyst | 0.00 | 0.00 | 0.00 | 0 | 0 | 0 |
| Public Works Technician | 0.00 | 0.05 | 0.05 | 0 | 2,521 | 2,521 |
| Senior Water Production System Operator | 0.05 | 0.25 | 0.25 | 3,815 | 19,074 | 19,074 |
| Water Production System Operator | 0.40 | 1.00 | 1.00 | 23,673 | 60,611 | 60,611 |
| Water Distribution Lead Worker | 0.00 | 0.04 | 0.04 | 0 | 2,899 | 2,899 |
| Water Utility Maintenance Worker | 0.00 | 0.05 | 0.05 | 0 | 2,333 | 2,333 |
| Electrician | 0.05 | 0.25 | 0.25 | 3,505 | 13,698 | 13,698 |
| Senior Clerk Typist | 0.00 | 0.05 | 0.05 | 0 | 2,500 | 2,500 |
| Bilingual | 0.00 | 0.00 | 0.00 | 120 | 336 | 336 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 1,623 | 4,100 | 4,100 |
| Electrician Premium | 0.00 | 0.00 | 0.00 | 150 | 0 | 0 |
| Overtime | 0.00 | 0.00 | 0.00 | 5,000 | 5,000 | 5,000 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| 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 | 2.39 | 2.39 | \$57,592 | \$190,920 | \$190,920 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 423I

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$72,171 | \$84,083 | \$69,250 | \$269,358 | \$269,358 |
| SERVICES & SUPPLIES | 111,980 | 90,129 | 82,769 | 93,761 | 93,761 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$184,151 | \$174,212 | \$152,019 | \$363,119 | \$363,119 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | .76 | .76 | .76 | 2.39 | 2.39 |

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.

2015-2016 GOALS AND OBJECTIVES

1. Redevelop well #15 to increase pumping reliability and efficiency. Updating the well and components to maximize production and minimize downtime. (Est. \$200K),

2014-2015 MAJOR ACCOMPLISHMENT

1. Installed new 300 HP Variable Frequency Drive (VFD) for continuous reliability and rate of control operations.
2. Performed general maintenance and inspections used for developing work orders to address all issues.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$4,000 for legal fees, \$4,000 for data processing and \$5,000 for water analyses, compliance reports and consultant services.
2. Utilities category (#36000) includes \$65,500 for electricity cost for the wells and treatment facility.
3. Other Agency Services category (#41000) covers the costs of \$4,500 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 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$43,682 | \$52,026 | \$40,689 | \$184,505 | \$184,505 |
| 11300 Part Time Salaries | 3,262 | 3,600 | 3,427 | 3,600 | 3,600 |
| 11400 Overtime Salaries | 5,175 | 5,000 | 5,566 | 5,000 | 5,000 |
| 11500 Separation Benefits | 2,363 | 2,363 | 2,363 | 2,363 | 2,363 |
| TOTAL | \$54,482 | \$62,989 | \$52,045 | \$195,468 | \$195,468 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$101 | \$116 | \$116 | \$373 | \$373 |
| 12300 Medical Insurance | 4,826 | 5,593 | 4,401 | 20,803 | 20,803 |
| 12350 Medicare Insurance | 768 | 758 | 758 | 2,563 | 2,563 |
| 12370 Part Time Retirement | 130 | 144 | 144 | 144 | 144 |
| 12400 Dental Insurance | 326 | 371 | 371 | 1,375 | 1,375 |
| 12500 Workers Compensation | 1,764 | 2,000 | 2,000 | 2,100 | 2,100 |
| 12600 Retirement | 9,455 | 11,747 | 9,050 | 45,243 | 45,243 |
| 12900 Long Term Disability | 240 | 270 | 270 | 915 | 915 |
| 12950 Vision Plan | 79 | 95 | 95 | 374 | 374 |
| TOTAL | \$17,689 | \$21,094 | \$17,205 | \$73,890 | \$73,890 |
| SERVICES & SUPPLIES | | | | | |
| 23000 R/M Supplies | \$251 | \$1,500 | \$1,100 | \$1,550 | \$1,550 |
| 31000 Contracted Services | 10,914 | 11,837 | 5,837 | 13,000 | 13,000 |
| 32000 Communications | 2 | 0 | 30 | 30 | 30 |
| 33000 Motor Pool Charges | 7,350 | 7,700 | 7,700 | 7,931 | 7,931 |
| 36000 Utilities | 89,526 | 63,592 | 63,592 | 65,500 | 65,500 |
| 38000 R/M Contractual | 825 | 1,000 | 1,000 | 1,250 | 1,250 |
| 41000 Other Agency Serv | 3,112 | 4,500 | 3,510 | 4,500 | 4,500 |
| TOTAL | \$111,980 | \$90,129 | \$82,769 | \$93,761 | \$93,761 |
| GRAND TOTAL | \$184,151 | \$174,212 | \$152,019 | \$363,119 | \$363,119 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Director of Public Works/Assistant City Manager | 0.03 | 0.10 | 0.10 | \$5,100 | \$17,000 | \$17,000 |
| Water Utility Manager | 0.05 | 0.25 | 0.25 | 5,504 | 29,451 | 29,451 |
| Water Production Supervisor | 0.05 | 0.25 | 0.25 | 4,659 | 23,295 | 23,295 |
| Water Distribution Supervisor | 0.00 | 0.02 | 0.02 | 0 | 1,457 | 1,457 |
| Principal Management Analyst | 0.05 | 0.00 | 0.00 | 3,877 | 0 | 0 |
| Public Works Technician | 0.00 | 0.05 | 0.05 | 0 | 2,521 | 2,521 |
| Senior Water Production System Operator | 0.05 | 0.25 | 0.25 | 3,815 | 19,074 | 19,074 |
| Water Production System Operator | 0.40 | 1.00 | 1.00 | 23,673 | 60,611 | 60,611 |
| Water Utility Maintenance Worker | 0.00 | 0.04 | 0.04 | 0 | 2,333 | 2,333 |
| Water Distribution Lead Worker | 0.00 | 0.05 | 0.05 | 0 | 2,899 | 2,899 |
| Electrician | 0.05 | 0.25 | 0.25 | 3,505 | 13,698 | 13,698 |
| Senior Clerk Typist | 0.00 | 0.05 | 0.05 | 0 | 2,500 | 2,500 |
| Bilingual | 0.00 | 0.00 | 0.00 | 120 | 336 | 336 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 1,623 | 4,100 | 4,100 |
| Electrician Premium | 0.00 | 0.00 | 0.00 | 150 | 0 | 0 |
| Overtime | 0.00 | 0.00 | 0.00 | 5,000 | 5,000 | 5,000 |

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|----------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| 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 | 2.39 | 2.39 | \$62,989 | \$190,238 | \$190,238 |

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 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|--|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$46,307 | \$51,400 | \$38,865 | \$31,388 | \$31,388 |
| SERVICES & SUPPLIES | 8,085 | 30,197 | 5,307 | 16,700 | 16,700 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$54,392 | \$81,597 | \$44,172 | \$48,088 | \$48,088 |
| AUTHORIZED FULL-TIME EQUIVALENT POSITIONS | .44 | .44 | .44 | .25 | .25 |

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.

2015-2016 GOALS AND OBJECTIVES

1. Maximize the hours of operation and production from this well as it critical to the basin cleanup efforts and program.
2. Coordinate and schedule all maintenance in a manner to minimize the duration and frequency of down time of this critical well.
3. Continue to closely monitor and evaluate performance data. Using the performance data to develop and execute predictive maintenance as needed.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

4. R/M Supplies category (#23000) includes \$5,500 for the cost of replacing carbon and supplies needed for the maintenance of the treatment facility.
5. Contracted Services category (#31000) includes \$7,200 for legal costs associated with treatment cost recovery, water analyses and compliance reports required by the State, inspection services, and engineering consultant services and for data processing.
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 5 Perch Blending Plant

ACTIVITY NO.: 4232

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$27,387 | \$31,617 | \$21,583 | \$16,222 | \$16,222 |
| 11400 Overtime Salaries | 3,468 | 2,500 | 3,417 | 2,500 | 2,500 |
| 11500 Separation Benefits | 2,805 | 2,805 | 2,805 | 2,805 | 2,805 |
| TOTAL | \$33,660 | \$36,922 | \$27,805 | \$21,527 | \$21,527 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$66 | \$72 | \$72 | \$39 | \$39 |
| 12300 Medical Insurance | 3,166 | 3,518 | 2,508 | 2,394 | 2,394 |
| 12350 Medicare Insurance | 459 | 461 | 461 | 229 | 229 |
| 12400 Dental Insurance | 230 | 252 | 252 | 134 | 134 |
| 12500 Workers Compensation | 2,595 | 2,800 | 2,800 | 2,940 | 2,940 |
| 12600 Retirement | 5,919 | 7,141 | 4,733 | 3,994 | 3,994 |
| 12900 Long Term Disability | 160 | 175 | 175 | 99 | 99 |
| 12950 Vision Plan | 52 | 59 | 59 | 32 | 32 |
| TOTAL | \$12,647 | \$14,478 | \$11,060 | \$9,861 | \$9,861 |
| SERVICES & SUPPLIES | | | | | |
| 23000 R/M Supplies | \$0 | \$11,000 | \$0 | \$5,500 | \$5,500 |
| 31000 Contracted Services | 7,498 | 15,197 | 3,197 | 7,200 | 7,200 |
| 32000 Communications | 0 | 0 | 0 | 0 | 0 |
| 38000 R/M Contractual | 0 | 1,000 | 0 | 500 | 500 |
| 41000 Other Agency Serv | 587 | 3,000 | 2,110 | 3,500 | 3,500 |
| TOTAL | \$8,085 | \$30,197 | \$5,307 | \$16,700 | \$16,700 |
| GRAND TOTAL | \$54,392 | \$81,597 | \$44,172 | \$48,088 | \$48,088 |

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 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Water Utility Manager | 0.02 | 0.00 | 0.00 | \$2,202 | \$0 | \$0 |
| Principal Management Analyst | 0.02 | 0.00 | 0.00 | 1,551 | 0 | 0 |
| Water Production Supervisor | 0.05 | 0.00 | 0.00 | 4,659 | 0 | 0 |
| Senior Water Production System Operator | 0.05 | 0.00 | 0.00 | 3,815 | 0 | 0 |
| Water Production System Operator | 0.25 | 0.25 | 0.25 | 14,484 | 15,153 | 15,153 |
| Electrician | 0.05 | 0.00 | 0.00 | 3,505 | 0 | 0 |
| Bilingual | 0.00 | 0.00 | 0.00 | 60 | 75 | 75 |
| DHS Certification | 0.00 | 0.00 | 0.00 | 1,191 | 540 | 540 |
| Electrician Premium | 0.00 | 0.00 | 0.00 | 150 | 0 | 0 |
| 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 | 0.25 | 0.25 | \$36,922 | \$21,073 | \$21,073 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Interconnection/Purchase
ACTIVITY NO.: 4233

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 102,547 | 100,000 | 350,000 | 125,000 | 125,000 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$102,547 | \$100,000 | \$350,000 | \$125,000 | \$125,000 |
| 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.

2015-2016 GOALS AND OBJECTIVES

1. Minimize the purchase of water from the San Gabriel Valley Water Company.

2014-2015 GOALS AND OBJECTIVES

1. Proactively maintain the wells and treatment plants to minimize the need to purchase water.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Service and Supplies (#22000) includes \$125,000 for water assessment charges.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Interconnection/Purchase

ACTIVITY NO.: 4233

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SERVICES & SUPPLIES | | | | | |
| 22000 Operating Supplies | \$102,547 | \$100,000 | \$350,000 | \$125,000 | \$125,000 |
| TOTAL | \$102,547 | \$100,000 | \$350,000 | \$125,000 | \$125,000 |
| GRAND TOTAL | \$102,547 | \$100,000 | \$350,000 | \$125,000 | \$125,000 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 65I6

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|---|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$315,957 | \$358,201 | \$373,551 | \$470,701 | \$470,701 |
| SERVICES & SUPPLIES | 309,413 | 309,292 | 419,222 | 437,336 | 437,336 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$625,370 | \$667,493 | \$792,773 | \$908,037 | \$908,037 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 3.00 | 3.20 | 3.20 | 4.50 | 4.50 |

Program Description

This activity provides for the care and maintenance of approximately 13,000 City Street & Parkway 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 may also be 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>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|----------------------|---------------------------------|------------------------------------|------------------------------------|
| Street Tree Trimmed | 2,297 | 2,550 | 2,700 |
| Street Trees Planted | 57 | 388 | 250 |
| Street Trees Removed | 81 | 145 | 105 |
| Service Requests | 209 | 250 | 265 |

2015-2016 GOALS AND OBJECTIVES

1. Continue the renovation of the entrance medians at Atlantic Blvd., Garfield Ave., and Garvey Ave. Implement updated, solar-powered irrigation systems that conserve water.
2. Clearing and replacement of hazardous and intrusive trees identified in various areas throughout the City, including the Fremont Bridge, La Loma/SCE road, & S. Atlantic 1500 block corridor.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Planted over 310 trees of 10 different species with competitive grant funds that were awarded by the County of Los Angeles.
2. The continued installation of water efficient irrigation and planting of drought tolerant plants meet the City's sustainability goals.
3. The clearing of trees and brush in the valley area to the north of Garvey Ranch Park. This area had become a P.D. / F.D. nuisance area with criminal activities and fires etc. It is now cleared of all visual obstruction and is slated for improvement for community use in 2015-2016.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services category (#31000) of \$360,000 reflects costs for the City Street and Parkway tree-trimming program and maintenance of the Transit Center at East Los Angeles College and Boulevard medians.
2. Motor Pool Charges category (#33000) includes \$60,153 for Motor Pool internal service charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$182,396 | \$210,490 | \$217,096 | \$279,407 | \$279,407 |
| 11400 Overtime Salaries | 6,886 | 1,000 | 5,534 | 1,000 | 1,000 |
| 11500 Separation Benefits | 16,500 | 16,500 | 16,500 | 20,000 | 20,000 |
| TOTAL | \$205,782 | \$227,990 | \$239,130 | \$300,407 | \$300,407 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$483 | \$519 | \$519 | \$703 | \$703 |
| 12300 Medical Insurance | 13,373 | 14,123 | 16,676 | 27,095 | 27,095 |
| 12350 Medicare Insurance | 2,892 | 3,116 | 3,116 | 4,011 | 4,011 |
| 12400 Dental Insurance | 1,123 | 1,176 | 1,176 | 2,129 | 2,129 |
| 12500 Workers Compensation | 59,030 | 61,981 | 61,981 | 65,080 | 65,080 |
| 12600 Retirement | 31,738 | 47,549 | 49,206 | 68,891 | 68,891 |
| 12800 Uniform Allowance | 0 | 92 | 92 | 92 | 92 |
| 12900 Long Term Disability | 1,188 | 1,268 | 1,268 | 1,783 | 1,783 |
| 12950 Vision Plan | 348 | 387 | 387 | 510 | 510 |
| TOTAL | \$110,175 | \$130,211 | \$134,421 | \$170,294 | \$170,294 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$500 | \$800 | \$1,000 | \$1,000 | \$1,000 |
| 22000 Operating Supplies | 2,575 | 3,420 | 4,650 | 4,650 | 4,650 |
| 23000 R/M Supplies | 1,228 | 1,450 | 2,950 | 2,950 | 2,950 |
| 24000 Small Tools | 698 | 700 | 2,200 | 2,200 | 2,200 |
| 31000 Contracted Services | 245,189 | 240,000 | 345,000 | 360,000 | 360,000 |
| 32000 Communications | 52 | 0 | 0 | 294 | 294 |
| 33000 Motor Pool Charges | 56,700 | 58,401 | 58,401 | 60,153 | 60,153 |
| 36000 Utilities | 1,871 | 2,271 | 2,271 | 2,339 | 2,339 |
| 38000 R/M Contractual | 600 | 2,250 | 2,750 | 3,750 | 3,750 |
| TOTAL | \$309,413 | \$309,292 | \$419,222 | \$437,336 | \$437,336 |
| GRAND TOTAL | \$625,370 | \$667,493 | \$792,773 | \$908,037 | \$908,037 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Park Superintendent | 0.60 | 0.70 | 0.70 | \$45,715 | \$54,671 | \$54,671 |
| Park Supervisor | 0.60 | 0.60 | 0.60 | 52,431 | 52,430 | 52,430 |
| Park Maintenance Crew Leader | 0.50 | 0.60 | 0.60 | 32,376 | 38,851 | 38,851 |
| Maintenance Worker | 1.50 | 2.60 | 2.60 | 78,048 | 123,919 | 123,919 |
| Bilingual | 0.00 | 0.00 | 0.00 | 660 | 780 | 780 |
| Overtime | 0.00 | 0.00 | 0.00 | 1,000 | 1,000 | 1,000 |
| Pest Control Special Pay | 0.00 | 0.00 | 0.00 | 720 | 720 | 720 |
| Pesticide/Herbicide Pay | 0.00 | 0.00 | 0.00 | 540 | 576 | 576 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 16,500 | 20,000 | 20,000 |
| Total | 3.20 | 4.50 | 4.50 | \$227,990 | \$292,947 | \$292,947 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 65I7

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$640,887 | \$683,444 | \$685,869 | \$615,312 | \$615,312 |
| SERVICES & SUPPLIES | 253,684 | 299,542 | 309,442 | 353,334 | 353,334 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$894,571 | \$982,986 | \$995,311 | \$968,646 | \$968,646 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 9.69 | 8.49 | 8.49 | 7.19 | 7.19 |

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 the Monterey Park Bruggemeyer Library and its surrounding parking lots, El Encanto, the Conservation Garden, the Service Club House, Beth Ryan Park, employee parking lots, and the Police storage parking lot.

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 sports

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> 2013-14 | <u>Estimated</u> 2014-15 | <u>Projected</u> 2015-16 |
|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Park Service Requests | 84 | 125 | 135 |
| Number of Special Projects | 13 | 16 | 18 |

2015-2016 GOALS AND OBJECTIVES

1. Continue upgrading park landscape & planters to incorporate the new palette.
2. Installation of solar up-lighting for all the newly installed Park monuments.
3. Continue to replace older controllers in remaining 8 Parks with the new Calsense controllers, that have been recently installed in the 4 Parks targeted by the CIP.
4. Continued assistance in Council beautification/planting days in remaining locations.
5. Conversion/upgrade of Edison Trails Hiking path with fencing, benches, trash receptacles, drinking fountains, mile markers, kiosks etc., also incorporating a year round weed control program along the Trail.
6. Assessment of City Park benches, picnic tables and drinking fountains for targeted replacement. Any new fountains will include the attached pet bowl feature, which has proven to be very popular with Park users and residents.

2014-2015 MAJOR ACCOMPLISHMENTS

1. Installed new Park name monuments with new planters in every Park.
2. Staff assistance to continued new Night Market and Farmers Market activities.
3. Completed phase II (turf, plants, & irrigation) of the Parks CIP. Elder, Highlands, Sunnyslope, & Cascades.
4. Completed Langley patio renovation with full Japanese style treatment.
5. Addressed field issues at Barnes softball diamond by re-cutting infield perimeter and eliminating drainage problem in rt. field at the walkway.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$46,900 for landscaping supplies, cleaning and sanitary supplies for the park restrooms, staff uniforms (including part time staff), and various other supplies.
2. R/M Supplies category (#23000) reflects \$31,000 for plumbing and irrigation costs for new parts and maintenance requirements in four Parks where irrigation systems were replaced (CIP Phase II).
3. Contracted Services category (#31000) reflects \$35,000 annual professional contract services to include weed abatement, irrigation repair, special project plant & tree purchases, hydro-seeding, concrete work, and other special projects.
4. Motor Pool Charges category (#33000) reflects \$86,520 for City Motor Pool charges.
5. Utilities category (#36000) reflects the \$73,688 for electricity at City parks.
6. RM Contractual category (#38000) reflects \$53,000 costs for janitorial services for park restrooms, and maintenance supplies, \$7,200.
7. Miscellaneous category (#39000) reflects \$1,500 costs for training.
8. Other Agency Services category (#41000) reflects \$12,000 for gopher eradication performed by L.A. County through the Department of Agriculture, Weights and Measures. Cost for FY 2015-2016 has increased to reflect quarterly treatments rather than annual to protect new plantings that were achieved in the Parks Capital Improvement Project.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11200 Permanent Salaries | \$335,446 | \$385,461 | \$381,981 | \$330,181 | \$330,181 |
| 11300 Part Time Salaries | 46,318 | 42,500 | 36,818 | 42,500 | 42,500 |
| 11400 Overtime Salaries | 23,321 | 6,000 | 14,009 | 6,000 | 6,000 |
| 11500 Separation Benefits | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| TOTAL | \$435,085 | \$463,961 | \$462,808 | \$408,681 | \$408,681 |
| EMPLOYEE BENEFITS | | | | | |
| 12200 Life Insurance | \$965 | \$1,102 | \$1,102 | \$858 | \$858 |
| 12300 Medical Insurance | 44,436 | 52,769 | 56,427 | 44,553 | 44,553 |
| 12350 Medicare Insurance | 6,085 | 5,617 | 5,617 | 4,640 | 4,640 |
| 12370 Part Time Retirement | 642 | 300 | 1,630 | 1,630 | 1,630 |
| 12400 Dental Insurance | 3,163 | 3,694 | 3,694 | 2,961 | 2,961 |
| 12500 Workers Compensation | 67,315 | 65,000 | 65,000 | 68,250 | 68,250 |
| 12600 Retirement | 79,997 | 87,117 | 85,707 | 80,642 | 80,642 |
| 12800 Uniform Allowance | 0 | 300 | 300 | 300 | 300 |
| 12900 Long Term Disability | 2,376 | 2,693 | 2,693 | 2,178 | 2,178 |
| 12950 Vision Plan | 823 | 891 | 891 | 619 | 619 |
| TOTAL | \$205,802 | \$219,483 | \$223,061 | \$206,631 | \$206,631 |
| SERVICES & SUPPLIES | | | | | |
| 21000 Office Supplies | \$628 | \$1,000 | \$1,200 | \$1,400 | \$1,400 |
| 22000 Operating Supplies | 34,174 | 38,300 | 46,400 | 46,900 | 46,900 |
| 23000 R/M Supplies | 23,564 | 25,900 | 28,000 | 31,000 | 31,000 |
| 24000 Small Tools | 4,570 | 5,000 | 5,000 | 5,000 | 5,000 |
| 31000 Contracted Services | 23,858 | 45,000 | 50,000 | 35,000 | 35,000 |
| 32000 Communications | 2,589 | 2,500 | 0 | 126 | 126 |
| 33000 Motor Pool Charges | 94,712 | 84,000 | 84,000 | 86,520 | 86,520 |
| 36000 Utilities | 59,734 | 71,542 | 71,542 | 73,688 | 73,688 |
| 37000 Leases & Rentals | 3,754 | 4,000 | 0 | 0 | 0 |
| 38000 R/M Contractual | 4,200 | 8,800 | 9,800 | 60,200 | 60,200 |
| 39000 Miscellaneous | 800 | 1,500 | 1,500 | 1,500 | 1,500 |
| 41000 Other Agency Serv | 1,101 | 12,000 | 12,000 | 12,000 | 12,000 |
| TOTAL | \$253,684 | \$299,542 | \$309,442 | \$353,334 | \$353,334 |
| GRAND TOTAL | \$894,571 | \$982,986 | \$995,311 | \$968,646 | \$968,646 |

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

| Class Title | Full-Time Equivalent Positions | | | Adopted 2014-15 | Proposed 2015-16 | Adopted 2015-16 |
|---------------------------------|--------------------------------|---------------------|--------------------|--------------------|---------------------|--------------------|
| | 2014-15 Adopted | 2015-16 Proposed | 2015-16 Adopted | | | |
| Park Superintendent | 0.40 | 0.30 | 0.30 | \$30,476 | \$23,431 | \$23,431 |
| Park Supervisor | 0.40 | 0.40 | 0.40 | 34,954 | 34,954 | 34,954 |
| Park Maintenance Crew Leader | 1.50 | 1.40 | 1.40 | 96,100 | 90,653 | 90,653 |
| Maintenance Worker | 4.50 | 3.40 | 3.40 | 220,691 | 166,760 | 166,760 |
| Bilingual | 0.00 | 0.00 | 0.00 | 1,140 | 420 | 420 |
| Overtime | 0.00 | 0.00 | 0.00 | 6,000 | 6,000 | 6,000 |
| Pest Control Special Premium | 0.00 | 0.00 | 0.00 | 480 | 480 | 480 |
| Pesticide/Herbicide Pay | 0.00 | 0.00 | 0.00 | 1,620 | 1,584 | 1,584 |
| Separation Benefits | 0.00 | 0.00 | 0.00 | 30,000 | 30,000 | 30,000 |
| <u>Part-Time</u> | | | | | | |
| Maintenance Worker | 1.50 | 1.50 | 1.50 | 36,000 | 36,000 | 36,000 |
| Clerk Typist | 0.19 | 0.19 | 0.19 | 6,500 | 6,500 | 6,500 |
| Total | 8.49 | 7.19 | 7.19 | \$463,961 | \$396,782 | \$396,782 |



CAPITAL IMPROVEMENT PROGRAM

**Street Construction
Community Capital Improvement**

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Capital Improvement

ACTIVITY NO.: 5000

SOURCE OF FUNDS:

General \$140,193
 Bike Route \$101,000
 Sewer \$1,047,000
 Refuse \$125,000
 Shop \$40,000
 Technology Internal Service \$20,000
 Park Facilities \$252,500
 Public Safety Impact Fee \$875,000
 Water \$7,000
 Proposition A \$90,000
 Measure R \$480,000
 Library Tax \$10,000
 Asset Forfeiture \$340,500
 Air Quality Improvement \$52,344
 ISTE Grant \$300,000
 Safetee-Lu Grant \$480,000
 Maintenance Grant (0075) \$103,634
 Library Building Trust \$4,700
 MTA Bike Lane Construction \$331,800

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAY | 2,132,137 | 6,702,603 | 5,580,322 | 4,800,671 | 4,800,671 |
| TOTAL COSTS | \$2,132,137 | \$6,702,603 | \$5,580,322 | \$4,800,671 | \$4,800,671 |
| 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 2015-2016**

Key Funding Sources

| | |
|---|------------------|
| Air Quality Improvement Fund (0165) | \$52,344 |
| 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 (0160) | \$340,500 |
| 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. | |
| Bike Route SB 821 Fund (0023) | \$101,000 |
| Accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements. | |
| General Fund (0010) | \$140,193 |
| 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. | |
| ISTEA/Surface Transportation Program – Local Fund (0175) | \$300,000 |
| Accounts for the City share of local allocations from the federal surface transportation program for street improvements. | |
| Library Building Trust Fund (0411) | \$4,700 |
| Accounts for donations made to Bruggemeyer Library for library improvements. | |
| Library Tax Fund (0131) | \$10,000 |
| Accounts for annual parcel tax which was approved by the Electorate in April of 1998 (Proposition C). The funds are to be exclusively used for Bruggemeyer Library improvements, expansion of operating hours, and additional books and supplies. | |
| Maintenance Grant (0344) | \$103,634 |
| Accounts for special purpose financing provided by Specialty Restaurant for common areas maintenance. | |
| Measure R Fund (0110) | \$480,000 |
| 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 | |

| | |
|--|--------------------|
| MTA Bike Lane Construction Grant (0450) | \$331,800 |
| Accounts for MTA grant fund to construct Class III bike lanes as prescribed in the Master Bike Plan adopted by City Council in 2014. | |
| Park Facilities Fund (0070) | \$252,500 |
| 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) | \$90,000 |
| 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) | \$875,000 |
| Accounts for fees collected on new commercial and residential development and applied to public safety service and related acquisitions. | |
| Refuse Fund (0043) | \$125,000 |
| Accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling. | |
| Safetea-Lu Grant (0342) | \$480,000 |
| Accounts for City share of the local allocation from federal for transportation capacity-enhancing projects. | |
| Sewer Fund (0042) | \$1,047,000 |
| 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. | |
| Shop Fund (0060) | \$40,000 |
| Accounts for the purchase and upkeep of all motorized equipment used by City departments. | |
| Technology/Data Processing Fund (0063) | \$20,000 |
| Accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system. | |
| Water Fund (0092) | \$7,000 |
| Used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan. | |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAY | 236,945 | 1,594,000 | 1,159,000 | 2,340,000 | 2,340,000 |
| TOTAL COSTS | \$236,945 | \$1,594,000 | \$1,159,000 | \$2,340,000 | \$2,340,000 |
| 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 2015-2016 street improvements include the following projects:

1. Slurry Seal of Various Streets (91917) \$200,000

This is an on-going 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 (0110)

\$200,000

Impact on Operating Budget: This project will extend the life of the City streets, thus generating cost savings in road repair material costs.

2. Sewer Videotaping (91941) \$100,000

This is an ongoing project that conforms to the City's Sewer Master Plan to perform annual videotaping of the City's sewer system to identify needed spot repairs and/or cured-in-place pipe relining.

Funding Source:
Sewer (0042) \$100,000

Impact on Operating Budget: This will reduce the incidents of sewer overflows and reduce the City's liability for damages.

3. Sewer Repairs & Pipe Relining (91942) \$900,000

This is to conform to the City's Sewer Master Plan to perform repairs that were identified by the sewer videotaping program. Work includes sewer spot repairs and cured-in-place pipe relining.

Funding Source:
Sewer (0042) \$900,000

Impact on Operating Budget: This will reduce the incidents of sewer overflows and reduce the City's liability for damages.

4. Street Resurfacing (91943) \$300,000

Construct a rubberized asphalt overlay and related improvements on various arterial and collector streets.

Funding Source:
STP-L Fund (0175) \$300,000

Impact on Operating Budget: This will reduce roadway accidents and generate cost savings on road repair materials.

5. Traffic Signal – N. Atlantic (91944) \$510,000

In anticipation of several large private development projects on North Atlantic Boulevard, this project will implement traffic signal improvements on Atlantic Boulevard from Hellman Avenue to Newmark Avenue. The improvements will include wireless interconnect, pedestrian control upgrades, video detection, signal timing synchronization, and equipment upgrades.

Funding Source:

| | |
|-------------------------|-----------|
| SAFETEA-LU Grant (0342) | \$480,000 |
| Measure R (0110) | 30,000 |

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

6. Sidewalk/Wheelchair Access Ramp (91945) \$230,000

This is to construct new wheelchair ramps at various intersections citywide in compliance with the Americans with Disabilities Act (ADA).

Funding Source:

| | |
|-------------------|-----------|
| Bike Route (0023) | \$80,000 |
| Measure R (0110) | \$150,000 |

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

7. Storm Drain Repairs (91946) \$100,000

This project will repair the storm drain catch basin and connector pipe that has been undermined at 328 S. Atlantic Blvd., as well as other minor storm drain repairs identified by the Street Maintenance Division.

Funding Source:

| | |
|------------------|-----------|
| Measure R (0110) | \$100,000 |
|------------------|-----------|

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

2014-2015 Street Construction Projects/Carryover

| | | |
|---|---------------|----|
| Sidewalk Reconstruction (89340) | \$ 107,000 | * |
| Handicapped Access Ramps (89850) | 100,000 | * |
| Street Resurfacing (91900) | 737,000 | * |
| Slurry Seal of Various Streets (91917) | 350,000 | * |
| Localized Pavement Repairs (91923) | 150,000 | * |
| Engineering and Traffic Survey Update (91929) | 50,000 | * |
| Parking Lot 1 Improvement (91931) | 100,000 | * |
| MP Transit Facility at ELAC (91750) | 112,859 | * |
| Vagabond Retaining Wall (91760) | 32,100 | * |
| Street Resurfacing Projects (91900) | 3,623 | * |
| Localized Pavement Repairs (91914) | 26,860 | * |
| Slurry Seal of Various Streets (91917) | 150,000 | * |
| Sewer Videotaping (91919) | 39,000 | * |
| Localized Pavement Repairs (91923) | 157,000 | * |
| Ackley Drainage Improvements (91928) | 120,000 | ** |
| Eng/Traffic Survey Update (91929) | <u>20,548</u> | * |

Total **\$ 2,255,890**

(*) *Projects in Progress*

(**) *Project Completed*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

| <u>Classification</u> | <u>Actual 2013/2014</u> | <u>Adopted 2014/2015</u> | <u>Year-End Estimated 2014/2015</u> | <u>Proposed 2015/2016</u> | <u>Adopted 2015/2016</u> |
|----------------------------|-----------------------------|------------------------------|---|-------------------------------|------------------------------|
| CAPITAL OUTLAY | | | | | |
| 89000 Capital Improvements | \$218,693 | \$207,000 | \$72,000 | \$0 | \$0 |
| 91000 Capital Improvements | 18,252 | 1,387,000 | 1,087,000 | 2,340,000 | 2,340,000 |
| TOTAL | \$236,945 | \$1,594,000 | \$1,159,000 | \$2,340,000 | \$2,340,000 |
| GRAND TOTAL | \$236,945 | \$1,594,000 | \$1,159,000 | \$2,340,000 | \$2,340,000 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAY | 1,895,192 | 5,108,603 | 4,421,322 | 2,460,671 | 2,460,671 |
| TOTAL COSTS | \$1,895,192 | \$5,108,603 | \$4,421,322 | \$2,460,671 | \$2,460,671 |
| 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. Barnes Playground Rubberized (91748) \$175,000

This project will rubberize surfacing and remove sand for the Barnes Park playground.

Funding Source:

Park Facilities (0070) \$175,000

Impact on Operating Budget: The improvement will eliminate the tasks for maintenance of sand sweeping.

2. CNG Fueling Compressor System (96067) \$142,344

This is to install an Upgraded CNG Fueling Compressor System at City Yard which includes the construction costs for the dispenser and electrical upgrade equipment payment to SoCalGas. This represents the first year of five years annual service agreement.

Funding Source:

| | |
|--------------------------------|----------|
| Proposition A (0109) | \$90,000 |
| Air Quality Improvement (0165) | 52,344 |

Impact on Operating Budget: The new fueling system will allow the City to fuel the Spirit buses onsite instead of a private facility. This will reduce the cost of CNG fuel from \$2.90 per gallon to \$1.49 per gallon, or approximately \$63,000 annually.

3. Fumigation/Rehab Facilities (96068) \$47,500

This project is to fumigate and repair damage created by infestation of termites at Garvey Ranch Park Museum and Picnic Shelters, Langley Senior Center, Service Club House, and El Encanto. Treatment and rehabilitation prevents further damage of termites to the buildings. The project also includes roof repairs at El Encanto.

Funding Source:

| | |
|------------------------|----------|
| Park Facilities (0070) | \$47,500 |
|------------------------|----------|

Impact on Operating Budget: The rehabilitation of the facilities is necessary to avoid more extensive repairs from termite infestation.

4. City Yard Locker Room/Restroom (96069) \$120,000

This project is to replace existing lockers with new and rehabilitate restrooms to include an Asbestos/Mold abatement at locker location.

Funding Source:

| | |
|----------------|----------|
| General (0010) | \$40,000 |
| Sewer (0042) | 40,000 |
| Shop (0060) | 40,000 |

Impact on Operating Budget: The locker room restroom improvements are necessary to eliminate the health hazards to Public Works employees.

5. Bike Lane Construction (96070) \$352,800

This project is to construct Class II bike lanes on Monterey Pass Road to Garvey Avenue and Avenida Cesar Chavez to Riggan Avenue. The bike facilities are prescribed in the Master Bike Plan that was adopted by City Council in 2014.

| | |
|----------------------------|----------|
| Funding Source: | |
| SB821 Bikeway (0023) | \$21,000 |
| MTA Bike Lane Grant (0450) | 331,800 |

Impact on Operating Budget: The bike lane project will take advantage of grant funding that has been awarded for construction. Otherwise, the City would have to pay for the full cost with its own funds.

6. Solid Waste Contract (96071) \$125,000

This project is to conduct research and analysis on the collection of the City's solid waste stream and establish a new solid waste contract for 2017 when the Athens Solid Waste Hauling contract terminates.

| | |
|-----------------|-----------|
| Funding Source: | |
| Refuse (0043) | \$125,000 |

Impact on Operating Budget: This is a one-time project that will have no impact on the operating budget.

7. City Yard Carport (96077) \$28,000

This project is to replace existing deteriorated wood carport in City Yard with a metal structure.

| | |
|-----------------|----------|
| Funding Source: | |
| General (0010) | \$14,000 |
| Sewer (0042) | 7,000 |
| Water (0092) | 7,000 |

Impact on Operating Budget: The replacement is needed to meet storm water compliance.

8. Library Improvements (96078) \$14,700

This project is to install outdoor LED light fixtures to illuminate the west entrance mural above the doors and to install LED wall packs at west entrance walkway.

| | |
|-------------------------------|----------|
| Funding Source: | |
| Library Tax (0131) | \$10,000 |
| Library Building Trust (0411) | 4,700 |

Impact on Operating Budget: The improvements will provide library patrons with a clear and illuminated view of the artistic work and a better safe environment.

9. Crime Analysis/Mapping Software (96079) \$40,500

Upgrade the current software will assist Investigation personnel to analyze data to determine crime trends, provide crime mapping and assist with resource deployment and community information sharing.

Funding Source:

Asset Forfeiture (0160) \$40,500

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

10. Network Equipment and Server Upgrades (99055) \$20,000

Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.

Funding Source:

Technology (0063) \$20,000

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.

11. Specialty Restaurant/Golf Course Maintenance (99290) \$103,634

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) \$103,634

Impact on Operating Budget: Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

12. Police Mobile Data Computer (99323) \$300,000

The current mobile Data Computers have reached its life expectancy and serviceability. This project is to replace the new Mobile Data Computer in all the patrol vehicles, parking units and Animal Control vehicle in order to keep up with current technology.

Funding Source:

Asset Forfeiture (0160) \$300,000

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

13. 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 (0010) \$42,000

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

14. Station 61 Remodeling (99728) \$500,000

The existing facilities are more than 27 years old and there is a need for replacement. This project is to remodel the existing dorm, bathroom, shower, sink, counters and floor area at Fire Station 61.

Funding Source:

Public Safety Impact Fee (0071) \$500,000

Impact on Operating Budget: The remodeling is needed in order to comply with space needs, ADA requirements, gender accommodation and building standards.

15. Station 61 Parking Lot (99729) \$175,000

The asphalt parking lot area at Station 61 continues to deteriorate, resulting in cracks and fissures throughout the area. This project is to replace with new concrete and install security gates at the parking lot entrance.

Funding Source:

Public Safety Impact Fee (0071) \$175,000

Impact on Operating Budget: The replacement will provide a safe and better environment creating hazards for pedestrians.

16. Station 62 Replacement Design (99730) \$200,000

The current Fire Station 62, built in 1947, is out of date and surpassed its usefulness and lacks gender accommodation, ADA requirements, and NFPA standards. This project is to rebuild Station 62 to meet current laws, regulations, and NFPA standards.

Funding Source:
Public Safety Impact Fee (0071) \$200,000

Impact on Operating Budget: The replacement will provide space and other considerations for future service standards.

17. Small Capital Projects for Parks (88510) \$30,000

Parks small capital purchases include 4 light posts (\$18,000), and 1 window replacement for Barnes Park Day Care (\$12,000).

Funding Source:
Park Facilities (0070) \$30,000

Impact on Operating Budget: Small capital purchases will provide a secure installation and possibility of an existing light post from collapsing.

18. Small Capital Projects for Fire (88560) \$44,193

Fire small capital purchases include 2 ambulance gurneys (\$12,234), 7 ladders (\$19,059), and 3 mobile data computer replacement - Verdugo (\$12,900).

Funding Source:
General (0010) \$44,193

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

2014-2015 Community Capital Projects

| | | |
|--|-----------|----|
| Median Maintenance (82520) | \$ 20,000 | ** |
| Capital Purchases for Recreation (88450) | 42,600 | ** |
| Capital Purchases for Auto Shop (88480) | 20,000 | ** |
| Capital Purchases for Public Works (88500) | 19,000 | ** |
| Capital Purchases for Parks (88510) | 13,411 | ** |
| Capital Purchases for Police (88550) | 43,500 | ** |
| Capital Purchases for Fire (88560) | 112,600 | ** |
| Capital Purchases for Others (88570) | 16,340 | ** |
| Elder Pool Replastering (91576) | 8,620 | ** |
| La Loma Parking and Access Road (91579) | 135,556 | ** |
| Tree Well Maintenance (91590) | 6,000 | ** |
| TV Video System Upgrade (91735) | 24,573 | * |
| Service Club House Renovation (91737) | 250,000 | * |
| Barnes Pool Rehabilitation (91738) | 250,000 | * |
| Garvey Ranch Shelters Repair (91739) | 15,000 | * |
| Barnes Gym Front Doors (91741) | 26,400 | * |
| Parks Restrooms Roof Replacement (91742) | 56,000 | * |
| Sierra Vista Bathrooms Paint (91743) | 12,000 | * |
| Garvey Ranch Light Post (91744) | 7,500 | * |
| Dial-A-Ride Route Software (91745) | 39,000 | * |
| Langley Center Enhancements (91746) | 100,000 | * |
| Ackley Drainage Improvements (91928) | 6,701 | * |
| Hazmat Cargo Container - Yard (96052) | 35,000 | * |
| City Hall Light Retrofit (Siemens) (96054) | 1,574,357 | * |
| Dial-A-Ride and Bus Purchase (96066) | 381,300 | * |
| CNG Fueling Compressor System (96067) | 248,724 | * |
| City Hall Enhancements (99021) | 350,000 | * |
| 2000 Isabella – Fire Station (99022) | 501,000 | ** |
| Network Equipment Upgrade (99055) | 50,000 | * |
| Business License Software Upgrade (99063) | 25,000 | * |
| HR NeoGov Information System (99065) | 40,000 | ** |

| | | |
|---|---------------|----------------------------|
| Special Restaurant/Golf Course Maint. (99290) | 82,000 | ** |
| Mobile Vision Flashback 3 System (99321) | 280,202 | ** |
| Physical Security Equipment (99322) | 45,000 | * |
| Zoll Cardiac Defibrillators (99724) | 42,000 | ** |
| Triple Combination Fire Engine (99725) | 600,000 | ** |
| CBRNE Search & Rescue Equipment (99727) | <u>18,182</u> | * |
| | Total | <u>\$ 5,497,566</u> |

(*) *Projects in progress*

(**) *Projects completed*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

| <u>Classification</u> | <u>Actual 2013/2014</u> | <u>Adopted 2014/2015</u> | <u>Year-End Estimated 2014/2015</u> | <u>Proposed 2015/2016</u> | <u>Adopted 2015/2016</u> |
|----------------------------|-----------------------------|------------------------------|---|-------------------------------|------------------------------|
| CAPITAL OUTLAY | | | | | |
| 82000 Capital Improvements | \$17,967 | \$20,000 | \$0 | \$0 | \$0 |
| 88000 Capital Improvements | 83,054 | 267,451 | 224,851 | 74,193 | 74,193 |
| 91000 Capital Improvements | 1,545,101 | 786,473 | 602,573 | 175,000 | 175,000 |
| 96000 Capital Improvements | 47,635 | 2,104,477 | 1,723,177 | 870,844 | 870,844 |
| 99000 Capital Improvements | 201,435 | 1,930,202 | 1,870,721 | 1,340,634 | 1,340,634 |
| TOTAL | \$1,895,192 | \$5,108,603 | \$4,421,322 | \$2,460,671 | \$2,460,671 |
| GRAND TOTAL | \$1,895,192 | \$5,108,603 | \$4,421,322 | \$2,460,671 | \$2,460,671 |



NON-DEPARTMENTAL

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:
 General \$100,000
 General Liability \$1,890,000
 Water \$80,000
 CERCLA Liability \$250,000

DEPARTMENT: Non-Department
ACTIVITY: General Liabilities Program
ACTIVITY NO.: 5101

| <u>SUMMARY OF COST</u> | <u>Actual</u> <u>2013-14</u> | <u>Adopted</u> <u>2014-15</u> | <u>Year-End</u> <u>Estimated</u> <u>2014-15</u> | <u>Proposed</u> <u>2015-16</u> | <u>Adopted</u> <u>2015-16</u> |
|---|---------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 1,482,743 | 2,060,911 | 1,965,576 | 2,320,000 | 2,320,000 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$1,482,743 | \$2,060,911 | \$1,965,576 | \$2,320,000 | \$2,320,000 |
| AUTHORIZED FULL- TIME EQUIVALENT POSITIONS | 0 | 0 | 0 | 0 | 0 |

Program Description

The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from \$300,000 to \$20 million per occurrence through the Independent Cities Risk Management Authority (ICRMA).

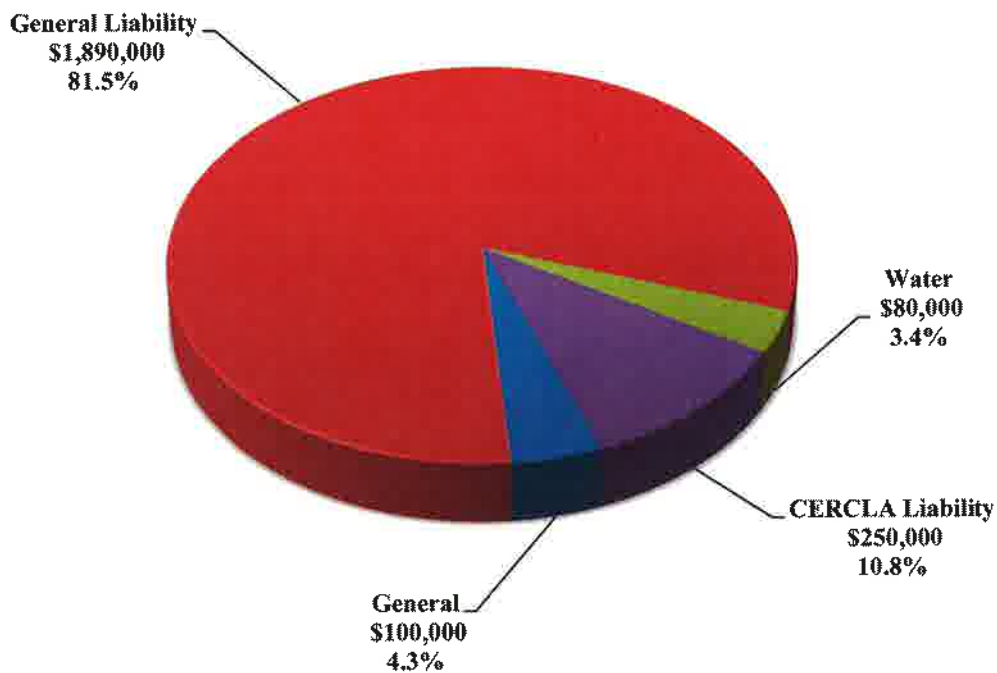
Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the General Liability Fund. Outstanding liabilities (including Incurred But Not Reported (IBNR) claims of the General Liability Fund, based on past experience and modified for current trends and information, are as follows:

| | | |
|---------|-----------|-------------|
| 2014-15 | Estimated | \$3,885,290 |
| 2015-16 | Projected | \$4,200,000 |

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) contains \$350,000 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 \$850,000 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 of \$430,000 from various funds to the General Liability Fund in order to meet incurred liabilities and Incurred But Not Reported (IBNR) losses.

**General Liability
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Non-Department

ACTIVITY: General Liabilities Program

ACTIVITY NO.: 5101

| <u>Classification</u> | <u>Actual 2013/2014</u> | <u>Adopted 2014/2015</u> | <u>Year-End Estimated 2014/2015</u> | <u>Proposed 2015/2016</u> | <u>Adopted 2015/2016</u> |
|---------------------------|-----------------------------|------------------------------|---|-------------------------------|------------------------------|
| SERVICES & SUPPLIES | | | | | |
| 31000 Contracted Services | \$300,940 | \$460,000 | \$300,000 | \$350,000 | \$350,000 |
| 35000 Insurance | 951,803 | 1,270,911 | 1,335,576 | 1,540,000 | 1,540,000 |
| 44000 Misc Financial Serv | 230,000 | 330,000 | 330,000 | 430,000 | 430,000 |
| TOTAL | \$1,482,743 | \$2,060,911 | \$1,965,576 | \$2,320,000 | \$2,320,000 |
| GRAND TOTAL | \$1,482,743 | \$2,060,911 | \$1,965,576 | \$2,320,000 | \$2,320,000 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department
ACTIVITY: Post Employment
ACTIVITY NO.: 5102

SOURCE OF FUNDS:

General \$3,162,000
 Retirement \$2,308,015
 State Gas Tax \$8,500
 Sewer \$53,500
 Refuse \$567,000
 Shop \$1,100
 Separation Benefits \$1,200,000
 General Liability \$1,700
 Workers' Compensation \$500
 Water \$830,000
 Water Treatment \$108,000
 Proposition A \$8,000
 El Civic Education Grant \$1,000
 Cal Library Literacy Svc Grant \$150
 Maintenance District 93-1 \$2,000
 SA Atlantic/Garvey \$700
 SA Merged \$700

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|--|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$4,305,940 | \$4,069,000 | \$4,045,036 | \$4,146,850 | \$4,146,850 |
| SERVICES & SUPPLIES | 2,498,161 | 3,225,227 | 3,234,227 | 4,106,015 | 4,106,015 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$6,804,101 | \$7,294,227 | \$7,279,263 | \$8,252,865 | \$8,252,865 |
| 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:

2014-15 Estimated \$5,282,208

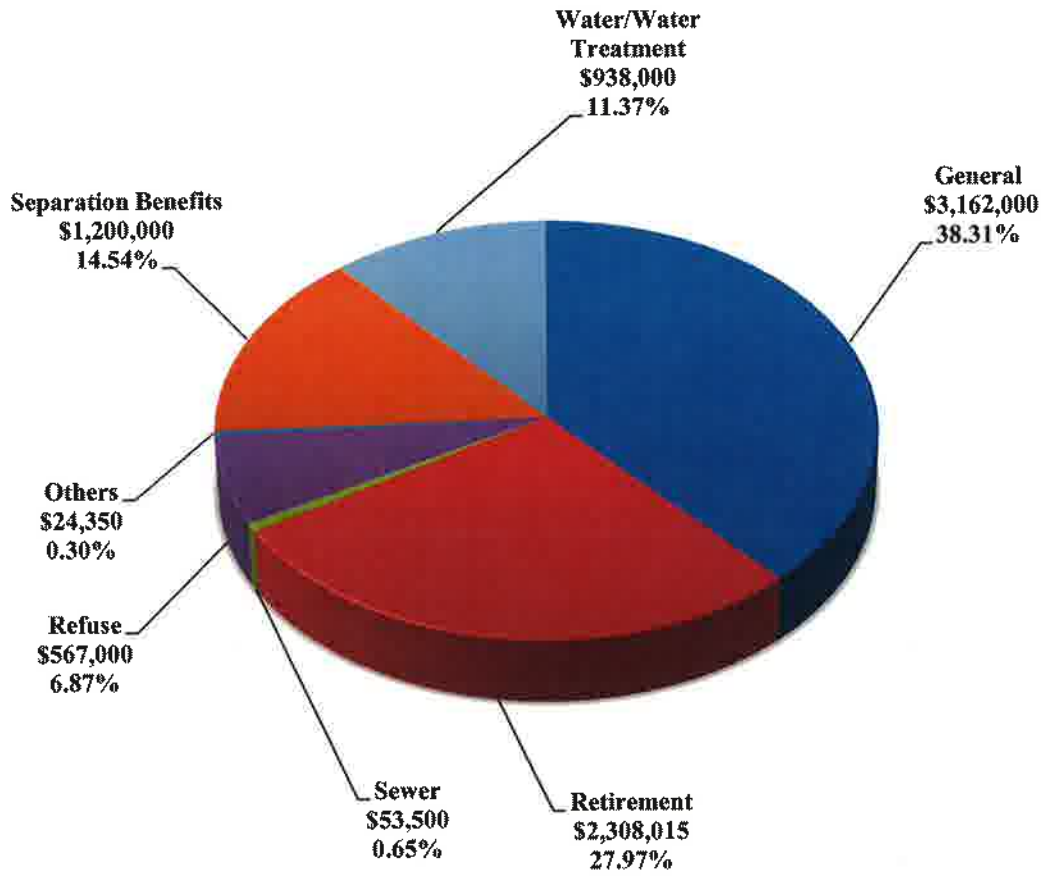
Post-Employment Benefits

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. The City joined in the OPEB trust program to pre-fund its OPEB liabilities. As a result of this prefunding plan, the City's retiree medical unfunded liabilities were substantially reduced. The Annual Required Contribution (ARC) for the fiscal year ending June 30, 2015 is \$2.5 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 and currently, there are 64 vested members in the Mass Mutual Plan. As for the OPEB, there are 224 vested retirees eligible for City-paid retiree medical benefits.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Benefits category (#12330/12700) contains funding of \$1,510,000 for payment of retirees' medical premiums, funding of \$900,000 for post-retirement medical accrued liabilities and \$950,000 for Massachusetts Mutual retirement plan.
2. Contracted Services category (#31000) contains \$65,000 for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds. More budget costs are allocated for the implementation of mandated GASB 68 for FY 2015-16.
3. Insurance category (#35000) displays \$18,000 unemployment reimbursement required from EDD. Decreases reflect current trends.
4. Debt Service category (#42000) includes \$1,323,015 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 \$2,200,000 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 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SALARIES | | | | | |
| 11650 Separation Benefits | \$606,991 | \$789,000 | \$785,036 | \$786,850 | \$786,850 |
| TOTAL | \$606,991 | \$789,000 | \$785,036 | \$786,850 | \$786,850 |
| EMPLOYEE BENEFITS | | | | | |
| 12330 Medical Ins - Retirees | \$1,298,949 | \$1,480,000 | \$1,460,000 | \$1,510,000 | \$1,510,000 |
| 12331 Medical Ins - Opeb | 1,500,000 | 850,000 | 850,000 | 900,000 | 900,000 |
| 12700 Mass Mutual Retirement | 900,000 | 950,000 | 950,000 | 950,000 | 950,000 |
| TOTAL | \$3,698,949 | \$3,280,000 | \$3,260,000 | \$3,360,000 | \$3,360,000 |
| SERVICES & SUPPLIES | | | | | |
| 31000 Contracted Services | \$37,640 | \$43,600 | \$53,600 | \$65,000 | \$65,000 |
| 35000 Insurance | 16,206 | 23,000 | 22,000 | 18,000 | 18,000 |
| 42000 Debt Service | 1,394,315 | 1,358,627 | 1,358,627 | 1,323,015 | 1,323,015 |
| 44000 Misc Financial Serv | 1,050,000 | 1,800,000 | 1,800,000 | 2,700,000 | 2,700,000 |
| TOTAL | \$2,498,161 | \$3,225,227 | \$3,234,227 | \$4,106,015 | \$4,106,015 |
| GRAND TOTAL | \$6,804,101 | \$7,294,227 | \$7,279,263 | \$8,252,865 | \$8,252,865 |

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation \$1,320,000

ACTIVITY NO.: 830I

| <u>SUMMARY OF COST</u> | <u>Actual 2013-14</u> | <u>Adopted 2014-15</u> | <u>Year-End Estimated 2014-15</u> | <u>Proposed 2015-16</u> | <u>Adopted 2015-16</u> |
|---|---------------------------|----------------------------|---|-----------------------------|----------------------------|
| PERSONNEL COST | \$0 | \$0 | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | 2,667,858 | 1,454,616 | 1,311,801 | 1,320,000 | 1,320,000 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| TOTAL COSTS | \$2,667,858 | \$1,454,616 | \$1,311,801 | \$1,320,000 | \$1,320,000 |
| 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:

| | | |
|---------|-----------|-------------|
| 2014-15 | Estimated | \$6,632,202 |
| 2015-16 | Projected | \$6,800,000 |

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Administrative Services category (#20000) displays costs for third-party administration of workers' compensation claims, \$70,000.
2. Categories (#31000), (#32000), and (#33000) relate to permanent disability, \$300,000, temporary disability, \$60,000, and medical costs, \$40,000.
3. Legal Fees category (#34000) is for paying workers' compensation outside attorney charges, \$150,000.
4. 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 2015-16 premium is projected to be \$330,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Workers' Compensation

ACTIVITY: Workers' Compensation

ACTIVITY NO.: 8301

| Classification | Actual 2013/2014 | Adopted 2014/2015 | Year-End Estimated 2014/2015 | Proposed 2015/2016 | Adopted 2015/2016 |
|--------------------------------|---------------------|----------------------|------------------------------------|-----------------------|----------------------|
| SERVICES & SUPPLIES | | | | | |
| 20000 Workers' Compensation | \$82,400 | \$80,000 | \$75,400 | \$70,000 | \$70,000 |
| 31000 Permanent Disability | 242,121 | 335,000 | 300,000 | 300,000 | 300,000 |
| 32000 Temporary Disability | 30,444 | 70,000 | 60,000 | 60,000 | 60,000 |
| 33000 Medical | 1,928,469 | 472,000 | 380,000 | 400,000 | 400,000 |
| 34000 Legal Fees | 124,203 | 184,000 | 184,000 | 150,000 | 150,000 |
| 35000 Insurance Premiums | 249,376 | 303,616 | 302,401 | 330,000 | 330,000 |
| 36000 Rehabilitation | 10,845 | 10,000 | 10,000 | 10,000 | 10,000 |
| TOTAL | \$2,667,858 | \$1,454,616 | \$1,311,801 | \$1,320,000 | \$1,320,000 |
| GRAND TOTAL | \$2,667,858 | \$1,454,616 | \$1,311,801 | \$1,320,000 | \$1,320,000 |



**SUPPLEMENTARY
INFORMATION**

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, 2015

Total City Assessed Valuation \$ 6,315,574,030

Source: County of Los Angeles

| | <u>Percentage Applicable(%)</u> | <u>Net Bonded Debt Debt 6/30/14</u> | <u>Estimated Share of Overlapping Debt</u> |
|--|-------------------------------------|---|--|
| Overlapping Debt Repaid with Property Taxes: | | | |
| Metropolitan Water District | 0.031 | \$ 64,271,492 | \$ 20,124 |
| Garvey School District DS | 28.789 | 37,544,944 | 10,808,954 |
| LA CCD DS | 0.968 | 3,740,335,010 | 36,210,441 |
| Los Angeles Unified DS | 0.038 | 10,545,135,000 | 3,974,246 |
| Montebello Unified DS | 8.339 | 130,086,320 | 10,846,121 |
| Alhambra Unified DS | 33.443 | <u>143,467,573</u> | <u>47,979,720</u> |
| Total overlapping debt repaid with property taxes | | <u>\$ 14,660,840,339</u> | <u>\$ 109,839,607</u> |

Source: HDL Coren & Cone

CITY OF MONTEREY PARK
Major Employers
Fiscal Years 2014-15

| 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 | 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 Sales | Retail/Warehouse | 74 |
| International Aluminum Corp | Manufacturing | 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 2014 - 2015

| <u>Taxpayers</u> | <u>Secured</u> | <u>Unsecured</u> | <u>Total Assessed Valuation</u> |
|----------------------------------|-----------------------|----------------------|-------------------------------------|
| Atlantic Times Square II LLC | \$ 169,290,003 | \$ 25,492 | \$ 169,315,495 |
| Los Angeles Corporate Center LLC | 65,596,458 | - | 65,596,458 |
| Union Bank | 51,436,002 | 9,926,120 | 61,362,122 |
| Garfield Calmed Investment LP | 53,082,095 | - | 53,082,095 |
| 1977 Saturn LLC | 46,900,000 | - | 46,900,000 |
| GMS Five LLC | 44,974,050 | - | 44,974,050 |
| Emerald Hills LLC | 31,588,976 | - | 31,588,976 |
| MPM Partners LLC | 26,573,477 | - | 26,573,477 |
| Care 1st Health Plan Inc | 20,539,153 | 5,296,618 | 25,835,771 |
| Real Estate Investors 1984 | 21,000,000 | - | 21,000,000 |
| | <u>\$ 530,980,214</u> | <u>\$ 15,248,230</u> | <u>\$ 546,228,444</u> |

Sources: HDL Coren & Cone

CITY OF MONTEREY PARK
Demographic and Economic Statistics
Last Ten Calendar Years

| Calendar Year | Population | Personal Income | Per Capita Personal Income | Unemployment Rate |
|----------------------|-------------------|------------------------|-----------------------------------|--------------------------|
| 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 | 466,098,988 | 46,530 | 7.0% |
| 2014 | 61,777 | N/A | N/A | 6.8% |
| 2015 | 62,063 | N/A | N/A | 6.6% |

Note: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis.

-
- Sources: 1. Bureau of Economic Analysis
2. State of California Employment Development Department (data shown is for the county)
3. State of California, Department of Finance

CITY OF MONTEREY PARK FINANCIAL TREND GRAPHS

The graphic presentations contained in this section highlight important statistical trends in the eight-year period. A short description and interpretation of key information in each graph follows:

General Fund Revenue Trend

The principal building blocks of the General Fund, the sales tax and property tax, are shown in proportion to all other General Fund revenues in this line graph. Projected growth in property taxes is 4% through the year 2020. Sales taxes are expected to increase at a rate of 3% 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 2015-16, 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 63 (from 415 to 352) 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 55% 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 2010 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 2015-16 forward are based on the projected annual growth or 0.46% annually.

General Fund Revenue Trend

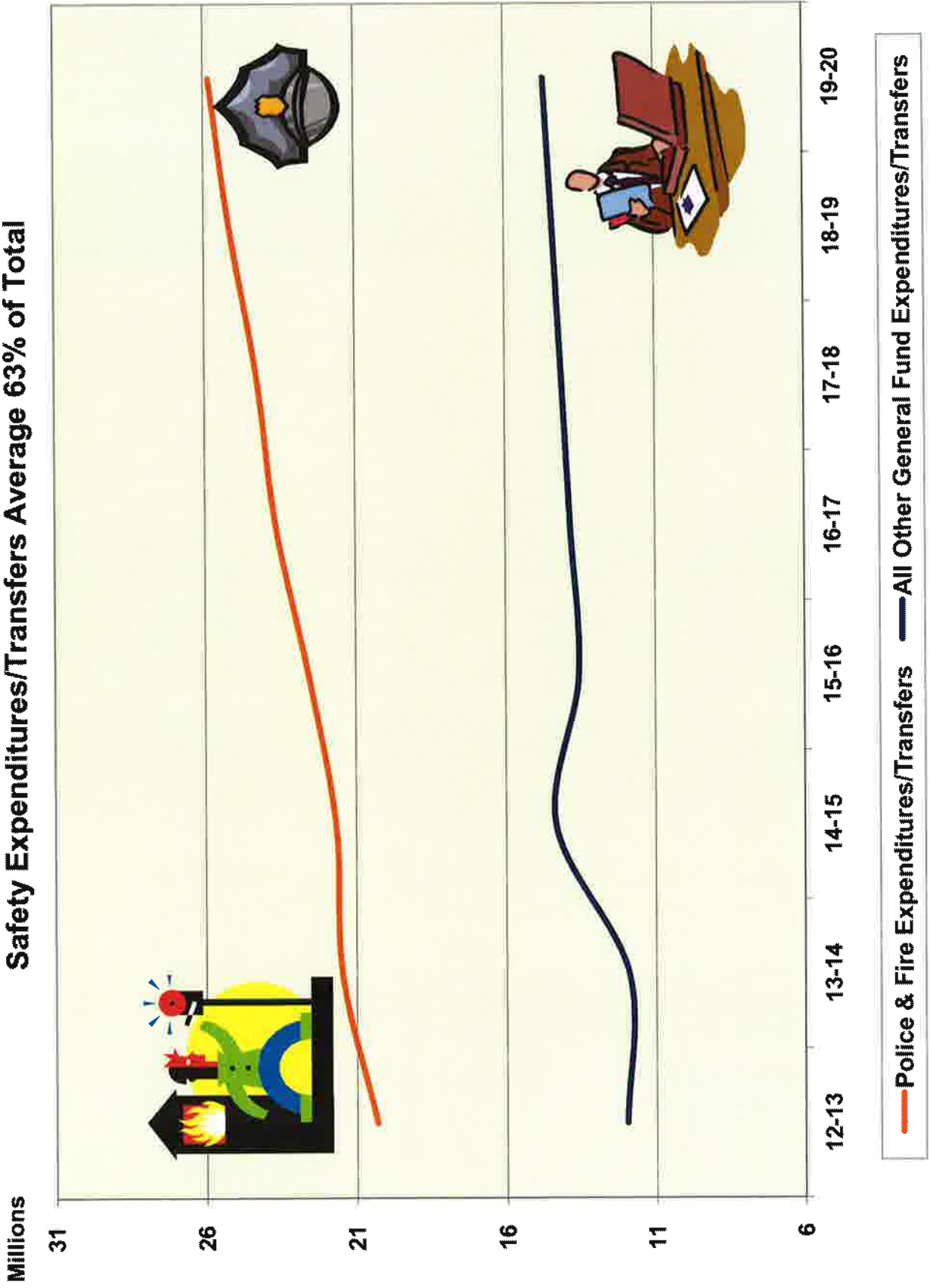
Sales Tax and Property Tax as Portion of all Revenue



* Included one-time admin cost refund

General Fund Police & Fire Safety Expenditures/Transfers Trend

Safety Expenditures/Transfers Average 63% of Total



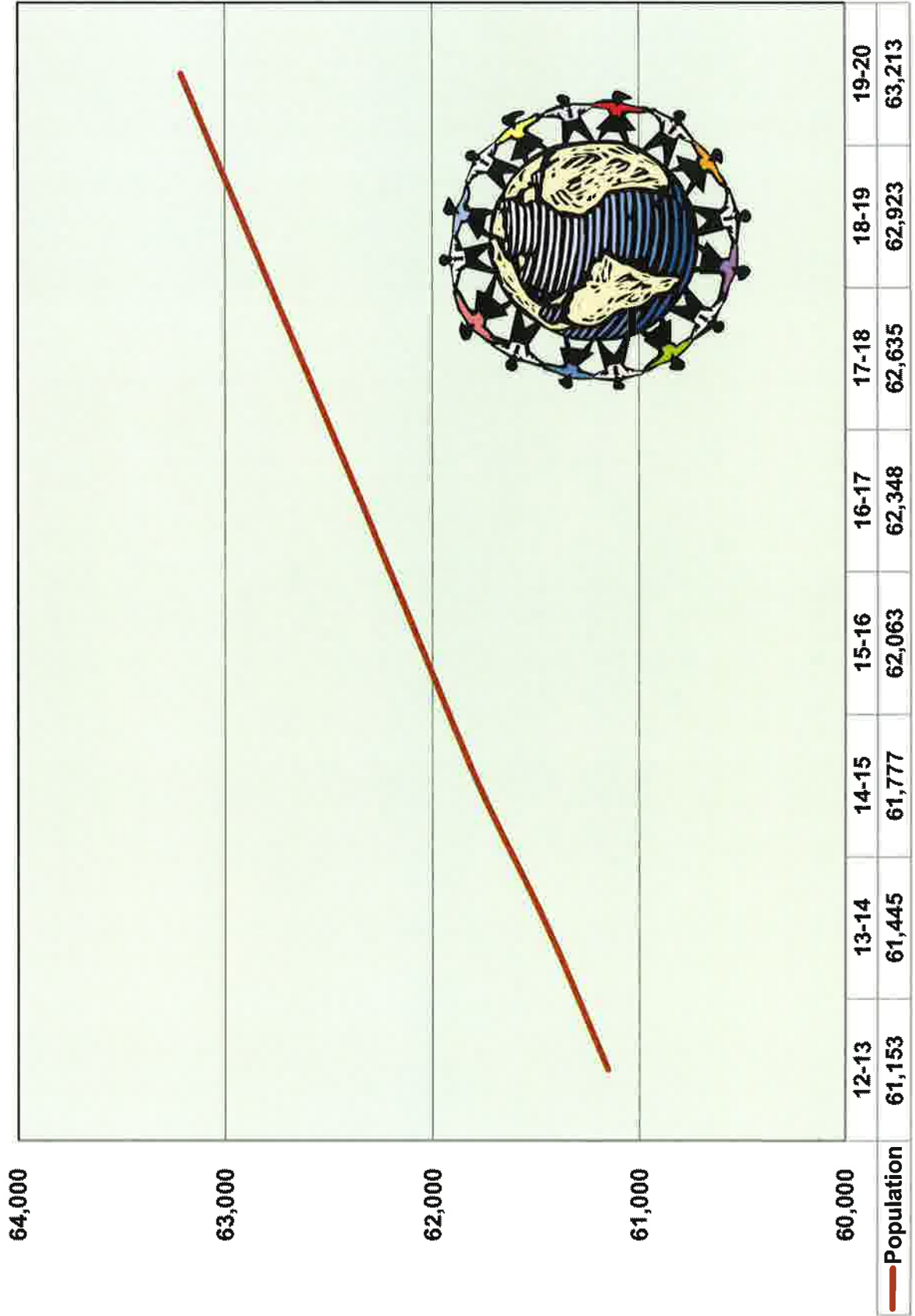
All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



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 | 83,513 | 8 | 175 | 122 | 675 | 1.7 / 0.8 |
| ARCADIA | 58,384 | 11 | 179 | 246 | 1,011 | 1.7 / 1.0 |
| DOWNEY | 111,807 | 13 | 102 | 195 | 569 | 1.5 / 0.8 |
| MONTEBELLO | 62,697 | 8 | 187 | 320 | 627 | 1.6 / 1.2 |
| MONROVIA | 39,984 | 14 | 183 | 462 | 790 | 1.9 / 1.1 |
| Average | 70,873 | 11 | 165 | 269 | 734 | 1.7 / 1.0 |
| Monterey Park | 62,063 | 8 | 84 | 246 | 579 | 1.9 / 0.9 |

Data based on 06/30/2014 actual for all cities, except Monterey Park. Monterey Park based on 2015/16 budget data

**CITY OF MONTERFY PARK
SOURCE OF FUNDS**

GOVFRNMENTAL FUNDS

General Fund:

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

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

Special Revenue Funds:

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

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

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

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

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

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

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

Park Facilities Fund accounts for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures, as established pursuant to Monterey Park Municipal Code section 16.54.050.

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

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

Public Safety Impact Fee Fund accounts for fees collected on new commercial and residential development and applied to public safety service and related acquisitions.

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

Library Tax Fund accounts for annual parcel tax which was approved by the Electorate in April of 1998 (Proposition C). The funds are to be exclusively used for Bruggemeyer Library improvements, expansion of operating hours, and additional books and supplies.

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

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

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

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

PROPRIETARY FUNDS

Enterprise Funds:

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

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

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

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

Internal Service Funds:

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

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

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

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

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

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

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY

ACCOUNT: A sixteen-digit numerical code of which digits one through four represent the fund number, five through seven the general ledger number, eight through eleven the department number, and twelve through sixteen the object number.

ACCRUAL ACCOUNTING: A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent.

ACTIVITY: A specific and distinguishable service performed by one or more organizational components of a government to accomplish a desirable government function (e.g., police activities are activities within the public safety function).

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.

GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB): The GASB is to establish and improve standards of state and local governmental accounting and financial reporting by issuing Statements, Interpretations, Technical Bulletins, and Concept Statements defining GAAP.

GOVERNMENTAL FUNDS: Distinguished by their measurement focus on determining financial position and changes in financial position.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

GRANT: Contributions or gifts of cash or other assets from another government entity to be used or expended for a specified purpose.

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.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY (Continued)

PERSONNEL DETAIL: The authorized level of personnel by classification and the amount of expenditure associated with the indicated number of positions.

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.



**5 YEAR CAPITAL
IMPROVEMENT PROGRAM**

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 2015-2016 TO 2019-2020

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|---|-----------------|--------------------------|-----------|-----------|-----------|-----------|-----------|---------------|
| GENERAL ADMINISTRATION | | | | | | | | |
| Citywide Geographic Information System (GIS) IT Infrastructure/Applications: | | | | | | | | |
| Water | | | | | 30,000 | | | 30,000 |
| Public Safety System | | Water Operation | | | 300,000 | | | 300,000 |
| Public Safety/Maintenance | | Public Safety Impact Fee | | | 60,000 | | | 60,000 |
| | | General | | | | | | |
| City IT System Replacement/Upgrade | | | | | | | | |
| Network Equipment Replacement / Upgrade | 0063-5002-99055 | Technology | 20,000 | 60,000 | 60,000 | 70,000 | 70,000 | 350,000 |
| Upgrade Workstations to Microsoft Office | | Technology | | | 300,000 | | | 300,000 |
| IT Emergency / Master Plan | | Technology | | 12,000 | | | | 12,000 |
| TOTAL GENERAL ADMINISTRATION | | | | | | | | |
| | | | 20,000 | 72,000 | 750,000 | 70,000 | 70,000 | 1,052,000 |
| FUNDING RECAP : | | | | | | | | |
| General | | | 0 | 0 | 60,000 | 0 | 0 | 60,000 |
| Public Safety Impact Fee | | | 0 | 0 | 300,000 | 0 | 0 | 300,000 |
| Technology | | | 20,000 | 72,000 | 360,000 | 70,000 | 70,000 | 592,000 |
| Water Operation | | | 0 | 0 | 30,000 | 0 | 0 | 30,000 |
| TOTAL GENERAL ADMINISTRATION | | | | | | | | |
| | | | 20,000 | 72,000 | 750,000 | 70,000 | 70,000 | 982,000 |

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2015-2016 TO 2019-2020**

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|---|-----------------|--------------------------|----------------|----------------|----------------|-----------|-----------|------------------|
| FIRE DEPARTMENT | | | | | | | | |
| Station 61 - Remodeling | 0071-5002-99728 | Public Safety Impact Fee | 500,000 | | | | | 500,000 |
| Station 61 - Parking Lot Replacement | 0071-5002-99729 | Public Safety Impact Fee | 175,000 | | | | | 175,000 |
| Station 62 - Replacement (Design) | 0071-5002-99730 | Public Safety Impact Fee | 200,000 | | | | | 200,000 |
| Station 62 - Rescue Ambulance Replacement | | Shop | | 632,500 | | | | 632,500 |
| Station 62 - Rescue Ambulance Replacement | | Shop | | | 236,250 | | | 236,250 |
| Station 63 - Fire Engine Replacement | | Shop | | | 664,125 | | | 664,125 |
| Zoll Cardiac Defibrillator | 0010-5002-99724 | General | 42,000 | | | | | 42,000 |
| TOTAL FIRE DEPARTMENT | | | 917,000 | 632,500 | 900,375 | 0 | 0 | 2,449,875 |
| FUNDING RECAP : | | | | | | | | |
| General | | | 42,000 | 0 | 0 | 0 | 0 | 42,000 |
| Public Safety Impact Fee | | | 875,000 | 0 | 0 | 0 | 0 | 875,000 |
| Shop | | | 0 | 632,500 | 900,375 | 0 | 0 | 1,532,875 |
| TOTAL FIRE DEPARTMENT | | | 917,000 | 632,500 | 900,375 | 0 | 0 | 2,449,875 |

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2015-2016 TO 2019-2020

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|--|-----------------|------------------|----------------|---------------|----------------|----------------|----------------|------------------|
| POLICE DEPARTMENT | | | | | | | | |
| Mobile Command Post and Communications Center | | Asset Forfeiture | | | 200,000 | | 200,000 | 600,000 |
| Mobile Data Computers | 0160-5002-99323 | Asset Forfeiture | 300,000 | | | | | 300,000 |
| 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 |
| Crime Analysis & Mapping Software | 0160-5002-96079 | Asset Forfeiture | 40,500 | | | | | 40,500 |
| TOTAL POLICE | | | 340,500 | 50,000 | 300,000 | 700,000 | 200,000 | 1,790,500 |
| FUNDING RECAP : | | | | | | | | |
| Asset Forfeiture | | | 340,500 | 50,000 | 300,000 | 700,000 | 200,000 | 1,590,500 |
| TOTAL POLICE | | | 340,500 | 50,000 | 300,000 | 700,000 | 200,000 | 1,590,500 |

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2015-2016 TO 2019-2020**

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|--|-----------------|-----------------|-----------|-----------|-----------|-----------|-----------|---------------|
| PUBLIC WORKS DEPARTMENT - PARKS | | | | | | | | |
| Barnes Park: | | | | | | | | |
| Misc Improve - Gym/Daycare Cir Roof Drain Line Replacement | | Park Facilities | | 4,600 | | | | 4,600 |
| Playground Equipment Replacement | | Park Facilities | | 200,000 | | | | 200,000 |
| 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 New Windows | | Park Facilities | | 8,000 | | | | 8,000 |
| Playground-Rubberized Surfacing | 0070-5002-96076 | Park Facilities | 175,000 | | | | | 175,000 |
| 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 |
| Edison Trails Park: | | | | | | | | |
| Playground-Rubberized Surfacing | | Park Facilities | | 6,000 | | | | 6,000 |
| Garvey Ranch Park : | | | | | | | | |
| Gym Door Replacement for Garvey Ranch & Barnes | | Park Facilities | | 15,000 | | | | 15,000 |
| East End Future Development | | Park Facilities | | | 250,000 | | | 250,000 |
| Playgrounds Surfacing | | Park Facilities | | 15,000 | | | | 15,000 |
| Playground-Rubberized Surfacing | | Park Facilities | | 15,000 | | | | 15,000 |
| Tennis Ct-Netting | | Park Facilities | | 2,000 | | | | 2,000 |
| George Elder Park: | | | | | | | | |
| Misc Improve - Restroom Valves & Unnal Replace. | | Park Facilities | | 3,900 | | | | 3,900 |
| Tennis Court Fence Repair | | Park Facilities | | 15,000 | | | | 15,000 |
| Pool Motor Replacement | | Park Facilities | | 30,000 | | | | 30,000 |
| Pool Building Painting | | Park Facilities | | 12,000 | | | | 12,000 |
| Pool Covers | | Park Facilities | | 20,000 | | | | 20,000 |
| 3 Sail Covers for Small Picnic Table Slabs | | Park Facilities | | | 20,000 | | | 20,000 |

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2015-2016 TO 2019-2020**

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|---|-----------------|---------------------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Highland Park: | | | | | | | | |
| Playground-Rubberized Surfacing | | Park Facilities | | 10,000 | | | | 10,000 |
| La Loma Park : | | | | | | | | |
| Restroom Partitions, Sinks, Valves | | General | | 8,500 | | | | 8,500 |
| Langley Center: | | | | | | | | |
| Ping Pong Floor / Barnes Gym Floor Resurfacing | | Park Facilities | | 4,500 | | | | 4,500 |
| Roof Replacement | | Park Facilities | | 65,000 | | | | 65,000 |
| Sequoia Park : | | | | | | | | |
| Restroom Valves | | Park Facilities | | 2,100 | | | | 2,100 |
| Ballfield / Park Fencing | | Park Facilities | | 10,000 | | | | 10,000 |
| Playground-Equipment | | Park Facilities | | 50,000 | | | | 50,000 |
| Playground-Rubberized Surfacing | | Park Facilities | | 7,000 | | | | 7,000 |
| Others: | | | | | | | | |
| Rehabilitation / Fumigation (Garvey Ranch Park Museum & Picnic Shelters, Langley Center, Service Clubs, & El Encanto) | 0070-5002-96068 | Park Facilities | 47,500 | | | | | 47,500 |
| On Going Projects : | | | | | | | | |
| Tree Well Maintenance | | Maintenance District | | 9,000 | 10,000 | 11,000 | 12,000 | 54,000 |
| Specialty Restaurant / Golf Course Maintenance | 0344-5002-99290 | Maintenance Grant (Trust) | 103,634 | 106,700 | 109,900 | 113,200 | 95,100 | 623,634 |
| TOTAL PUBLIC WORKS DEPARTMENT - PARKS | | | 326,134 | 700,000 | 389,900 | 124,200 | 107,100 | 1,754,434 |

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2015-2016 TO 2019-2020

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|--|----------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| FUNDING RECAP : | | | | | | | | |
| General | | | 0 | 72,200 | 0 | 0 | 0 | 72,200 |
| Maintenance District | | | 0 | 9,000 | 10,000 | 11,000 | 12,000 | 54,000 |
| Park Facilities | | | 222,500 | 512,100 | 270,000 | 0 | 0 | 1,004,600 |
| Maintenance Grant (Trust) | | | 103,634 | 106,700 | 109,900 | 113,200 | 95,100 | 623,634 |
| TOTAL PUBLIC WORKS DEPARTMENT - PARKS | | | | | | | | |
| | | | 326,134 | 700,000 | 389,900 | 124,200 | 107,100 | 1,647,334 |

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2015-2016 TO 2019-2020**

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|---|---|-------------------------------------|----------------------------|---------------|---------------|---------------|---------------|----------------------------|
| PUBLIC WORKS DEPARTMENT - BUILDING | | | | | | | | |
| <i>Building Maintenance</i> | | | | | | | | |
| City Yard Locker Room & Restroom Rehabilitation | 0010-5002-96069 0060-5002-96069 0042-5002-96069 | General Shop Sewer | 40,000 40,000 40,000 | | | | | 40,000 40,000 40,000 |
| City Yard Metal Carport | 0010-5002-96077 0042-5002-96077 0092-5002-96077 | General Sewer Water Operation | 14,000 7,000 7,000 | | | | | 14,000 7,000 7,000 |
| Library Lights Installation | 0411-5002-96078 | Library Building Trust Grant | 4,700 | | | | | 4,700 |
| Library LED Wall Packs at West Entrance Walkway | 0131-5002-96078 | Library Tax | 10,000 | | | | | 10,000 |
| On Going Projects : | | | | | | | | |
| Median Maintenance | | Maintenance District | | 20,000 | 20,000 | 20,000 | 20,000 | 100,000 |
| TOTAL PUBLIC WORKS DEPARTMENT - BUILDING | | | 162,700 | 20,000 | 20,000 | 20,000 | 20,000 | 262,700 |
| FUNDING RECAP : | | | | | | | | |
| Sewer | | | 47,000 | 0 | 0 | 0 | 0 | 47,000 |
| Water Operation | | | 7,000 | 0 | 0 | 0 | 0 | 7,000 |
| General | | | 54,000 | 0 | 0 | 0 | 0 | 54,000 |
| Library Building Trust Grant | | | 4,700 | 0 | 0 | 0 | 0 | 4,700 |
| Library Tax | | | 10,000 | 0 | 0 | 0 | 0 | 10,000 |
| Shop | | | 40,000 | 0 | 0 | 0 | 0 | 40,000 |
| Maintenance District | | | 0 | 20,000 | 20,000 | 20,000 | 20,000 | 100,000 |
| TOTAL PUBLIC WORKS DEPARTMENT - BUILDING | | | 162,700 | 20,000 | 20,000 | 20,000 | 20,000 | 262,700 |

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2015-2016 TO 2019-2020

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|--|-----------------|----------------|-----------|-----------|-----------|-----------|-----------|---------------|
| PUBLIC WORKS DEPARTMENT - SANITARY SEWER | | | | | | | | |
| <i>Sanitary Sewer (per the Sewer Master Plan updated January 2014)</i> | | | | | | | | |
| Pipeline Replacement - Various Locations | | Sewer | | 333,600 | 115,600 | 474,000 | 424,700 | 1,772,600 |
| Cured-in Place Pipe Relining / Sewer Spot Repairs - Various Locations | 0042-5001-91942 | Sewer | 900,000 | 570,400 | 567,700 | 794,600 | 732,400 | 4,297,500 |
| Annual CCTV Sewer Videotaping | 0042-5001-91941 | Sewer | 100,000 | 279,300 | 221,800 | 221,800 | 221,800 | 1,266,500 |
| Pipeline Repairs found by CCTV - Various Locations | | Sewer | | 810,000 | 810,000 | 810,000 | 810,000 | 4,050,000 |
| TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER | | | | | | | | |
| | | | 1,000,000 | 1,993,300 | 1,715,100 | 2,300,400 | 2,188,900 | 11,386,600 |
| FUNDING RECAP : | | | | | | | | |
| Sewer | | | 1,000,000 | 1,993,300 | 1,715,100 | 2,300,400 | 2,188,900 | 9,197,700 |
| TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER | | | | | | | | |
| | | | 1,000,000 | 1,993,300 | 1,715,100 | 2,300,400 | 2,188,900 | 9,197,700 |

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2015-2016 TO 2019-2020**

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|---|------------------------------------|--|-------------------|--------------------------------------|-------------------|-------------------|-------------------|--------------------------------------|
| PUBLIC WORKS DEPARTMENT - ENGINEERING | | | | | | | | |
| Engineering Division | | | | | | | | |
| Sidewalk Construction | | Bike Route Measure R | | 35,000 72,000 | 35,000 72,000 | 35,000 72,000 | 35,000 72,000 | 175,000 360,000 |
| Localized Pavement Repairs | | Measure R Water Operation | | 100,000 | 50,000 100,000 | 50,000 100,000 | 50,000 100,000 | 200,000 500,000 |
| Corporate Yard General Plan | | Water Operation Sewer Refuse Parks Facilities | | 20,000 20,000 10,000 10,000 | | | | 20,000 20,000 10,000 10,000 |
| CNG Compressor Fueling System | 0165-5002-96067 0109-5002-96067 | ACMD Proposition A | 52,344 90,000 | 52,344 90,000 | 52,344 90,000 | 52,344 90,000 | 25,000 | 209,376 360,000 |
| Traffic Calming Measures - Citywide | | Gas Tax | | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| Traffic Signal Improvements | 0342-5001-91944 0110-5001-91944 | Safety-Lu Measure R | 480,000 30,000 | | | | | 480,000 30,000 |
| Traffic Signal Battery Backup Replacement | | Measure R | | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| Slurry Seal of Various Streets | 0110-5001-91917 | Measure R | 200,000 | 100,000 | 100,000 | 100,000 | 100,000 | 700,000 |
| Pavement Management Program Update | | Proposition C | | | 50,000 | | 50,000 | 150,000 |
| Various Street Resurfacing | 0175-5001-91943 | STP-L Grant | 300,000 | 300,000 | 300,000 | 300,000 | 500,000 | 2,200,000 |
| Bike Lane Construction | 0450-5002-96070 0023-5002-96070 | MTA Bike Lane Grant Bike Route | 331,800 21,000 | | | | | 331,800 21,000 |
| Parking District No. 2 Improvements | | Asphalt / Concrete Incentive | | 150,000 | | | | 150,000 |
| Alley Improvement | | Measure R | | 130,000 | | | 130,000 | 390,000 |
| ADA Wheelchair Access Ramps / Sidewalk Reconstruction | 0110-5001-91945 | Measure R Bike Route | 150,000 80,000 | | 150,000 80,000 | | 150,000 80,000 | 450,000 240,000 |
| Misc Storm Drain Repairs | 0110-5001-91946 | Measure R | 100,000 | | | | | 100,000 |
| Solid Waste Contract | 0043-5002-96071 | Refuse | 125,000 | | | | | 125,000 |

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2015-2016 TO 2019-2020

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|--|----------|----------------|------------------|------------------|------------------|----------------|------------------|------------------|
| TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING | | | | | | | | |
| FUNDING RECAP: | | | | | | | | |
| ACMD | | | 52,344 | 52,344 | 52,344 | 52,344 | 0 | 209,376 |
| Asphalt / Concrete Incentive | | | 0 | 150,000 | 0 | 0 | 0 | 150,000 |
| Gas Tax | | | 0 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| MTA Bike Lane Grant | | | 331,800 | 0 | 0 | 0 | 0 | 331,800 |
| STP-L Grant | | | 300,000 | 300,000 | 300,000 | 300,000 | 500,000 | 2,200,000 |
| Safety-Lu | | | 480,000 | 0 | 0 | 0 | 0 | 480,000 |
| Parks Facilities | | | 0 | 10,000 | 0 | 0 | 0 | 10,000 |
| Proposition A | | | 90,000 | 90,000 | 90,000 | 90,000 | 0 | 360,000 |
| Proposition C | | | 0 | 0 | 50,000 | 0 | 50,000 | 150,000 |
| Refuse | | | 125,000 | 10,000 | 0 | 0 | 0 | 135,000 |
| Bike Route | | | 101,000 | 35,000 | 115,000 | 35,000 | 115,000 | 436,000 |
| Sewer | | | 0 | 20,000 | 0 | 0 | 0 | 20,000 |
| Water Operation | | | 0 | 120,000 | 100,000 | 100,000 | 100,000 | 520,000 |
| Measure R | | | 480,000 | 327,000 | 397,000 | 247,000 | 527,000 | 2,355,000 |
| TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING | | | | | | | | |
| | | | 1,960,144 | 1,139,344 | 1,129,344 | 849,344 | 1,317,000 | 7,482,176 |

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2015-2016 TO 2019-2020**

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|---|-----------------|-----------------|-----------|-----------|-----------|-----------|-----------|---------------|
| PUBLIC WORKS DEPARTMENT - WATER | | | | | | | | |
| <i>Water Division (per the Water Master Plan updated April 2012)</i> | | | | | | | | |
| <u>On-Going Projects:</u> | | | | | | | | |
| Well Electrical and Pump Station Upgrades | | Water Operation | | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells | | Water Operation | | 100,000 | 200,000 | 200,000 | 200,000 | 900,000 |
| Well Telemetry | | Water Operation | | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Street Maintenance | 0092-4224-81580 | Water Operation | 900,000 | 1,000,000 | 1,100,000 | 1,200,000 | 1,300,000 | 6,800,000 |
| <u>Water Main Replacement Projects:</u> | | | | | | | | |
| Water Main Replacement | 0092-4224-82246 | Water Operation | 5,000,000 | 5,573,500 | 266,900 | 1,000,000 | 1,000,000 | 13,840,400 |
| <u>Water Operational Projects:</u> | | | | | | | | |
| Reservoir & Well Landscaping | | Water Operation | | 30,000 | | | | 30,000 |
| Replace Surge Tank with VFD at Bradshawe Booster | | Water Operation | | 400,000 | | | | 400,000 |
| Refurbish Pine Tree Reservoir | | Water Operation | | 300,000 | | | | 300,000 |
| Replace Cia-Val at Grandridge / Pavo Real | | Water Operation | | 100,000 | | | | 100,000 |
| Seismic Retrofit Main Lines that cross Alhambra Wash | | Water Operation | | 120,000 | | | | 120,000 |
| Replace Delta Settling Tanks | | Water Financing | | | | 6,075,000 | | 6,075,000 |
| Replace Delta Booster Pump Station | | Water Financing | | | | | 5,500,000 | 5,500,000 |
| Stand-by Generator for Delta Booster | | Water Operation | | | 1,100,000 | | | 1,100,000 |
| Fire Protection Pipeline Improvements | | Water Operation | | 2,000,000 | 2,000,000 | 2,000,000 | | 6,000,000 |

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2015-2016 TO 2019-2020**

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|--|----------|---------------------------|------------------|------------------|------------------|-------------------|------------------|-------------------|
| Water Treatment Plant Projects: | | | | | | | | |
| Advance Oxidation Upgrade for Delta Plant | | Water Treatment Financing | | | 4,050,000 | | | 4,050,000 |
| TOTAL PUBLIC WORKS DEPARTMENT - WATER | | | 5,900,000 | 9,773,500 | 8,865,900 | 10,625,000 | 8,150,000 | 45,965,400 |
| FUNDING RECAP: | | | | | | | | |
| Water Treatment Financing | | | 0 | 0 | 4,050,000 | 0 | 0 | 4,050,000 |
| Water Operation | | | 5,900,000 | 9,773,500 | 4,816,900 | 4,550,000 | 2,650,000 | 27,690,400 |
| Water Financing | | | 0 | 0 | 0 | 6,075,000 | 5,500,000 | 17,075,000 |
| TOTAL PUBLIC WORKS DEPARTMENT - WATER | | | 5,900,000 | 9,773,500 | 8,866,900 | 10,625,000 | 8,150,000 | 43,315,400 |

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2015-2016 TO 2019-2020**

| PROJECT DESCRIPTION | ACCOUNT# | FUNDING SOURCE | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | PROJECT TOTAL |
|-----------------------|----------|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | Asphalt / Concrete Incentive | 0 | 150,000 | 0 | 0 | 0 | 150,000 |
| | | Asset Forfeiture | 340,500 | 50,000 | 300,000 | 700,000 | 200,000 | 1,590,500 |
| | | AQMD | 52,344 | 52,344 | 52,344 | 52,344 | 0 | 209,376 |
| | | Bike Route | 101,000 | 35,000 | 115,000 | 35,000 | 115,000 | 436,000 |
| | | Gas Tax (State) | 0 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| | | General | 96,000 | 72,200 | 60,000 | 0 | 0 | 228,200 |
| | | Library Building Trust Grant | 4,700 | 0 | 0 | 0 | 0 | 4,700 |
| | | Library Tax | 10,000 | 0 | 0 | 0 | 0 | 10,000 |
| | | Maintenance District | 0 | 29,000 | 30,000 | 31,000 | 32,000 | 154,000 |
| | | Maintenance Grant (0344 Trust) | 103,634 | 106,700 | 109,900 | 113,200 | 95,100 | 623,634 |
| | | Measure R | 480,000 | 327,000 | 397,000 | 247,000 | 527,000 | 2,355,000 |
| | | MTA Bike Lane Grant | 331,800 | 0 | 0 | 0 | 0 | 331,800 |
| | | Park Facilities | 222,500 | 522,100 | 270,000 | 0 | 0 | 1,014,600 |
| | | Proposition A | 90,000 | 90,000 | 90,000 | 90,000 | 0 | 360,000 |
| | | Proposition C | 0 | 0 | 50,000 | 0 | 50,000 | 150,000 |
| | | Public Safety Impact Fee | 875,000 | 0 | 300,000 | 0 | 0 | 1,175,000 |
| | | Refuse | 125,000 | 10,000 | 0 | 0 | 0 | 135,000 |
| | | Safety-Lu | 480,000 | 0 | 0 | 0 | 0 | 480,000 |
| | | Sewer | 1,047,000 | 2,013,300 | 1,715,100 | 2,300,400 | 2,188,900 | 9,264,700 |
| | | Shop | 40,000 | 632,500 | 900,375 | 0 | 0 | 1,572,875 |
| | | STP-L Grant | 300,000 | 300,000 | 300,000 | 300,000 | 500,000 | 2,200,000 |
| | | Technology | 20,000 | 72,000 | 360,000 | 70,000 | 70,000 | 592,000 |
| | | Water Operation | 5,907,000 | 9,893,500 | 4,946,900 | 4,650,000 | 2,750,000 | 28,247,400 |
| | | Water Financing | 0 | 0 | 0 | 6,075,000 | 5,500,000 | 17,075,000 |
| | | Water Treatment Financing | 0 | 0 | 4,050,000 | 0 | 0 | 4,050,000 |
| CITYWIDE TOTAL | | | 10,626,478 | 14,380,644 | 14,071,619 | 14,688,944 | 12,053,000 | 72,534,785 |



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