

City of Monterey Park

California



**Adopted Budget
2017 - 2018**

City of Monterey Park, California

ADOPTED BUDGET



MAYOR

Teresa Real Sebastian

MAYOR PRO TEM

Stephen Lam

COUNCIL MEMBERS

Peter Chan / Hans Liang / Mitchell Ing

CITY CLERK

Vincent D. Chang

CITY TREASURER

Joseph Leon

INTERIM CITY MANAGER

Ron Bow



For the Fiscal Year Beginning July 1, 2017
Adopted by the City Council on June 28, 2017
Incorporated: May 29, 1916 Population: 61,606

Prepared by Finance



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

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

Citywide 3-Year Goals

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

CITY OF MONTEREY PARK

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CITY OF MONTEREY PARK

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

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

June 28, 2017

Honorable Mayor and Members of the City Council

As the interim City Manager, it is my privilege to present the Budget for all operations of the City of Monterey Park for the 2017-2018 fiscal year. This year is no exception that the City's budget is developed in the most responsive manner toward achieving the goals and strategic programs following City Council's priorities and policy direction. Our focus clearly remains on how to best offer a myriad of services to our diverse community with limited resources.

The City's obligation to maintain a strong financial foundation is demonstrated through the City's annual budget process. The 2017-2018 spending plan funds public safety, community and economic development, transportation, parks and open space, recreation and library, infrastructure investments, and city facility upgrades. We are confident that this fiscal responsible spending plan not only demonstrates our focus on maintaining excellent community services, enhancing organizational efficiency, but funding much needed infrastructure and capital improvements for the benefits of our residents.

Economic Environment

The U.S. economic expansion continues to move along at a steady pace. Overall, the US economy is in solid shape: unemployment is low at 4.3%; job growth is solid; gas prices are low; and wage growth has picked up. Infrastructure spending, one of President's proposals, is to improve American's roads, bridges and rails so jobs can be created and traveling time be reduced. The Federal Reserve raised a 25-basis-point rate hike in June and is unwavering in its path toward at least one more hike this year. California's economy looks positive. The state's job growth experienced broad-based gains across its key industries and its unemployment rate dropped to 4.7% and the unemployment rate for the Los Angeles area is at 4.1%. The housing market continues to improve with sales of homes increasing year over year in most areas of the State.

The City's financial prospects, similar to the nations 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 continuously growth for the upcoming year in its key revenue categories, specifically construction permits and development plan check. Long term growth rates for General Fund revenues are projected to display better prospects due to its Market Place and hotel developments.

From the public sector perspective, economic development is an integral component of the City's revenue generating activities. Activities such as business retention and business attraction assist in job creation and retention thereby growing the city's local tax base. In November 2016, the City along with M&M Realty Partners had a ground breaking ceremony for the Monterey Park Market Place project. The Market Place, which is located

along the Pomona Freeway, will be the largest commercial shopping center ever developed in the community. Grading activities for the proposed shopping center have commenced and the City anticipates that some of the commercial tenants will be open for business in 2018. The national and regional tenants include Home Depot, Costco, In-N-Out, Starbucks, Chick-fil-A, Guitar Center, and Ono Hawaiian BBQ.

The City has approved entitlement applications for the development of a Courtyard by Marriott, a Double Tree, Best Western Plus and a boutique hotel along the North Atlantic Boulevard corridor totaling 664 new hotel rooms. Currently, the construction plans for three of the four hotels have been submitted to the City for review. To date, the excavation, shoring and grading components for the Courtyard by Marriot project are completed and construction is underway for the garage levels. Lastly, Encanto Walk, an 80-unit master planned residential community by the Olson Company, is completed and sold out. The median home price for this project was \$620,000.

The 2017-2018 Adopted Budget

The 2017-2018 Adopted Budget development is based on the City's long-term goals. As we embark on a new fiscal year we will be seeing the fruits of our labor in regards to the City's budget commitments, such as more code enforcement staffing to address neighborhood nuisance issues; software program update for an efficient building permit process; labor contracts for all safety members; and various service program enhancements to meet high-quality community standards. The 2017-2018 spending plan is just over \$94.4 million for all funds with the General Fund appropriations totaling \$40.7 million. The budget continues reflecting the Successor Agency (SA) budget of \$2.2 million for enforceable obligations and administrative costs for winding down procedures of the former Monterey Park redevelopment agency.

General Fund Revenue

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. The City's revenue forecasts have been recognized by the Government Finance Officers Association (GFOA) as one of the twelve highly effective forecasters nationwide. Property tax, sales tax, and the utility users' tax continue to be the largest revenue sources, representing 64 percent of the General Fund's recurring revenue. A more detailed discussion of each key revenue assumption for 2017-2018 is summarized in the City's Midyear Report.

<i>(Amounts in 000s)</i>	Approved 2016-17	Est. Actual 2016-17	Estimated 2017-18
<i>Property Tax</i>	\$15,640	\$15,875	\$16,375
<i>Sales Tax</i>	5,500	6,200	6,400
<i>Utility Tax</i>	3,330	3,150	3,200
<i>Other Taxes</i>	2,568	2,529	2,628
<i>Licenses & Permits</i>	2,718	2,529	3,583
<i>Service Charges</i>	5,591	6,338	5,842
<i>Other Revenue</i>	2,884	2,685	2,875
Total	\$38,231	\$39,306	\$40,903

Property Tax The property tax is an annual levy and is based on the value of land and structures. Property taxes constitute 40 percent of all City own-source revenue. Total gross assessed value for 2017 is \$6.9 billion, up 3% for \$342 million from last year. The main driver of the increase was from residential properties. The median sales price for single family homes in the City continues to rise. The City's property tax revenue for 2017-2018 is projected for a 3.1 percent increase, including one-time residual distribution of \$800,000.

Sales Tax The sales taxes represent the second-largest sources of local tax revenue. The sales tax is imposed on the retail sale of goods. For 2017-2018, it assumes a 3.2 percent increase over the 2016-17 estimated actual amount as the strong retail sales continue.

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 electric, gas, and telephone services. The overall UUT revenue is projected to continue remaining flat for 2017-2018.

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 hotel tax rate is 12%. Revenues in Other Taxes are projected to be \$2.6 million for 2017-2018.

Licenses and Permits Business licenses are expected to receive \$1.2 million and construction permits are estimated at \$2.3 million. Higher construction permits are due to Market Place and hotel development projects. The total revenue for this category is projected to be \$3.6 million for 2017-2018.

Charge for Services This category includes charges for fee-supported City services. The City expects higher plan check revenues from development projects. Total combined revenue for fees and charges is expected to be approximately \$5.8 million for 2017-2018.

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 both the Los Angeles County Pooled Investment Fund and the certificate of deposits. However, due to absorbance of customer credit card processing fees, the City's higher investment earnings are further offset by credit card processing fees. Total other revenues are projected to be approximately \$2.9 million.

General Fund Estimated Expenditures

Below is the summary of the General Fund expenditures and transfers for FY 2017-2018. The accumulated fund balances for FY 2016-2017 have been used to meet program spending objectives, including the Fire Station 62 construction and one-time supplement to the Workers' Compensation Fund.

General Fund Expenditures & Transfers		
<i>(Amounts in 000s)</i>	Est. Actual 2016-2017	Adopted 2017-2018
Police	\$13,434	\$14,326
Fire	9,522	9,799
Public Works	2,848	2,967
Library	1,814	1,868
Community/Economic Development	1,638	1,786
Recreation/Community Services	2,102	2,190
General Administration	2,676	2,693
Post Employment/General Liabilities	3,970 ⁽¹⁾	4,390 ⁽²⁾
Capital Improvements	3,697 ⁽¹⁾	708
Total	\$41,701	\$40,727

(1) Included \$2.5 million from GF CIP Reserve for the start of construction of Fire Station 62 Replacement and a \$500,000 GF transfer to the Workers' Compensation Fund to supplement the Workers' Compensation deficit position.

(2) Included GF portion \$246,300 of the total \$300,000 for pension unfunded liability.

General Fund Balances

Fund Balances are often used to bridge economic cycles or weather emergency times so that community services can continue to be provided uninterrupted. Adequate fund balances are an indication of sound financial management. The City prudently used unanticipated revenue surpluses or the one-time revenues to replenish reserves, thus maintaining the reserve at the required level. This practice will apply to the City's upcoming development permit revenues.

Total General Fund reserve for 2017-2018 is projected to be \$15.4 million, including \$4 million as Unassigned. The unassigned portion can be used for any purpose.

General Fund Projected Fund Balance 2017-2018

(Amounts in 000s)

	2016-17	2017-18
Beginning Balances	\$17,702	\$15,307
Revenues	39,306	40,903
Expenditures	(41,201)	(40,727)
Approved Midyear Transfer	(500)	
Ending Balances	\$15,307	\$15,483⁽¹⁾

(1) Council directed an assigned GF balance of \$120,000 been set aside for the 2018-19 library operations.

Restricted Funds Proposed Budget

Other City funds are classified as restricted funds. The restricted funds include Special Revenue Funds, Enterprise Funds, Internal Service Funds, and Successor Agency Funds. The funds are kept separately for specific expenditures authorized by laws or City policies. The 2017-2018 budget expenditures for the restricted funds are \$53.7 million and

total projected revenues and transfers are \$58.8 million. Below is a discussion of adopted budget for the major restricted funds.

Special Revenue Funds

Special revenue funds are legally mandated for a particular expenditure. Key special revenue funds include:

Retirement 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. Projected underfunding of pension costs demands a gap-funding transfer from the General Fund. For 2017-2018, the projected retirement revenue is \$7.0 million and the appropriations are \$9.4 million. The difference comes from the General Fund supplement of \$2.1 million and the remaining Retirement Fund reserve of \$300,000. The General Fund supplements are projected to grow much higher in the next five years because of the lower CalPERS discount rates.

Gas Tax Fund Governor Brown signed *Senate Bill 1*, the Road Repair and Accountability Act of 2017, that will provide substantial new and more stable funding for state and local streets and roads over the next ten years. For 2017-2018, the City expects to receive \$354,000 from the Road Maintenance and Repair Act and \$70,000 from the State loan repayments in addition to the regular Highway Users Tax. The City plans to use these funds for traffic and road infrastructure improvements.

Asset Forfeiture 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 2017-2018, the estimated revenue is \$282,500 and budgeted expenditures total \$246,300.

Maintenance District 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. Rates have never been adjusted since 1996. The projected revenue for 2017-2018 is \$979,000. This revenue combines with a General Fund assistance payment of \$729,000 to fund the total district maintenance expenditure of \$1.7 million.

Library Tax Measure C Fund The 2017-2018 is the final year for the library tax fund budget, which is \$503,000 for revenue and \$537,000 for appropriations, with the balance coming from the Library Tax Fund remaining reserves. It is important to note that this voter-approved library tax levy (*Measure C*) officially ends in April 2018.

Grants Fund Revenue shared with local governments by the state or federal government has declined in years. The projected grants for 2017-2018 are \$6.2 million, which includes \$169,000 library grants for various library programs; \$1.4 million HUD Community Development Block and Home grants; \$59,000 park grants for the maintenance of parks

and recreation facilities, \$433,000 public safety grants for police and fire training and equipment; \$165,000 transportation/engineering grants; \$3.6 million water treatment grants for the integrated regional water management treatment project; and \$303,000 various trust grants. In addition, the previously received EDI HUD Grant will be utilized for the Market Place project.

Enterprise Funds

Each enterprise fund must ensure that its fee structure is maintained at a level sufficient to meet operating, debt service, and capital improvement costs.

Refuse Fund The refuse service includes trash collection, waste management, and recycling. The City will have new contracts for the collection and recycling of residential and commercial solid waste, effective September 1, 2017. New residential rates reflecting calculated payments for the franchise contract with the disposal company and the City's indirect cost of administering the agreement will be implemented after the 218 process. The adopted budget for 2017-2018 is \$6.4 million for revenue and \$6.3 million for expenses.

Sewer Fund The sewer rate is charged based on a customer and meter sized fixed rate. The Sewer Master Plan provided the City with a comprehensive assessment of \$12.8 million to address 35% of the City's sewer system. The adopted budget for 2017-2018 is \$2.8 million for revenue and \$2.8 million for expenses and capital improvements.

Water 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 revenues for water operation and treatment funds for 2017-2018 total \$15.1 million, and proposed expenses are \$14.3 million. The water revenues are to cover the costs for the production, distribution, commercial, treatment, and capital improvements. Since the City's Water Utility 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 2017-2018 assessment charge of \$2 million, which is the double of the 2016-2017 charge, is included in the water adopted budget. As a result, the water operation revenue is short by \$478,000 to cover the water operation expenses. Staff will work on the water rates study task and inform Council the updated information.

The water crisis forces positive change for water conservation. In 2015, we had record low statewide mountain snowpack of only 5 percent of average. Water year 2017 is now surpassing the wettest year of record (1982-83). The potential for wide swings in precipitation from one year to the next shows why we must be prepared for either flood or drought in any way.

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 liability. These funds are a cost allocation toll and financed through charges to departments. The 2017-2018 IS fund charges are: workers'

compensation \$1.7 million, separation benefits \$1.3 million, technology \$200,000, general liability \$1.7 million and post-employment medical liability \$950,000. There includes a one-time transfer from the separation benefits fund, \$500,000, to the general liability fund to strengthen the fund's net position.

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. Total staffing for 2017-2018 is 363.67 Full Time Equivalent (FTE) positions, up 5.02 FTEs from 2016-2017. The City continues evaluating its organizational structure for the most efficient core staffing mix. For 2017-2018, the City has contracts for all safety units and is currently negotiating with miscellaneous, mid-management, and confidential units, whose contracts expire on June 30, 2017. The adopted budget includes the mandate state minimum wage increases to \$11 per hour in January 2018 for part-time personnel, as well as salary adjustments and set-aside amounts for all labor units. It is the City's goal to ensure its core services are delivered as optimally as possible. The table below summaries positions and funding changes to meet the proposed service levels.

**Staffing Changes
2017-2018**

Department	Position	Salary	Benefits	Total
Community/Economic Development	Added one Code Enforcement Officer	51,888	23,129	75,017
	Added one Economic Development Manager	81,300	38,684	119,984
Fire	4 PT EMS positions for BLS program	54,500	2,971	57,471
Recreation/Community Services	Upgraded Community TV Producer to Community Communications Coordinator	3,145	903	4,048
Public Works	Downgraded Fleet Maintenance Supervisor to Lead Equipment Mechanic	(17,900)	(5,300)	(23,200)
Management Services	Converted PT Sr. Account Clerk to Accountant	32,300	25,670	57,970
	Converted Revenue Collection Specialist to Sr. Account Clerk	2,620	760	3,380
Human Resources/ Risk Management	Upgraded HR Technician to HR Assistant	7,484	2,150	9,634
Total Staffing Funding Change		\$215,337	\$88,967	\$304,304

Debt Service and Outstanding Loans

Ongoing update and replacement of City's infrastructure and capital assets is important to ensure quality service delivery. However, the cost for improvement is capital intensive. Often times it would not be feasible for the City to bank funds until sufficient amount can be accumulated. To fund improvement needs in a timely manner, the City has secured loans

to finance various major improvements. Table below is a summary of the debt service payments for 2017-2018 and loan maturity years.

Debt Services for 2017-2018

<i>Department</i>	<i>Activity</i>	<i>Annual Payment</i>	<i>Description</i>	<i>Loan Expiration</i>
<i>Police</i>	Computer Services	\$165,870	CAD/RMS	2021
<i>Library</i>	Administration	383,196	Library Expansion	2018 (*)
<i>Public Works</i>	Building/Water	661,108	Siemens Energy Retrofits	2030
	Water Production	113,819	Reservoirs	2030
	Well #1, 3, 10 & Fern	132,035	Treatment Plant	2018 (*)
	Well #12	37,965	Treatment Plant	2018 (*)
	Wells 5 & 6	200,000	Treatment Plant	2019
	<i>Non-Dept</i>	Post-Employment	1,261,058	Pension Bonds
<i>Comm Dev</i>	HCD Administration	451,638	Section 108 Loan	2022
<i>SA</i>	SA - Atlantic/Garvey	1,394,882	2013A Refunding Bonds	2027
	SA - Merged	644,832	2013B Refunding Bonds	2029

(*) Final Year

Pension Funding

The City has three retirement plans, which are CalPERS safety plan, CalPERS miscellaneous plan, and Massachusetts Mutual plan (MMRP). 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 Mass Mutual plan was established for all miscellaneous employees who were employed prior to April 1, 1976.

CalPERS will drop its discount rate from 7.5 percent to 7.0 percent over the next few years. Lowering the discount rate means plans will see increases in both the normal costs and the accrued liabilities. Because the personnel costs represent 70% of the City's budget, the rate increases will impact pension contributions and future overall budgets. The table below displays the phase-in of the discount rate change for the next three fiscal years.

Approved Discount Rate Phase-In

Valuation Date	FY Required Contribution	Discount Rate
June 30, 2016	2018-19	7.375%
June 30, 2017	2019-20	7.250%
June 30, 2018	2020-21	7.000%

The reality for the pension costs is on the horizon and the table below shows projected City contribution rates for the next five fiscal years based on CalPERS new discount rates.

Plan	Required 2017-18	Projected 2018-19	Projected 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23
Safety	38.24%	44.27%	50.50%	56.88%	61.06%	64.37%
Miscellaneous	28.70%	31.85%	35.56%	39.61%	42.26%	44.50%

For 2017-2018, the City is projected to spend \$9.4 million from the Retirement Fund for pension costs. The General Fund supplement to the Retirement Fund is required and for 2017-18, the contribution from the General Fund is \$2.1 million, same as the last year. All of the City's non-safety employees and safety employees contribute their 100 percent of the employee contribution costs. Absent employee contributions, the retirement costs would be significantly much higher. According to the actuarial valuation report, the City's unfunded accrued liabilities are \$32.96 million for the Miscellaneous Plan and \$42.97 million for the Safety Plan. The funded ratio is 71.7% and 76.3%, for the Miscellaneous and the Safety Plan, respectively.

Mitigation Strategies to Reduce Unfunded Pension Liability

The City has been eager to find ways to address the pension issues. Two years ago under Council's directions, the City implemented the *Annual Lump Sum Prepayment* option of pre-paying the expected annual employer contributions in a lump sum amount in July of each fiscal year to receive extra discount. The savings generated from the Lump Sum Prepayment is used to further pay down the City's unfunded liability. This one-time contribution to CalPERS saves the City a 7.5 percent interest that is paying on that liability, thus reducing the City's unfunded liability.

In the 2017-2018 adopted budget, the City establishes a line item of \$300,000 in the non-departmental activity to demonstrate its commitment in paying down unfunded pension liability. The City will continue this strategic option to reduce its unfunded liability and to further position itself 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 started addressing the unfunded liabilities associated with retiree health care in 2012 and has established a formal trust account with CalPERS CERBT Program to systematically accumulate resources in trust to fund the retiree health care 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. To date, the City is one of the 507 California government agencies took steps to proactively handle this unfunded retiree medical benefit liability.

The unfunded retiree medical liability is approximately \$29.5 million based on a 30-year amortization. In 2018, the City will be required to comply with GASB requirements in reporting the OPEB unfunded liability on the face of the financial statements. In the 2017-2018 adopted budget, the City continues a \$950,000 OPEB contribution to manage the retiree medical unfunded liability.

Infrastructure and Capital Improvements

The City spends millions of dollars each year for scheduled and preventive maintenance of facilities, landscapes, and care of infrastructure. Continued investment in the City's infrastructure and capital improvements is the key to a long-term economic success and

better quality of life for our community. In 2016-2017, the City has completed slurry seal and street resurfacing, sidewalk and handicapped access ramps, CNG fueling compressor system, water pumper replacement, city hall facility lighting retrofits, CMAQ bus shelters, and IT equipment upgrade. Other major projects include sewer relining, traffic signal at North Atlantic, S. Garfield Village improvement, Downtown improvement, conservation garden, police locker room remodeling, City Yard locker room/restroom, police mobile data computer, and Fire station 61 remodeling.


For 2017-2018, the centerpiece of the City's CIP improvements includes street rehabilitations, traffic signal upgrades, traffic signal improvements at Potrero Grande/Market Place Drive, sewer video inspection program, sewer lines rehabilitation, Accela automation update, city yard design and architecture, 2017 water master plan, and water main seismic retrofit. A total of \$4.8 million is included in the adopted budget for our infrastructure and capital investments. Projects in FY 2017-2018 are reflective of the programs identified in the City's Pavement Management, Water, Sewer, and Parks master plans. All project information is in the Capital Improvement Program of the document.

In Closing

One of the City's key financial principles has always been to ensure the revenues and expenses support the high-quality service levels and long-term goals. The City regularly finds itself faced with hard choices when it comes to the budget. Through the budget process, the City lines up its broad and general goals with its services, then identifies the costs that should be allocated to the services. Lastly, the City shifts resources to higher priorities to address pressing community issues.

Looking ahead to the 2017-2018, there are a lot of forces to achieve the fruition of the City's long-term developments of the Monterey Park Market Place and hotels. With much exuberance in our economic development projects, the community is confident and ready for dramatic transformation. We deeply 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 Finance staff for their hard work in completing this 2017-2018 Adopted Budget.

Respectfully,



Ron Bow
Interim City Manager

RESOLUTION NO. 11941

A RESOLUTION ADOPTING THE FISCAL YEAR 2017-2018 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK AND THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY; AND ADOPTING THE 2017-2018 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 2017-2018;
- 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 June 12, 13, and 14, 2017;
- 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 Capital Improvement Projects as incorporated by reference into this Resolution 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 2017-2018 at \$87,869,624.

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget, including transfers, is \$40.7 million. The Overall City Budget is \$94.4 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	\$ 122,521	\$ 83,421	\$ 39,100
Regional Associations	78,388	30,688	47,700
City Manager	396,278	168,318	227,960
City Clerk	367,775	302,761	65,104
City Treasurer	20,235	18,447	1,788
City Attorney	594,200	278,000	316,200
Management Services	2,569,103	1,097,368	1,471,735
Human Resources / Risk Management	1,197,612	715,089	482,523
Community / Economic Development	4,456,771	1,785,713	2,671,058
Police	18,700,336	14,325,598	4,374,738
Fire	13,110,677	9,798,611	3,312,066
Library	2,887,539	1,868,121	1,019,418
Recreation / Community Services	3,163,952	2,189,849	974,103
Public Works	26,095,976	2,966,927	23,129,049
Non-Departmental and Transfers	13,625,344	4,390,300	9,235,044
Successor Agency for the Former RDA	2,217,444		2,217,444
Total	\$89,604,151	\$40,019,211	\$49,584,940

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of \$4.8 million is appropriated for capital improvement projects for Fiscal Year 2017-2018. 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	\$ 1,125,000	-	\$ 1,125,000
5001 Street Construction	2,215,400	\$ 250,000	1,965,400
5002 Community Capital Improvement	1,456,106	458,106	998,000
Total	\$ 4,796,506	\$ 708,106	\$ 4,088,400
Grand Total	\$94,400,657	\$40,727,317	\$53,673,340

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 2017-2018 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 2017-2018 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 28th day of June, 2017.



Teresa Real Sebastian, Mayor
City of Monterey Park

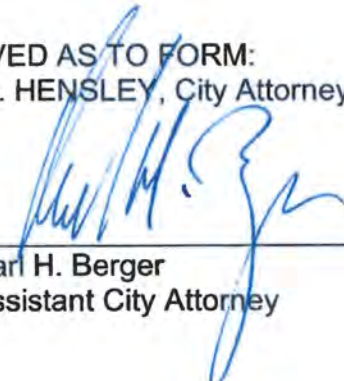
ATTEST:



Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By:



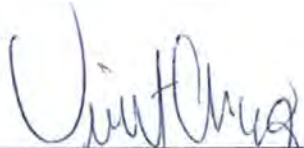
Karl H. Berger
Assistant City Attorney

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. 11941 was duly adopted by the City Council of the City of Monterey Park at a Special Meeting held on the 28st of June 2017, by the following vote of the Council:

Ayes: Council Members: Ing, Chan, Real Sebastian
Noes: Council Members: None
Absent: Council Members: Liang, Lam
Abstain: Council Members: None

Dated this 28st day of June 2017



Vincent D. Chang, City Clerk
City of 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, 2016

A handwritten signature in cursive script, reading "Jeffrey R. Emery".

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, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

*California Society of
Municipal Finance Officers*

Certificate of Award

***Operating Budget Excellence Award
Fiscal Year 2016-2017***

Presented to the

City of Monterey Park

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

January 31, 2017



Handwritten signature of John Adams in black ink.

*John Adams
CSMFO President*

Handwritten signature of Craig Boyer in black ink.

*Craig Boyer, Chair
Professional Standards and
Recognition Committee*

Dedicated Excellence in Municipal Financial Reporting

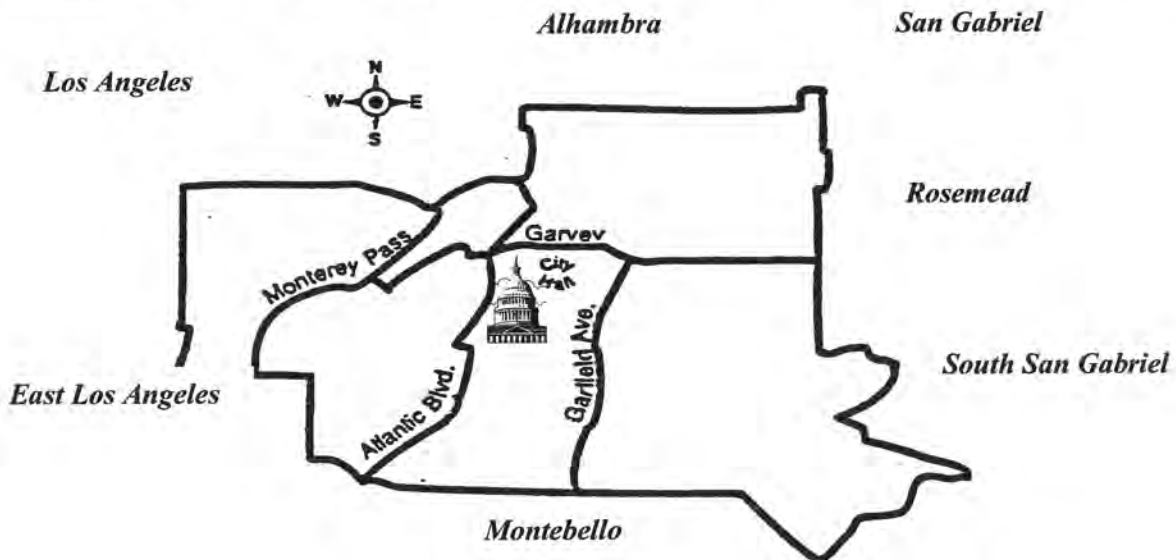
ABOUT THE CITY OF MONTEREY PARK

Monterey Park Government

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

City History

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



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

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

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

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

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

City's Economic Condition and Priority Development

Monterey Park covers an area of 7.73 square miles with a population of approximately 61,346. 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.

Summer Movie Night – Being held throughout the summer months these free events bring the community together to experience movies in various parks throughout the City.

Monterey Park Birthday – 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.

Earth Day Festival – This is a joint event with the Cherry Blossom Festival and is held at Barnes Park to celebrate with Bike Ride events, which include the Family Ride and Hill Challenge Ride.

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, etc.

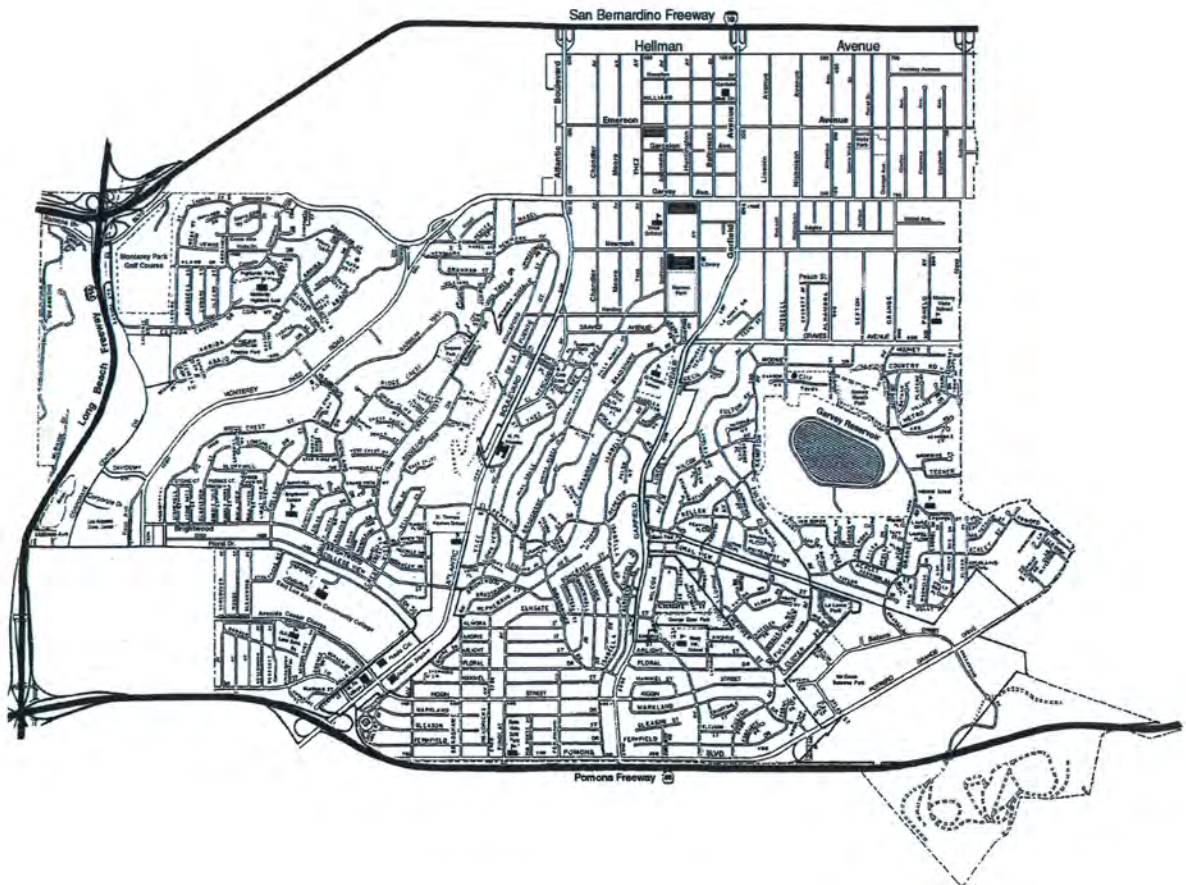
Geranium Festival – This ‘country faire’ style event takes place in the fall and includes entertainment, interactive booths, games and contests, ArtWalk, Dog Contest, Rock climbing wall, train ride, educational exhibits, water balloon toss, sack races, pie eating, face painting, hula hoop contests and 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.

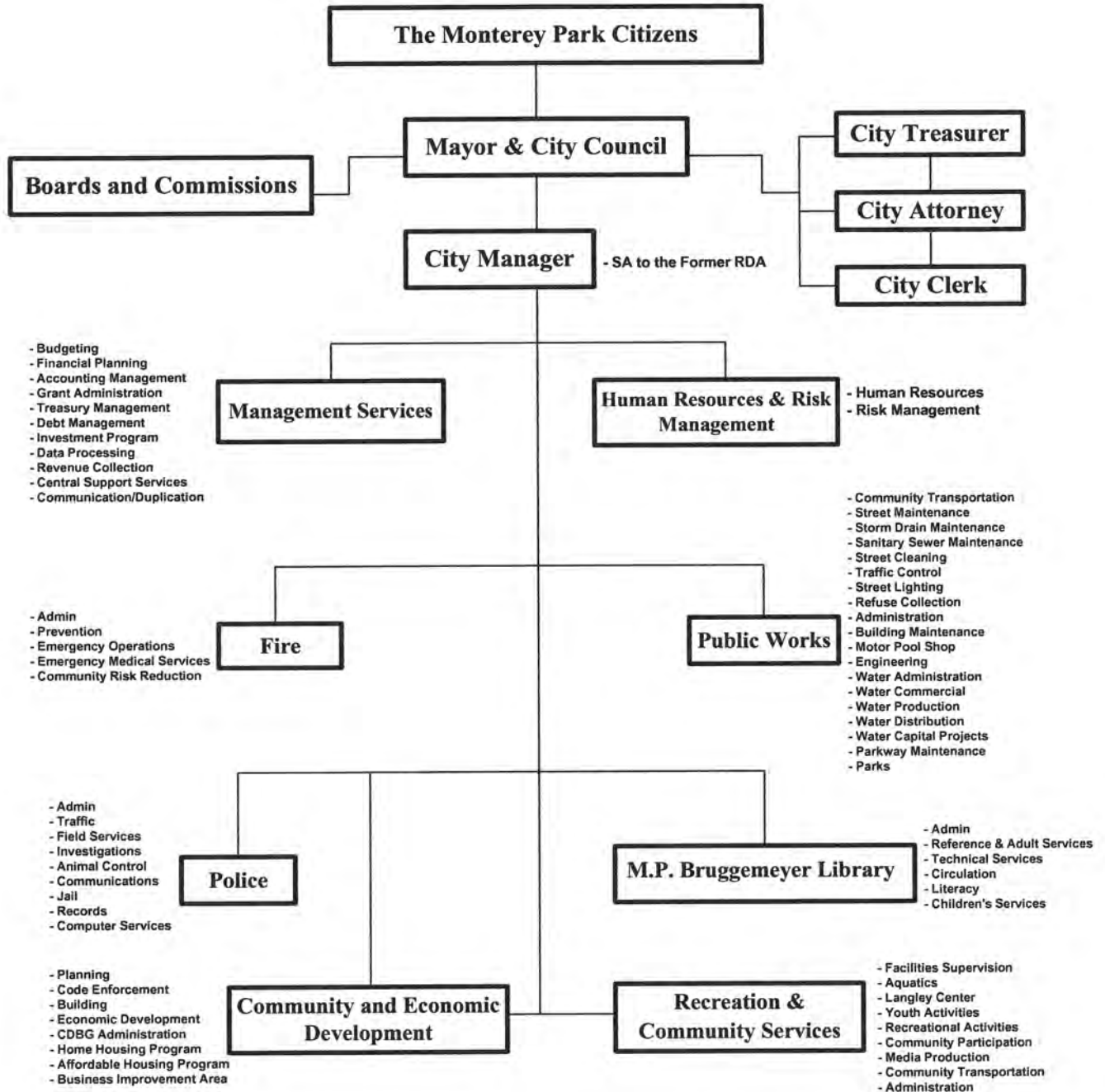
City Map



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:	107
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
Number of Gate Valves:	2,073
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	12.43
Building Permits Issued:	566
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.64 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	147,737
Number of Library Cardholders:	57,000
Number of Employees:	
Elected Officials:	7
Full-Time:	302
Part-Time:	54.67
Population:	61,606

City of Monterey Park Organization Chart



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

City of Monterey Park Budget Summary Section

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

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• <i>Revenues</i>	
• <i>Revenues and Transfer-In by Source (Three-Years Summary)</i>	B3
• <i>Revenues and Transfer-In by Fund Types (Twelve-Years Summary)</i>	B16
• <i>Revenue Graphs (General Fund Tax Revenues by Category)</i>	B18
<i>(Special Revenue Funds Revenues by Source)</i>	B19
• <i>Expenditures</i>	
• <i>Expenditures by Fund (Five-Years Summary)</i>	B20
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• <i>Expenditure Graphs (Combined City & Successor Agency Expenditures by Fund)</i>	B25
<i>(Combined City & Successor Agency Expenditures by Function)</i>	
• <i>City Staffing</i>	
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• <i>Management and Budget Policies</i>	B47
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Combined Changes in Fund Balance

Fund Description	2016-2017 Ending Balance	2017-2018		Ending Balance	Fund Balance % Change
		Estimated Revenues & Transfer-In	Adopted Expenditures & Transfer-Out		
CITY FUNDS					
GENERAL FUND	15,307,016	40,903,191	40,727,317 ^{(1) (3)}	15,482,890	1.1%
SPECIAL REVENUE FUNDS					
Retirement	1,529,307	9,086,000	9,420,283	1,195,024	-21.9% ⁽⁴⁾
Gas Taxes	1,619,357	1,721,704	1,634,699	1,706,362	5.4%
Bike Route	40,000	50,000	50,000	40,000	
Park Facilities	(334,903)	400,000	20,000	45,097	113.5% ⁽⁵⁾
Proposition A	2,442,788	1,357,000	1,148,614	2,651,174	8.5%
Proposition C	772,482	949,000	1,087,434	634,048	-17.9% ⁽⁴⁾
Measure R	640,675	717,000	552,231	805,444	25.7% ⁽⁴⁾
Asset Forfeiture	720,335	282,500	246,281	756,554	5.0%
Business Impr Dx #1	155,218	72,400	111,400	116,218	-25.1% ⁽⁴⁾
Air Quality	194,258	81,500	22,000	253,758	30.6% ⁽⁴⁾
Maint. District 1972 Act	23,560	979,153	988,411	14,302	-39.3% ⁽⁴⁾
Public Safety Impact	(576,016)	837,000	236,367	24,617	104.3% ⁽⁵⁾
Public Safety Augmentation	0	670,000	670,000	0	
Library Tax	33,369	503,300	536,669	0	
CERCLA Liability	469,070	136,000	160,000	445,070	-5.1%
Housing	2,501,955	68,671	60,000	2,510,626	0.3%
Grants	(2,929,015)	6,159,720	3,148,644	82,061	⁽⁶⁾
ENTERPRISE FUNDS					
Sewer	3,825,349	2,751,000	2,757,027 ⁽³⁾	3,819,322	-0.2%
Refuse	62,130	6,400,000	6,274,161 ⁽³⁾	187,969	202.5% ⁽⁷⁾
Water (Operation)	572,779	9,928,000	10,978,985 ⁽³⁾	(478,206)	-183.5% ⁽⁴⁾
Water (Treatment)	11,256,369	5,150,000	3,341,360 ⁽³⁾	13,065,009	16.1% ⁽⁴⁾
INTERNAL SERVICE FUNDS ⁽²⁾					
Auto Shop	1,439,515	1,907,973	1,938,630	1,408,858	-2.1%
Separation Benefits	2,407,917	1,332,451	1,462,428	2,277,940	-5.4%
Workers' Compensation	(1,975,326)	1,696,525	1,372,954	(1,651,755)	-16.4% ⁽⁴⁾
General Liability	(486,974)	2,213,100	3,046,818	(1,320,692)	-171.2% ⁽⁴⁾
Technology/Data Processing	1,081,095	199,585	190,500	1,090,180	0.8%
Other Post-Employment Benefits	0	950,000 ⁽³⁾		0	
TOTAL CITY FUNDS	40,792,310	97,502,773	92,183,213	45,161,870	
SUCCESSOR AGENCY (SA) FUNDS	0	2,217,444	2,217,444	0	
TOTAL CITY AND SA FUNDS	40,792,310	99,720,217	94,400,657	45,161,870	

Note:

- (1) MOU adjustments for Miscellaneous members are pending negotiation
- (2) Beginning fund balances for Enterprise Funds & Internal Services Funds represented unrestricted Net Position
- (3) Amounts shared among various funds & are wired to CalPERS CERBT Trust program for 2017-18
- (4) Expenditures are higher or lower than revenues
- (5) Revenues expected from developments
- (6) Grants are under a reimbursement basis
- (7) Refuse rates modified

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
<i>General Fund</i>						
Property Taxes:						
Current Secured	0010-	01010	13,431,357	14,210,000	14,400,000	15,000,000
Residual Property Tax Dist.		01015	1,467,574	900,000	900,000	800,000
Current Unsecured		01020	269,040	280,000	280,000	280,000
Homeowner Exemption		01030	55,458	62,000	62,000	62,000
Prior Year Secured		01110	163,582	125,000	170,000	170,000
Prior Year Unsecured		01120	33,316	20,000	20,000	20,000
Interest & Penalties		01200	31,093	43,000	43,000	43,000
Total Property Taxes			15,451,422	15,640,000	15,875,000	16,375,000
Other Taxes:						
Admission Tax		01400	5,000	7,500	5,000	7,500
Sales Tax		01500	6,427,211	5,500,000	6,200,000	6,400,000
Transient Tax		01550	1,248,578	1,340,000	1,262,000	1,380,000
Franchise Tax		01600	992,615	990,000	985,000	990,000
Transfer Tax		01800	280,845	230,000	250,000	250,000
Utility Users Tax		01900	3,212,890	3,330,000	3,150,000	3,200,000
Vehicle In-lieu Tax		04410	25,041		27,482	
Total Other Taxes			12,192,180	11,397,500	11,879,482	12,227,500
Licenses & Permits:						
Licenses:						
Business Licenses		02010	1,052,086	1,100,000	1,100,000	1,200,000
Business Lic Processing Fees		02020	2,088	4,000	3,700	4,000
Tobacco Retailer Lic Fees		02025	1,760	1,600	1,800	1,800
Dog Licenses Regular		02410/02430	61,082			
Dog Licenses Altered		02420/02450/02460	35,783			
Total Licenses			1,152,798	1,105,600	1,105,500	1,205,800

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
Construction Permits:						
Building Permits		02500	815,535	1,200,000	1,039,484	1,700,000
Electrical Permits		02600	191,206	180,000	160,000	280,000
Plumbing Permits		02700	108,283	110,000	100,000	200,000
Mechanical Permits		02900	92,204	90,000	80,000	160,000
Total Construction Permits			1,207,229	1,580,000	1,379,484	2,340,000
Other Permits:						
Firework Permits		03540	4,800	4,800	4,800	5,000
Yard Sale Permits		03550	2,784	1,900	2,800	2,800
Misc Permits		03590	55,731	22,000	32,000	25,000
Parking Permits		03650	4,101	3,000	3,000	3,000
Banner Permits		06290	1,453	800	1,500	1,800
Total Other Permits			68,869	32,500	44,100	37,600
Total Licenses & Permits			2,428,896	2,718,100	2,529,084	3,583,400
Fines:						
Traffic Fines		03580	237,248	230,000	230,000	230,000
Court Fines		03600	3,401	20,000	1,500	5,000
Parking Fines		03620/03630	402,728	420,000	350,000	400,000
Total Court and Traffic Fines			643,378	670,000	581,500	635,000
Use of Money & Property:						
Interest Income		03700/03750	514,509	400,000	550,000	600,000
Golf Course Rental		03800	132,037	135,000	135,000	135,000
MetroPCS (3500 Ramona)		03870	27,099	41,699	41,699	41,699
T-Mobile Rental (Fire Station 3)		03880	35,205	32,804	32,804	32,804
AT&T Rental (Fire Station 3)		03890	31,848	32,804	32,804	32,804
T-Mobile Rental (Sierra Vista)		03930	40,317	41,326	41,326	41,326
Nextel Rental (Ramona Blvd.)		03940	492			
Acosta Grower (Delta & Fox Sites)		03960	16,830	14,268	11,000	
Specialty Restaurants		03970	230,629	180,000	180,000	232,000
Sublease Rent - SMSA (Pac Bell)		03980	10,161	11,460	11,460	11,460
Sublease Rent - Cox Communication		03990	6,990	7,702	7,702	7,702

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
Total Use of Money & Property			1,046,119	897,063	1,043,795	1,134,795
Charges for Services:						
Police Services:						
Witness Fees		03610	8,537	5,500	3,500	4,000
Prisoner Housing		03640	83,484	60,000	75,000	75,000
Vehicle Release		03670	64,586	66,000	62,000	66,000
DUI Recovery		03680	47,266	52,000	45,000	48,000
Fingerprint	06390/03710		16,094	17,000	12,000	13,500
Correction Notices		03720	6,530	4,500	6,000	6,000
Prisoner Booking Fees	03730/03760			400		
Police Report		05990	5,201	3,600	3,800	3,800
Burglar Alarm		06400	38,483	30,000	20,000	30,000
Court Restitutions		06405	13		456	
Total Police Services			270,194	239,000	227,756	246,300
Fire Services:						
Fire Report Copy		06050	510	400	500	500
Fire Inspection		06320	143,660	120,000	135,000	135,000
Fire Plan Checks & Permits	06330/06340		144,662	150,000	142,000	145,000
Fire Response/Admin Citation	06350/06240		7,829	8,300	15,000	15,000
Business Fire Safety Inspection		06370	52,862	40,000	48,000	48,000
Ind Waste Permit/Inspection		06850	134,961	110,000	130,000	130,000
Ambulance Subscription		07950	93,115	93,000	94,000	94,000
Ambulance Transport		07960	1,066,395	1,050,000	1,050,000	1,060,000
Total Fire Services			1,643,994	1,571,700	1,614,500	1,627,500
Community Development:						
Plan Check		06100	1,002,262	1,200,000	1,800,000	1,300,000
Comm Prop Insp		06120	92,538	55,000	67,000	75,000
Home Occup Insp	06150/06160		16,732	16,000	16,000	16,000
Zoning		06200	105,014	80,000	63,000	60,000
Admin Citation - Code Compliance	06220/06130		30,229	35,000	30,000	30,000
Design Review		06250	16,900	20,000	20,000	22,000
Special Inspection		06450	4,504	3,200	4,800	5,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
Shopping Cart Plan Review		06451		1,260		1,260
Total Community Development Fees			1,268,179	1,410,460	2,000,800	1,509,260
Public Works Fees:						
Comm. Franchise in lieu fee		01610	131,283	142,000	130,000	120,000
Street Excavation		02910	9,313	12,000	12,000	12,000
Sewer Permits		02920		236		236
Driveway/Sidewalk		02930	3,512	3,200	3,000	3,500
Housemoving Permits		03520	3,288	1,800	3,950	3,000
Sale of Maps/Plans	06000/06010		1,359	1,600	500	1,400
Newsrack Permits		06710		1,500		1,000
Address Change		06140	3,875	3,100	3,100	3,100
Admin Citation - Public Works		06230	400	400	400	400
Engr Inspection	06210/06300		40,467	55,000	50,000	60,000
Engr Plan Check		06700	99,007	140,000	245,000	210,000
Rest Interceptor Inspect		06900	495			
Soil Review		06910	28,070	12,000	29,000	20,000
CNG Fuel Sales		06940	13,562	12,000	25,000	25,000
Total Public Works Fees			334,631	384,836	501,950	459,636
Library Fees:						
Library Fines		07410	19,871	20,000	19,000	20,000
Audio Visual		07420	3,438	4,200	4,000	4,000
Lost Books		07430	2,171	2,000	1,800	2,000
Misc Library Revenue		07460	1,636	50	50	100
Card Replacement		07480	2,004	2,000	2,000	2,000
Damaged Items		07490	461	500	400	500
Total Library Fees			29,580	28,750	27,250	28,600
Recreation / Community Services Fees:						
Rec. Facilities / Service Clubhouse		04020	106,756	70,000	115,000	115,000
Rec Registration		06090	23,497	35,000	19,000	25,000
Picnic Reservation		07050	30,756	25,000	29,000	26,000
Aquatics		07090	29,885	26,000	26,000	26,000
Child Care		07150	188,008	178,000	180,000	180,000
Barnes Pool Admission		07610	13,951	12,000	13,200	13,000
Elder Pool Admission		07620	6,126	5,800	8,200	7,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Funds	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
Swim Lessons		07630	88,775	81,000	84,000	82,000
Barnes & Elder Pool Rental		07640	54,442	45,000	45,000	45,000
Langley Activity		08025	59,603	55,000	51,000	55,000
Rec Registration	0159-	06090	34,602	40,000	35,000	35,000
Summer Programs	0159-	07010	27,073	52,000	33,000	35,000
Fall Programs	0159-	07020	40,628	40,000	40,000	40,000
Winter Programs	0159-	07030	38,910	43,000	40,000	40,000
Spring Programs	0159-	07040	10,749	30,000	25,000	25,000
Adult Leagues	0159-	07100	17,352	7,800	11,000	11,000
Total Recreation / Community Services Fees			771,113	745,600	754,400	760,000
Administrative Charges:						
From City Funds		06020	1,150,000	1,208,000	1,208,000	1,208,000
Total Administrative Charges			1,150,000	1,208,000	1,208,000	1,208,000
Other Services:						
City Clerk Research/Public Record		06040	528	500	500	500
Returned Check Fee		08150	2,725	2,500	2,500	2,500
ELAC Special Event		09210	12,783			
Total Other Services			16,036	3,000	3,000	3,000
Total Charges for Services			5,483,727	5,591,346	6,337,656	5,842,296
Other Revenue:						
Surplus Property Sale		04000	2,506	15,000	29,300	5,000
Refunds/Rebates		08100	501,010	350,000	80,000	150,000
Misc Revenue	07530/08200/ 09203/09200/ 09202		366	1,800	200	200
Street Maintenance - Water		08155	900,000	950,000	950,000	950,000
Total Other Revenue			1,403,882	1,316,800	1,059,500	1,105,200
Total General Fund			38,649,603	38,230,809	39,306,017	40,903,191

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
<i>Special Revenue Funds</i>						
Retirement Fund - 0012						
Property Taxes:						
Current Secured		01010	5,436,272	5,350,000	5,500,000	5,638,000
Pension Override		01015	1,088,555	1,100,000	1,100,000	1,122,000
Current Unsecured		01020	73,091	85,000	75,000	75,000
Homeowner Exemption		01030	55,830	55,000	55,000	55,000
Prior Year Secured		01110	116,283	67,000	80,000	80,000
Prior Year Unsecured		01120	4,333	5,000	5,000	5,000
Interest & Penalties	01200/03750		9,840	12,000	11,000	11,000
General Fund Supplement for Pension		01300	2,200,000	2,100,000	2,100,000	2,100,000
Total Retirement Fund			8,984,204	8,774,000	8,926,000	9,086,000
State Gas Tax Funds - 0022						
Gas Tax:						
Section 2103 (Prop 42 Replacement)	0022-	04530	318,815	146,383	150,514	245,616
Section 2105	0022-	04540	348,453	387,600	355,000	356,558
Section 2106	0022-	04500	209,149	194,000	214,000	220,150
Section 2107	0022-	04510	453,733	538,300	538,279	460,622
Section 2107.5	0022-	04520	7,500	7,500	7,500	7,500
RMRA (SB1)	0022-	04550				353,766
Loan Repayment	0022-	04560				70,192
Interest Income	0022-	03700	13,937	7,300	7,300	7,300
SB 821 Bikeway	0023-	05400	135,640	40,000	40,000	50,000
Total Gas Tax Fund			1,487,226	1,321,083	1,312,593	1,771,704
Park Facility Fund - 0070						
Park Facilities Fees		09000	74,156	300,000	50,000	400,000
Proposition A Fund - 0109						
Proposition A Local Return		05400	1,115,090	1,137,000	1,137,000	1,137,000
Proposition A Incentive Program		05430	109,161	110,000	110,000	110,000
Bus Fares/Tap Card		07680	78,626	66,000	66,000	66,000
Langley Tap Card Sales		07685	33,088	45,000	35,000	35,000
Interest Income		03700	16,715	9,000	9,000	9,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
Total Proposition A Fund			1,352,681	1,367,000	1,357,000	1,357,000
Measure R Fund - 0110						
Measure R		05400	694,123	707,000	707,000	707,000
Interest Income		03700	9,844	4,500	10,000	10,000
Total Measure R			703,967	711,500	717,000	717,000
Proposition C Fund - 0166						
Interest Income		05400	926,711	940,000	940,000	942,000
		03700	6,270	5,000	6,500	7,000
Total Proposition C			932,981	945,000	946,500	949,000
Asset Forfeiture Fund - 0160						
Asset Forfeiture-Justice		03690	29,580	15,000	15,000	15,000
Interest Income		03700	6,377	1,500	5,000	2,500
Asset Forfeiture-Treasury		03770	584,466	250,000	250,000	250,000
Asset Forfeiture-State		03780	46,364	15,000	15,000	15,000
Total Asset Forfeiture Fund			666,787	281,500	285,000	282,500
Business Improvement Fund - 0077						
Business Improvement Fees		02110	67,303	68,000	68,000	71,400
Interest Income		03700	1,356	300	1,200	1,000
Total Business Improvement			68,660	68,300	69,200	72,400
Air Quality Improvement Fund - 0165						
Air Quality Allocation		05400	77,817	77,000	80,000	80,000
Interest Income		03700	1,707	1,000	1,500	1,500
Total Air Quality Improvement			79,524	78,000	81,500	81,500
Maint. District -1972 Act - 0176						
Special Assessment		01060	970,994	983,000	978,000	979,153

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
Library Tax Fund - 0131						
Library Tax		01060	501,071	506,000	509,460	503,000
Interest Income		03700	397	300	300	300
Total Library Tax Fund			501,468	506,300	509,760	503,300
Public Safety Augmentation Fund - 0182						
Sales Tax Public Safety Augmentation		01510	663,701	660,000	665,000	670,000
Public Safety Impact Fund - 0071						
Public Safety Impact Fee		03570/08100	434,091	450,000	300,000	837,000
Total Public Safety Impact Fee			434,091	450,000	300,000	837,000
CERCLA Liability Fund - 0203						
CERCLA Fees		06950	131,246	133,000	131,000	132,000
Interest Income		03700	4,136	3,000	3,500	4,000
Total CERCLA Liability			135,382	136,000	134,500	136,000
Housing Program Fund - 0880						
SERAF Payment		01017		68,671	68,671	68,671
Interest Income		03700	7,681		9,000	
Rental Income-534 N. Chandler		05455	(456)			
Other Revenue (Loan Payment)		07530	395		31,305	
Total Housing Program Fund - 0880			7,621	68,671	108,976	68,671

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
Grants Fund						
Library Grants:						
Literacy and Civics Ed. Grant	0142-	05400	93,026	94,100	94,100	83,731
Cal Literacy Grant	0163-	03700/05400	36,599	36,599	36,599	34,500
Library Building Trust Grant	0411-	05400		28,410	28,410	
CA Humanities Grant	0428-	05400		5,000	5,000	
Literacy Trust Grant	0445-	05400	778	18,000	18,000	32,178
Library Broadband Proj Grant	0451-	05400	27,074			
Library Passport Trust Grant	0454-	05400				18,500
Total Library Grants			157,477	182,109	182,109	168,909
Recreation Grants:						
Park Discretionary (Maint.)	0178-	05400	61,061	58,815	58,815	58,815
LA County Open Space Grant	0501-	05400	167,175			
LA Astronomical Society Grant	0502-	03700/05400	51			
LA County Needs Assessment Grant	0503-	05400	2,500			
Total Parks & Rec Grants			230,787	58,815	58,815	58,815
Police Grants:						
STC Grant	0132-	05400	5,720	6,050	5,610	5,610
POST Grant	0136-	04500	40,377	35,000	35,000	35,000
Interest Income	0192-	03700	754			
State - COPS	0192-	05400	114,618	103,922	103,922	104,000
Bullet Proof Vest Grant	0229-	05400	4,976	4,365	4,365	4,365
AB109 Task Force Grant	0306-	03700/05400	202,040	183,638	183,638	
Selective Traffic Enforcement Prog	0335-	05400	52,683			
Selective Traffic Enforcement Prog (2)	0337-	05400	117,621	64,977	64,977	
Selective Traffic Enforcement Prog (3)	0338-	05400		171,000	130,610	40,390
AHMC Health Foundation Grant	0339-	05400		15,000	15,000	
Urban Area Security Initiative - 2016	0470-	05400				
Total Police Grants			538,789	583,952	543,122	189,365

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
Engineering/Parks Grants:						
Used Oil Recycling Grant	0184-	03700/05400	28,782	28,565	17,256	28,565
Beverage Container Recycling	0214-	03700/05400	16,988	16,487	15,960	15,960
Used Oil Competitive Grant (14/15)	0264-	05400	116,630			
Rubberized Pavement Grant	0421-	05400		75,500	75,500	120,000
Tree Planting County Grant	0448-	05400	5,488			
Total Engineering Grants			167,887	120,552	108,716	164,525
Transportation Grants:						
Surface Transportation Program (STP-L)	0175-	05400	186	182,646	182,646	
Air Quality Investment Program	0233-	03700/07680	735			
MTA Clean Fuel Bus Grant	0443-	05400	274,146	497,322	497,322	
CNG Fueling System Grant	0444-	05400	180,690			
MTA S. Garfield Transit Village Plan	0447-	05400	37,293			
CMAQ Bus Shelters Grant	0452-	05400	188,580			
CEC Fueling System Grant	0453-	05400	300,000			
Public Fleet Pilot Proj Grant	0455-	05400	10,000			
MTA Highway Safety Improvement Program	0456-	05400		312,160	312,160	
			991,631	992,128	992,128	0
Water Grants:						
Integrated Regional Water Mgmt Grant	0510-	05400		500,000	250,000	3,630,000
				500,000	250,000	3,630,000
Fire Grants:						
ELAC Instructional Serv Program	0349-	05400	56,100	40,000	40,000	60,000
Disaster Management Area C	0436-	05400				2,500
Urban Area Security Initiative-2015	0464-	05400		133,100	31,796	101,304
Ground Emergency Medical Transport	0465-	05400	105,895	90,000	90,000	80,000
Homeland Security 2015 SHSGP	0466-	05400		10,000	10,000	
Total Fire Grants			161,995	273,100	171,796	243,804
HUD Grants:						
CDBG	0169-	05400	455,947	522,652	522,652	661,286
HOME Fund	0152-	05400/	429,352	245,312	245,312	736,634
	03700/05450/52/53/54/55		35,215			

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Funds	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
EDI Grant/Interest Income	0211-	03700	4,005	3,000	3,200	3,500
Total HUD Grants			924,519	770,964	771,164	1,401,420
Other Special Grants (Trust Funds):						
Maintenance Grant (0075)	0344-	05400	71,221	75,000	75,000	75,000
Video Serv Franchise Trust (0075)	0351-	05400		63,291	63,291	175,000
Gen Plan Review Trust (0010-450)	0352-	05400	34,121	34,552	34,552	35,246
Passport Trust Grant (0075)	0415-	05400				2,078
Records Management Fee Trust (0075)	0442-	05400	27,759	15,839	15,839	15,558
Total Other Special Grants			133,101	188,682	188,682	302,882
Total Grant Funds			3,306,186	3,670,302	3,266,532	6,159,720
Total Special Revenue Funds			20,369,631	20,320,656	19,707,561	24,070,948
Enterprise Funds						
Sewer Fund - 0042						
Sewer Reconstruction Fee		01000	1,785	1,785	1,000	1,000
Sewer Revenue		05200	2,671,800	2,580,000	2,670,000	2,750,000
Total Sewer Fund			2,673,585	2,581,785	2,671,000	2,751,000
Refuse Fund - 0043						
Refuse Charges		05300/05350	6,605,332	7,100,000	6,600,000	6,200,000
Waste Mgmt Surcharge		05360	348,399	365,000	350,000	200,000
Refunds & Rebates		08100	872			
Total Refuse Fund			6,954,602	7,465,000	6,950,000	6,400,000
Water Fund						
Water Operation Fund:						
Interest Income	0092-	03750	657			
Sales of Surplus Property	0092-	04000	1,170		7,000	3,000
Water Sales	0092-	07510	8,418,666	9,500,000	9,100,000	9,600,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
Connection Fee	0092-	07550	97,507	120,000	80,000	100,000
Meter Installation	0092-	07520	133,583	172,000	132,000	170,000
Other Revenue	0092-	07530/7540	211,794	170,000	55,000	55,000
Total Water Operation Fund			8,863,377	9,962,000	9,374,000	9,928,000
Water Treatment Fund:						
Water Treatment Surcharge	0093-	07590	3,559,149	3,500,000	3,600,000	3,900,000
WQA EPA Settlement	0093-	07575	1,599,252	1,000,000	1,400,000	1,250,000
Capital Fee	0093-	07550	150			
Total Water Treatment Fund			5,158,551	4,500,000	5,000,000	5,150,000
Total Enterprise Funds			23,650,115	24,508,785	23,995,000	24,229,000
<u>Internal Services Funds</u>						
Auto Shop Fund - 0060						
Refunds & Rebates		08100/04000	3,948		1,700	2,000
Vehicle Charges		08700	1,799,903	1,853,931	1,853,931	1,905,973
Total Shop Fund			1,803,851	1,853,931	1,855,631	1,907,973
Separation Benefits Fund - 0061						
Separation Charges		07900	1,279,717	1,301,314	1,301,314	1,332,451
General Liability Fund - 0062						
Insurance Charges		06020	1,553,333	1,641,600	1,641,600	1,713,100
Refunds & Rebates (Transfer - Separation)		08100	500,000	800,000	800,000	500,000
			2,053,333	2,441,600	2,441,600	2,213,100
Technology Fund - 0063						
Technology Charges		06020	171,250	176,388	176,388	199,585

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2015-2016	Estimated 2016-2017	Estimated Actual 2016-2017	Estimated 2017-2018
OPEB Internal Service Fund - 0064						
OPEB set-aside		06020		950,000	950,000	950,000
Workers' Compensation Fund - 0080						
Insurance Charges		07900	1,539,110	1,616,066	1,616,066	1,696,525
Transfer from Separation Benefits Fund		08100	11,335	500,000	500,000	
Transfer from GF Unassigned		08100		500,000	500,000	
			1,550,445	2,616,066	2,616,066	1,696,525
<i>Total Internal Services Funds</i>			6,858,596	9,339,299	9,340,999	8,299,634
Total City Funds			89,527,945	92,399,549	92,349,577	97,502,773
<u>Successor Agency (SA) Funds</u>						
Atlantic/Garvey		0860-	1,641,266	1,547,507	1,547,507	1,483,747
Merged		0870-	1,259,151	777,832	777,832	733,697
Total Successor Agency (SA) Fund			2,900,417	2,325,339	2,325,339	2,217,444
Total City and SA - All Funds			92,428,362	94,724,888	94,674,916	99,720,217

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
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	37,832,164	7,282,329	3,164,911	982,171	2,215,386	1,827,605	2,887,908	12,830,670	6,371,405	1,714,098
2016	38,649,603	8,984,204	3,306,186	970,994	2,285,662	1,487,226	3,335,359	14,021,928	6,954,602	2,673,585
2017 ⁽¹⁾	39,306,017	8,926,000	2,954,372	978,000	2,303,500	1,312,593	2,920,936	14,374,000	6,950,000	2,671,000
2018 ⁽¹⁾	40,903,191	9,086,000	6,159,720	979,153	2,306,000	1,771,704	3,768,371	15,078,000	6,400,000	2,751,000

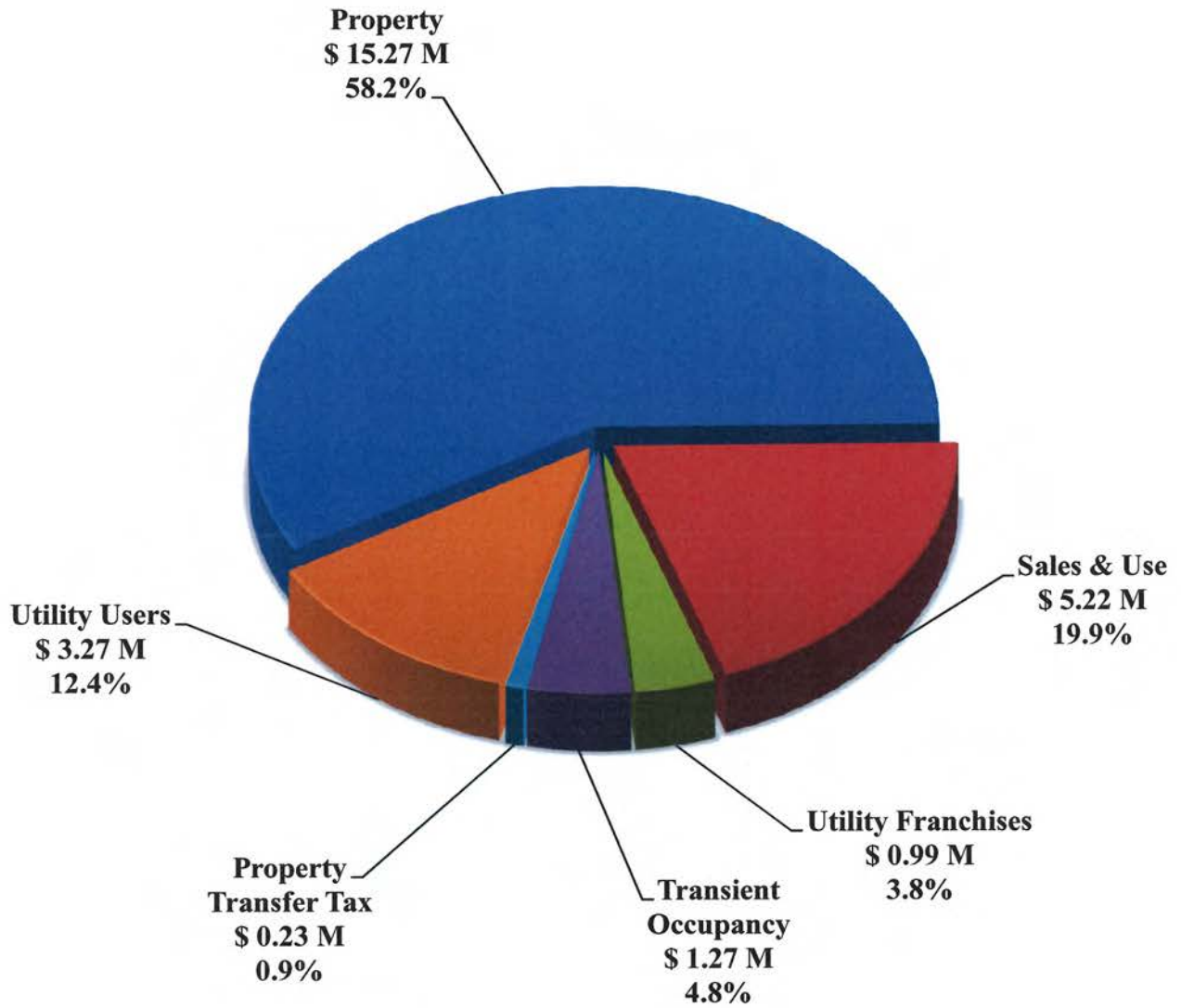
Notes:

- (1) Amounts for FYE 2017 display estimated actual and 2018 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.

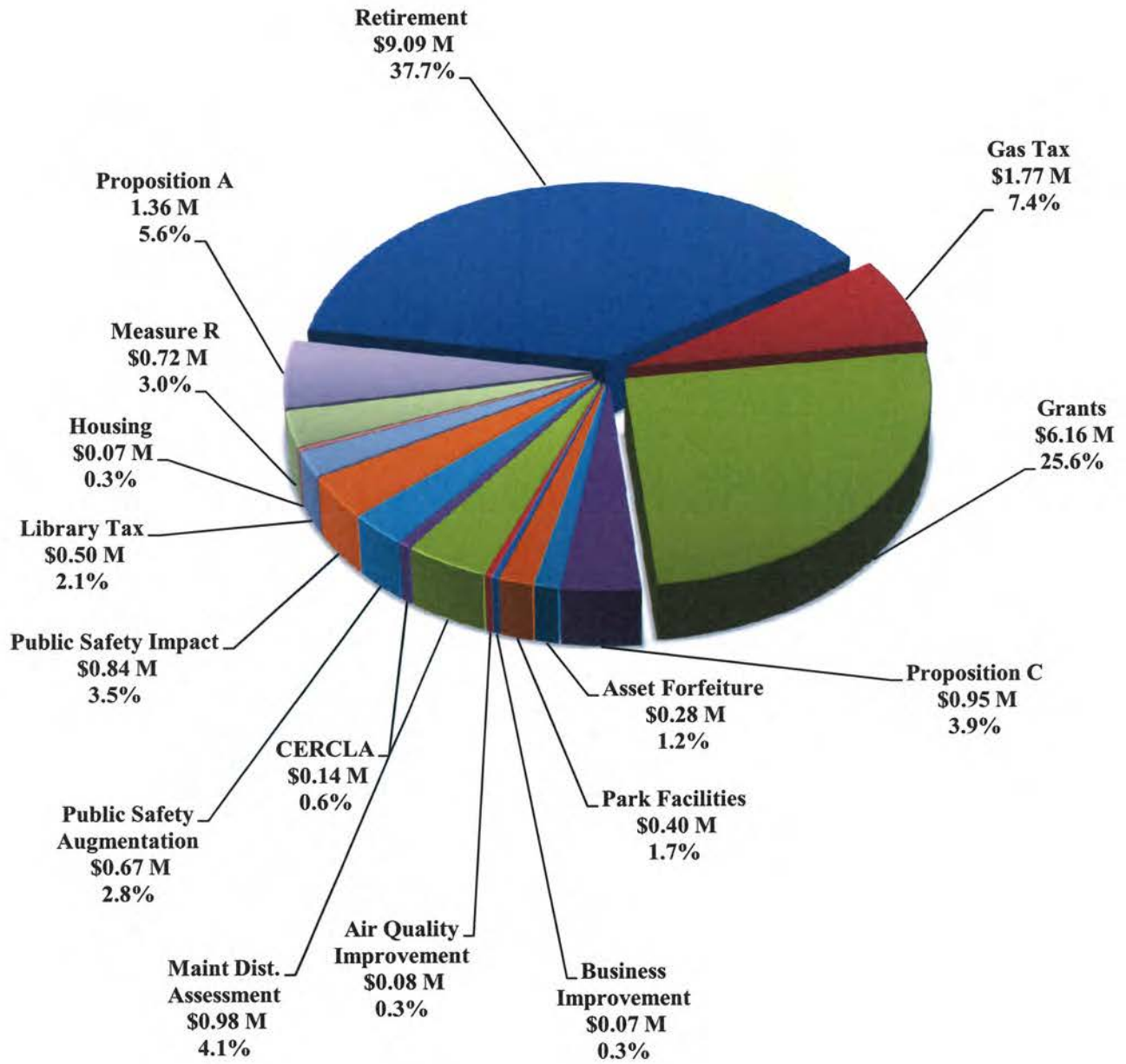
FISCAL YEAR 2017-2018 ADOPTED BUDGET

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
1,602,744	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
1,758,495	1,270,497	2,059,442	151,658	1,463,721	850,000		2,530,086	87,192,546
1,803,851	1,279,717	2,053,333	171,250	1,550,445			2,900,417	92,428,362
1,855,631	1,301,314	2,441,600	176,388	2,616,066	950,000		2,325,339	94,362,756
1,907,973	1,332,451	2,213,100	199,585	1,696,525	950,000		2,217,444	99,720,217

**General Fund
Tax Revenues by Category
Fiscal Year 2017-2018**



Special Revenue Funds Revenues by Source Fiscal Year 2017-2018



Five Years Summary of Expenditures

Fund Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Estimated Actual 2016-17	Budget 2017-18
MAJOR FUNDS					
<i>General Fund</i>	33,871,183	37,971,661	37,575,941	38,053,339	40,727,317
<i>Retirement</i>	6,586,863	7,132,962	8,245,499	8,304,231	9,420,283
<i>Grant Funds</i>					
Library	102,501	182,093	164,902	143,495	164,645
HUD	876,183	1,212,830	969,105	733,988	1,989,671
Parks & Recreation	104,200	148,234	233,636	47,493	58,815
Police / Fire	209,649	479,342	527,777	427,768	479,811
Engineering / Transportation	383,589	470,492	1,283,460	631,845	152,820
Other Special Grant	280,999	516,785	108,842	2,188,690	302,882
Housing Funds	98,259	192,301	99,930	60,000	60,000
NONMAJOR FUNDS					
<i>Special Revenue Funds</i>					
Gas Taxes	1,426,386	1,449,476	1,915,369	1,565,212	1,684,699
Library Tax	523,402	553,046	586,153	539,994	536,669
Proposition A	1,036,955	940,815	1,149,757	1,276,726	1,148,614
Proposition C	831,357	826,546	878,186	1,090,620	1,087,434
Measure R	713,629	327,716	898,588	472,710	552,231
Asset Forfeiture	329,115	311,573	266,231	358,146	246,281
Business Improv. District #1	94,918	78,501	77,995	111,400	111,400
Air Quality	23,676	38,591	92,134	91,700	22,000
Maint. District 1972 Act	1,009,677	1,023,852	1,076,013	988,153	988,411
Public Safety Impact	127,325	592,052	243,680	194,179	236,367
Public Safety Augmentation	636,527	620,000	663,701	660,000	670,000
Park Facilities		239,024	59,170		20,000
CERCLA Liability	120,000	250,000	250,000	250,000	160,000
Total Governmental Funds	49,386,391	55,557,893	57,366,068	58,189,689	60,820,350
PROPRIETARY FUNDS					
<i>Enterprise Fund</i>					
Water Utility	11,165,204	13,100,896	12,172,688	13,963,599	14,320,345
Refuse	6,478,684	6,681,908	6,987,433	7,181,354	6,274,161
Sewer	221,078	522,245	1,117,677	1,401,523	2,757,027
<i>Internal Service Funds</i>					
Auto Shop	1,748,706	1,830,454	1,743,579	2,024,426	1,938,630
Separation Benefits	880,648	1,101,607	1,536,313	2,333,560	1,462,428
Workers' Compensation	2,691,992	973,173	1,749,162	1,450,880	1,372,954
General Liability	1,308,271	1,813,126	2,033,609	3,224,783	3,046,818
Technology/Data Processing	94,825	156,191	110,477	334,500	190,500
Other Post-Employment Benefits	1,500,000	850,000	900,000	950,000	900,000
Total Proprietary Funds	26,089,408	27,029,601	28,350,938	32,864,625	32,262,863

Five Years Summary of Expenditures

Fund Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Estimated Actual 2016-17	Budget 2017-18
<i>Successor Agency (SA) ⁽¹⁾</i>					
<i>Capital Projects Funds</i>					
Atlantic/Garvey	949,036	1,270,252	1,278,740	1,547,935	1,483,747
Merged Project	621,701	7,276,477	5,137,414	778,110	733,697
Total Successor Agency	<u>1,570,737</u>	<u>8,546,729</u>	<u>6,416,154</u>	<u>2,326,045</u>	<u>2,217,444</u>
TOTAL CITY & SA	<u>77,046,536</u>	<u>91,134,223</u>	<u>92,133,159</u>	<u>93,380,359</u>	<u>94,400,657</u>

Notes:

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

City of Monterey Park
City Expenditures By Service Area
Fiscal Year 2015-16, 2016-17, 2017-2018

Service Area / Department	2015-16 Actual	2016-17 Budget	2017-18 Proposed	\$ Change over 16-17
<u>Administration</u>				
City Council / Regional Assoc	178,793	202,588	200,909	(1,679)
City Manager	341,467	392,206	396,278	4,072
City Treasurer	18,716	19,426	20,235	809
City Attorney	613,834	577,000	594,200	17,200
City Clerk	344,678	500,078	367,775 (2)	(132,303)
Management Services	2,138,352	2,447,390	2,569,103	121,713
HR & Risk Management	1,074,770	1,131,958	1,197,612	65,654
	4,710,610	5,270,646	5,346,112	75,466
<u>Safety</u>				
Police	17,048,395	17,351,201	18,700,336	1,349,135
Fire	11,485,747	12,091,688	13,110,677	1,018,989
	28,534,141	29,442,889	31,811,013	2,368,124
<u>Community Serv & Improvement</u>				
Public Works	24,643,469	26,699,395	26,095,976 (3)	(603,419)
Community/Eco Development/BID	2,479,757	3,122,698	4,456,771 (4)	1,334,073
Recreation/Community Serv	3,099,626	3,127,394	3,163,952	36,558
Library	2,662,217	2,782,839	2,887,539	104,700
Street/Community Imp/Water CIP	4,533,779	15,766,875 (1)	4,796,506 (5)	(10,970,369)
	37,418,848	51,499,201	41,400,744	(10,098,457)
<u>Non-Departmental</u>				
Workers Compensation	1,724,579	1,246,000	1,349,736 (6)	103,736
General Liability	2,403,050	2,660,000	3,446,500 (6)	786,500
Post-Employment Activity	8,328,677	8,974,890	8,829,108 (7)	(145,782)
	12,456,306	12,880,890	13,625,344	744,454
<u>Successor Agency</u>				
Atlantic/Garvey	1,278,739	1,547,507	1,483,747	(63,760)
Merged	5,137,413	777,832	733,697	(44,135)
	6,416,152	2,325,339	2,217,444	(107,895)
Total Expenditures:	89,536,056	101,418,965	94,400,657	(7,018,308)

Note:

- (1) Included MidYear CIP amendments; \$2.5M for Fire Station 62 Replacement Design; \$8.3M Groundwater Treatment System
- (2) Non-election year
- (3) Downgraded the Fleet Maintenance Supervisor to Lead Equipment Mechanic & lesser vehicle purchases
- (4) Higher HOME fund for rehabilitation projects, two additional positions, and EDI funds for Market Place
- (5) Higher Water Treatment CIPs for 2016-17
- (6) Higher insurance premiums
- (7) Lesser transfer amounts to Workers Compensation & General Liability

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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
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 ⁽¹⁾	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	4,620,114	16,343,992	11,044,441	2,833,884	24,809,956	3,054,833
2016	4,770,915	17,069,645	11,485,747	2,620,797	25,875,398	3,099,626
2017 ⁽²⁾	5,179,689	17,293,123	12,296,318	3,045,220	29,888,251	3,039,748
2018 ⁽²⁾	5,346,112	18,700,336	13,110,677	4,456,771	27,220,976	3,163,952

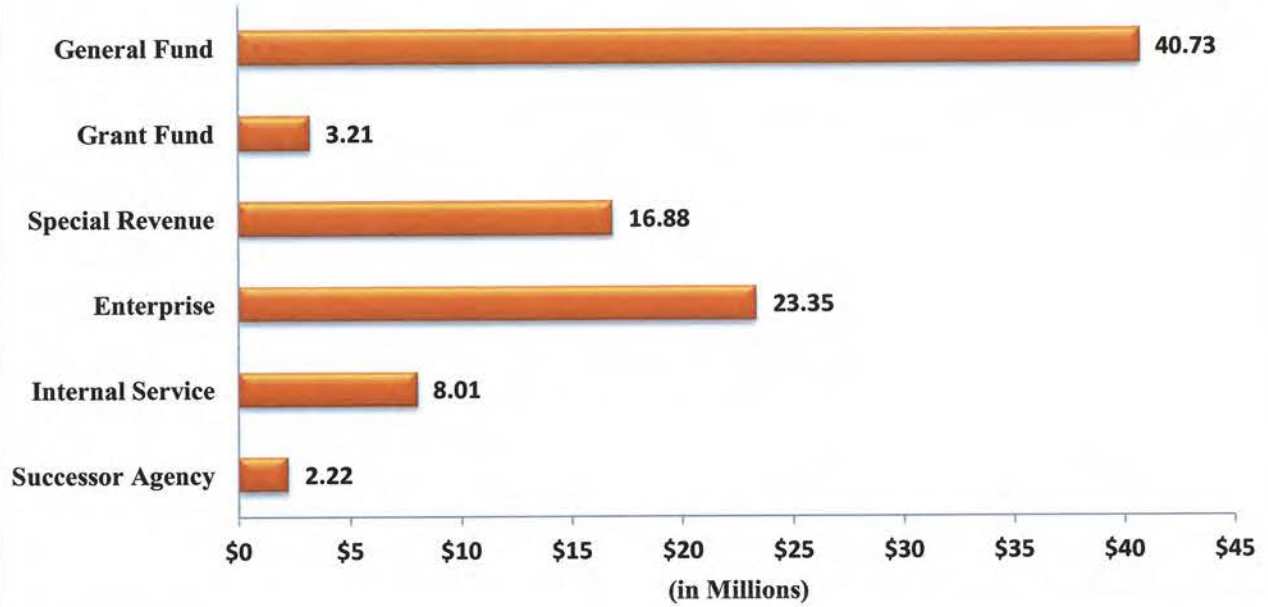
Notes:

- (1) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (2) Amounts for 2017 display estimated actual and 2018 estimated expenditures.

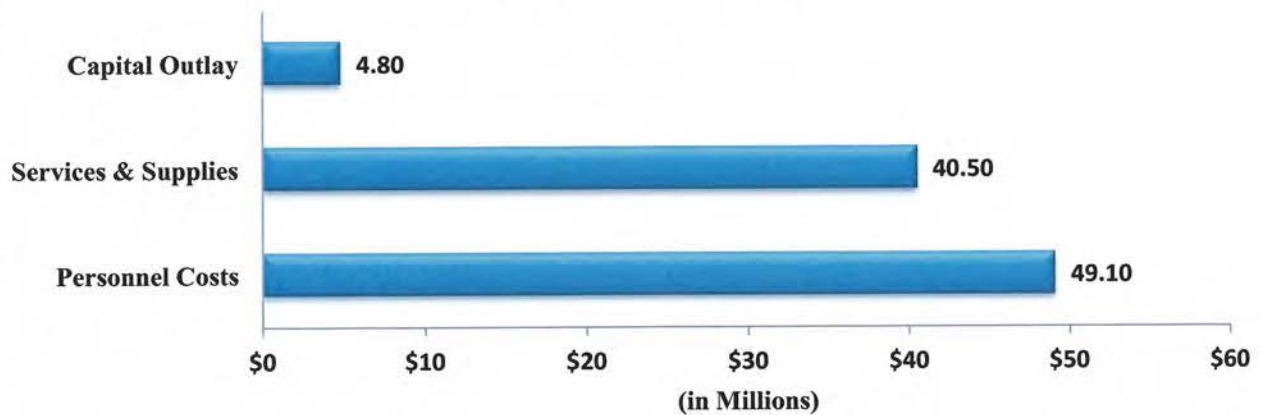
FISCAL YEAR 2017-2018 ADOPTED BUDGET

Library	Capital Improvement Projects	Non-Department/ Internal Service	Debt Service	Capital Projects	Successor Agency	GRAND TOTAL
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
2,558,285	6,363,138	10,114,851			8,540,729	90,284,223
2,662,217	4,765,857	13,368,960			6,413,997	92,133,159
2,791,225	2,587,447	14,935,993			2,323,345	93,380,359
2,887,539	3,671,506	13,628,344			2,214,444	94,400,657

Combined City and Successor Agency Expenditures by Fund Fiscal Year 2017-2018



Combined City and Successor Agency Expenditures by Function Fiscal Year 2017-2018



Citywide Personnel Summary - 2017-2018

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
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
Secretary to the City Manager	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					
Account Clerk	0.50				
Total Part-Time	0.50	0.00	0.00	0.00	0.00
CITY MANAGER TOTAL	2.50	2.00	2.00	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	0.50	0.50
Elections Clerk	0.30				
Minutes Clerk	0.50	0.50	0.75	0.75	0.75
Total Part-Time	0.80	1.00	1.25	1.25	1.25
CITY CLERK TOTAL	3.80	4.00	4.25	4.25	4.25
CITY TREASURER					
City Treasurer	1.00	1.00	1.00	1.00	1.00
CITY TREASURER TOTAL	1.00	1.00	1.00	1.00	1.00

Citywide Personnel Summary - 2017-2018

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
MANAGEMENT SERVICES					
Full-Time					
Director of Management Services	1.00	1.00	1.00	1.00	1.00
Account Clerk	3.00	2.00	2.00	2.00	2.00
Accountant	1.00	1.00	1.00		1.00 ⁽¹⁾
Controller	1.00	1.00	1.00	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	
Senior Account Clerk	3.00	4.00	4.00	5.00	6.00 ⁽²⁾
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time	14.00	14.00	14.00	14.00	15.00
Part-Time					
Clerk Typist	0.75	0.75	0.45	0.45	0.45
Senior Account Clerk	0.20	0.20	0.50	0.50	
Total Part-Time	0.95	0.95	0.95	0.95	0.45 ⁽¹⁾
MANAGEMENT SERVICES TOTAL	14.95	14.95	14.95	14.95	15.45
COMMUNITY AND ECONOMIC DEVELOPMENT					
Full-Time					
Director of Community and Economic Development	1.00	1.00	1.00	1.00	1.00
Economic Development Manager					1.00 ⁽⁸⁾
Economic Development Specialist	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Building Inspector	2.00	1.00	1.00	2.00	2.00
Building Official		1.00	1.00	1.00	1.00
Code Enforcement Officer	3.00	3.00	3.00	3.00	4.00 ⁽³⁾
Permit Technician I	1.00	1.00	1.00	1.00	1.00
Permit Technician II	1.00	1.00	1.00	1.00	1.00
Plan Checker	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	2.00	2.00	2.00	2.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Total Full-Time	13.00	14.00	14.00	15.00	17.00
COMMUNITY AND ECONOMIC DEVELOPMENT TOTAL	13.00	14.00	14.00	15.00	17.00

Citywide Personnel Summary - 2017-2018

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
HUMAN RESOURCES AND RISK MANAGEMENT					
Full-Time					
Director of Human Resources/Risk Management	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant					1.00 ⁽⁴⁾
Human Resources Technician	2.00	2.00	2.00	2.00	1.00 ⁽⁴⁾
Total Full-Time	4.00	4.00	4.00	4.00	4.00
Part-Time					
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50
Clerk Typist				0.50	0.50
Total Part-Time	0.50	0.50	0.50	1.00	1.00
HR AND RISK MANAGEMENT TOTAL	4.50	4.50	4.50	5.00	5.00
POLICE					
Full-Time					
Police Chief	1.00	1.00	1.00	1.00	1.00
Animal Services 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
Management Analyst				1.00	1.00
Police Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Police Corporal	14.00	14.00	14.00	12.00	14.00
Police Captain	1.00	1.00	1.00	2.00	2.00
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	40.00	40.00	40.00	44.00	42.00
Police Records Management System Technician	1.00	1.00	1.00	1.00	1.00
Police Sergeant	10.00	10.00	10.00	9.00	9.00
Secretary	1.00	1.00	1.00	1.00	1.00
Total Full-Time	104.00	104.00	104.00	107.00	107.00
Part-Time					
Animal Services Officer			0.50	0.50	0.50
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	0.80	0.80	0.80
Jailer	0.50	0.50	0.50	0.50	0.50
Police Records Cadet	0.50	0.50	0.50	0.50	0.50
Police Records Clerk			1.00	1.00	1.00
Total Part-Time	9.86	9.86	11.76	11.76	11.76
POLICE TOTAL	113.86	113.86	115.76	118.76	118.76

Citywide Personnel Summary - 2017-2018

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
FIRE					
Full-Time					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Division Chief	3.00	3.00	3.00	3.00	3.00
Deputy Fire Marshal	1.00	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	11.00	11.00	11.00	12.00	12.00
Fire Fighter/Paramedic	13.00	13.00	13.00	12.00	12.00
Fire Prevention Permit Technician I	1.00	1.00	1.00	1.00	1.00
Fire Safety Specialist	1.00	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	57.00	57.00	57.00	57.00	57.00
Part-Time					
Fire Apprentice	0.50	0.50	0.50	0.50	0.50
Fire Clerk Typist				1.00	1.00
Fire Intern				0.50	0.50
PT EMS					1.80 ⁽⁵⁾
Total Part-Time	0.50	0.50	0.50	2.00	3.80
FIRE TOTAL	57.50	57.50	57.50	59.00	60.80

PUBLIC WORKS

Full-Time					
Director of Public Works/Assistant City Manager	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		
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	1.00	1.00
Lead Equipment Mechanic					1.00 ⁽⁶⁾
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	
Maintenance Worker	10.00	10.00	11.00	12.00	12.00
Park Maintenance Crew Leader	2.00	2.00	2.00	2.00	2.00

Citywide Personnel Summary - 2017-2018

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
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	4.00	4.00	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	4.00	4.00
Water Utility Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time	<u>61.00</u>	<u>61.00</u>	<u>63.00</u>	<u>63.00</u>	<u>63.00</u>
Part-Time					
Clerk Typist	0.19	0.19	0.19	0.19	0.19
Accountant	0.50	0.50	0.50	0.50	0.50
Maintenance Worker	8.30	7.30	7.30	7.30	7.30
Total Part-Time	<u>8.99</u>	<u>7.99</u>	<u>7.99</u>	<u>7.99</u>	<u>7.99</u>
PUBLIC WORKS TOTAL	<u><u>69.99</u></u>	<u><u>68.99</u></u>	<u><u>70.99</u></u>	<u><u>70.99</u></u>	<u><u>70.99</u></u>

MONTEREY PARK BRUGGEMEYER LIBRARY

Full-Time					
City Librarian	1.00	1.00	1.00	1.00	1.00
Librarian	2.00	2.00	3.00	3.00	3.00
Library Circulation Serv Supervisor	1.00	1.00	1.00	1.00	1.00
Library Clerk	5.00	5.00	5.00	5.00	5.00
Library Technician	2.00	2.00	2.00	2.00	2.00
Literacy Library Clerk	1.00	1.00			
Literacy Program Administrator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>

Citywide Personnel Summary - 2017-2018

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Part-Time					
Janitor	1.80	1.80	1.60	1.60	1.60
Librarian	0.54	0.53	0.54	0.92	0.92
Library Clerk	1.67	2.21	2.81	2.71	3.43
Library Page	2.72	3.01	2.49	2.05	2.05
Library Technician		0.10	0.09	0.25	0.25
Total Part-Time	6.73	7.65	7.53	7.53	8.25
LIBRARY TOTAL	24.73	25.65	25.53	25.53	26.25
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 Coordinator	1.00	1.00	1.00	1.00	1.00
Community TV Producer	1.00	1.00	1.00	1.00	(7)
Community Communications Coordinator					1.00 (7)
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	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	2.00	2.00	2.00	2.00
Janitor		1.00	1.00	1.00	1.00
Total Full-Time	15.00	17.00	17.00	17.00	17.00
Part-Time					
Assistant Manager	0.40	0.40	0.40	0.40	0.40
Bus/Child Care Driver	2.00	2.00	2.00	2.00	2.00
Cashier	0.30	0.30	0.30	0.30	0.30
Child Care Teacher	3.40	3.40	3.40	3.40	3.40
Clerk Typist	0.25	0.25	0.25	0.50	0.50
Janitor	1.00				
Junior Lifeguard	0.24	0.24	0.24	0.24	0.24
Lifeguard	0.48	0.48	0.48	0.48	0.48
Locker Room Attendant	0.34	0.34	0.34	0.34	0.34
Pool Manager	3.54	3.54	3.54	3.54	3.54
Recreation Leader	7.64	7.64	7.64	8.04	8.04
Senior Clerk Typist	0.75				
Senior Lifeguard	0.67	0.67	0.67	0.67	0.67
Video Technician	0.26	0.26	0.26	0.26	0.26
Total Part-Time	21.27	19.52	19.52	20.17	20.17

Citywide Personnel Summary - 2017-2018

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
RECREATION / COMM. SERVICES TOTAL	36.27	36.52	36.52	37.17	37.17
CITYWIDE TOTAL	347.10	347.97	352.00	358.65	363.67

<u>CITYWIDE STAFFING TOTALS</u>					
Elected Officials	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	290.00	293.00	295.00	299.00	302.00
Part-Time (FTE) Employees	50.10	47.97	50.00	52.65	54.67
GRAND TOTAL CITYWIDE					
FULL-TIME EQUIVALENT POSITIONS	347.10	347.97	352.00	358.65	363.67
<i>(1.00 Position = 2,080 Working Hours)</i>					

- (1) *Converted part-time position of Senior Account Clerk to a full-time Accountant*
- (2) *Converted Revenue Collection Specialist to Senior Account Clerk*
- (3) *Added one Code Enforcement Officer position*
- (4) *Converted Human Resources Technician to Human Resources Assistant*
- (5) *Four PT EMS positions for the BLS Ambulance Pilot Program*
- (6) *Downgraded Fleet Maintenance Supervisor to Lead Equipment Mechanic*
- (7) *Upgraded Community TV Producer to Community Communications Coordinator*
- (8) *Added one Economic Development Manager*

Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
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
2016-17	358.65	61,346	5.85
2017-18	363.67	61,606	5.90

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2017-2018**

Classification	Salary Range		
Account Clerk	3,257	-	4,167
Accountant	4,699	-	6,011
Administrative Aide	4,098	-	5,243
Administrative Aide (Non-Conf)	4,117	-	5,268
Administrative Secretary	3,916	-	5,009
Animal Services Officer	3,553	-	4,545
Assistant City Engineer	8,953	-	11,454
Assistant Planner	4,838	-	6,189
Assistant Storekeeper	3,392	-	4,340
Associate Planner	5,492	-	7,026
Auto Shop Technician	3,561	-	4,555
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
Cement Finisher	3,828	-	4,897
Child Care Assistant	3,257	-	4,167
Child Care Coordinator	4,098	-	5,243
City Librarian	8,333	-	10,500
Civil Engineering Assistant	5,253	-	6,721
Civil Engineering Associate	6,463	-	8,269
Civil Engineering Technician	4,566	-	5,841
Code Enforcement Officer	4,324	-	5,532
Communication Dispatcher	4,464	-	5,711
Communications Dispatcher Trainee	3,689	-	4,719
Community Communications Coordinator	4,303	-	5,505
Community Participation Coordinator	5,127	-	6,559
Community Services Officer	3,547	-	4,538
Consumer Services Representative	3,989	-	5,103
Consumer Services Supervisor	6,070	-	7,765
Controller	10,333	-	13,167
Crew Leader	4,218	-	5,396
Cross Connection Control Inspector	4,970	-	6,358
Deputy City Clerk	6,182	-	7,908

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2017-2018**

Classification	Salary Range		
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	10,667	-	13,667
Director of Human Resources & Risk Mgmt	10,667	-	13,667
Director of Management Services	10,667	-	13,667
Director of Public Works/Assistant City Manager	12,500	-	16,000
Director of Recreation & Community Services	9,083	-	11,667
Economic Development Specialist	5,253	-	6,721
Electrician	4,566	-	5,841
Equipment Mechanic	4,218	-	5,396
Equipment Services Specialist	3,561	-	4,555
Evidence Officer	3,830	-	4,900
Fire Captain	7,392	-	9,434
Fire Chief	12,167	-	15,833
Fire Division Chief	9,905	-	12,671
Fire Engineer	6,345	-	8,098
Fire Prevention Permit Technician I	3,897	-	4,985
Fire Safety Specialist	5,127	-	6,559
Firefighter	5,483	-	6,997
Human Resources Analyst	5,736	-	7,338
Human Resources Assistant	4,874	-	6,235
Human Resources Technician	4,244	-	5,429
Irrigation Specialist	3,561	-	4,555
Jailer	3,749	-	4,797
Janitor	2,322	-	2,971
Landscape Operations Specialist	4,838	-	6,189
Lead Equipment Mechanic	4,851	-	6,205
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

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2017-2018**

Classification	Salary Range		
Management Aide	4,118	-	5,268
Management Analyst	4,669	-	5,973
Park Maintenance Crew Leader	4,218	-	5,396
Park Maintenance Lead Worker	3,922	-	5,017
Park Maintenance Worker	3,389	-	4,336
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
Planning Manager	8,563	-	10,955
Police Administrative Assistant	3,718	-	4,756
Police Captain	11,474	-	13,972
Police Chief	12,167	-	15,500
Police Clerk	3,292	-	4,212
Police Corporal	6,440	-	7,828
Police Lieutenant	9,240	-	11,231
Police Officer	6,044	-	7,347
Police Officer Recruit	4,289	-	4,289
Police Records Management Technician	4,324	-	5,532
Police Sergeant	7,588	-	9,224
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	8,483	-	10,852
Public Works Maintenance Supervisor	5,692	-	7,282
Public Works Technician	4,098	-	5,243
Recreation Superintendent	6,182	-	7,908
Recreation Supervisor	5,692	-	7,282
Secretary (Non-Conf)	3,897	-	4,985
Secretary to City Manager	4,874	-	6,235
Senior Account Clerk (Non-Conf)	3,897	-	4,985

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2017-2018**

Classification	Salary Range	
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 Management Analyst	5,492	- 7,026
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
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
EFFECTIVE 1/1/2017, REFLECTING MANDATE MINIMUM WAGE LAWS**

Classification	Hourly Rate		
Accountant	24.50	-	31.34
Account Clerk	16.05	-	20.53
Administrative Aide	19.82	-	25.36
Administrative Intern	12.33	-	15.77
Administrative Secretary	16.12	-	20.62
Animal Services Officer	0.00	-	0.00
Assistant Pool Manager	11.93	-	15.26
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	10.50	-	13.43
Child Care Teacher	12.74	-	16.30
Civil Engineering Assoc.	33.24	-	42.52
Clerical Trainee	10.50	-	13.43
Clerk Typist	12.33	-	15.77
Code Enforcement Officer	23.05	-	29.49
Community Service Officer	16.37	-	20.94
Computer Clerk	10.50	-	13.43
Crime Analyst	16.84	-	21.54
Data Entry Clerk	11.53	-	14.75
Dial A Ride Driver	11.66	-	14.92
Dispatch Assistant	16.84	-	21.54
Dispatcher	21.99	-	28.13
Drafting Technician	12.33	-	15.77
Elections Clerk	14.34	-	18.35
Electrician	23.50	-	30.07
Engineering Aide	12.33	-	15.77
Equipment Mechanic	20.78	-	26.58
Equipment Service Specialist	20.54	-	26.28
Evidence Officer	16.37	-	20.94
Fire Safety Specialist	23.40	-	29.94
Human Resources Technician	24.48	-	31.32
Interim Fire Chief	85.00	-	85.00
Jailer	17.13	-	21.91
Janitor	11.53	-	14.75
Junior Lifeguard	10.50	-	13.43
Laborer	10.50	-	13.43
Librarian	19.82	-	25.36

CITY OF MONTEREY PARK

PART-TIME CLASSIFICATION AND HOURLY RATES LIST EFFECTIVE 1/1/2017, REFLECTING MANDATE MINIMUM WAGE LAWS

<u>Classification</u>	<u>Hourly Rate</u>		
Library Clerk	14.34	-	18.35
Library Page	10.50	-	13.43
Library Technician	15.35	-	19.64
Lifeguard	11.00	-	14.07
Literacy Program Administrator	33.24	-	42.52
Locker Room Attendant	10.50	-	13.43
Lunch Program Monitor	11.50	-	14.71
Lunch Program Site Supervisor	11.00	-	14.07
Lunch Program Worker	10.50	-	13.43
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	11.00	-	14.07
Planning Technician	15.41	-	19.72
Police Cadet	11.66	-	14.92
Police Records Cadet	11.66	-	14.92
Police Records Clerk	14.34	-	18.35
Police Records Intern	11.66	-	14.92
Police Records Management Technician	21.38	-	27.34
Pool Manager	13.25	-	16.95
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	11.00	-	14.07
Recreation Superintendent	28.98	-	37.08
Revenue Collection Specialist	17.04	-	21.80
School Crossing Guard	10.50	-	13.43
Senior Clerk Typist	16.05	-	20.53
Senior Account Clerk	19.82	-	25.36
Senior Librarian	23.50	-	30.07
Senior Lifeguard/Instructor	11.50	-	14.71
Storekeeper	12.33	-	15.77
Student Worker	10.50	-	13.43
Transportation Program Manager	28.98	-	37.08
Video Technical Assistant	11.50	-	14.71
Water Production System Operator	24.74	-	31.65

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
	2017-18	2018-19	2019-20	2020-21	2021-22	
Beginning Fund Balance						
Unassigned	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	(1)
Others	11,307,016	11,482,890	11,921,672	13,061,091	14,646,268	
Revenues: (6)						
Taxes	28,602,500	29,868,000	31,038,000	31,942,000	32,872,000	(2)
Charges for Services	5,842,296	5,400,000	5,508,000	5,618,000	5,730,000	(3)
Licenses & Permits	4,218,400	4,403,068	4,491,169	4,580,773	4,671,908	(3)
Other Revenue	2,239,995	2,507,000	2,580,000	2,654,000	2,678,000	(4)
Total Revenues	40,903,191	42,178,068	43,617,169	44,794,773	45,951,908	
Expenditures: (6)						
Personnel Services	29,163,075	29,150,375	29,137,375	29,123,375	29,109,375	(5)
Maintenance & Operations	7,943,368	8,138,370	8,338,816	8,544,536	8,755,612	
Capital Outlay	708,106	725,000	755,000	775,000	795,000	
Retirement Fund - GF Supplements	2,100,000	2,500,000	3,000,000	3,500,000	4,010,000	
OPEB - GF Contributions	360,000	360,000	360,000	360,000	360,000	
Pension Liability - GF	246,300	259,000	272,000	286,000	300,000	
Economic Development Programs	107,300	500,000	500,000	500,000	500,000	
Debt Service - Siemens	99,168	106,541	114,559	120,685	120,685	
Total Expenditures	40,727,317	41,739,286	42,477,750	43,209,596	43,950,672	
Ending Fund Balance	\$15,482,890	\$15,921,672	\$17,061,091	\$18,646,268	\$20,647,504	

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
	2017-18	2018-19	2019-20	2020-21	2021-22	
Beginning Fund Balance	\$10,231,455	\$11,198,294	\$10,777,257	\$9,085,961	\$8,378,602	
Revenues: (4)						
Taxes	13,261,104	13,998,000	13,348,000	13,710,000	14,079,000	
Charges for Services	2,049,153	1,725,010	1,756,030	1,837,060	1,838,101	
Fines and Forfeitures	280,000	130,000	130,000	130,000	130,000	
Grants	6,159,720	6,159,720	6,159,720	6,159,720	6,159,720	(2)
Other	152,300	140,000	138,100	133,750	133,950	
SERAF Repayment	68,671	68,671	68,671	68,671	68,671	
GF Supplement to Pension	2,100,000	2,500,000	3,000,000	3,500,000	4,010,000	
Total Revenues	24,070,948	24,721,401	24,600,521	25,539,201	26,419,442	
Expenditures: (4)						
Salaries & Benefits	11,688,089	11,946,405	12,691,768	13,478,213	14,319,786	
Personnel Services						
Maintenance & Operations	3,088,691	3,037,200	3,105,000	3,191,400	3,234,768	
Debt Services	1,317,609	1,286,371	1,255,429	1,224,781	1,224,975	(3)
Capital Outlay	620,000	2,770,398	2,197,000	1,849,446	1,880,500	
Measure R Projects	230,000	290,000	290,000	290,000	290,000	
Grants	3,148,644	3,148,644	3,148,644	3,148,644	3,148,644	(2)
Repay General Fund Loan	0	0	540,556	0	201,000	
Total Expenditures	20,093,033	22,479,018	23,228,397	23,182,484	24,299,673	
Ending Fund Balance	14,209,370	13,440,677	12,149,381	11,442,678	10,498,371	

Notes:

- (1) Special Revenue Funds include: retirement, gas tax, park facilities, proposition A and C, asset forfeiture, business improvement area #1, AQMD, maintenance benefit assessment district, library tax, public safety augmentation, public safety impact fee, CERCLA liability, housing program, and grant funds. All Special Revenue Funds are Non-major Funds, with the exception of the grants, housing, and retirement funds which are Major Funds.
- (2) Grant Funds include library grants, HUD CDBG and Home grants, 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
	2017-18	2018-19	2019-20	2020-21	2021-22	
Beginning Unrestricted Net Position	\$15,716,627	\$16,594,094	\$14,587,391	\$14,774,123	\$15,664,534	
Revenues:						
Charges for Service	13,828,000	15,025,000	16,210,000	16,882,000	17,019,000	(2)
Settlement	1,250,000	900,000	900,000	900,000	900,000	
Sewer Fees	2,750,000	2,888,000	3,032,000	3,184,000	3,343,000	
Sewer Reconstruction Fee	1,000	1,000	1,000	1,000	1,000	
Refuse Fees	6,200,000	6,572,000	6,966,000	7,384,000	7,827,000	
Waste Management Fees	200,000	206,000	212,000	218,000	225,000	
Total Revenues	24,229,000	25,592,000	27,321,000	28,569,000	29,315,000	
Expenditures:						
Water Administration	4,045,448	4,167,000	4,292,000	4,421,000	4,554,000	
Water Commercial	2,609,592	2,786,900	2,978,500	3,184,000	3,405,500	
Water Production	1,060,912	1,092,700	1,125,500	1,159,300	1,194,100	
Water Distribution	1,289,474	1,328,000	1,368,000	1,409,000	1,451,000	
Well #5 VOC	682,102	716,200	752,000	789,600	829,100	(3)
Well #12 VOC	804,075	844,300	886,500	930,800	977,300	(3)
Delta Perchlorate	90,222	94,700	99,400	104,400	109,600	(3)
Wells #1,3,10 VOC	478,708	502,600	527,700	554,100	581,800	(3)
Well #12 Dual Barrier	411,328	431,900	453,500	476,200	500,000	(3)
Well #15	213,906	224,600	235,800	247,600	260,000	(3)
Well #5 Perchlorate	33,819	35,500	37,300	39,200	41,200	(3)
OPEB Set Aside	540,000	600,000	700,000	790,000	880,000	
Debt Services - Water Financing	483,819	483,573	483,318	483,053	483,053	(4)
Debt Service - Siemens	561,940	603,731	649,170	683,882	683,882	
Capital Projects - Water Main	0	1,000,000	1,000,000	1,000,000	1,000,000	
Capital Projects - Other	305,000	2,665,000	1,470,538	510,000	555,000	
Capital Projects - Sewer	1,282,400	1,357,300	1,186,342	1,728,554	1,617,054	
Small Capital	0	8,500	8,500	8,500	8,500	
Salaries & Benefits	1,490,614	1,536,000	1,582,000	1,629,000	1,678,000	
Maintenance & Operation	808,342	824,300	840,900	857,700	874,800	
Contracted Services	54,000	56,000	58,000	60,000	62,000	
Waste Reduction-AB 939	500	500	500	500	500	
Refuse Pick-Up Contract	4,400,000	4,532,000	4,668,000	4,808,000	4,952,000	
Other Contracted Services	116,419	120,000	124,000	128,000	132,000	
Utilities	7,357	7,600	7,800	8,000	8,200	
Allocated Costs	445,000	458,000	472,000	486,000	501,000	
Vehicle Operating	6,556	6,800	7,000	7,200	7,400	
NPDES	160,000	165,000	170,000	175,000	180,000	
Transfer to GF	950,000	950,000	950,000	1,000,000	1,000,000	
Total Expenditures	23,351,533	27,598,703	27,134,268	27,678,589	28,526,989	
Ending Unrestricted Net Position	\$16,594,094	\$14,587,391	\$14,774,123	\$15,664,534	\$16,452,546	

**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.
- (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 the I-Bank La Loma / Highland Reservoirs, Siemens Energy Retrofit, and treatment plants loans.

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

Internal Service Funds

	Long-Term Projection					Notes
	2017-18	2018-19	2019-20	2020-21	2021-22	
Beginning Unrestricted Net Assets	2,466,227	1,854,531	1,210,705	994,038	948,622	
Revenues: (3)						
Interfund Charges	7,799,634	8,356,564	8,837,042	9,369,045	9,943,597	(1)
Transfer from Separation Benefits	500,000	0	0	0	0	
Total Revenues	8,299,634	8,356,564	8,837,042	9,369,045	9,943,597	
Expenditures: (3)						
Personnel Services	1,974,458	1,514,200	1,555,200	1,596,300	1,639,400	(2)
Maintenance & Operations	4,878,372	5,654,700	5,948,275	6,258,919	6,589,830	
Capital Projects	658,500	781,490	500,235	509,242	568,519	
Transfer to CERBT Trust	900,000	1,050,000	1,050,000	1,050,000	1,050,000	
Transfer to General Liability	500,000	0	0	0	0	
Total Expenditures	8,911,330	9,000,390	9,053,710	9,414,460	9,847,749	
Ending Unrestricted Net Assets	\$1,854,531	\$1,210,705	\$994,038	\$948,622	\$1,044,470	

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 2017-2018**

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. Other Postemployment Benefits (OPEB) Sustainability Policy*
- 9. Capital Improvement Program Policy*
- 10. Investment Policy*
- 11. Debt Administration and Policies*
- 12. Grant Administration 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 2017-2018**

1. LEGAL REQUIREMENTS REGARDING ANNUAL BUDGET

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

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

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

2. BUDGETARY/ACCOUNTING BASIS

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

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

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

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

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 2017-2018**

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 2017-2018**

- 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 2017-2018**

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 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 2017-2018**

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.
- The City has established mitigation strategies for paying down unfunded pension liabilities. The mitigation strategies are presented to the Council each year and updated per Council's directions.

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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2017-2018**

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

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 2017-2018**

- 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 2017-2018**

11. DEBT ADMINISTRATION AND POLICIES

**(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2016-2017)**

Total Assessed Value of all Real and Personal Property	\$	6,934,068,876
Debt Limit Percentage		15%
 Total Debt Limit		 1,040,110,331
Amount of Debt Applicable to Debt Limit		-
 Legal Debt Margin	 \$	 <u>1,040,110,331</u>

(1) In accordance with California Government Code Section 43605, total general obligation bonds outstanding cannot exceed 15 percent of total assessed valuation. **As of June 30, 2017, 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 2017-2018**

(C) ANNUAL DEBT SERVICES BY PROJECT

<u>Fund</u> <u>City</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year</u> <u>2016-17</u>	<u>Fiscal Year</u> <u>2017-18</u>
0010 0160 0192	Lease Purchase	Police CAD/RMS System (Final date: 6/2021)	61,948 103,922	56,551 109,319
		Sub-Total	165,870	165,870
0010 0092	Lease Purchase	SIEMENS Energy Efficiency Project (Final date: 6/2030)	92,387 523,517	99,168 561,940
		Sub-Total	560,867	661,108
0092	Loan	I-Bank La Loma/Highland Reservoirs (Final date: 8/2030)	114,054	113,819
0093	Lease Purchase	SGVMWD Treatment Plant Financing (Final date: 9/2018)	170,000	170,000
0093	Lease Purchase	SGVMWD Air Stripper Treatment System (Final date: 9/2019)	200,000	200,000
0131	Library Note	Library Expansion Project (Final date: 6/2018)	383,197	383,196
0169	Note	HUD Section 108 (Final date: 8/2022)	432,071	451,638
0012	Bonds	Pension Obligation Bonds (Final date: 6/2034)	1,292,590	1,261,058
		Sub-Total	2,776,537	2,579,711
		Total	\$3,558,311	\$3,406,689

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2017-2018**

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 2017-2018**

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 2017-2018**

Derivation of the 2017-2018 Gann Appropriations Limit follows:

FISCAL YEAR 2017-2018 ARTICLE XIII B APPROPRIATIONS LIMIT

A. Appropriations Limit:

2016-17 Adopted Limit		\$84,262,326
Annual Adjustment Factors:		
Change in CA Personal Income	1.0369	
Change in Population	1.0057	<u>1.042810</u>
2017-18 Appropriation Limit		\$87,869,624

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

2017-18 Preliminary Budget Total		\$84,171,883
Less Exclusions:		
Non-Proceeds of Taxes	49,591,539	
Appropriations from Reserves	<u>(175,874)</u>	<u>(49,415,665)</u>
Budget Appropriations Subject to Limit		<u>\$36,830,524</u>
Amount Under Legal Limit		<u>\$51,039,100</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 2017 - 2018**

SOURCE OF FUNDS BY DEPARTMENTS												
DEPARTMENT	FUND TYPES											
	G	RE	GT	PROP		MD	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, MD-Maintenance District 93-1, 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 Fund, 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 2017-2018**

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 2017-2018 budget follows.

- October
/January Work began on the 2016-2017 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2017-18 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 2016-2017 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 9, 2017.
- March /
April It's the Budget preparation month and proposal submission deadline was scheduled on March 17, 2017. 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 22, 2017. City Council public hearing meetings were conducted on June 12, 13, and 14, 2017.
- 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 28, 2017.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

General \$83,421
 Retirement \$4,916
 Refuse \$15,304
 Water \$18,880

ACTIVITY: City Council

ACTIVITY NO.: 1101

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$75,181	\$75,737	\$75,742	\$71,521	\$71,521
SERVICES & SUPPLIES	39,568	50,810	48,310	51,000	51,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$114,749	\$126,547	\$124,052	\$122,521	\$122,521
 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 9^{1/2} months allowing rotation of the Mayor.

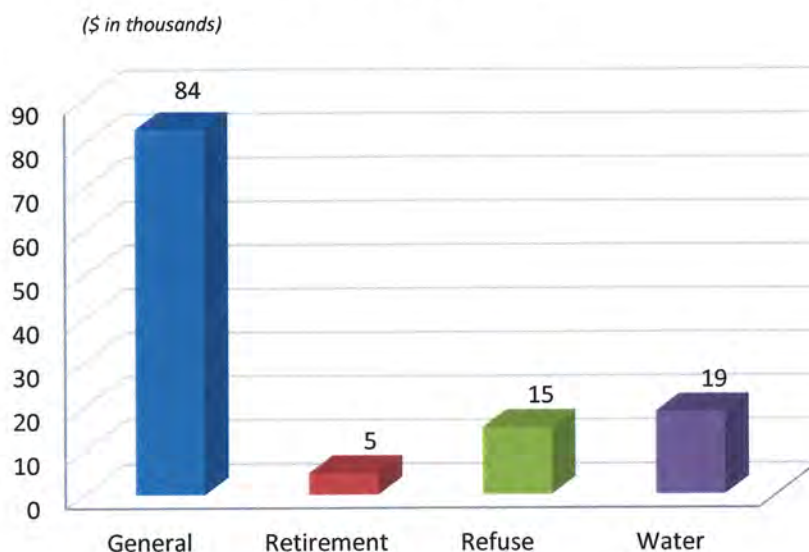
The City Council is responsible to the electorate for keeping pace with changing community needs; for establishing the quality of municipal services and the community environment; for promoting accountability and confidence in local government through open conduct of public affairs; and for encouraging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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects refreshments for meetings, special recognition and appreciation plaques, Council gifts, including City pins.
2. Miscellaneous category (#39000) reflects costs associated with printing, \$8,000, and training and conferences, \$35,000 (up to \$7,000 per council member).

City Council Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11100 Elective Salaries	\$32,565	\$32,400	\$32,400	\$32,400	\$32,400
TOTAL	\$32,565	\$32,400	\$32,400	\$32,400	\$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,450	\$1,470	\$1,470	\$1,452	\$1,452
12300 Medical Insurance	29,414	29,734	29,732	24,977	24,977
12350 Medicare Insurance	425	436	430	436	436
12400 Dental Insurance	2,400	2,400	2,390	2,400	2,400
12600 Retirement	8,017	8,379	8,390	8,938	8,938
12950 Vision Plan	910	918	930	918	918
TOTAL	\$42,616	\$43,337	\$43,342	\$39,121	\$39,121
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,305	\$3,310	\$2,310	\$3,500	\$3,500
22000 Operating Supplies	2,894	4,500	3,000	4,500	4,500
39000 Miscellaneous	32,369	43,000	43,000	43,000	43,000
TOTAL	\$39,568	\$50,810	\$48,310	\$51,000	\$51,000
GRAND TOTAL	\$114,749	\$126,547	\$124,052	\$122,521	\$122,521

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 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: Regional Associations
ACTIVITY NO.: 1110

General \$30,688
 Refuse \$7,400
 Water \$12,300
 Proposition C \$28,000

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	64,043	76,041	76,040	78,388	78,388
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$64,043	\$76,041	\$76,040	\$78,388	\$78,388
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This activity provides financial support memberships in outside agencies and organizations, 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	\$ 6,000
League of California Cities	22,720
League of California Cities – Los Angeles County Division	2,500
Southern California Association of Governments	6,250
San Gabriel Valley Council of Governments	26,618
California Contract Cities Association	5,200
San Gabriel Valley Economic Partnership	5,600
International Council of Shopping Centers	3,500
	<u>\$78,388</u>

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Regional Associations

ACTIVITY NO.: 1110

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SERVICES & SUPPLIES					
39000 Miscellaneous	\$64,043	\$76,041	\$76,040	\$78,388	\$78,388
TOTAL	\$64,043	\$76,041	\$76,040	\$78,388	\$78,388
GRAND TOTAL	\$64,043	\$76,041	\$76,040	\$78,388	\$78,388

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$168,318
 Retirement \$26,161
 Refuse \$73,205
 Water \$128,594

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$308,420	\$324,916	\$324,905	\$328,210	\$328,210
SERVICES & SUPPLIES	33,049	67,290	57,290	68,068	68,068
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$341,469	\$392,206	\$382,195	\$396,278	\$396,278
 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.

2017-2018 GOALS AND OBJECTIVES

1. Create a Code Enforcement Campaign to facilitate improved property maintenance throughout the community.
2. Continue to work to provide excellent customer service to improve the quality of life for residents and businesses alike.
3. Continue to execute the goals of the City Council to spotlight the needs of the City, including citywide infrastructure improvements, economic development projects, and improved community services.
4. Identify new revenue opportunities to increase the organizations reserves and community program services.

2016-2017 MAJOR ACCOMPLISHMENTS

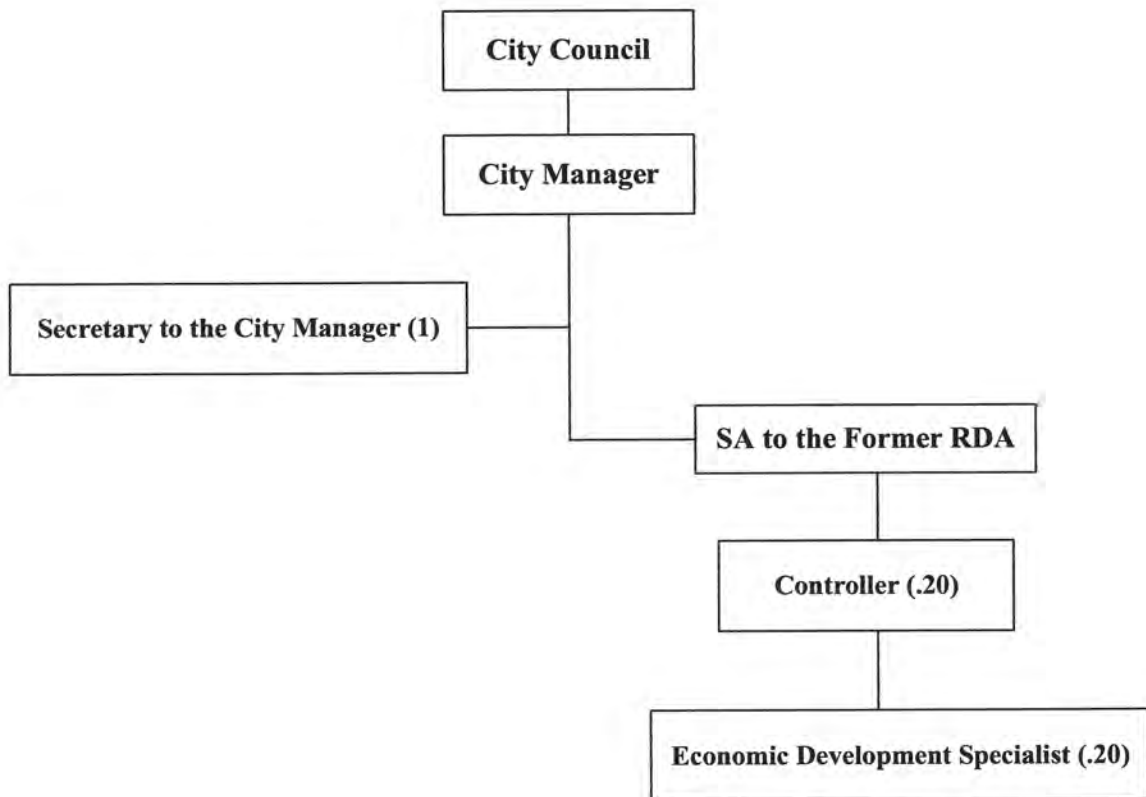
1. Established internal coordination amongst the city departments to ensure the timely processing of all plan reviews, permitting and inspections for the Monterey Park Market Place project to facilitate the timely opening of the shopping center.
2. Worked with the Executive staff to emphasize the importance of providing excellent customer service to improve the quality of life for residents and businesses alike.
3. Completed a major water main project in the northeastern portion of the City, a street resurfacing project in the central portion of the City and approved a fourth hotel project along north Atlantic Boulevard.
4. Continued to market the community to regional and national businesses and worked with businesses in the Downtown Business Improvement District to create a “business-friendly” environment.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services (#31000) \$30,000 is for professional services when warranted.
2. Miscellaneous (#39000) consists of \$1,600 dues/memberships to ICMA, \$200 printing, and \$15,000 conference/training/meetings.



City Manager's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$213,584	\$226,792	\$226,800	\$221,793	\$221,793
11300 Part Time Salaries	8,983	0	0	0	0
11400 Overtime Salaries	1,093	414	414	460	460
11500 Separation Benefits	16,830	17,167	17,170	17,682	17,682
TOTAL	\$240,490	\$244,373	\$244,384	\$239,935	\$239,935
EMPLOYEE BENEFITS					
12200 Life Insurance	\$341	\$407	\$411	\$407	\$407
12300 Medical Insurance	7,478	14,646	14,650	15,606	15,606
12350 Medicare Insurance	3,358	3,164	3,160	3,280	3,280
12370 Part Time Retirement	359	0	0	0	0
12400 Dental Insurance	683	1,800	1,800	960	960
12500 Workers Compensation	1,908	2,003	2,000	2,103	2,103
12600 Retirement	51,999	56,462	56,450	63,774	63,774
12900 Long Term Disability	1,496	1,629	1,630	1,734	1,734
12950 Vision Plan	308	432	420	411	411
TOTAL	\$67,930	\$80,543	\$80,521	\$88,275	\$88,275
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,121	\$4,100	\$2,100	\$2,300	\$2,300
22000 Operating Supplies	400	0	0	0	0
31000 Contracted Services	8,349	25,000	20,000	30,000	30,000
32000 Communications	12,325	12,890	12,890	13,468	13,468
37000 Leases & Rentals	4,708	6,000	3,000	3,000	3,000
38000 R/M Contractual	154	2,500	2,500	2,500	2,500
39000 Miscellaneous	5,992	16,800	16,800	16,800	16,800
TOTAL	\$33,049	\$67,290	\$57,290	\$68,068	\$68,068
GRAND TOTAL	\$341,469	\$392,206	\$382,195	\$396,278	\$396,278

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
City Manager	0.80	0.80	0.80	\$152,000	\$157,604	\$157,604
Secretary to the City Manager	1.00	1.00	1.00	58,488	60,565	60,565
Auto Allowance	0.00	0.00	0.00	4,800	0	0
Bilingual Pay	0.00	0.00	0.00	0	600	600
CMO Assignment Pay	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	0	1,824	1,824
Overtime	0.00	0.00	0.00	0	460	460
Separation Benefits	0.00	0.00	0.00	17,167	17,682	17,682
Total	1.80	1.80	1.80	\$233,655	\$239,935	\$239,935

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

SA – Atlantic/Garvey \$1,482,247
 SA – Merged \$732,197

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$150,905	\$182,900	\$166,305	\$130,570	\$130,570
SERVICES & SUPPLIES	6,263,090	2,141,039	2,157,040	2,083,874	2,083,874
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$6,413,995	\$2,323,939	\$2,323,345	\$2,214,444	\$2,214,444
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .90	 .60	 .60	 .60	 .60

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 became the Successor Agency for its former redevelopment agency as well as retained housing assets and functions. The Successor Agency became operative on February 1, 2012. The Successor Agency prepared a last and final Recognized Obligation Payment Schedule (ROPS) to the Department of Finance (DOF).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes legal services \$20,000, and consulting & annual audits services \$30,000.
2. Debt Service category (#42000) consists of payments for TI Bonds, \$2,039,714.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$104,978	\$145,936	\$129,200	\$87,942	\$87,942
11400 Overtime Salaries	1,460	0	145	0	0
11500 Separation Benefits	7,000	7,140	7,140	7,354	7,354
TOTAL	\$113,438	\$153,076	\$136,485	\$95,296	\$95,296
EMPLOYEE BENEFITS					
12200 Life Insurance	\$196	\$132	\$140	\$156	\$156
12300 Medical Insurance	8,466	4,948	4,940	7,134	7,134
12350 Medicare Insurance	1,587	1,240	1,240	1,280	1,280
12400 Dental Insurance	462	526	520	522	522
12600 Retirement	26,040	22,394	22,400	25,280	25,280
12900 Long Term Disability	566	468	460	786	786
12950 Vision Plan	150	116	120	116	116
TOTAL	\$37,467	\$29,824	\$29,820	\$35,274	\$35,274
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,200	\$4,800	\$4,800	\$5,600	\$5,600
31000 Contracted Services	86,083	56,000	68,000	30,000	30,000
32000 Communications	577	900	900	560	560
37000 Leases & Rentals	8,000	4,000	8,000	8,000	8,000
42000 Debt Service	4,343,016	2,075,339	2,075,340	2,039,714	2,039,714
44000 Misc Financial Serv	1,820,214	0	0	0	0
TOTAL	\$6,263,090	\$2,141,039	\$2,157,040	\$2,083,874	\$2,083,874
GRAND TOTAL	\$6,413,995	\$2,323,939	\$2,323,345	\$2,214,444	\$2,214,444

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 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
City Manager	0.20	0.20	0.20	\$38,000	\$39,402	\$39,402
Controller	0.20	0.20	0.20	28,900	30,346	30,346
Economic Development Specialist	0.20	0.20	0.20	15,363	16,130	16,130
Auto Allowance	0.00	0.00	0.00	1,200	0	0
Eduction Incentives	0.00	0.00	0.00	288	744	744
Longevity Pay	0.00	0.00	0.00	960	1,320	1,320
Separation Benefits	0.00	0.00	0.00	7,140	7,354	7,354
Total	0.60	0.60	0.60	\$91,851	\$95,296	\$95,296

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

SOURCE OF FUNDS:

General \$302,761
 Retirement \$49,936
 Refuse \$4,000
 Water \$9,000
 Passport Trust \$2,078

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$279,524	\$291,032	\$291,305	\$298,895	\$294,150
SERVICES & SUPPLIES	65,155	209,046	200,750	73,625	73,625
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$344,679	\$500,078	\$492,055	\$372,520	\$367,775
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.25	 4.25	 4.25	 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 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Projected 2017-2018</u>
General Municipal Election Voter Turnout	Not an Election Year	March, 2017 19.08%	Not an Election Year
Passports	656	832	700
Public Records Act Requests	151	140	150
Certificate Requests	1,163	1,091	1,100

2017-2018 GOALS AND OBJECTIVES

1. To secure a records management consultant to assist with inventory of citywide records, planning and recommending a permanent enterprise content management (ECM) solution, and to prepare a request for proposal to purchase and implementation of a ECM system.
2. Working with the Public Works department to host the Spring and Fall Cleaning events to give the community the opportunity to properly disposal of bulky items and sensitive documents.
3. Review, scan and upload agreements to the City's document center to promote transparency and easier access for the general public.

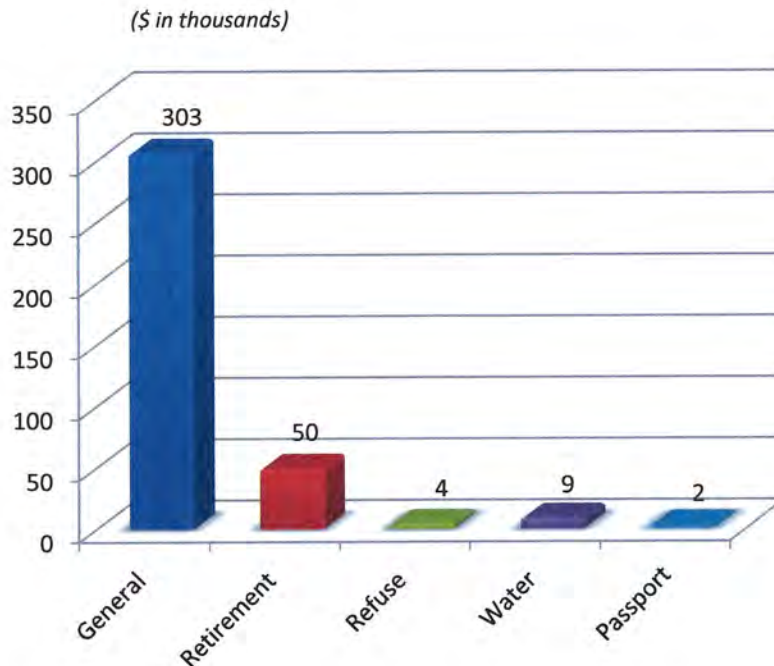
2016-2017 MAJOR ACCOMPLISHMENTS

1. Successfully conducted a General Municipal Election in March 2017 to fill two council seats, a city clerk seat, and a city treasurer seat. The election was consolidated with the Los Angeles County election.
2. Working with Support Services, streamlined and implemented the agreement process to insure proper execution of agreements and provided guidelines for insurance requirements.

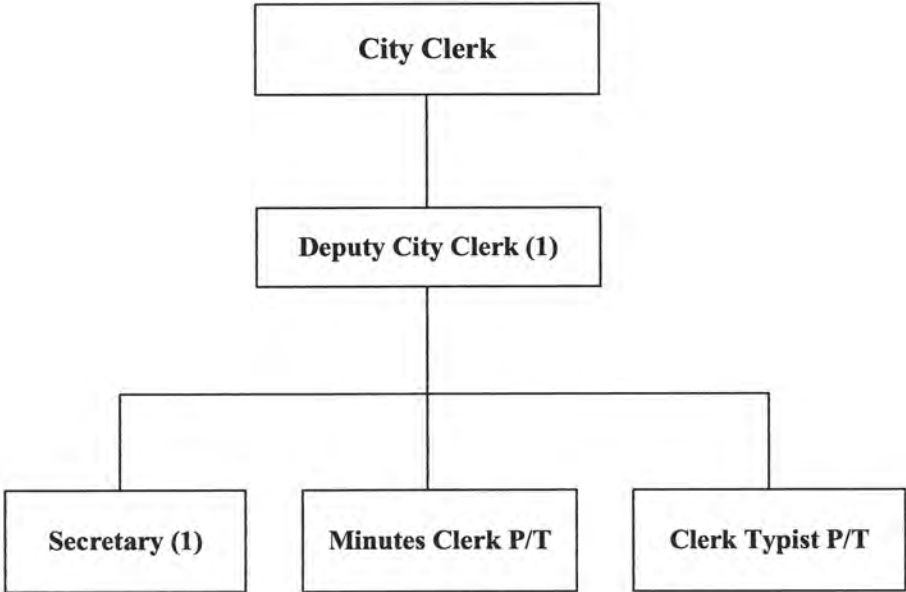
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects a decrease of \$140,000, as there is no planned city election in the coming fiscal year.

City Clerk Source of Funds



City Clerk's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11100 Elective Salaries	\$6,033	\$6,000	\$6,000	\$6,000	\$6,000
11200 Permanent Salaries	160,806	159,958	159,960	160,061	155,316
11300 Part Time Salaries	23,437	38,169	38,170	40,248	40,248
11400 Overtime Salaries	3,883	0	275	0	0
11500 Separation Benefits	6,765	6,900	6,900	7,107	7,107
TOTAL	\$200,924	\$211,027	\$211,305	\$213,416	\$208,671
EMPLOYEE BENEFITS					
12200 Life Insurance	\$624	\$624	\$620	\$624	\$624
12300 Medical Insurance	27,509	27,096	27,100	28,044	28,044
12350 Medicare Insurance	2,789	2,347	2,350	2,347	2,347
12370 Part Time Retirement	937	2,080	2,080	2,080	2,080
12400 Dental Insurance	1,975	2,051	2,050	2,051	2,051
12500 Workers Compensation	1,028	1,079	1,080	1,133	1,133
12600 Retirement	42,398	43,384	43,380	47,856	47,856
12900 Long Term Disability	792	792	790	792	792
12950 Vision Plan	548	552	550	552	552
TOTAL	\$78,600	\$80,005	\$80,000	\$85,479	\$85,479
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,893	\$3,200	\$3,200	\$3,200	\$3,200
22000 Operating Supplies	1,522	4,500	2,200	4,500	4,500
31000 Contracted Services	17,870	151,500	151,500	17,829	17,829
32000 Communications	5,418	5,796	5,800	6,046	6,046
33000 Motor Pool Charges	322	300	300	300	300
34000 Advertising	11,820	19,000	13,000	17,000	17,000
37000 Leases & Rentals	6,592	6,000	6,000	6,000	6,000
38000 R/M Contractual	6,036	7,000	7,000	7,000	7,000
39000 Miscellaneous	12,682	11,750	11,750	11,750	11,750
TOTAL	\$65,155	\$209,046	\$200,750	\$73,625	\$73,625
GRAND TOTAL	\$344,679	\$500,078	\$492,055	\$372,520	\$367,775

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 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	59,820	59,820	59,820
Education Incentive	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	6,900	7,107	7,107
<u>Part-Time</u>						
Minutes Clerk	0.75	0.75	0.75	25,374	26,173	26,173
Clerk Typist	0.50	0.50	0.50	12,795	14,075	14,075
Total	4.25	4.25	4.25	\$206,385	\$208,671	\$208,671

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$18,447
Retirement \$1,788

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$16,995	\$16,996	\$16,991	\$17,625	\$17,625
SERVICES & SUPPLIES	1,721	2,430	1,610	2,610	2,610
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$18,716	\$19,426	\$18,601	\$20,235	\$20,235
 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 safely keep 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Average Investment Balance	\$74 million	\$75 million	\$77 million
Investment Earnings (General Fund)	\$514,509	550,000	600,000

2017-2018 GOALS AND OBJECTIVES

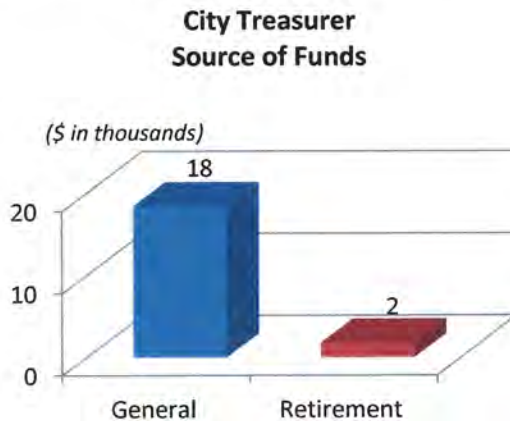
1. *Achieve Financial Stability*: Continue evaluating investment options and invest City funds using the criteria of safety, liquidity, and yields
2. *Achieve Financial Stability*: Continue evaluating City’s investment policy and internal controls over investment and treasury functions to ensure the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

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Achieve Financial Stability*: Presented Annual City Investment Policy to the City Council in August and September 2016 with major policy modifications.
2. *Achieve Financial Stability*: Managed the City’s investment portfolio prudently and conservatively in maximizing interest earnings during the 2016-2017 fiscal year
3. *Improve Effectiveness and Efficiency*: Continued receiving the Investment Policy Certificate of Excellence Award from the Association of Public Treasurers of the United States and Canada.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) \$1,800 is for attending conferences and meetings to understand revenue and investment environments.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11100 Elective Salaries	\$6,033	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$6,033	\$6,000	\$6,000	\$6,000	\$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$312	\$312	\$310	\$312	\$312
12300 Medical Insurance	8,112	8,103	8,100	8,620	8,620
12350 Medicare Insurance	89	87	87	87	87
12400 Dental Insurance	600	600	600	600	600
12600 Retirement	1,634	1,676	1,676	1,788	1,788
12950 Vision Plan	215	218	218	218	218
TOTAL	\$10,962	\$10,996	\$10,991	\$11,625	\$11,625
SERVICES & SUPPLIES					
21000 Office Supplies	\$180	\$180	\$360	\$360	\$360
33000 Motor Pool Charges	1,191	1,800	800	1,800	1,800
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	50	150	150	150	150
TOTAL	\$1,721	\$2,430	\$1,610	\$2,610	\$2,610
GRAND TOTAL	\$18,716	\$19,426	\$18,601	\$20,235	\$20,235

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
City Treasurer	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Total	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$278,000
 Sewer \$82,400
 Refuse \$82,400
 Water \$151,400

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	613,834	577,000	577,000	594,200	594,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$613,834	\$577,000	\$577,000	\$594,200	\$594,200
 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.

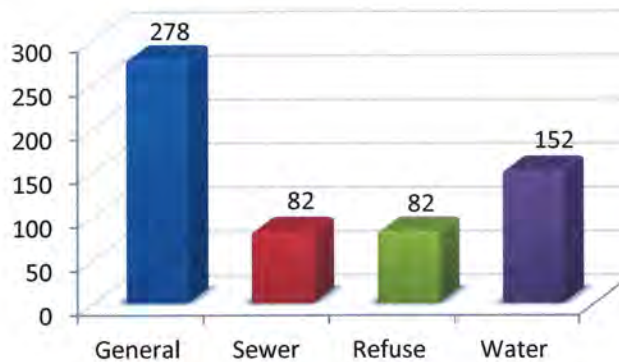
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects costs for general legal services, labor/personnel legal matters, and municipal code prosecution, \$594,200.

	<u>Adopted 2016-2017</u>	<u>Year-end Estimated 2016-2017</u>	<u>Proposed 2017-2018</u>
General Services – Hensley Law Group	\$ 270,000	\$ 270,000	\$ 278,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	80,000	70,000	70,000
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions – Hensley Law Group and Dapeer, Rosenbilt, Litvak	<u>227,000</u>	<u>227,000</u>	<u>246,200</u>
Total	<u>\$ 577,000</u>	<u>\$577,000</u>	<u>\$594,200</u>

**City Attorney
Source of Funds**

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SERVICES & SUPPLIES					
31000 Contracted Services	\$613,834	\$577,000	\$577,000	\$594,200	\$594,200
TOTAL	\$613,834	\$577,000	\$577,000	\$594,200	\$594,200
GRAND TOTAL	\$613,834	\$577,000	\$577,000	\$594,200	\$594,200

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CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General \$1,097,368
 Retirement \$132,593
 Refuse \$446,034
 Shop \$3,100
 Water \$890,008

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$1,561,751	\$1,587,018	\$1,475,236	\$1,677,599	\$1,670,635
SERVICES & SUPPLIES	627,476	860,372	888,257	898,468	898,468
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,189,227	\$2,447,390	\$2,363,493	\$2,576,067	\$2,569,103
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 12.15	 14.75	 14.75	 15.25	 15.25

Program Description

The Management Services Department strives to provide proactive financial and analytical support to decision-makers, the public, employees and City departments. The Department works to preserve a strong financial condition by creating responsible financial strategies, effectively managing the City's resources, and providing analysis and recommendations that ensure optimal economic outcomes.

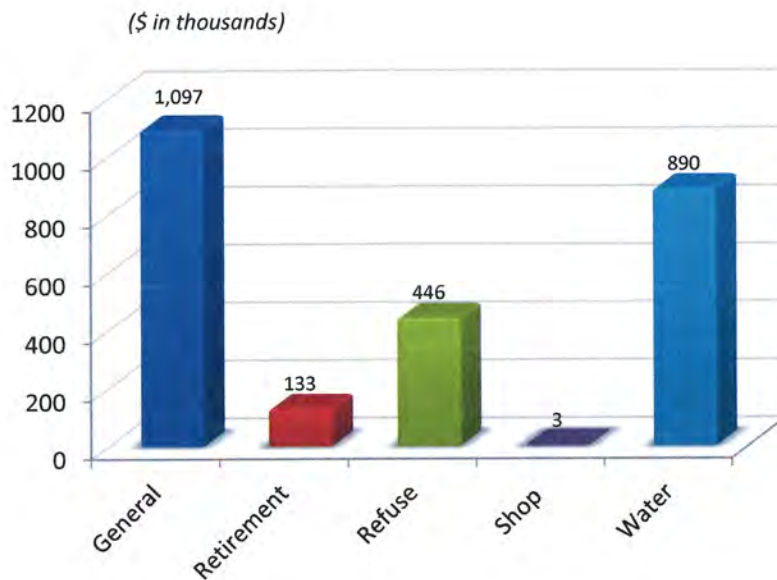
The Management Services Department provides centralized revenue collection, financial planning, budgeting, reporting and analysis, treasury and investment, debt management, grant accounting, purchasing, accounts payable, payroll, and audits. In addition, the Department establishes and maintains the City's administrative policies and procedures for internal controls. The Department follows Federal and State laws, rules, and regulations to prepare many mandated reports.

In addition, the Management Services Department oversees and maintains the City's information systems and communication systems. The Department maintains a customer service counter and serves as the central cashiering point for the City. It prepares water and

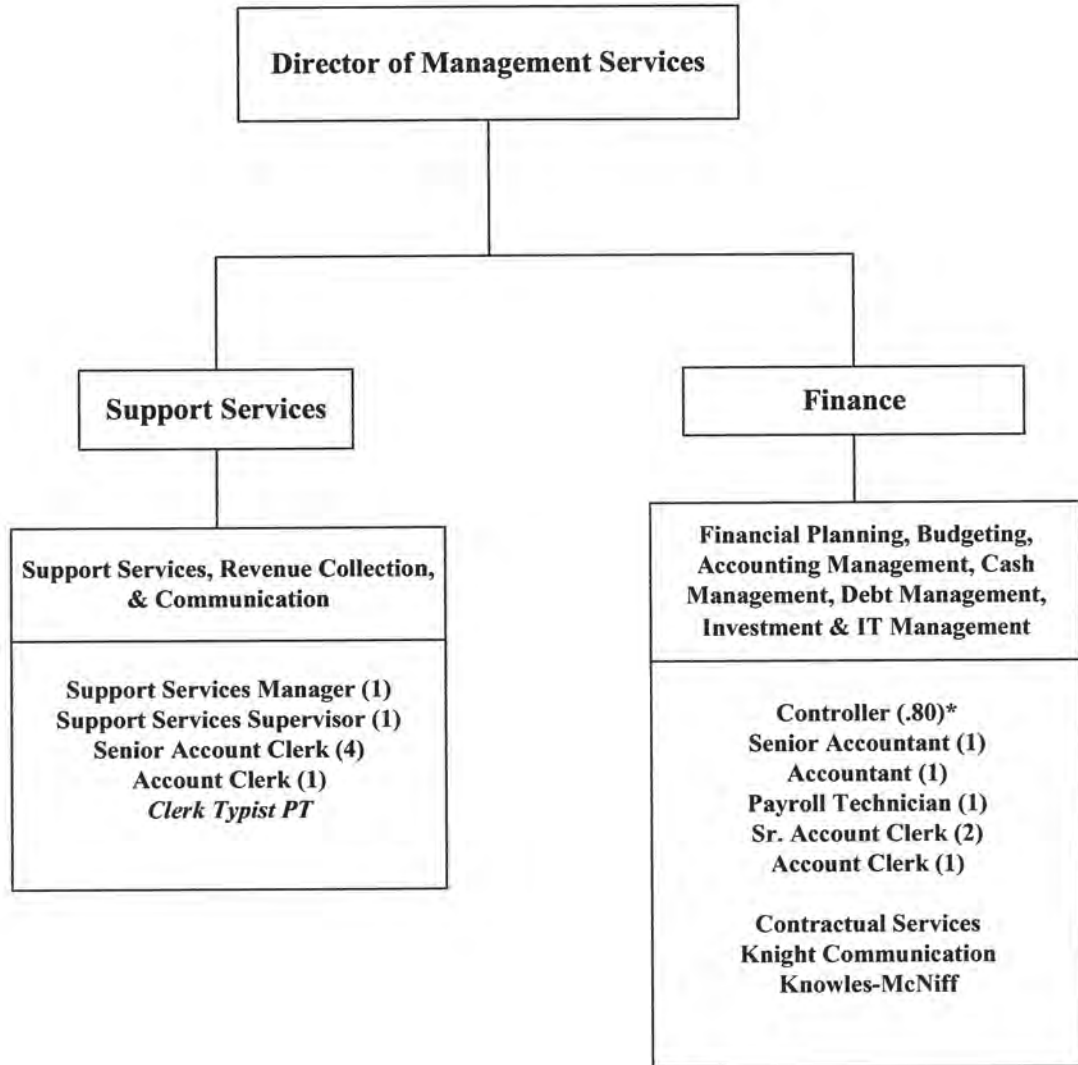
trash billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

Personnel changes from last year: The Department is restoring one Accountant position by eliminating the part-time Senior Account Clerk position in Activity 1403. In Activity 1406, the Revenue Collection Specialist position is replaced by a Senior Account Clerk to improve customer services.

Management Services Source of Funds



Management Services Department



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

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$745,063	\$786,977	\$731,870	\$852,801	\$849,321
SERVICES & SUPPLIES	123,746	190,290	199,640	194,570	194,570
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$868,809	\$977,267	\$931,510	\$1,047,371	\$1,043,891
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 5.20	 6.80	 6.80	 7.30	 7.30

Program Description

The Finance Division is responsible for the financial operations of the City, which includes 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</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.	25	26	27
Number of years received awards from GFOA for excellence in financing reporting.	27	28	29
Number of audits performed.	27	28	29

2017-2018 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Continue the task of upgrading the Finance System to be in line with new technologies as well as to migrate to the current version of the database server.
2. *Achieve Financial Stability*: Work with various departments to implement the adopted development impact fees.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Achieve Financial Stability*: Executed a contract for solar photovoltaic and battery storage systems at City facilities, to reduce utility bills.
2. *Achieve Financial Stability*: Presented to the Council and adopted Development Impact Fees.
3. *Improve Effectiveness and Efficiency*: Continue seeking a new finance software, with the capability to implement numerous electronic workflow processes.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Contracted Services category (#31000) \$147,500 consists of City Annual and Single audits, Data Processing and other accounting professional services.
2. Miscellaneous category (#39000) \$23,900 consists of printing and duplicating, membership, subscriptions and training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$499,986	\$520,300	\$476,000	\$564,426	\$560,946
11300 Part Time Salaries	19,924	24,088	24,090	0	0
11400 Overtime Salaries	194	3,000	2,250	3,000	3,000
11500 Separation Benefits	20,000	16,000	16,000	16,480	16,480
TOTAL	\$540,104	\$563,388	\$518,340	\$583,906	\$580,426
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,170	\$1,334	\$1,340	\$1,343	\$1,343
12300 Medical Insurance	57,472	65,372	60,000	79,863	79,863
12350 Medicare Insurance	7,680	7,651	6,850	8,213	8,213
12370 Part Time Retirement	797	964	960	1,000	1,000
12400 Dental Insurance	4,651	5,380	5,180	6,362	6,362
12500 Workers Compensation	3,497	3,500	3,500	3,675	3,675
12600 Retirement	126,009	135,620	131,920	162,469	162,469
12900 Long Term Disability	2,455	2,506	2,510	4,495	4,495
12950 Vision Plan	1,228	1,262	1,270	1,475	1,475
TOTAL	\$204,959	\$223,589	\$213,530	\$268,895	\$268,895
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,944	\$0	\$0	\$0	\$0
22000 Operating Supplies	9,521	12,000	12,000	13,000	13,000
31000 Contracted Services	87,340	138,500	151,500	147,500	147,500
32000 Communications	3,780	5,140	5,490	4,170	4,170
33000 Motor Pool Charges	50	0	0	0	0
37000 Leases & Rentals	2,024	4,400	4,400	3,000	3,000
38000 R/M Contractual	1,933	3,000	3,000	3,000	3,000
39000 Miscellaneous	13,154	27,250	23,250	23,900	23,900
TOTAL	\$123,746	\$190,290	\$199,640	\$194,570	\$194,570
GRAND TOTAL	\$868,809	\$977,267	\$931,510	\$1,047,371	\$1,043,891

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Mgmt Services	0.50	0.50	0.50	\$69,564	\$73,044	\$69,564
Controller	0.80	0.80	0.80	115,603	121,383	121,383
Senior Accountant	1.00	1.00	1.00	84,803	79,885	79,885
Accountant*	0.00	1.00	1.00	0	56,388	56,388
Payroll Technician	1.00	1.00	1.00	54,996	56,372	56,372
Senior Account Clerk	2.00	2.00	2.00	119,640	113,718	113,718
Account Clerk	1.00	1.00	1.00	50,004	50,004	50,004
Bilingual	0.00	0.00	0.00	4,080	3,600	3,600
Education Incentive	0.00	0.00	0.00	3,792	3,072	3,072
Longevity Pay	0.00	0.00	0.00	1,920	3,360	3,360
Overtime	0.00	0.00	0.00	3,000	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	16,000	16,480	16,480
<u>Part-Time</u>						
Senior Account Clerk	0.50	0.00	0.00	24,088	0	0
Total	6.80	7.30	7.30	\$551,090	\$583,906	\$580,426

* Converted part-time position of Senior Account Clerk to a full-time Accountant.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	205,471	254,450	254,450	255,999	255,999
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$205,471	\$254,450	\$254,450	\$255,999	\$255,999
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The Data Processing 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 Management Services Director 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.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Number of new computers replaced/number of computers maintained	25/300	36/305	32/305
Number of years received awards from GFOA for excellence in financing reporting.	27	28	29

2017-2018 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Conduct a request for proposal for contracted Information Technology support services.
2. *Achieve Financial Stability:* Implement the new finance system.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* Replaced and upgraded the City's Storage Attached Network.
2. *Improve Effectiveness and Efficiency:* Installed broadband internet and VPN at city facilities.
3. *Improve Effectiveness and Efficiency:* Established Technology Committee to improve coordination of IT projects throughout the City.
4. *Improve Effectiveness and Efficiency:* Established monthly informal computer training for employees.

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$130,749 is the allocated costs for the finance system, document scanning, and miscellaneous IT consulting services.
2. Communications category (#32000) \$31,000 reflects the costs for citywide high speed network lines, including costs for offsite City Yard and Langley Senior Center.
3. R/M Contractual category (#38000) \$84,000 reflects costs for network maintenance, server hardware and software maintenance, and printer maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,448	\$5,000	\$5,000	\$5,000	\$5,000
24000 Small Tools	883	5,000	5,000	5,000	5,000
31000 Contracted Services	110,703	145,000	145,000	130,749	130,749
32000 Communications	24,716	31,000	31,000	31,000	31,000
38000 R/M Contractual	51,971	68,000	68,000	84,000	84,000
39000 Miscellaneous	0	450	450	250	250
44000 Misc Financial Serv	13,750	0	0	0	0
TOTAL	\$205,471	\$254,450	\$254,450	\$255,999	\$255,999
GRAND TOTAL	\$205,471	\$254,450	\$254,450	\$255,999	\$255,999

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$480,203	\$467,860	\$427,809	\$484,308	\$482,915
SERVICES & SUPPLIES	53,601	34,400	65,687	69,610	69,610
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$533,804	\$502,260	\$493,496	\$553,918	\$552,525
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.35	5.35	5.35	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

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Business Licenses Issued	5,200	7,500	8,000
Utility Bills Mailed (Original and Delinquent)	85,500	86,200	86,700
Online Business License Renewal (as Percent of Total)	5%	14.5%	18%
Online Utility Payment Accounts (as Percent of Total)	7.5%	12%	16.5%

2017-2018 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Develop specifications and mail out Requests for Proposal for a payment kiosk system for credit card payments to streamline payments of utility bills and other city services.
2. *Improve Effectiveness and Efficiency:* Develop reports for measuring revenue collections, customer activities and service levels.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* Implemented the 2017 approved rates for water, trash, and wastewater according to the approved ordinances.
2. *Improve Effectiveness and Efficiency:* Evaluated the feasibility of a payment kiosk system for streamlining utility bill payments at City Hall. Staff has determined that this is something to pursue in the 2017-18 budget year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) \$19,600 consists of cash register system maintenance, business license system maintenance, online utility bill presentment maintenance, and check scanning software maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$299,717	\$301,953	\$271,000	\$300,495	\$299,102
11300 Part Time Salaries	22,494	19,794	19,794	19,800	19,800
11400 Overtime Salaries	12,253	0	4,600	3,300	3,300
11500 Separation Benefits	8,000	8,160	8,160	8,404	8,404
TOTAL	\$342,464	\$329,907	\$303,554	\$331,999	\$330,606
EMPLOYEE BENEFITS					
12200 Life Insurance	\$769	\$797	\$650	\$797	\$797
12300 Medical Insurance	45,265	45,488	40,945	52,136	52,136
12350 Medicare Insurance	4,414	3,894	3,890	3,962	3,962
12370 Part Time Retirement	15	770	770	782	782
12400 Dental Insurance	3,132	3,500	3,500	3,730	3,730
12500 Workers Compensation	1,321	1,387	1,390	1,456	1,456
12600 Retirement	80,349	79,505	70,500	86,564	86,564
12900 Long Term Disability	1,841	1,942	1,940	2,114	2,114
12950 Vision Plan	633	670	670	768	768
TOTAL	\$137,739	\$137,953	\$124,255	\$152,309	\$152,309
SERVICES & SUPPLIES					
21000 Office Supplies	\$830	\$900	\$900	\$1,900	\$1,900
22000 Operating Supplies	72	500	500	500	500
24000 Small Tools	515	950	950	950	950
31000 Contracted Services	23,318	2,800	33,250	35,000	35,000
32000 Communications	6,597	6,500	6,840	7,110	7,110
38000 R/M Contractual	19,300	19,300	19,300	19,600	19,600
39000 Miscellaneous	2,969	3,450	3,947	4,550	4,550
TOTAL	\$53,601	\$34,400	\$65,687	\$69,610	\$69,610
GRAND TOTAL	\$533,804	\$502,260	\$493,496	\$553,918	\$552,525

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Mgmt Services	0.20	0.20	0.20	\$27,826	\$29,219	\$27,826
Support Services Manager	0.35	0.35	0.35	38,770	38,770	38,770
Support Services Supervisor	0.35	0.35	0.35	27,548	27,548	27,548
Senior Account Clerk*	2.00	3.00	3.00	112,404	160,372	160,372
Revenue Collection Specialist	1.00	0.00	0.00	45,348	0	0
Account Clerk	1.00	1.00	1.00	39,894	40,896	40,896
Bilingual	0.00	0.00	0.00	1,410	1,410	1,410
Education Incentive	0.00	0.00	0.00	1,740	1,440	1,440
Longevity Pay	0.00	0.00	0.00	840	840	840
Overtime	0.00	0.00	0.00	0	3,300	3,300
Separation Benefits	0.00	0.00	0.00	8,160	8,404	8,404
<u>Part-Time</u>						
Clerk Typist	0.45	0.45	0.45	19,794	19,800	19,800
Total	5.35	5.35	5.35	\$323,734	\$331,999	\$330,606

* Converted Revenue Collection Specialist to Senior Account Clerk

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$213,351	\$212,838	\$201,717	\$219,146	\$218,031
SERVICES & SUPPLIES	13,004	143,318	140,420	147,953	147,953
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$226,355	\$356,156	\$342,137	\$367,099	\$365,984
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.82	1.82	1.82	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
- Monitor & maintain the City's GoMPK Service Request System

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Purchase Orders Issued	1,245	1,350	1,450
GoMPK Submissions from residents and staff	736	975	1,100

2017-2018 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Utilize new finance software and implement electronic purchase order process

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency*: Obtained approval from City Council to enter a contract for the new Finance System. This will include 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.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual (#38000) \$133,300 reflects contract for citywide custodial services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$147,446	\$145,843	\$134,707	\$147,188	\$146,073
11300 Part Time Salaries	227	0	0	0	0
11500 Separation Benefits	5,000	5,100	5,100	5,253	5,253
TOTAL	\$152,673	\$150,943	\$139,807	\$152,441	\$151,326
EMPLOYEE BENEFITS					
12200 Life Insurance	\$309	\$309	\$310	\$309	\$309
12300 Medical Insurance	18,267	17,727	17,720	18,373	18,373
12350 Medicare Insurance	1,692	1,660	1,660	1,716	1,716
12370 Part Time Retirement	9	0	0	0	0
12400 Dental Insurance	1,213	1,358	1,360	1,358	1,358
12500 Workers Compensation	1,321	1,387	1,390	1,456	1,456
12600 Retirement	36,878	38,462	38,470	42,363	42,363
12900 Long Term Disability	721	722	730	859	859
12950 Vision Plan	268	270	270	271	271
TOTAL	\$60,678	\$61,895	\$61,910	\$66,705	\$66,705
SERVICES & SUPPLIES					
21000 Office Supplies	\$735	\$650	\$650	\$3,000	\$3,000
22000 Operating Supplies	528	400	400	400	400
24000 Small Tools	400	300	300	300	300
32000 Communications	1,658	3,038	3,040	3,038	3,038
33000 Motor Pool Charges	6,000	6,180	6,180	6,365	6,365
37000 Leases & Rentals	0	3,300	0	0	0
38000 R/M Contractual	1,036	127,600	128,000	133,300	133,300
39000 Miscellaneous	2,647	1,850	1,850	1,550	1,550
TOTAL	\$13,004	\$143,318	\$140,420	\$147,953	\$147,953
GRAND TOTAL	\$226,355	\$356,156	\$342,137	\$367,099	\$365,984

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Mgmt Services	0.16	0.16	0.16	\$22,260	\$23,375	\$22,260
Support Services Manager	0.30	0.30	0.30	33,232	33,232	33,232
Support Services Supervisor	0.36	0.36	0.36	28,335	28,335	28,335
Senior Account Clerk	1.00	1.00	1.00	56,976	59,820	59,820
Bilingual	0.00	0.00	0.00	816	816	816
Education Incentive	0.00	0.00	0.00	746	746	746
Longevity Pay	0.00	0.00	0.00	864	864	864
Separation Benefits	0.00	0.00	0.00	5,100	5,253	5,253
Total	1.82	1.82	1.82	\$148,329	\$152,441	\$151,326

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$123,134	\$119,343	\$113,840	\$121,344	\$120,368
SERVICES & SUPPLIES	231,654	237,914	228,060	230,336	230,336
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$354,788	\$357,257	\$341,900	\$351,680	\$350,704
 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 and voicemail systems
- Maintain and coordinate the installation of new 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 of departmental and US Mail

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Mail Handled	425,000	420,000	410,000

2017-2018 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Work with departments to evaluate current cellular equipment to determine which operating systems and models are the most efficient and cost effective for the City.
2. *Improve Effectiveness and Efficiency:* Identify City satellite facilities that could benefit from fiber optic cabling for faster data transmission over greater distances and determine if it would be economically feasible.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* Installed new T1 lines for the City's phone system consolidating the trunk line system improving efficiency and providing caller ID features to City Hall staff.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$24,052 for City Hall telephone services, \$3,000 for postage and \$68,134 contributions to City's Data Processing/Technology Internal Services Charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$85,821	\$83,505	\$78,000	\$83,373	\$82,397
11500 Separation Benefits	5,170	2,500	2,500	2,575	2,575
TOTAL	\$90,991	\$86,005	\$80,500	\$85,948	\$84,972
EMPLOYEE BENEFITS					
12200 Life Insurance	\$144	\$144	\$140	\$144	\$144
12300 Medical Insurance	8,622	9,040	9,040	9,091	9,091
12350 Medicare Insurance	884	856	860	870	870
12400 Dental Insurance	575	707	710	707	707
12600 Retirement	21,439	22,108	22,110	23,981	23,981
12900 Long Term Disability	309	311	310	431	431
12950 Vision Plan	170	172	170	172	172
TOTAL	\$32,143	\$33,338	\$33,340	\$35,396	\$35,396
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,699	\$1,700	\$1,700	\$2,000	\$2,000
22000 Operating Supplies	410	500	500	500	500
32000 Communications	111,775	99,890	99,890	95,186	95,186
36000 Utilities	69,240	73,324	73,320	80,000	80,000
37000 Leases & Rentals	18,709	37,250	27,400	27,400	27,400
38000 R/M Contractual	29,418	25,000	25,000	25,000	25,000
39000 Miscellaneous	403	250	250	250	250
TOTAL	\$231,654	\$237,914	\$228,060	\$230,336	\$230,336
GRAND TOTAL	\$354,788	\$357,257	\$341,900	\$351,680	\$350,704

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Mgmt Services	0.14	0.14	0.14	\$19,478	\$20,454	\$19,478
Support Services Manager	0.35	0.35	0.35	38,770	38,770	38,770
Support Services Supervisor	0.29	0.29	0.29	22,825	22,825	22,825
Bilingual	0.00	0.00	0.00	174	174	174
Education Incentive	0.00	0.00	0.00	454	454	454
Longevity Pay	0.00	0.00	0.00	696	696	696
Separation Benefits	0.00	0.00	0.00	2,500	2,575	2,575
Total	0.78	0.78	0.78	\$84,897	\$85,948	\$84,972

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

PROGRAM SUMMARY

General \$715,089
 Retirement \$76,659
 Refuse \$40,620
 General Liability \$57,818
 Technology \$14,500
 Public Safety Impact Fee \$6,000
 Workers' Compensation \$22,968
 Water \$258,958
 Library Tax \$5,000

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources & Risk Mgmt

ACTIVITY NO.: 1800

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$541,300	\$563,815	\$563,811	\$588,992	\$588,992
SERVICES & SUPPLIES	533,472	568,143	582,442	608,620	608,620
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,074,772	\$1,131,958	\$1,146,253	\$1,197,612	\$1,197,612
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.50	 5.00	 5.00	 5.00	 5.00

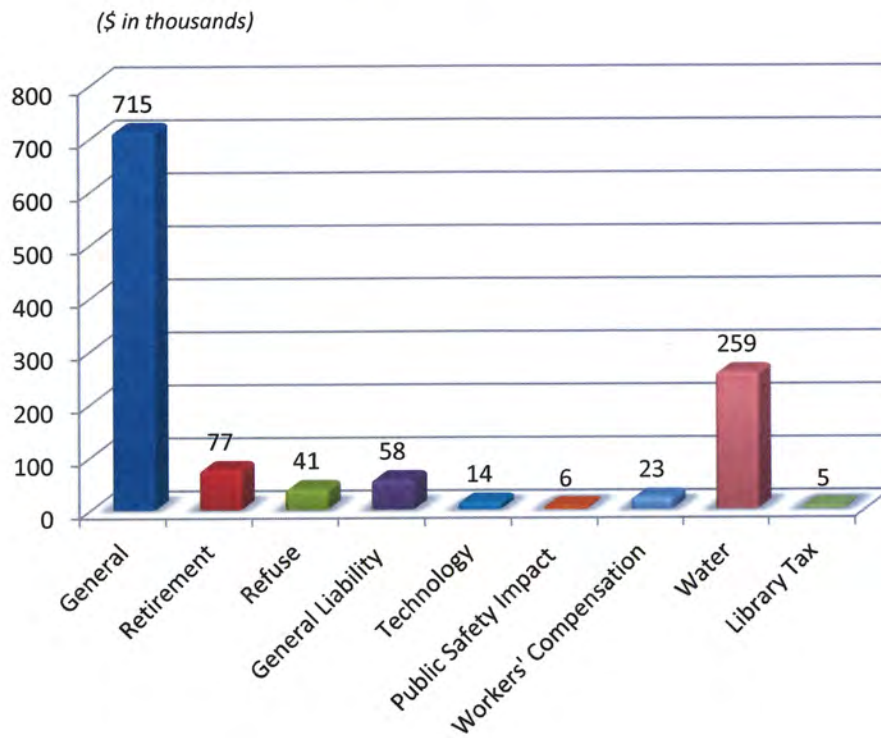
Program Description

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

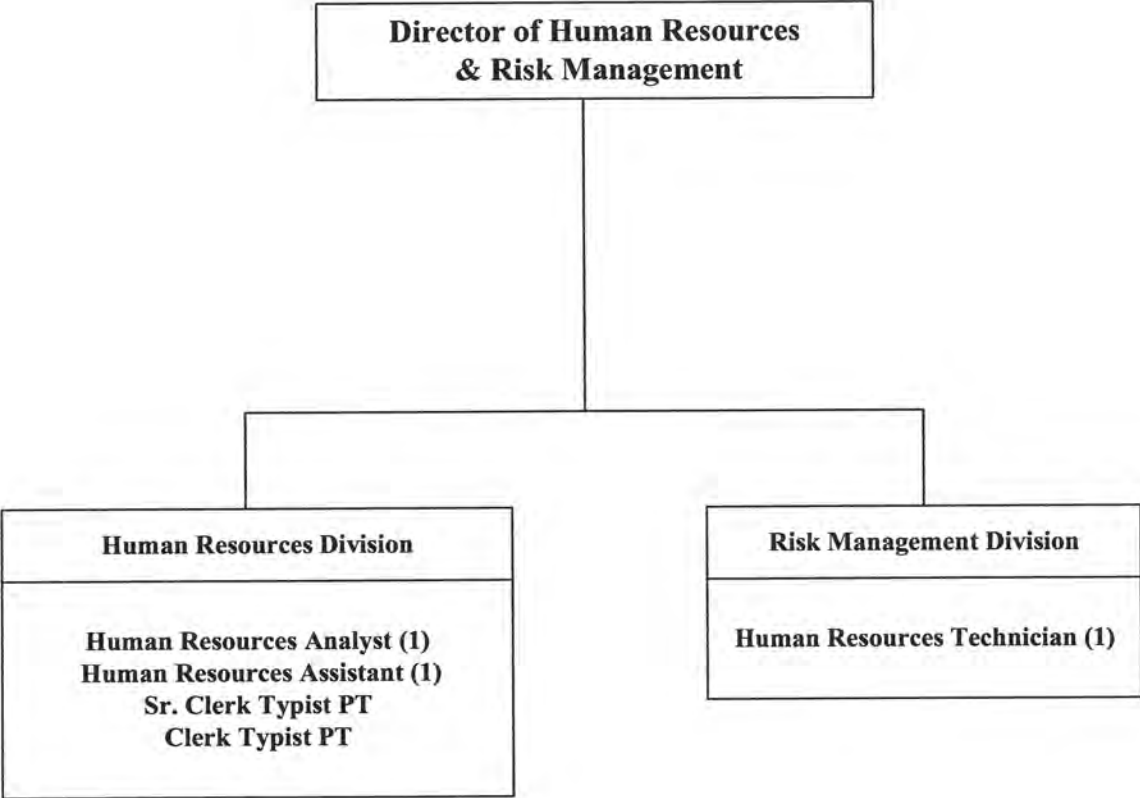
The Human Resources Division is the core of the City's employment and training operations. HR centralizes recruitment and selection, job classifications, benefits, employment records management, employer/employee relation's administration, employee development programs and contract negotiations.

The Risk Management Division provides loss prevention control services, which includes insurance procurement, claims process management for property, workers compensation, 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>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$310,653	\$348,133	\$348,131	\$350,828	\$350,828
SERVICES & SUPPLIES	228,835	236,016	250,316	275,990	275,990
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$539,488	\$584,149	\$598,447	\$626,818	\$626,818
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.00	 3.50	 3.50	 3.40	 3.40

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 2017-18 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, the San Gabriel Valley - Employment Relations Consortium, SCPMA-HR, and contract as well as training provided by contract and in-house Human Resources staff.

Employee Relations: An effective program of employer/employee relations is through the negotiation and administration of labor contracts with eight represented employee groups. In

the 2017-2018 fiscal year negotiations will conclude with the three (3) miscellaneous labor associations. This also includes employee and supervisory counseling on personnel policies and practices, providing assistance in handling 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 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 (CalPERS), dental, long-term disability, life insurance, vision, deferred compensation, employee assistance program (EAP) and retirement 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. In 2017/18 Human Resources will continue to implement another component of the NEOGOV Human Resources Information System (HRIS) system and also continue to digitize and modernize Monterey Park HR with the GRM document management.

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>2014-15</u>	<u>2015-16</u>	As of 3/22/17 <u>2016-17</u>	Projected <u>2017-18</u>
Budgeted FT Position	295	295	299	299
Budgeted Part-time FTE	47.97	50.00	52.65	52.65
Total Citywide FTE	349.97	352.00	358.65	358.65
Competitive Positions Filled	57*	47*	61*	49*
Examinations Administered	28*	29*	42*	35*
Applications Processed	1,075	2,422	3,934	4,700

*Competitive positions filled & examinations administered includes full and part-time positions

2017-2018 GOALS AND OBJECTIVES

1. Complete implementation of the NEOGOV/GRM HRIS system.
2. Complete MOU negotiations with miscellaneous bargaining units.
3. Continue the Employee Recognition Program to recognize employee service milestones.
4. Increased training opportunities to address ergonomic issues to reduce workers comp claims as well as potential liability exposures..

2016-2017 MAJOR ACCOMPLISHMENTS

1. Continued to work on phase two of the NEOGOV/GRM HRIS System.
2. Recruited and filled 61 city positions. Received and reviewed over 3,950 applications.
3. Completed negotiations with five safety units and implemented their two-year contracts.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$131,341 includes physical exams fees, the City's Employee Assistance Program (EAP), and personnel investigations.
2. R/M Contractual category (#38000) \$48,000 includes annual NEOGOV software cost; maintenance for office equipments; and 60% annual GRM fee.
3. Miscellaneous category (#39000) \$50,200 consists primarily of employee tuition reimbursement per MOU's and pre-employment testing and training costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$186,687	\$209,134	\$209,130	\$207,448	\$207,448
11300 Part Time Salaries	28,612	37,017	37,020	38,000	38,000
11400 Overtime Salaries	1,269	0	0	0	0
11500 Separation Benefits	9,167	10,200	10,200	10,506	10,506
TOTAL	\$225,735	\$256,351	\$256,350	\$255,954	\$255,954
EMPLOYEE BENEFITS					
12200 Life Insurance	\$413	\$437	\$440	\$437	\$437
12300 Medical Insurance	22,589	28,635	28,640	24,727	24,727
12350 Medicare Insurance	3,162	3,051	3,050	3,019	3,019
12370 Part Time Retirement	137	1,481	1,481	1,480	1,480
12400 Dental Insurance	1,607	1,931	1,930	1,931	1,931
12500 Workers Compensation	1,624	1,624	1,620	1,705	1,705
12600 Retirement	54,064	53,118	53,120	59,696	59,696
12900 Long Term Disability	822	951	950	1,325	1,325
12950 Vision Plan	500	554	550	554	554
TOTAL	\$84,918	\$91,782	\$91,781	\$94,874	\$94,874
SERVICES & SUPPLIES					
21000 Office Supplies	\$9,034	\$8,600	\$8,600	\$8,600	\$8,600
22000 Operating Supplies	9,762	14,000	14,000	20,000	20,000
31000 Contracted Services	98,817	105,900	121,400	131,341	131,341
32000 Communications	10,417	11,216	10,016	10,249	10,249
33000 Motor Pool Charges	1,097	2,600	2,600	5,100	5,100
34000 Advertising	1,517	2,500	2,500	2,500	2,500
38000 R/M Contractual	39,920	44,500	44,500	48,000	48,000
39000 Miscellaneous	58,271	46,700	46,700	50,200	50,200
TOTAL	\$228,835	\$236,016	\$250,316	\$275,990	\$275,990
GRAND TOTAL	\$539,488	\$584,149	\$598,447	\$626,818	\$626,818

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Human Resources/Risk Management	0.50	0.40	0.40	\$72,342	\$60,768	\$60,768
Human Resources Analyst	1.00	1.00	1.00	82,915	85,264	85,264
Human Resources Assistant*	0.00	1.00	1.00	0	59,940	59,940
Human Resources Technician	1.00	0.00	0.00	52,456	0	0
Education Incentive	0.00	0.00	0.00	1,476	1,476	1,476
Separation Benefit	0.00	0.00	0.00	10,200	10,506	10,506
<u>Part-Time</u>						
Sr. Clerk Typist	0.50	0.50	0.50	20,085	24,570	24,570
Clerk Typist	0.50	0.50	0.50	11,837	13,430	13,430
Total	3.50	3.40	3.40	\$251,311	\$255,954	\$255,954

* Converted Human Resources Technician to Human Resources Assistant

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>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$230,647	\$215,682	\$215,680	\$238,164	\$238,164
SERVICES & SUPPLIES	304,637	332,127	332,126	332,630	332,630
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$535,284	\$547,809	\$547,806	\$570,794	\$570,794
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.50	 1.50	 1.50	 1.60	 1.60

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 (W/C).

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 W/C insurance coverage of statutory limits per occurrence (policy will pay out per W/C statute with no coverage limit) 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 W/C financial exposure by risk exposure analysis and loss control programs, and by thorough claim investigation, evaluation and processing.

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

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual as of 3/22/17 2016-2017</u>
COMMUNITY DEVELOPMENT	0	0	0
FIRE	4	0	3
GENERAL GOVERNMENT	0	0	1
HUMAN RESOURCES	0	0	0
LIBRARY	0	0	0
MANAGEMENT SERVICES	0	0	0
POLICE	13	10	4
PUBLIC WORKS (Street, Water, Parks)	32	26	9
RECREATION & COMM. SERVICES	<u>2</u>	<u>5</u>	<u>0</u>
TOTAL	51	41	17

WORKERS' COMPENSATION CLAIMS FILED

	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual as of 3/22/17 2016-17</u>
FIRE	11	4	10
GENERAL EMPLOYEES	0	0	1
LIBRARY	0	0	1
POLICE	13	7	10
PUBLIC WORKS (Street, Water, Parks)	12	4	6
RECREATION & COMM. SERVICES	<u>2</u>	<u>1</u>	<u>2</u>
TOTAL*	38*	16*	30*

*Includes all claims that are OSHA recordable.

2017-2018 GOALS & OBJECTIVES

1. Expand the Ergonomic Program to the police department and fire department to combat WC cases.
2. Provide CalOSHA Public Works trainings and in-house quarterly employee training including Workplace Safety training and Accident Investigation.
3. Reduce liability exposure by incidents analysis and review and involving the operating departments in the analysis and the costs associated with claims.

2016-2017 MAJOR ACCOMPLISHMENTS

1. To-date, conducted employee training for 274 employees.
2. Facilitated pre-employment medical exams and fingerprints for 166 new full time/part time employees & volunteers. Provided flu shots for 91 employees (Sworn/Non-sworn).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Insurance category (#35000) \$290,320 is for the City's property, auto, crime, cyber, and earthquake programs premiums.
2. R/M Contractual category (#38000) \$5,210 reflects 40% of annual license fee for the GRM document management system.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$158,870	\$140,561	\$140,560	\$157,766	\$157,766
11400 Overtime Salaries	47	0	0	0	0
11500 Separation Benefits	10,000	10,200	10,200	10,506	10,506
TOTAL	\$168,917	\$150,761	\$150,760	\$168,272	\$168,272
EMPLOYEE BENEFITS					
12200 Life Insurance	\$340	\$345	\$350	\$345	\$345
12300 Medical Insurance	15,862	17,403	17,400	17,636	17,636
12350 Medicare Insurance	2,345	2,235	2,230	2,298	2,298
12400 Dental Insurance	964	1,120	1,120	943	943
12500 Workers Compensation	1,624	1,624	1,620	1,705	1,705
12600 Retirement	39,583	41,175	41,170	45,384	45,384
12900 Long Term Disability	630	635	640	1,197	1,197
12950 Vision Plan	382	384	390	384	384
TOTAL	\$61,730	\$64,921	\$64,920	\$69,892	\$69,892
SERVICES & SUPPLIES					
21000 Office Supplies	\$824	\$550	\$550	\$550	\$550
22000 Operating Supplies	892	350	350	350	350
31000 Contracted Services	2,496	2,500	2,500	4,000	4,000
32000 Communications	803	945	945	950	950
33000 Motor Pool Charges	877	750	750	750	750
35000 Insurance	288,705	290,322	290,321	290,320	290,320
38000 R/M Contractual	8,148	5,210	5,210	5,210	5,210
39000 Miscellaneous	1,892	31,500	31,500	30,500	30,500
TOTAL	\$304,637	\$332,127	\$332,126	\$332,630	\$332,630
GRAND TOTAL	\$535,284	\$547,809	\$547,806	\$570,794	\$570,794

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Human Resources/Risk Management	0.50	0.60	0.60	\$72,342	\$91,152	\$91,152
Human Resources Technician	1.00	1.00	1.00	69,115	65,150	65,150
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	864	864	864
Separation Benefits	0.00	0.00	0.00	10,000	10,506	10,506
Total	1.50	1.60	1.60	\$152,921	\$168,272	\$168,272

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$1,785,713
 Retirement \$321,782
 Water \$237,401
 Home Housing Program Grant \$736,634
 CDBG Grant \$561,286
 EDI Grant \$591,751
 General Plan Review Trust Grant \$35,246
 Records Management Fee Trust \$15,558
 Housing Successor Agency \$60,000
 Business Improvement Area \$111,400

DEPARTMENT: Community and Econ Development

ACTIVITY: Community and Econ Development

ACTIVITY NO.: 1700, 2200 & 1111

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$1,584,536	\$1,723,262	\$1,733,088	\$1,824,874	\$1,943,701
SERVICES & SUPPLIES	895,226	1,399,436	1,312,132	2,513,070	2,513,070
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,479,762	\$3,122,698	\$3,045,220	\$4,337,944	\$4,456,771
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 13.50	 14.80	 14.80	 15.80	 16.80

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 enforce portions of Chapter 21 (Zoning Code) along with other related sections of the Monterey Park Municipal Code. The Division coordinates the "*Code Enforcement Volunteer Program*". The Division has been the responsible for the City's coordination of the annual L.A. County "Weed Abatement" program.

Economic Development Division

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

Housing Division

This Division administers the City's HUD CDBG/Home Programs and the City's Housing activities. The primary source of funding for housing programs in the City comes from the HUD CDBG and HOME funds, as well as the City's Housing Fund.

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	61,606 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%

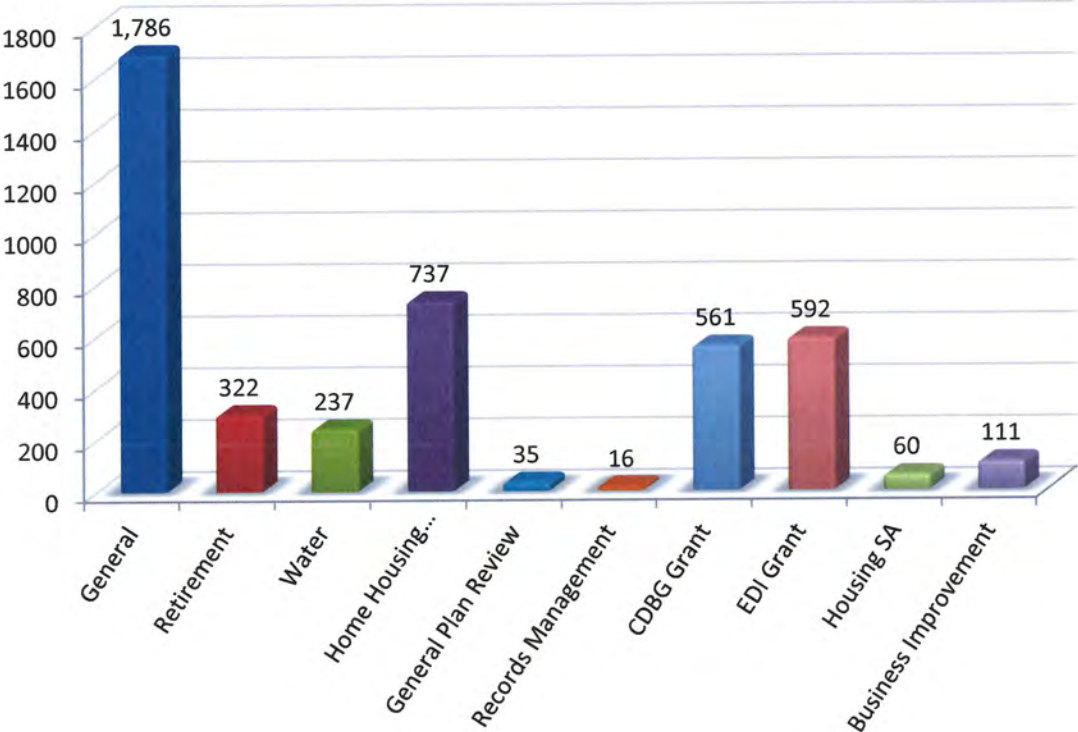
The Department is charged with the responsibility of reviewing and periodically updating the City's General Plan, the Zoning Ordinance, along with the various development standards with the ultimate goal of providing a solid foundation for the overall development of the City.

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."

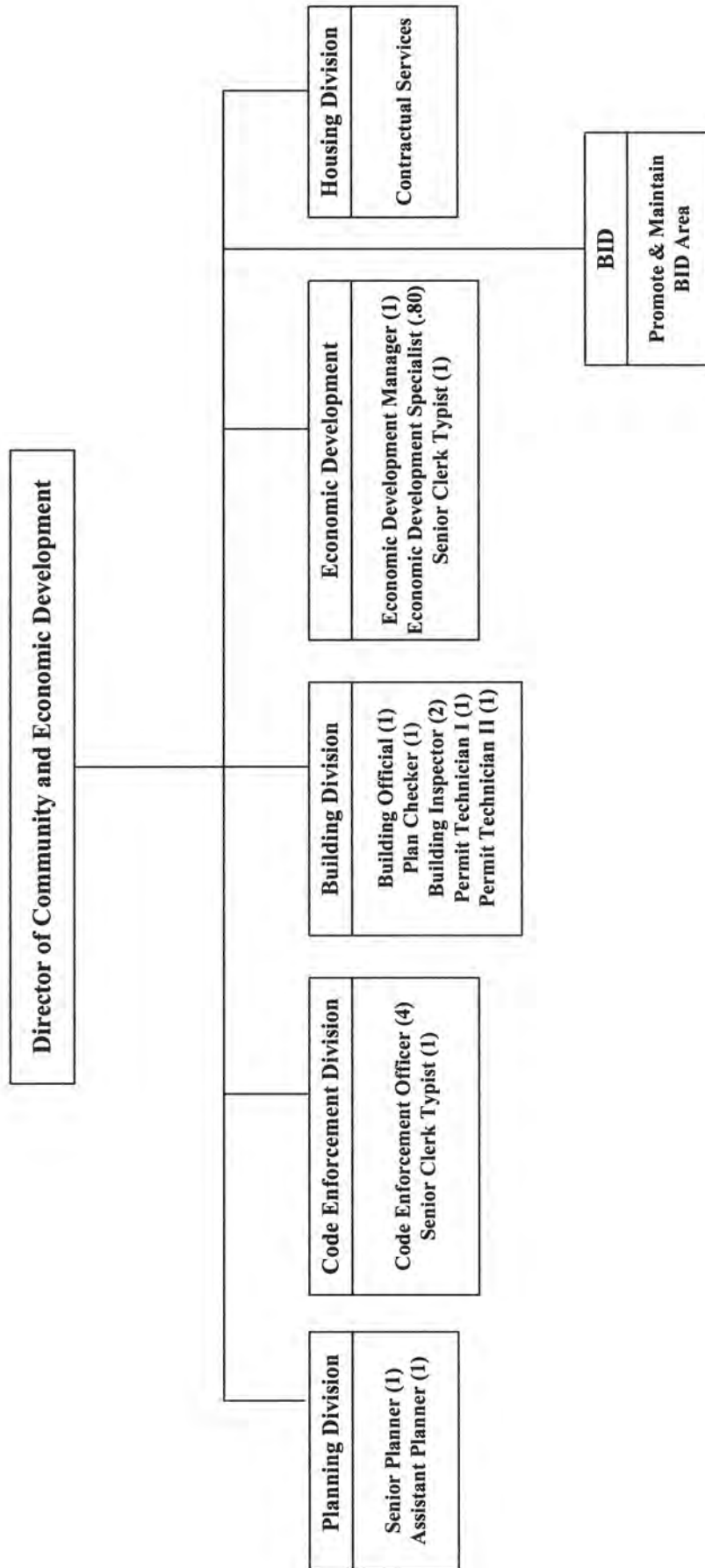
Personnel changes from last year include: Add an extra Code Enforcement Officer in Activity 1702 and one Economic Development Manager in Activity 1704.

Community and Economic Development Source of Funds

(\$ in thousands)



Community and Economic Development Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$265,605	\$278,727	\$278,720	\$281,786	\$281,786
SERVICES & SUPPLIES	58,203	59,824	59,820	67,892	67,892
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$323,808	\$338,551	\$338,540	\$349,678	\$349,678
 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 Manager, 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.
- 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 Manager, City Council, Planning Commission, and Design Review Board accurate, timely and complete information and recommendations relative to land use and zoning applications (i.e., variances and conditional use permits, specific 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. The Planning entitlements listed below will take from 2 to 6 months to process depending on the complexity of the project.

	<u>Actual</u> 2015-16	<u>Estimated</u> 2016-17	<u>Projected</u> 2017-18
Code Amendments	3	5	5
Conditional Use Permits	12	8	7
General Plan Amendments	0	0	1
Specific Plan	1	0	1
Parcel Maps	1	0	2
Radius Map/Mailing	23	18	23
Tentative Tract Maps	4	5	3
Time Extensions	2	0	2
Variances	0	0	1
Zone Changes	0	0	1
CEQA			
Environmental Impact Reports	0	0	0
Negative Declarations	1	0	2
Categorical Exemptions	22	18	21
DESIGN REVIEW			
Signs	3	5	6
Remodels, No increase of floor area	1	2	3
Remodels, Increase of floor area	0	0	1
New Construction < 10,000 SF	3	2	2
New Construction > 10,000 SF	4	5	4
Landscaping	1	0	2
Single-Family Residential	13	18	15

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

Banners	56	47	56
Minor Departure	0	0	1
Second Units	0	3	2
Site Plan Review	5	4	5
Temporary Use Permits	25	39	30
Traffic/Parking Study	0	0	1
Yard Sales	263	232	260
PLAN CHECK			
Process within 72 hours	100%	100%	100%

2017-2018 GOALS AND OBJECTIVES

1. *Complete Towne Centre and Market Place:* Continue to provide assistance to the Market Place Development with plan checks for the construction of the tenant buildings and interior remodels. Work in coordination with the Public Works Department to complete the South Garfield Village Specific Plan street improvement project.
2. *Improve communitywide beautification:* Process a Zone Change and General Plan Amendment along Monterey Pass Road from Garvey Avenue to the north and Floral Drive to the south to create a more conducive light industrial and warehousing area that is beneficial to other commercial and service businesses in the community.
3. *Improve communitywide beautification:* Review and report the adequacy of the Comprehensive General Plan to the Planning Commission and City Council and continue to process various Zoning Code clean-up items, in particular, for consistency with State law updates.

2016-2017 MAJOR ACCOMPLISHMENTS

1. The grading and infrastructure work at the Monterey Park Market Place will be completed by the end of the fiscal year allowing the development of the tenants to commence in fall of 2017. The Community and Economic Development, Public Works and Fire Department worked in coordination to facilitate the start of the Market Place.
2. Completion of Encanto Walk, an 80-unit master planned residential community along Potrero Grande.
3. Coordinated the preparation of the construction drawings and draft bid package for the capital improvement project in the South Garfield Village Specific Plan area.
4. Processed several code amendments relative to cannabis use, signage, assembly and non-conforming uses.

5. Entitled a fourth hotel/mixed-use development along the North Atlantic Boulevard corridor.
6. Excavation and grading work have commenced on the Courtyard by Marriott Hotel project along the North Atlantic Boulevard Corridor.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$39,795 reflects the consulting services for anticipated developments.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$183,098	\$188,263	\$188,260	\$188,014	\$188,014
11400 Overtime Salaries	53	3,500	3,500	1,500	1,500
11500 Separation Benefits	8,000	8,160	8,160	8,405	8,405
TOTAL	\$191,151	\$199,923	\$199,920	\$197,919	\$197,919
EMPLOYEE BENEFITS					
12200 Life Insurance	\$359	\$359	\$360	\$359	\$359
12300 Medical Insurance	16,936	18,338	18,340	18,004	18,004
12350 Medicare Insurance	2,683	2,712	2,710	2,784	2,784
12400 Dental Insurance	907	1,020	1,020	1,019	1,019
12500 Workers Compensation	5,870	6,164	6,160	6,472	6,472
12600 Retirement	46,572	49,083	49,080	54,101	54,101
12900 Long Term Disability	851	852	850	852	852
12950 Vision Plan	276	276	280	276	276
TOTAL	\$74,454	\$78,804	\$78,800	\$83,867	\$83,867
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,811	\$1,800	\$1,800	\$1,800	\$1,800
22000 Operating Supplies	494	500	500	500	500
24000 Small Tools	350	350	350	350	350
31000 Contracted Services	37,329	35,000	35,000	39,795	39,795
32000 Communications	6,374	4,893	4,890	4,510	4,510
33000 Motor Pool Charges	416	890	890	2,902	2,902
37000 Leases & Rentals	5,500	10,000	10,000	11,500	11,500
38000 R/M Contractual	4,555	4,691	4,690	4,835	4,835
39000 Miscellaneous	1,374	1,700	1,700	1,700	1,700
TOTAL	\$58,203	\$59,824	\$59,820	\$67,892	\$67,892
GRAND TOTAL	\$323,808	\$338,551	\$338,540	\$349,678	\$349,678

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Community / Economic Development	0.15	0.15	0.15	\$22,199	\$23,310	\$23,310
Senior Planner	1.00	1.00	1.00	96,636	99,048	99,048
Assistant Planner	1.00	1.00	1.00	62,266	63,820	63,820
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	1,128	1,236	1,236
Overtime	0.00	0.00	0.00	3,500	1,500	1,500
Separation Benefits	0.00	0.00	0.00	8,160	8,405	8,405
Total	2.15	2.15	2.15	\$194,489	\$197,919	\$197,919

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$474,937	\$479,385	\$480,396	\$558,360	\$558,360
SERVICES & SUPPLIES	50,881	59,565	58,499	65,235	65,235
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$525,818	\$538,950	\$538,895	\$623,595	\$623,595
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.30	 4.30	 4.30	 5.30	 5.30

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 business license enforcement. The division coordinates with internal city departments and external agencies ensuring compliance. The program is intended to promote voluntary compliance but is design to effectuate the appropriate corrective action.

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 their findings and suggested course of action within 72 hours.

- Proactively identify 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 etc.
- 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
- Supervise weekend Code Enforcement Volunteers on a variety of tasks and assignments including inspections, re-inspections, in-house filing, reporting violations to various City departments for corrective action, removing signs, issuing courtesy notices, inspection of yard sales, reporting and recording abandoned shopping carts and other violations.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
INSPECTIONS (*)			
Residential Inspections	3,882	3,909	4,048
Home Occupation	253	275	275
Commercial Inspections	450	540	551
Industrial Inspections	<u>100</u>	<u>62</u>	<u>63</u>
Total	4,685	4,768	4,937

* *Numbers include all follow-up site inspections*

Complaints received and Investigated	1,851	1,992	2,000
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	205	565	570
Administrative Citations	308	280	300

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Finalizing and implementing a Manual of Responsibility and Standard of Operating Procedure (SOPs) to provide existing and future code enforcement officers a greater understanding of the Division's responsibilities and how the Division interacts with other City departments to accomplish its mission.
2. *Improve Organizational Effectiveness and Efficiency:* Coordinating with several City departments to establish a City-wide data platform of critical information for residential and commercial property, including all active businesses.
3. *Improve Organizational Effectiveness and Efficiency:* Re-establishing a suspense file of outstanding (unpaid) Administrative Citations and procedures to re-implement a smooth collection process, including the use of an outside collection agency.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Continued the second year of the Weekend Code Enforcement Program providing a Code Enforcement presence in the Community. The presence of Code Enforcement on the weekends has helped detour non-permitted construction activities, yard sales, street vending and property maintenance issues.
2. Trained nine (9) Code Enforcement Volunteers in a variety of tasks to independently conduct inspections and re-inspections. The Volunteer Program as allowed for a proactive approach to community code enforcement.
3. Added Administrative Citation component to the Government Outreach (GoMPK) tracking system to allow officers to have the ability to track and issue Citations in the field or office through a data base of violations maintained by Government Outreach.
4. Established on-line capabilities with Accela/Government Outreach to access e-mails, complaints, building permits, planning approvals, upload photos and documents from the field, print Notices and Citations in the field, research property ownership and other on-line support capabilities. Future applications under consideration.
5. Published one article in The Cascades Newspaper regarding inter-department coordination and cooperation to assist a local business to improve the appearance of downtown and create a more friendly City-Business relationship.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$40,395 reflects the City Prosecutor's cost for Code Enforcement.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$315,735	\$316,136	\$316,136	\$362,796	\$362,796
11400 Overtime Salaries	1,746	0	1,000	1,000	1,000
11500 Separation Benefits	16,665	16,998	16,998	17,508	17,508
TOTAL	\$334,146	\$333,134	\$334,134	\$381,304	\$381,304
EMPLOYEE BENEFITS					
12200 Life Insurance	\$717	\$743	\$743	\$875	\$875
12300 Medical Insurance	45,275	48,032	48,030	54,852	54,852
12350 Medicare Insurance	3,558	3,441	3,450	3,513	3,513
12400 Dental Insurance	3,188	3,432	3,440	4,098	4,098
12500 Workers Compensation	5,870	6,164	6,164	6,472	6,472
12600 Retirement	79,905	82,205	82,205	104,470	104,470
12900 Long Term Disability	1,703	1,652	1,650	2,100	2,100
12950 Vision Plan	575	582	580	676	676
TOTAL	\$140,791	\$146,251	\$146,262	\$177,056	\$177,056
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,279	\$1,550	\$1,550	\$1,450	\$1,450
22000 Operating Supplies	2,237	2,150	2,150	3,000	3,000
24000 Small Tools	218	500	500	500	500
31000 Contracted Services	30,794	35,600	35,600	40,395	40,395
32000 Communications	3,242	5,260	4,190	3,350	3,350
33000 Motor Pool Charges	3,500	8,949	8,949	10,805	10,805
38000 R/M Contractual	9,125	4,656	4,660	4,835	4,835
39000 Miscellaneous	486	900	900	900	900
TOTAL	\$50,881	\$59,565	\$58,499	\$65,235	\$65,235
GRAND TOTAL	\$525,818	\$538,950	\$538,895	\$623,595	\$623,595

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Community / Economic Development	0.30	0.30	0.30	\$44,399	\$46,620	\$46,620
Code Enforcement Officers*	3.00	4.00	4.00	199,152	251,040	251,040
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
Education Incentive	0.00	0.00	0.00	216	732	732
Longevity Pay	0.00	0.00	0.00	4,800	7,200	7,200
Overtime	0.00	0.00	0.00	0	1,000	1,000
Separation Benefits	0.00	0.00	0.00	16,998	17,508	17,508
Sr. Code Enforcement Officer Premium Pay	0.00	0.00	0.00	6,000	6,000	6,000
Total	4.30	5.30	5.30	\$322,769	\$381,304	\$381,304

* Add one Code Enforcement Officer

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Building and Safety

ACTIVITY NO.: 1703

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$658,201	\$758,662	\$758,642	\$769,067	\$769,067
SERVICES & SUPPLIES	32,358	112,711	107,238	106,231	106,231
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$690,559	\$871,373	\$865,880	\$875,298	\$875,298
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 5.30	 6.30	 6.30	 6.30	 6.30

Program Description

The Building Division is established per the mandate of California Health and Safety Code to facilitate compliance with 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 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 with various departments and outside 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.
- Maintains building plans and permit records, and make the information readily available to the public.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2015-16	<u>Estimated</u> 2016-17	<u>Projected</u> 2017-18
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	84	22	40
<i>b. Residential, Add/Alter</i>	434	323	280
<i>c. Non-Residential, New</i>	4	1	6
<i>d. Non-Residential, Add/Alter</i>	106	105	80
<i>e. Miscellaneous</i>	<u>222</u>	<u>200</u>	<u>160</u>
Building Permits Total	850	651	566
Electrical Permits	180	126	80
Mechanical Permits	99	85	50
Plumbing Permits	<u>135</u>	<u>100</u>	<u>60</u>
All Permits Total	1,264	962	756
ANNUAL PERMIT VALUATION	44 mil.	20 mil.	30 mil.
PLAN CHECKS			
Total Number Processed	<u>557</u>	<u>461</u>	<u>400</u>
Processed In-House	95%	95%	90%
Contracted Out	5%	5%	10%
INSPECTIONS			
Construction Inspections	6,265	4,452	6,000
Certificate of Occupancy	<u>233</u>	<u>99</u>	<u>60</u>
All Inspections Total	6,498	4,551	6,060

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Work with vendors on the conversion of existing paper and film documents to digital format for integration into Accela, the operating software of the Division, as part of the Division's goal on document retention and management.
2. *Improve organizational effectiveness and efficiency:* Work with Accela to reexamine the current software's procedural and technical instructions, apply recommendations of staff, and implement changes necessary to provide the needed adjustments to staff and management; as a result, this will provide the necessary analytical data of the Division's workflow and operation, and reports to City management.

2016-2017 MAJOR ACCOMPLISHMENTS

1. We are nearing the end of the recruitment process for the full time building inspector with the anticipation of an offer made before the end of April.
2. We have completed the adoption of the 2016 California Building Standards Code and its implementation as of January 1, 2017.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) \$39,980 includes the annual cost of Accela licensing.
2. Contracted Services category (#31000) \$39,795 reflects the consulting services for anticipated developments.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Building and Safety

ACTIVITY NO.: 1703

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$460,258	\$524,806	\$524,810	\$517,965	\$517,965
11400 Overtime Salaries	320	0	0	1,000	1,000
11500 Separation Benefits	8,000	8,160	8,160	8,405	8,405
TOTAL	\$468,578	\$532,966	\$532,970	\$527,370	\$527,370
EMPLOYEE BENEFITS					
12200 Life Insurance	\$819	\$954	\$950	\$978	\$978
12300 Medical Insurance	52,523	65,136	65,132	69,305	69,305
12350 Medicare Insurance	6,637	7,683	7,680	7,536	7,536
12400 Dental Insurance	3,798	4,942	4,940	4,938	4,938
12500 Workers Compensation	5,870	6,164	6,160	6,472	6,472
12600 Retirement	117,055	137,273	137,270	149,068	149,068
12900 Long Term Disability	2,099	2,521	2,520	2,377	2,377
12950 Vision Plan	822	1,023	1,020	1,023	1,023
TOTAL	\$189,623	\$225,696	\$225,672	\$241,697	\$241,697
SERVICES & SUPPLIES					
21000 Office Supplies	\$655	\$1,000	\$1,000	\$900	\$900
22000 Operating Supplies	1,758	2,125	2,130	2,725	2,725
24000 Small Tools	993	1,100	1,100	1,100	1,100
31000 Contracted Services	4,842	35,000	35,000	39,795	39,795
32000 Communications	3,220	6,506	6,506	6,624	6,624
33000 Motor Pool Charges	12,507	13,002	8,502	8,607	8,607
38000 R/M Contractual	4,555	39,978	39,000	39,980	39,980
39000 Miscellaneous	3,828	14,000	14,000	6,500	6,500
TOTAL	\$32,358	\$112,711	\$107,238	\$106,231	\$106,231
GRAND TOTAL	\$690,559	\$871,373	\$865,880	\$875,298	\$875,298

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 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Community / Economic Development	0.30	0.30	0.30	\$44,399	\$46,620	\$46,620
Building Official	1.00	1.00	1.00	110,740	113,509	113,509
Plan Checker	1.00	1.00	1.00	88,944	88,944	88,944
Building Inspector	2.00	2.00	2.00	148,008	148,008	148,008
Permit Technician II	1.00	1.00	1.00	66,384	66,384	66,384
Permit Technician I	1.00	1.00	1.00	49,231	50,468	50,468
Bilingual	0.00	0.00	0.00	1,200	600	600
Education Incentive	0.00	0.00	0.00	816	1,032	1,032
Longevity Pay	0.00	0.00	0.00	2,400	2,400	2,400
Overtime	0.00	0.00	0.00	0	1,000	1,000
Separation Benefits	0.00	0.00	0.00	8,160	8,405	8,405
Total	6.30	6.30	6.30	\$520,282	\$527,370	\$527,370

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$165,395	\$185,280	\$194,132	\$193,617	\$312,444
SERVICES & SUPPLIES	82,583	249,135	202,335	826,386	826,386
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$247,978	\$434,415	\$396,467	\$1,020,003	\$1,138,830
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.65	 1.95	 1.95	 1.95	 2.95

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.

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Continue to identify underutilized commercial properties in the community and create a data base to facilitate the marketing of these properties.
2. *Improve communitywide beautification:* Continue to facilitate the establishment of a Business Improvement District (BID) in the South Garfield Village Specific Plan area.

3. *Improve communitywide beautification:* Identify projects and programs designed to enhance downtown Monterey Park improving the areas financial base and aesthetic appeal.
4. *Achieve financial stability:* Evaluate the adequacy of the Economic Development Element of the General Plan and report the findings and recommendations to the Planning Commission and City Council.
5. *Improve organizational effectiveness and efficiency:* Prepare and Economic Development Strategic Plan for the community.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Marketed and assisted in the liquidation of the last remaining property asset of the former redevelopment agency.
2. Enter into an agreement with a consultant to design a new city brochure with a template component that may be used by all departments to create a cohesive image for the city.
3. Identified additional commercial properties with the city that are underutilized and have been marketing these properties as opportunities.
4. Entered into an agreement with Chinatown Service Center to work with Business Improvement District No. 1 businesses on marketing, shop cleanliness, and good customer service.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$779,051 is for contract service costs for anticipated development projects, economic development programs or City improvements. Amount reflects the HUD ED1 grant of \$591,751 for the Market Place Project.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$105,189	\$134,148	\$134,150	\$129,052	\$210,352
11300 Part Time Salaries	18,095	0	6,800	0	0
11400 Overtime Salaries	2,946	1,000	2,500	2,500	2,500
TOTAL	\$126,230	\$135,148	\$143,450	\$131,552	\$212,852
EMPLOYEE BENEFITS					
12200 Life Insurance	\$252	\$328	\$330	\$328	\$460
12300 Medical Insurance	8,621	11,505	11,510	20,100	32,100
12350 Medicare Insurance	1,865	1,950	1,950	1,879	3,058
12370 Part Time Retirement	724	0	542	320	0
12400 Dental Insurance	285	357	360	1,195	1,785
12600 Retirement	26,679	35,014	35,010	37,166	60,499
12900 Long Term Disability	581	773	770	773	1,169
12950 Vision Plan	158	205	210	304	521
TOTAL	\$39,165	\$50,132	\$50,682	\$62,065	\$99,592
SERVICES & SUPPLIES					
21000 Office Supplies	\$971	\$1,400	\$1,000	\$1,000	\$1,000
24000 Small Tools	47	2,000	2,000	2,000	2,000
31000 Contracted Services	59,409	187,300	157,300	779,051	779,051
32000 Communications	2,067	2,135	1,135	1,135	1,135
33000 Motor Pool Charges	6,728	5,500	5,300	5,500	5,500
34000 Advertising	13,210	40,000	30,000	30,000	30,000
38000 R/M Contractual	0	500	500	500	500
39000 Miscellaneous	151	10,300	5,100	7,200	7,200
TOTAL	\$82,583	\$249,135	\$202,335	\$826,386	\$826,386
GRAND TOTAL	\$247,978	\$434,415	\$396,467	\$1,020,003	\$1,138,830

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Community / Economic Development	0.15	0.15	0.15	\$22,199	\$23,310	\$23,310
Economic Development Manager*	0.00	0.00	1.00	0	0	81,300
Economic Development Specialist	0.80	0.80	0.80	61,450	64,522	64,522
Senior Clerk Typist	1.00	1.00	1.00	44,040	39,084	39,084
Education Incentive	0.00	0.00	0.00	108	216	216
Longevity Pay	0.00	0.00	0.00	1,920	1,920	1,920
Overtime	0.00	0.00	0.00	1,000	2,500	2,500
Total	1.95	1.95	2.95	\$130,717	\$131,552	\$212,852

* This is a new position for economic development.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$10,199	\$10,604	\$10,600	\$11,022	\$11,022
SERVICES & SUPPLIES	445,749	512,048	512,050	550,264	550,264
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$455,948	\$522,652	\$522,650	\$561,286	\$561,286
 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. CDBG funds are utilized to provide assistance with fair housing, repayment of a Section 108 loan and to cover administrative costs. Due to the continued reduction in CDBG funds from the federal level and the repayment of the Section 108 Loan, the availability of CDBG funding for other activities is limited.

PROGRAM MEASUREMENTS

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-2018</u>
Agencies assisted from Community Fund	1	1	1
Number of Housing Rights Center clients assisted	128	130	130

2017-2018 GOALS AND OBJECTIVES

1. *Complete Towne Centre and Market Place:* Establish an Employment Hiring Program that is compliant with HUD guidelines and implement the program as part of the Monterey Park Market Place project.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Implemented all goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.
2. Promoted fair housing by assisting approximately 128 Monterey Park residents with housing discrimination complaints or tenant and landlord counseling.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$86,946 for Single Audit costs and management consulting services for administrative services and housing activities.
2. Other Agency Services category (#41000) \$10,000 reflects aids to Housing Rights Center.
3. Debt Service category (#42000) \$451,638 represents payment to HUD for Section 108 Loan. 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 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$7,471	\$7,659	\$7,660	\$7,842	\$7,842
TOTAL	\$7,471	\$7,659	\$7,660	\$7,842	\$7,842
EMPLOYEE BENEFITS					
12200 Life Insurance	\$16	\$16	\$20	\$16	\$16
12300 Medical Insurance	634	734	730	703	703
12350 Medicare Insurance	109	109	110	115	115
12400 Dental Insurance	47	60	60	60	60
12600 Retirement	1,890	1,994	1,990	2,254	2,254
12900 Long Term Disability	20	20	20	20	20
12950 Vision Plan	12	12	10	12	12
TOTAL	\$2,728	\$2,945	\$2,940	\$3,180	\$3,180
SERVICES & SUPPLIES					
31000 Contracted Services	\$39,909	\$68,000	\$68,000	\$86,946	\$86,946
32000 Communications	2,109	1,677	1,680	1,680	1,680
34000 Advertising	0	300	300	0	0
41000 Other Agency Serv	10,000	10,000	10,000	10,000	10,000
42000 Debt Service	393,731	432,071	432,070	451,638	451,638
TOTAL	\$445,749	\$512,048	\$512,050	\$550,264	\$550,264
GRAND TOTAL	\$455,948	\$522,652	\$522,650	\$561,286	\$561,286

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Community / Economic Development	0.05	0.05	0.05	\$7,400	\$7,770	\$7,770
Education Incentive	0.00	0.00	0.00	36	72	72
Total	0.05	0.05	0.05	\$7,436	\$7,842	\$7,842

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$10,199	\$10,604	\$10,598	\$11,022	\$11,022
SERVICES & SUPPLIES	47,527	234,753	200,790	725,662	725,662
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$57,726	\$245,357	\$211,388	\$736,684	\$736,684
 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Residential Rehab Participants	4	7	10

2017-2018 GOALS AND OBJECTIVES

1. *Achieve financial stability:* Implement all goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.
2. *Improve communitywide beautification:* Complete at least four (4) residential rehabilitation projects.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Updated the City's Residential Rehabilitation Program Guidelines to allow the better utilization of Federal HOME funds.
2. Established a Rental Rehabilitation Program for non-profit organization that provides fair and decent housing to low to moderate individuals.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$10,000 reflects consulting services for the City's housing rehabilitation programs.
2. R&M Contractual category (#38000) \$715,000 is to fund the City's residential rehabilitation projects.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Home Housing Program**

ACTIVITY NO.: **2206**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$7,471	\$7,659	\$7,659	\$7,842	\$7,842
TOTAL	\$7,471	\$7,659	\$7,659	\$7,842	\$7,842
EMPLOYEE BENEFITS					
12200 Life Insurance	\$16	\$16	\$16	\$16	\$16
12300 Medical Insurance	634	734	734	703	703
12350 Medicare Insurance	109	109	109	115	115
12400 Dental Insurance	47	60	60	60	60
12600 Retirement	1,890	1,994	1,990	2,254	2,254
12900 Long Term Disability	20	20	20	20	20
12950 Vision Plan	12	12	10	12	12
TOTAL	\$2,728	\$2,945	\$2,939	\$3,180	\$3,180
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$0	\$0	\$567	\$567
31000 Contracted Services	10,000	12,000	12,000	10,000	10,000
32000 Communications	45	84	90	95	95
38000 R/M Contractual	37,482	188,704	188,700	715,000	715,000
44000 Misc Financial Serv	0	33,965	0	0	0
TOTAL	\$47,527	\$234,753	\$200,790	\$725,662	\$725,662
GRAND TOTAL	\$57,726	\$245,357	\$211,388	\$736,684	\$736,684

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 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Community / Economic Development	0.05	0.05	0.05	\$7,400	\$7,770	\$7,770
Education Incentive	0.00	0.00	0.00	36	72	72
Total	0.05	0.05	0.05	\$7,436	\$7,842	\$7,842

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 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	99,930	60,000	60,000	60,000	60,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$99,930	\$60,000	\$60,000	\$60,000	\$60,000
 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 former redevelopment agency 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>Actual 2016-2017</u>	<u>Projected 2017-2018</u>
Monitor/administer covenants and repairs	1	1
Compliance monitoring and audit reports	1	1
New affordable housing complex	1	0

2017-2018 GOALS AND OBJECTIVES

1. *Achieve financial stability:* Implement all goals as identified in the 2015-2020 Consolidated Plan.
2. *Improve communitywide beautification:* Identify other potential affordable housing projects that could utilize HOME or Housing funds.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Monitored and closed out the development of six affordable housing units developed by LINC Housing.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$60,000 reflects the contracting services and legal assistance provided for the City's housing programs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Affordable Housing Program

ACTIVITY NO.: 2207

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SERVICES & SUPPLIES					
31000 Contracted Services	\$99,930	\$60,000	\$60,000	\$60,000	\$60,000
38000 R/M Contractual	0	0	0	0	0
TOTAL	\$99,930	\$60,000	\$60,000	\$60,000	\$60,000
GRAND TOTAL	\$99,930	\$60,000	\$60,000	\$60,000	\$60,000

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 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	77,995	111,400	111,400	111,400	111,400
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$77,995	\$111,400	\$111,400	\$111,400	\$111,400
 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:

- Public amenities such as benches, trash receptacles, fountains, kiosks and street lighting;
- Landscaping;
- Promotion of public events to promote businesses within the business district including decorations and music; and
- 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.

2017-18 GOALS AND OBJECTIVES

The goals for 2017-18 reflect the City Council's approval of the BID's Annual Report and programs and goals set forth in that document.

1. *Improve communitywide beautification:* 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. *Improve communitywide beautification:* Initiate a banner program for the Garvey/Garfield area. This item will return to the City Council for an additional appropriation.
3. *Achieve financial stability:* Develop opportunities for BID members to become more involved in the Lunar New Year festival thereby promoting their business.

2016-17 MAJOR ACCOMPLISHMENTS

1. Continue to work with the Downtown Garvey/Garfield businesses on ways they can assist in keeping the area attractive and educate members of the benefits of good customer service.
2. Purchase new Christmas decorations for December 2017. This item will go back to the City council for an appropriation from BID reserves.
3. Create banners for the BID area. This item will return to the City Council for approval.
4. Continue the successful downtown janitorial services with The Chrysalis Center. A clean commercial area helps prevent vandalism and encourages visitors to revisit the area.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$111,400 reflects costs for the maintenance contract for Chrysalis, Chinatown Service Center contract, the purchases of holiday lights, the quarterly newsletter, postage, translations services, and flowers for the planter.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SERVICES & SUPPLIES					
31000 Contracted Services	\$77,995	\$111,400	\$111,400	\$111,400	\$111,400
TOTAL	\$77,995	\$111,400	\$111,400	\$111,400	\$111,400
GRAND TOTAL	\$77,995	\$111,400	\$111,400	\$111,400	\$111,400

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CITY OF MONTEREY PARK

SOURCE OF FUNDS:

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

General \$14,325,598
 Retirement \$3,443,805
 Public Safety Impact Fee \$60,690
 STC Standards/Training/
 Correction Grant \$5,610
 POST Grant \$35,000
 Asset Forfeiture \$246,281
 Public Safety Augmentation \$335,000
 State COPS Grant \$109,319
 Bulletproof Vest Grant \$4,365
 AB109 Task Force Grant \$94,278
 OTS Selective Traffic Grant (3) \$40,390

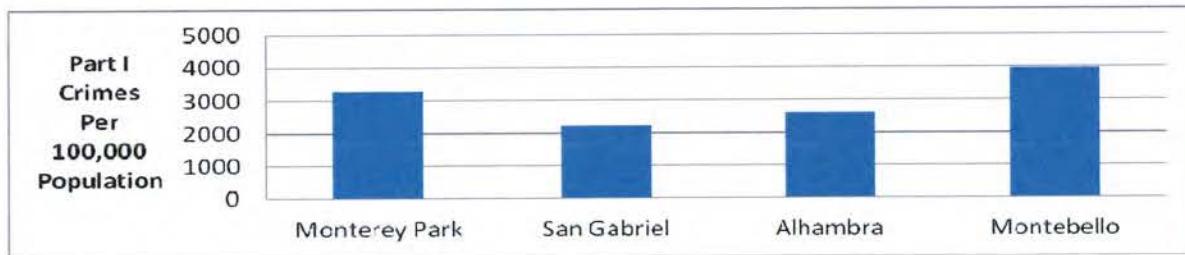
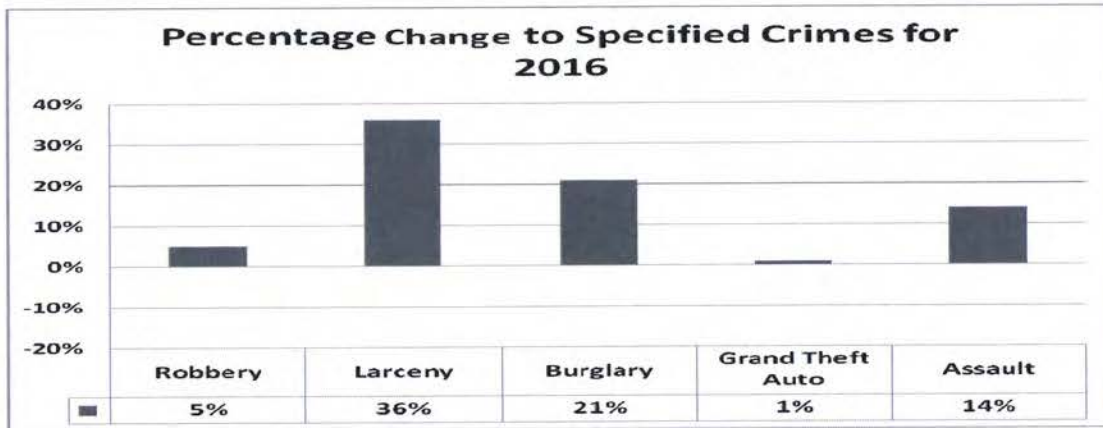
<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$14,958,101	\$15,021,522	\$14,980,738	\$16,378,175	\$16,347,424
SERVICES & SUPPLIES	2,073,206	2,299,151	2,221,385	2,326,358	2,352,912
CAPITAL OUTLAY	17,088	91,000	91,000	0	0
TOTAL COSTS	\$17,048,395	\$17,411,673	\$17,293,123	\$18,704,533	\$18,700,336
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 113.76	 118.76	 118.76	 118.76	 118.76

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 16,500 hours in 2015. 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 2016, there was a 24% increase in Part I crimes as compared to the previous year. In 2016, the categories of robbery, larceny, burglary, assaults and grand theft auto increased. Monterey Park's Part I crime per 100,000 was 3,277. This was 17% less than Montebello's crime rate of 3,940 per 100,000 population, 25% more than Alhambra's crime rate of 2,613 per 100,000 population, and 47% more than San Gabriel's crime rate of 2,221 per 100,000 population.



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

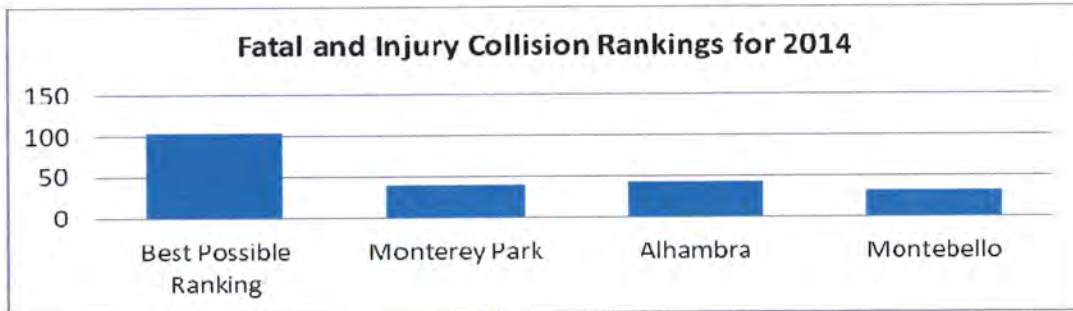
Calendar Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
% Change in Part I Crime	2%	-12%	-1%	-6%	6%	-16%	-7%	14%	-3%	16%	-10%	26%
# Traffic Fatalities	1	0	4	2	2	1	2	2	2	3	5	4

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 2015 calendar year is listed below:

Agency	Fatal	Injury	Non-Injury
Monterey Park	4	213	368
Montebello	3	229	230
Alhambra	1	327	1,001

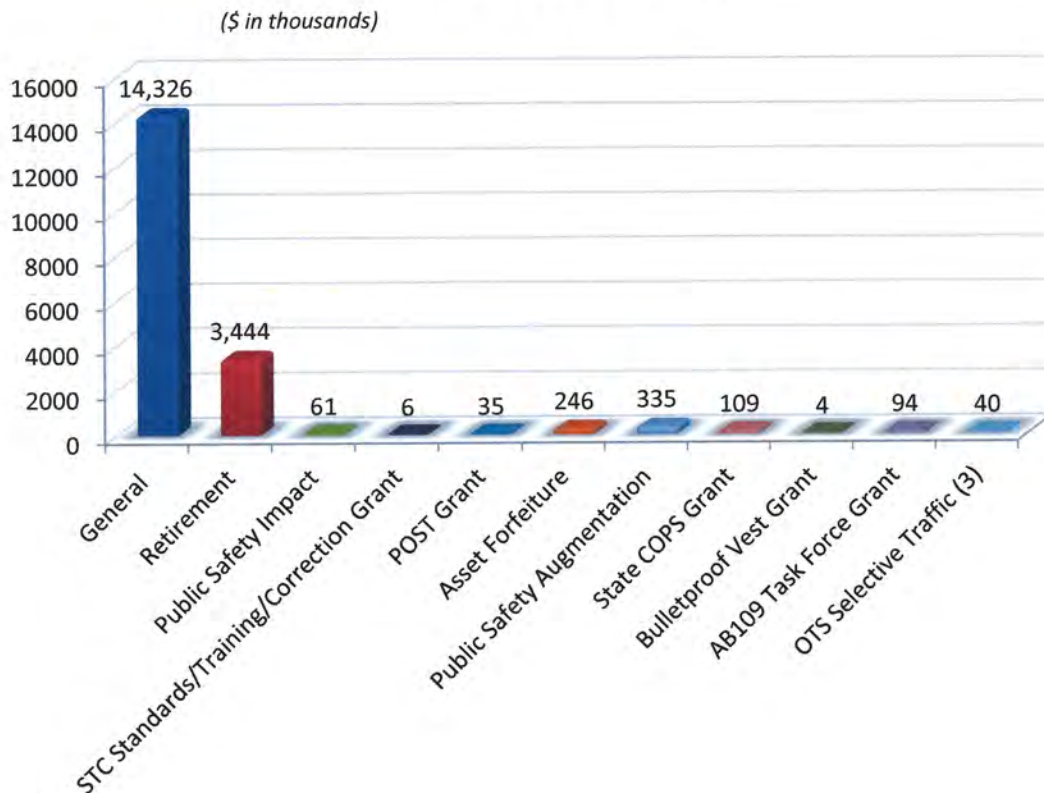
The California Office of Traffic Safety's Annual Fatal and Injury Collision Rankings are listed below for the 2014 calendar year. Rankings for the 2015 calendar year were not yet available.

*Monterey Park ranked 39 out of 105 agencies.
 Alhambra ranked 43 out of 105 agencies.
 Montebello ranked 31 out of 105 agencies.*

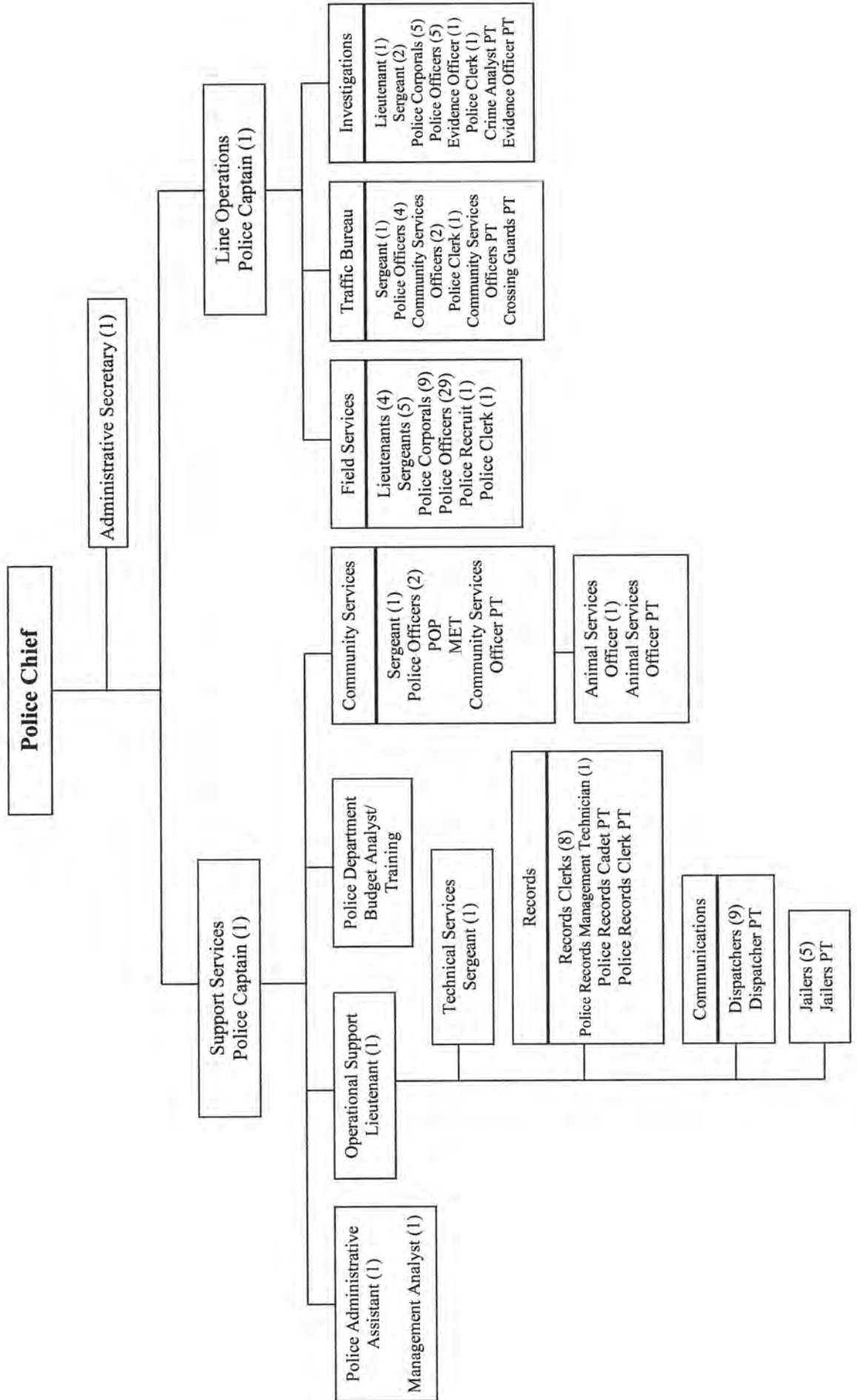


For victim and collision rankings, a Population Group Ranking of "1/105" would be assigned to the city with the highest number of victims/collisions per 1,000 residents in population group C, while a ranking of "105/105" would be assigned to the city with the lowest number of victims/collisions per 1,000 residents in population group C.

Police Source of Funds



MONTEREY PARK POLICE DEPARTMENT ORGANIZATIONAL CHART



CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$1,287,850	\$1,040,654	\$1,041,460	\$1,073,483	\$1,073,483
SERVICES & SUPPLIES	114,031	119,146	114,050	126,416	126,416
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,401,881	\$1,159,800	\$1,155,510	\$1,199,899	\$1,199,899
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.00	 4.00	 4.00	 4.00	 4.00

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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Total Volunteer Hours:	16,735	13,250	15,000
Total # of Volunteers:			
Reserves Officers	21	19	23
Explorers	14	16	19
Records	2	1	1
MPEC	16	16	16
MPCP	17	13	17
Investigations	0	0	0
Animal Control	0	0	0
Chaplains	5	5	6

Formal Training Hours for all Personnel: 2,949 Hours (ytd)

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* The Training Bureau will host four orientations outlining the hiring process to become a Police Officer with the City of Monterey Park. The orientations will focus on tips to prepare for the written exam and best practices when participating in the interview and background process.
2. *Improve organizational effectiveness and efficiency:* In an effort to keep our perishable skills up to date with current standards of the California Peace Officer Standards and Training, the Training Bureau will see that sworn personnel below the rank of Lieutenant complete a tactical communications course to enhance de-escalation skills when dealing with the public.

2016-2017 MAJOR ACCOMPLISHMENTS

1. The Training Bureau in conjunction with the Los Angeles County District Attorney's office hosted a POST certified Mental Health Awareness class. Participants included our personnel and members of other outside police agencies. The training focused on best practices for first responders in addressing persons in mental health crisis.
2. The Training Manager updated the department's current field training manual to ensure compliance with current and proposed POST standards.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$25,050 consists of uniform allowance, office supplies, and other operating supplies.
2. Motor Pool Charges category (#33000) \$49,266 consists of POST training, STC training and conference, and City's motor pool charges.
3. Miscellaneous category (#39000) \$48,900 consists of training expenses, dues and memberships, books and subscriptions, and printing and duplicating costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$561,876	\$375,347	\$375,350	\$378,444	\$378,444
11400 Overtime Salaries	5,985	5,000	5,800	5,000	5,000
11450 Court Time Salaries	120	0	0	0	0
11500 Separation Benefits	465,000	474,300	474,300	488,529	488,529
TOTAL	\$1,032,981	\$854,647	\$855,450	\$871,973	\$871,973
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,183	\$852	\$850	\$780	\$780
12300 Medical Insurance	57,800	45,491	45,490	46,382	46,382
12350 Medicare Insurance	7,819	4,344	4,340	4,555	4,555
12400 Dental Insurance	3,770	3,190	3,190	3,491	3,491
12500 Workers Compensation	13,207	13,867	13,870	14,560	14,560
12600 Retirement	167,522	114,516	114,520	127,899	127,899
12900 Long Term Disability	2,491	2,857	2,860	2,953	2,953
12950 Vision Plan	1,077	890	890	890	890
TOTAL	\$254,869	\$186,007	\$186,010	\$201,510	\$201,510
SERVICES & SUPPLIES					
21000 Office Supplies	\$15	\$200	\$200	\$200	\$200
22000 Operating Supplies	18,345	25,825	25,830	25,050	25,050
24000 Small Tools	53	100	100	100	100
32000 Communications	424	1,400	1,000	1,400	1,400
33000 Motor Pool Charges	54,058	49,021	49,020	49,266	49,266
38000 R/M Contractual	1,048	1,500	1,500	1,500	1,500
39000 Miscellaneous	40,088	41,100	36,400	48,900	48,900
TOTAL	\$114,031	\$119,146	\$114,050	\$126,416	\$126,416
GRAND TOTAL	\$1,401,881	\$1,159,800	\$1,155,510	\$1,199,899	\$1,199,899

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Police Chief	1.00	1.00	1.00	\$185,004	\$194,244	\$194,244
Administrative Secretary	1.00	1.00	1.00	60,120	60,120	60,120
Management Analyst	1.00	1.00	1.00	58,872	56,028	56,028
Police Administrative Assistant	1.00	1.00	1.00	56,846	57,072	57,072
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentives	0.00	0.00	0.00	5,580	5,580	5,580
Longevity Pay	0.00	0.00	0.00	0	2,400	2,400
Notary Bonus Pay	0.00	0.00	0.00	2,400	2,400	2,400
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	474,300	488,529	488,529
Total	4.00	4.00	4.00	\$848,722	\$871,973	\$871,973

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$1,234,584	\$1,293,097	\$1,252,519	\$1,288,906	\$1,285,056
SERVICES & SUPPLIES	119,786	115,983	113,490	115,295	115,295
CAPITAL OUTLAY	17,088	91,000	91,000	0	0
TOTAL COSTS	\$1,371,458	\$1,500,080	\$1,457,009	\$1,404,201	\$1,400,351
 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 five-day-a-week Motorcycle Officer coverage and seven-day-a-week Parking Enforcement Officer coverage. 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.
- 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Number of Citations:			
Traffic	5,047	3,374	5,000
Parking	9,311	10,200	10,500
Traffic Collision Incidents:			
Fatal	3	1(actual)	***
Injury	217	213	***
Non-injury	357	295	***
Fatalities (actual)	3	1(actual)	***
Persons Injured	300	298	***
Number of Arrests: Drunk Drivers	107	50	75
% of Traffic Investigations Commenced within 3 Days	100%	100%	100%

% Response on Citation Appeals/Complaints within 3 Days	100%	100%	100%
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2017-2018 GOALS AND OBJECTIVES

1. *Improve community-wide beautification:* Assess the permit parking signage throughout the city and submit service requests for the replacement of missing, damaged and faded signs. This will increase the effectiveness and efficiency of enforcement as well as enhance the appearance of the city.
2. *Improve organizational effectiveness and efficiency:* Host two Senior Pedestrian Safety Classes at selected senior housing locations in the City. The focus of the classes will be to educate the senior population on pedestrian traffic safety.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Received a \$171,000 grant from the California Office of Traffic Safety to educate the public about pedestrian & bicycle safety and to conduct enforcement operations to reduce collisions.
2. Conducted safety booths at community events, spoke to community groups at the citizen’s academy and mature drivers program, and published related articles in the Cascades newspaper.
3. Conducted presentations and provided safety brochures to the public, addressing distracted driving as well as pedestrian and bicycle safety at all the City festivals, National Nights Out, Citizen’s Academy, Langley center and the mature driving course.
4. Participated in the “Distracted Driving” and “Click It or Ticket” campaigns. These campaigns are State of California wide enforcement efforts to educate motorists.
5. Conducted School Safety Programs at elementary schools in the City. The Programs addressed bicycle and pedestrian safety in the local schools and community events.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) will decrease in funding of \$95,100 in FY 17/18 due to the completion of the Office of Traffic Safety Grant.
2. Operating Supplies category (#22000) \$9,550 consists of annual uniform allowance, safety equipment and operating supplies.
3. Motor Pool Charges category (#33000) \$94,545 includes the city allocated motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$628,329	\$641,246	\$641,246	\$695,172	\$691,322
11300 Part Time Salaries	132,877	144,198	144,198	144,200	144,200
11400 Overtime Salaries	157,242	158,352	117,957	63,180	63,180
11450 Court Time Salaries	416	8,000	8,000	8,000	8,000
TOTAL	\$918,864	\$951,796	\$911,401	\$910,552	\$906,702
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,015	\$2,106	\$2,110	\$2,106	\$2,106
12300 Medical Insurance	81,572	96,616	96,620	90,863	90,863
12350 Medicare Insurance	12,259	10,344	10,345	10,143	10,143
12370 Part Time Retirement	4,317	5,438	5,440	5,440	5,440
12400 Dental Insurance	5,673	6,343	6,340	6,165	6,165
12500 Workers Compensation	8,071	8,475	8,475	8,899	8,899
12600 Retirement	199,480	209,098	209,098	251,958	251,958
12800 Uniform Allowance	0	160	160	0	0
12900 Long Term Disability	924	1,188	1,000	1,188	1,188
12950 Vision Plan	1,409	1,533	1,530	1,592	1,592
TOTAL	\$315,720	\$341,301	\$341,118	\$378,354	\$378,354
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$400	\$400	\$400	\$400
22000 Operating Supplies	17,788	9,190	9,200	9,550	9,550
24000 Small Tools	255	1,300	1,300	500	500
31000 Contracted Services	71	1,800	1,800	1,800	1,800
32000 Communications	646	750	750	750	750
33000 Motor Pool Charges	94,591	94,793	94,790	94,545	94,545
38000 R/M Contractual	1,756	2,000	2,000	2,000	2,000
39000 Miscellaneous	4,679	5,750	3,250	5,750	5,750
TOTAL	\$119,786	\$115,983	\$113,490	\$115,295	\$115,295
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$17,088	\$91,000	\$91,000	\$0	\$0
TOTAL	\$17,088	\$91,000	\$91,000	\$0	\$0
GRAND TOTAL	\$1,371,458	\$1,500,080	\$1,457,009	\$1,404,201	\$1,400,351

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Captain	0.25	0.25	0.25	\$39,604	\$41,085	\$37,235
Sergeant	1.00	1.00	1.00	100,392	112,062	112,062
Police Officer	4.00	4.00	4.00	319,872	357,072	357,072
Community Services Officer	2.00	2.00	2.00	95,292	98,634	98,634
Police Clerk	1.00	1.00	1.00	50,544	50,544	50,544
Bilingual	0.00	0.00	0.00	600	1,800	1,800
Court Time	0.00	0.00	0.00	8,000	8,000	8,000
Education Incentives	0.00	0.00	0.00	18,375	20,775	20,775
Field Training Officer Pay	0.00	0.00	0.00	0	2,400	2,400
Longevity Pay	0.00	0.00	0.00	0	3,600	3,600
Overtime*	0.00	0.00	0.00	158,352	63,180	63,180
Special Assignments	0.00	0.00	0.00	12,000	7,200	7,200
<u>Part-Time</u>						
Crossing Guard	4.37	4.37	4.37	85,208	85,210	85,210
Community Services Officer	1.60	1.60	1.60	58,990	58,990	58,990
Total	14.22	14.22	14.22	\$947,229	\$910,552	\$906,702

* Overtime is funded by the OTS grants

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$7,158,873	\$7,114,354	\$7,113,570	\$8,126,244	\$8,118,543
SERVICES & SUPPLIES	398,884	436,634	426,634	476,919	476,919
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$7,557,757	\$7,550,988	\$7,540,204	\$8,603,163	\$8,595,462
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 46.50	 48.50	 48.50	 49.50	 49.50

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.

Attached to 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. A canine team can search quickly and effectively, resulting in increased officer safety, the apprehension of suspects, and increased safety for the community. 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 Canine Unit has received a great deal of support from the community, including donations for canine bulletproof vests and other essential equipment.

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Calls for Service			
Citizen Requests:	34,721	34,083	34,600
Officer Observed:	<u>19,462</u>	<u>18,207</u>	<u>18,600</u>
Total Calls for Service:	54,183	52,290	53,200
Priority I (Emergency) Response Time (minutes/seconds):	4:49	4:03	4:00
Priority II Response Time:	5:44	5:21	5:15
Priority III Response Time:	8:58	8:41	8:35
Priority IV Response Time:	5:53	5:45	5:25

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

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Provide roll call training to all patrol shifts that includes policy updates, new case law, equipment updates, perishable skills training, and tactical debriefs.
2. *Improve organizational effectiveness and efficiency:* Each Service Area Lieutenant will attend a Neighborhood Watch meeting with members of their service area. Coordination will be assisted by the Community Services Bureau.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Patrol personnel received monthly risk management briefing training in an effort to reduce work related injuries.
2. Patrol personnel attended a P.O.S.T Certified Patrol Rifle training course.
3. Patrol personnel attended P.O.S.T. mandated Arrest/Control Tactics Update and Force Options/Driver's Training.
4. Patrol Personnel received training in First Aid/CPR/AED which met state mandated requirements.

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) \$130,165 consists of other operating & equipment supplies, uniform allowance, and training.
3. Motor Pool Charges category (#33000) \$295,154 primarily consists of the city allocated motor pool charges.
4. R/M Contractual category (#38000) \$15,000 includes the costs of maintenance for office and patrol equipment.
5. Miscellaneous category (#39000) \$28,500 reflects the City Law Enforcement grant funding for training, printing, and dues/memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Field Services**

ACTIVITY NO.: **3103**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$4,138,422	\$4,235,075	\$4,235,080	\$4,771,650	\$4,763,949
11400 Overtime Salaries	494,729	111,500	111,500	170,278	170,278
11450 Court Time Salaries	55,435	92,000	92,000	92,000	92,000
TOTAL	\$4,688,586	\$4,438,575	\$4,438,580	\$5,033,928	\$5,026,227
EMPLOYEE BENEFITS					
12200 Life Insurance	\$14,014	\$14,520	\$14,520	\$15,132	\$15,132
12300 Medical Insurance	508,778	534,798	534,000	549,636	549,636
12350 Medicare Insurance	65,741	60,762	60,760	68,078	68,078
12400 Dental Insurance	30,460	32,320	32,320	33,195	33,195
12500 Workers Compensation	542,949	570,096	570,100	598,601	598,601
12600 Retirement	1,299,529	1,453,000	1,453,000	1,818,239	1,818,239
12800 Uniform Allowance	0	315	320	0	0
12900 Long Term Disability	1,386	1,632	1,630	1,188	1,188
12950 Vision Plan	7,430	8,336	8,340	8,247	8,247
TOTAL	\$2,470,287	\$2,675,779	\$2,674,990	\$3,092,316	\$3,092,316
SERVICES & SUPPLIES					
21000 Office Supplies	\$629	\$2,500	\$2,500	\$2,500	\$2,500
22000 Operating Supplies	99,278	96,465	96,465	130,165	130,165
23000 R/M Supplies	110	300	300	300	300
24000 Small Tools	15	100	100	100	100
31000 Contracted Services	1,264	5,000	5,000	5,000	5,000
32000 Communications	196	200	200	200	200
33000 Motor Pool Charges	277,903	286,569	286,569	295,154	295,154
38000 R/M Contractual	14,695	15,000	15,000	15,000	15,000
39000 Miscellaneous	4,794	30,500	20,500	28,500	28,500
TOTAL	\$398,884	\$436,634	\$426,634	\$476,919	\$476,919
GRAND TOTAL	\$7,557,757	\$7,550,988	\$7,540,204	\$8,603,163	\$8,595,462

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Captain	0.50	0.50	0.50	\$79,208	\$82,170	\$74,469
Lieutenant	4.00	4.00	4.00	488,976	516,584	516,584
Sergeant	4.00	5.00	5.00	401,568	543,237	543,237
Corporal	8.00	9.00	9.00	681,600	856,008	856,008
Police Officers	31.00	29.00	29.00	2,418,944	2,471,869	2,471,869
Police Recruit	0.00	1.00	1.00	0	51,468	51,468
Police Clerk	1.00	1.00	1.00	50,844	50,544	50,544
Bilingual	0.00	0.00	0.00	23,400	27,600	27,600
Court Time	0.00	0.00	0.00	92,000	92,000	92,000
Education Incentives	0.00	0.00	0.00	107,970	115,170	115,170
Field Training Officer Pay	0.00	0.00	0.00	4,800	7,200	7,200
Longevity Pay	0.00	0.00	0.00	0	18,600	18,600
Overtime	0.00	0.00	0.00	111,500	170,278	170,278
Special Assignments	0.00	0.00	0.00	28,800	31,200	31,200
Total	48.50	49.50	49.50	\$4,489,610	\$5,033,928	\$5,026,227

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$2,310,460	\$2,245,775	\$2,245,776	\$2,526,343	\$2,522,493
SERVICES & SUPPLIES	235,702	260,814	258,694	274,831	274,831
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,546,162	\$2,506,589	\$2,504,470	\$2,801,174	\$2,797,324
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	17.55	17.55	17.55	16.55	16.55

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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Part I Crimes Investigated	1,863	1,956	2,034
Part I Clearance Rate	15%	15%	20%
Suspected Child Abuse Reports Followed Up Within One Business Day	100%	100%	100%

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Investigations Bureau personnel with the assistance of the Los Angeles County Probation Department will conduct three “AB109” probation checks. These probation checks will ensure the community is safer and that the probationers are adhering to the terms of their probation.
2. *Improve organizational effectiveness and efficiency:* In an effort to keep the public informed of current crime trends, investigations personnel will attend neighborhood watch meetings or quarterly block captain’s meetings. Detectives will explain their case assignments and provide tips on how to lessen the chances of becoming a victim.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Investigations Bureau Personnel investigated and arrested two suspects who had placed “skimmers” and cameras at an ATM machine in order to steal ATM card numbers and pin numbers. The suspects were wanted for over 15 known skimmer placements on ATM’s throughout Los Angeles and the San Gabriel Valley. The Secret Service was called in and interviewed the suspects and took the case to a federal prosecution level.

2. Patrol Personnel responded to a possible burglary in progress and located a marijuana grow house in a residential neighborhood. Crime Impact Team along with Investigations Bureau personnel respond and approximately 300 mature marijuana plants were recovered.
3. In response to residential burglaries occurring in the city, detective personnel worked directed patrol in undercover cars in areas that were being targeted. The areas were identified based on trends from past reports. During the first month of this operation burglaries were reduced by fifty percent, and several arrests were made.
4. In response to the growing number of Post Release Community Supervision (PRCS) individuals coming back into the community, detective personnel teamed with the Los Angeles County Probation Department and conducted several operations to identify and monitor those individuals who are residing within the city limits. During these operations arrests were made when warranted.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Contracted Services category (#31000) \$45,000 consists of investigative professional services.
2. Motor Pool Charges category (#33000) \$189,366 includes the City's motor pool charges, mileage & parking, travel expenses and extradition expenses.
3. Miscellaneous category (#39000) \$9,940 primarily consists of investigative costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$1,383,074	\$1,358,604	\$1,358,600	\$1,518,976	\$1,515,126
11300 Part Time Salaries	53,605	52,956	52,956	52,960	52,960
11400 Overtime Salaries	135,693	51,000	51,000	51,000	51,000
11450 Court Time Salaries	9,678	15,000	15,000	15,000	15,000
TOTAL	\$1,582,050	\$1,477,560	\$1,477,556	\$1,637,936	\$1,634,086
EMPLOYEE BENEFITS					
12200 Life Insurance	\$4,212	\$4,290	\$4,290	\$4,446	\$4,446
12300 Medical Insurance	153,175	153,032	153,030	162,766	162,766
12350 Medicare Insurance	23,973	20,049	20,050	22,189	22,189
12370 Part Time Retirement	2,144	2,123	2,120	2,120	2,120
12400 Dental Insurance	8,877	9,220	9,220	9,194	9,194
12500 Workers Compensation	102,720	107,856	107,860	113,249	113,249
12600 Retirement	430,458	464,609	464,610	571,408	571,408
12800 Uniform Allowance	0	4,410	4,410	0	0
12900 Long Term Disability	660	396	400	792	792
12950 Vision Plan	2,191	2,230	2,230	2,243	2,243
TOTAL	\$728,410	\$768,215	\$768,220	\$888,407	\$888,407
SERVICES & SUPPLIES					
21000 Office Supplies	\$530	\$1,200	\$800	\$1,200	\$1,200
22000 Operating Supplies	6,619	7,650	7,650	11,175	11,175
23000 R/M Supplies	0	100	100	100	100
31000 Contracted Services	28,571	40,000	40,000	45,000	45,000
32000 Communications	384	650	650	650	650
33000 Motor Pool Charges	177,817	183,874	183,874	189,366	189,366
37000 Leases & Rentals	7,789	8,400	8,400	8,400	8,400
38000 R/M Contractual	7,913	9,000	9,000	9,000	9,000
39000 Miscellaneous	6,079	9,940	8,220	9,940	9,940
TOTAL	\$235,702	\$260,814	\$258,694	\$274,831	\$274,831
GRAND TOTAL	\$2,546,162	\$2,506,589	\$2,504,470	\$2,801,174	\$2,797,324

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Captain	0.25	0.25	0.25	\$39,604	\$41,085	\$37,235
Lieutenant	1.00	1.00	1.00	122,244	136,458	136,458
Sergeant	2.00	2.00	2.00	200,784	217,114	217,114
Corporal	4.00	5.00	5.00	340,800	475,560	475,560
Police Officer	7.00	5.00	5.00	559,776	446,340	446,340
Evidence Officer	1.00	1.00	1.00	58,800	58,800	58,800
Police Clerk	1.00	1.00	1.00	50,844	50,544	50,544
Bilingual	0.00	0.00	0.00	14,400	13,200	13,200
Court Time	0.00	0.00	0.00	15,000	15,000	15,000
Education Incentives	0.00	0.00	0.00	49,575	46,275	46,275
Field Training Officer Pay	0.00	0.00	0.00	0	2,400	2,400
Longevity Pay	0.00	0.00	0.00	0	4,800	4,800
Overtime	0.00	0.00	0.00	51,000	51,000	51,000
Special Assignments	0.00	0.00	0.00	33,600	26,400	26,400
<u>Part-Time</u>						
Crime Analyst	0.50	0.50	0.50	19,956	19,960	19,960
Evidence Officer	0.80	0.80	0.80	33,000	33,000	33,000
Total	17.55	16.55	16.55	\$1,589,383	\$1,637,936	\$1,634,086

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$94,340	\$141,877	\$141,888	\$150,495	\$147,425
SERVICES & SUPPLIES	122,443	156,395	121,400	132,834	132,834
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$216,783	\$298,272	\$263,288	\$283,329	\$280,259
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.50	 1.70	 1.70	 1.70	 1.70

Program Description

The Animal Services 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 Services Bureau investigates reports of animal neglect, animal abuse, animal bites, and complaints on pet shops or anywhere animals are sold. Animal Services 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 nine minutes of receiving the call when Animal Services personnel are on duty.

- Respond to all dead animal calls within ten minutes of receiving the call when Animal Services personnel are on duty.

Enforce and educate the public on Animal Services ordinances.

PROGRAM MEASUREMENTS

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Number of Dog Bites Reported	16	19	17
Stray Animals Picked-Up	1,127	1,297	1,227
Warnings/Citations	112	123	130
Injured Animals	64	147	133
Dead Animals Picked-Up	371	460	444
Students in Educational Programs	100	36	60
Response Time: Dead Animals (minutes/seconds)	9:08	5:48	5:43
Response Time: Injured / Sick Animals (minutes/seconds)	10:36	9:29	9:00
<u>Calls for service:</u>			
Citizen Initiated	1,843	1,813	1,801
Calls Handled by L.A.C.D.A.C.C. *	264	96	92
Officer Observed	<u>422</u>	<u>711</u>	<u>720</u>
<u>Total calls for service:</u>	2,529	2,680	2,613

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

2017-2018 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: Animal Services Officers will ride along with patrol officers on various shifts to gain a better understanding of their position. This will reflect the team building goals of the department and help the bureau identify and develop ways to address the needs of the community and work more efficiently.

2. Improve community-wide beautification: Conduct four special enforcement details. The details will address issues such as dogs off leash and owners failing to clean up after their pets in the city parks. Special enforcement details will be conducted on a quarterly basis.

2016-2017 MAJOR ACCOMPLISHMENTS

1. The Animal Services Bureau utilized the department's social media outlets to distribute pet safety and animal care information to the public on a quarterly basis.
2. The Animal Services Bureau distributed animal care and licensing information to local pet owners who attended the American Legion dog fair and service animal awareness event, Coffee with a Cop, and National night out.
3. The Animal Services Bureau completed the training of three, new department employees in the area of Animal Services. The training provided employees with a basic understanding of the types of calls and daily demands of the Animal Services Bureau.
4. The Animal Services Bureau conducted (2) low-cost vaccination/licensing clinics during the year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$90,500 primarily consists of contract services with LA County Department of Animal Care and Control.
2. Motor Pool Charges category (#33000) \$40,654 represents the city allocated motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Services

ACTIVITY NO.: 3111

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$56,255	\$83,766	\$83,770	\$87,275	\$84,205
11300 Part Time Salaries	10,122	17,040	17,040	17,040	17,040
11400 Overtime Salaries	936	1,000	1,000	1,000	1,000
TOTAL	\$67,313	\$101,806	\$101,810	\$105,315	\$102,245
EMPLOYEE BENEFITS					
12200 Life Insurance	\$156	\$219	\$220	\$219	\$219
12300 Medical Insurance	7,065	9,561	9,560	9,922	9,922
12350 Medicare Insurance	980	1,185	1,185	1,269	1,269
12370 Part Time Retirement	405	682	682	680	680
12400 Dental Insurance	610	791	791	1,020	1,020
12500 Workers Compensation	2,935	3,082	3,082	3,236	3,236
12600 Retirement	14,343	23,968	23,968	28,251	28,251
12900 Long Term Disability	396	396	400	396	396
12950 Vision Plan	137	187	190	187	187
TOTAL	\$27,027	\$40,071	\$40,078	\$45,180	\$45,180
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,038	\$800	\$800	\$1,000	\$1,000
31000 Contracted Services	83,065	115,500	80,500	90,500	90,500
32000 Communications	20	125	130	130	130
33000 Motor Pool Charges	38,320	39,470	39,470	40,654	40,654
39000 Miscellaneous	0	500	500	550	550
TOTAL	\$122,443	\$156,395	\$121,400	\$132,834	\$132,834
GRAND TOTAL	\$216,783	\$298,272	\$263,288	\$283,329	\$280,259

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Services

ACTIVITY NO.: 3111

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Police Captain	0.20	0.20	0.20	\$26,883	\$32,735	\$29,665
Animal Services Officer	1.00	1.00	1.00	54,540	54,540	54,540
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
<u>Part-Time</u>						
Animal Control Officer	0.50	0.50	0.50	17,040	17,040	17,040
Total	1.70	1.70	1.70	\$99,463	\$105,315	\$102,245

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Communications
ACTIVITY NO.: 3112

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$995,075	\$1,027,262	\$1,027,260	\$1,042,555	\$1,039,485
SERVICES & SUPPLIES	212,673	264,333	264,330	265,620	265,620
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,207,748	\$1,291,595	\$1,291,590	\$1,308,175	\$1,305,105
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.74	 9.94	 9.94	 9.94	 9.94

Program Description

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Police Service Calls:	34,721	34,083	34,600
Officer Observations:	<u>19,462</u>	<u>18,207</u>	<u>18,600</u>
Total Police Service Calls:	54,183	52,290	53,200
Animal Services Bureau Calls:	2,529	2,680	2,613
Priority I Dispatch Time Emergency (min/sec):	0:57	1:02	0:59
Priority II Dispatch Times Non-Emergency (min/sec):	4:08	4:37	4:20
Priority III Dispatch Times Non-Emergency (min/sec):	12:17	13:05	12:55
Priority IV Dispatch Times Non-Emergency (min/sec):	8:56	9:05	8:59

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Full-time dispatchers will participate in one patrol- ride along. The ride-along will help keep dispatchers familiarized with the City. This will also provide dispatchers the opportunity to gain a better understanding of the daily demands of a police officer and develop ways to better address the needs of the community and work more efficiently.
2. *Improve organizational effectiveness and efficiency:* Dispatchers will spend four hours working with a records clerk at the front counter of the police department. This will enable the dispatchers to have face-to-face contact with the public and have a better understanding of citizens' needs and concerns.

2016-2017 MAJOR ACCOMPLISHMENTS

1. "9-1-1 for Kids" presentations were conducted at elementary schools within the city to second grade students. This program provided educational tools to each child the proper use of the 9-1-1 system.
2. Dispatchers viewed (2) P.O.S.T. training videos entitled "Dispatchers: Career Resiliency" and "Public Safety Dispatcher: Crisis Communication". These videos gave information on how to enhance skills in recognition and response to calls for service from citizens experiencing a high level of stress due to medical emergencies, violence, or traumatic events.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Communications category (#32000) \$97,000 consists of telephone services.
2. R/M Contractual category (#38000) \$165,000 consists of communications system hardware, fire alarm monitoring, police communication devices, and equipment maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$534,951	\$667,311	\$667,310	\$656,667	\$653,597
11300 Part Time Salaries	76,440	12,000	12,000	12,000	12,000
11400 Overtime Salaries	134,123	46,000	46,000	46,000	46,000
TOTAL	\$745,514	\$725,311	\$725,310	\$714,667	\$711,597
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,287	\$1,623	\$1,620	\$1,623	\$1,623
12300 Medical Insurance	58,824	87,139	87,140	94,044	94,044
12350 Medicare Insurance	10,093	8,665	8,670	9,647	9,647
12370 Part Time Retirement	801	480	480	480	480
12400 Dental Insurance	4,162	6,000	6,000	7,230	7,230
12500 Workers Compensation	10,272	10,786	10,790	11,325	11,325
12600 Retirement	160,121	182,121	182,120	198,373	198,373
12900 Long Term Disability	2,904	3,564	3,560	3,564	3,564
12950 Vision Plan	1,097	1,573	1,570	1,602	1,602
TOTAL	\$249,561	\$301,951	\$301,950	\$327,888	\$327,888
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,063	\$3,213	\$3,210	\$3,500	\$3,500
32000 Communications	71,108	97,000	97,000	97,000	97,000
38000 R/M Contractual	139,502	164,000	164,000	165,000	165,000
39000 Miscellaneous	0	120	120	120	120
TOTAL	\$212,673	\$264,333	\$264,330	\$265,620	\$265,620
GRAND TOTAL	\$1,207,748	\$1,291,595	\$1,291,590	\$1,308,175	\$1,305,105

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Police Captain	0.20	0.20	0.20	\$26,883	\$32,735	\$29,665
Lieutenant	0.50	0.50	0.50	61,122	61,160	61,160
Dispatcher	9.00	9.00	9.00	551,664	551,372	551,372
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Education Incentive	0.00	0.00	0.00	4,050	3,000	3,000
Lead Communications Dispatcher Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	1,200	2,400	2,400
Overtime	0.00	0.00	0.00	46,000	46,000	46,000
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	9.94	9.94	9.94	\$708,919	\$714,667	\$711,597

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$659,448	\$689,301	\$689,307	\$723,414	\$720,344
SERVICES & SUPPLIES	60,757	82,238	81,243	84,296	84,296
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$720,205	\$771,539	\$770,550	\$807,710	\$804,640
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 6.50	 6.70	 6.70	 6.70	 6.70

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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
<i>Prisoners Booked:</i> (Excluding fee-paying)	857	781	758
Fee-Paying Prisoners Booked	138	133	129
Total Prisoners Booked	995	914	887
Jail Revenue: Fee Paying	\$56,461	\$70,000	\$60,000
Prisoner Satisfaction Rating:	97%	97%	97%

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Personnel will obtain the necessary training to have our jail facility Prison Rape Elimination Act (PREA) compliant, per State and Federal mandates.
2. *Achieve financial stability:* Promote the Bureau’s “Pay to “Stay” Sentenced Prisoner program by advertising in local newspapers, such as the Monterey Park Cascades. Jail personnel will provide information on our “Pay to Stay” Sentenced Prisoner program to the surrounding area courthouses via mail to both the Public Defender’s Office and the District Attorney’s Office.

2016-2017 MAJOR ACCOMPLISHMENTS

1. The Mental Health Evaluation Team presented training to all Jail personnel. This training provided information on how to better identify arrestees with mental health issues at the time of intake and where Jail personnel can find alternative housing for these individuals if needed.
2. The Jail Bureau adopted the Los Angeles County Sheriff’s Medical Screening form. This form better assess arrestees for potential medical and mental health issues. The jail’s Housing and Classification form was revised to add questions pertaining to PREA and possible gang affiliation. This helps Jail personnel to better assess where to place an inmate for better safety and security.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$34,965 consists of cleaning supplies, uniforms and prisoner supplies.
2. R/M Contractual category (#38000) \$36,022 consists of Jail janitorial services, pest control services and office maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$407,426	\$429,908	\$429,910	\$442,982	\$439,912
11300 Part Time Salaries	38,855	26,337	26,337	26,337	26,337
11400 Overtime Salaries	17,045	25,000	25,000	25,000	25,000
TOTAL	\$463,326	\$481,245	\$481,247	\$494,319	\$491,249
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,092	\$1,155	\$1,160	\$1,155	\$1,155
12300 Medical Insurance	60,216	64,365	64,370	66,430	66,430
12350 Medicare Insurance	6,974	6,180	6,180	6,493	6,493
12370 Part Time Retirement	791	702	700	700	700
12400 Dental Insurance	3,749	4,211	4,210	4,211	4,211
12500 Workers Compensation	4,696	4,931	4,930	5,178	5,178
12600 Retirement	115,771	123,574	123,570	141,990	141,990
12900 Long Term Disability	1,980	1,980	1,980	1,980	1,980
12950 Vision Plan	853	958	960	958	958
TOTAL	\$196,122	\$208,056	\$208,060	\$229,095	\$229,095
SERVICES & SUPPLIES					
21000 Office Supplies	\$178	\$800	\$800	\$800	\$800
22000 Operating Supplies	27,411	34,425	34,430	34,965	34,965
32000 Communications	1,075	1,550	1,550	1,550	1,550
33000 Motor Pool Charges	3,119	3,213	3,213	3,309	3,309
38000 R/M Contractual	27,923	34,600	33,600	36,022	36,022
39000 Miscellaneous	333	650	650	650	650
41000 Other Agency Serv	718	7,000	7,000	7,000	7,000
TOTAL	\$60,757	\$82,238	\$81,243	\$84,296	\$84,296
GRAND TOTAL	\$720,205	\$771,539	\$770,550	\$807,710	\$804,640

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Police Captain	0.20	0.20	0.20	\$26,883	\$32,735	\$29,665
Sergeant	1.00	1.00	1.00	100,392	112,062	112,062
Jailer	5.00	5.00	5.00	280,881	284,385	284,385
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	4,200	4,800	4,800
Lead Jailer Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	2,400	4,800	4,800
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Special Assignments	0.00	0.00	0.00	2,400	0	0
<u>Part-Time</u>						
Jailer	0.50	0.50	0.50	26,337	26,337	26,337
Total	6.70	6.70	6.70	\$472,693	\$494,319	\$491,249

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$870,181	\$945,469	\$945,495	\$865,627	\$862,557
SERVICES & SUPPLIES	105,356	115,185	108,200	110,330	110,330
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$975,537	\$1,060,654	\$1,053,695	\$975,957	\$972,887
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 11.00	 11.20	 11.20	 11.20	 11.20

Program Description

The Records Bureau systematically processes, maintains, and distributes records and reports of all documented police incidents occurring within the City's boundaries. Significant Bureau tasks include: compiling crime statistics and information; inputting data into the Records Management System, accessing information in State and National law enforcement data bases; maintaining and preparing purchasing requests of police department supplies; preparing complaints for court; providing 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.
- Process invoices for payment within ten days of receiving the required documentation.

- Process requests for reports within ten days of receiving the request.
- 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Reports Processed:	5,775	5,750	6,775
Traffic Citations Processed:	5,047	3,374	4,000
Data Entry Completion: (within 7 days)	99%	97%	100%
Complaints Processed for Court: (within 8 days)	99%	100%	100%

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Design and facilitate training sessions for Patrol Officers. A Records Clerk will attend patrol briefings on a quarterly basis to train officers in contemporaneous issues relating to report procedures. This will improve the quality of reports and increase the efficiency of the Records Bureau.
2. *Improve organizational effectiveness and efficiency:* Records Clerks will be trained in the use of the upgraded Aegis Law Enforcement Records Management System (LERMS 10.2). This training will enhance efficiency and will increase the accuracy of records.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Records Bureau Clerks were trained in processing the monthly UCR report. Each Clerk submitted a UCR report to the Department of Justice.
2. The Records Bureau began an accelerated effort to purge past records that could be discarded according to the City retention policy in order to eliminate unnecessary records. After purging began, the process was reevaluated and modified to eliminate storage boxes as soon as possible to ensure the health, safety, and well being of employees; as well as improve the aesthetics of the Bureau.
3. Successfully completed the re-certification exam for “Full Access” operators of the California Law Enforcement Telecommunications System (CLETS). The re-certification gives all Records Bureau personnel full access to California Department of Justice records.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Leases & Rentals category (#37000) is for the Canon copier rental, \$10,050.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$567,882	\$603,278	\$603,280	\$539,554	\$536,484
11300 Part Time Salaries	28,609	37,955	37,955	37,955	37,955
11400 Overtime Salaries	15,771	5,150	5,150	5,150	5,150
11450 Court Time Salaries	0	0	0	0	0
TOTAL	\$612,262	\$646,383	\$646,385	\$582,659	\$579,589
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,630	\$1,935	\$1,940	\$1,623	\$1,623
12300 Medical Insurance	79,301	88,689	88,690	88,946	88,946
12350 Medicare Insurance	8,128	8,466	8,470	7,904	7,904
12370 Part Time Retirement	448	1,469	1,470	1,470	1,470
12400 Dental Insurance	6,042	7,011	7,010	6,631	6,631
12500 Workers Compensation	6,274	6,588	6,590	6,917	6,917
12600 Retirement	151,289	179,347	179,350	164,762	164,762
12900 Long Term Disability	3,729	4,356	4,360	3,564	3,564
12950 Vision Plan	1,078	1,225	1,230	1,151	1,151
TOTAL	\$257,919	\$299,086	\$299,110	\$282,968	\$282,968
SERVICES & SUPPLIES					
21000 Office Supplies	\$17,587	\$18,900	\$18,900	\$18,900	\$18,900
22000 Operating Supplies	2,974	2,815	2,820	2,950	2,950
32000 Communications	2,195	2,245	2,250	2,250	2,250
36000 Utilities	52,717	68,000	61,000	63,000	63,000
37000 Leases & Rentals	7,765	10,050	10,050	10,050	10,050
38000 R/M Contractual	16,407	7,600	7,600	7,600	7,600
39000 Miscellaneous	5,439	5,175	5,180	5,180	5,180
41000 Other Agency Serv	272	400	400	400	400
TOTAL	\$105,356	\$115,185	\$108,200	\$110,330	\$110,330
GRAND TOTAL	\$975,537	\$1,060,654	\$1,053,695	\$975,957	\$972,887

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Police Captain	0.20	0.20	0.20	\$26,883	\$32,735	\$29,665
Lieutenant	0.50	0.50	0.50	61,122	61,160	61,160
Police Records Management Technician	1.00	1.00	1.00	57,752	59,196	59,196
Police Clerk	8.00	8.00	8.00	373,639	366,363	366,363
Bilingual	0.00	0.00	0.00	11,400	9,000	9,000
Education Incentive	0.00	0.00	0.00	4,950	4,500	4,500
Lead Police Records Clerk Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	1,200	2,400	2,400
Overtime	0.00	0.00	0.00	5,150	5,150	5,150
Special Asssignment	0.00	0.00	0.00	1,200	1,200	1,200
<u>Part-Time</u>						
Police Records Clerk	1.00	1.00	1.00	26,680	26,680	26,680
Police Records Cadet	0.50	0.50	0.50	11,275	11,275	11,275
Total	11.20	11.20	11.20	\$584,251	\$582,659	\$579,589

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	645,638	687,734	672,730	677,748	704,302
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$645,638	\$687,734	\$672,730	\$677,748	\$704,302
 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.

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Computer Services will assist in the installation and set up of the Crossroads E-Citation software.
2. *Improve organizational effectiveness and efficiency:* Computer Services personnel will work with Evidence personnel in the research and installation of the Prelims (E-Evidence) computer system. This system is managed by the Los Angeles County Sheriff's Department and will be a requirement for our agency to implement.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Computer Services assisted in the installation of the Computer Aided Dispatch/Records Management System and upgraded the necessary infrastructure to support the system.
2. Computer Services personnel along with the Technical Services Bureau, trained authorized personnel in the use of the i4-POD portable surveillance system. This is a portable video camera system that will allow department personnel to remotely monitor a problem area in the city.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$126,496 is for Police data processing.
2. Communications category (#32000) \$32,932 consists of City's Technology charges.
3. R/M Contractual category (#38000) \$350,000 consists of CAD/RMS system maintenance, mobile data computer and connection support, and other system maintenance & support services.
4. Debt Service category (#42000) \$165,870 consists of loan payment for the Computer Aided Dispatch/Records Management System.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Computer Services

ACTIVITY NO.: 3115

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SERVICES & SUPPLIES					
21000 Office Supplies	\$202	\$400	\$400	\$400	\$400
22000 Operating Supplies	154	200	200	200	200
24000 Small Tools	1,675	1,850	1,850	1,850	1,850
31000 Contracted Services	130,694	153,050	153,050	126,496	153,050
32000 Communications	30,450	31,364	31,360	32,932	32,932
38000 R/M Contractual	316,595	335,000	320,000	350,000	350,000
42000 Debt Service	165,868	165,870	165,870	165,870	165,870
TOTAL	\$645,638	\$687,734	\$672,730	\$677,748	\$704,302
GRAND TOTAL	\$645,638	\$687,734	\$672,730	\$677,748	\$704,302

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Services

ACTIVITY NO.: 3120

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$347,290	\$523,733	\$523,463	\$581,108	\$578,038
SERVICES & SUPPLIES	57,936	60,689	60,614	62,069	62,069
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$405,226	\$584,422	\$584,077	\$643,177	\$640,107
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.75	 4.95	 4.95	 4.95	 4.95

Program Description

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

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

The Monterey Park Mental-Health Team (MP-MET) is founded on the co-response model of pairing a police officer with a mental health clinician from the Los Angeles County Department of Mental Health. The co-response model is designed to bring together differing disciplines and areas of expertise in an effort to provide holistic services to various members of the community. MP-MET provides support to patrol officers who are dealing with individuals suffering a mental health crisis and engages in outreach to those who have been hospitalized, and their families, to ensure proper support and ongoing care by providing connections with service providers. MP-Met conducts training for law enforcement personnel in an effort to increase awareness and identification of those suffering from mental health conditions.

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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Tour of City Facilities: (Number of persons)	618	655	710
Neighborhood Watch Groups:	78	80	82
Business Watch Groups:	79	81	83

Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	1,517	2,500	2,650
Police Explorer Hours Volunteered:	3,390	4,200	4,250
Police Chaplain Hours Volunteered:	254	352	362

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Implement social media platforms to notify the public of pertinent information. Social media platforms will allow for residents and followers to respond to posts or messages. This will promote the police department's transparency and encourage more interaction with our residents.
2. *Improve organizational effectiveness and efficiency:* Implement the deployment of Automated External Defibrillators (AED's) in patrol vehicles. The deployment of AED's in patrol vehicles will make early defibrillation more accessible to citizens and personnel who might experience sudden cardiac arrest.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Held its 16th Annual Youth Activities Golf Tournament. With the sponsorship from numerous local businesses and community members, and the participation of over 130 golfers, the tournament raised approximately \$25,000.
2. Coordinated with the Public Works Department in indentifying and replacing Neighborhood Watch signs that were in disrepair. This project enhanced crime prevention efforts, drew additional attention to the Neighborhood Watch program and helped beautify the City.
3. Researched the feasibility of reinstituting the "Insecure Premise Report" form. After reviewing the program it was determined that it was no longer feasible and the program will not be reintroduced.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$6,040 consists of annual uniform allowance, office supplies and other operating supplies.
2. Motor Pool Charges category (#33000) \$47,279 primarily consists of city allocated motor pool charges but also includes travel expenses.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Community Services

ACTIVITY NO.: 3120

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$176,827	\$305,211	\$305,210	\$336,233	\$333,163
11300 Part Time Salaries	66,722	45,444	45,444	45,440	45,440
11400 Overtime Salaries	3,265	8,000	8,000	4,000	4,000
11450 Court Time Salaries	40	773	500	773	773
TOTAL	\$246,854	\$359,428	\$359,154	\$386,446	\$383,376
EMPLOYEE BENEFITS					
12200 Life Insurance	\$598	\$951	\$950	\$999	\$999
12300 Medical Insurance	26,539	38,282	38,280	44,553	44,553
12350 Medicare Insurance	3,925	4,426	4,430	4,876	4,876
12370 Part Time Retirement	2,669	2,041	2,040	2,040	2,040
12400 Dental Insurance	1,544	2,260	2,260	2,260	2,260
12500 Workers Compensation	9,539	10,016	10,020	10,517	10,517
12600 Retirement	55,284	105,659	105,659	128,795	128,795
12900 Long Term Disability	0	48	50	0	0
12950 Vision Plan	338	622	620	622	622
TOTAL	\$100,436	\$164,305	\$164,309	\$194,662	\$194,662
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,755	\$6,040	\$6,040	\$6,040	\$6,040
32000 Communications	1,045	650	650	650	650
33000 Motor Pool Charges	44,489	45,899	45,824	47,279	47,279
38000 R/M Contractual	93	100	100	100	100
39000 Miscellaneous	7,554	8,000	8,000	8,000	8,000
TOTAL	\$57,936	\$60,689	\$60,614	\$62,069	\$62,069
GRAND TOTAL	\$405,226	\$584,422	\$584,077	\$643,177	\$640,107

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Community Services

ACTIVITY NO.: 3120

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Police Captain	0.20	0.20	0.20	\$26,883	\$32,735	\$29,665
Sergeant	1.00	1.00	1.00	100,392	112,062	112,062
Police Officer	2.00	2.00	2.00	159,936	178,536	178,536
Court Time	0.00	0.00	0.00	773	773	773
Education Incentives	0.00	0.00	0.00	10,800	10,500	10,500
Overtime	0.00	0.00	0.00	8,000	4,000	4,000
Special Assignments	0.00	0.00	0.00	7,200	2,400	2,400
<u>Part-Time</u>						
Community Services Officer	1.75	1.75	1.75	45,444	45,440	45,440
Total	4.95	4.95	4.95	\$359,428	\$386,446	\$383,376

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$9,798,611
 Retirement \$2,277,991
 Shop \$106,121
 Separation Benefits \$232,428
 Public Safety Impact Fee \$169,677
 Public Safety Augmentation \$335,000
 ELAC Instructional Service Program Grant \$48,000
 Disaster Management Area C \$2,500
 Urban Area Security Initiative \$101,304
 Ground Emergency Medical Transport Grant \$39,045

DEPARTMENT: Fire
ACTIVITY: Fire
ACTIVITY NO.: 3200

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$10,131,062	\$10,569,625	\$10,792,783	\$11,398,161	\$11,398,161
SERVICES & SUPPLIES	1,354,682	1,512,063	1,503,535	1,613,861	1,613,861
CAPITAL OUTLAY	0	0	0	98,655	98,655
TOTAL COSTS	\$11,485,744	\$12,081,688	\$12,296,318	\$13,110,677	\$13,110,677
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	56.00	58.50	58.50	60.80	60.80

Program Description

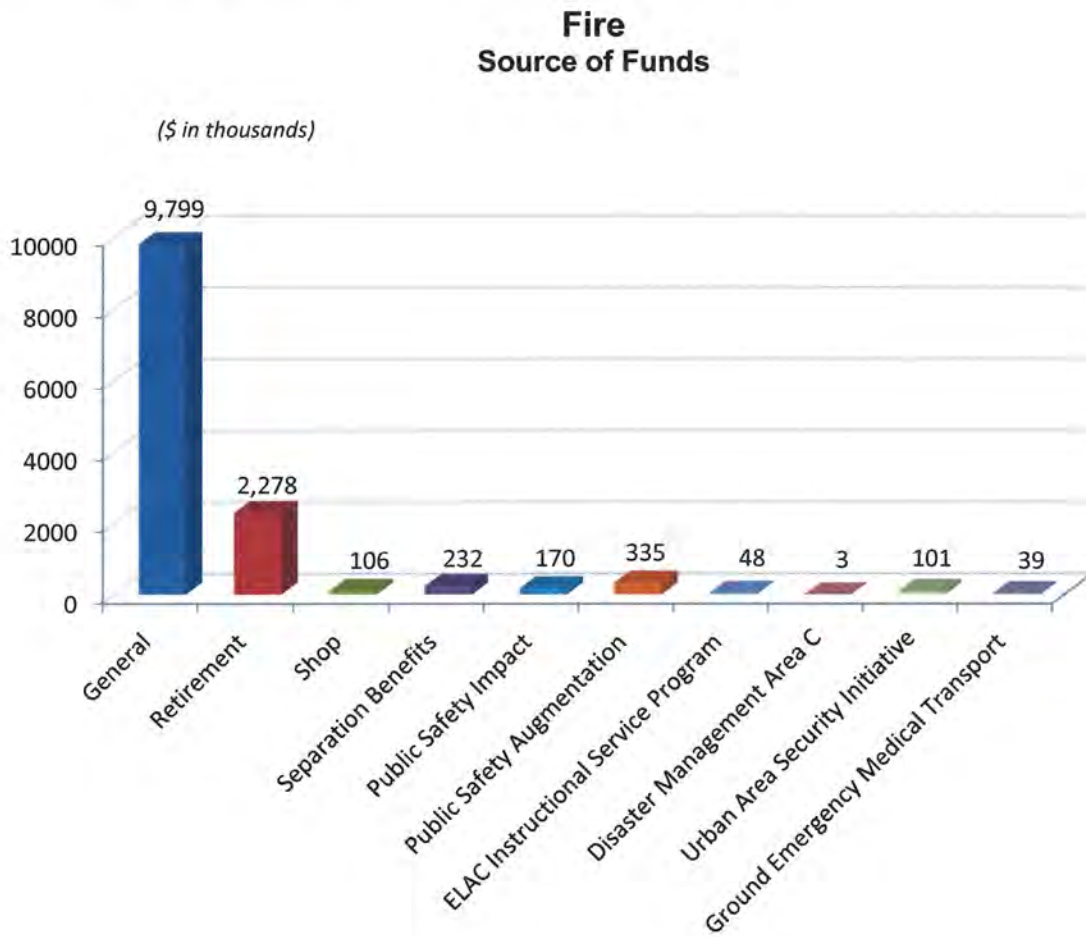
The Fire Department is entrusted with the responsibility of providing this community, its citizens and guests, with the highest level of standard care and emergency response in support of our organizational mission, the preservation of life, property, and the environment. Typical of most other Southern 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, Emergency Operations, Emergency Medical Services, Community Risk Reduction, and Fire Prevention. The Fire

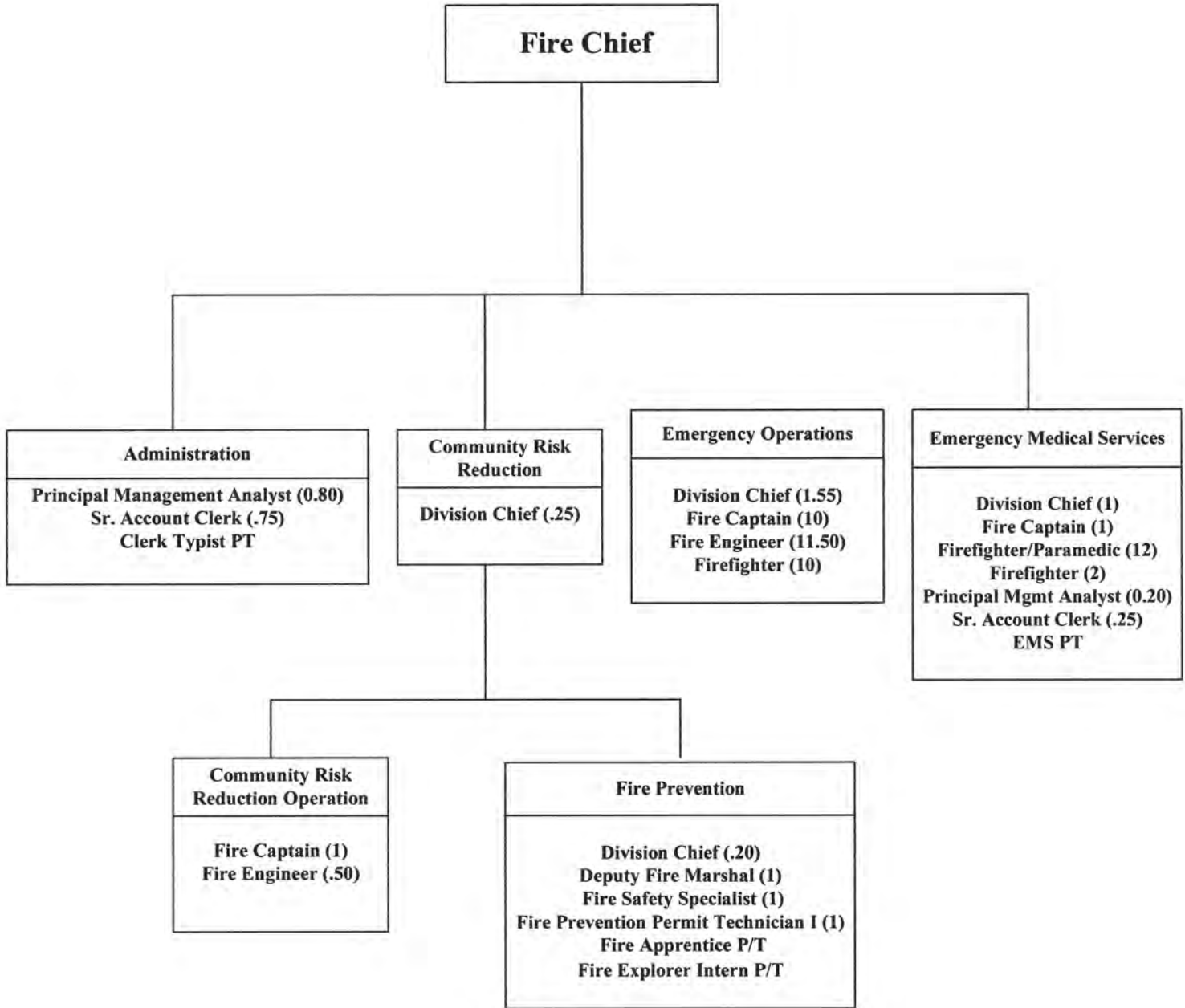
Chief is the administrative manager of the Department with the Emergency Operation Division being divided into three platoons, and each managed by a Division Chief.

The Operation Division is primarily responsible for emergency response, training, fleet and facilities maintenance. The Emergency Medical Services is managed by a Division Chief and is responsible for operating life support ambulances and overseeing our paramedic program. The Community Risk Reduction and Fire Prevention Divisions are responsible for the development and operation of the Monterey Park Emergency Operations Center, disaster preparedness; identifying community risks, arson investigations, life safety code enforcement, and community education. The men and women of the Fire Department take great pride in providing service to the community with character, commitment, and competency.

Personnel changes from last year: The Department adds four Part-Time EMS positions in Fire Emergency Medical Services (3220) to help out with EMS tasks.



Fire Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$310,968	\$295,873	\$295,890	\$322,059	\$322,059
SERVICES & SUPPLIES	207,510	184,291	169,088	197,837	197,837
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$518,478	\$480,164	\$464,978	\$519,896	\$519,896
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.05	 2.85	 2.85	 2.85	 2.85

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. 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.

Objective relating to the commencement of Accreditation:

- a. Upon availability of a California workshop, the Department will send a minimum of two employees to the introductory Accreditation course, “Quality Improvement through Accreditation” sponsored by the Center for Public Safety Excellence. This course is to help agencies prepare for accreditation, obtain the latest self assessment manuals, community risk/standards of cover manual, and gain assistance from peer team leaders.

Grant Awards:

	Fiscal Year 2015-2016 <u>Actual</u>	Fiscal Year 2016-2017 <u>Estimated</u>	Fiscal Year 2017-2018 <u>Projected</u>
(SHSGP, UASI, Measure B, ELAC, GEMT)	\$241,400	\$296,662	\$292,681

FY2015-2016: Measure B \$3,500, 2013 SHSGP \$40,000, 2014 UASI Contingency \$17,648, 2014 UASI \$18,168, ELAC \$56,100, GEMT \$105,984; FY2016-2017: 2015 UASI \$133,100, 2015 SHSGP \$10,000, ELAC \$87,267, GEMT \$66,295; FY2017-2018: 2016 UASI \$128,458, 2017 UASI \$5,000, 2017 SHSGP \$10,000, ELAC \$60,000, GEMT \$89,223

2017-2018 GOALS AND OBJECTIVES

- 1. Improve Organizational Effectiveness and Efficiency: Implement an organizational audit evaluation with each division. The goal is to evaluate legacy practices including contracts, policies, and procedures to ensure they are relevant to the current emergency service demands within Monterey Park.

2. Improve Organizational Effectiveness and Efficiency: Continue forward progress towards accreditation programs with a focus on response and resource capacity.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency: Completed training and implementation of new software that processes analytics on performance. The first custom report has been developed providing information on real-time incident data and live refresh capabilities.
2. Attract and Retain Quality Employees: The success of the summer internship program resulted in hiring 14 Fire Explorer Interns the past two years and an increased interest in a career as a firefighter. Since the pilot programs were initiated, two Explorers attended Fire Academy, three attended EMT Certification Courses, and two bilingual Explorers were hired as Fire Interns for the Fire Prevention Division.
3. Improve Organizational Effectiveness and Efficiency: Reorganizing and restructure of Fire Administration included centralizing fire prevention invoicing, tracking and permit mailing, assisting with the records management system in Fire Prevention, and cross training of the part-time clerks in Fire Prevention and Fire Administration.
4. Improve Organizational Effectiveness and Efficiency: The department centralized IT operations under Community Risk Reduction. Utilization of technology to capture Community Risk Reduction efforts was crucial in achieving a Class 1 rating by the ISO.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries categories (#11200 - #11500) reflect an overall increase of \$13,152 for full-time salaries (\$4,438), part-time salaries (\$8,403), and separation benefits (\$311).

Operating Supplies category (#22000) reflects an increase of \$17,845 that is funded by the Ground Emergency Medical Transport ("GEMT") reimbursement program, of which the Fire Department receives 20% of the revenue received.

2. Contracted Services category (#31000) reflects the movement of \$11,426 from R&M Repairs and Maintenance Machinery/Eq. to the proper account, Data Processing.
3. Communications category (#32000) shows a decrease of \$18,523 for telephone service.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$205,175	\$177,394	\$177,390	\$181,832	\$181,832
11300 Part Time Salaries	8,051	24,635	24,640	33,038	33,038
11500 Separation Benefits	10,175	10,379	10,380	10,690	10,690
TOTAL	\$223,401	\$212,408	\$212,410	\$225,560	\$225,560
EMPLOYEE BENEFITS					
12200 Life Insurance	\$367	\$335	\$340	\$336	\$336
12300 Medical Insurance	15,905	13,920	13,920	14,390	14,390
12350 Medicare Insurance	845	1,095	1,100	773	773
12370 Part Time Retirement	322	986	990	7,725	7,725
12400 Dental Insurance	1,624	1,662	1,660	1,662	1,662
12500 Workers Compensation	11,006	11,556	11,560	12,134	12,134
12600 Retirement	55,433	52,070	52,070	57,373	57,373
12800 Uniform Allowance	797	700	700	700	700
12900 Long Term Disability	812	733	730	998	998
12950 Vision Plan	456	408	410	408	408
TOTAL	\$87,567	\$83,465	\$83,480	\$96,499	\$96,499
SERVICES & SUPPLIES					
21000 Office Supplies	\$980	\$1,550	\$1,550	\$1,550	\$1,550
22000 Operating Supplies	62,278	22,550	7,350	40,395	40,395
24000 Small Tools	7,655	1,800	1,800	1,800	1,800
31000 Contracted Services	5,550	6,400	6,400	17,826	17,826
32000 Communications	30,902	29,309	29,310	10,786	10,786
33000 Motor Pool Charges	16,755	17,213	17,210	17,684	17,684
36000 Utilities	35,367	52,741	52,740	54,320	54,320
38000 R/M Contractual	10,805	11,128	11,128	11,426	11,426
39000 Miscellaneous	37,218	41,600	41,600	42,050	42,050
TOTAL	\$207,510	\$184,291	\$169,088	\$197,837	\$197,837
GRAND TOTAL	\$518,478	\$480,164	\$464,978	\$519,896	\$519,896

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Fire Chief	0.30	0.30	0.30	\$49,439	\$51,913	\$51,913
Principal Management Analyst	0.80	0.80	0.80	79,363	79,363	79,363
Senior Account Clerk	0.75	0.75	0.75	44,865	44,865	44,865
Education Incentive	0.00	0.00	0.00	1,971	1,971	1,971
Longevity Pay	0.00	0.00	0.00	3,720	3,720	3,720
Separation Benefits	0.00	0.00	0.00	10,379	10,690	10,690
<u>Part-Time</u>						
PT Clerk Typist	1.00	1.00	1.00	24,635	33,038	33,038
Total	2.85	2.85	2.85	\$214,372	\$225,560	\$225,560

CITY OF MONTEREY PARK
PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$450,287	\$461,916	\$444,436	\$489,655	\$489,655
SERVICES & SUPPLIES	75,432	72,119	83,259	74,262	74,262
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$525,719	\$534,035	\$527,695	\$563,917	\$563,917
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.80	 4.30	 4.30	 4.30	 4.30

Program Description

The Fire Prevention Division promotes life-saving and property protection through inspections, investigations, engineering efforts, inspection of construction projects, and community relations. The Division conducts inspections mandated by the California Health and Safety Code to facilitate compliance of State and local standards for new and existing buildings and facilities. The efforts of this Division are divided into two major programs, Fire Safety and Environmental Safety. The Fire Safety Programs mitigate hazards associated with life or property loss and include reviewing architectural and fire protection plans for fire safety and related technical issues, issuing fire permits, and conducting inspections and investigations. Environmental Safety Programs mitigate hazards that may endanger or damage the environment and includes responsibilities related to hazardous materials and industrial waste.

This Division is also responsible for recovering costs for inspection services, plan reviews, and fire permits required by the California Fire Code or other regulations and investigations.

PROGRAM MEASUREMENTS

<u>Fiscal Year</u>	Actual	Estimated	Projected
	2015-2016	2016-2017	2017-2018
Permits Received	1,721	1,700	1,700
Plans Received	591	510	625
Plan Re-Checks	206	105	125

Inspections by Fire Prevention:

New Construction	411	250	400
Fire Protection Systems	540	375	425
Commercial (includes Cof O Clearance)	583	300	300
Industrial Waste (Restaurants)	111	228	228
State Mandated Facilities (Schools, Hospitals, Assemblies)	228	246	246
State Mandated Residential (Apartments)	1,671	833	833
Re-inspections and Investigations	1,549	700	720
Compliance/Investigations	<u>46</u>	<u>38</u>	<u>40</u>
Total Inspections	5,139	2,970	3,192

Cost Recovery Programs

Fiscal Year

Fire Inspections	\$143,660	\$140,000	\$140,000
Fire Plan Checks & Permits	144,662	145,000	145,000
Fire Response/Admin Citations	\$7,829	16,000	16,000
Business Fire Inspections	52,862	40,000	40,000
Industrial Waste Permits	<u>134,961</u>	<u>130,000</u>	<u>130,000</u>
Total Revenue Collected	\$483,974	\$471,000	\$471,000

Performance Measurements:

Fiscal Year 2017-2018

1. Streamline and automate 20% of Fire Prevention processing for new businesses, inspections, permit applications, and plan check processing to reduce redundancy, enhance staff efficiency, and improve customer service.

Fiscal Year 2016-2017

1. Reduce re-inspections from 55% to 45% of total inspections numbers: *Accomplished*
2. Permit and plan check processing turn-around time to be completed in less than seven (7) working days with 90% efficiency: *Staff has conducted in-house plan reviews with a 90% efficiency rate for plan review within seven days.*

2017-2018 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Research the process of migrating inspection records into an electronic format where permitted to streamline the process of obtaining data quickly, improving information search efficiency, and centralizing the depository of fire inspection reports.
2. Improve Organizational Effectiveness and Efficiency: Research the feasibility of entering into an agreement with a third-party web-based online reporting solution to allow for the submission of Fire and Life Safety inspection and test reports.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency: Ordinance with local amendments was adopted by the City Council. The Ordinance included a complete fire sprinkler installation for new commercial establishments.
2. Improve Organizational Effectiveness and Efficiency: Increase the knowledge, use, and efficiency with the city's permit system is an on-going process. Access to on-line training program and materials provided to all support staff.
3. Improve Organizational Effectiveness and Efficiency: Successfully researched the feasibility of expanding the apartment inspection program to include townhomes and condominiums and identified 405 property complexes housing 3,021 units.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Benefits categories (#12200 - #12950) show an increase of \$18,012 due to increased costs associated with medical insurance, part-time retirement, workers compensation, and retirement.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$285,962	\$280,506	\$267,000	\$286,386	\$286,386
11300 Part Time Salaries	12,770	27,268	27,270	29,700	29,700
11400 Overtime Salaries	2,756	5,000	5,000	5,000	5,000
11470 Fire Holiday Payout	2,944	0	0	1,000	1,000
11500 Separation Benefits	13,558	13,829	13,830	14,244	14,244
TOTAL	\$317,990	\$326,603	\$313,100	\$336,330	\$336,330
EMPLOYEE BENEFITS					
12200 Life Insurance	\$562	\$562	\$560	\$562	\$562
12300 Medical Insurance	28,820	26,892	26,890	29,428	29,428
12350 Medicare Insurance	1,647	1,557	1,560	1,407	1,407
12370 Part Time Retirement	511	1,058	1,060	7,725	7,725
12400 Dental Insurance	2,260	2,361	2,360	2,303	2,303
12500 Workers Compensation	20,544	21,571	21,570	22,650	22,650
12600 Retirement	76,130	79,482	75,506	87,361	87,361
12900 Long Term Disability	1,307	1,307	1,310	1,396	1,396
12950 Vision Plan	516	523	520	493	493
TOTAL	\$132,297	\$135,313	\$131,336	\$153,325	\$153,325
SERVICES & SUPPLIES					
21000 Office Supplies	\$915	\$2,000	\$2,000	\$1,800	\$1,800
22000 Operating Supplies	2,525	2,050	2,050	2,400	2,400
24000 Small Tools	3,229	800	800	3,000	3,000
31000 Contracted Services	6,658	0	12,971	0	0
32000 Communications	4,559	6,034	4,203	4,190	4,190
33000 Motor Pool Charges	44,558	45,895	45,895	47,272	47,272
37000 Leases & Rentals	3,570	5,300	5,300	5,300	5,300
38000 R/M Contractual	3,372	2,900	2,900	3,000	3,000
39000 Miscellaneous	6,046	7,140	7,140	7,300	7,300
TOTAL	\$75,432	\$72,119	\$83,259	\$74,262	\$74,262
GRAND TOTAL	\$525,719	\$534,035	\$527,695	\$563,917	\$563,917

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Fire Chief	0.10	0.10	0.10	\$16,480	\$17,304	\$17,304
Battalion Chief	0.20	0.20	0.20	29,731	31,932	31,932
Deputy Fire Marshal	1.00	1.00	1.00	88,944	88,944	88,944
Fire Safety Specialist	1.00	1.00	1.00	78,708	78,708	78,708
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
Education Incentive	0.00	0.00	0.00	2,070	2,070	2,070
Emergency Medical Tech	0.00	0.00	0.00	0	480	480
Fire Chief Officer	0.00	0.00	0.00	0	288	288
Holiday Payoff	0.00	0.00	0.00	0	1,000	1,000
Longevity Pay	0.00	0.00	0.00	5,280	5,640	5,640
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	13,829	14,244	14,244
<u>Part-Time</u>						
Fire Apprentice	0.50	0.50	0.50	13,920	15,000	15,000
Fire Intern	0.50	0.50	0.50	13,348	14,700	14,700
Total	4.30	4.30	4.30	\$328,330	\$336,330	\$336,330

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$6,458,139	\$6,716,407	\$6,716,410	\$7,021,027	\$7,021,027
SERVICES & SUPPLIES	713,596	642,008	663,808	715,398	715,398
CAPITAL OUTLAY	0	0	0	98,655	98,655
TOTAL COSTS	\$7,171,735	\$7,358,415	\$7,380,218	\$7,835,080	\$7,835,080
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 34.10	 35.10	 35.10	 33.25	 33.25

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 one.

Command and control of Emergency Operations is provided on a daily basis by three shift Division Chiefs on a platoon schedule. In addition to daily emergency operations, each Division 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 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>2015- 2016</u>	<u>2016 -2017</u>	<u>2017-2018</u>
Fire	839	867	884
EMS	3,846	4,025	4,105
Service	<u>300</u>	<u>225</u>	<u>230</u>
Total Emergency Incidents	4,985	5,117	5,219
<u>Automatic Aid/Mutual Aid</u>			
Auto Aid/Mutual Aid Provided	941	847	863
Auto Aid/Mutual Aid Received	<u>462</u>	<u>517</u>	<u>526</u>
Total Automatic/Mutual Aid	1,403	1,364	1,389

<u>Average Response Times</u> <i>A measurement from dispatch until arrival on scene</i>	Actual <u>2015– 2016</u>	Estimated <u>2016 –2017</u>	Projected <u>2017-2018</u>
Fire	5:59	6:07	6:00
EMS	5:00	5:18	5:00
Service	5:40	5:30	5:30

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

Fire	1:32	1:26	1:30
EMS	1:12	1:17	1:15
Service	1:30	1:21	1:30

Volunteer Hours

Hours Donated by Reserves	8,096	9,540	10,000
Hours Donated by Explorers	<u>1,512</u>	<u>1,600</u>	<u>1,700</u>
Total Hours	10,579	11,140	11,700

NON-EMERGENCY ACTIVITY SUMMARY

Training Hrs – Non-Medical

In-Service Training	16,000	16,000	21,500
Specialty Courses (Grant-funded)	<u>240</u>	<u>240</u>	<u>50</u>
Total Hours	16,240	16,240	21,550

Fiscal Year 2017-2018 Performance Measurement:

1. A minimum of 20% of the annual training shall be measured with a written proficiency exam and 10% of manipulative training with an established performance time.

Fiscal Year 2016-2017 Performance Measurements:

1. Apply a minimum of 20% of the annual training schedule to regional, coordinated multi-agency drills to ensure a coordinated approach, methodologies, and use of equipment for regional emergency response. *Status: The Fire Department implemented a five (5) city training schedule to improve and collaborate on regional training.*

2017-2018 GOALS AND OBJECTIVES

1. *Attract and Retain Quality Employees:* Develop and implement a “Recruitment to Retirement” program that fosters employee development and succession planning while embracing a hiring process that promotes character, cultural, and gender diversity.
2. *Improve Organizational Effectiveness and Efficiency:* Research, and if appropriate implement, personnel training software that will complement regional training efforts while tracking progress and leveraging technology.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* The Fire Department implemented a monthly training program lead by the fire captains and complemented by the RTG (Regional Training Group) training curriculum while encouraging training with the five surrounding cities. This allowed the department to achieve the performance standard encouraging multi-agency regional training.
2. *Improve Organizational Effectiveness and Efficiency:* The Fire Department Training Division developed and implemented training to all personnel on the new Transitional Attack model. This firefighting strategy is now available to company officers to employ during emergency mitigation.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects an overall increase of \$21,200 for cleaning & sanitation supplies (\$3,200) and firefighter turn-out gear (\$18,000).
2. Communications category (#32000) reflects an increase of \$39,704 for contractual obligations associated with Verdugo Communications Dispatch Service.
3. Vehicles/Equipment category (#54000) provides \$98,655 grant award to purchase USAR Equipment.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$3,449,820	\$3,531,391	\$3,531,390	\$3,632,764	\$3,632,764
11400 Overtime Salaries	459,267	539,945	539,945	539,946	539,946
11405 Overtime Fire Half Time	286,057	181,495	181,495	181,495	181,495
11410 Fire FLSA Mandate	55,056	56,400	56,400	56,400	56,400
11470 Fire Holiday Payout	96,547	157,500	157,500	157,500	157,500
11500 Separation Benefits	113,950	116,230	116,230	119,717	119,717
TOTAL	\$4,460,697	\$4,582,961	\$4,582,960	\$4,687,822	\$4,687,822
EMPLOYEE BENEFITS					
12200 Life Insurance	\$5,584	\$5,875	\$5,880	\$5,385	\$5,385
12300 Medical Insurance	421,757	453,298	453,300	451,317	451,317
12350 Medicare Insurance	57,605	44,315	44,320	49,325	49,325
12400 Dental Insurance	25,025	26,892	26,890	28,829	28,829
12500 Workers Compensation	358,933	376,880	376,880	395,724	395,724
12600 Retirement	1,117,669	1,214,705	1,214,700	1,391,453	1,391,453
12900 Long Term Disability	5,356	5,520	5,520	5,284	5,284
12950 Vision Plan	5,513	5,961	5,960	5,888	5,888
TOTAL	\$1,997,442	\$2,133,446	\$2,133,450	\$2,333,205	\$2,333,205
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,314	\$5,550	\$5,550	\$5,550	\$5,550
22000 Operating Supplies	105,538	164,520	164,520	185,720	185,720
24000 Small Tools	22,507	22,850	22,850	22,550	22,550
31000 Contracted Services	23,628	39,225	39,230	40,075	40,075
32000 Communications	262,445	71,744	71,740	111,448	111,448
33000 Motor Pool Charges	151,497	156,042	156,042	160,723	160,723
37000 Leases & Rentals	9,545	7,980	7,980	8,000	8,000
38000 R/M Contractual	123,821	158,702	158,700	160,783	160,783
39000 Miscellaneous	9,301	15,395	37,196	20,549	20,549
TOTAL	\$713,596	\$642,008	\$663,808	\$715,398	\$715,398
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$0	\$0	\$98,655	\$98,655
TOTAL	\$0	\$0	\$0	\$98,655	\$98,655
GRAND TOTAL	\$7,171,735	\$7,358,415	\$7,380,218	\$7,835,080	\$7,835,080

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Fire Chief	0.20	0.20	0.20	\$32,959	\$34,608	\$34,608
Division Chief	1.55	1.55	1.55	224,465	220,108	220,108
Captain	10.00	10.00	10.00	1,030,678	1,134,674	1,134,674
Engineer	11.85	11.50	11.50	997,787	1,131,462	1,131,462
Firefighter	11.50	10.00	10.00	839,594	818,781	818,781
Bilingual	0.00	0.00	0.00	8,850	7,050	7,050
Company Officer Pay	0.00	0.00	0.00	0	720	720
Education Incentives	0.00	0.00	0.00	77,800	84,873	84,873
EMTD Premium	0.00	0.00	0.00	51,560	47,120	47,120
Fire Chief Officer Pay	0.00	0.00	0.00	0	648	648
Fire Investigator Premium Pay	0.00	0.00	0.00	0	3,400	3,400
Holiday Payoff	0.00	0.00	0.00	150,000	157,500	157,500
Longevity Pay	0.00	0.00	0.00	11,240	32,280	32,280
Overtime	0.00	0.00	0.00	777,830	777,841	777,841
Paramedic Pay	0.00	0.00	0.00	83,325	99,160	99,160
Separation Benefits	0.00	0.00	0.00	116,230	119,717	119,717
Shift Investigator Pay	0.00	0.00	0.00	4,100	0	0
Special Assignment Pay	0.00	0.00	0.00	0	600	600
USAR Team Premium	0.00	0.00	0.00	19,000	17,280	17,280
Total	35.10	33.25	33.25	\$4,425,418	\$4,687,822	\$4,687,822

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$2,485,111	\$2,618,569	\$2,886,739	\$3,077,487	\$3,077,487
SERVICES & SUPPLIES	305,159	519,336	518,530	542,314	542,314
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,790,270	\$3,137,905	\$3,405,269	\$3,619,801	\$3,619,801
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 14.45	 14.65	 14.65	 18.45	 18.45

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

<u>EMS Transports</u>	<u>Actual</u> 2015– 2016	<u>Estimated</u> 2016 –2017	<u>Projected</u> 2017-2018
No. Patient Transports	2,284	2,416	2,500
No. Patient Assessments (Aid On scene/Non-Transport)	741	716	700
No. Subscription Members Using Service	67	12	15

Performance Measurements:

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:

Fiscal Year 2017-2018

1. Continue to document cardiac arrest patient Citizen CPR prior to EMS arrival
2. ST Elevation Myocardial Infarction (“STEMI”) documentation
3. Documentation of Standing Field Treatment Protocols
4. Continue documentation of stroke patients and emergency room destination

Fiscal Year 2016-2017:

- | | |
|---|------|
| 1. Document cardiac arrest patient Citizen CPR prior to EMS arrival | 97% |
| 2. Vital sign documentation after pain management | 99% |
| 3. Documentation of numerical pain assessment with trauma complaint | 100% |
| 4. Documentation of stroke patients and emergency room destination | 100% |

Required EMS Training Hours (24 hours per person per year):

- | | |
|---------------------------------------|-----|
| a. Paramedic Training Hours (26 PM): | 624 |
| b. Emergency Medical Technician (25): | 400 |

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Expand the Community CPR Program to include AED and the new “Stop the Bleed” program while introducing Pulse Point CPR, a cell phone citizen guide application, and Vial of Life to the community.
2. *Improve Organizational Effectiveness and Efficiency:* Proactively research to determine the impact of upcoming economic development projects on EMS services and response capabilities.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Participated in a number of City Events, CERT Training and tours where Hands Only CPR was highlighted and practiced by residents. Last year there were zero citizen CPR upon arrival; after the department increased the citizen CPR exposure to the community the department recorded 17 citizens CPR upon arrival.
2. *Improve Organizational Effectiveness and Efficiency:* Conducted an internal audit of pharmaceutical restock supplies and emergency medical response data related to call type. The audit and incident review by call type provided essential data on pharmaceutical usage trends allowing for improved efficiency and cost savings by reducing excess inventory.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects an increase of \$223,779 for full-time employees and \$54,500 for part-time salaries (#11300) for the proposed Basic Life Support (“BLS”) Ambulance Program.
2. Services and Supplies categories (#21000 - #41000) reflect an increase in the Small Tools category of (\$1,750), Contracted Services (\$6,558), Communications (\$7,296) Motor Pool Charges (\$1,871), and Miscellaneous (\$5,500).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$1,315,693	\$1,428,576	\$1,428,580	\$1,652,355	\$1,652,355
11300 Part Time Salaries	0	0	0	54,500	54,500
11400 Overtime Salaries	297,433	238,930	412,999	238,930	238,930
11405 Overtime Fire Half Time	110,427	80,312	176,460	80,312	80,312
11410 Fire FLSA Mandate	19,755	24,955	21,900	24,955	24,955
11470 Fire Holiday Payout	26,794	60,228	60,230	60,228	60,228
11500 Separation Benefits	86,000	87,720	87,720	90,352	90,352
TOTAL	\$1,856,102	\$1,920,721	\$2,187,889	\$2,201,632	\$2,201,632
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,277	\$2,448	\$3,448	\$2,783	\$2,783
12300 Medical Insurance	159,433	169,933	169,933	198,790	198,790
12350 Medicare Insurance	24,592	17,527	17,527	23,055	23,055
12370 Part Time Retirement	0	0	0	2,180	2,180
12400 Dental Insurance	10,309	11,156	11,156	13,844	13,844
12600 Retirement	427,727	491,536	491,536	629,555	629,555
12900 Long Term Disability	2,293	2,502	2,500	2,987	2,987
12950 Vision Plan	2,378	2,746	2,750	2,661	2,661
TOTAL	\$629,009	\$697,848	\$698,850	\$875,855	\$875,855
SERVICES & SUPPLIES					
21000 Office Supplies	\$668	\$400	\$400	\$400	\$400
22000 Operating Supplies	19,349	35,500	35,500	35,500	35,500
23000 R/M Supplies	2,865	3,000	3,000	3,000	3,000
24000 Small Tools	62,701	46,250	46,250	48,000	48,000
31000 Contracted Services	95,347	96,922	96,920	103,480	103,480
32000 Communications	3,353	207,942	207,140	215,238	215,238
33000 Motor Pool Charges	60,564	62,381	62,380	64,252	64,252
38000 R/M Contractual	9,689	12,857	12,860	12,860	12,860
39000 Miscellaneous	44,514	48,034	48,030	53,534	53,534
41000 Other Agency Serv	6,109	6,050	6,050	6,050	6,050
TOTAL	\$305,159	\$519,336	\$518,530	\$542,314	\$542,314
GRAND TOTAL	\$2,790,270	\$3,137,905	\$3,405,269	\$3,619,801	\$3,619,801

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Fire Chief	0.20	0.20	0.20	\$32,959	\$34,608	\$34,608
Division Chief	1.00	1.00	1.00	147,504	156,620	156,620
Captain	1.00	1.00	1.00	90,735	113,169	113,169
Principal Mgmt Analyst	0.20	0.20	0.20	19,841	19,841	19,841
Firefighter/Paramedic	12.00	12.00	12.00	1,033,991	989,082	989,082
Firefighter	0.00	2.00	2.00	0	139,896	139,896
Senior Account Clerk	0.25	0.25	0.25	14,955	14,955	14,955
Bilingual Pay	0.00	0.00	0.00	0	3,750	3,750
Education Incentive	0.00	0.00	0.00	25,184	27,231	27,231
EMTD Premium	0.00	0.00	0.00	0	3,400	3,400
Fire Chief Officer Pay	0.00	0.00	0.00	0	144	144
Fire Investigator Premium Pay	0.00	0.00	0.00	0	1,400	1,400
Holiday Payoff	0.00	0.00	0.00	57,360	60,228	60,228
Longevity Pay	0.00	0.00	0.00	1,960	9,210	9,210
Overtime	0.00	0.00	0.00	344,197	344,197	344,197
Paramedic Pay	0.00	0.00	0.00	0	134,729	134,729
Separation Benefits	0.00	0.00	0.00	87,720	90,352	90,352
Special Assignment	0.00	0.00	0.00	0	1,200	1,200
USAR Team Premium Pay	0.00	0.00	0.00	0	3,120	3,120

Part-Time

PT EMS*

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
<u>Part-Time</u>	0.00	1.80	1.80	\$0	\$54,500	\$54,500
Total	14.65	18.45	18.45	\$1,856,406	\$2,201,632	\$2,201,632

* Four PT EMS positions for the BLS Ambulance Pilot Program

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$426,557	\$476,860	\$449,308	\$487,933	\$487,933
SERVICES & SUPPLIES	52,985	94,309	68,850	84,050	84,050
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$479,542	\$571,169	\$518,158	\$571,983	\$571,983
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.60	 1.60	 1.60	 1.95	 1.95

Program Description

The Community Risk Reduction 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 provides 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 OES and FEMA. This Activity also oversees the Fire Prevention Division and the Arson Investigation Team.

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

	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Projected 2017-2017</u>
Community Emergency Response Team "CERT"	40	40	40
Disaster Service Worker Training	40	45	45
Community Risk Locations identified and pre-planned	0	12	12

Fiscal Year 2017-2018 Performance Measurement:

1. 10% of CERT Training to be completed by CERT volunteer members who are certified CERT Instructors.

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Enhance the Arson Program to increase certification to California Level II standards.
2. *Improve Organizational Effectiveness and Efficiency:* Implement the VEOCI Emergency Operations Center tracking mitigation program and train all fire personnel, City Department Directors, and Mid-managers.
3. *Improve Organizational Effectiveness and Efficiency:* Enhance CERT training to implement a Train-the-Trainer program for existing CERT members to assist in bi-annual CERT classes.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Staff completed a new video based guide for EOC Set-Up and Operations.
2. *Improve Organizational Effectiveness and Efficiency:* Completed City Employee training on "Stop the Bleed" CPR and AED to enhance disaster response and promote self reliance. In addition, developed a "Vial of Life" program that was rolled out on Fire Service Day 2017.
3. *Improve Organizational Effectiveness and Efficiency:* Implemented a bilingual training program that allows residents who speak Spanish or Chinese to attend CERT training.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) shows a decrease of \$9,200 for telephone services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$241,575	\$250,412	\$223,500	\$252,780	\$252,780
11400 Overtime Salaries	34,561	54,125	62,720	54,125	54,125
11405 Overtime Fire Half Time	9,501	18,193	18,193	18,193	18,193
11410 Fire FLSA Mandate	2,452	5,655	5,655	5,655	5,655
11470 Fire Holiday Payout	12,164	13,697	15,830	13,700	13,700
11500 Separation Benefits	15,050	15,350	15,350	15,810	15,810
TOTAL	\$315,303	\$357,432	\$341,248	\$360,263	\$360,263
EMPLOYEE BENEFITS					
12200 Life Insurance	\$389	\$398	\$400	\$453	\$453
12300 Medical Insurance	24,707	26,878	26,880	25,798	25,798
12350 Medicare Insurance	3,651	2,956	2,960	2,240	2,240
12400 Dental Insurance	1,401	1,500	1,500	1,353	1,353
12600 Retirement	80,308	86,877	75,500	96,799	96,799
12900 Long Term Disability	408	416	420	697	697
12950 Vision Plan	390	403	400	330	330
TOTAL	\$111,254	\$119,428	\$108,060	\$127,670	\$127,670
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,059	\$1,600	\$1,600	\$1,600	\$1,600
22000 Operating Supplies	4,643	7,050	6,050	7,050	7,050
24000 Small Tools	12,581	18,900	18,900	20,900	20,900
31000 Contracted Services	1,198	4,000	4,000	4,000	4,000
32000 Communications	5,583	26,559	7,100	16,300	16,300
33000 Motor Pool Charges	0	1,200	300	300	300
36000 Utilities	6,262	7,000	5,900	5,900	5,900
38000 R/M Contractual	1,703	4,000	4,000	4,000	4,000
39000 Miscellaneous	19,365	22,000	19,000	22,000	22,000
41000 Other Agency Serv	591	2,000	2,000	2,000	2,000
TOTAL	\$52,985	\$94,309	\$68,850	\$84,050	\$84,050
GRAND TOTAL	\$479,542	\$571,169	\$518,158	\$571,983	\$571,983

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Fire Chief	0.20	0.20	0.20	\$32,959	\$34,608	\$34,608
Divison Chief	0.25	0.25	0.25	37,164	39,915	39,915
Captain	1.00	1.00	1.00	107,184	110,177	110,177
Engineer	0.15	0.50	0.50	13,581	49,194	49,194
Bilingual Pay	0.00	0.00	0.00	0	1,800	1,800
Education Incentive	0.00	0.00	0.00	8,235	7,575	7,575
EMTD Premium	0.00	0.00	0.00	0	4,200	4,200
Fire Chief Officer Pay	0.00	0.00	0.00	0	360	360
Holiday Payoff	0.00	0.00	0.00	13,045	13,700	13,700
Longevity Pay	0.00	0.00	0.00	1,800	3,150	3,150
Overtime	0.00	0.00	0.00	77,973	77,973	77,973
Separation Benefits	0.00	0.00	0.00	15,350	15,811	15,811
Special Assignment Pay	0.00	0.00	0.00	0	600	600
USAR Team Premium Pay	0.00	0.00	0.00	0	1,200	1,200
Total	1.60	1.95	1.95	\$307,291	\$360,263	\$360,263

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

PROGRAM SUMMARY

General \$1,868,121
 Retirement \$324,404
 Library Tax \$531,669
 Literacy & Civics Education Grant \$79,746
 CA Library Literacy Services Grant \$32,921
 Literacy Trust Account \$32,178
 Library Passport Trust Grant \$18,500

DEPARTMENT: Library

ACTIVITY: Library

ACTIVITY NO.: 6000

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$1,909,315	\$2,068,414	\$2,066,162	\$2,082,066	\$2,082,066
SERVICES & SUPPLIES	752,905	733,046	725,063	805,473	805,473
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,662,220	\$2,801,460	\$2,791,225	\$2,887,539	\$2,887,539
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	25.53	25.53	25.53	26.25	26.25

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.

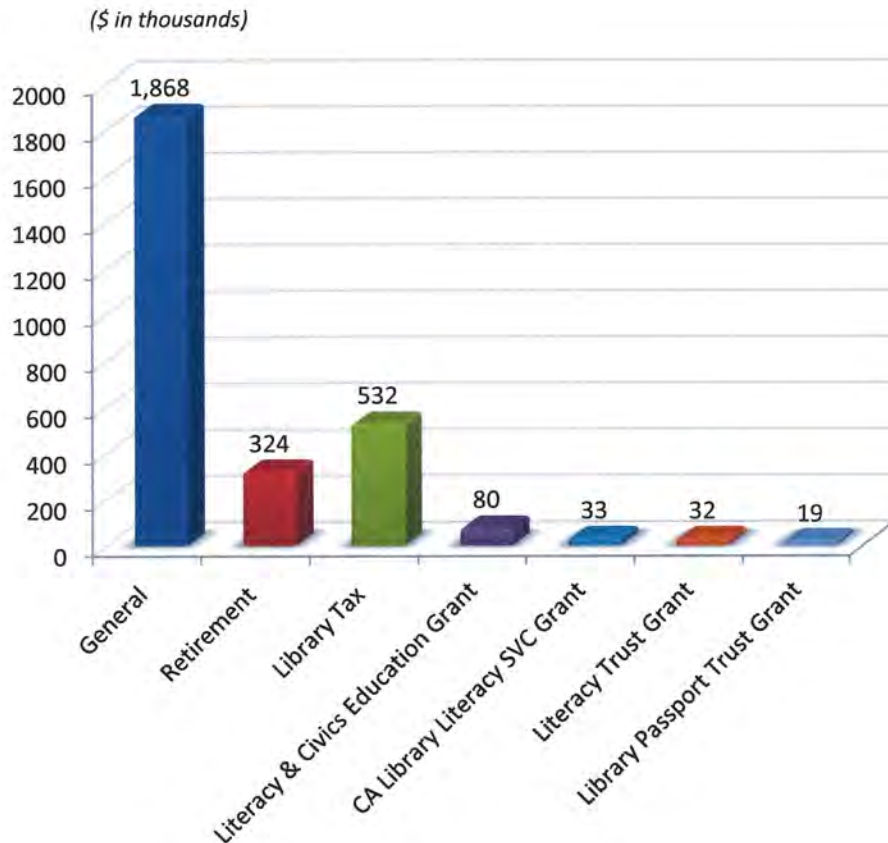
The library has a collection of approximately 147,737 volumes of books, 6,515 government publications, 4,225 audio items, 5,051 DVDs, 4,426 maps, 422 pamphlets and 102 magazine and newspaper subscriptions.

Special activities and strengths of the library include an international collection of 31,702 non-English language items with an emphasis on Asian materials housed in the International Room, a Computer Lab with 16 public computers available for classroom instruction and training and a literacy program (LAMP) which offers English as a Second Language and several citizenship classes.

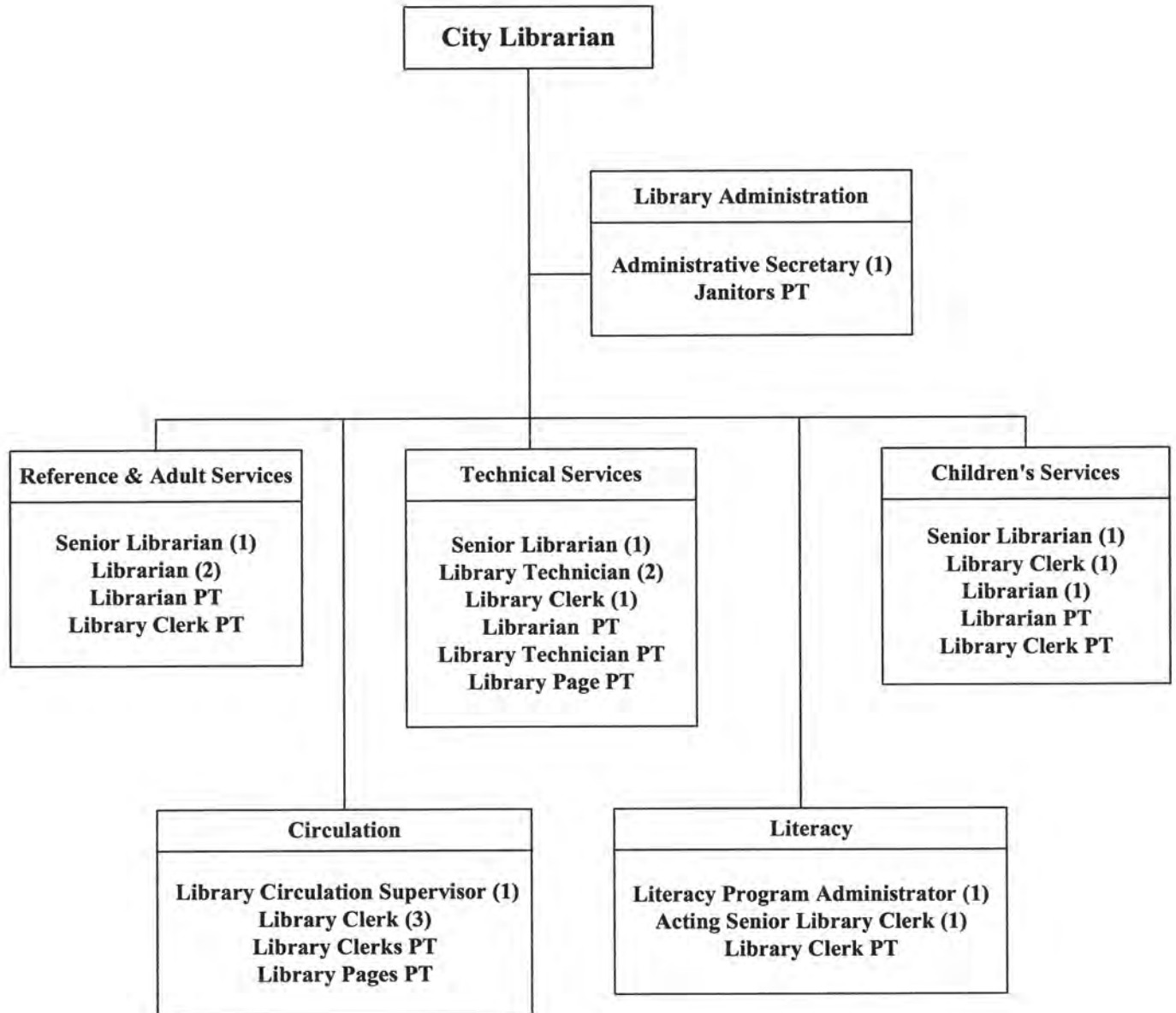
Measure C sunsets in April 2018. Current tax allocations from commercial and residential properties support daily library operations and enable the library to be open seven days a week, support salaries of part-time staff, enhance collection development and cover the Library expansion financing debt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

Personnel changes from last year include: Shifting part-time hours among various activities to be in line with the service needs of the Library. Part-time Salaries in LAMP (activity 6005) show an increase due to increased part-time hours necessary to meet community demand for literacy, citizenship and passport services. Part-time Salaries in LAMP (activity 6005) are funded by revenue from grants, passport services, fundraising or materials fees and are not funded from General Fund or the library tax.

Library Source of Funds



Monterey Park Bruggemeyer Library



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$302,185	\$300,922	\$301,124	\$305,674	\$305,674
SERVICES & SUPPLIES	565,821	565,644	560,179	595,249	595,249
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$868,006	\$866,566	\$861,303	\$900,923	\$900,923
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.60	 3.60	 3.60	 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> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Library Volunteer Hours	9,101	8,000	9,000
Grants Awarded (Number)	2	4	3
Grants Awarded (Amount)	\$129,625	\$136,000	\$125,000
*Fundraising (Foundation)	\$52,000	\$48,000	\$40,000
*Fundraising (Friends)	\$10,878	\$7,000	\$8,000

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

2017-2018 GOALS AND OBJECTIVES

1. *Achieve financial stability:* Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo to promote library activities and fundraise.
2. *Improve organizational effectiveness and efficiency:* Create excellent directional aids so that information and services can be found efficiently throughout the library.
3. *Improve organizational effectiveness and efficiency:* Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.
4. *Improve organizational effectiveness and efficiency:* Further integrate the library services into the local school and business communities by participating in local fairs and public events.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Completed the painting of the library entrance lobby and Circulation areas and refinishing of the public counters in Reference, Children's and Circulation.
2. Repurposed shelving units to add shelving to the Friends Bookstore, providing a better browsing experience for patrons looking for reading materials at a bargain. Added new

furnishings to offer increased opportunities for displays promoting library activities and materials.

3. Installed links to over 100 online tutor training courses and is considering how to establish additional online content so the public can access library programs, presentations and classes anywhere and at any time.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$23,588 includes cost to the library for its share of the City's data processing/payroll system (\$10,224).
2. R/M Contractual category (#38000) \$25,698 includes building and maintenance costs for air conditioning and heating system, elevator, alarm and fire alarm systems.
3. Debt Service category (#42000) includes \$383,196 for debt service payment for the library loan. This is the final year payment on a 13-year library financing program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$175,283	\$179,012	\$179,012	\$177,276	\$177,276
11300 Part Time Salaries	42,799	39,240	39,240	39,240	39,240
11500 Separation Benefits	9,900	10,098	10,098	10,401	10,401
TOTAL	\$227,982	\$228,350	\$228,350	\$226,917	\$226,917
EMPLOYEE BENEFITS					
12200 Life Insurance	\$359	\$359	\$359	\$359	\$359
12300 Medical Insurance	18,327	16,544	16,540	17,719	17,719
12350 Medicare Insurance	3,188	3,092	3,090	2,578	2,578
12370 Part Time Retirement	1,712	506	710	1,569	1,569
12400 Dental Insurance	1,216	1,811	1,810	1,221	1,221
12500 Workers Compensation	2,788	2,927	2,930	3,073	3,073
12600 Retirement	45,390	46,105	46,105	51,010	51,010
12900 Long Term Disability	792	792	790	792	792
12950 Vision Plan	431	436	440	436	436
TOTAL	\$74,203	\$72,572	\$72,774	\$78,757	\$78,757
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,293	\$2,800	\$2,800	\$5,950	\$5,950
22000 Operating Supplies	7,200	8,200	8,200	9,963	9,963
31000 Contracted Services	26,072	11,644	10,720	23,588	23,588
32000 Communications	16,032	16,271	16,268	16,784	16,784
33000 Motor Pool Charges	117	2,868	2,870	2,870	2,870
36000 Utilities	103,374	117,147	112,604	120,550	120,550
38000 R/M Contractual	20,857	16,517	16,520	25,698	25,698
39000 Miscellaneous	3,681	4,000	4,000	3,650	3,650
41000 Other Agency Serv	3,000	3,000	3,000	3,000	3,000
42000 Debt Service	383,195	383,197	383,197	383,196	383,196
TOTAL	\$565,821	\$565,644	\$560,179	\$595,249	\$595,249
GRAND TOTAL	\$868,006	\$866,566	\$861,303	\$900,923	\$900,923

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Library**
ACTIVITY: **Administration**
ACTIVITY NO.: **6001**

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
City Librarian	1.00	1.00	1.00	\$114,748	\$114,816	\$114,816
Secretary	1.00	1.00	1.00	60,120	60,120	60,120
Education Incentive	0.00	0.00	0.00	2,340	2,340	2,340
Separation Benefits	0.00	0.00	0.00	10,098	10,401	10,401
<u>Part-Time</u>						
Janitor	1.60	1.60	1.60	39,240	39,240	39,240
Total	3.60	3.60	3.60	\$226,546	\$226,917	\$226,917

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$382,023	\$381,417	\$381,426	\$389,941	\$389,941
SERVICES & SUPPLIES	39,245	28,089	27,500	38,000	38,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$421,268	\$409,506	\$408,926	\$427,941	\$427,941
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.44	 3.75	 3.75	 3.75	 3.75

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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Reference Transactions	14,943	14,291	14,000
Adult/YA Programs Presented	263	306	250
Adult/YA Program Attendance	6,007	6,151	5,500

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.
2. *Improve organizational effectiveness and efficiency:* Explore new ways of engaging immigrant communities in library programs and services for a grant project.
3. *Improve organizational effectiveness and efficiency:* Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Engaged the community in the development and printing of a commemorative cookbook to celebrate the City's Centennial and the local history legacy of Laura Scudder.
2. Presented diverse programming for Hispanic Heritage Month, Chinese Lunar New Year and the Mid Autumn Festival with folk dances, music, games, food, and film programs for the cultural, educational, and recreational enjoyment of library audiences.
3. Promoted library programs and services at city events that included the Chinese Lunar New Year Festival, Cherry Blossom Festival and the Geranium Festival.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Books and Subscriptions category (#40000) \$36,000 is for the purchase of new books, subscriptions and databases or renewed subscriptions and databases.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$227,741	\$234,174	\$234,174	\$232,968	\$232,968
11300 Part Time Salaries	40,390	28,777	28,777	31,214	31,214
11500 Separation Benefits	13,750	14,025	14,025	14,446	14,446
TOTAL	\$281,881	\$276,976	\$276,976	\$278,628	\$278,628
EMPLOYEE BENEFITS					
12200 Life Insurance	\$468	\$468	\$470	\$468	\$468
12300 Medical Insurance	30,022	31,333	31,330	31,694	31,694
12350 Medicare Insurance	3,857	3,726	3,730	3,389	3,389
12370 Part Time Retirement	1,616	1,150	1,150	1,876	1,876
12400 Dental Insurance	1,965	2,040	2,040	2,040	2,040
12500 Workers Compensation	2,788	2,927	2,930	3,073	3,073
12600 Retirement	57,713	61,083	61,080	67,059	67,059
12900 Long Term Disability	1,188	1,188	1,190	1,188	1,188
12950 Vision Plan	525	526	530	526	526
TOTAL	\$100,142	\$104,441	\$104,450	\$111,313	\$111,313
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,532	\$2,500	\$2,500	\$2,000	\$2,000
39000 Miscellaneous	649	0	0	0	0
40000 Books & Subscriptions	36,064	25,589	25,000	36,000	36,000
TOTAL	\$39,245	\$28,089	\$27,500	\$38,000	\$38,000
GRAND TOTAL	\$421,268	\$409,506	\$408,926	\$427,941	\$427,941

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Senior Librarian	1.00	1.00	1.00	\$79,212	\$81,192	\$81,192
Librarian	2.00	2.00	2.00	144,996	148,536	148,536
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentive	0.00	0.00	0.00	2,040	2,040	2,040
Separation Benefits	0.00	0.00	0.00	14,025	14,446	14,446
<u>Part-Time</u>						
Librarian	0.50	0.50	0.50	21,133	21,661	21,661
Library Clerk	0.25	0.25	0.25	7,644	9,553	9,553
Total	3.75	3.75	3.75	\$270,250	\$278,628	\$278,628

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$404,970	\$421,915	\$421,602	\$420,355	\$420,355
SERVICES & SUPPLIES	99,009	84,533	84,488	105,834	105,834
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$503,979	\$506,448	\$506,090	\$526,189	\$526,189
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.51	 4.55	 4.55	 4.55	 4.55

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>2015-2016</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
<u>NEW CATALOG TITLES</u>			
<u>ADDED</u>			
Books	3,173	3,540	3,500
Audio-Visual	<u>596</u>	<u>520</u>	<u>520</u>
Total Cataloged Titles Added	3,769	4,060	4,020
<u>NEW ITEMS ADDED</u>			
Cataloged Books	3,709	4,620	4,600
Cataloged Audio-Visual	1,047	560	560
Government Documents	<u>333</u>	<u>560</u>	<u>560</u>
Total Cataloged Items Added	5,089	5,740	5,720
<u>ITEMS PURGED</u>			
Number of materials borrowed from other libraries	24	10	10
Number of materials other libraries borrowed from City	8	20	20
<u>COLLECTION TOTALS</u>			
All Items	161,494	165,000	165,000
Cataloged Titles	147,737	145,000	145,000

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Acquire 10 Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.
2. *Improve organizational effectiveness and efficiency:* Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.
3. *Improve organizational effectiveness and efficiency:* Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Awarded *21st Century Technology for Tweens and Teens* grant of \$5,000 from Southern California Edison to purchase 10 Chrome books and technology equipment.
2. Awarded California Center for the Book's *Californians: Community Conversations about Immigration* program grant which includes a bookshelf of 20 book and DVDs representing a variety of cultures and immigration experiences.
3. Installed four additional Access Points to upgrade the library's second floor Wi-Fi and provide faster internet connections and speed.
4. Staff outreach and promotion of library services resulted in addition of 1,192 gifts to the library's collection with a cumulative value of \$13,568.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$12,834 includes cost for data processing.
2. R/M Contractual category (#38000) \$84,850 includes maintenance of Innovative Interfaces and Dell servers and public computers (62), copiers and printers. Increase is due in part to purchasing twenty (20) replacement computers for the public instead of the previous ten (10) per year in the annual rotation cycle.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$257,269	\$263,203	\$263,203	\$254,464	\$254,464
11300 Part Time Salaries	11,107	16,635	16,635	16,640	16,640
11500 Separation Benefits	18,700	19,074	19,074	19,646	19,646
TOTAL	\$287,076	\$298,912	\$298,912	\$290,750	\$290,750
EMPLOYEE BENEFITS					
12200 Life Insurance	\$624	\$624	\$620	\$624	\$624
12300 Medical Insurance	39,030	40,406	40,410	42,231	42,231
12350 Medicare Insurance	3,929	3,722	3,720	3,704	3,704
12370 Part Time Retirement	445	660	350	666	666
12400 Dental Insurance	2,575	2,650	2,650	2,650	2,650
12500 Workers Compensation	3,888	4,082	4,080	4,286	4,286
12600 Retirement	65,257	68,708	68,710	73,293	73,293
12900 Long Term Disability	1,584	1,584	1,580	1,584	1,584
12950 Vision Plan	562	567	570	567	567
TOTAL	\$117,894	\$123,003	\$122,690	\$129,605	\$129,605
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,433	\$7,200	\$7,200	\$7,200	\$7,200
31000 Contracted Services	16,051	11,540	11,540	12,834	12,834
38000 R/M Contractual	76,525	64,848	64,848	84,850	84,850
39000 Miscellaneous	0	945	900	950	950
TOTAL	\$99,009	\$84,533	\$84,488	\$105,834	\$105,834
GRAND TOTAL	\$503,979	\$506,448	\$506,090	\$526,189	\$526,189

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 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	112,336	112,336
Library Clerk	1.00	1.00	1.00	49,407	50,004	50,004
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	1,740	1,740	1,740
Longevity Pay	0.00	0.00	0.00	2,400	2,400	2,400
Separation Benefits	0.00	0.00	0.00	19,074	19,646	19,646
<u>Part-Time</u>						
Librarian	0.05	0.05	0.05	2,851	2,851	2,851
Library Technician	0.25	0.25	0.25	8,185	8,185	8,185
Library Page	0.25	0.25	0.25	5,599	5,604	5,604
Total	4.55	4.55	4.55	\$291,384	\$290,750	\$290,750

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Circulation
ACTIVITY NO.: 6004

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$408,699	\$424,651	\$424,644	\$416,450	\$416,450
SERVICES & SUPPLIES	7,479	8,165	8,170	8,170	8,170
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$416,178	\$432,816	\$432,814	\$424,620	\$424,620
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 7.47	 7.05	 7.05	 7.05	 7.05

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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
<u>ITEMS CIRCULATED</u>			
Total	240,564	310,000	242,000
Items Per Capita	3.92*	4.99*	3.94*
Weekly Hours of Operation	44	44	44

* Population figure used for calculation: 62,063

LIBRARY USERS

User Visits Per Day	978	991	997
Total User Visits Per Year	326,487	330,000	333,000
New Cardholders Registered	2,854	3,500	3,000
Library Cardholders	53,170	58,500	57,000
Number of Requests for Items Checked-Out	1,270	1,250	1,000
Overdue Notices-Processed	5,031	6,200	5,000

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service. The patron selects a book from the shelf and using a personal device checks out the item with the mobile app which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and can take the item home. Only items checked out using the mobile app will be desensitized.
2. *Improve organizational effectiveness and efficiency:* Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Eliminated outdated audio-visual materials which allowed expansion of the entire Adult/Reference/Teen DVD collection.
2. Shifted the Children's Non-Fiction collection, then moved the Children's Reference collection into that area which allowed for the removal of the old Reference shelving to provide more seating areas in the Children's area.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$204,032	\$215,096	\$215,096	\$201,279	\$201,279
11300 Part Time Salaries	81,050	78,548	78,548	80,030	80,030
11500 Separation Benefits	16,940	17,279	17,280	17,797	17,797
TOTAL	\$302,022	\$310,923	\$310,924	\$299,106	\$299,106
EMPLOYEE BENEFITS					
12200 Life Insurance	\$614	\$624	\$620	\$624	\$624
12300 Medical Insurance	37,252	39,731	39,730	42,204	42,204
12350 Medicare Insurance	4,181	4,400	4,400	2,933	2,933
12370 Part Time Retirement	3,156	3,103	3,100	4,000	4,000
12400 Dental Insurance	2,379	2,420	2,420	2,031	2,031
12500 Workers Compensation	4,916	5,162	5,160	5,420	5,420
12600 Retirement	52,113	56,185	56,190	58,029	58,029
12900 Long Term Disability	1,558	1,584	1,580	1,584	1,584
12950 Vision Plan	508	519	520	519	519
TOTAL	\$106,677	\$113,728	\$113,720	\$117,344	\$117,344
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,941	\$3,015	\$3,020	\$3,020	\$3,020
38000 R/M Contractual	4,320	4,900	4,900	4,900	4,900
39000 Miscellaneous	218	250	250	250	250
TOTAL	\$7,479	\$8,165	\$8,170	\$8,170	\$8,170
GRAND TOTAL	\$416,178	\$432,816	\$432,814	\$424,620	\$424,620

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**
ACTIVITY: **Circulation**
ACTIVITY NO.: **6004**

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Library Circulation Serv Supervisor	1.00	1.00	1.00	\$57,072	\$59,820	\$59,820
Library Clerk	3.00	3.00	3.00	150,012	139,659	139,659
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentive	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	17,279	17,797	17,797
<u>Part-Time</u>						
Library Clerk	1.25	1.25	1.25	38,652	39,618	39,618
Library Page	1.80	1.80	1.80	39,896	40,412	40,412
Total	7.05	7.05	7.05	\$304,711	\$299,106	\$299,106

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$187,326	\$241,062	\$237,928	\$248,241	\$248,241
SERVICES & SUPPLIES	17,095	19,445	17,936	25,082	25,082
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$204,421	\$260,507	\$255,864	\$273,323	\$273,323
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.94	 2.96	 2.96	 3.68	 3.68

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.

- Execute U.S. passport applications by verifying documents, identity and signature of applicant and forwarding to the U.S. Department of State for an issuance determination.

PROGRAM MEASUREMENTS

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Number of Students Participating	1,197	1,500	1,500
Number of Student Hours	29,385	29,000	30,000
Number of Tutors	91	100	100
Number of Tutor Volunteer Hours	3,393	4,300	4,300
Number of Tutors Trained	73	75	75
Number of Students who became U.S. Citizens	61	80	100
Number of Passports Executed	561	1000	1000

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.
2. *Improve organizational effectiveness and efficiency:* Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.
3. *Improve organizational effectiveness and efficiency:* Boost passport application intake by increasing service hours and extending to include passport services during special events.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Increased efficiency of ESL classroom instruction by switching to managed enrollment and reexamining textbooks used to better align with instructional levels.

2. Established a dedicated workspace for passport application acceptance and enhanced services by offering on-site passport photos.
3. Helped 94% of students who applied for U.S. Citizenship pass their Naturalization exam.
4. Helped 52% of ESL students make significant gains in English language acquisition.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) \$59,609 includes increases funded by revenue from passport services, grants, fundraising or materials fees. Part-time salaries are not funded from General Fund or the library tax. Increased part-time hours are necessary to meet community demand for literacy, citizenship and passport services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$98,570	\$130,185	\$130,185	\$112,677	\$112,677
11300 Part Time Salaries	29,715	36,486	33,190	59,609	59,609
11500 Separation Benefits	7,452	7,601	7,603	7,830	7,830
TOTAL	\$135,737	\$174,272	\$170,978	\$180,116	\$180,116
EMPLOYEE BENEFITS					
12200 Life Insurance	\$249	\$313	\$320	\$313	\$313
12300 Medical Insurance	17,454	24,539	24,540	25,109	25,109
12350 Medicare Insurance	1,849	3,283	3,280	1,639	1,639
12370 Part Time Retirement	1,188	522	670	1,162	1,162
12400 Dental Insurance	909	1,430	1,430	620	620
12500 Workers Compensation	1,468	1,541	1,540	1,618	1,618
12600 Retirement	27,813	33,989	33,990	36,539	36,539
12900 Long Term Disability	396	794	800	793	793
12950 Vision Plan	263	379	380	332	332
TOTAL	\$51,589	\$66,790	\$66,950	\$68,125	\$68,125
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,026	\$2,500	\$2,500	\$5,000	\$5,000
22000 Operating Supplies	3,829	0	0	0	0
31000 Contracted Services	0	1,500	1,200	1,500	1,500
32000 Communications	37	250	0	2,000	2,000
33000 Motor Pool Charges	169	0	0	0	0
38000 R/M Contractual	1,866	2,800	2,800	2,800	2,800
39000 Miscellaneous	250	3,945	2,950	2,750	2,750
40000 Books & Subscriptions	8,918	8,450	8,486	11,032	11,032
TOTAL	\$17,095	\$19,445	\$17,936	\$25,082	\$25,082
GRAND TOTAL	\$204,421	\$260,507	\$255,864	\$273,323	\$273,323

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Acting Literacy Program Administrator	1.00	1.00	1.00	\$70,154	\$69,440	\$69,440
Senior Library Clerk	1.00	1.00	1.00	53,676	42,637	42,637
Bilingual	0.00	0.00	0.00	1,200	600	600
Separation Benefits	0.00	0.00	0.00	7,601	7,830	7,830
<u>Part-Time</u>						
Library Clerk*	0.96	1.68	1.68	36,486	59,609	59,609
Total	2.96	3.68	3.68	\$169,117	\$180,116	\$180,116

* Increased part-time hours are necessary to meet community demand for literacy, citizenship and passport services.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$224,112	\$298,447	\$299,438	\$301,405	\$301,405
SERVICES & SUPPLIES	24,256	27,170	26,790	33,138	33,138
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$248,368	\$325,617	\$326,228	\$334,543	\$334,543
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.57	 3.62	 3.62	 3.62	 3.62

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</u> 2015-16	<u>Estimated</u> 2016-17	<u>Projected</u> 2017-18
Reference Transactions	10,926	10,000	9,500
Children’s Reading Programs	440	440	440
Children’s Reading Programs’ Attendance	17,157	17,500	18,000
Children’s Outreach Attendance	2,600	2,600	2,700

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.

2. *Improve organizational effectiveness and efficiency:* Provide library outreach to classrooms and host field trips to the library for schools and child care centers.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Increased registration in the annual Summer Reading Program by 17%. Increased number of hours read by 19%. Increased summer programming attendance by 171%.
2. Created new monthly programs for school aged children, which include Afterschool Art, Marvelous Mondays, Saturday family film showings and computer classes and added a new storytime on Monday evening.
3. Delivered programming calendars and flyers to every school in Monterey Park monthly.
4. Removed Reference shelving; weeded, recataloged and relocated existing materials; and added new seating and study area for patrons.
5. Hired and trained a Librarian, bringing Children's Services to full staffing.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Books & Subscriptions category (#40000) \$25,388 is for the books, subscriptions and databases.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$138,167	\$181,719	\$181,719	\$180,441	\$180,441
11300 Part Time Salaries	15,504	23,103	24,100	25,100	25,100
11500 Separation Benefits	10,175	10,379	10,379	10,690	10,690
TOTAL	\$163,846	\$215,201	\$216,198	\$216,231	\$216,231
EMPLOYEE BENEFITS					
12200 Life Insurance	\$335	\$468	\$470	\$468	\$468
12300 Medical Insurance	16,361	25,619	25,620	22,692	22,692
12350 Medicare Insurance	2,719	2,901	2,900	2,627	2,627
12370 Part Time Retirement	621	924	920	1,605	1,605
12400 Dental Insurance	601	1,281	1,280	1,051	1,051
12500 Workers Compensation	2,861	3,004	3,000	3,154	3,154
12600 Retirement	35,603	47,433	47,430	51,983	51,983
12900 Long Term Disability	917	1,188	1,190	1,188	1,188
12950 Vision Plan	248	428	430	406	406
TOTAL	\$60,266	\$83,246	\$83,240	\$85,174	\$85,174
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,122	\$5,943	\$5,940	\$7,500	\$7,500
39000 Miscellaneous	52	250	250	250	250
40000 Books & Subscriptions	18,082	20,977	20,600	25,388	25,388
TOTAL	\$24,256	\$27,170	\$26,790	\$33,138	\$33,138
GRAND TOTAL	\$248,368	\$325,617	\$326,228	\$334,543	\$334,543

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Senior Librarian	1.00	1.00	1.00	\$68,304	\$70,446	\$70,446
Librarian	1.00	1.00	1.00	60,500	59,145	59,145
Library Clerk	1.00	1.00	1.00	47,040	48,810	48,810
Education Incentive	0.00	0.00	0.00	600	2,040	2,040
Separation Benefits	0.00	0.00	0.00	10,379	10,690	10,690
<u>Part-Time</u>						
Librarian	0.37	0.37	0.37	15,459	17,100	17,100
Library Clerk	0.25	0.25	0.25	7,644	8,000	8,000
Total	3.62	3.62	3.62	\$209,926	\$216,231	\$216,231

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CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General \$1,934,668
 Retirement \$238,545
 Refuse \$24,240
 Water \$46,820
 Proposition A \$605,683
 Recreation \$255,181
 Prop A - Per Parcel Grant \$58,815

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreation and Community Services

ACTIVITY NO.: 6500

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$2,047,572	\$2,088,475	\$2,081,238	\$2,124,020	\$2,128,068
SERVICES & SUPPLIES	1,052,530	1,038,919	958,510	1,029,884	1,035,884
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,100,102	\$3,127,394	\$3,039,748	\$3,153,904	\$3,163,952
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 36.52	 37.17	 37.17	 37.17	 37.17

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.

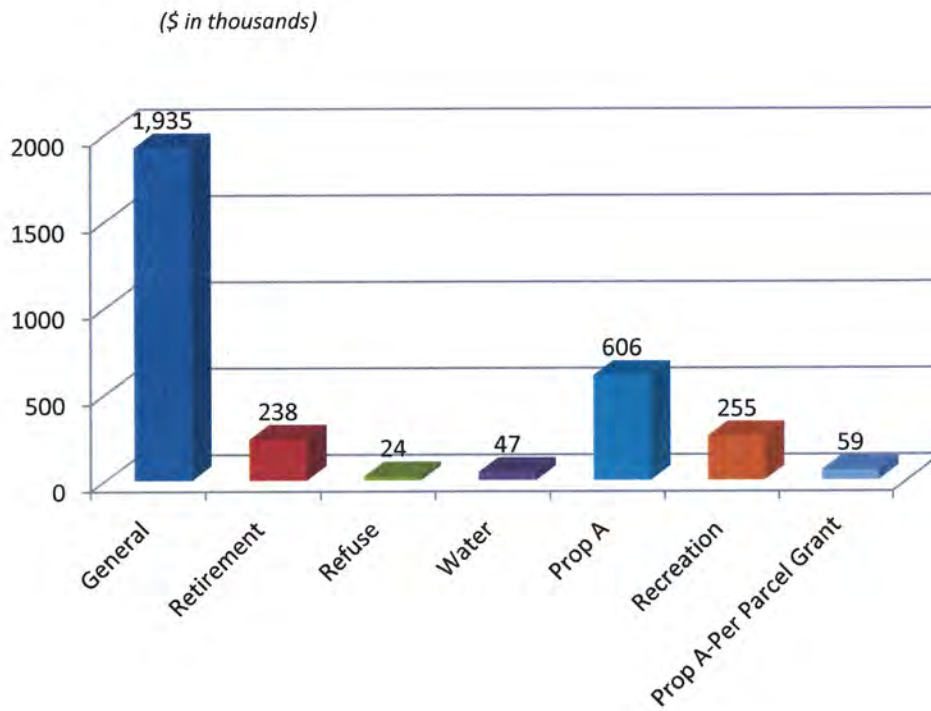
In addition to traditional programs, the Recreation and Community Services Department operates Community Dial-A-Ride, volunteer program, video/public access television and state licensed Child Care programs; oversees the publication of the CASCADES newspaper; and schedules facility and Picnic Reservations. 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

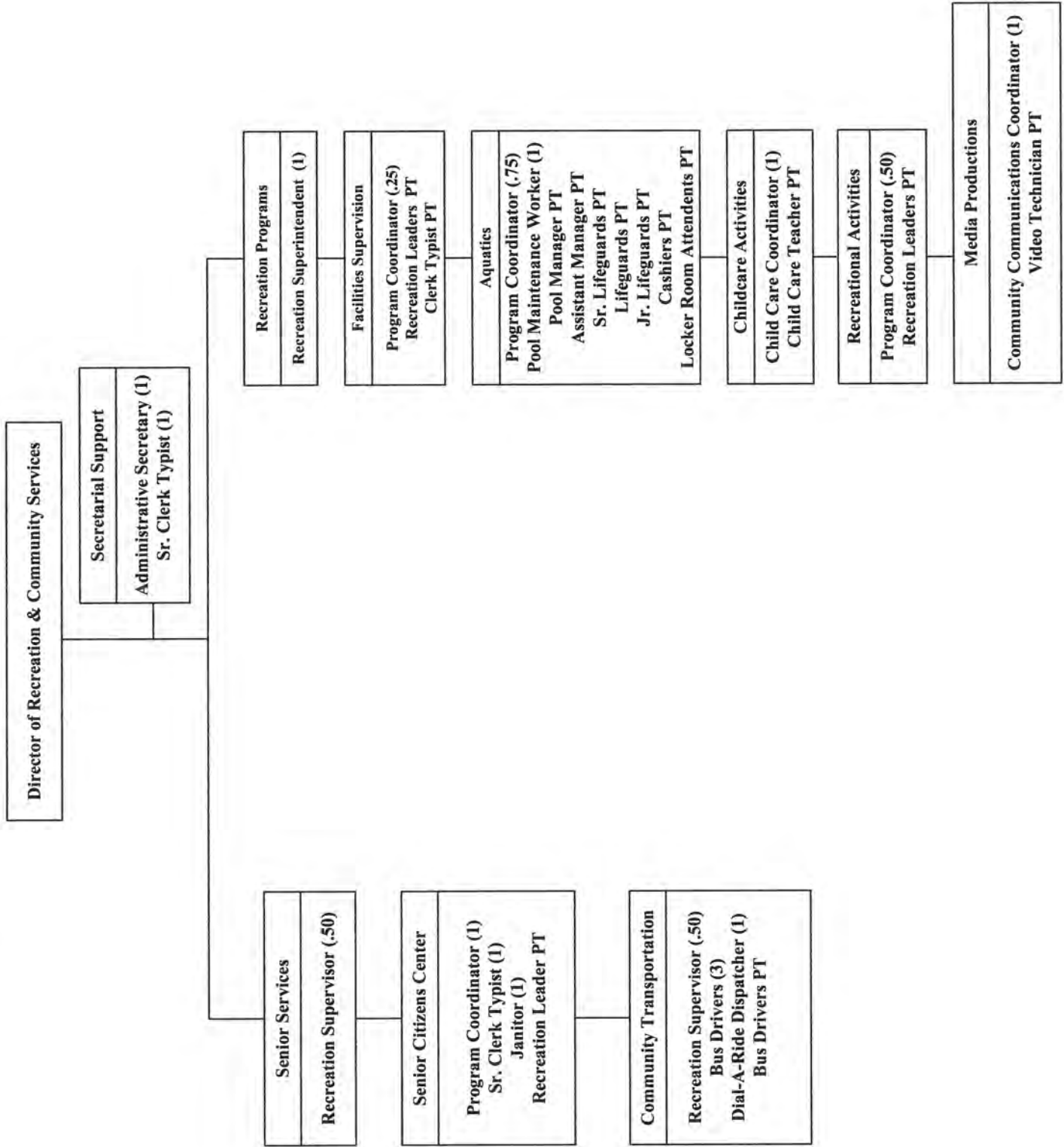
approved one-quarter percent sales tax revenue. Child Care receives funding from user fees. Programs and operations at Sierra Vista Park and the Barnes Park Memorial Bowl are partially funded by a Los Angeles County voter approved grant.

Personnel changes: Upgraded Community TV Producer to Community Communications Coordinator in Activity 6509.

Recreation/Community Services Source of Funds



Recreation / Community Services Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$573,414	\$540,957	\$540,956	\$492,007	\$492,007
SERVICES & SUPPLIES	189,146	187,912	164,656	182,700	182,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$762,560	\$728,869	\$705,612	\$674,707	\$674,707
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 9.36	 9.61	 9.61	 8.91	 8.91

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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Gymnasium (s) Visits (daily avg.)	103	110	115
Hours of Facilities Use by -			
Youth Groups	685	676	700
Private Groups	632	597	680
Facility Reservations	175	289	304

2017 -2018 GOALS AND OBJECTIVES

1. *Improve Community Beautification & Participation:* Develop a facility reservation brochure to increase reservations by 5%. The brochure will advertise available locations, including facilities, picnic areas and sports fields.
2. *Improve Community Beautification & Participation:* Develop user survey card to receive feedback from the community on staff performance, program performance and cleanliness of facilities. Survey card will also promote community usage of GO MPK system.
3. *Improve Organizational Effectiveness:* Research and identify additional locations to have picnic reservations.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Developed facility maintenance/repair checklists. Staff reviews checklists on a monthly basis and performs routine inspections. Any items identified during an inspection are inputted into the GO MPK system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$33,142 for data processing, sporting goods, facility equipment, games and recreation equipment.
2. Communications category (#32000) includes cost \$23,730 for telephone, postage, and internal technology charge.
3. R/M Contractual category (#38000) includes \$31,166 for minor building repairs, alarms, pest control for parks and landscaping services at El Encanto. Facilities contractual custodial services have been moved to Management Services for centralized cost control.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$269,523	\$276,433	\$276,430	\$222,225	\$222,225
11300 Part Time Salaries	159,975	115,956	115,956	134,258	134,258
11400 Overtime Salaries	2,390	500	500	500	500
11500 Separation Benefits	9,000	9,180	9,180	9,455	9,455
TOTAL	\$440,888	\$402,069	\$402,066	\$366,438	\$366,438
EMPLOYEE BENEFITS					
12200 Life Insurance	\$603	\$681	\$680	\$546	\$546
12300 Medical Insurance	31,785	38,768	38,770	28,400	28,400
12350 Medicare Insurance	6,757	4,021	4,020	3,275	3,275
12370 Part Time Retirement	6,382	3,958	3,960	10,309	10,309
12400 Dental Insurance	2,100	2,521	2,520	1,876	1,876
12500 Workers Compensation	13,650	14,333	14,330	15,050	15,050
12600 Retirement	68,799	71,975	71,980	63,939	63,939
12900 Long Term Disability	1,773	1,872	1,870	1,595	1,595
12950 Vision Plan	677	759	760	579	579
TOTAL	\$132,526	\$138,888	\$138,890	\$125,569	\$125,569
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,429	\$3,300	\$3,300	\$3,300	\$3,300
22000 Operating Supplies	5,514	7,248	7,248	7,248	7,248
23000 R/M Supplies	834	1,315	1,315	1,315	1,315
31000 Contracted Services	18,467	19,090	18,090	33,142	33,142
32000 Communications	22,757	23,930	23,930	23,730	23,730
33000 Motor Pool Charges	19,605	20,193	20,193	20,799	20,799
36000 Utilities	49,548	73,261	51,000	56,000	56,000
38000 R/M Contractual	56,212	31,575	31,580	31,166	31,166
39000 Miscellaneous	12,780	8,000	8,000	6,000	6,000
TOTAL	\$189,146	\$187,912	\$164,656	\$182,700	\$182,700
GRAND TOTAL	\$762,560	\$728,869	\$705,612	\$674,707	\$674,707

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Recreation & Community Services	0.60	0.60	0.60	\$68,891	\$72,331	\$72,331
Recreation Superintendent*	0.90	0.45	0.45	85,406	42,704	42,704
Program Coordinator**	0.50	0.25	0.25	24,588	12,761	12,761
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	3,030	3,030
Eduction Incentive	0.00	0.00	0.00	1,704	1,380	1,380
Longevity Pay	0.00	0.00	0.00	1,920	1,920	1,920
Overtime	0.00	0.00	0.00	500	500	500
Separation Benefits	0.00	0.00	0.00	9,180	9,455	9,455
<u>Part-Time</u>						
Recreation Leaders	5.51	5.51	5.51	102,700	120,258	120,258
Clerk Typist	0.50	0.50	0.50	13,256	14,000	14,000
Total	9.61	8.91	8.91	\$397,684	\$366,438	\$366,438

* Allocated FTE to Activity 6508

** Allocated FTE to Activity 6508

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$502,997	\$438,198	\$430,776	\$433,687	\$433,687
SERVICES & SUPPLIES	166,543	192,739	174,840	182,085	188,085
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$669,540	\$630,937	\$605,616	\$615,772	\$621,772
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 8.37	 8.37	 8.37	 8.12	 8.12

Program Description

This activity supports the operation and maintenance of the 50-meter pool in Barnes Park and the 70' x 125' pool in Elder Park. The pools annually provide 770 hours of Swim Development and instruction and 500 hours of public swimming. Mark Keppel High School Water Polo and Swim Team, utilize the Barnes pool during the school year (1,600 hours), for their respective swim and competitive programs. The Barnes pool is open for year round lap swim (1,700 hours), and the Manta Ray Novice Youth swim team workouts, private party rentals and for use by elementary schools and local youth organizations for graduation parties, fun days and year-end awards programs.

Specific service targets are:

- Provide an Aquatics instructional program for all levels to ensure that all residents have an opportunity to learn to swim.
- Provide a variety of aquatic programs that include social, recreational, education, safety, fitness, and competitive activities for public enjoyment.

- Maintain water temperature of 78 to 80 degrees and provide optimum water and facility conditions to meet accepted health standards for the overall enjoyment of patrons.
- Provide highly trained and customer service friendly aquatics personnel to ensure safe and efficient operations, and for quality programming at the two swimming pools.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Total Number of Users	69,234	71,000	71,000
Instructional Class Attendance	2,234	2,500	2,500
Hours of Use by:			
Instructional Classes	650	720	750
Private Groups	1,580	1,600	1,600
School Groups	1,700	1,700	1,700
Public Swim	350	500	500

2017-2018 GOALS AND OBJECTIVES

1. *Improve Safety At City Facilities:* Work with Public Works Department and vendors to purchase and install new underwater LED lights for Barnes pool. The new lights will improve visibility, maintain health code standards and lower the cost of energy usage.
2. *Improve Organizational Effectiveness:* Work closely with the Public Works Department and vendors to install a water softener system at the Barnes pool building. The water softener will decrease calcium build up and increase the lifespan of the new boiler, circulation pump and water fixtures.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Completed the installation of a 300 gallon water boiler and heated circulator pump for Barnes pool building. The new pump will provide all the showers with instant and consistent hot water. All showers have all been fitted with new water efficient shower heads.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) reflects \$47,860 for pool chemicals.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$141,225	\$154,508	\$147,086	\$128,757	\$128,757
11300 Part Time Salaries	262,552	197,557	197,560	215,014	215,014
11400 Overtime Salaries	2,281	0	0	500	500
11500 Separation Benefits	6,000	6,120	6,120	6,304	6,304
TOTAL	\$412,058	\$358,185	\$350,766	\$350,575	\$350,575
EMPLOYEE BENEFITS					
12200 Life Insurance	\$403	\$406	\$410	\$367	\$367
12300 Medical Insurance	23,539	24,413	24,410	23,394	23,394
12350 Medicare Insurance	5,983	2,037	2,040	1,880	1,880
12370 Part Time Retirement	10,280	7,000	7,000	11,719	11,719
12400 Dental Insurance	1,604	1,692	1,690	1,540	1,540
12500 Workers Compensation	5,250	5,513	5,510	5,789	5,789
12600 Retirement	42,433	37,489	37,490	37,094	37,094
12900 Long Term Disability	1,090	1,100	1,100	1,001	1,001
12950 Vision Plan	357	363	360	328	328
TOTAL	\$90,939	\$80,013	\$80,010	\$83,112	\$83,112
SERVICES & SUPPLIES					
22000 Operating Supplies	\$7,376	\$11,000	\$11,000	\$11,000	\$11,000
23000 R/M Supplies	42,036	44,860	44,860	47,860	47,860
31000 Contracted Services	4,770	3,329	3,330	3,330	3,330
32000 Communications	600	600	600	495	495
36000 Utilities	95,776	111,900	108,000	110,000	110,000
38000 R/M Contractual	15,985	21,000	7,000	9,000	15,000
39000 Miscellaneous	0	50	50	400	400
TOTAL	\$166,543	\$192,739	\$174,840	\$182,085	\$188,085
GRAND TOTAL	\$669,540	\$630,937	\$605,616	\$615,772	\$621,772

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Recreation & Community Services	0.20	0.20	0.20	\$22,964	\$24,111	\$24,111
Program Coordinator*	1.00	0.75	0.75	59,794	47,000	47,000
Pool Maintenance Worker	1.00	1.00	1.00	44,255	45,362	45,362
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	960	810	810
Education Incentive	0.00	0.00	0.00	222	222	222
Longevity Pay	0.00	0.00	0.00	240	240	240
Overtime	0.00	0.00	0.00	0	500	500
Separation Benefits	0.00	0.00	0.00	6,120	6,304	6,304
<u>Part-Time</u>						
Pool Manager	3.54	3.54	3.54	75,716	81,000	81,000
Assistant Manager	0.40	0.40	0.40	14,563	15,500	15,500
Senior Lifeguard	0.67	0.67	0.67	45,805	49,000	49,000
Lifeguard	0.48	0.48	0.48	27,908	29,514	29,514
Jr. Lifeguard	0.24	0.24	0.24	8,797	9,500	9,500
Cashier	0.30	0.30	0.30	12,591	13,350	13,350
Locker Room Attendant	0.34	0.34	0.34	12,177	17,150	17,150
Total	8.37	8.12	8.12	\$343,124	\$350,575	\$350,575

* Allocated FTE to Activity 6508 N11

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO: 6505

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$291,768	\$322,348	\$322,358	\$309,848	\$309,848
SERVICES & SUPPLIES	131,963	107,140	88,823	106,330	106,330
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$423,731	\$429,488	\$411,181	\$416,178	\$416,178
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.50	 4.90	 4.90	 4.90	 4.90

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, fitness classes, computer and technology classes, mature driver training course, In Home Care Management, social clubs, bazaar and health fair expo, 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, blood pressure checks and periodic stroke screenings and flu shots through the assistance of local agencies and non-profit organizations.
- 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. The City currently works in conjunction with YWCA Intervale Senior Services of San Gabriel Valley to provide meals at Langley Center.
- 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-2018</u>
Sr. Citizen Lunches served	50,700	50,000	51,000
Volunteer Hours	37,420	34,500	35,000
Education & Recreational Classes Attendance	85,500	82,600	86,000
Health Care Screenings	3,468	3,500	3,500
Trips & Tours	852	850	870
Billiards, Table Tennis, Exercise Participants	31,194	31,500	32,000

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness* – Develop a volunteer ambassador program to organize, enhance and expand the volunteer opportunities for community involvement and services.
2. *Improve Organizational Effectiveness* – Develop marketing plan while collaborating with local agencies and organizations to promote and enhance the image of aging and living a healthy, active lifestyle.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Implemented plan to expand the Langley Center business hours and services to operate 7 days a week. Expanded hours began July 1, 2016.
2. Expanded hours of “drop in” Internet Café allowing seniors an additional social opportunity in the computer room while accessing the internet.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$19,700 for cleaning and sanitation supplies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$166,757	\$183,041	\$183,041	\$159,032	\$159,032
11300 Part Time Salaries	36,382	46,517	46,517	51,361	51,361
11400 Overtime Salaries	54	0	0	0	0
11500 Separation Benefits	6,683	6,817	6,820	7,021	7,021
TOTAL	\$209,876	\$236,375	\$236,378	\$217,414	\$217,414
EMPLOYEE BENEFITS					
12200 Life Insurance	\$504	\$492	\$490	\$546	\$546
12300 Medical Insurance	30,417	31,679	31,680	34,061	34,061
12350 Medicare Insurance	3,028	2,561	2,560	2,364	2,364
12370 Part Time Retirement	1,456	700	700	5,063	5,063
12400 Dental Insurance	2,220	2,301	2,300	2,499	2,499
12600 Retirement	42,328	46,309	46,310	45,872	45,872
12900 Long Term Disability	1,386	1,386	1,390	1,386	1,386
12950 Vision Plan	553	545	550	643	643
TOTAL	\$81,892	\$85,973	\$85,980	\$92,434	\$92,434
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,068	\$3,000	\$3,000	\$3,500	\$3,500
22000 Operating Supplies	16,902	17,700	17,700	19,700	19,700
23000 R/M Supplies	3,072	4,200	3,000	4,000	4,000
32000 Communications	257	360	360	360	360
33000 Motor Pool Charges	0	150	150	50	50
36000 Utilities	54,014	58,850	58,850	72,720	72,720
38000 R/M Contractual	52,127	19,880	2,763	3,000	3,000
39000 Miscellaneous	3,523	3,000	3,000	3,000	3,000
TOTAL	\$131,963	\$107,140	\$88,823	\$106,330	\$106,330
GRAND TOTAL	\$423,731	\$429,488	\$411,181	\$416,178	\$416,178

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Recreation Supervisor	0.50	0.50	0.50	\$38,962	\$39,936	\$39,936
Program Coordinator	1.00	1.00	1.00	62,916	50,000	50,000
Sr. Clerk Typist	1.00	1.00	1.00	40,896	39,084	39,084
Janitor	1.00	1.00	1.00	29,341	30,012	30,012
Separation Benefits	0.00	0.00	0.00	6,817	7,021	7,021
<u>Part-Time</u>						
Recreation Leader	1.40	1.40	1.40	46,517	51,361	51,361
Total	4.90	4.90	4.90	\$225,449	\$217,414	\$217,414

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$199,985	\$188,067	\$188,080	\$187,258	\$187,258
SERVICES & SUPPLIES	10,742	12,067	11,942	13,484	13,484
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$210,727	\$200,134	\$200,022	\$200,742	\$200,742
 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 40 elementary age residents (K-8th grade) during the school year and up to 60 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 40 children at Barnes Park Community Center. The program operates during the school year from 11:00 a.m. to 7:00 p.m., and 6:30 a.m. to 7:00 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> 2015-16	<u>Estimated</u> 2016-17	<u>Projected</u> 2017-18
Barnes After School Center			
Average Daily Attendance	26	28	32
Enrollment- Tiny Tots	38	36	40
Enrollment – Summer			
Day Care	55	60	60
Tiny Tots	37	36	40
Total Revenue Collected	188,008	180,000	180,000

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Safety:* Invite four guests speakers/presenters to educate youth on items like using 911, stranger danger, CPR, wild animals and insects and more..

2016-2017 MAJOR ACCOMPLISHMENTS

1. Added series of group interactive games like air hockey and Just Dance. The inclusive nature of each game has encouraged the children with special needs to get more involved and interact in a group setting.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) of \$6,000 reflects games, materials and summer field trip admissions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$75,650	\$77,347	\$77,347	\$73,078	\$73,078
11300 Part Time Salaries	68,672	58,140	58,140	58,140	58,140
11400 Overtime Salaries	275	0	0	0	0
11500 Separation Benefits	6,000	6,120	6,120	6,304	6,304
TOTAL	\$150,597	\$141,607	\$141,607	\$137,522	\$137,522
EMPLOYEE BENEFITS					
12200 Life Insurance	\$172	\$172	\$180	\$172	\$172
12300 Medical Insurance	8,224	8,022	8,030	8,383	8,383
12350 Medicare Insurance	2,136	1,064	1,070	1,064	1,064
12370 Part Time Retirement	2,307	2,380	2,380	3,168	3,168
12400 Dental Insurance	296	305	300	305	305
12500 Workers Compensation	13,650	14,333	14,333	15,050	15,050
12600 Retirement	22,050	19,630	19,630	21,040	21,040
12900 Long Term Disability	436	436	440	436	436
12950 Vision Plan	117	118	110	118	118
TOTAL	\$49,388	\$46,460	\$46,473	\$49,736	\$49,736
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,602	\$6,125	\$6,000	\$7,000	\$7,000
31000 Contracted Services	6,048	5,800	5,800	6,000	6,000
32000 Communications	42	42	42	84	84
39000 Miscellaneous	50	100	100	400	400
TOTAL	\$10,742	\$12,067	\$11,942	\$13,484	\$13,484
GRAND TOTAL	\$210,727	\$200,134	\$200,022	\$200,742	\$200,742

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Recreation Superintendent	0.10	0.10	0.10	\$9,490	\$9,490	\$9,490
Child Care Coordinator	1.00	1.00	1.00	62,916	62,916	62,916
Bilingual Pay	0.00	0.00	0.00	0	600	600
Education Incentive	0.00	0.00	0.00	0	72	72
Separation Benefits	0.00	0.00	0.00	6,120	6,304	6,304
<u>Part-Time</u>						
Child Care Teacher	3.40	3.40	3.40	58,140	58,140	58,140
Total	4.50	4.50	4.50	\$136,666	\$137,522	\$137,522

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>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$42,510	\$70,102	\$70,114	\$70,264	\$70,264
SERVICES & SUPPLIES	220,640	196,322	177,910	179,110	179,110
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$263,150	\$266,424	\$248,024	\$249,374	\$249,374
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.63	 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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Adult Sports Teams	131	50	50
Specialized Recreation -			
Activities Enrollment: Youth	3,250	3,050	3,500
Adult	1,500	1,250	1,500
Recreation trips	140	135	150
Total Activity Revenue Collected	380,700	390,000	390,000

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Efficiency:* Investigate and target the addition of three additional outdoor contract classes. The addition of outdoor classes will promote park usage while utilizing open outdoor space.
2. *Improve Organizational Efficiency:* Design and develop marketing street banners to advertise registration for all department classes.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Met with 20 contract class instructors on a quarterly basis to effectively evaluate and survey classes. This practice helps identify strengths and areas of potential improvement.
2. Added five new contract classes to the leisure class program: Stretch techniques, salsa dance, swing dance, ballet & lyrical dance, and jazz & hip-hop dance.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$167,200 for seasonal contract classes, adult sports leagues, maintenance and operational cost for the Services Clubhouse.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$13,827	\$26,064	\$26,064	\$25,821	\$25,821
11300 Part Time Salaries	12,015	17,712	17,712	21,712	21,712
11400 Overtime Salaries	15	0	0	0	0
11500 Separation Benefits	4,758	4,853	4,850	4,999	4,999
TOTAL	\$30,615	\$48,629	\$48,626	\$52,532	\$52,532
EMPLOYEE BENEFITS					
12200 Life Insurance	\$26	\$78	\$80	\$78	\$78
12300 Medical Insurance	1,465	6,015	6,020	2,624	2,624
12350 Medicare Insurance	790	537	540	377	377
12370 Part Time Retirement	962	648	648	869	869
12400 Dental Insurance	127	420	420	306	306
12500 Workers Compensation	5,250	5,513	5,510	5,789	5,789
12600 Retirement	3,160	7,968	7,970	7,444	7,444
12900 Long Term Disability	99	198	200	198	198
12950 Vision Plan	16	96	100	47	47
TOTAL	\$11,895	\$21,473	\$21,488	\$17,732	\$17,732
SERVICES & SUPPLIES					
31000 Contracted Services	\$210,864	\$181,860	\$167,760	\$167,200	\$167,200
32000 Communications	86	0	0	210	210
36000 Utilities	9,690	14,462	10,150	11,700	11,700
TOTAL	\$220,640	\$196,322	\$177,910	\$179,110	\$179,110
GRAND TOTAL	\$263,150	\$266,424	\$248,024	\$249,374	\$249,374

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Program Coordinator	0.50	0.50	0.50	\$24,588	\$25,521	\$25,521
Bilingual Pay	0.00	0.00	0.00	0	300	300
Separation Benefits	0.00	0.00	0.00	4,853	4,999	4,999
<u>Part-Time</u>						
Recreation Leader	1.13	1.13	1.13	17,712	21,712	21,712
Total	1.63	1.63	1.63	\$47,153	\$52,532	\$52,532

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$15,089	\$14,825	\$14,862	\$118,940	\$118,940
SERVICES & SUPPLIES	80,680	98,240	97,240	102,249	102,249
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$95,769	\$113,065	\$112,102	\$221,189	\$221,189
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.10	.10	.10	1.05	1.05

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, MP Birthday, Geranium Festival, 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</u> 2015-16	<u>Estimated</u> 2016-17	<u>Projected</u> 2017-18
Total Number of Volunteer Hours	30,027	31,000	30,300
Number of Regular Volunteers	483	510	490
Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$23.07 per hour)	692,722	715,170	699,021
Total Number of Special Events	30	38	36
Number of Clubs, Groups and Organizations Participating in Special Events	40	45	40

2017-2018 GOALS AND OBJECTIVES

1. Implement three (3) “Concerts in the Park” at the Barnes Park amphitheater. Each concert will be free to the public with open seating in the amphitheater and grass areas.
2. Expand “Movie in the Park” program to include pool facilities for Free “Dive in Movie” nights and additional parks throughout the city. The program will continue to encourage the community to visit and enjoy different parts of the city.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Department worked with volunteer committees to put on Centennial events including three concerts, short film contest, 5k Run/Walk, prosperity dinner and more to celebrate the last 100 years as a City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$25,110 for contracted services to conduct events, such as the Holiday Snow Village, Farmer’s Market, Cherry Blossom, Cinco de Mayo, Geranium Festival, Memorial Day, Patriot Day and Veteran’s Day.
2. Miscellaneous category (#39000) reflects \$71,840 for playground repairs, park infrastructure, equipment and materials for volunteer projects and community beautification projects.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$6,693	\$6,492	\$6,492	\$78,235	\$78,235
11400 Overtime Salaries	291	0	200	0	0
11500 Separation Benefits	4,593	4,685	4,690	4,825	4,825
TOTAL	\$11,577	\$11,177	\$11,382	\$83,060	\$83,060
EMPLOYEE BENEFITS					
12200 Life Insurance	\$16	\$16	\$20	\$164	\$164
12300 Medical Insurance	1,159	1,227	1,100	10,268	10,268
12350 Medicare Insurance	102	95	100	1,139	1,139
12400 Dental Insurance	76	84	80	768	768
12500 Workers Compensation	400	420	420	441	441
12600 Retirement	1,695	1,742	1,700	22,493	22,493
12900 Long Term Disability	40	40	40	416	416
12950 Vision Plan	24	24	20	191	191
TOTAL	\$3,512	\$3,648	\$3,480	\$35,880	\$35,880
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,058	\$800	\$800	\$800	\$800
22000 Operating Supplies	1,997	1,900	1,900	1,900	1,900
23000 R/M Supplies	0	500	500	500	500
24000 Small Tools	185	250	250	200	200
31000 Contracted Services	25,794	17,090	17,090	25,110	25,110
32000 Communications	327	500	500	899	899
38000 R/M Contractual	60	1,000	1,000	1,000	1,000
39000 Miscellaneous	51,259	76,200	75,200	71,840	71,840
TOTAL	\$80,680	\$98,240	\$97,240	\$102,249	\$102,249
GRAND TOTAL	\$95,769	\$113,065	\$112,102	\$221,189	\$221,189

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Recreation Superintendent	0.00	0.45	0.45	\$0	\$42,703	\$42,703
Program Coordinator	0.00	0.50	0.50	0	28,428	28,428
Administrative Secretary	0.10	0.10	0.10	6,012	6,012	6,012
Bilingual	0.00	0.00	0.00	120	480	480
Education Incentive	0.00	0.00	0.00	48	372	372
Longevity Pay	0.00	0.00	0.00	240	240	240
Separation Benefits	0.00	0.00	0.00	4,685	4,825	4,825
Total	0.10	1.05	1.05	\$11,105	\$83,060	\$83,060

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>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$110,996	\$111,328	\$111,440	\$112,969	\$117,017
SERVICES & SUPPLIES	76,419	76,251	75,600	76,390	76,390
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$187,415	\$187,579	\$187,040	\$189,359	\$193,407
 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Internet webcast total views	6,888	15,648	7,300
Number of Programs Shown on MPK-TV (including repeats)	1,946	1,869	1,930
MPk-TV YouTube Channel Views	6,874	7,800	6,560

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness*: Update the council meeting video internet streaming server (Granicus) and the MPK-TV master control playback system to increase reliability and productivity.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Replaced an outdated council chamber camera with a high definition camera for higher quality images and operator control.
2. Coordinated the print, video, website and media coverage of the centennial events such as the Summer Concerts, monument and time capsule unveiling, historical articles, Market Place groundbreaking and special events.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$72,210 for the publication of the Cascades newspaper and website maintenance contract.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$71,532	\$72,050	\$72,050	\$70,827	\$73,972
11300 Part Time Salaries	1,261	4,207	4,210	4,207	4,207
11400 Overtime Salaries	3,124	0	0	0	0
11500 Separation Benefits	6,270	6,395	6,400	6,587	6,587
TOTAL	\$82,187	\$82,652	\$82,660	\$81,621	\$84,766
EMPLOYEE BENEFITS					
12200 Life Insurance	\$172	\$172	\$170	\$172	\$172
12300 Medical Insurance	7,435	7,182	7,180	7,543	7,543
12350 Medicare Insurance	1,113	1,002	1,000	1,037	1,037
12370 Part Time Retirement	50	0	100	230	230
12400 Dental Insurance	650	650	650	650	650
12500 Workers Compensation	700	735	740	772	772
12600 Retirement	18,147	18,391	18,390	20,400	21,303
12900 Long Term Disability	436	436	440	436	436
12950 Vision Plan	106	108	110	108	108
TOTAL	\$28,809	\$28,676	\$28,780	\$31,348	\$32,251
SERVICES & SUPPLIES					
21000 Office Supplies	\$127	\$700	\$100	\$100	\$100
22000 Operating Supplies	0	100	100	100	100
31000 Contracted Services	72,923	71,321	71,270	72,210	72,210
38000 R/M Contractual	3,276	4,000	4,000	3,500	3,500
39000 Miscellaneous	93	130	130	480	480
TOTAL	\$76,419	\$76,251	\$75,600	\$76,390	\$76,390
GRAND TOTAL	\$187,415	\$187,579	\$187,040	\$189,359	\$193,407

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Community Communications Coordinator	0.00	0.00	1.00	\$0	\$0	\$66,062
Community TV Producer*	1.00	1.00	0.00	62,916	62,917	0
Senior Clerk Typist	0.10	0.10	0.10	5,000	5,000	5,000
Bilingual	0.00	0.00	0.00	60	180	180
Education Incentive	0.00	0.00	0.00	330	330	330
Longevity Pay	0.00	0.00	0.00	0	2,400	2,400
Separation Benefits	0.00	0.00	0.00	6,395	6,587	6,587
<u>Part-Time</u>						
Video Technician	0.26	0.26	0.26	4,207	4,207	4,207
Total	1.36	1.36	1.36	\$78,908	\$81,621	\$84,766

* Upgraded to Community Communications Coordinator

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>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$310,813	\$402,650	\$402,652	\$399,047	\$399,047
SERVICES & SUPPLIES	176,397	168,248	167,499	187,536	187,536
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$487,210	\$570,898	\$570,151	\$586,583	\$586,583
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 6.70	 6.70	 6.70	 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, recreation 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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Dial-A-Ride:			
Senior Passengers	7,952	7,600	7,100
Handicapped Passengers	2,902	2,500	2,500
Transit Miles	35,420	31,000	33,000
Taxi Coupons for low income	273	265	300
Senior Citizen Specialized Trips	150	150	150

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Efficiency:* Develop and implement a senior fixed route to meet the needs of the senior community and the Monterey Park Senior Village residents. Offer group market and mall excursions to Langley members and neighboring Senior Housing residents.
2. *Improve Organizational Effectiveness:* Implement monthly leisure seminars that provide instruction on smart phone application usage to include applications like UBER and LYFT to seniors.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Offered Dial-A-Ride holiday trips to allow seniors an opportunity to shop during November and December 2016. Expanded pilot taxi program to provide taxi services to seniors as a supplemental service to Dial A Ride.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects \$119,273 for Motor Pool City charges.
2. Other Agency Services category (#41000) reflects \$58,388 for the sale of TAP cards and supplemental taxi service.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$177,280	\$222,139	\$222,139	\$211,803	\$211,803
11300 Part Time Salaries	21,423	41,513	41,513	41,513	41,513
11400 Overtime Salaries	54	0	0	1,000	1,000
11500 Separation Benefits	20,000	20,400	20,400	21,012	21,012
TOTAL	\$218,757	\$284,052	\$284,052	\$275,328	\$275,328
EMPLOYEE BENEFITS					
12200 Life Insurance	\$483	\$710	\$710	\$710	\$710
12300 Medical Insurance	32,369	49,504	49,500	49,216	49,216
12350 Medicare Insurance	2,931	3,091	3,090	3,133	3,133
12400 Dental Insurance	2,061	3,188	3,190	3,418	3,418
12500 Workers Compensation	3,000	3,150	3,150	3,308	3,308
12600 Retirement	49,164	56,160	56,160	61,095	61,095
12900 Long Term Disability	1,524	2,010	2,010	2,010	2,010
12950 Vision Plan	524	785	790	829	829
TOTAL	\$92,056	\$118,598	\$118,600	\$123,719	\$123,719
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,295	\$2,749	\$2,800	\$7,685	\$7,685
31000 Contracted Services	1,193	1,800	1,000	1,800	1,800
32000 Communications	1,224	900	900	390	390
33000 Motor Pool Charges	115,799	115,799	115,799	119,273	119,273
38000 R/M Contractual	5,509	0	0	0	0
41000 Other Agency Serv	50,377	47,000	47,000	58,388	58,388
TOTAL	\$176,397	\$168,248	\$167,499	\$187,536	\$187,536
GRAND TOTAL	\$487,210	\$570,898	\$570,151	\$586,583	\$586,583

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Recreation & Community Services	0.20	0.20	0.20	\$22,964	\$24,110	\$24,110
Recreation Supervisor	0.50	0.50	0.50	38,962	39,937	39,937
Bus/Child Care Driver	3.00	3.00	3.00	91,702	92,556	92,556
Dial-A-Ride Dispatcher	1.00	1.00	1.00	54,240	54,456	54,456
Bilingual	0.00	0.00	0.00	1,800	600	600
Education Incentive	0.00	0.00	0.00	144	144	144
Overtime	0.00	0.00	0.00	0	1,000	1,000
Separation Benefits	0.00	0.00	0.00	20,400	21,012	21,012
<u>Part-Time</u>						
Bus/Child Care Driver	2.00	2.00	2.00	41,513	41,513	41,513
Total	6.70	6.70	6.70	\$271,725	\$275,328	\$275,328

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$2,966,927
 Retirement \$265,645
 State Gas Tax \$1,618,399
 Sewer \$1,259,027
 Refuse \$5,181,458
 Shop \$1,640,909
 Water \$8,590,624
 Water Treatment \$3,134,160
 Proposition A \$539,931
 Measure R \$172,231
 Air Quality Improvement \$22,000
 Proposition C \$829,434
 Maintenance District 93-1 \$967,411
 Used Oil Recycling Block Grant \$17,256
 Beverage Container Recycling Grant \$15,564

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$7,217,248	\$7,403,663	\$7,344,248	\$7,213,873	\$7,216,389
SERVICES & SUPPLIES	18,172,817	18,561,488	17,554,203	18,660,587	18,660,587
CAPITAL OUTLAY	1,184,473	10,289,800	4,989,800	1,344,000	1,344,000
TOTAL COSTS	\$26,574,538	\$36,254,951	\$29,888,251	\$27,218,460	\$27,220,976
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 67.99	 70.99	 70.99	 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:

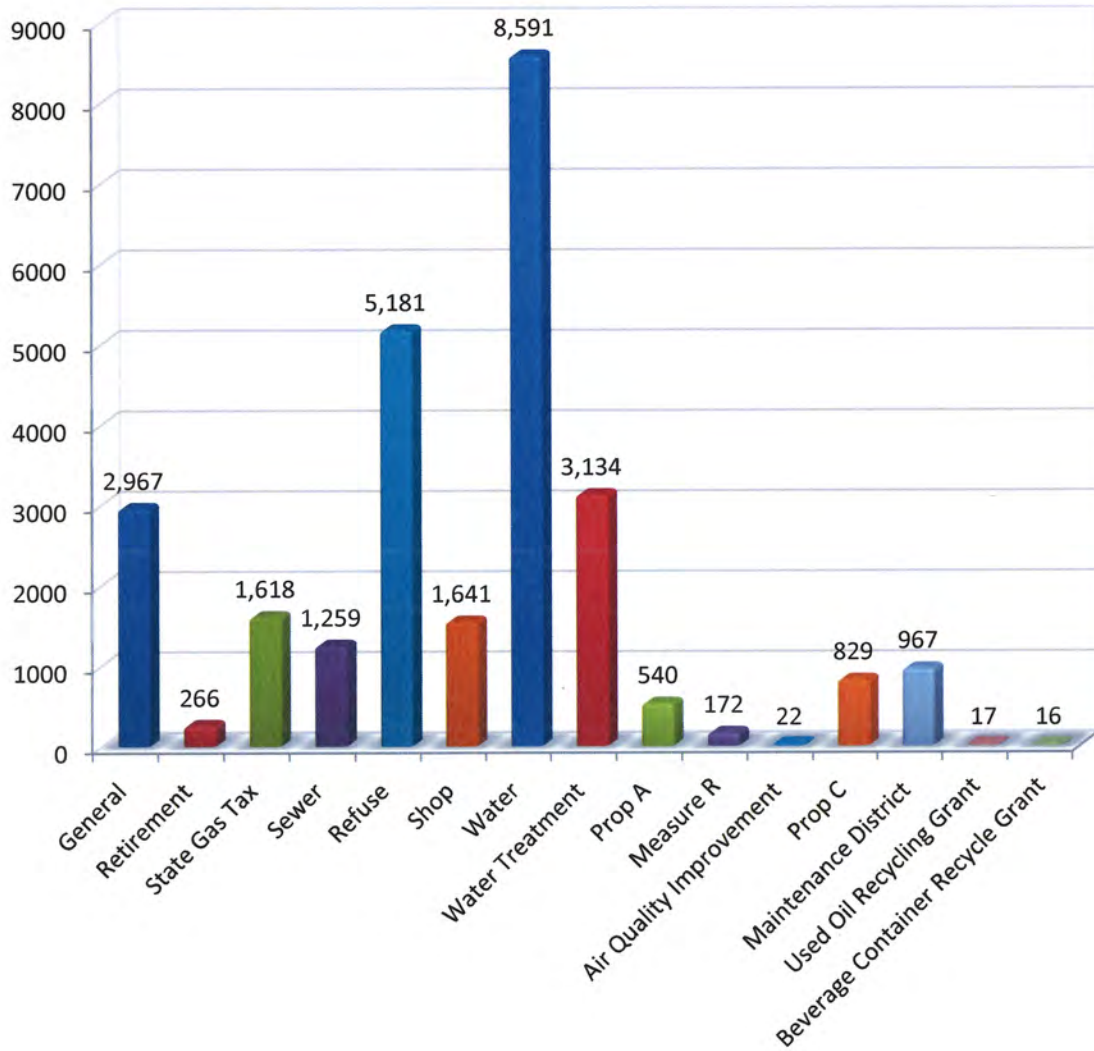
The Park Division responsibilities include the development and maintenance of public parks and facilities, landscaped areas, and street medians and trees.

Personnel Changes

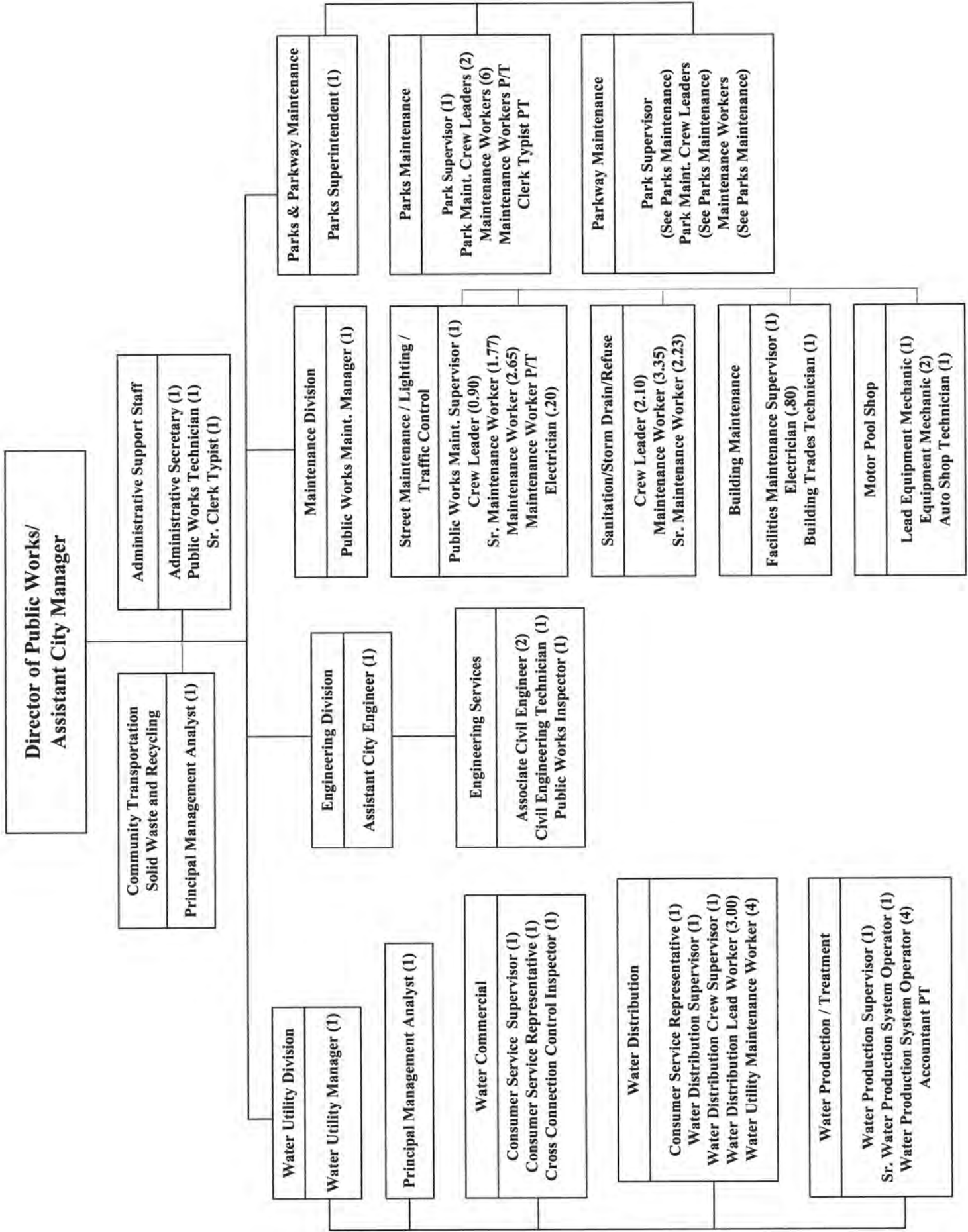
Downgraded Fleet Maintenance Supervisor to Lead Equipment Mechanic in Activity 4211.

Public Works Source of Funds

(\$ in thousands)



Public Works Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$51,160	\$55,437	\$50,945	\$47,596	\$47,596
SERVICES & SUPPLIES	1,110,977	1,289,800	1,288,800	1,318,492	1,318,492
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,162,137	\$1,345,237	\$1,339,745	\$1,366,088	\$1,366,088
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .25	 .25	 .25	 .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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Grant Funding			
*MTA National Transit Data Reporting Fund	\$109,161	\$107,277	\$107,000
Fixed-Route Transit:			
Total Passengers	333,352	311,871	301,756
Passenger per Revenue Service Hour**	17.68	16.52	15.93
Cost per Passenger	\$1.89	\$2.11	\$2.18
Employee Transportation Program:			
Average Vehicle Ridership	1.12	1.18	1.18
% of Employees Ridesharing	17%	24%	24%

* Funds received in FY 2015-16 are based on passenger trips and service miles that were provided in FY 2012-13 and those received in FY 2016-17 are based on FY 2013-14 data. FY 2017-18 funds are based on FY 2014-15 data.

**Audited FY 2014-15 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	16,808	35.39
Baldwin Park	22,221	8.98
Burbank	21,735	11.10
Cerritos	13,195	11.14
Downey	13,917	15.25
El Monte	24,715	26.30
Lynwood	13,265	23.00
Monterey Park	18,780	18.63
South Gate	14,863	18.40

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Explore online trip planners for Spirit Bus riders to access real-time information. Provide bus riders with the ability to estimate the arrival time of the next bus via their smartphone or computer.
2. *Improve Organizational Effectiveness and Efficiency:* Explore options to expand the City's transportation services to include additional routes to link to the Metro Gold Line and the Market Place on the east-side of city to meet the growing transportation needs.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* The Spirit Bus stops had been uploaded onto Google Maps. Bus riders can utilize the online trip planners feature both on Google Maps and on the City's website.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Rideshare Incentives category (#11700) includes \$16,000 to operate a commute program for City employees to comply with air quality requirements and reduce mobile emissions.
2. Contracted Services category (#31000) includes \$1,052,892 to operate the City's Spirit Bus system and other transit related services.
3. Other Agency Services category (#41000) includes the City's contribution to the California State University, Los Angeles (CSULA) Metrolink Joint Powers Authority (JPA), \$28,000, in the Prop C Fund.
4. Miscellaneous Financial Services category (#44000) \$221,400 is Prop A Local Returns contribution to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$26,013	\$25,905	\$25,905	\$23,247	\$23,247
11700 Rideshare Incentives	15,742	20,000	15,500	16,000	16,000
TOTAL	\$41,755	\$45,905	\$41,405	\$39,247	\$39,247
EMPLOYEE BENEFITS					
12200 Life Insurance	\$38	\$39	\$40	\$39	\$39
12300 Medical Insurance	2,273	2,068	2,070	968	968
12350 Medicare Insurance	392	366	370	351	351
12400 Dental Insurance	150	153	150	148	148
12600 Retirement	6,402	6,752	6,750	6,689	6,689
12900 Long Term Disability	97	99	100	99	99
12950 Vision Plan	53	55	60	55	55
TOTAL	\$9,405	\$9,532	\$9,540	\$8,349	\$8,349
SERVICES & SUPPLIES					
22000 Operating Supplies	\$147	\$200	\$200	\$200	\$200
31000 Contracted Services	860,503	1,029,600	1,029,600	1,052,892	1,052,892
34000 Advertising	7,500	7,500	7,500	7,500	7,500
39000 Miscellaneous	6,827	7,500	7,500	8,500	8,500
41000 Other Agency Serv	28,000	29,000	28,000	28,000	28,000
44000 Misc Financial Serv	208,000	216,000	216,000	221,400	221,400
TOTAL	\$1,110,977	\$1,289,800	\$1,288,800	\$1,318,492	\$1,318,492
GRAND TOTAL	\$1,162,137	\$1,345,237	\$1,339,745	\$1,366,088	\$1,366,088

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Principal Management Analyst	0.25	0.25	0.25	\$24,801	\$22,437	\$22,437
Bilingual Pay	0.00	0.00	0.00	0	450	450
Education Incentive	0.00	0.00	0.00	360	360	360
Rideshare Incentives	0.00	0.00	0.00	20,000	16,000	16,000
Total	0.25	0.25	0.25	\$45,161	\$39,247	\$39,247

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$699,284	\$577,213	\$561,038	\$551,350	\$551,350
SERVICES & SUPPLIES	484,971	479,849	472,104	499,708	499,708
CAPITAL OUTLAY	19,996	0	0	0	0
TOTAL COSTS	\$1,204,251	\$1,057,062	\$1,033,142	\$1,051,058	\$1,051,058
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 10.90	 10.30	 10.30	 9.90	 9.90

Program Description

Monterey Park has 119.27 miles of improved streets, 10 miles of alleys and 225.22 miles of sidewalks, curbs and gutters. In addition, the City has within its 7.7 square miles two public parking districts, three Civic Center parking lots, one police and fire parking lot, 10 parking lots serving City parks, and 5 parking lots at various other City facilities. To ensure the City maintains the integrity of a sound structural road system, Street Maintenance crews 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. 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:

- Inspect the areas scheduled 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.
- Inspect sidewalks to locate uplifted sections that may obstruct pedestrian travel and schedule those for timely repair and/or replacement. Also identify and schedule for repair sections of sunken or displaced curbs and gutters that may impede pedestrians or the normal flow of water off the roadway.
- 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 uplifts.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Roadway Maintenance:			
Potholes Repaired (Total No.)	2,865	3,800	4,000
Utility Cuts Repaired (Total No.)	0	30	220
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	2,100	3,400	7,000
Sidewalk Grinds (Total No.)	145	250	350
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	0	225	1,000
Other Maintenance Items			
Bus Shelters Pressure Washed	275	320	340
Shopping Carts Picked Up	365	300	400
Signs Removed from Right of Way	153	150	150

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* An effective and efficient organization is paramount in order to provide quality community service. Implement a four-month rotation of divisional employees between asphalt/concrete operations, sanitary sewer operations, traffic painting/sign operations and graffiti/clean team operations, helps achieve this objective. The rotation will develop broad skill abilities in the areas of the

division and foster good working relationships between divisional employees. The rotation and ability to perform many different operations assist in retaining employees as it provides variety of task rather than day-in and day-out routine.

2. *Improve Organizational Effectiveness and Efficiency*: Explore the purchase of hot melt pavement crack sealing application equipment; the equipment would be used to implement a seven year asphalt pavement crack sealing program. Longevity and preventative maintenance are keys to providing effective roadways in the community, hot melt asphaltic crack sealant has been proven to last a minimum of seven years with the main benefit of reducing and/or eliminating water intrusion into the sub-base material leading to pavement failures.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Demolished the raised center median and paved the demolished area at Hellman Avenue and Atlantic Boulevard in preparation of the Marriot Hotel Development.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$33,750 covers concrete, concrete supplies, herbicides, and uniforms.
2. R/M Supplies category (#23000) \$183,300 covers construction activities, including asphalt and base materials, barricades, lights, and graffiti/clean team supplies.
3. Contracted Services category (#31000) \$44,596 is for weed abatement services and graffiti tracker services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$362,802	\$267,818	\$267,830	\$234,755	\$234,755
11300 Part Time Salaries	87,117	124,000	107,810	126,000	126,000
11400 Overtime Salaries	14,821	4,750	4,750	4,750	4,750
11500 Separation Benefits	36,200	36,924	36,920	38,032	38,032
TOTAL	\$500,940	\$433,492	\$417,310	\$403,537	\$403,537
EMPLOYEE BENEFITS					
12200 Life Insurance	\$912	\$676	\$680	\$641	\$641
12300 Medical Insurance	49,769	27,973	27,980	32,963	32,963
12350 Medicare Insurance	5,878	2,847	2,850	2,995	2,995
12370 Part Time Retirement	922	3,273	3,270	3,273	3,273
12400 Dental Insurance	2,735	1,370	1,370	2,410	2,410
12500 Workers Compensation	32,336	33,953	33,950	35,651	35,651
12600 Retirement	102,547	71,307	71,310	67,644	67,644
12900 Long Term Disability	2,377	1,783	1,783	1,625	1,625
12950 Vision Plan	868	539	535	611	611
TOTAL	\$198,344	\$143,721	\$143,728	\$147,813	\$147,813
SERVICES & SUPPLIES					
22000 Operating Supplies	\$20,481	\$31,750	\$25,250	\$33,750	\$33,750
23000 R/M Supplies	207,214	183,300	183,300	183,300	183,300
24000 Small Tools	1,086	1,000	1,000	1,000	1,000
31000 Contracted Services	32,626	33,000	33,000	44,596	44,596
32000 Communications	5,625	6,071	4,826	5,042	5,042
33000 Motor Pool Charges	211,650	218,000	218,000	224,540	224,540
38000 R/M Contractual	6,289	6,478	6,478	6,480	6,480
39000 Miscellaneous	0	250	250	1,000	1,000
TOTAL	\$484,971	\$479,849	\$472,104	\$499,708	\$499,708
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$19,996	\$0	\$0	\$0	\$0
TOTAL	\$19,996	\$0	\$0	\$0	\$0
GRAND TOTAL	\$1,204,251	\$1,057,062	\$1,033,142	\$1,051,058	\$1,051,058

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Public Works Maintenance Manager	0.15	0.15	0.15	\$13,466	\$13,466	\$13,466
Public Works Maintenance Supervisor	0.50	0.50	0.50	37,622	34,152	34,152
Principal Management Analyst	0.20	0.20	0.20	19,841	17,949	17,949
Crew Leader	0.50	0.50	0.50	32,376	32,376	32,376
Sr. Maintenance Worker	1.50	1.10	1.10	80,030	54,487	54,487
Maintenance Worker	1.65	1.65	1.65	76,683	78,036	78,036
Bilingual	0.00	0.00	0.00	90	1,020	1,020
Education Incentive	0.00	0.00	0.00	588	371	371
Longevity Pay	0.00	0.00	0.00	4,200	2,520	2,520
Overtime	0.00	0.00	0.00	4,750	4,750	4,750
Pesticide/Herbicide Premiums	0.00	0.00	0.00	360	378	378
Separation Benefits	0.00	0.00	0.00	36,924	38,032	38,032
<u>Part-Time</u>						
Maintenance Worker	5.80	5.80	5.80	124,000	126,000	126,000
Total	10.30	9.90	9.90	\$430,930	\$403,537	\$403,537

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$97,027	\$96,069	\$96,061	\$125,798	\$125,798
SERVICES & SUPPLIES	204,656	162,900	162,700	162,900	162,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$301,683	\$258,969	\$258,761	\$288,698	\$288,698
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.33	 1.33

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</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Storm Drain Maintenance:			
Number of catch basins grates cleaned annually*	800	800	800
Slope Drain Inspection Program:			
Number of slope drains inspected (this includes re-inspections)	0	11	100

*Los Angeles County had been contracted to clean out catch basins.

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Providing effective tracking of the city's infrastructure is critical especially with compliance regulations. Complete the 2nd stenciling phase of storm drain locations to comply with the Los Angeles County storm water permit requirements in order to satisfy the City's regulatory requirements and provide efficient data entry of storm drain regulatory cleaning.
2. *Improve Organizational Effectiveness and Efficiency:* Effective Best Management Practice (BMP) management has reduced and in some cases eliminated debris entering the storm water drainage system. Continue to identify new locations that require additional cleaning due this effective BMP management is necessary to provide efficient follow-up of removing this restricted debris from adjacent roadway gutters.
3. *Achieve Financial Stability:* The City is committed through the new MS4 NPDES Permit to implementing its Enhanced Watershed Management Program (EWMP). To comply with the Total Maximum Daily Load (TMDL) requirements in the absence of proper funding, the City will continue to actively seek grants to assist in funding stormwater capture projects.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed 1st phase of stenciling storm drain locations to comply with Los Angeles County storm water permit requirements.

2. Improve Organizational Effectiveness and Efficiency: Inspected 975 slope drains throughout the City in preparation for El Niño rainy season.
3. Achieve Financial Stability: Applied for two Prop 1 grants to assist in funding a \$13 million storm water capture project at the Sierra Vista Park.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$160,000 has increased due to the new stormwater permit that includes costs for the EWMP.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Storm Drain Maintenance**

ACTIVITY NO.: **4203**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$58,132	\$57,632	\$57,632	\$74,437	\$74,437
11400 Overtime Salaries	3,081	1,500	1,500	2,200	2,200
11500 Separation Benefits	4,538	4,629	4,629	4,768	4,768
TOTAL	\$65,751	\$63,761	\$63,761	\$81,405	\$81,405
EMPLOYEE BENEFITS					
12200 Life Insurance	\$163	\$157	\$160	\$208	\$208
12300 Medical Insurance	5,357	5,333	5,330	9,807	9,807
12350 Medicare Insurance	422	351	350	610	610
12400 Dental Insurance	415	417	410	605	605
12500 Workers Compensation	10,000	10,500	10,500	11,025	11,025
12600 Retirement	14,427	15,058	15,050	21,452	21,452
12900 Long Term Disability	396	397	400	528	528
12950 Vision Plan	96	95	100	158	158
TOTAL	\$31,276	\$32,308	\$32,300	\$44,393	\$44,393
SERVICES & SUPPLIES					
22000 Operating Supplies	\$888	\$500	\$500	\$500	\$500
23000 R/M Supplies	2,379	2,400	2,200	2,400	2,400
31000 Contracted Services	201,384	160,000	160,000	160,000	160,000
32000 Communications	5	0	0	0	0
TOTAL	\$204,656	\$162,900	\$162,700	\$162,900	\$162,900
GRAND TOTAL	\$301,683	\$258,969	\$258,761	\$288,698	\$288,698

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Crew Leader	0.50	0.50	0.50	\$32,377	\$32,376	\$32,376
Senior Maintenance Worker	0.00	0.33	0.33	0	16,446	16,446
Maintenance Worker	0.50	0.50	0.50	21,946	23,550	23,550
Bilingual	0.00	0.00	0.00	300	200	200
Education Incentive	0.00	0.00	0.00	0	25	25
Longevity Pay	0.00	0.00	0.00	1,200	1,600	1,600
Overtime	0.00	0.00	0.00	1,500	2,200	2,200
Pesticide/Herbicide Premiums	0.00	0.00	0.00	180	240	240
Separation Benefits	0.00	0.00	0.00	4,629	4,768	4,768
Total	1.00	1.33	1.33	\$62,132	\$81,405	\$81,405

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$437,416	\$637,433	\$637,433	\$617,716	\$617,716
SERVICES & SUPPLIES	597,868	535,001	534,500	636,583	636,583
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,035,284	\$1,172,434	\$1,171,933	\$1,254,299	\$1,254,299
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.55	7.20	7.20	7.15	7.15

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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Main Line Cleaning:			
Miles of main lines cleaned	100	126	155
Miles of Problem Lines Cleaned	85	90	90
Sewer Stoppages:			
Number of sewer stoppages	5	4	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	70,000	165,590

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Develop and implement a SOP (Standard Operating Procedure) that establishes daily lineal footage minimums and method of jetting sanitary sewer main lines. The goal would be to efficiently and effectively hydro-jet clean the city's 126 miles of main line at least once per year with the ultimate goal of twice every 18 months.
2. *Improve Organizational Effectiveness and Efficiency:* A key component in emergency response to SSO (Sanitary Sewer Overflows) is timely response to the effected sewer access point. Continue the development and complete the manhole labeling and GPS locating system for the 2,498 sewer manhole lids and provide improved efficiency when responding to SSO incidents.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed the seventh and final phase of sewer manhole signage in easement areas, providing more effective access to the manholes in easement areas thus reducing the potential risk of sanitary sewer overflows incidents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) covers cost for professional services for sewer lines TV monitoring, pesticide control services, and disposal agreement, \$54,000.
2. Misc Financial Services category (#44000) \$540,200 includes the share of Sewer Fund to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$302,013	\$436,021	\$436,021	\$402,226	\$402,226
11300 Part Time Salaries	5,471	0	0	0	0
11400 Overtime Salaries	15,390	0	0	6,000	6,000
11500 Separation Benefits	6,000	6,120	6,120	6,304	6,304
TOTAL	\$328,874	\$442,141	\$442,141	\$414,530	\$414,530
EMPLOYEE BENEFITS					
12200 Life Insurance	\$685	\$1,130	\$1,130	\$1,116	\$1,116
12300 Medical Insurance	41,980	56,328	56,328	60,824	60,824
12350 Medicare Insurance	4,120	5,880	5,880	5,955	5,955
12400 Dental Insurance	2,808	4,755	4,755	4,549	4,549
12500 Workers Compensation	9,923	10,419	10,419	10,940	10,940
12600 Retirement	70,228	112,926	112,926	115,907	115,907
12650 Pension Gasb68 Expense	-23,490	0	0	0	0
12900 Long Term Disability	1,703	2,832	2,832	2,832	2,832
12950 Vision Plan	585	1,022	1,022	1,063	1,063
TOTAL	\$108,542	\$195,292	\$195,292	\$203,186	\$203,186
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,080	\$1,200	\$1,200	\$1,200	\$1,200
23000 R/M Supplies	21,749	21,000	20,500	21,000	21,000
31000 Contracted Services	41,448	54,000	54,000	54,000	54,000
32000 Communications	510	520	520	5,520	5,520
33000 Motor Pool Charges	12,360	12,731	12,730	13,113	13,113
38000 R/M Contractual	0	800	800	800	800
39000 Miscellaneous	244	750	750	750	750
44000 Misc Financial Serv	520,477	444,000	444,000	540,200	540,200
TOTAL	\$597,868	\$535,001	\$534,500	\$636,583	\$636,583
GRAND TOTAL	\$1,035,284	\$1,172,434	\$1,171,933	\$1,254,299	\$1,254,299

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Public Works/Assistant City Manager	0.20	0.25	0.25	\$35,000	\$32,001	\$32,001
Public Work Maintenance Manager	0.30	0.25	0.25	26,932	22,443	22,443
Public Works Maintenance Supervisor	0.30	0.30	0.30	22,573	20,491	20,491
Crew Leader	1.60	1.60	1.60	96,829	92,467	92,467
Sr. Maintenance Worker	1.95	1.90	1.90	95,541	94,113	94,113
Maintenance Worker	2.85	2.85	2.85	140,027	134,790	134,790
Bilingual	0.00	0.00	0.00	1,680	0	0
DHS Certification	0.00	0.00	0.00	456	1,140	1,140
Education Incentive	0.00	0.00	0.00	480	503	503
Longevity Pay	0.00	0.00	0.00	3,840	3,720	3,720
Overtime	0.00	0.00	0.00	0	6,000	6,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	1,206	558	558
Separation Benefits	0.00	0.00	0.00	6,120	6,304	6,304
Total	7.20	7.15	7.15	\$430,684	\$414,530	\$414,530

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$10,798	\$9,179	\$9,177	\$9,254	\$9,254
SERVICES & SUPPLIES	333,250	340,173	340,173	340,793	340,793
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$344,048	\$349,352	\$349,350	\$350,047	\$350,047
 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Number of Complaints: <i>Reflects the number of problems reported by residents.</i>	4	4	4

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Effective management of contract services is key in achieving the goal of improved efficiency through a contract service. An aspect of that management with regard to our street sweeping service contract is to develop a good working relationship with Athens Field Supervisor to increase communication and adhere to the 24 hour response time to complaints and concerns of residential customers.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Producing an efficient and effective street sweeping operation resulting in an extremely low volume of complaints. Four annual complaints received per the 19,963 households within the city limits is a complaint percentage rating of 0.02% of total city households.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Other Agency Services category (#41000) \$319,500 covers the cost of street sweeping contractual services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$4,500	\$4,624	\$4,620	\$4,489	\$4,489
11300 Part Time Salaries	1,824	0	0	0	0
11500 Separation Benefits	963	982	982	1,012	1,012
TOTAL	\$7,287	\$5,606	\$5,602	\$5,501	\$5,501
EMPLOYEE BENEFITS					
12200 Life Insurance	\$3	\$8	\$10	\$8	\$8
12300 Medical Insurance	287	602	600	614	614
12350 Medicare Insurance	93	66	70	66	66
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	15	42	42	42	42
12500 Workers Compensation	1,541	1,618	1,618	1,699	1,699
12600 Retirement	1,559	1,205	1,205	1,292	1,292
12900 Long Term Disability	10	20	20	20	20
12950 Vision Plan	3	12	10	12	12
TOTAL	\$3,511	\$3,573	\$3,575	\$3,753	\$3,753
SERVICES & SUPPLIES					
32000 Communications	\$12	\$20	\$20	\$20	\$20
33000 Motor Pool Charges	20,051	20,653	20,653	21,273	21,273
41000 Other Agency Serv	313,187	319,500	319,500	319,500	319,500
TOTAL	\$333,250	\$340,173	\$340,173	\$340,793	\$340,793
GRAND TOTAL	\$344,048	\$349,352	\$349,350	\$350,047	\$350,047

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,489	\$4,489	\$4,489
Separation Benefits	0.00	0.00	0.00	982	1,012	1,012
Total	0.05	0.05	0.05	\$5,471	\$5,501	\$5,501

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$201,218	\$222,346	\$222,335	\$213,282	\$213,282
SERVICES & SUPPLIES	299,428	323,230	321,428	329,301	329,301
CAPITAL OUTLAY	80,154	0	0	0	0
TOTAL COSTS	\$580,800	\$545,576	\$543,763	\$542,583	\$542,583
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.10	 2.10	 2.10	 2.15	 2.15

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, five City/County-owned, six City/State-owned, and two 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Street Painting:			
Miles striped <i>This measurement includes lane lines and centerlines.</i>	45	84	65
Crosswalks repainted	20	25	148
Sign Maintenance:			
Stop signs replaced	45	40	55
Regulatory and warning signs replaced	60	35	100
Number of new stop sign installations	0	3	1
Regulatory and warning signs maintained	1,000	1,100	1,500
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>	15	30	30

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Continue to work through the remaining phase of replacement of round street name sign post to square breakaway post, results in improved labor efficiency and reduces material cost due to the surrounding infrastructure (i.e. concrete sidewalk or asphalt pavement) not having to be demolished to remove the sign post.
2. *Improve Organizational Effectiveness and Efficiency:* Create an RFP to secure a contract for reflectivity rating study and GPS tracking of all city regulatory and traffic warning signs. The data collected would be used to create a five year program to bring all the city regulatory and traffic warning signs up to current MUTCD reflectivity standards. The system would provide for a more effective proactive approach to sign change outs based on the reflectivity degradation rate of each sign.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Installed Way Finding Signs at designated locations throughout the city limits.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$72,500 covers the costs for replacement of traffic and street signs and paint and equipment supplies.
2. R/M Contractual category (#38000) \$107,000 covers maintenance contract for City-owned traffic signals and safety lighting.
3. Other Agency Services category (#41000) \$21,000 covers maintenance contract for Los Angeles County traffic signals.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$113,608	\$133,479	\$133,479	\$119,746	\$119,746
11300 Part Time Salaries	3,647	0	0	0	0
11400 Overtime Salaries	4,298	1,500	1,500	2,000	2,000
11500 Separation Benefits	12,540	12,791	12,790	13,175	13,175
TOTAL	\$134,093	\$147,770	\$147,769	\$134,921	\$134,921
EMPLOYEE BENEFITS					
12200 Life Insurance	\$313	\$320	\$320	\$336	\$336
12300 Medical Insurance	13,775	14,005	14,005	16,960	16,960
12350 Medicare Insurance	1,607	1,746	1,746	1,775	1,775
12400 Dental Insurance	1,284	1,339	1,339	1,347	1,347
12500 Workers Compensation	20,215	21,226	21,226	22,287	22,287
12600 Retirement	28,898	34,874	34,870	34,508	34,508
12900 Long Term Disability	818	832	830	852	852
12950 Vision Plan	215	234	230	296	296
TOTAL	\$67,125	\$74,576	\$74,566	\$78,361	\$78,361
SERVICES & SUPPLIES					
23000 R/M Supplies	\$69,417	\$70,000	\$70,000	\$72,500	\$72,500
24000 Small Tools	1,248	1,000	1,000	1,000	1,000
32000 Communications	11,837	12,825	11,900	12,830	12,830
33000 Motor Pool Charges	51,241	52,778	52,778	54,361	54,361
36000 Utilities	50,902	57,827	57,000	59,560	59,560
38000 R/M Contractual	88,451	107,000	107,000	107,000	107,000
39000 Miscellaneous	167	800	750	1,050	1,050
41000 Other Agency Serv	26,165	21,000	21,000	21,000	21,000
TOTAL	\$299,428	\$323,230	\$321,428	\$329,301	\$329,301
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$80,154	\$0	\$0	\$0	\$0
TOTAL	\$80,154	\$0	\$0	\$0	\$0
GRAND TOTAL	\$580,800	\$545,576	\$543,763	\$542,583	\$542,583

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Public Works Maintenance Manager	0.10	0.10	0.10	\$8,978	\$8,978	\$8,978
Public Works Maintenance Supervisor	0.15	0.15	0.15	11,286	10,245	10,245
Crew Leader	0.40	0.40	0.40	25,901	25,901	25,901
Sr. Maintenance Worker	0.55	0.60	0.60	31,145	29,720	29,720
Maintenance Worker	0.90	0.90	0.90	46,829	42,565	42,565
Bilingual	0.00	0.00	0.00	330	360	360
Education Incentive	0.00	0.00	0.00	90	45	45
Longevity Pay	0.00	0.00	0.00	4,800	1,680	1,680
Overtime	0.00	0.00	0.00	1,500	2,000	2,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	396	252	252
Separation Benefits	0.00	0.00	0.00	12,791	13,175	13,175
Total	2.10	2.15	2.15	\$144,046	\$134,921	\$134,921

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$56,622	\$43,977	\$44,882	\$48,498	\$48,498
SERVICES & SUPPLIES	541,979	606,338	604,625	631,030	631,030
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$598,601	\$650,315	\$649,507	\$679,528	\$679,528
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .35	 .35	 .35	 .42	 .42

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

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Street Light Maintenance:			
Number of Street Lights Re-lamped	60	24	45
Service Requests*			
Received	84	115	130
Completed	68	90	110

*Post FY 2014 includes service requests for Edison-owned street lights as well as City-owned.

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Conduct a feasibility study to transfer Garvey Avenue pedestrian street lighting from individual photocell operation to block-by-block photocell or greater master photocell locations. The result if feasible would be more efficient street light maintenance by reduced trouble shooting of an individual lamp outage (between photocell or lamp).

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification:* Increased security lighting in the city employee parking lot at the northwest corner lot of Ramona and Newmark Avenues. A new LED lamp head was installed producing brighter lighting and cast light to a broader area of the parking lot.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) \$628,700 covers the cost of electricity.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Lighting**

ACTIVITY NO.: **4207**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$29,489	\$23,899	\$23,899	\$26,570	\$26,570
11300 Part Time Salaries	5,471	0	850	0	0
11400 Overtime Salaries	1,657	2,700	2,700	2,000	2,000
11500 Separation Benefits	3,850	3,927	3,927	4,045	4,045
TOTAL	\$40,467	\$30,526	\$31,376	\$32,615	\$32,615
EMPLOYEE BENEFITS					
12200 Life Insurance	\$55	\$55	\$60	\$66	\$66
12300 Medical Insurance	2,861	2,640	2,640	3,321	3,321
12350 Medicare Insurance	534	338	338	391	391
12370 Part Time Retirement	0	0	50	0	0
12400 Dental Insurance	222	226	226	266	266
12500 Workers Compensation	3,595	3,775	3,775	3,964	3,964
12600 Retirement	8,710	6,237	6,237	7,654	7,654
12900 Long Term Disability	145	139	139	167	167
12950 Vision Plan	33	41	41	54	54
TOTAL	\$16,155	\$13,451	\$13,506	\$15,883	\$15,883
SERVICES & SUPPLIES					
23000 R/M Supplies	\$4,770	\$1,600	\$1,600	\$2,300	\$2,300
32000 Communications	0	25	25	30	30
36000 Utilities	537,209	604,713	603,000	628,700	628,700
TOTAL	\$541,979	\$606,338	\$604,625	\$631,030	\$631,030
GRAND TOTAL	\$598,601	\$650,315	\$649,507	\$679,528	\$679,528

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,489	\$4,489	\$4,489
Electrician	0.20	0.20	0.20	13,161	13,629	13,629
Senior Maintenance Worker	0.00	0.07	0.07	0	3,368	3,368
Maintenance Worker	0.10	0.10	0.10	5,203	4,824	4,824
Bilingual	0.00	0.00	0.00	120	161	161
Education Incentive	0.00	0.00	0.00	0	5	5
Longevity Pay	0.00	0.00	0.00	240	82	82
Overtime	0.00	0.00	0.00	2,700	2,000	2,000
Pesticide/Herbicide Premium	0.00	0.00	0.00	0	12	12
Separation Benefits	0.00	0.00	0.00	3,927	4,045	4,045
Total	0.35	0.42	0.42	\$29,840	\$32,615	\$32,615

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$168,011	\$127,733	\$127,740	\$100,938	\$100,938
SERVICES & SUPPLIES	5,373,952	5,539,975	5,538,830	4,883,895	4,883,895
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,541,963	\$5,667,708	\$5,666,570	\$4,984,833	\$4,984,833
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .70	 .70	 .70	 .65	 .65

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.

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 two-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</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
City hauler tons collected (Self-hauled tons not included)	50,948	50,527	50,905
AB 939 diversion rate (tons per capita)	3.5	3.5	3.5

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Ensure a smooth transition from existing solid waste collection and recycling contract to new contracts for both residential and commercial hauler services that will be effective September 1, 2017.
2. *Improve Organizational Effectiveness and Efficiency:* Conduct a customer satisfaction survey of the new solid waste collection and recycling contracts.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Executed new solid waste collection and recycling contracts for both residential and commercial hauler service that would assist the City in achieving a higher diversion rate.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$32,820 is the City’s allocation of the California Department of Resources Recycling and Recovery (CalRecycle) Used Oil and Beverage Container Recycling grants.
2. Other Agency Services category (#41000) \$4,400,000 covers the annual residential and commercial solid waste collection and recycling contract costs.
3. Miscellaneous Financial Services category (#44000) \$445,000 includes the allocation to the General Liability Fund and other City’s indirect shared costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$109,449	\$86,084	\$85,000	\$65,267	\$65,267
11300 Part Time Salaries	7,294	0	1,100	0	0
11500 Separation Benefits	6,710	6,120	6,120	6,304	6,304
TOTAL	\$123,453	\$92,204	\$92,220	\$71,571	\$71,571
EMPLOYEE BENEFITS					
12200 Life Insurance	\$122	\$141	\$140	\$102	\$102
12300 Medical Insurance	16,602	7,822	7,820	4,940	4,940
12350 Medicare Insurance	1,377	1,215	1,215	965	965
12370 Part Time Retirement	0	0	0	764	764
12400 Dental Insurance	435	592	590	378	378
12500 Workers Compensation	2,756	2,894	2,890	3,039	3,039
12600 Retirement	22,904	22,425	22,425	18,774	18,774
12900 Long Term Disability	238	278	280	258	258
12950 Vision Plan	124	162	160	147	147
TOTAL	\$44,558	\$35,529	\$35,520	\$29,367	\$29,367
SERVICES & SUPPLIES					
22000 Operating Supplies	\$5,087	\$4,500	\$4,500	\$4,500	\$4,500
31000 Contracted Services	17,985	44,525	44,525	32,820	32,820
32000 Communications	236	750	350	350	350
33000 Motor Pool Charges	0	225	225	225	225
39000 Miscellaneous	326	1,575	830	1,000	1,000
41000 Other Agency Serv	4,930,318	5,038,800	5,038,800	4,400,000	4,400,000
44000 Misc Financial Serv	420,000	449,600	449,600	445,000	445,000
TOTAL	\$5,373,952	\$5,539,975	\$5,538,830	\$4,883,895	\$4,883,895
GRAND TOTAL	\$5,541,963	\$5,667,708	\$5,666,570	\$4,984,833	\$4,984,833

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Public Works/Assistant City Manager	0.20	0.15	0.15	\$34,999	\$19,201	\$19,201
Public Works Maintenance Manager	0.20	0.20	0.20	17,955	17,954	17,954
Principal Management Analyst	0.30	0.30	0.30	29,761	26,924	26,924
Bilingual	0.00	0.00	0.00	0	540	540
DHS Certification	0.00	0.00	0.00	456	0	0
Education Incentive	0.00	0.00	0.00	432	648	648
Separation Benefits	0.00	0.00	0.00	6,120	6,304	6,304
Total	0.70	0.65	0.65	\$89,723	\$71,571	\$71,571

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$56,884	\$96,070	\$96,069	\$90,555	\$90,555
SERVICES & SUPPLIES	22,817	24,455	21,630	20,900	20,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$79,701	\$120,525	\$117,699	\$111,455	\$111,455
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.10	 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) \$9,650 covers cost for uniforms and other operating supplies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Administration**

ACTIVITY NO.: **4209**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$33,091	\$59,879	\$59,879	\$52,034	\$52,034
11300 Part Time Salaries	1,824	0	0	0	0
11400 Overtime Salaries	39	0	0	0	0
11500 Separation Benefits	4,070	4,151	4,150	4,276	4,276
TOTAL	\$39,024	\$64,030	\$64,029	\$56,310	\$56,310
EMPLOYEE BENEFITS					
12200 Life Insurance	\$59	\$142	\$140	\$172	\$172
12300 Medical Insurance	4,779	10,877	10,880	13,496	13,496
12350 Medicare Insurance	453	786	790	759	759
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	436	924	920	924	924
12500 Workers Compensation	2,935	3,082	3,080	3,236	3,236
12600 Retirement	8,887	15,602	15,600	15,006	15,006
12900 Long Term Disability	228	437	440	436	436
12950 Vision Plan	83	190	190	216	216
TOTAL	\$17,860	\$32,040	\$32,040	\$34,245	\$34,245
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,779	\$3,000	\$1,500	\$1,500	\$1,500
22000 Operating Supplies	9,959	10,575	9,550	9,650	9,650
32000 Communications	4,785	5,105	5,100	5,050	5,050
37000 Leases & Rentals	4,837	4,775	4,780	4,000	4,000
38000 R/M Contractual	1,000	800	500	500	500
39000 Miscellaneous	457	200	200	200	200
TOTAL	\$22,817	\$24,455	\$21,630	\$20,900	\$20,900
GRAND TOTAL	\$79,701	\$120,525	\$117,699	\$111,455	\$111,455

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,489	\$4,489	\$4,489
Public Works Maintenance Supervisor	0.05	0.05	0.05	3,762	3,415	3,415
Public Works Technician	0.50	0.50	0.50	24,588	24,588	24,588
Senior Clerk Typist	0.50	0.50	0.50	25,002	19,542	19,542
Education Incentive	0.00	0.00	0.00	30	0	0
Longevity Pay	0.00	0.00	0.00	120	0	0
Pesticide/Herbicide Premium	0.00	0.00	0.00	18	0	0
Separation Benefits	0.00	0.00	0.00	4,151	4,276	4,276
Total	1.10	1.10	1.10	\$62,160	\$56,310	\$56,310

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$337,002	\$334,153	\$333,856	\$338,107	\$338,107
SERVICES & SUPPLIES	539,516	376,751	366,204	346,286	346,286
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$876,518	\$710,904	\$700,060	\$684,393	\$684,393
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.85	 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.

- 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Number of Service Requests:			
<i>Originating from City departments</i>	550	586	600
Number of Special Work Orders:			
<i>Special work orders that are beyond routine maintenance.</i>	6	10	10

2017-2018 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Secure informal bids for two portable swamp coolers for use in the motor pool maintenance shop to create and maintain a work environment that reduces the risk of heat illness potential effects to the maintenance mechanics.
2. Improve Organizational Effectiveness and Efficiency: Oversee the performance of the remodel/renovation construction to the city yard restroom/locker room.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Improve Community-wide Beautification: Installed new lighting for the Basketball Court at Sequoia Park.
2. Improve Community-wide Beautification: Completed lamp replacements at Garvey Ranch Baseball Field and Barnes Park Pool lighting.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) consists of plumbing, electrical, and equipment supplies, \$70,500.
2. R/M Contractual category (#38000) covers costs for City building repairs and maintenance, \$143,321.
3. Debt Service category (#42000) includes the debt service payment for Siemens Lease-Purchase Energy Efficiency and Modernization Program, \$99,168.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$205,387	\$208,680	\$208,680	\$206,286	\$206,286
11300 Part Time Salaries	1,824	0	0	0	0
11400 Overtime Salaries	18,993	10,000	10,000	10,000	10,000
11500 Separation Benefits	11,000	11,220	11,220	11,557	11,557
TOTAL	\$237,204	\$229,900	\$229,900	\$227,843	\$227,843
EMPLOYEE BENEFITS					
12200 Life Insurance	\$440	\$445	\$450	\$445	\$445
12300 Medical Insurance	21,044	22,176	22,180	22,476	22,476
12350 Medicare Insurance	3,298	3,006	3,000	3,059	3,059
12370 Part Time Retirement	73	0	0	0	0
12400 Dental Insurance	2,033	2,211	2,210	2,211	2,211
12500 Workers Compensation	19,076	20,030	20,030	21,032	21,032
12600 Retirement	52,208	54,436	54,436	59,392	59,392
12800 Uniform Allowance	0	300	0	0	0
12900 Long Term Disability	1,119	1,129	1,130	1,129	1,129
12950 Vision Plan	507	520	520	520	520
TOTAL	\$99,798	\$104,253	\$103,956	\$110,264	\$110,264
SERVICES & SUPPLIES					
22000 Operating Supplies	\$10,721	\$5,000	\$5,000	\$5,000	\$5,000
23000 R/M Supplies	103,700	76,100	74,600	70,500	70,500
24000 Small Tools	984	1,000	1,000	1,000	1,000
32000 Communications	5,123	5,146	5,496	5,442	5,442
33000 Motor Pool Charges	20,600	21,218	21,218	21,855	21,855
37000 Leases & Rentals	0	1,400	0	0	0
38000 R/M Contractual	314,258	174,500	166,500	143,321	143,321
42000 Debt Service	84,130	92,387	92,390	99,168	99,168
TOTAL	\$539,516	\$376,751	\$366,204	\$346,286	\$346,286
GRAND TOTAL	\$876,518	\$710,904	\$700,060	\$684,393	\$684,393

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,490	\$4,489	\$4,489
Facilities Maintenance Supervisor	1.00	1.00	1.00	87,037	87,384	87,384
Electrician	0.80	0.80	0.80	52,643	54,517	54,517
Building Trades Technician	1.00	1.00	1.00	56,800	58,216	58,216
Bilingual	0.00	0.00	0.00	1,680	1,680	1,680
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Separation Benefits	0.00	0.00	0.00	11,220	11,557	11,557
Total	2.85	2.85	2.85	\$223,870	\$227,843	\$227,843

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$504,270	\$441,507	\$398,707	\$412,978	\$415,494
SERVICES & SUPPLIES	1,147,968	1,042,645	965,979	1,062,415	1,062,415
CAPITAL OUTLAY	184,323	780,500	780,500	219,000	219,000
TOTAL COSTS	\$1,836,561	\$2,264,652	\$2,145,186	\$1,694,393	\$1,696,909
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.20	 4.15	 4.15	 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, and 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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Number of preventive maintenance services	241	250	310
Number of smog checks completed	60	44	60
Compressed Natural Gas (CNG) in gallons*	67,076	81,108	95,000
Propane			
Gallons purchased	355	2482	4500
Gasoline Fuel - Unleaded 87 Octane			
Gallons purchased	38,095	30,000	32,000
Average price per gallon	\$2.26	\$2.27	\$2.30
Gasoline Fuel - Unleaded 89 Octane			
Gallons purchased	60,641	54,018	56,000
Average price per gallon	\$2.52	\$2.75	\$3.60
Diesel Fuel			
Gallons purchased	19,667	12,974	12,000
Average price per gallon	\$2.00	\$2.08	\$3.25

*Generated from CNG Station at City Yard.

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Complete design and specifications for replacement purchases to Unit 890 (Traffic Maintenance Stencil Truck) and the Delta Plant Operations 1 ¼ ton crew truck.
2. *Improve Organizational Effectiveness and Efficiency:* Create RFP for the replacement of one two-post vehicle/equipment hoist and repair of one two-post vehicle/equipment hoist.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Purchased a Vactor Sanitary Sewer Maintenance Truck.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$405,800 includes fuel and oil costs, uniforms and supplies.
2. Contracted Services category (#31000) \$26,000 includes cost for professional services.
3. Leases & Rentals category (#37000) \$43,500 reflects leasing costs for unmarked police vehicles and Dial-A-Ride vans.
4. R/M Contractual category (#38000) \$165,000 includes contracted repairs, maintenance and vehicle upgrades/conversions.
5. Other Agency Services category (#41000) \$8,000 includes fees for CARB, AQMD and Los Angeles County CUPA HAZMAT.
6. Miscellaneous Financial Services category (#44000) \$235,000 includes the allocation to the General Liability Fund.
7. Vehicles/Equipment category (#54000) \$219,000 includes two police patrol vehicles (\$80,000); one animal services extended body truck (\$70,000); two parks sit down mowers (\$13,000); one cargo/passenger van (\$56,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$332,511	\$292,795	\$250,000	\$260,892	\$262,834
11300 Part Time Salaries	3,647	0	0	0	0
11400 Overtime Salaries	14,395	0	0	0	0
11500 Separation Benefits	19,965	20,364	20,364	20,975	20,975
TOTAL	\$370,518	\$313,159	\$270,364	\$281,867	\$283,809
EMPLOYEE BENEFITS					
12200 Life Insurance	\$662	\$663	\$660	\$662	\$662
12300 Medical Insurance	34,652	34,103	34,100	40,352	40,352
12350 Medicare Insurance	4,968	4,140	4,140	3,708	3,708
12370 Part Time Retirement	146	0	0	0	0
12400 Dental Insurance	1,666	1,842	1,840	1,786	1,786
12500 Workers Compensation	8,622	9,053	9,053	9,506	9,506
12600 Retirement	80,919	76,416	76,420	73,061	73,635
12900 Long Term Disability	1,643	1,644	1,640	1,664	1,664
12950 Vision Plan	474	487	490	372	372
TOTAL	\$133,752	\$128,348	\$128,343	\$131,111	\$131,685
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,965	\$800	\$800	\$1,600	\$1,600
22000 Operating Supplies	377,717	405,800	355,800	405,800	405,800
23000 R/M Supplies	125,262	120,000	120,000	120,000	120,000
24000 Small Tools	6,432	11,500	10,000	12,000	12,000
31000 Contracted Services	20,576	26,000	26,000	26,000	26,000
32000 Communications	3,837	3,700	3,700	3,861	3,861
33000 Motor Pool Charges	8,912	9,179	9,179	9,454	9,454
36000 Utilities	35,863	26,166	28,000	29,200	29,200
37000 Leases & Rentals	2,499	43,500	43,500	43,500	43,500
38000 R/M Contractual	152,310	169,000	142,000	165,000	165,000
39000 Miscellaneous	2,320	3,000	3,000	3,000	3,000
41000 Other Agency Serv	7,014	8,000	8,000	8,000	8,000
44000 Misc Financial Serv	403,261	216,000	216,000	235,000	235,000
TOTAL	\$1,147,968	\$1,042,645	\$965,979	\$1,062,415	\$1,062,415

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$184,323	\$780,500	\$780,500	\$219,000	\$219,000
TOTAL	\$184,323	\$780,500	\$780,500	\$219,000	\$219,000
GRAND TOTAL	\$1,836,561	\$2,264,652	\$2,145,186	\$1,694,393	\$1,696,909

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Public Works/Assistant City Manager	0.10	0.10	0.10	\$17,500	\$12,800	\$12,800
Public Works Maintenance Manager	0.05	0.10	0.10	4,489	8,978	8,978
Fleet Maintenance Supervisor*	1.00	0.00	0.00	83,220	0	0
Lead Equipment Mechanic	0.00	1.00	1.00	0	69,192	69,192
Equipment Mechanic	2.00	2.00	2.00	118,701	110,604	110,604
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
DHS Certification	0.00	0.00	0.00	228	0	0
Education Incentive	0.00	0.00	0.00	1,440	1,200	1,200
Longevity Pay	0.00	0.00	0.00	2,400	2,400	2,400
Mechanical Premium	0.00	0.00	0.00	0	1,200	1,200
Separation Benefits	0.00	0.00	0.00	20,364	20,975	20,975
Total	4.15	4.20	4.20	\$304,802	\$283,809	\$283,809

* Downgraded Fleet Maintenance Supervisor to Lead Equipment Mechanic

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$844,037	\$859,085	\$851,629	\$827,855	\$827,855
SERVICES & SUPPLIES	105,771	128,169	117,155	126,245	126,245
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$949,808	\$987,254	\$968,784	\$954,100	\$954,100
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 6.30	 6.30	 6.30	 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 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Capital Improvement Projects (CIP) commenced and/or completed	22	26	17
Dollar value of CIP projects completed (\$ millions)	10.1	26.6	18.0
Subdivisions Processed:			
<i>Tentative Tract Maps</i>	0	5	2
<i>Tentative Parcels Maps</i>	1	0	1
<i>Final Tract Maps</i>	1	0	1
<i>Final Parcel Maps</i>	2	3	2
<i>Lot Line Adjustments Reviewed</i>	1	0	1
Conditional Use Permits Reviewed	2	6	4
Variances Reviewed	0	0	0
Site and Plan Checks for Building Permits	150	110	150
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	250	300	250
Grading Permits Issued	6	4	5
Traffic Engineering Issues Investigated	20	25	25
Slurry Seal Preventive Maintenance (sq ft) (14-year cycle)	2,050,000	717,000	750,000

2017-2018 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification*: Construct the Potrero Grande Beautification project which includes new landscaped median islands, pavement rehabilitation, curb & gutter and sidewalk repairs on Potrero Grande Drive between Markland Drive and Arroyo Drive; and intersection improvements at Potrero Grande Drive and Markland Drive.
2. *Improve Community-wide Beautification*: Construct the South Garfield Village Street Improvements project which includes new landscape median islands, sidewalk repairs, replacement of the street trees on South Garfield Avenue between Floral Drive and Pomona Boulevard; and a new mid-block crosswalk featuring landscaped bio-filtration planters and pedestrian hybrid beacons.
3. *Improve Organizational Effectiveness and Efficiency*: Implement a major Citywide Sewer Rehabilitation project that includes cured-in-place pipe relining and spot repairs at various locations as identified in the City's Sewer Master Plan.
4. *Improve Communication Beautification*: Investigate possible use of a \$2 million utility underground funding provided by SCE.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Facilitated the public works plan review and permitting, and provided ongoing inspection and general oversight of the Market Place and Courtyard Marriott Hotel projects which are now currently under construction.
2. *Improve Organizational Effectiveness and Efficiency*: Designed and constructed traffic signal improvements and implemented new synchronized signal timing on North Atlantic Boulevard from Hellman Avenue to Newmark Avenue to improve the overall flow of traffic, in anticipation of several proposed mixed-use projects along the corridor.
3. *Improve Community-wide Beautification*: Completed approximately \$800,000 in pavement resurfacing on various residential streets citywide, as identified in the City's Pavement Management Program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects cost for engineering consultant services and miscellaneous professional services, \$72,039.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$570,196	\$600,316	\$584,393	\$562,550	\$562,550
11300 Part Time Salaries	21,904	0	8,130	0	0
11400 Overtime Salaries	300	0	0	0	0
11500 Separation Benefits	27,000	27,540	27,540	28,367	28,367
TOTAL	\$619,400	\$627,856	\$620,063	\$590,917	\$590,917
EMPLOYEE BENEFITS					
12200 Life Insurance	\$994	\$993	\$990	\$985	\$985
12300 Medical Insurance	50,248	48,761	48,770	49,033	49,033
12350 Medicare Insurance	8,959	8,588	8,590	8,303	8,303
12370 Part Time Retirement	876	0	326	0	0
12400 Dental Insurance	4,033	4,414	4,430	4,360	4,360
12500 Workers Compensation	8,000	8,400	8,400	8,820	8,820
12600 Retirement	147,959	156,500	156,490	161,866	161,866
12900 Long Term Disability	2,500	2,498	2,500	2,497	2,497
12950 Vision Plan	1,068	1,075	1,070	1,074	1,074
TOTAL	\$224,637	\$231,229	\$231,566	\$236,938	\$236,938
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,828	\$4,350	\$3,850	\$4,550	\$4,550
22000 Operating Supplies	1,318	1,350	1,350	1,350	1,350
24000 Small Tools	2,533	2,800	2,300	2,300	2,300
31000 Contracted Services	53,221	70,000	65,000	72,039	72,039
32000 Communications	9,574	10,109	9,879	9,713	9,713
33000 Motor Pool Charges	10,675	11,026	11,046	11,354	11,354
37000 Leases & Rentals	12,288	17,000	13,000	14,000	14,000
38000 R/M Contractual	7,686	6,834	6,830	7,039	7,039
39000 Miscellaneous	3,648	4,700	3,900	3,900	3,900
TOTAL	\$105,771	\$128,169	\$117,155	\$126,245	\$126,245
GRAND TOTAL	\$949,808	\$987,254	\$968,784	\$954,100	\$954,100

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Public Works/Assistant City Manager	0.05	0.05	0.05	\$8,750	\$6,400	\$6,400
Assistant City Engineer	1.00	1.00	1.00	137,448	136,904	136,904
Principal Management Analyst	0.25	0.25	0.25	24,801	22,436	22,436
Associate Civil Engineer	2.00	2.00	2.00	198,456	192,960	192,960
Civil Engineering Technician	1.00	1.00	1.00	70,092	70,092	70,092
Public Works Inspector	1.00	1.00	1.00	74,316	64,116	64,116
Administrative Secretary	1.00	1.00	1.00	60,120	60,120	60,120
Bilingual	0.00	0.00	0.00	2,400	2,850	2,850
DHS Certification	0.00	0.00	0.00	114	0	0
Education Incentive	0.00	0.00	0.00	3,000	3,072	3,072
Longevity Pay	0.00	0.00	0.00	2,400	2,400	2,400
Notary Bonus Pay	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	27,540	28,367	28,367
Total	6.30	6.30	6.30	\$610,637	\$590,917	\$590,917

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$178,306	\$142,851	\$142,849	\$156,528	\$156,528
SERVICES & SUPPLIES	1,157,839	1,126,542	1,113,516	1,137,256	1,137,256
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,336,145	\$1,269,393	\$1,256,365	\$1,293,784	\$1,293,784
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.25	 .95	 .95	 1.20	 1.20

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.

- Monitor and assess the costs to produce, treat, and deliver water to each category of customer and determine the overall efficiency of water operations.
- 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.

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Improve water operations through the use of new technology and upgrades to the SCADA system.
2. *Improve Organizational Effectiveness and Efficiency:* Construct the Centralized Groundwater Treatment System at Delta.
3. *Improve Organizational Effectiveness and Efficiency:* Complete an updated Water Master Plan that will provide a hydraulic model that can calculate the friction losses, flows and pressures. The model is a key tool for planning for expansion, maintenance and repair of the water system.
4. *Achieve Financial Stability:* Assess water rates and continue to evaluate fixed and variable costs of service.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed the design of the Centralized Groundwater Treatment System at Delta to increase production and improve water quality. The project is partially funded by a Prop 84 grant of \$4.13M.
2. *Improve Organizational Effectiveness and Efficiency:* Worked with Central Basin Municipal Water District to provide RECLAIM water to the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) \$20,730 consists of costs for office equipment maintenance agreement.
2. Miscellaneous category (#39000) \$15,550 includes costs for the WQA annual report and education/training/memberships.
3. Misc Financial Services category (#44000) \$1,080,000 includes the shared contribution from Water Operations to the City's indirect costs as well as the General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$85,486	\$80,877	\$80,877	\$86,618	\$86,618
11500 Separation Benefits	12,100	12,342	12,342	12,712	12,712
TOTAL	\$97,586	\$93,219	\$93,219	\$99,330	\$99,330
EMPLOYEE BENEFITS					
12200 Life Insurance	\$131	\$158	\$160	\$188	\$188
12300 Medical Insurance	45,344	10,664	10,660	13,526	13,526
12350 Medicare Insurance	1,145	1,153	1,150	1,261	1,261
12400 Dental Insurance	616	852	850	870	870
12500 Workers Compensation	14,235	14,947	14,950	15,694	15,694
12600 Retirement	18,765	21,292	21,290	24,938	24,938
12900 Long Term Disability	325	376	380	476	476
12950 Vision Plan	159	190	190	245	245
TOTAL	\$80,720	\$49,632	\$49,630	\$57,198	\$57,198
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,625	\$4,700	\$2,250	\$2,700	\$2,700
22000 Operating Supplies	69,630	3,600	1,750	2,300	2,300
24000 Small Tools	853	2,250	2,250	2,250	2,250
31000 Contracted Services	9,628	5,000	5,000	5,000	5,000
32000 Communications	6,545	7,000	1,500	2,090	2,090
33000 Motor Pool Charges	3,602	4,516	4,516	4,636	4,636
37000 Leases & Rentals	2,006	4,200	2,100	2,000	2,000
38000 R/M Contractual	31,804	20,126	20,000	20,730	20,730
39000 Miscellaneous	18,146	15,550	14,550	15,550	15,550
44000 Misc Financial Serv	1,012,000	1,059,600	1,059,600	1,080,000	1,080,000
TOTAL	\$1,157,839	\$1,126,542	\$1,113,516	\$1,137,256	\$1,137,256
GRAND TOTAL	\$1,336,145	\$1,269,393	\$1,256,365	\$1,293,784	\$1,293,784

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Public Works/Assistant City Manager	0.15	0.15	0.15	\$26,250	\$19,201	\$19,201
Water Utility Manager	0.10	0.10	0.10	12,075	12,377	12,377
Principal Management Analyst	0.20	0.20	0.20	15,509	19,841	19,841
Public Works Technician	0.25	0.50	0.50	12,294	24,588	24,588
Senior Clerk Typist	0.25	0.25	0.25	12,501	9,771	9,771
DHS Certification	0.00	0.00	0.00	678	336	336
Education Incentive	0.00	0.00	0.00	0	504	504
Separation Benefits	0.00	0.00	0.00	12,342	12,712	12,712
Total	0.95	1.20	1.20	\$91,649	\$99,330	\$99,330

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$517,851	\$486,773	\$486,770	\$413,919	\$413,919
SERVICES & SUPPLIES	201,349	205,814	158,711	186,513	186,513
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$719,200	\$692,587	\$645,481	\$600,432	\$600,432
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.10	 4.10	 4.10	 3.05	 3.05

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</u> 2015-16	<u>Estimated</u> 2016-17	<u>Projected</u> 2017-18
Large Water Meter Installation/Upgrades			
<i>(3" – 8" meters)</i>			
Meter installation upgrades	2	6	14
Total meters installed to field-testable and/or field-repairable standards	96	96	96
Water Turn-ons and Turn-offs:	2,682	1,824	2,000
Work orders completed:	5,816	6,100	6,300

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Upgrade 14 large meters to current Automatic Meter Reading (AMR) standards with grant money from San Gabriel Valley Municipal Water District.
2. *Improve Organizational Effectiveness and Efficiency:* Continue to verify the functionality of AMR meters that were changed in the AMR meter upgrade capital project. Utilize American Water Works Association (AWWA) standards to test meters for accuracy.
3. *Improve Organizational Effectiveness and Efficiency:* Continue to upgrade single check fire line systems to current above ground Double Check Detector Assembly (DCDA) approved devices in all large water main upgrade projects.

4. *Improve Organizational Effectiveness and Efficiency*: Increase the frequency of meter reading from bi-monthly to monthly or bi-weekly in order to provide more useful online data.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Despite the expiration of the City's Stage 2 conservation ordinance, the City was able to maintain a high level of water conservation (16% average water savings).
2. *Improve Organizational Effectiveness and Efficiency*: Evaluated and maintained installed AMR meters to ensure optimum accuracy.
3. *Improve Organizational Effectiveness and Efficiency*: Installed, replaced, and repaired backflow devices at various locations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$28,500 includes cost for plumbing, irrigation and water supplies.
2. Contracted Services category (#31000) \$12,590 includes costs for data processing.
3. R/M Contractual category (#38000) \$10,000 includes costs for water billing software.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$307,877	\$276,934	\$276,930	\$218,872	\$218,872
11400 Overtime Salaries	24,987	25,000	25,000	30,000	30,000
11500 Separation Benefits	33,000	33,660	33,660	34,670	34,670
TOTAL	\$365,864	\$335,594	\$335,590	\$283,542	\$283,542
EMPLOYEE BENEFITS					
12200 Life Insurance	\$642	\$637	\$640	\$476	\$476
12300 Medical Insurance	35,669	41,401	41,400	29,020	29,020
12350 Medicare Insurance	5,020	3,880	3,880	3,241	3,241
12400 Dental Insurance	2,592	2,824	2,820	1,943	1,943
12500 Workers Compensation	27,991	29,391	29,390	30,861	30,861
12600 Retirement	77,768	70,736	70,740	63,016	63,016
12900 Long Term Disability	1,635	1,624	1,620	1,208	1,208
12950 Vision Plan	670	686	690	612	612
TOTAL	\$151,987	\$151,179	\$151,180	\$130,377	\$130,377
SERVICES & SUPPLIES					
21000 Office Supplies	\$729	\$1,100	\$1,100	\$1,000	\$1,000
22000 Operating Supplies	3,120	3,400	3,100	3,600	3,600
23000 R/M Supplies	50,025	55,850	17,750	28,500	28,500
24000 Small Tools	3,538	4,500	4,500	6,500	6,500
31000 Contracted Services	11,867	12,223	12,220	12,590	12,590
32000 Communications	66,591	56,650	56,950	65,900	65,900
33000 Motor Pool Charges	46,350	47,741	47,741	49,173	49,173
37000 Leases & Rentals	0	750	750	750	750
38000 R/M Contractual	10,604	8,500	8,500	10,000	10,000
39000 Miscellaneous	8,525	15,100	6,100	8,500	8,500
TOTAL	\$201,349	\$205,814	\$158,711	\$186,513	\$186,513
GRAND TOTAL	\$719,200	\$692,587	\$645,481	\$600,432	\$600,432

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Consumer Services Supervisor	1.00	1.00	1.00	\$75,120	\$78,597	\$78,597
Cross Connection Control Inspector	1.00	1.00	1.00	69,736	71,925	71,925
Consumer Services Representative	2.00	1.00	1.00	108,375	61,236	61,236
Public Works Technician	0.05	0.00	0.00	2,459	0	0
Senior Clerk Typist	0.05	0.05	0.05	2,500	1,954	1,954
DHS Certification	0.00	0.00	0.00	5,040	5,160	5,160
Overtime	0.00	0.00	0.00	25,000	30,000	30,000
Separation Benefits	0.00	0.00	0.00	33,660	34,670	34,670
Total	4.10	3.05	3.05	\$321,890	\$283,542	\$283,542

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Production
ACTIVITY NO.: 4222

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$93,119	\$79,724	\$72,528	\$72,571	\$72,571
SERVICES & SUPPLIES	1,485,568	2,204,768	2,050,967	3,111,320	3,111,320
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,578,687	\$2,284,492	\$2,123,495	\$3,183,891	\$3,183,891
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .15	 .45	 .45	 .45	 .45

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> 2015-16	<u>Estimated</u> 2016-17	<u>Projected</u> 2017-18
Water Production:			
(Acre-feet/year)	7,409	7,412	7,782
(Million gallons/year)	2,414	2,415	2,840
(Million gallons/day)	6.61	6.61	7.78
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)	0	8	8

2017-2018 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Rehabilitate existing wells to increase pumping reliability and efficiency.
2. *Improve Organizational Effectiveness and Efficiency:* Replace existing Brightwood Booster discharge piping with new pump control and plug valves.
3. *Improve Organizational Effectiveness and Efficiency:* Rehabilitate Delta Booster Pump No.4.
4. *Improve Organizational Effectiveness and Efficiency:* Monitor and evaluate the operation of the Centralized Groundwater Treatment System that is scheduled to be completed in March 2018.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Rehabilitated two wells for increased pumping reliability and efficiency.
2. *Improve Organizational Effectiveness and Efficiency:* Assisted with 14 inch gate valve installation at Brightwood Booster Station influent supply side.

3. Improve Organizational Effectiveness and Efficiency: Redeveloped Kingsford Booster No. 2 with new 50 horse power pump and motor.
4. Improve Organizational Effectiveness and Efficiency: Conducted State of California Water Resources Control Board water system sanitary survey.
5. Improve Organizational Effectiveness and Efficiency: Rebuilt pump control valves at Russell Booster 2 & Vagabond Booster 3.
6. Improve Organizational Effectiveness and Efficiency: Rebuilt zone pressure relief valves at Bradshawe & Sequoia Booster Station.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$2,016,260 includes water assessment charge that has increased from \$65 per acre feet in FY 2016 to \$130 per acre feet in FY 2017 and will increase to \$200 per acre feet in FY 2018.
2. R/M Supplies category (#23000) includes cost for paint and painting supplies, equipment, plumbing and electrical supplies, \$152,450. Costs will increase in FY2018 for electrician and SCADA maintenance services.
3. Contracted Services category (#31000) includes professional services for water quality analyses, \$40,000. Additional lab tests are needed in FY2018.
4. R/M Contractual category (#38000) includes cost for repair and maintenance of various equipments, \$81,800. The budget for this category has been increased to pay for the cost of landscape maintenance.
5. Other Agency Services category (#41000) includes AQMD permits and other fees required by government agencies, \$20,000.
6. Debt Service category (#42000) is the debt service payment for the La Loma and Highland water storage reservoirs, \$113,819. 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 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$47,489	\$35,148	\$35,148	\$32,402	\$32,402
11300 Part Time Salaries	1,920	0	0	0	0
11400 Overtime Salaries	2,712	10,000	2,800	3,000	3,000
11500 Separation Benefits	12,863	13,120	13,120	13,514	13,514
TOTAL	\$64,984	\$58,268	\$51,068	\$48,916	\$48,916
EMPLOYEE BENEFITS					
12200 Life Insurance	\$127	\$70	\$70	\$71	\$71
12300 Medical Insurance	5,940	2,581	2,580	4,071	4,071
12350 Medicare Insurance	769	503	500	475	475
12400 Dental Insurance	527	297	300	193	193
12500 Workers Compensation	8,400	8,820	8,820	9,261	9,261
12600 Retirement	11,934	8,945	8,950	9,329	9,329
12900 Long Term Disability	333	178	180	179	179
12950 Vision Plan	105	62	60	76	76
TOTAL	\$28,135	\$21,456	\$21,460	\$23,655	\$23,655
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,834	\$2,450	\$2,450	\$2,450	\$2,450
22000 Operating Supplies	496,183	1,014,600	1,014,600	2,016,260	2,016,260
23000 R/M Supplies	135,363	149,950	149,950	152,450	152,450
24000 Small Tools	4,666	4,500	4,500	6,000	6,000
31000 Contracted Services	35,654	40,000	40,000	40,000	40,000
32000 Communications	11,340	11,000	11,000	12,000	12,000
33000 Motor Pool Charges	72,100	74,263	74,263	76,491	76,491
36000 Utilities	508,234	678,501	557,500	588,500	588,500
37000 Leases & Rentals	697	1,000	400	800	800
38000 R/M Contractual	125,033	93,700	61,500	81,800	81,800
39000 Miscellaneous	535	750	750	750	750
41000 Other Agency Serv	22,053	20,000	20,000	20,000	20,000
42000 Debt Service	71,876	114,054	114,054	113,819	113,819
TOTAL	\$1,485,568	\$2,204,768	\$2,050,967	\$3,111,320	\$3,111,320
GRAND TOTAL	\$1,578,687	\$2,284,492	\$2,123,495	\$3,183,891	\$3,183,891

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Water Utility Manager	0.05	0.05	0.05	\$6,037	\$6,188	\$6,188
Water Production Supervisor	0.05	0.05	0.05	4,659	4,659	4,659
Senior Water Production System Operator	0.05	0.05	0.05	3,815	3,815	3,815
Water Production System Operator	0.30	0.30	0.30	17,361	16,156	16,156
DHS Certification	0.00	0.00	0.00	1,344	480	480
Education Incentive	0.00	0.00	0.00	90	864	864
Longevity Pay	0.00	0.00	0.00	0	240	240
Overtime	0.00	0.00	0.00	10,000	3,000	3,000
Separation Benefits	0.00	0.00	0.00	13,120	13,514	13,514
Total	0.45	0.45	0.45	\$56,426	\$48,916	\$48,916

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$814,917	\$940,887	\$945,882	\$963,805	\$963,805
SERVICES & SUPPLIES	2,179,930	878,473	836,491	887,609	887,609
CAPITAL OUTLAY	0	65,300	65,300	0	0
TOTAL COSTS	\$2,994,847	\$1,884,660	\$1,847,673	\$1,851,414	\$1,851,414
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.60	8.50	8.50	8.74	8.74

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</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Water Valve Exercising:			
Valves exercised*	800	700	1,040
(2,073 valves should be exercised annually)	39%	33%	50%
New Water Services Installed:	42	28	32
Water Services Repaired:	42	34	40
Water Mains Repaired:	30	36	30
Gate Valves Repaired:	9	5	6

* Unable to fully implement program due to staffing limitations.

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency.* Continue the Leak Detection Program that identifies distribution system leaks.
2. *Improve organizational effectiveness and efficiency.* Evaluate system valves to identify inoperative valves, improve operation, accessibility and functionality.
3. *Improve organizational effectiveness and efficiency.* Install four new water main blow offs on the dead ends that are located throughout the system.
4. *Improve organizational effectiveness and efficiency.* Install and replace broken or inoperative gate valves in the distribution system.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency.* Replaced 3 aging water meter vaults to eliminate damage to water service and trip hazards.
2. *Improve organizational effectiveness and efficiency.* Assisted Engineering with the construction of the two Water Main Projects.
3. *Improve organizational effectiveness and efficiency.* Improved and implemented new water standards for the installation of Phase II of the Water Main Project.
4. *Improve organizational effectiveness and efficiency.* Identified and uncovered two water valve vaults that were previously buried.
5. *Improve organizational effectiveness and efficiency.* Replaced five broken and inoperative gate valves that are located throughout the distribution system.
6. *Improve organizational effectiveness and efficiency.* Through the Leak Detection Program, identified and repaired a 2" service leak on Vagabond.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$178,600 includes supplies and equipment and costs associated with new service installations.
2. Contracted Services category (#31000) \$10,000 is for street and sidewalk repairs.
3. Debt Service category (#42000) \$561,940 is the cost for Siemens Lease-Purchase Energy Efficiency Program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$482,948	\$584,235	\$584,235	\$575,294	\$575,294
11400 Overtime Salaries	58,114	25,000	30,000	30,000	30,000
11500 Separation Benefits	47,254	48,199	48,199	49,645	49,645
TOTAL	\$588,316	\$657,434	\$662,434	\$654,939	\$654,939
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,045	\$1,323	\$1,320	\$1,365	\$1,365
12300 Medical Insurance	56,260	76,338	76,338	84,908	84,908
12350 Medicare Insurance	7,958	8,256	8,260	8,421	8,421
12370 Part Time Retirement	323	0	0	0	0
12400 Dental Insurance	3,891	5,354	5,350	5,794	5,794
12500 Workers Compensation	34,412	36,133	36,130	37,940	37,940
12600 Retirement	119,137	151,541	151,540	165,682	165,682
12900 Long Term Disability	2,675	3,366	3,370	3,465	3,465
12950 Vision Plan	900	1,142	1,140	1,291	1,291
TOTAL	\$226,601	\$283,453	\$283,448	\$308,866	\$308,866
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,179	\$1,200	\$1,200	\$1,350	\$1,350
22000 Operating Supplies	17,198	14,200	13,700	15,200	15,200
23000 R/M Supplies	184,758	201,700	174,200	178,600	178,600
24000 Small Tools	12,428	8,500	8,500	8,500	8,500
31000 Contracted Services	14,691	20,000	10,000	10,000	10,000
32000 Communications	386	375	380	175	175
33000 Motor Pool Charges	84,460	86,994	86,994	89,604	89,604
36000 Utilities	4,733	8,487	5,000	8,740	8,740
37000 Leases & Rentals	2,184	3,000	2,500	3,000	3,000
38000 R/M Contractual	9,819	7,750	7,750	7,750	7,750
39000 Miscellaneous	4,472	2,750	2,750	2,750	2,750
42000 Debt Service	453,503	523,517	523,517	561,940	561,940
44000 Misc Financial Serv	1,390,119	0	0	0	0
TOTAL	\$2,179,930	\$878,473	\$836,491	\$887,609	\$887,609
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$65,300	\$65,300	\$0	\$0
TOTAL	\$0	\$65,300	\$65,300	\$0	\$0

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
GRAND TOTAL	\$2,994,847	\$1,884,660	\$1,847,673	\$1,851,414	\$1,851,414

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Consumer Service Representative	0.00	1.00	1.00	\$0	\$61,236	\$61,236
Water Utility Manager	0.05	0.05	0.05	6,038	6,189	6,189
Water Distribution Supervisor	1.00	1.00	1.00	93,180	93,180	93,180
Water Distribution Crew Supervisor	1.00	1.00	1.00	76,296	75,690	75,690
Public Works Technician	0.05	0.00	0.00	2,459	0	0
Water Distribution Lead Worker	2.77	2.77	2.77	178,752	180,294	180,294
Water Utility Maintenance Worker	3.58	2.87	2.87	186,182	138,157	138,157
Senior Clerk Typist	0.05	0.05	0.05	2,500	1,954	1,954
Bilingual	0.00	0.00	0.00	2,820	2,820	2,820
DHS Certification	0.00	0.00	0.00	13,374	13,374	13,374
Longevity Pay	0.00	0.00	0.00	2,400	2,400	2,400
Overtime	0.00	0.00	0.00	25,000	30,000	30,000
Separation Benefits	0.00	0.00	0.00	48,199	49,645	49,645
Total	8.50	8.74	8.74	\$637,200	\$654,939	\$654,939

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	900,000	9,444,000	4,144,000	1,125,000	1,125,000
TOTAL COSTS	\$900,000	\$9,444,000	\$4,144,000	\$1,125,000	\$1,125,000
 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.

1. 2017 Water Master Plan (82263) \$100,000

The City's Water Master Plan is dated 2012 and updates should be completed every 5 years. It evaluates the condition of the water system and identifies deficiencies and improvements that are necessary to continue water production to meet the needs of the community. The updated Water Plastic Plan is necessary to ensure the data used in the analysis is accurate and the most up to date.

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

2. Street Maintenance (81580) \$950,000

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 repairs and maintenance.

Impact on Operating Budget: This is the annual contribution from the Water Fund to the City's General Fund for street maintenance.

3. Water Main Seismic Retrofit (82264) \$75,000

This is to install expansion joints to minimize the potential of rupturing of transmission water mains leaving Delta facility to City limits

Impact on Operating Budget: This will reduce potential earthquake damage in City liabilities as well as water delivery.

2016-2017 Water Capital Projects

Street Maintenance (81580)	\$ 950,000
Groundwater Treatment System (82259)	8,300,000 *
Water Small Capital Purchases (82260)	29,000
Pilot Mobile Workforce System (82261)	50,000
Emergency Portable Pumper (82262)	<u>115,000</u>
Total	<u>\$ 9,444,000</u>

(* *Projects in progress*)

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
CAPITAL OUTLAY					
81000 Capital Improvements	\$900,000	\$950,000	\$950,000	\$950,000	\$950,000
82000 Capital Improvements	0	8,494,000	3,194,000	175,000	175,000
TOTAL	\$900,000	\$9,444,000	\$4,144,000	\$1,125,000	\$1,125,000
GRAND TOTAL	\$900,000	\$9,444,000	\$4,144,000	\$1,125,000	\$1,125,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$151,335	\$273,941	\$273,951	\$288,478	\$288,478
SERVICES & SUPPLIES	391,676	588,357	588,421	593,624	593,624
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$543,011	\$862,298	\$862,372	\$882,102	\$882,102
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .59	 2.20	 2.20	 2.39	 2.39

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.

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency.* Modify the effluent production of Well 5 to be treated at the Centralized Groundwater Treatment System (CGTS).

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency.* Met pumping requirements per South El Monte Operating Unit (SEMOU) to remediate the contaminated well.
2. *Improve organizational effectiveness and efficiency.* Replaced activated Liquid Phase Granulated Activated Carbon (LPGAC) as required to comply with the Department of Water Resource's public health permit.
3. *Improve organizational effectiveness and efficiency.* Performed well testing to identify potential improvements to increase water production.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes cost for \$110,500 for carbon (GAC) replacements and equipment supplies and maintenance.
2. Other Agency Services category (#41000) includes \$24,500 for permit costs and fees required by government agencies.
3. Debt Service category (#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 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$116,503	\$176,801	\$176,801	\$181,898	\$181,898
11300 Part Time Salaries	3,989	5,850	5,850	6,000	6,000
11400 Overtime Salaries	5,044	9,500	9,500	9,500	9,500
11500 Separation Benefits	3,675	6,110	6,110	6,293	6,293
TOTAL	\$129,211	\$198,261	\$198,261	\$203,691	\$203,691
EMPLOYEE BENEFITS					
12200 Life Insurance	\$95	\$340	\$340	\$356	\$356
12300 Medical Insurance	5,641	18,828	18,830	21,042	21,042
12350 Medicare Insurance	808	2,519	2,520	2,661	2,661
12370 Part Time Retirement	121	162	160	160	160
12400 Dental Insurance	358	1,358	1,360	1,449	1,449
12500 Workers Compensation	3,150	5,208	5,210	5,468	5,468
12600 Retirement	11,615	46,086	46,090	52,354	52,354
12900 Long Term Disability	236	824	820	903	903
12950 Vision Plan	100	355	360	394	394
TOTAL	\$22,124	\$75,680	\$75,690	\$84,787	\$84,787
SERVICES & SUPPLIES					
23000 R/M Supplies	\$47,351	\$110,500	\$110,500	\$110,500	\$110,500
31000 Contracted Services	48,315	90,621	90,620	90,700	90,700
32000 Communications	46	90	150	180	180
33000 Motor Pool Charges	7,931	8,169	8,170	8,414	8,414
36000 Utilities	73,458	154,206	154,210	158,830	158,830
38000 R/M Contractual	0	500	500	500	500
41000 Other Agency Serv	14,575	24,271	24,271	24,500	24,500
42000 Debt Service	200,000	200,000	200,000	200,000	200,000
TOTAL	\$391,676	\$588,357	\$588,421	\$593,624	\$593,624
GRAND TOTAL	\$543,011	\$862,298	\$862,372	\$882,102	\$882,102

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 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Public Works/Asst. City Mgr	0.10	0.10	0.10	\$17,500	\$12,800	\$12,800
Water Utility Manager	0.20	0.20	0.20	24,150	24,754	24,754
Water Production Supervisor	0.25	0.25	0.25	23,295	23,295	23,295
Principal Mgmt Analyst	0.20	0.20	0.20	15,509	19,841	19,841
Sr. Water Production System Operator	0.25	0.25	0.25	19,074	19,074	19,074
Water Distribution Lead Worker	0.08	0.06	0.06	3,865	3,898	3,898
Water Production System Operator	0.90	0.90	0.90	56,928	56,741	56,741
Water Utility Maintenance Worker	0.11	0.32	0.32	5,652	14,458	14,458
Bilingual	0.00	0.00	0.00	348	348	348
DHS Certification	0.00	0.00	0.00	5,211	4,550	4,550
Education Incentive	0.00	0.00	0.00	120	939	939
Longevity Pay	0.00	0.00	0.00	0	1,200	1,200
Overtime	0.00	0.00	0.00	9,500	9,500	9,500
Separation Benefits	0.00	0.00	0.00	6,110	6,293	6,293
<u>Part-Time</u>						
Accountant	0.11	0.11	0.11	5,850	6,000	6,000
Total	2.20	2.39	2.39	\$193,112	\$203,691	\$203,691

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well No.12 Treatment Plant
ACTIVITY NO.: 4227

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$229,984	\$271,479	\$272,990	\$287,858	\$287,858
SERVICES & SUPPLIES	345,825	574,203	400,980	516,217	516,217
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$575,809	\$845,682	\$673,970	\$804,075	\$804,075
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.08	 2.25	 2.25	 2.45	 2.45

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.

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency.* Modify Well 12 to supply water to the Centralized Groundwater Treatment System (CGTS) for treatment.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency.* Performed well testing to identify potential improvements to increase water production.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$82,000 for carbon replacements at air stripper tower and equipment supplies and maintenance.
2. Contracted Services category (#31000) includes legal fees, data processing, and professional services for water quality analysis, \$36,291.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$157,649	\$177,431	\$177,430	\$182,548	\$182,548
11300 Part Time Salaries	3,989	5,850	5,850	6,000	6,000
11400 Overtime Salaries	17,010	6,500	8,000	8,500	8,500
11500 Separation Benefits	3,675	5,449	5,450	5,612	5,612
TOTAL	\$182,323	\$195,230	\$196,730	\$202,660	\$202,660
EMPLOYEE BENEFITS					
12200 Life Insurance	\$283	\$342	\$340	\$361	\$361
12300 Medical Insurance	18,334	19,457	19,460	21,513	21,513
12350 Medicare Insurance	2,611	2,525	2,530	2,670	2,670
12370 Part Time Retirement	121	162	160	160	160
12400 Dental Insurance	1,048	1,402	1,400	1,482	1,482
12500 Workers Compensation	3,150	4,908	4,910	5,153	5,153
12600 Retirement	39,228	46,252	46,250	52,543	52,543
12650 Pension Gasb68 Expense	-18,087	0	0	0	0
12900 Long Term Disability	681	836	840	915	915
12950 Vision Plan	292	365	370	401	401
TOTAL	\$47,661	\$76,249	\$76,260	\$85,198	\$85,198
SERVICES & SUPPLIES					
23000 R/M Supplies	\$49,398	\$182,000	\$82,000	\$82,000	\$82,000
31000 Contracted Services	32,614	61,195	36,200	36,291	36,291
32000 Communications	270	270	270	180	180
33000 Motor Pool Charges	7,725	7,957	7,960	8,196	8,196
36000 Utilities	250,027	313,231	265,000	380,000	380,000
37000 Leases & Rentals	0	550	550	550	550
38000 R/M Contractual	0	1,000	1,000	1,000	1,000
41000 Other Agency Serv	5,791	8,000	8,000	8,000	8,000
TOTAL	\$345,825	\$574,203	\$400,980	\$516,217	\$516,217
GRAND TOTAL	\$575,809	\$845,682	\$673,970	\$804,075	\$804,075

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 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Public Works/Asst. City Mgr	0.10	0.10	0.10	\$17,500	\$12,800	\$12,800
Water Utility Manager	0.20	0.20	0.20	24,150	24,754	24,754
Water Production Supervisor	0.25	0.25	0.25	23,295	23,295	23,295
Principal Management Analyst	0.20	0.20	0.20	15,509	19,841	19,841
Public Works Technician	0.05	0.00	0.00	2,459	0	0
Sr. Water Production System Operator	0.25	0.25	0.25	19,074	19,074	19,074
Water Production System Operator	0.85	0.90	0.90	54,035	56,739	56,739
Water Utility Maintenance Worker	0.12	0.32	0.32	5,375	14,181	14,181
Water Distribution Lead Worker	0.05	0.05	0.05	2,899	2,924	2,924
Senior Clerk Typist	0.05	0.05	0.05	2,500	1,954	1,954
Bilingual	0.00	0.00	0.00	336	336	336
DHS Certification	0.00	0.00	0.00	5,027	4,511	4,511
Education Incentive	0.00	0.00	0.00	105	939	939
Longevity Pay	0.00	0.00	0.00	0	1,200	1,200
Overtime	0.00	0.00	0.00	6,500	8,500	8,500
Separation Benefits	0.00	0.00	0.00	5,449	5,612	5,612

Part-Time

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 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
<u>Part-Time</u>						
Accountant	0.13	0.13	0.13	\$5,850	\$6,000	\$6,000
Total	2.25	2.45	2.45	\$190,063	\$202,660	\$202,660

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> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$43,903	\$0	\$4,039	\$4,236	\$4,236
SERVICES & SUPPLIES	61,624	151,585	67,667	85,986	85,986
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$105,527	\$151,585	\$71,706	\$90,222	\$90,222
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .25	 0	 0	 .05	 .05

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.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$23,000 for treatment plant maintenance and equipment supplies for treatment facility.
2. Other Agency Services category (#41000) \$13,000 is for expenditures related to other government agencies for the operating permit (DHS), Storm Water Permit (RWQCB), and hazardous waste disposal fees (EPA).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$21,553	\$0	\$2,500	\$2,837	\$2,837
11300 Part Time Salaries	2,250	0	350	0	0
11400 Overtime Salaries	3,426	0	40	50	50
11500 Separation Benefits	3,990	0	0	0	0
TOTAL	\$31,219	\$0	\$2,890	\$2,887	\$2,887
EMPLOYEE BENEFITS					
12200 Life Insurance	\$51	\$0	\$12	\$8	\$8
12300 Medical Insurance	3,286	0	520	442	442
12350 Medicare Insurance	397	0	40	42	42
12370 Part Time Retirement	77	0	12	0	0
12400 Dental Insurance	169	0	28	12	12
12500 Workers Compensation	3,150	0	0	0	0
12600 Retirement	5,384	0	510	818	818
12900 Long Term Disability	129	0	20	20	20
12950 Vision Plan	41	0	7	7	7
TOTAL	\$12,684	\$0	\$1,149	\$1,349	\$1,349
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$32,500	\$20,000	\$23,000	\$23,000
31000 Contracted Services	5,129	9,621	6,620	7,700	7,700
32000 Communications	1	85	90	90	90
33000 Motor Pool Charges	7,725	7,957	7,957	8,196	8,196
36000 Utilities	32,269	81,922	20,000	30,000	30,000
37000 Leases & Rentals	0	2,500	0	0	0
38000 R/M Contractual	0	4,000	0	4,000	4,000
41000 Other Agency Serv	16,500	13,000	13,000	13,000	13,000
TOTAL	\$61,624	\$151,585	\$67,667	\$85,986	\$85,986
GRAND TOTAL	\$105,527	\$151,585	\$71,706	\$90,222	\$90,222

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Water Production System Operator	0.00	0.05	0.05	\$0	\$2,693	\$2,693
Education Incentive	0.00	0.00	0.00	0	144	144
Overtime	0.00	0.00	0.00	0	50	50
Total	0.00	0.05	0.05	\$0	\$2,887	\$2,887

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well 1, 3, 10 & Fern Voc
ACTIVITY NO.: 4229

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$83,723	\$222,124	\$222,130	\$230,798	\$230,798
SERVICES & SUPPLIES	462,382	407,316	357,315	379,945	379,945
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$546,105	\$629,440	\$579,445	\$610,743	\$610,743
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .67	 1.96	 1.96	 1.96	 1.96

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.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$100,500 for carbon (GAC) replacements and equipment supplies and maintenance.
2. Contracted Services category (#31000) includes \$56,531 for legal fees, data processing, water analyses, compliance reports and consultant services.
3. 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 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$48,225	\$143,904	\$143,900	\$144,062	\$144,062
11300 Part Time Salaries	3,663	5,850	5,850	6,000	6,000
11400 Overtime Salaries	5,531	4,500	4,500	7,500	7,500
11500 Separation Benefits	3,518	5,238	5,240	5,395	5,395
TOTAL	\$60,937	\$159,492	\$159,490	\$162,957	\$162,957
EMPLOYEE BENEFITS					
12200 Life Insurance	\$95	\$286	\$290	\$286	\$286
12300 Medical Insurance	5,978	15,795	15,800	16,712	16,712
12350 Medicare Insurance	842	2,054	2,050	2,108	2,108
12370 Part Time Retirement	108	144	140	140	140
12400 Dental Insurance	356	1,124	1,120	1,175	1,175
12500 Workers Compensation	2,940	4,687	4,690	4,921	4,921
12600 Retirement	12,130	37,520	37,520	41,466	41,466
12900 Long Term Disability	239	725	730	725	725
12950 Vision Plan	98	297	300	308	308
TOTAL	\$22,786	\$62,632	\$62,640	\$67,841	\$67,841
SERVICES & SUPPLIES					
23000 R/M Supplies	\$147,431	\$130,500	\$80,500	\$100,500	\$100,500
31000 Contracted Services	84,399	56,458	56,460	56,531	56,531
32000 Communications	46	60	60	135	135
33000 Motor Pool Charges	7,931	8,169	8,170	8,414	8,414
36000 Utilities	84,016	74,694	74,690	76,930	76,930
37000 Leases & Rentals	0	1,000	1,000	1,000	1,000
38000 R/M Contractual	0	2,500	2,500	2,500	2,500
41000 Other Agency Serv	6,524	1,900	1,900	1,900	1,900
42000 Debt Service	132,035	132,035	132,035	132,035	132,035
TOTAL	\$462,382	\$407,316	\$357,315	\$379,945	\$379,945
GRAND TOTAL	\$546,105	\$629,440	\$579,445	\$610,743	\$610,743

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 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Water Utility Manager	0.15	0.15	0.15	\$18,113	\$18,565	\$18,565
Water Production Supervisor	0.20	0.20	0.20	18,636	18,636	18,636
Principal Management Analyst	0.20	0.20	0.20	15,509	19,841	19,841
Senior Water Production System Operator	0.20	0.20	0.20	15,260	15,261	15,261
Water Production System Operator	0.95	0.85	0.85	59,822	54,048	54,048
Water Utility Maintenance Worker	0.07	0.17	0.17	3,380	7,784	7,784
Water Distribution Lead Worker	0.06	0.06	0.06	3,865	3,898	3,898
Bilingual	0.00	0.00	0.00	348	348	348
DHS Certification	0.00	0.00	0.00	4,647	4,070	4,070
Education Incentive	0.00	0.00	0.00	135	651	651
Longevity Pay	0.00	0.00	0.00	0	960	960
Overtime	0.00	0.00	0.00	4,500	7,500	7,500
Separation Benefits	0.00	0.00	0.00	5,238	5,395	5,395
<u>Part-Time</u>						
Accountant	0.13	0.13	0.13	5,850	6,000	6,000
Total	1.96	1.96	1.96	\$155,303	\$162,957	\$162,957

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> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$251,539	\$247,667	\$247,670	\$242,834	\$242,834
SERVICES & SUPPLIES	265,251	248,734	186,034	206,459	206,459
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$516,790	\$496,401	\$433,704	\$449,293	\$449,293
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.12	 2.04	 2.04	 2.01	 2.01

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.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$100,700 for carbon replacements and equipment supplies and maintenance.
2. Contracted Services category (#31000) includes \$49,000 for legal fees, water analyses, compliance and consultant services.
3. 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 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$161,688	\$163,201	\$163,200	\$155,077	\$155,077
11300 Part Time Salaries	3,440	5,850	5,850	6,000	6,000
11400 Overtime Salaries	16,988	5,500	5,500	6,500	6,500
11500 Separation Benefits	3,045	3,826	3,830	3,941	3,941
TOTAL	\$185,161	\$178,377	\$178,380	\$171,518	\$171,518
EMPLOYEE BENEFITS					
12200 Life Insurance	\$278	\$314	\$310	\$294	\$294
12300 Medical Insurance	18,575	17,516	17,520	17,455	17,455
12350 Medicare Insurance	2,658	2,327	2,330	2,268	2,268
12370 Part Time Retirement	112	144	140	140	140
12400 Dental Insurance	1,042	1,300	1,300	1,198	1,198
12500 Workers Compensation	2,625	4,051	4,050	4,254	4,254
12600 Retirement	40,124	42,542	42,540	44,630	44,630
12900 Long Term Disability	672	765	770	745	745
12950 Vision Plan	292	331	330	332	332
TOTAL	\$66,378	\$69,290	\$69,290	\$71,316	\$71,316
SERVICES & SUPPLIES					
23000 R/M Supplies	\$171,120	\$150,700	\$80,700	\$100,700	\$100,700
31000 Contracted Services	45,080	49,000	49,000	49,000	49,000
32000 Communications	314	300	300	180	180
33000 Motor Pool Charges	7,931	8,169	8,169	8,414	8,414
38000 R/M Contractual	0	700	700	700	700
41000 Other Agency Serv	2,841	1,900	9,200	9,500	9,500
42000 Debt Service	37,965	37,965	37,965	37,965	37,965
TOTAL	\$265,251	\$248,734	\$186,034	\$206,459	\$206,459
GRAND TOTAL	\$516,790	\$496,401	\$433,704	\$449,293	\$449,293

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Director of Public Works/Asst. City Mgr	0.10	0.10	0.10	\$17,500	\$12,800	\$12,800
Water Utility Manager	0.20	0.20	0.20	24,150	24,754	24,754
Water Production Supervisor	0.20	0.20	0.20	18,636	18,636	18,636
Principal Management Analyst	0.20	0.20	0.20	15,509	19,841	19,841
Public Works Technician	0.05	0.00	0.00	2,459	0	0
Senior Water Production System Operator	0.20	0.20	0.20	15,259	15,261	15,261
Water Production System Operator	0.80	0.70	0.70	50,172	44,315	44,315
Water Distribution Lead Worker	0.04	0.06	0.06	2,834	3,898	3,898
Water Utility Maintenance Worker	0.07	0.17	0.17	3,380	7,784	7,784
Senior Clerk Typist	0.05	0.05	0.05	2,500	1,954	1,954
Bilingual	0.00	0.00	0.00	288	288	288
DHS Certification	0.00	0.00	0.00	4,611	3,806	3,806
Education Incentive	0.00	0.00	0.00	120	780	780
Longevity Pay	0.00	0.00	0.00	0	960	960
Overtime	0.00	0.00	0.00	5,500	6,500	6,500
Separation Benefits	0.00	0.00	0.00	3,826	3,941	3,941

Part-Time

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
<u>Part-Time</u>						
Accountant	0.13	0.13	0.13	\$5,850	\$6,000	\$6,000
Total	2.04	2.01	2.01	\$172,594	\$171,518	\$171,518

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$250,278	\$116,738	\$121,753	\$68,632	\$68,632
SERVICES & SUPPLIES	99,546	222,412	93,170	145,274	145,274
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$349,824	\$339,150	\$214,923	\$213,906	\$213,906
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.89	 .50	 .50	 .60	 .60

Program Description

This activity is for the operation and maintenance of Well No. 15 as indicated by the Environmental Protection Agency's Interim Record of Decision (I-ROD) to help facilitate the removal of Perchlorate and Volatile Organic Compounds in the groundwater from the San Gabriel Valley Water Basin.

Costs for this activity include personnel costs, equipment and maintenance supplies, laboratory analyses, compliance reports, electricity service, and fees to other governmental agencies.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from the South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain the treatment facility per the California Department of Public Health regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$12,375 for legal fees, data processing and water analyses, compliance reports and consultant services.
2. R/M Contractual category (#41000) includes \$50,000 for repair and maintenance of wells, pumps and various equipment.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$161,679	\$76,063	\$76,063	\$39,923	\$39,923
11300 Part Time Salaries	3,439	0	5,000	0	0
11400 Overtime Salaries	16,988	5,000	5,000	5,000	5,000
11500 Separation Benefits	2,363	2,410	2,410	2,483	2,483
TOTAL	\$184,469	\$83,473	\$88,473	\$47,406	\$47,406
EMPLOYEE BENEFITS					
12200 Life Insurance	\$276	\$150	\$150	\$94	\$94
12300 Medical Insurance	18,533	8,697	8,700	5,869	5,869
12350 Medicare Insurance	2,659	1,080	1,080	584	584
12370 Part Time Retirement	112	144	140	140	140
12400 Dental Insurance	1,042	655	660	389	389
12500 Workers Compensation	2,100	2,205	2,210	2,315	2,315
12600 Retirement	40,121	19,826	19,830	11,497	11,497
12900 Long Term Disability	674	349	350	238	238
12950 Vision Plan	292	159	160	100	100
TOTAL	\$65,809	\$33,265	\$33,280	\$21,226	\$21,226
SERVICES & SUPPLIES					
23000 R/M Supplies	\$2,625	\$3,050	\$3,050	\$3,050	\$3,050
31000 Contracted Services	7,299	12,276	12,280	12,375	12,375
32000 Communications	314	300	300	45	45
33000 Motor Pool Charges	7,931	8,169	8,170	8,414	8,414
36000 Utilities	80,574	67,465	67,470	69,490	69,490
38000 R/M Contractual	0	129,252	0	50,000	50,000
41000 Other Agency Serv	803	1,900	1,900	1,900	1,900
TOTAL	\$99,546	\$222,412	\$93,170	\$145,274	\$145,274
GRAND TOTAL	\$349,824	\$339,150	\$214,923	\$213,906	\$213,906

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Water Utility Manager	0.05	0.05	0.05	\$6,038	\$6,188	\$6,188
Water Production Supervisor	0.05	0.05	0.05	4,659	4,659	4,659
Public Works Technician	0.05	0.00	0.00	2,459	0	0
Senior Water Production System Operator	0.05	0.25	0.25	3,815	3,815	3,815
Water Production System Operator	0.20	0.15	0.15	12,543	15,119	15,119
Water Utility Maintenance Worker	0.05	0.05	0.05	2,273	6,673	6,673
Senior Clerk Typist	0.05	0.05	0.05	2,500	1,954	1,954
Bilingual	0.00	0.00	0.00	60	60	60
DHS Certification	0.00	0.00	0.00	1,056	912	912
Education Incentive	0.00	0.00	0.00	30	303	303
Longevity Pay	0.00	0.00	0.00	0	240	240
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	2,410	2,483	2,483
Total	0.50	0.60	0.60	\$42,843	\$47,406	\$47,406

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 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$33,133	\$0	\$2,530	\$4,219	\$4,219
SERVICES & SUPPLIES	4,512	29,521	9,520	29,600	29,600
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$37,645	\$29,521	\$12,050	\$33,819	\$33,819
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .25	 0	 0	 .05	 .05

Program Description

This activity provides for the costs associated with water remediation activities for Well No. 5 for perchlorate removal and future contaminants that may be found in the water system. This activity includes the operation and maintenance of a treatment system with a capacity of 1,600 gallons per minute. Costs for this activity include carbon for four vessels, equipment and maintenance supplies, programmable logic controls for the SCADA operating system, laboratory analyses, compliance reports, fees to other governmental agencies, electricity, and inspections.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Operate and maintain the new facility per California Department of Public Health regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$20,500 for the cost of replacing carbon and supplies needed for the maintenance of the treatment facility.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$17,195	\$0	\$2,500	\$2,837	\$2,837
11400 Overtime Salaries	2,918	0	30	33	33
11500 Separation Benefits	2,805	0	0	0	0
TOTAL	\$22,918	\$0	\$2,530	\$2,870	\$2,870
EMPLOYEE BENEFITS					
12200 Life Insurance	\$40	\$0	\$0	\$8	\$8
12300 Medical Insurance	2,452	0	0	442	442
12350 Medicare Insurance	292	0	0	42	42
12400 Dental Insurance	130	0	0	12	12
12500 Workers Compensation	2,940	0	0	0	0
12600 Retirement	4,230	0	0	818	818
12900 Long Term Disability	100	0	0	20	20
12950 Vision Plan	31	0	0	7	7
TOTAL	\$10,215	\$0	\$0	\$1,349	\$1,349
SERVICES & SUPPLIES					
23000 R/M Supplies	\$1,146	\$20,500	\$500	\$20,500	\$20,500
31000 Contracted Services	2,563	6,621	6,620	6,700	6,700
38000 R/M Contractual	0	500	500	500	500
41000 Other Agency Serv	803	1,900	1,900	1,900	1,900
TOTAL	\$4,512	\$29,521	\$9,520	\$29,600	\$29,600
GRAND TOTAL	\$37,645	\$29,521	\$12,050	\$33,819	\$33,819

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 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Water Production System Operator	0.00	0.05	0.05	\$0	\$2,693	\$2,693
Education Incentive	0.00	0.00	0.00	0	144	144
Overtime	0.00	0.00	0.00	0	33	33
Total	0.00	0.05	0.05	\$0	\$2,870	\$2,870

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,825	125,000	50,000	50,000	50,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,825	\$125,000	\$50,000	\$50,000	\$50,000
 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.

2017-2018 GOALS AND OBJECTIVES

1. *Achieve financial stability.* Minimize the purchase of water from the San Gabriel Valley Water Company.

2016-2017 GOALS AND OBJECTIVES

1. *Achieve financial stability.* Proactively maintain the wells and treatment plants to minimize the need to purchase water.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Service and Supplies (#22000) includes \$50,000 for water assessment charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Interconnection/Purchase

ACTIVITY NO.: 4233

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,825	\$125,000	\$50,000	\$50,000	\$50,000
TOTAL	\$1,825	\$125,000	\$50,000	\$50,000	\$50,000
GRAND TOTAL	\$1,825	\$125,000	\$50,000	\$50,000	\$50,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$476,092	\$499,013	\$499,012	\$449,692	\$449,692
SERVICES & SUPPLIES	433,492	561,727	558,323	608,627	608,627
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$909,584	\$1,060,740	\$1,057,335	\$1,058,319	\$1,058,319
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.50	 4.50	 4.50	 4.00	 4.00

Program Description

This activity provides for the care and maintenance of approximately 10,000 City Street & Parkway trees. These trees consist of 37 different species, and are of various sizes, shapes and age. 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 businesses. The work accomplished by this division in properly maintaining the tree inventory, helps the environment by providing the cooling and cleaning effect trees have on surrounding air quality.

The majority of tree work tasked to this division is provided by contractors. Each tree, under contract, is electronically inventoried and trimmed based on our 14-grid system that schedules three 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 every year, and are delegated to their own separate grid (Grid #13). 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, and for proper mobility on streets and sidewalks.
- Provide attractive and healthy trees through regularly scheduled inspection, trimming, removal, and replacement when possible.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Street Tree Trimmed	2,597	2,744	2,775
Street Trees Planted	47	68	75
Street Trees Removed	63	225	60
Service Requests	307	325	300

2017-2018 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification:* Replant approximately 75-100 trees in Grid #14 (City Parks) that were lost during the recent drought. A program for 2017-18 is being coordinated with the California Conservation Corps, under the Competitive Excess Funds Tree Planting Program.
2. *Improve Organizational Effectiveness and Efficiency:* To continue with ardent focus, our recently-developed internal program to monitor and take action when required on all City trees on a daily basis. As they are grid-trimmed, the records are kept in real time. This data is viewable by City Staff within 48 hours. Trees deemed hazardous or at-risk will be scheduled for removal within 30 days.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* A complete City-wide tree inventory was conducted in 2016. This inventory yielded an up to date tree inventory profile. Upon review of that inventory, 185 hazardous and intrusive trees identified in various areas throughout the City were cleared and removed within 90 days. One such targeted area was at the West Garvey-Fremont Bridge where 18 of 25 Eucalyptus were removed for safety reasons.

2. *Improve Community-wide Beautification:* The removal of all non-conforming shrubs and trees in six medians along W. Garvey Avenue. At 34,900 sq. ft., these are the longest medians in the City, beginning at Hitchcock, and ending at the Casuda Canyon City border. Irrigation systems were refurbished, and medians now contain the drought tolerant palette used throughout the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services category (#31000) of \$525,000 reflects costs for the City Street and Parkway tree-trimming program, maintenance of all City boulevard medians, and the recently completed Garvey Reservoir Conservation / Demonstration Garden.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$272,435	\$288,342	\$288,342	\$237,623	\$237,623
11400 Overtime Salaries	12,362	5,000	5,000	5,000	5,000
11500 Separation Benefits	23,208	20,400	20,400	21,012	21,012
TOTAL	\$308,005	\$313,742	\$313,742	\$263,635	\$263,635
EMPLOYEE BENEFITS					
12200 Life Insurance	\$627	\$703	\$700	\$624	\$624
12300 Medical Insurance	28,582	33,460	33,460	37,431	37,431
12350 Medicare Insurance	4,281	4,197	4,200	3,521	3,521
12400 Dental Insurance	1,341	1,019	1,020	2,066	2,066
12500 Workers Compensation	65,080	68,334	68,330	71,751	71,751
12600 Retirement	66,140	75,297	75,290	68,460	68,460
12800 Uniform Allowance	0	92	90	0	0
12900 Long Term Disability	1,608	1,783	1,790	1,584	1,584
12950 Vision Plan	428	386	390	620	620
TOTAL	\$168,087	\$185,271	\$185,270	\$186,057	\$186,057
SERVICES & SUPPLIES					
21000 Office Supplies	\$965	\$1,300	\$1,300	\$1,000	\$1,000
22000 Operating Supplies	3,765	5,350	5,350	5,200	5,200
23000 R/M Supplies	2,893	5,000	3,500	3,500	3,500
24000 Small Tools	1,835	3,500	1,500	3,000	3,000
31000 Contracted Services	356,857	476,900	476,900	525,000	525,000
32000 Communications	636	560	965	630	630
33000 Motor Pool Charges	60,153	61,958	61,958	63,817	63,817
36000 Utilities	1,878	2,409	2,100	2,480	2,480
38000 R/M Contractual	4,510	4,750	4,750	4,000	4,000
TOTAL	\$433,492	\$561,727	\$558,323	\$608,627	\$608,627
GRAND TOTAL	\$909,584	\$1,060,740	\$1,057,335	\$1,058,319	\$1,058,319

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Park Superintendent	0.70	0.70	0.70	\$55,920	\$57,313	\$57,313
Park Supervisor	0.60	0.60	0.60	52,430	40,982	40,982
Park Maintenance Crew Leader	0.60	0.60	0.60	38,851	38,851	38,851
Maintenance Worker	2.60	2.10	2.10	125,461	95,461	95,461
Bilingual	0.00	0.00	0.00	1,380	1,380	1,380
Longevity Pay	0.00	0.00	0.00	4,320	2,880	2,880
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Pest Control Special Pay	0.00	0.00	0.00	864	0	0
Pesticide/Herbicide Pay	0.00	0.00	0.00	936	756	756
Separation Benefits	0.00	0.00	0.00	20,400	21,012	21,012
Total	4.50	4.00	4.00	\$305,562	\$263,635	\$263,635

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>	<u>Year-End</u> <u>Estimated</u> <u>2016-17</u>	<u>Proposed</u> <u>2017-18</u>	<u>Adopted</u> <u>2017-18</u>
PERSONNEL COST	\$629,339	\$622,264	\$622,272	\$646,376	\$646,376
SERVICES & SUPPLIES	318,845	387,750	348,960	363,609	363,609
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$948,184	\$1,010,014	\$971,232	\$1,009,985	\$1,009,985
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.19	 7.19	 7.19	 7.69	 7.69

Program Description

This activity provides for the maintenance of the City's eight large parks, five small parks, one hiking trail, and one demonstration garden, totaling 113.64 acres. There is a park located within one-half mile of every Monterey Park household. This activity also provides for the exterior maintenance of 13 free standing restroom facilities, 16 tennis courts and two warm up courts, three outdoor basketball courts, and multiple picnic facilities. Additionally, this Division also provides the landscape maintenance for the Monterey Park Bruggemeyer Library and its surrounding parking lots, also, the Service Club House, Langley Center, El Encanto, Beth Ryan Park, and City employee parking lots.

The Parks Division maintains a very important part of our City's infrastructure. The Division makes a significant impact, helping enrich the lives of residents and all Park users. This Division provides staffing to all parks, 365 days a year. The Parks Division plays an integral role part in maintaining a safe and clean environment. Residents and all Park users can relax, exercise, and enjoy their family and friends in parks that are clean and green. Residents have the choice of participating in various programs and sports leagues that all are offered in this

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, providing safe, attractive, and user-friendly recreation facilities.
- With water conservation no longer a goal, but a standard, continued use of drought tolerant turf, plants and shrubs, and irrigation techniques.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Park Service Requests	161	210	195
Number of Special Projects	15	16	18

2017-2018 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification:* Continue to review viable ideas involving targeted areas of modification and improvement. These locations include the mall area in front of City Hall, and the east side of the S. Atlantic corridor between El Repetto & Brightwood.
2. *Improve Community-wide Beautification:* Continue to work with the Recreation Department on a two-year program to remove the sand from Parks play areas, and replace them with rubberized play surface. Of the 11 sand play areas, five have been removed and replaced.

2016-2017 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification:* Completed the creation of the Edison Hiking Trail. Improvements to the Trail included two rail fencing at all street crossings, five ADA pet-friendly drinking fountains, six resting benches, and a City information bulletin board kiosk at each Trailhead.
2. *Improve Community-wide Beautification:* Completed the remaining two City entrance median upgrades. These median entrances are on N. Atlantic and Hellman & N. Garfield and Hellman.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$41,500 for landscaping supplies, cleaning and sanitary supplies for the park restrooms, staff uniforms (including part time staff), and various other supplies.
2. Contracted Services category (#31000) reflects \$45,000 annual professional contract services to include weed abatement, irrigation repair, special project plant & tree purchases, hydro-seeding, concrete work, and other special projects.
3. R/M Contractual category (#38000) reflects \$67,000 for evening janitorial services for park restrooms 365 nights annually.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	\$335,184	\$321,782	\$321,782	\$327,530	\$327,530
11300 Part Time Salaries	29,305	42,500	42,500	42,500	42,500
11400 Overtime Salaries	17,998	10,000	10,000	10,000	10,000
11500 Separation Benefits	30,000	30,600	30,600	31,518	31,518
TOTAL	\$412,487	\$404,882	\$404,882	\$411,548	\$411,548
EMPLOYEE BENEFITS					
12200 Life Insurance	\$881	\$858	\$860	\$936	\$936
12300 Medical Insurance	48,081	48,409	48,410	51,509	51,509
12350 Medicare Insurance	5,610	4,595	4,600	4,871	4,871
12370 Part Time Retirement	866	1,630	1,630	600	600
12400 Dental Insurance	3,096	3,081	3,080	4,114	4,114
12500 Workers Compensation	68,250	71,663	71,660	75,246	75,246
12600 Retirement	87,224	84,036	84,040	94,394	94,394
12800 Uniform Allowance	0	300	300	0	0
12900 Long Term Disability	2,188	2,178	2,180	2,376	2,376
12950 Vision Plan	656	632	630	782	782
TOTAL	\$216,852	\$217,382	\$217,390	\$234,828	\$234,828
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,294	\$1,500	\$1,500	\$1,550	\$1,550
22000 Operating Supplies	38,760	49,900	39,500	41,500	41,500
23000 R/M Supplies	25,767	34,000	34,000	33,500	33,500
24000 Small Tools	4,760	5,000	5,000	5,000	5,000
31000 Contracted Services	43,795	45,000	45,000	45,000	45,000
32000 Communications	750	635	640	270	270
33000 Motor Pool Charges	86,520	89,116	89,120	91,789	91,789
36000 Utilities	49,587	75,899	50,000	65,000	65,000
37000 Leases & Rentals	1,794	5,000	5,000	2,000	2,000
38000 R/M Contractual	54,768	68,200	68,200	67,000	67,000
39000 Miscellaneous	915	1,500	1,000	1,000	1,000
41000 Other Agency Serv	10,135	12,000	10,000	10,000	10,000
TOTAL	\$318,845	\$387,750	\$348,960	\$363,609	\$363,609
GRAND TOTAL	\$948,184	\$1,010,014	\$971,232	\$1,009,985	\$1,009,985

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Class Title	Full-Time Equivalent Positions			Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted			
Park Superintendent	0.30	0.30	0.30	\$23,965	\$24,563	\$24,563
Park Supervisor	0.40	0.40	0.40	34,954	27,322	27,322
Park Maintenance Crew Leader	1.40	1.40	1.40	90,653	90,653	90,653
Maintenance Worker	3.40	3.90	3.90	157,886	180,288	180,288
Bilingual	0.00	0.00	0.00	420	1,020	1,020
Longevity Pay	0.00	0.00	0.00	2,880	1,920	1,920
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Pest Control Special Premium	0.00	0.00	0.00	576	0	0
Pesticide/Herbicide Pay	0.00	0.00	0.00	1,224	1,764	1,764
Separation Benefits	0.00	0.00	0.00	30,600	31,518	31,518
<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	7.19	7.69	7.69	\$395,658	\$411,548	\$411,548

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement
ACTIVITY: Capital Improvement
ACTIVITY NO.: 5000

SOURCE OF FUNDS:

General \$708,106
 Bike route \$50,000
 Sewer \$1,282,400
 Refuse \$20,000
 Shop \$185,000
 Technology Internal Service \$176,000
 Park Facilities \$20,000
 Water Operation \$90,000
 Water Treatment \$40,000
 Measure R Fund \$380,000
 Prop C Fund \$230,000
 CDBG \$100,000
 Maint Dist \$20,000
 Maintenance Grant (0075) \$75,000
 Video Serv Franchise Trust \$175,000
 Rubberized Pavement Grant \$120,000

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,540,734	6,104,667	2,587,447	3,831,506	3,671,506
TOTAL COSTS	\$1,540,734	\$6,104,667	\$2,587,447	\$3,831,506	\$3,671,506
 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 take 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 2017-2018**

Key Funding Sources

General Fund (0010) \$708,106

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.

Bike Route Fund (0023) \$50,000

Accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements.

Sewer Fund (0042) \$1,282,400

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 (0043) \$20,000

Accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.

Shop Fund (0060) \$185,000

Accounts for the purchase and upkeep of all motorized equipment used by City departments.

Technology/Data Processing Fund (0063) \$176,000

Accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system.

Park Facilities Fund (0070) \$20,000

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.

Water Fund (0092) \$90,000

Used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan.

Water Treatment Fund (0093) \$40,000

Used to account for financial resources for the treatment of certain chemical contaminations to meet water quality standards.

Measure R Fund (0110) \$380,000

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.

Prop C Fund (0166) \$230,000

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.

CDBG Fund (0169) \$100,000

Accounts used to provide assistance with fair housing, repayment of a Section 108 loan, ADA street improvements.

Maintenance District 93-1 (0176) \$20,000

Accounts for receipts and expenditures relating to the Citywide benefit assessment district for street lighting and median maintenance.

Maintenance Grant (0344) \$75,000

Accounts for special purpose financing provided by Specialty Restaurant for common areas maintenance.

Video Service Franchise Trust (0351) \$175,000

Accounts for the 1% franchise fees received from Charter and AT&T for the MPK-TV equipment upgrades.

Rubberized Pavement Grant (0421) \$120,000

Accounts is used to provide the Rubberized Asphalt Concrete to promote markets for recycled-content products derived from waste tires generated in California.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	328,104	1,000,000	550,000	2,375,400	2,215,400
TOTAL COSTS	\$328,104	\$1,000,000	\$550,000	\$2,375,400	\$2,215,400
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 2017-2018 street improvements include the following project:

1. Various Street Rehabilitation (91943) \$420,000

This project involves a combination of localized pavement repairs, rubberized asphalt overlay construction, and slurry seal coat application as identified in the City's Pavement Management Study.

Funding Source:

Measure R (0110)	\$300,000
Rubberized Pavement Grant (0421)	120,000

Impact on Operating Budget: Staff time will be required to manage consultant design engineering services and administer the construction contract.

2. Traffic Signal Upgrades (91924) \$230,000

This project involves the replacement and/or repair of underground conduits, wiring, vehicle detection, and controller cabinets for the following locations: Hellman/New, Garvey/Garfield, Atlantic/Harding, Atlantic/Brightwood, Cesar Chavez/Collegian, Cesar Chavez/Atlantic.

Funding Source:

Prop C (0166) \$230,000

Impact on Operating Budget: Staff time will be required to manage consultant design engineering services and administer the construction contract.

3. Traffic Signal Improvements at Potrero Grande/Market Place (91951) \$250,000

This project involves the construction of traffic signal improvements at the intersection of Potrero Grande and Market Place Drive.

Funding Source:

General - 2002 TI Bond Proceeds (0010) \$250,000

Impact on Operating Budget: Staff time will be required to manage consultant design engineering services and administer the construction contract.

4. ADA Curb Ramps and Sidewalk Repairs (91945) \$230,000

This project involves the construction of new ADA (Americans with Disabilities Act) curb ramps in high pedestrian areas, and repair of damaged or uplifted sidewalk sections.

Funding Source:

SB-821 (0023) \$ 50,000
Measure R (0110) 80,000
CDBG (0169) 100,000

Impact on Operating Budget: Staff time will be required to administer the construction contract.

5. Sewer Video Inspection Program (91941) \$150,000

As part of the SSMP (Sanitary Sewer Master Plan) video inspection of the sewer system is an integral operation in the proper maintenance of the sanitary sewer system. Videoing of the sewer main lines can also provide record of illegal lateral connections to the system that can have adverse to the integrity of the mainline.

Funding Source:
Sewer (0042) \$ 150,000

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

6. Sewer Lines Rehabilitation (91942) \$935,400

This project is to repair structural deficiencies in sanitary sewer mainlines, identified through 2013 CCTV Review of mainlines.

Funding Source:
Sewer (0042) \$ 935,400

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

2016-2017 Street Construction Projects

Street Resurfacing (91943) \$ 1,000,000 *

Total **\$ 1,000,000**

() Projects in Progress*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
CAPITAL OUTLAY					
91000 Capital Improvements	\$328,104	\$1,000,000	\$550,000	\$2,375,400	\$2,215,400
TOTAL	\$328,104	\$1,000,000	\$550,000	\$2,375,400	\$2,215,400
GRAND TOTAL	\$328,104	\$1,000,000	\$550,000	\$2,375,400	\$2,215,400

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,212,630	5,104,667	2,037,447	1,456,106	1,456,106
TOTAL COSTS	\$1,212,630	\$5,104,667	\$2,037,447	\$1,456,106	\$1,456,106
 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. MPK-TV Master Control Upgrade (91753) \$75,000

The City's current automated system is aging and is no longer under a service plan or warranty. This project is to replace a new and updated system to allow for the transition to high definition video, upon cooperation by our cable TV providers.

Funding Source:

Video Service Franchise (0351)

\$75,000

Impact on Operating Budget: The new system will ensure a reliable cable TV services, thus reducing repair costs.

2. Council Chamber Renovation (96100) \$100,000

The Council Chambers is 37 years old. This project is to upgrade the council chambers to include the replacement of dais, seating, wall panel, painting, carpet replacement, floor layout, configuration, ADA improvements and voting sound system.

Funding Source:

Video Service Franchise Trust (0351) \$100,000

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

3. Vactor Sewer Truck Equipment (91955) \$57,000

This project is to upgrade field equipment to CCTV software compatible with other office software with electronic maps on vehicle mounted computers in field trucks.

Funding Source:

Sewer (0042) \$57,000

Impact on Operating Budget: There is upgrade improves operational efficiency.

4. Dual Post Vehicle / Equipment Hoist (96096) \$225,000

The current vehicle hoist is aging and does not meet the current ALI/OSHA regulations. Safety regulations require all vehicle hoists to have automatic mast locking mechanisms every three inches. This project is to replace a full hoist to meet the current regulation.

Funding Source:

Sewer (0042)	\$ 40,000
Refuse (0043)	20,000
Water Operation (0092)	40,000
Water Treatment (0093)	40,000
Shop (0060)	85,000

Impact on Operating Budget: There is to be in compliance with regulations in operations.

5. City Yard Design and Architecture (96102) \$300,000

This project is for the architectural and engineering design for renovation of the City yard.

Funding Source:

General (0010)	\$ 50,000
Sewer (0042)	100,000

Water Operation (0092)	50,000
Shop (0060)	100,000

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

6. IT Network Equipment & Server Upgrade (99055) \$50,000

Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.

Funding Source:

Technology (0063)	\$50,000
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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.

7. Fund Revision and update to Accela Automation (99069) \$326,000

This project is to upgrade the current software to correct multiple deficiencies and update features necessary for proper, effective, and efficient operation.

Funding Source:

Technology (0063)	\$ 126,000
General (0010)	200,000

Impact on Operating Budget: Upgrades will improve the overall operation.

8. Specialty Restaurant/Golf Course Maintenance (99290) \$75,000

Maintenance, which is paid through a special deposit trust fund, is to provide parking lot sweeping, fire alarm monitoring, landscaping and Maintenance of the common area, slopes and hillsides surrounding Monterey Hill, Luminarias restaurants and Monterey Park Golf Course.

Funding Source:

Maintenance Grant (Trust) (0344)	\$75,000
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Impact on Operating Budget: Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

9. Duty Pistols Replacement (99324) \$75,000

The Police currently issues Glock 22 and Glock 27 pistols as the department duty weapon. The pistols are approximately 12 years old showing signs of wear, and at the recommended point of replacement. Fire components are exposed to extreme pressures and temperatures during its service life.

Funding Source:
General (0010) \$75,000

Impact on Operating Budget: Replacement of the weapons will ensure a reliable weapons system is being used and reduce maintenance costs.

10. Median Maintenance (82520) \$20,000

Re-landscape median on East side of Garvey Avenue to provide better aesthetics along Garvey Avenue, and be consistent with the newer plantings on East Garvey Avenue, using new, water efficient irrigation products.

Funding Source:
Maintenance District (0176) \$20,000

Impact on Operating Budget: There will be water expense savings due to efficient irrigation system.

11. Small Capitals for Recreation (88450) \$51,500

Recreation small capital purchases include Summer Family Fun Nights (\$14,000), playground repairs (\$20,000), replace doors for Ping Pong room and club rooms at Langley Center (\$7,500), sliding glass door closure Fitness area at Langley Center (\$10,000).

Funding Source:
General (0010) \$31,500
Park Facility (0070) \$20,000

Impact on Operating Budget: Funding would reduce future expenses for on-going repairs to aging equipment and provide new summer activities to residents.

12. Small Capitals for Public Works (88500) \$34,000

Public Works small capital purchases include City Hall Parking lot security camera system (\$24,200), and Air Conditioner replacement (\$9,800)

Funding Source:
General (0010) \$34,000

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

13. Small Capitals for Police (88550) \$27,606

Police small capital purchases include Weapon Storage Rack System (\$9,775), Honor Guard Uniform (\$7,200), Replica Rifles (\$400), Leather Flag Carriers (\$400), Flags (\$200), and Training (\$1,000) Callyo software (\$5,150), and Ballistic Tactical Shield (3,481).

Funding Source:
General (0010) \$27,606

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness and reduce liability.

14. Small Capitals for Fire (88560) \$40,000

Fire small capital purchase has one EKG monitor (\$40,000).

Funding Source:
General (0010) \$40,000

Impact on Operating Budget: Replacement ensures continuity of emergency services in addition to a decreased impact on repairs and maintenance costs.

2016-2017 Community Capital Projects

Capital Purchases for Public Works (88500)	16,000	**
Capital Purchases for Fire (88560)	19,794	*
Langley Center Enhancements (91746)	61,000	*
Elder Park Pool Heater (91749)	35,000	*
Barnes Park Underwater Lights (91751)	9,600	*
Amphitheater Seating/ADA (91752)	50,000	*
MPK TV and Video System (91753)	63,291	*
Dial-A-Ride and Bus Purchase (96066)	634,472	*
CNG Fueling Compressor System (96067)	175,500	**
City Yard Locker Room/Restroom (96069)	30,000	*
Library Improvements (96078)	28,410	*
Police Locker Room Remodel (96089)	380,000	*
Barnes Park Painting/Partitions (96091)	50,000	*
Garvey Ranch Day Care Painting (96092)	14,500	*
Potrero Grande Renovation (96093)	152,100	**
Atlantic Light Pole (96094)	50,000	*
Vagabond Retaining Wall Repair (96095)	70,000	*
Utility Rates Study Services (99024)	75,000	*
Network Equipment Upgrade (99055)	245,000	**
CAD/RMS System Upgrades (99067)	255,000	*
Police Record Purging/Scanning (99068)	75,000	*
Special Restaurant/Golf Course (99290)	75,000	*
Zoll Cardiac Defibrillators (99724)	40,000	**
Station 62 Replacement Design (99730)	<u>2,500,000</u>	*
	Total	\$ 5,104,667

(*) *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 2015/2016</u>	<u>Adopted 2016/2017</u>	<u>Year-End Estimated 2016/2017</u>	<u>Proposed 2017/2018</u>	<u>Adopted 2017/2018</u>
CAPITAL OUTLAY					
82000 Capital Improvements	\$0	\$0	\$0	\$20,000	\$20,000
88000 Capital Improvements	54,426	35,794	35,789	153,106	153,106
91000 Capital Improvements	59,443	218,891	159,290	132,000	132,000
96000 Capital Improvements	877,625	1,584,982	1,104,470	625,000	625,000
99000 Capital Improvements	221,136	3,265,000	737,898	526,000	526,000
TOTAL	\$1,212,630	\$5,104,667	\$2,037,447	\$1,456,106	\$1,456,106
GRAND TOTAL	\$1,212,630	\$5,104,667	\$2,037,447	\$1,456,106	\$1,456,106

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:
 General \$207,500
 General Liability \$2,987,000
 Water \$92,000
 CERCLA Liability \$160,000

DEPARTMENT: Non-Department
ACTIVITY: General Liabilities Program
ACTIVITY NO.: 5101

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	2,403,050	2,660,000	3,597,003	3,446,500	3,446,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,403,050	\$2,660,000	\$3,597,003	\$3,446,500	\$3,446,500
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

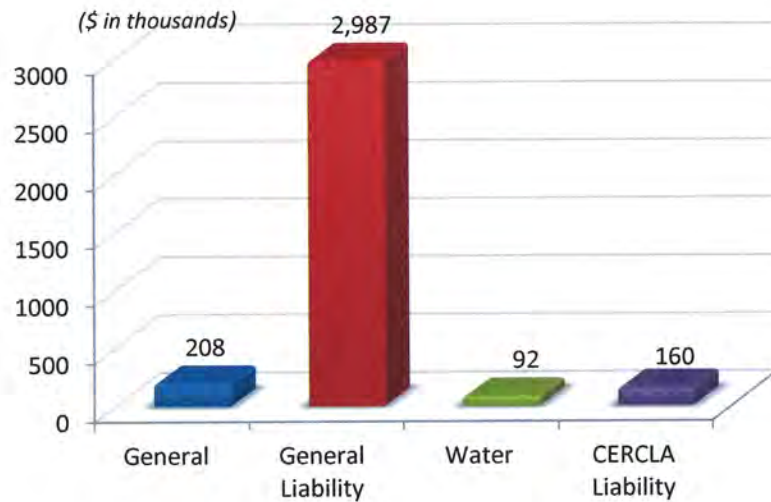
The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from \$300,000 to \$30 million per occurrence through the Independent 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 projected for \$3,467,000 for 2017-2018.

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$250,000 is for legal fees and costs associated with defending the City against general liability claims and lawsuits.
2. Insurance category (#35000) \$2.74 million includes insurance premiums to ICRMA, third-party claims administration, and the claim costs to resolve liability issues.
3. Miscellaneous Financial Services category (#44000) \$459,500 is the reimbursement from various funds to the General Liability Fund in order to meet incurred liabilities and Incurred But Not Reported (IBNR) losses.

General Liability Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **General Liabilities Program**

ACTIVITY NO.: **5101**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SERVICES & SUPPLIES					
31000 Contracted Services	\$225,282	\$100,000	\$390,000	\$250,000	\$250,000
35000 Insurance	1,747,768	2,130,000	2,777,003	2,737,000	2,737,000
44000 Misc Financial Serv	430,000	430,000	430,000	459,500	459,500
TOTAL	\$2,403,050	\$2,660,000	\$3,597,003	\$3,446,500	\$3,446,500
GRAND TOTAL	\$2,403,050	\$2,660,000	\$3,597,003	\$3,446,500	\$3,446,500

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department
ACTIVITY: Post Employment
ACTIVITY NO.: 5102

SOURCE OF FUNDS:

General \$4,182,800
 Retirement \$2,256,058
 State Gas Tax \$16,300
 Sewer \$133,200
 Refuse \$379,500
 Shop \$3,500
 Separation Benefits \$1,230,000
 General Liability \$2,000
 Workers' Compensation \$250
 Water \$453,000
 Water Treatment \$167,200
 Proposition A \$3,000
 El Civic Education Grant \$1,000
 Cal Library Literacy Svc Grant \$300
 Maint Dist \$1,000
 SA Atlantic/Garvey \$1,500
 SA Merged \$1,500

<u>SUMMARY OF COST</u>	<u>Actual</u> 2015-16	<u>Adopted</u> 2016-17	<u>Year-End</u> <u>Estimated</u> 2016-17	<u>Proposed</u> 2017-18	<u>Adopted</u> 2017-18
PERSONNEL COST	\$4,272,226	\$4,205,200	\$4,200,950	\$4,899,550	\$4,899,550
SERVICES & SUPPLIES	4,058,607	4,771,090	4,762,040	3,932,558	3,932,558
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$8,330,833	\$8,976,290	\$8,962,990	\$8,832,108	\$8,832,108
 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 and the amount for 2017-2018 is estimated for \$4,574,000.

Post-Employment Benefits

The costs of retiree medical insurance premiums are presented in this activity, as are contributions to the Massachusetts Mutual Retirement Plan. Administrative and actuarial fees

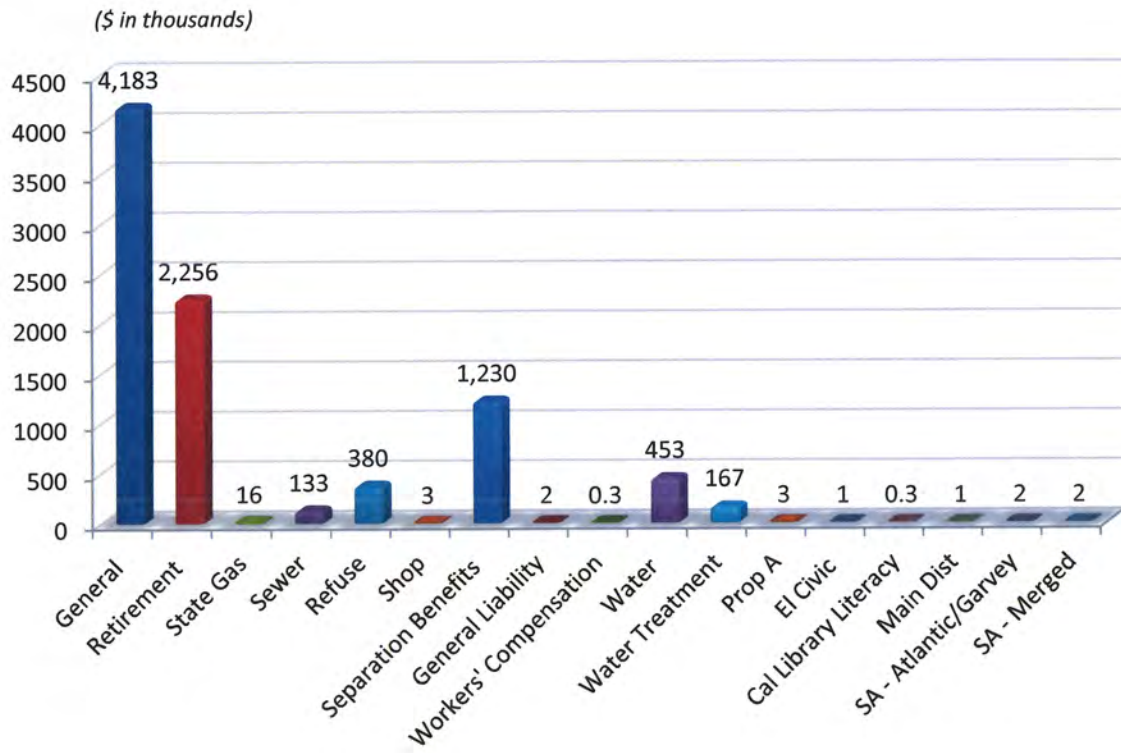
for retirement plan administration are also presented herein. The City joined in the OPEB trust program to pre-fund its OPEB liabilities. As a result of this prefunding plan, the City's retiree medical unfunded liabilities were substantially reduced. The Annual Required Contribution (ARC) for the fiscal year ending June 30, 2017 is \$2.7 million. The Massachusetts Mutual Retirement Plan predates the commencement of the City's participation in the California Public Employees' Retirement System (CalPERS) in 1976. The Plan provides partial retirement benefits for miscellaneous employees over age 55 at April 1, 1976 and currently, there are 58 vested members in the Mass Mutual Plan. As for the OPEB, there are 230 vested retirees eligible for City-paid retiree medical benefits.

The unfunded accrued pension liabilities are required to be managed. Starting 2017-2018, the Non-Departmental budget reflects the payment to pay down unfunded accrued pension liabilities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salary Set-Aside category (#11600) \$550,000 is for bargaining negotiation set aside funds.
2. Accrued Actuarial Liability category (#11800) \$300,000 is to pay down the pension unfunded liabilities.
3. Contracted Services category (#31000) \$51,500 is for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.
4. Insurance category (#35000) \$20,000 is the unemployment payment required from EDD.
5. Debt Service category (#42000) \$1,261,058 represents the 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.
6. Misc Financial Service category (#44000) \$2,600,000 includes the General Fund supplement to the Retirement Fund for pension costs, \$2,100,000; Separation Benefits Fund transfer to General Liability Fund, \$500,000 to gap-fund the deficits in the General Liability Fund.

Post-Employment Administration Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **Post Employment**

ACTIVITY NO.: **5102**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11600 Salary Set-Aside	\$0	\$0	\$0	\$550,000	\$550,000
11650 Separation Benefits	941,213	845,200	870,950	799,550	799,550
11800 Accrued Actuarial Liability	0	0	0	300,000	300,000
TOTAL	\$941,213	\$845,200	\$870,950	\$1,649,550	\$1,649,550
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	\$1,481,013	\$1,510,000	\$1,480,000	\$1,400,000	\$1,400,000
12331 Medical Ins - Opeb	900,000	900,000	900,000	900,000	900,000
12700 Mass Mutual Retirement	950,000	950,000	950,000	950,000	950,000
TOTAL	\$3,331,013	\$3,360,000	\$3,330,000	\$3,250,000	\$3,250,000
SERVICES & SUPPLIES					
31000 Contracted Services	\$33,804	\$75,000	\$41,450	\$51,500	\$51,500
35000 Insurance	1,788	3,500	28,000	20,000	20,000
42000 Debt Service	1,323,015	1,292,590	1,292,590	1,261,058	1,261,058
44000 Misc Financial Serv	2,700,000	3,400,000	3,400,000	2,600,000	2,600,000
TOTAL	\$4,058,607	\$4,771,090	\$4,762,040	\$3,932,558	\$3,932,558
GRAND TOTAL	\$8,330,833	\$8,976,290	\$8,962,990	\$8,832,108	\$8,832,108

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation \$1,349,736

ACTIVITY NO.: 8301

<u>SUMMARY OF COST</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>	<u>Year-End Estimated 2016-17</u>	<u>Proposed 2017-18</u>	<u>Adopted 2017-18</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,724,580	1,246,000	1,426,000	1,349,736	1,349,736
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,724,580	\$1,246,000	\$1,426,000	\$1,349,736	\$1,349,736
 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 maintains workers' compensation insurance coverage of statutory limits per occurrence (policy will pay out per W/C statute with no coverage limit) 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.). Both the Human Resources/Risk Management and Management Services Departments manage the Workers' 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:

2016-17	Estimated	\$6,476,344
2017-18	Projected	\$6,185,000

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Administrative Services category (#20000) displays costs for third-party administration of workers' compensation claims, \$74,736.
2. Categories (#31000), (#32000), and (#33000) relate to permanent disability, \$300,000, temporary disability, \$50,000, and medical costs, \$400,000.
3. Legal Fees category (#34000) is for paying workers' compensation outside attorney charges, \$140,000.
4. Insurance Premiums 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 2017-18 premiums is projected to be \$375,000.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: **Workers' Compensation**

ACTIVITY: **Workers' Compensation**

ACTIVITY NO.: **8301**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SERVICES & SUPPLIES					
20000 Workers' Compensation	\$75,297	\$71,000	\$71,000	\$74,736	\$74,736
31000 Permanent Disability	386,360	300,000	300,000	300,000	300,000
32000 Temporary Disability	72,850	50,000	50,000	50,000	50,000
33000 Medical	709,103	300,000	480,000	400,000	400,000
34000 Legal Fees	164,581	140,000	140,000	140,000	140,000
35000 Insurance Premiums	310,389	375,000	375,000	375,000	375,000
36000 Rehabilitation	6,000	10,000	10,000	10,000	10,000
TOTAL	\$1,724,580	\$1,246,000	\$1,426,000	\$1,349,736	\$1,349,736
GRAND TOTAL	\$1,724,580	\$1,246,000	\$1,426,000	\$1,349,736	\$1,349,736

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, 2017

Total City Assessed Valuation

\$ 6,934,068,876

Source: County of Los Angeles

	Percentage Applicable(%)	Net Bonded Debt Debt 6/30/16	Estimated Share of Overlapping Debt
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.031	\$ 44,916,916	\$ 14,105
Garvey School District DS	29.057	34,490,387	10,021,890
LA CCD DS	0.936	3,671,000,000	34,344,723
Los Angeles Unified DS	0.038	10,451,575,000	3,926,085
Montebello Unified DS	8.404	117,436,341	9,868,840
Alhambra Unified DS	33.257	136,367,632	45,351,880
Total overlapping debt repaid with property taxes		\$ 14,455,786,276	\$ 103,527,523

Source: HDL Coren & Cone

**CITY OF MONTEREY PARK
Major Employers
Fiscal Years 2016-17**

<u>Company</u>	<u>Product/Services</u>	<u>Number of Employees</u>
GARFIELD MEDICAL CENTER	Hospital	976
SYNER MED INC - 3 locations	Administration/Office	476
SOUTHERN CALIFORNIA GAS COMPANY	Administration/Office	387
CAPITAL SEAFOOD RESTAURANT	Eating Place Liquor	384
MONTEREY PARK HOSPITAL	Hospital	320
CARE 1ST HEALTH PLAN (4 locations)	Insurance	311
REMITCO L L C	Miscellaneous Services	187
RALPHS GROCERY (2 locations)	Food Store	171
24 HOUR FITNESS #867	Health/Spa/Fitness	143
CHINESE DAILY NEWS	Printing/Publishing	142
CALIFORNIA PSYCHCARE INC	Administration/Office	103
AECOM TECHNICAL SERVICES INC	Administration/Office	102
CAMINO REAL CHEVROLET	Automobile Dealer	100

Source: City of Monterey Park

CITY OF MONTEREY PARK
Top Ten Property Taxpayers
Fiscal Year 2016 - 2017

<u>Taxpayers</u>	<u>Secured</u>	<u>Unsecured</u>	<u>Total Assessed Valuation</u>
Atlantic Times Square II LLC	\$ 144,662,409	\$ 42,315	\$ 144,704,724
Los Angeles Corporate Center LLC	67,927,385	-	67,927,385
Union Bank	53,263,754	9,872,677	63,136,431
Garfield Calmed Investment LP	53,218,094	-	53,218,094
BRE California Office Owner LLC	49,000,000	-	49,000,000
GMS Five LLC	46,572,178	-	46,572,178
Emerald Hills LLC	32,874,196	-	32,874,196
Care 1st Health Plan Inc	23,398,446	4,896,174	28,294,620
Monterey Park Calmed Invest LP	28,191,263		28,191,263
MPM Partners LLC	27,517,755		27,517,755
	<u>\$ 526,625,480</u>	<u>\$ 14,811,166</u>	<u>\$ 541,436,646</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
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	499,767,889	49,400	6.5%
2015	62,063	544,324,900	53,521	5.2%
2016	61,346	N/A	N/A	5.2%
2017	61,606	N/A	N/A	4.3%

Note: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis.

-
- Sources: 1. Bureau of Economic Analysis
2. State of California Employment Development Department (data shown is for the county)
3. State of California, Department of Finance

CITY OF MONTEREY PARK FINANCIAL TREND GRAPHS

The graphic presentations contained in this section highlight important statistical trends in the eight-year period. A short description and interpretation of key information in each graph follows:

General Fund Revenue Trend

The principal building blocks of the General Fund, the sales tax and property tax, are shown in proportion to all other General Fund revenues in this line graph. Projected growth in property taxes is 3% through the year 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 2017-18, 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 358.65) 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 58% below the legal limit. It is a positive indication of the City's prudent fiscal control of its expenditures, and the consistency of the City's performance within a dynamic environment.

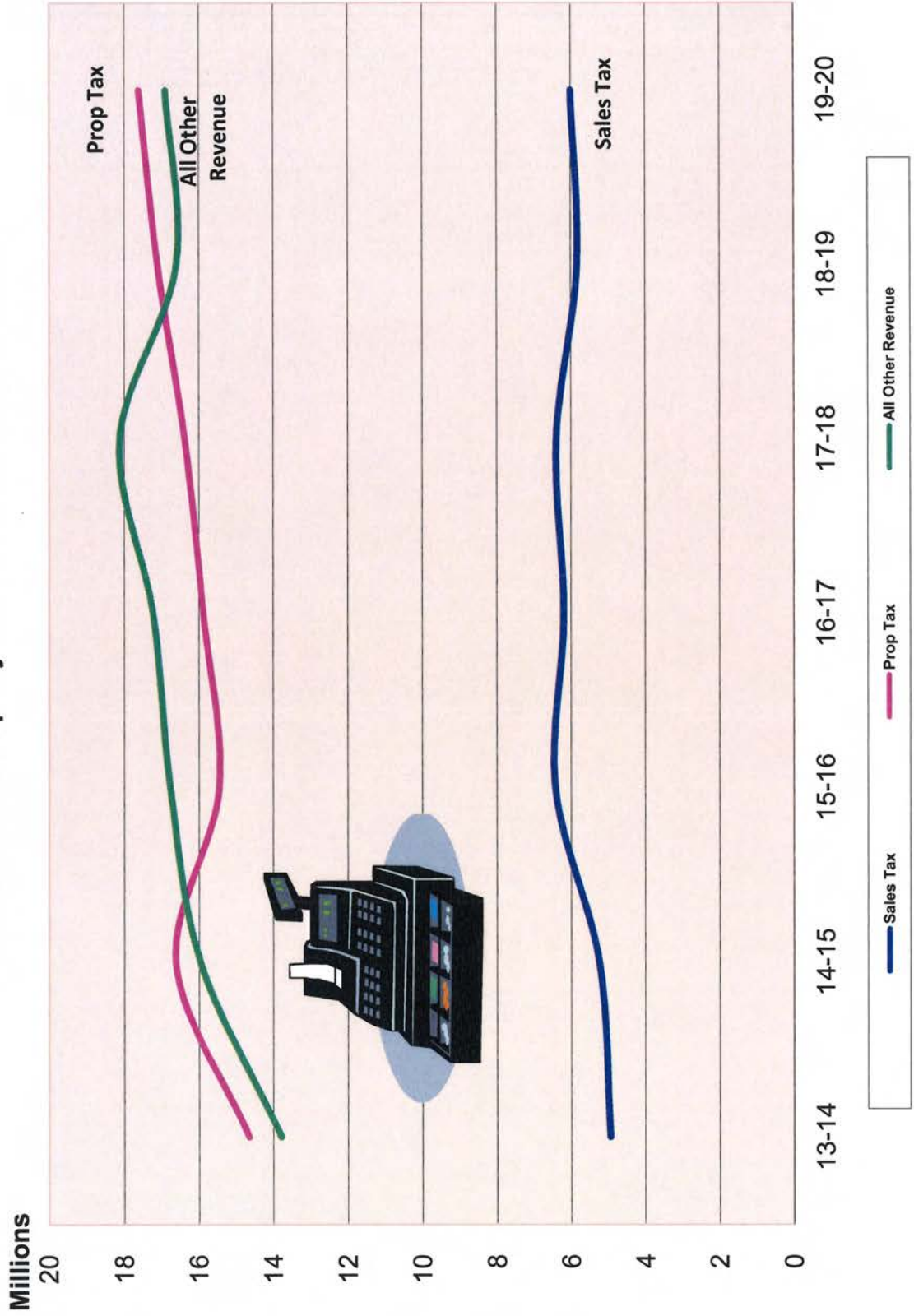
Monterey Park Population Trend

Each year, the State of California's department of Finance is responsible for the statewide population count by component governmental units. This information is particularly important to cities and counties because it serves as the basis for per capita revenue allocations such as gas taxes, motor vehicle registration fees, and special revenue funding derived from the public safety sales tax augmentation.

Once each decade, the Federal Census is conducted and the State's DOF information is revised according to the Census count. Growth assumptions for the year 2017-18 forward are based on the projected annual growth of 0.42% annually.

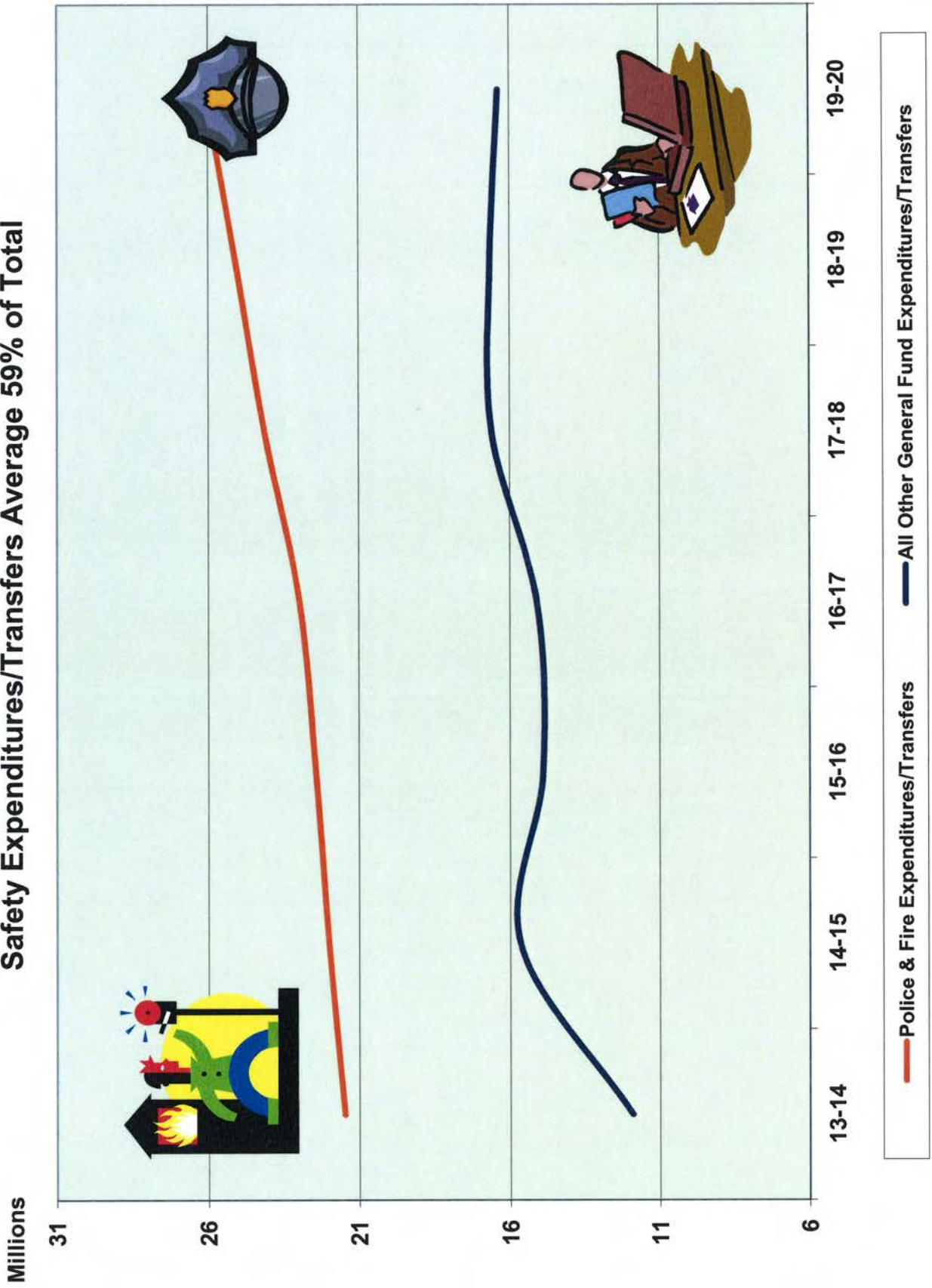
General Fund Revenue Trend

Sales Tax and Property Tax as Portion of all Revenue



General Fund Police & Fire Safety Expenditures/Transfers Trend

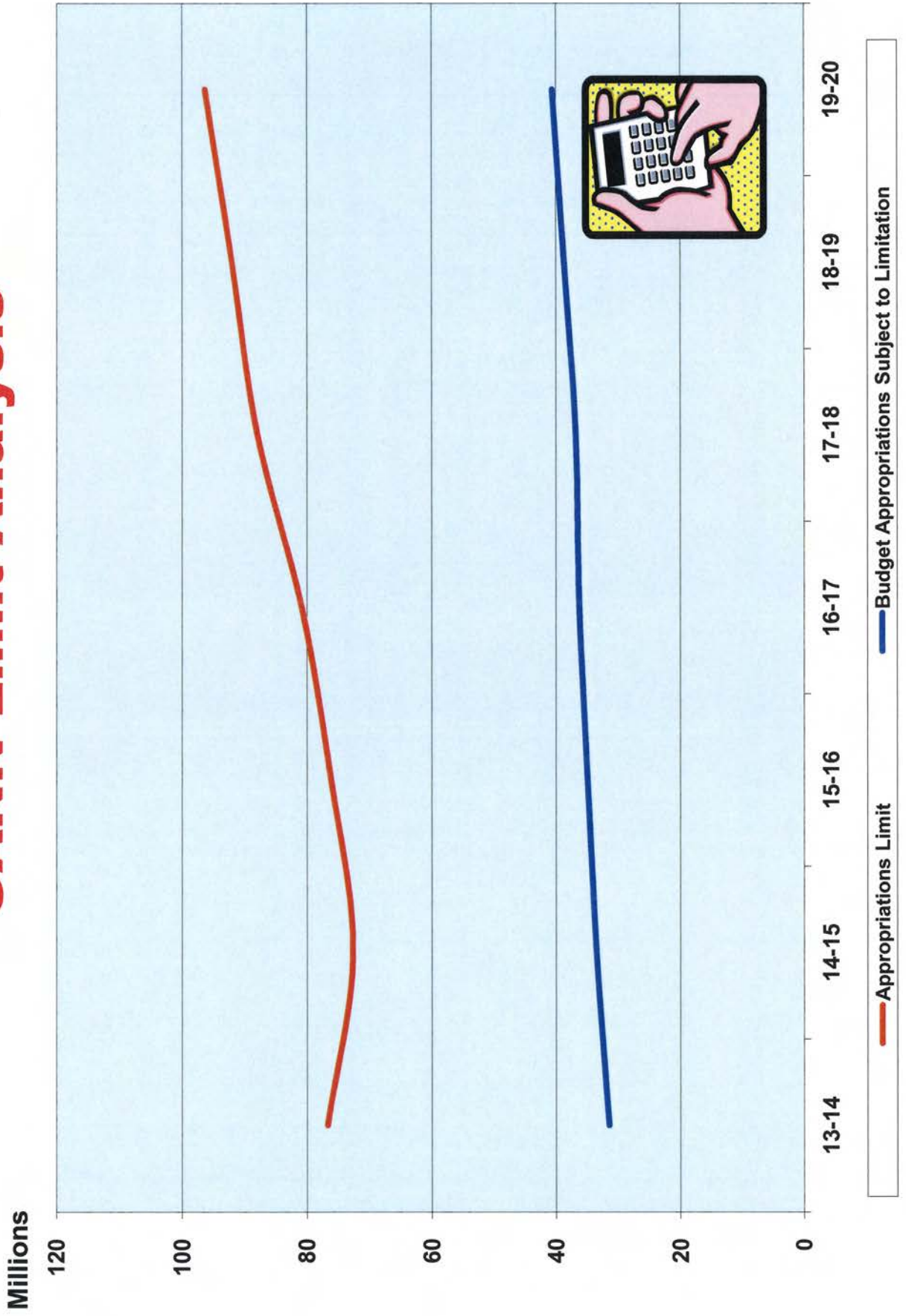
Safety Expenditures/Transfers Average 59% of Total



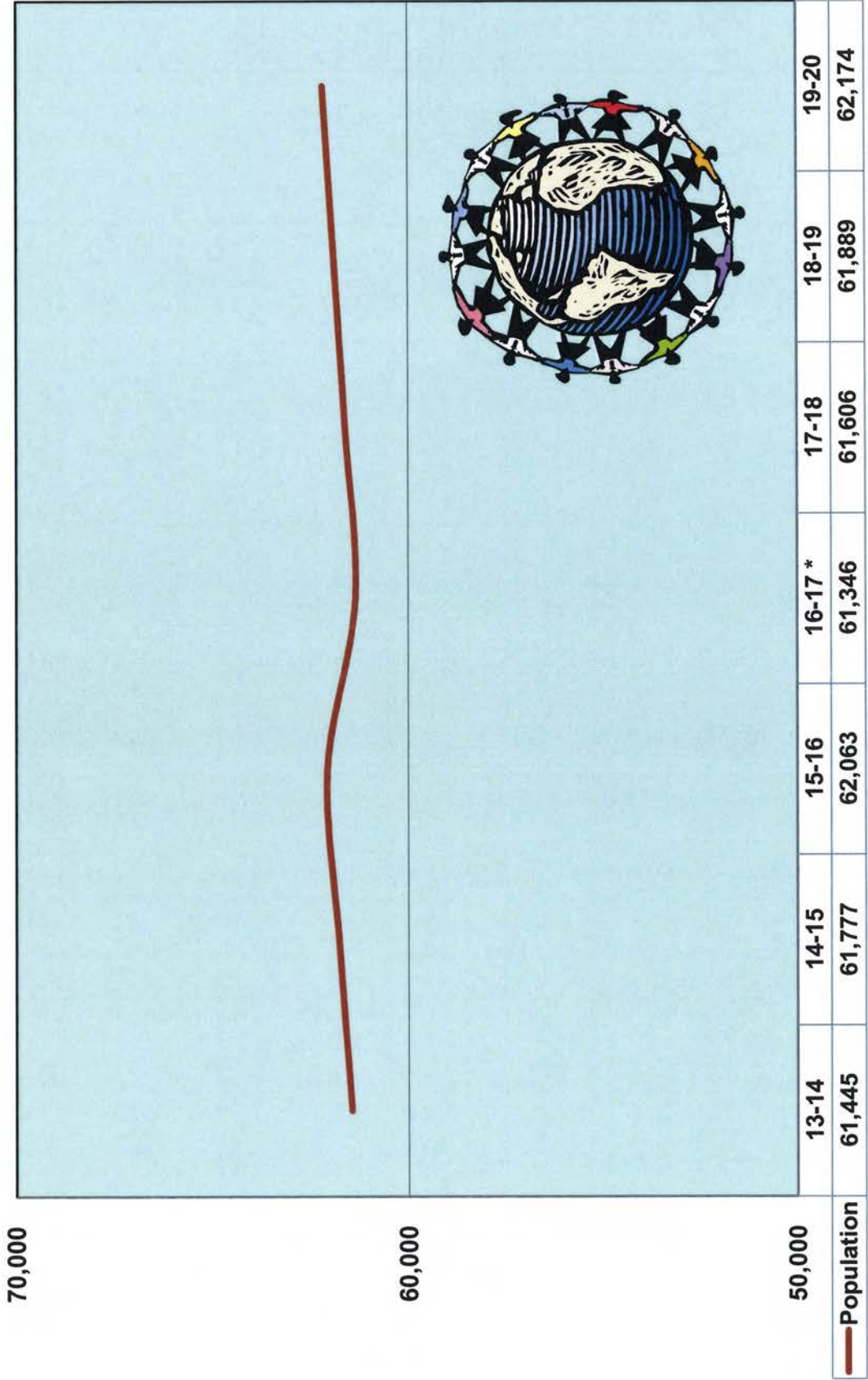
All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



GANN Limit Analysis



Monterey Park Population Trend



(*) This is a Statewide adjustment.

Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
ALHAMBRA	86,922	8	189	117	701	1.6 / 0.8
ARCADIA	57,374	11	247	201	1,035	1.7 / 1.0
DOWNEY	113,832	13	175	215	695	1.3 / 0.9
MONTEBELLO	63,917	8	204	73	812	1.9 / 0.9
MONROVIA	38,514	14	263	489	975	2.0 / 1.2
Average	72,112	11	216	219	844	1.7 / 1.0
Monterey Park	61,606	8	104	266	661	1.9 / 1.0

**CITY OF MONTEREY PARK
SOURCE OF FUNDS**

GOVERNMENTAL FUNDS

General Fund:

General Fund The City's primary operating fund and support for most basic services. All revenues that by law or the requirements of sound financial management do not have to be placed in a separate, restricted fund are deposited in the General Fund.

Recreation Fund accounts for the costs of adult recreational activities, after-school daycare programming and community classes offered by the Recreation and Parks Department.

Special Revenue Funds:

Proposition A Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1980 and collected by the County of Los Angeles to finance transportation programming and related capital projects.

Grant Funds accounts for special purpose financing provided by Federal, State, County or other agencies requiring segregated fund accounting.

Gas Tax Fund accounts for expenditures financed by money apportioned from taxes on the purchase of gasoline fuel under the Streets and Highway Code of the State of California.

Bike Routes Fund accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements.

Proposition C Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November, 1990, as collected by the County of Los Angeles to finance transportation programming and related capital projects.

Air Quality Improvement Fund accounts for the City's share of additional motor vehicle registration fees imposed by the South Coast Air Quality Management District to finance the implementation of mobile source emission reduction programs and the provisions of the California Clean Air Act.

Asset Forfeiture Fund accounts for revenues derived from monies and property seized by the Police Department in drug-related incidents. Application of funds restricted to enhancement of drug enforcement activities.

Park Facilities Fund accounts for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures, as established pursuant to Monterey Park Municipal Code section 16.54.050.

Business Improvement Area #1 Fund accounts for receipts and expenditures relating to the development and promotion of business activities in the downtown area of the City.

Maintenance District 93-1 Fund accounts for receipts and expenditures relating to the Citywide benefit assessment district for street lighting and median maintenance.

Public Safety Impact Fee Fund accounts for fees collected on new commercial and residential development and applied to public safety service and related acquisitions.

Public Safety Augmentation Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1993, as applied exclusively to public safety services.

Library Tax Fund accounts for annual parcel tax which was approved by the Electorate in April of 1998 (Proposition C). The funds are to be exclusively used for Bruggemeyer Library improvements, expansion of operating hours, and additional books and supplies.

CERCLA Liability Fund accounts for fees collected from waste haulers to provide protection against environmental liability exposure, particularly incidents falling under the Comprehensive Environmental Response Cleanup and Liability Act (CERCLA). Haulers are assessed on the basis of waste tonnage disposed as a prerequisite to obtaining a business license.

Measure R Fund accounts for revenue derived from the one-half percent sales tax approved pursuant to Assembly bill 2321, Measure R Ordinance of the LACMTA. The funds are to be used to augment for transportation purpose.

Retirement Fund accounts for revenue received for voter-approved tax on real property to fund employee retirement costs, as established pursuant to Monterey Park Municipal Code Section 2.40.060.

Housing Fund accounts for the SERAF loan payments to fund the housing activities including the City's rental rehabilitation programs, the critical maintenance program and the new affordable housing programs to reach a greater number of eligible residents.

PROPRIETARY FUNDS

Enterprise Funds:

Water Operation Fund used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan.

Water Treatment Fund used to account for financial resources for the treatment of certain chemical contaminations to meet water quality standards.

Sewer Fund accounts for construction and improvement to deficient sanitary sewer mains identified in the Sewer Master Plan, as established pursuant to Monterey Park Municipal Code Section 14.06.060.

Refuse Fund accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.

Internal Service Funds:

Separation Benefits Fund accounts for costs resulting from employee separation from service (accrued vacation, sick, compensatory, and holiday leave time).

General Liability Fund accounts for the City's general liability insurance program, including claims management, legal and other expenses.

Workers' Compensation Fund accounts for the City's workers' compensation insurance program, including claims management, legal and other expenses.

Auto Shop Fund accounts for the purchase and upkeep of all motorized equipment used by City departments.

Technology/Data Processing Fund accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system.

Other Post-Employment Benefits (OPEB) Fund accounts for annual set-asides for retiree medical costs per Governmental Accounting Standards Board Statement 45.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

ACCOUNT: A sixteen-digit numerical code of which digits one through four represent the fund number, five through seven the general ledger number, eight through eleven the department number, and twelve through sixteen the object number.

ACCRUAL ACCOUNTING: A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent.

ACTIVITY: A specific and distinguishable service performed by one or more organizational components of a government to accomplish a desirable government function (e.g., police activities are activities within the public safety function).

ACTUARIAL VALUATION: The determination, as of a point in time (the actuarial valuation date), of the service cost, total OPEB liability, and related actuarial present value of projected benefit payments for OPEB performed in conformity with Actuarial Standards of Practice unless otherwise specified by the GASB.

ADA: Americans with Disability Act. The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

AGENCY FUND: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

ALLOTMENT PERIOD: A period of time during which an allotment, a budgetary appropriation, is effective.

ANNUAL BUDGET: A plan of financial operation embodying an estimate of proposed means of financing them, the term usually applies to a single fiscal year.

ANNUAL FINANCIAL REPORT: A financial report applicable to a single fiscal year.

APPROPRIATED BUDGET: The expenditure authority created by the appropriate governing authority (City Council, Community Redevelopment Agency & Public Financing Agency).

APPROPRIATION: A legal authorization granted by the governing authority to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and in the time within which it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for a tax levy.

AUDIT: A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

AUDITOR'S REPORT: A statement by the auditor describing the scope of the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BUDGET: A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET AMENDMENT: A legal procedure utilized during the fiscal year by the City Council and City staff to revise a budget appropriation.

BUDGETARY BASIS: The form of accounting utilized throughout the budget process.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

BUDGET TRANSMITTAL LETTER: Included in the opening section of the budget, it provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and the views and recommendations of the City Manager.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs.

CAPITAL OUTLAY: Expenditures resulting in the acquisition of or addition to a government's general fixed assets.

CASH MANAGEMENT: Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing idle funds in order to achieve the highest interest and return.

COST-OF-LIVING ADJUSTMENTS: Salary changes intended to adjust salary payments for the effects of inflation.

COVERED-EMPLOYEE PAYROLL: The payroll of employees that are provided with the Pension or OPEB plans.

DEBT FINANCING: Borrowing funds as needed and pledging future revenues to make (finance) current expenditures or capital projects.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

ENCUMBRANCES: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances that represent the estimated amount of expenditures to result if unperformed contracts in process are completed.

EXPENDITURE: The outflow of funds paid or to be paid for a service, supply or asset. This term applies to all funds.

FIDUCIARY FUNDS: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and other funds.

FISCAL YEAR: The 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FLSA: Fair Labor Standards Act. The FLSA requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay for all hours worked over 40 in a workweek.

FMLA: Family and Medical Leave Act. The FMLA requires employers to provide eligible employees up to 12 weeks of unpaid leave each year for the birth of a child, adoption of a child, dependent cares, and the employee's own serious health condition.

FULL-TIME EQUIVALENT (FTE): The amount of time, 2,080 hours per year, worked by a full-time employee.

FUND: A separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE: The excess of assets over liabilities and reserves.

GENERAL FUND: The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund. This main operating fund should always be reported as a major fund per GASB Statement 34.

GOAL: A statement of broad direction, purpose or intent.

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.

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 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
GENERAL ADMINISTRATION								
Citywide Geographic Information System (GIS) IT Infrastructure/Applications:								
Water		Water Operation		30,000				30,000
Public Safety System		Public Safety Impact Fee		300,000				300,000
Public Works/Maintenance		General		60,000				60,000
City IT System Replacement/Upgrade	0063-5002-99055	Technology	50,000	100,000	100,000	100,000	150,000	500,000
Network Equipment & Server Upgrade		Technology		300,000				300,000
Upgrade Workstations to Microsoft Office								
TOTAL GENERAL ADMINISTRATION			50,000	790,000	100,000	100,000	150,000	1,190,000
FUNDING RECAP :								
General			0	60,000	0	0	0	60,000
Public Safety Impact Fee			0	300,000	0	0	0	300,000
Technology			50,000	400,000	100,000	100,000	150,000	800,000
Water Operation			0	30,000	0	0	0	30,000
TOTAL GENERAL ADMINISTRATION			50,000	790,000	100,000	100,000	150,000	1,190,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
COMMUNITY / ECONOMIC DEVELOPMENT DEPARTMENT								
Accela Automation Update	0010-5002-99069 0063-5002-99069	General Technology	200,000 126,000					200,000 126,000
TOTAL COMMUNITY / ECO DEVELOPMENT DEPARTMENT								
			326,000	0	0	0	0	326,000
FUNDING RECAP :								
General			200,000	0	0	0	0	200,000
Technology			126,000	0	0	0	0	126,000
TOTAL COMMUNITY / ECO DEVELOPMENT DEPARTMENT								
			326,000	0	0	0	0	326,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
FIRE DEPARTMENT								
Station 61 - Remodeling		Public Safety Impact Fee		100,000				100,000
Station 61 - Quirt Replacement		Shop		600,000				600,000
		General CIP Reserve		600,000				600,000
Station 62 - Replacement (Phase II Construction)		General CIP Reserve		2,500,000				2,500,000
Station 62 - Fire Engine Replacement		Shop		650,000				650,000
Station 63 - Fire Engine Replacement		Shop			650,000			650,000
Zoll E-Series Cardiac Defibrillator		General		40,000	42,000	44,000	44,000	170,000
TOTAL FIRE DEPARTMENT			0	4,490,000	692,000	44,000	44,000	5,270,000
FUNDING RECAP :								
General			0	40,000	42,000	44,000	44,000	170,000
General CIP Reserve			0	3,100,000	0	0	0	3,100,000
Public Safety Impact Fee			0	100,000	0	0	0	100,000
Shop			0	1,250,000	650,000	0	0	1,900,000
TOTAL FIRE DEPARTMENT			0	4,490,000	692,000	44,000	44,000	5,270,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
POLICE DEPARTMENT								
Mobile Command Post and Communications Center		Asset Forfeiture			200,000			200,000
Interoperable Radio Communications System	0470-5002-96103	UASI 2016 Grant	809,705					809,705
Duty Pistols Replacement	0010-5002-99324	General	75,000					75,000
TOTAL POLICE			884,705	0	200,000	0	0	1,084,705
FUNDING RECAP :								
Asset Forfeiture			0	0	200,000	0	0	200,000
General			75,000	0	0	0	0	75,000
UASI 2016 Grant			809,705	0	0	0	0	809,705
TOTAL POLICE			884,705	0	200,000	0	0	1,084,705

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
RECREATION / COMMUNITY SERVICES DEPARTMENT								
MPK - TV Master Control Upgrade	0351-5002-91753	Video Service Franchise Fund	75,000					75,000
City Council Chamber Renovation	0351-5002-96100	Video Service Franchise Fund	100,000					100,000
TOTAL RECREATION / COMMUNITY SERVICES DEPARTMENT								
FUNDING RECAP :			175,000	0	0	0	0	175,000
Video Service Franchise Fund			175,000	0	0	0	0	175,000
TOTAL RECREATION / COMMUNITY SERVICES DEPARTMENT								
			175,000	0	0	0	0	175,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - PARKS								
Barnes Park:								
Playground Equipment Replacement		Park Facilities	150,000					150,000
Bella Vista Park:								
Bella Vista Playground Rubberized Playground Equipment Replacement		Park Facilities		40,000				40,000
		Park Facilities		40,000				40,000
Edison Trails Park:								
Edison Trails Playground Rubberized Playground Equipment Replacement		Park Facilities	60,000					60,000
		Park Facilities	40,000					40,000
Garvey Ranch Park :								
East End Future Development		Park Facilities	250,000					250,000
Garvey Ranch Playground Rubberized Playground Equipment Replacement		Park Facilities	100,000		250,000	50,000		150,000
		Park Facilities				100,000	100,000	250,000
George Elder Park:								
3 Sail Covers for Small Picnic Table Slabs		Park Facilities	20,000					20,000
Highlands Park:								
George Elder Playground Rubberized Playground Equipment Replacement		Park Facilities	90,000					90,000
		Park Facilities	140,000					140,000
Sequoia Park:								
Sequoia Playground Rubberized Playground Equipment Replacement		Park Facilities	200,000			50,000		250,000
		Park Facilities				100,000	100,000	200,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
Various Parks:								
Parks Restrooms Proof Replacement		Park Facilities		50,000		50,000		100,000
On Going Projects:								
Tree Well Maintenance		Maintenance District		11,000	12,000	13,000	14,000	50,000
Specialty Restaurant / Golf Course Maintenance	0344-5002-99290	Maintenance Grant (Trust)	75,000	80,000	85,000	90,000	95,000	425,000
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			75,000	1,191,000	427,000	453,000	309,000	2,255,000
FUNDING RECAP :								
Maintenance District			0	11,000	12,000	13,000	14,000	50,000
Park Facilities			0	1,100,000	330,000	350,000	200,000	1,980,000
Maintenance Grant (Trust)			75,000	80,000	85,000	90,000	95,000	425,000
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			75,000	1,191,000	427,000	453,000	309,000	2,455,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - MAINTENANCE								
Dual Post Vehicle / Equipment Hoist	0042-5002-96096	Sewer	40,000					40,000
	0043-5002-96096	Refuse	20,000					20,000
	0060-5002-96096	Shop	85,000					85,000
	0092-5002-96096	Water Operation	40,000					40,000
	0093-5002-96096	Water Treatment	40,000					40,000
City Yard Design and Architecture	0010-5002-96102	General	50,000					50,000
	0042-5002-96102	Sewer	100,000					100,000
	0060-5002-96102	Shop	100,000					100,000
	0092-5002-96102	Water Operation	50,000					50,000
<u>On Going Projects:</u>								
Median Maintenance	0176-5002-82520	Maintenance District	20,000	30,000	30,000	40,000	40,000	160,000
TOTAL PUBLIC WORKS DEPARTMENT - MAINTENANCE								
			545,000	30,000	30,000	40,000	40,000	585,000
FUNDING RECAP :								
General			50,000	0	0	0	0	50,000
Sewer			140,000	0	0	0	0	140,000
Shop			185,000	0	0	0	0	185,000
Refuse			20,000	0	0	0	0	20,000
Water Operation			90,000	0	0	0	0	90,000
Water Treatment			40,000	0	0	0	0	40,000
Maintenance District			20,000	30,000	30,000	40,000	40,000	160,000
TOTAL PUBLIC WORKS DEPARTMENT - MAINTENANCE								
			545,000	30,000	30,000	40,000	40,000	685,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	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	1,347,900
Cured-in Place Pipe Relining / Sewer Spot Repairs - Various Locations		Sewer		570,400	567,700	794,600	732,400	2,665,100
Annual CCTV Sewer Videotaping		Sewer		221,800	228,454	228,454	228,454	907,162
Pipeline Repairs found by CCTV - Various Locations		Sewer		810,000	810,000	810,000	810,000	3,240,000
Sewer Video Inspection Program	0042-5001-91941	Sewer	150,000	810,000	810,000	810,000	810,000	3,390,000
Sewer Lines Rehabilitation	0042-5001-91942	Sewer	935,400	810,000	810,000	810,000	810,000	4,175,400
Vector Sewer Truck Equipment	0042-5002-91955	Sewer	57,000	810,000	810,000	810,000	810,000	3,297,000
<hr/>								
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER			1,142,400	4,365,800	4,151,754	4,737,054	4,625,554	19,022,562
<hr/>								
FUNDING RECAP :								
Sewer			1,142,400	4,365,800	4,151,754	4,737,054	4,625,554	19,022,562
<hr/>								
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER			1,142,400	4,365,800	4,151,754	4,737,054	4,625,554	19,022,562

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - ENGINEERING								
Sidewalk Construction		Bike Route Measure R		35,000 72,000	40,000 75,000	40,000 75,000	45,000 78,000	160,000 300,000
Localized Pavement Repairs		Measure R Water Operation		50,000 120,000	50,000 120,000	50,000 140,000	50,000 140,000	200,000 520,000
CNG Compressor Fueling System		AQMD Proposition A		52,344 90,000	52,344 90,000	53,000 90,000	53,000 90,000	210,688 360,000
Traffic Calming Measures - Citywide		Gas Tax		25,000	25,000	25,000	25,000	100,000
Traffic Signal Improvements at Potrero Grande/Market Place	0010-5001-91951	2002 TI Proceeds - GF	250,000					250,000
Various Traffic Signal Upgrades / Repairs	0166-5001-91924	Proposition C	230,000					230,000
Traffic Signal Battery Backup Replacement		Measure R		30,000	30,000	35,000	35,000	130,000
Slurry Seal of Various Streets		Measure R		100,000	100,000	150,000	150,000	500,000
Pavement Management Program Update		Proposition C			52,000		55,000	107,000
Various Street Resurfacing	0421-5001-91943 0110-5001-91943	Rubberized Pavement Grant Measure R	120,000 300,000	250,000	250,000	250,000	250,000	120,000 1,300,000
Bike Lane Construction		Proposition C		250,000	250,000			500,000
Monterey Pass Road Bike Project		MTA Monterey Pass Road Bike Grant Measure R Proposition A Gas Tax Water Operation Sewer		1,830,579 137,398 750,000 600,000				1,830,579 137,398 750,000 800,000 100,538 43,088
Alley Improvement		Measure R			130,000			130,000
ADA Wheelchair Access Ramps / Sidewalk Reconstruction	0023-5001-91945 0110-5001-91945 0169-5001-91945	Bike Route Measure R CDBG Grant	50,000 80,000 100,000	80,000 150,000	80,000 150,000	100,000 180,000	100,000 180,000	230,000 410,000 100,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			1,130,000	4,392,321	1,837,970	908,000	1,251,000	9,519,291

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
FUNDING RECAP :								
AQMD			0	52,344	52,344	53,000	53,000	210,688
Gas Tax			0	625,000	225,000	25,000	25,000	900,000
Proposition A			0	840,000	90,000	90,000	90,000	1,110,000
Proposition C			230,000	250,000	302,000	0	55,000	837,000
Bike Route			50,000	35,000	120,000	40,000	145,000	390,000
Sewer			0	0	43,088	0	0	43,088
Water Operation			0	120,000	220,538	140,000	140,000	620,538
Measure R			380,000	639,398	785,000	560,000	743,000	3,107,398
MTA Monterey Pass Road Bike Grant			0	1,830,579	0	0	0	1,830,579
CDBG Grant			100,000	0	0	0	0	100,000
2002 TI Proceeds - GF			250,000	0	0	0	0	250,000
Rubberized Pavement Grant			120,000	0	0	0	0	120,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			1,130,000	4,392,321	1,837,970	908,000	1,251,000	9,519,291

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	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		110,000	120,000	130,000	140,000	500,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells		Water Operation		200,000	220,000	220,000	250,000	890,000
Well Telemetry		Water Operation		55,000	60,000	70,000	75,000	260,000
Street Maintenance Reimbursed to General Fund	0092-4224-81580	Water Operation	950,000	950,000	950,000	1,000,000	1,000,000	4,850,000
<u>Water Main Replacement Projects:</u>								
Water Main Replacement		Water Operation		1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
<u>Water Operational Projects:</u>								
2017 Water Master Plan	0092-4224-82263	Water Operation	100,000					100,000
Seismic Retrofit Main Lines that cross Alhambra Wash	0092-4224-82264	Water Operation	75,000	150,000	150,000	150,000	150,000	675,000
Russell Reservoir Construction and Booster Pump Replacement		Water Operation		5,000,000	1,000,000			6,000,000
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
Fire Protection Pipeline Improvements		Water Operation		2,000,000	2,000,000			4,000,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			1,125,000	15,540,000	11,000,000	2,570,000	2,615,000	32,850,000
<u>FUNDING RECAP:</u>								
Water Operation			1,125,000	9,485,000	5,500,000	2,570,000	2,615,000	21,275,000
Water Financing			0	6,075,000	5,500,000	0	0	11,575,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			1,125,000	15,540,000	11,000,000	2,570,000	2,615,000	32,850,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2017-2018 TO 2021-2022

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	PROJECT TOTAL
Asset Forfeiture			0	0	200,000	0	0	200,000
ACMD			0	52,344	52,344	53,000	53,000	210,688
Bike Route			50,000	35,000	120,000	40,000	145,000	390,000
CDBG Grant			100,000	0	0	0	0	100,000
Gas Tax (State)			0	625,000	225,000	25,000	25,000	900,000
2002 TI Proceeds - GF			250,000	0	0	0	0	250,000
General			325,000	100,000	42,000	44,000	44,000	555,000
General CIP Reserve			0	3,100,000	0	0	0	3,100,000
Maintenance District			20,000	41,000	42,000	53,000	54,000	210,000
Maintenance Grant (0344 Trust)			75,000	80,000	85,000	90,000	95,000	425,000
Measure R			380,000	639,398	785,000	560,000	743,000	3,107,398
MTA Monterey Pass Road Bike Grant			0	1,830,579	0	0	0	1,830,579
Park Facilities			0	1,100,000	330,000	350,000	200,000	1,980,000
Proposition A			0	840,000	90,000	90,000	90,000	1,110,000
Proposition C			230,000	250,000	302,000	0	55,000	837,000
Public Safety Impact Fee			0	400,000	0	0	0	400,000
Refuse			20,000	0	0	0	0	20,000
Rubberized Pavement Grant			120,000	0	0	0	0	120,000
Sewer			1,282,400	4,365,800	4,194,842	4,737,054	4,625,554	19,205,650
Shop			185,000	1,250,000	650,000	0	0	2,085,000
Technology			176,000	400,000	100,000	100,000	150,000	926,000
UASI 2016 Grant			809,705	0	0	0	0	809,705
Video Service Franchise Fund			175,000	0	0	0	0	175,000
Water Operation			1,215,000	9,615,000	5,720,538	2,710,000	2,755,000	22,015,538
Water Financing			0	6,075,000	5,500,000	0	0	11,575,000
Water Treatment			40,000	0	0	0	0	40,000
CITYWIDE TOTAL			5,453,105	30,799,121	18,438,724	8,852,054	9,034,554	72,577,558

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