



CITY OF MONTEREY PARK

California

ADOPTED BUDGET 2020-2021



MONTEREY PARK CITY OFFICIALS



CITY COUNCIL

Hans Liang, Mayor
Peter Chan, Mayor Pro Tem

Fred Sornoso
Council Member, District 3

Henry Lo
Council Member, District 4

Yvonne Yiu
Council Member, District 2

ELECTED OFFICIALS

Joseph Leon, City Treasurer
Vincent D. Chang, City Clerk

EXECUTIVE TEAM

Ron Bow.....*City Manager*
Mark Hensley.....*City Attorney*
Kelly Gordon.....*Police Chief*
Matt Hallock.....*Fire Chief*
Martha Garcia.....*Director of Management Services*
Danielle Tellez.....*Interim Director of Human Resources/Risk Management*
Mark McAvoy.....*Director of Public Works*
Inez Alvarez.....*Director of Recreation/Community Services*
Diana Garcia.....*City Librarian*

CITY OF MONTEREY PARK

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INTRODUCTION

CITY OF MONTEREY PARK

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www.montereypark.ca.gov



City Council
Peter Chan
Hans Liang
Henry Lo
Fred Sornoso
Yvonne Yiu

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

June 17, 2020

Honorable Mayor and Members of the City Council

It is my privilege to present the Adopted Budget for all operations of the City of Monterey Park for the fiscal year 2020-2021. The City's 2020-2021 spending plan, which funds public safety, community and economic development, transportation, parks and open space, recreation and library, infrastructure investments, and city facility upgrades, is developed in the most responsive manner toward achieving the goals and strategic programs following City Council's priorities and policy direction. This year is no exception that our focus clearly remains on how to best offer a myriad of services to our diverse community.

Economic Environment

Given the unusual circumstances we are facing today with COVID 19, the economy is unlike anything experienced in modern times. This sudden halt in economic activity has created turmoil in the economy and is expected to continue into the 2020-2021 fiscal year. Thus, while the budgets always include a level of uncertainty since they are built upon projections and assumptions, the COVID-19 pandemic has elevated the degree of uncertainty relative to revenues and expenditures. The budget addresses these uncertainties by reducing expenditures while still meeting the City's essential obligations.

The unemployment rate as of March 2020 rose to 6.4% in the Los Angeles area, while the nation's unemployment rate rose to a staggering 14.7%.

The City's revenue structure determines the scope and kind of services provided to taxpayers and residents. Because of the revenue generating from the Market Place development, the City is projecting a steady revenue flow with a moderate decrease for the upcoming year in its key revenue categories, including sales tax and property tax revenues. In the meantime, the City continues focusing on a conservative and prudent spending plan.

From the public sector perspective, economic development is an integral component of the City's revenue generating activities. The Market Place, which is located along the Pomona Freeway, is the largest commercial shopping center ever developed in the community. Some of the well-known national and regional tenants in operation include Home Depot, Costco, Chick-fil-A, In-N-Out and Starbucks. Other tenants scheduled to open in 2020-2021 include Ono Hawaiian BBQ and Chase Bank. Phase 1 of the Market Place is nearing completion. There are also two additional phases to the project that could allow up to an additional 140,000 square feet of commercial development.

New development at 2425 and 2439 South Garfield Ave is expected to begin and be completed in 2020-2021 with the reconstruction of an existing service station and the construction of a new Starbucks drive-through. This project when completed will generate additional sales tax and property tax revenues for the City.

There has also been interest by the hotel industry in establishing new hotels along the North Atlantic Boulevard corridor to meet the growing demand for visitor accommodations in the greater San Gabriel Valley area. A new 288 room Courtyard by Marriott hotel is under construction along the 10 FWY (San Bernardino Freeway) and scheduled to open in the winter of 2020. A new 134 room Holiday Inn and Suites hotel including a mixed-use component is currently under construction and is scheduled to open in 2021-2022.

The 2020-2021 Adopted Budget

The 2020-2021 Adopted Budget continues to stress the importance of financial stability to ensure efficient and effective core City services to meet our high-quality community standards. The spending plan is \$108.4 million for all funds with the General Fund appropriations totaling \$43.9 million. Per Council's direction on June 17, 2020, 5% (\$2.2 million) of General Fund expenses have been held. The adopted budget continues reflecting the Successor Agency (SA) budget of \$2.3 million for enforceable obligations and administrative costs for winding down procedures of the former Monterey Park redevelopment agency.

General Fund 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.

<i>(Amounts in 000s)</i>	<i>Approved 2019-20</i>	<i>Est. Actual 2019-20</i>	<i>Estimated 2020-21</i>
<i>Property Tax</i>	<i>\$18,541</i>	<i>\$18,903</i>	<i>\$18,934</i>
<i>Sales Tax</i>	<i>7,690</i>	<i>6,500</i>	<i>6,706</i>
<i>Utility Tax</i>	<i>3,055</i>	<i>3,020</i>	<i>3,100</i>
<i>Transient Tax</i>	<i>1,700</i>	<i>1,038</i>	<i>1,616</i>
<i>Other Taxes</i>	<i>1,233</i>	<i>1,174</i>	<i>1,228</i>
<i>Licenses & Permits</i>	<i>2,640</i>	<i>1,790</i>	<i>2,412</i>
<i>Service Charges</i>	<i>6,212</i>	<i>5,869</i>	<i>6,035</i>
<i>Other Revenue</i>	<i>4,111</i>	<i>3,795</i>	<i>4,240</i>
<i>Total</i>	<i>\$45,182</i>	<i>\$42,091</i>	<i>\$44,271</i>

Property tax, sales tax, and the utility users' tax continue to be the largest revenue sources, representing 64 percent of the total General Fund's revenue. Each key revenue assumption for 2020-2021 is summarized as following:

Property Tax The property tax is an annual levy and is based on the value of land and structures. Property taxes constitute 43% percent of all City own-source revenue. Total gross assessed value for 2020 is \$7.7 billion, up 5% for \$382 million from last year. The median sales price for single family homes in the City is holding steady amidst the COVID 19 pandemic. The 2020-21

amount continues reflecting an additional property tax receipt from the Phase 1 of the Market Place development.

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 2020-2021, it assumes a 3% percent increase over the 2019-2020 estimated actual amounts that were decreased by 15% from 2018-2019 due to the COVID 19 response.

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 remain flat due to lesser collections from the telephone category.

Transient Occupancy Tax Transient occupancy tax (hotel tax) is imposed on the rent of hotels and motels in the City. The current hotel tax rate is 12%. The amount includes projected hotel tax receipts from the Marriott Hotel for seven months and a 60% reduction in revenue for quarters one and two due to the current crisis. Transient Tax is projected to be \$1.6 million.

Other Taxes This category consists of property transfer tax and franchise 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, and cable television for the privilege of using City streets. Revenues in Other Taxes are projected to be \$1.2 million.

Licenses and Permits Business licenses are expected to receive \$1.1 million (14% less than 2018-2019) and construction permits are estimated at \$1.3 million. The total revenue for this category is projected to be \$2.4 million for 2020-2021.

Charge for Services This category includes charges for fee-supported City services. Total combined revenue for fees and charges is expected to be approximately \$6 million.

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 interest rates. 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 \$4.2 million.

General Fund Estimated Expenditures

Below is the summary of the General Fund expenditures and transfers for 2020-2021.

<i>General Fund Expenditures & Transfers</i>		
<i>(Amounts in 000s)</i>	<i>Est. Actual 2019-2020</i>	<i>Proposed 2020-2021</i>
<i>Police</i>	<i>\$15,778</i>	<i>\$16,495</i>
<i>Fire</i>	<i>11,008</i>	<i>10,993</i>
<i>Public Works</i>	<i>2,969</i>	<i>3,057</i>
<i>Library</i>	<i>2,185</i>	<i>1,986</i>
<i>Community/Economic Development</i>	<i>1,497</i>	<i>1,353</i>
<i>Recreation/Community Services</i>	<i>2,476</i>	<i>1,734</i>
<i>General Administration</i>	<i>3,182</i>	<i>2,380</i>
<i>Post Employment/General Liabilities</i>	<i>5,998</i>	<i>5,944</i>
<i>Capital Improvements</i>	<i>216</i>	
<i>Total</i>	<i>\$45,309*</i>	<i>\$43,942**</i>

* Due to COVID 19, General Fund revenues are estimated at \$42,090,762 for FY2019-2020. The City has reduced costs throughout all departments and expects to close FY2019-2020 with estimated expenses under \$42,090,762. Estimated actual reductions in costs are not designated to specific departments.

**City Council placed a 5% (\$2,197,117) HOLD on General Fund expenses for FY20-21 while City awaits further COVID 19 impacts to its General Fund Revenues.

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 has reacted to the current economic crisis by reducing general fund costs and prudently monitoring revenues to ensure costs do not exceed revenues in both 2019-2020 and 2020-2021, thus maintaining the reserve at the required level. Total General Fund reserve for 2020-2021 is projected to be \$32,884 million, including \$5.1 million as Unassigned. The unassigned portion can be used for any purpose.

General Fund Balance
2020-2021
(Amounts in 000s)

	Estimate 2019-2020	Estimate 2020-2021
Beginning Balances	\$32,555	\$32,555
Revenues & Transfers	42,091	44,271
Expenditures & Transfers	(42,091)	* (43,942)
Ending Balances	\$32,555	\$32,884

* Per Council's direction on June 17, 2020, 5% (\$2.2 million) of General Fund expenses have been held.

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 2020-2021 budget expenditures for the restricted funds are \$64.4 million and total projected revenues and transfers are \$63.5 million. Below is a discussion of 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. For 2020-2021, the projected retirement revenue is \$7.5 million, and the appropriations are \$12.2 million. The difference comes from various fund supplemental \$4 million and the remaining Retirement Fund reserve. The supplements are projected to grow much higher in the next five years due to changes in CalPERS discount rates.

Proposition A, C, Measure R, M, and W Fund These funds continue to be used for the City's spirit bus, dial-a-ride, taxi coupons, bus pass programs, traffic signal upgrades, and various street and roadway improvements. For 2020-2021, total estimated revenue is \$5.1 million and total budgeted expenditures are \$3.9 million.

Road Maint and Rehabilitation Act (SB1) Fund The Road Repair and Accountability Act of 2017 provides substantial new and more stable funding for state and local streets and roads over a period of ten years. For 2020-2021, the City expects to receive over \$1.2 million from the SB1 funds and will be used for various street resurfacing rehabilitations per the City's Pavement Management Study.

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 2020-2021, the estimated revenue is \$300,000 and budgeted expenditures total \$298,000.

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. Rates have never been adjusted since 1996. The projected revenue is \$999,775. This revenue combines with a General Fund supplemental payment of \$780,000 to fund the total district maintenance expenditure of \$1.8 million.

Development Impact Fee Fund Pursuant to Chapter 3.110 of the MPMC Ordinance No. 2134, the City establishes development impact fees for safety, circulation, water, sewer, library facilities and collection, public meeting facilities, and parks. The projected revenue is approximately \$369,000, which will be used for improvements per Government Code Section 66006.

Grants Fund Revenue shared with local governments by the state or federal government has declined in years. The projected grants for 2020-2021 are \$4.2 million, which includes \$310,000 planning grant program (SB2), \$160,000 library grants for various library programs; \$1 million HUD Community Development Block and Home grants; \$190,000 park grants for the maintenance of parks and recreation facilities, \$398,000 public safety grants for police and fire training and equipment; \$1.4 million transportation/engineering grants; and \$752,000 various trust grants.

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 refuse rates, which were last established on September 1, 2017, reflect calculated payments for the franchise contract with the disposal company and the City's administrative costs of the services. Annually, the trash service providers can adjust their charge rates based on the Consumer Price Index. The projected budget for 2020-2021 is \$5.6 million for revenue and \$7.3 million for expenses. The increased in expenses are mainly for contract costs. The City needs to adjust its refuse rates to remain a positive cash position.

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 projected budget for 2020-2021 is \$2.5 million for revenue and \$2.7 million for expenses and capital improvements.

Water Funds The City's water system serves approximately 95% of Monterey Park residents. 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 2020-

2021 total \$14.5 million, and proposed expenses are \$17.4 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 over-pumped. The 2020-2021 assessment charge, including pumping rights, replacement water, production, and water purchase is included in the water proposed budget. The City's Centralized Groundwater Treatment System for Delta Plant is yet to be permitted for treatment operation. As a result, no budget for this system operation is included in this budget book. Lastly, staff is currently working on the water rates study and will soon bring the report to Council for the updated information. The City needs to adjust its water rates to remain a positive cash position.

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 2020-2021 IS fund charges are: workers' compensation \$2.4 million, motor pool \$2.5 million, separation benefits \$1.5 million, technology \$1.1 million, general liability \$3.4 million and post-employment medical liability \$1.0 million. 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.

Debt Service and Outstanding Loans

Ongoing update and replacement of City's infrastructure and capital assets is important to ensure quality service delivery. The cost for improvement is capital intensive and 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 2020-2021 and loan maturity years.

Debt Services for 2020-2021

<i>Department</i>	<i>Activity</i>	<i>Annual Payment</i>	<i>Description</i>	<i>Loan Expiration</i>
<i>Police</i>	Computer Services	\$165,868	CAD/RMS	2021
<i>Public Works</i>	Building/Water	804,568	Siemens Energy Retrofits	2030
	Water Production	113,054	Reservoirs	2030
	Motor Pool Shop	420,258	Fire Ladder Truck/Engines	2025
	Post-Employment	1,168,230	Pension Bonds	2034
<i>Non-Dept</i>	HCD Administration	508,886	Section 108 Loan	2022
<i>Comm Dev</i>	SA – Atlantic/Garvey	1,446,131	2013A Refunding Bonds	2027
<i>SA</i>	SA – Merged	658,831	2013B Refunding Bonds	2029

Compensation and Staffing Level

Staff affects the budget more than we often assume. As with most public agencies, personnel costs are the City's single largest operating expenditure. Total staffing for 2020-2021 is 373 full time equivalent (FTE) positions, adjusted up 5.82 FTEs from 2019-2020. The adopted budget

reflects labor contracts for police and fire units. The City continues evaluating its organizational structure for the most efficient core staffing mix. It has always been the City's goal to achieve the optimal service delivery within a given personnel budget.

Table below summaries position changes in 2020-2021 to meet the proposed service levels.

Proposed Staffing Changes
2020-2021

Dept	Position	Salary	Benefits	Total
PWs	Eliminate Park Superintendent position	\$ (114,509)	\$ (61,864)	\$ (176,373)
	Add one Management Analyst	\$ 63,696	\$ 44,910	\$ 108,606
	Part Time Staff	\$ 65,622	\$ 9,904	\$ 75,526
Fire	Change one Fire Fighter Paramedic to Fire Fighter			
Recs	Corrected Senior Recreation Leader position			
		\$ 14,809	\$ (7,050)	\$ 7,759

Pension Funding

The pension costs are projected to be \$12.2 million for 2020-2021, which will be funded by Retirement Fund and various other funds. Other funds supplement the pension cost for 2020-2021 at \$4 million, \$800,000 more than last year's \$3.2 million. The City's personnel costs represent 75% of the City's budget. Like many state and local governments, the City has experienced fiscal pressures in meeting its retirement plan obligations.

Public employee retirement systems command a significant portion of the public purse and the City Council has to weigh pension funding priorities against other programs of the City. Table below shows projected City contribution rates to 2024-2025 based on CalPERS new discount rates.

Plan	Projected 2020-2021	Projected 2021-2022	Projected 2022-2023	Projected 2023-24	Projected 2024-25
Safety	50.4%	53.9%	56.5%	57.8%	58.6%
Miscellaneous	38.7%	40.7%	42.1%	42.7%	43.1%

According to the actuarial valuation report, the City's unfunded accrued liabilities are \$42.5 million for the Miscellaneous Plan and \$65.8 million for the Safety Plan. The funded status is 69.8% and 70.2%, for the Miscellaneous and the Safety Plan, respectively. For years, the City has been eager to find ways to address the pension issues. In 2020-2021, the police and fire units started contributing no less than a total of 12 percent toward retirement. The City will continue negotiating with other bargaining units for additional employee contributions.

In 2020-2021, the City continues implementing the following three options in addressing the unfunded liability matter.

- Annual Lump Sum Prepayment: The City pre-pays the expected annual employer UAL 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 then used to further pay down the City's unfunded liability.
- Annual Additional Unfunded Liability Paydown: In the 2020-2021 budget proposals, the City budgets \$500,000 in the non-departmental activity to demonstrate its commitment in paying down unfunded pension liability.
- Cost-Sharing of the Employer Rate: The City's police and fire units are contributing no less than a total of 12 percent toward their pension costs. The City continues negotiating with other labor units for cost-sharing contributions.

The City makes every effort to implement strategic options to reduce its unfunded liability and to position it 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 net OPEB liability is reported on the annual financial report, which is approximately \$30 million based on a 30-year amortization. The City started addressing the unfunded liabilities associated with retiree health care in 2012 and 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. For 2020-2021, the City continues a \$1.0 million OPEB trust contribution to proactively manage the retiree medical unfunded liability.

Infrastructure and Capital Improvements

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. For 2020-2021, the City has determined to be financial prudent under the current COVID 19 pandemic and has limited the funding for new CIPs to street resurfacing, network equipment, specialty restaurant and golf course maintenance and East Los Angeles Sustainable Median Stormwater Capture Project. A total of \$2.5 million is included in the adopted budget for our infrastructure and capital investments. All project information is in the Capital Improvement Program of the document.

In Closing

There will be challenges ahead for our local community and as City Manager, I am focused on supporting our residents and businesses navigate through these tough times together. Revenues will be difficult to project because of the COVID-19 pandemic and will continue to fluctuate as the economy recovers and works through reopening phases. As the City Manager, I will continue to closely monitor budget allocations and recommend adjustments as revenues are

received and recorded. The City's focus is to continue maintaining excellent community service while being fiscally responsible.

I would like to thank City Council for your leadership and all the stakeholders for their continue support during the COVID-19 pandemic, as difficult discussions and decisions must be made in directing the financial affairs of our City the most responsible manner. We also extend our appreciation to all City departments and Management Services staff for their hard work in completing this 2020-2021 adopted budget.

Respectfully,



Ron Bow
City Manager

RESOLUTION NO. 12169

A RESOLUTION ADOPTING THE FISCAL YEAR 2020-2021 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK AND THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY; AND ADOPTING THE 2020-2021 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 2020-2021;
- B. The Budget and CIP are based upon appropriate estimates and financial planning for the City's operations, services, and capital improvements;
- C. The City Council conducted public study sessions on May 26 and May 27, 2020;
- 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 to this Resolution are approved and adopted subject only to the authorizations set forth below. Such approval and adoption include, 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 2020-2021 at \$94.5 million

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget, including transfers, is \$43.9 million. The Overall City Budget is \$108.4 million including Capital Improvement Projects. The City Manager, or designee, is authorized to implement the appropriations for City Departments.

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of \$3.5 million is appropriated for capital improvement projects for Fiscal Year 2020-2021. The City Manager, or designee, is authorized to implement the CIP.

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 2020-2021 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 2020-2021 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.

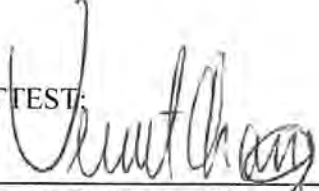
- B. Pursuant to MPMC § 3.90.050(c), the City Manager or designee, is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.
- C. For all other services, equipment, and supplies, the City Manager or designee, is authorized to execute contracts in accordance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

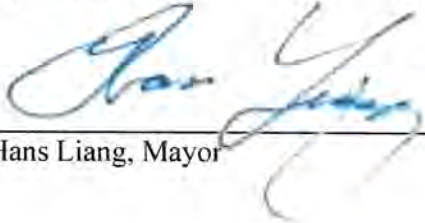
SECTION 11: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 17th day of June, 2020.

ATTEST:



Vincent D. Chang, City Clerk



Hans Liang, Mayor

APPROVED AS TO FORM:



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. 12169 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 17th day of June 2020, by the following vote:

Ayes:	Council Members: Yiu, Lo, Sornoso, Chan, Liang
Noes:	Council Members: None
Absent:	Council Members: None
Abstain:	Council Members: None

Dated this 17th day of June, 2020.



Vincent D. Chang, City Clerk
Monterey Park, California

Electronic Signatures. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

**GFOA Distinguished Budget Presentation Award
FY 2019-20**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Monterey Park
California**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

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, 2019. 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.

**CSMFO Excellence in Operational Budgeting
FY 2019-20**

***California Society of
Municipal Finance Officers***

Certificate of Award

***Operating Budget Excellence Award
Fiscal Year 2019-2020***

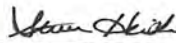
Presented to the

City of Monterey Park

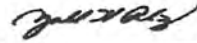
For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

January 31, 2020





Steve Heide
CSMFO President



Yolanda Rodriguez, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

The California Society of Municipal Finance Officers (CSMFO) presented an Excellence in Operational Budgeting Award to the City of Monterey Park, California for its annual budget for the FY 2019-20 beginning July 1, 2019. In order to receive this award, a governmental units must publish a budget document that meets the criteria for excellence established by CSMFO.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we will submit it to CSMFO for review and evaluation.

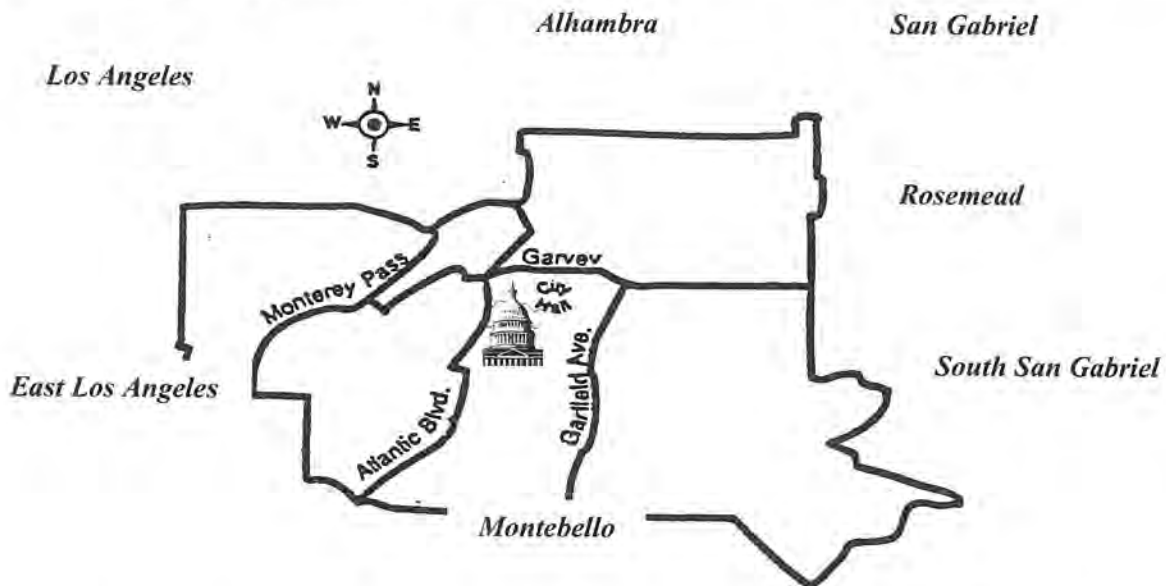
ABOUT THE CITY OF MONTEREY PARK

Monterey Park Government

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

City History

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



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

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

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

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

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

City's Economic Condition and Priority Development

Monterey Park covers an area of 7.73 square miles with a population of approximately 62,240. 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. The median home price in Monterey Park is \$639,000. The net taxable property value during the FY 18-19 assessment period was \$8.09 billion, representing a 5.7% increase over the previous year. 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 Market Place, which is located along the Pomona Freeway, is the largest commercial shopping center ever developed in the community. Some of the well-known national and regional tenants in operation include Home Depot, Costco, Chick-fil-A, In-N-Out, Buffalo Wild Wings, Mod Pizza and Starbucks. A new 288 room Courtyard by Marriott hotel is under construction along the 10 FWY (San Bernardino Freeway) and scheduled to open in the winter of 2020. A new 134 room Holiday Inn and Suites hotel including a mixed-use component is currently under construction and is scheduled to open in 2021-2022.

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.

Monterey Park Birthday – The event is to celebrate the annual birthday of the City of Monterey Park. The event is held in 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 and Artwalk – This annual event celebrating the City's flower takes place the second Saturday in October 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 Thursday 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.

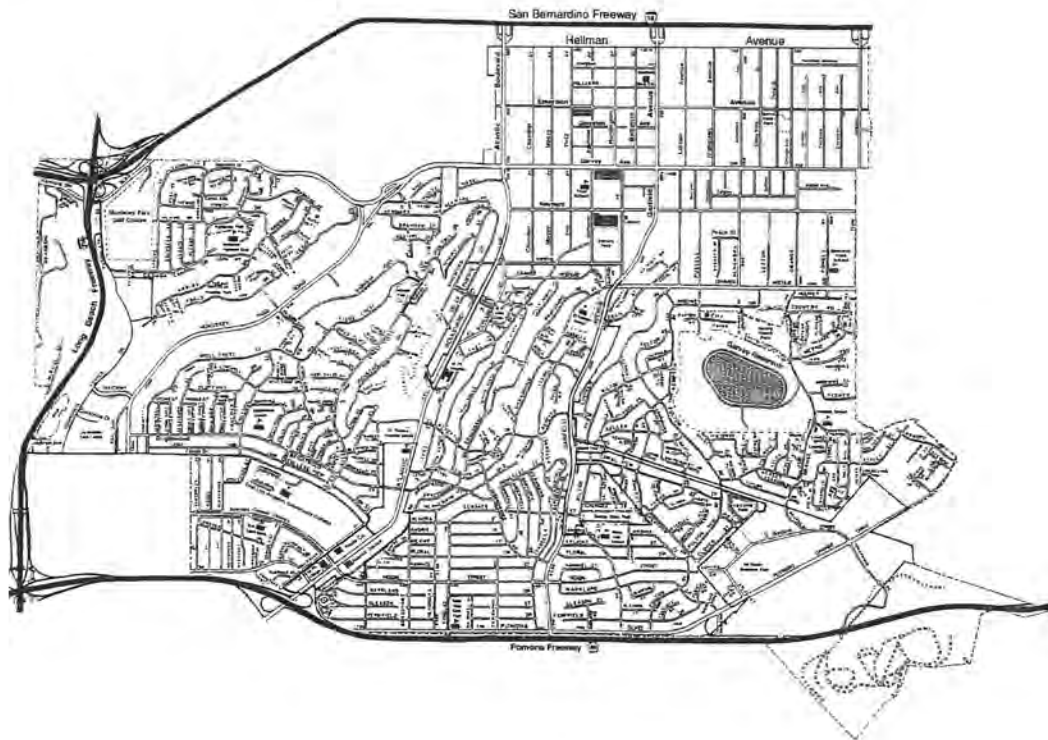
Holiday Snow Village – Held in early December, this event features over 20 tons of snow, including a play area and two snow sled rides. Bands and choirs from local schools provide entertainment to kickoff the holiday season.

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.

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.

Summer Concerts – Being held during the summer months, these free concerts bring the community together to dance and enjoy live music at the Barnes Park Amphitheater

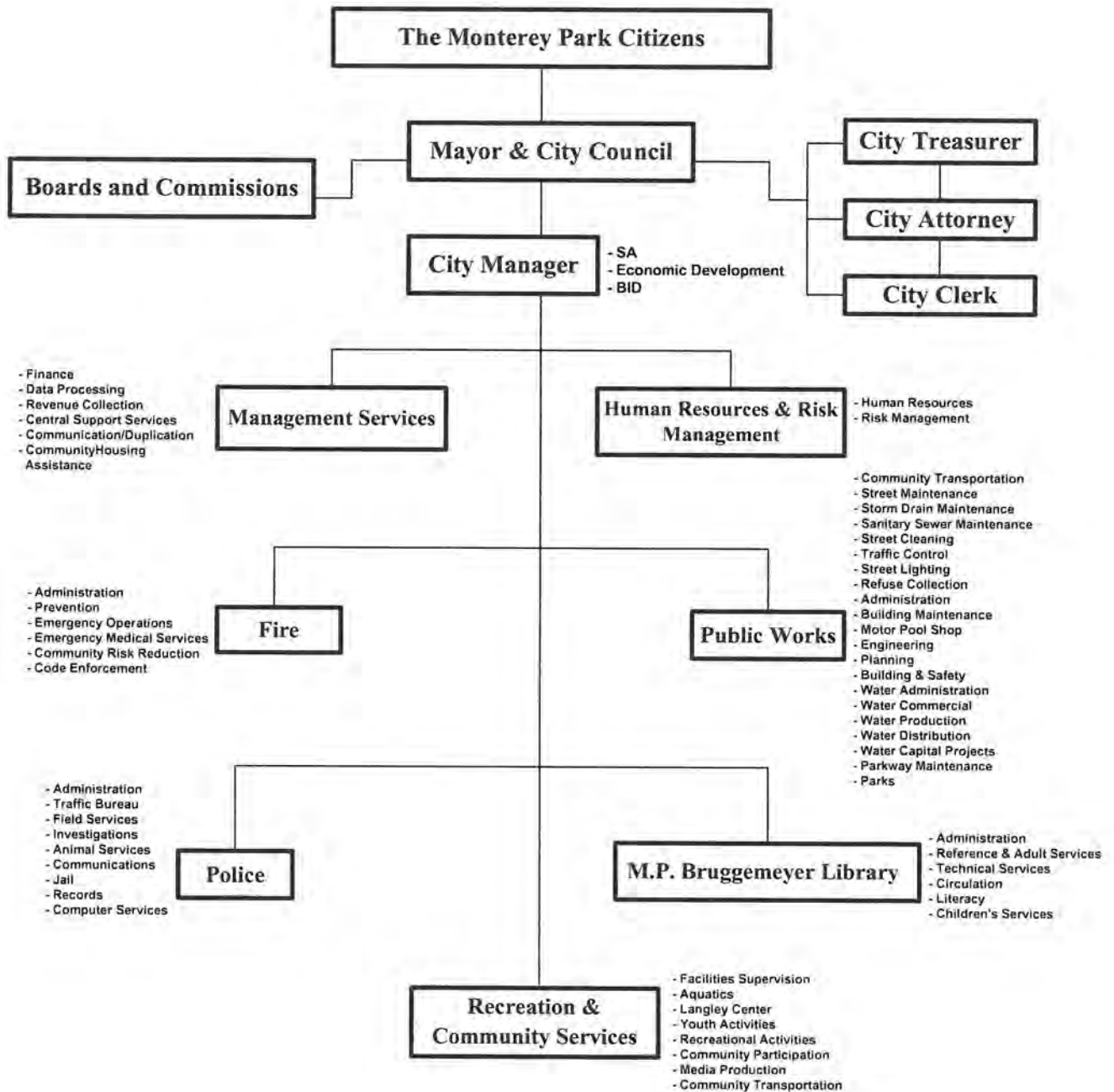
City Map



Miscellaneous Statistics

Date of Incorporation:	May 29, 1916
Form of Government:	Council / Manager
Area:	7.73 Square Miles
Miles of Streets:	119.27
Number of Street Lights:	3,359
Fire Protection:	
Number of Fire Stations:	3
Number of Sworn Firefighters and Non-Sworn Personnel:	62
Police Protection:	
Number of Stations:	1
Number of Sworn Police Officers and Non-Sworn Personnel:	108
Municipal Water Department:	
Number of Water Meters:	13,631
Average Daily Consumption:	6,730,000
Miles of Water Distribution Lines:	136
Number of Fire Hydrants:	1,067
Number of Gate Valves	2,077
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	12.43
Building Permits Issued:	542
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.64 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	134,414
Number of Library Cardholders:	39,400
Number of Employees:	
Elected Officials:	7
Full-Time:	304
Part-Time:	62
Population:	60,734

City of Monterey Park Organizational Chart



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

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S U M M A R Y

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.

	<u>Page</u>
• <i>Combined Changes in Fund Balance</i>	B2
• <i>Revenues</i>	
• <i>Revenues and Transfer-In by Source (Three-Years Summary)</i>	B3
• <i>Revenues and Transfer-In by Fund Types (Thirteen-Years Summary)</i>	B17
• <i>Revenue Graphs (General Fund Tax Revenues by Category)</i>	B19
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• <i>Expenditures</i>	
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• <i>Expenditure Graphs (Combined City & Successor Agency Expenditures by Fund)</i>	B26
<i>(Combined City & Successor Agency Expenditures by Function)</i>	
• <i>City Staffing</i>	
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• <i>Citywide Personnel Summary (Ten-Years Summary)</i>	B35
• <i>Five-Year Financial Projections</i>	B36
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• <i>Management and Budget Policies</i>	B39
• <i>Budget Preparation Process and Calendar</i>	B54

Combined Changes in Fund Balance

Fund Description	2019-2020	2020-2021			
	Estimated Ending Balance	Estimated Revenues & Transfer-In	Expenditures & Transfer-Out	Ending Balance	Fund Balance % Change
CITY FUNDS					
GENERAL FUND	32,555,411	44,271,498	43,942,345 ⁽⁵⁾	32,884,564	1.0% ⁽¹⁾
SPECIAL REVENUE FUNDS					
Retirement	(963,549)	11,508,700	12,160,701	(1,615,550)	67.7% ⁽²⁾
Gas Taxes	391,188	1,560,878	1,979,141	(27,075)	-106.9%
Bike Route	35,000	46,904	-	81,904	134.0%
RMRA (SB1)	1,850,771	1,173,536	1,167,736	1,856,571	0.3%
Circulation DIF	280,315	26,000		306,315	9.3%
Parks/Facilities/Aquatics DIF	902,133	201,500	-	1,103,633	22.3%
Law Enforcement/Fire DIF	409,683	167,500	115,799	461,384	12.6%
Proposition A	3,153,312	1,496,694	1,987,063	2,662,943	-15.6%
Proposition C	1,475,340	1,090,965	842,710	1,723,595	16.8%
Measure R	1,228,960	830,807	472,407	1,587,360	29.2%
Measure M	658,491	924,820	-	1,583,311	140.4%
Measure W		740,000	629,444	110,556	
Asset Forfeiture	893,318	299,787	298,245	894,860	0.2%
Business Improvement Area #1	125,736	72,000	89,539	108,197	-13.9%
Air Quality Improvement	224,748	84,500	22,000	287,248	27.8%
Maintenance District 93-1		999,775	930,074	69,701	
Public Safety Augmentation		780,000	892,400	(112,400)	
CERCLA Liability	392,741	187,500	187,500	392,741	0.0%
Housing	2,523,736	60,000	60,000	2,523,736	0.0%
Grants	635,286	4,202,079	2,005,291	2,832,074	345.8%
ENTERPRISE FUNDS					
Sewer	6,618,979	2,506,000	2,722,280	6,402,699	-3.3% ⁽³⁾
Refuse	134,200	5,634,000	7,313,300	(1,545,100)	-1251.3% ⁽³⁾
Water	15,270,838	14,536,000	17,408,221	12,398,617	-18.8% ⁽³⁾
INTERNAL SERVICE FUNDS					
Auto Shop	(1,069,901)	2,185,900	2,531,547	(1,415,548)	32.3%
Separation Benefits	2,186,275	1,467,400	1,490,928	2,162,747	-1.1%
Workers' Compensation	(6,761,074)	2,868,900	2,385,501	(6,277,675)	7.1%
General Liability	(4,463,230)	3,836,700	3,392,442	(4,018,972)	10.0%
Technology/Data Processing	1,415,115	553,000	1,095,604	872,511	-38.3%
Other Post-Employment Benefits		1,000,000 ⁽⁴⁾			
TOTAL CITY FUNDS	60,103,822	105,313,343	106,122,218	58,294,947	
SUCCESSOR AGENCY (SA) FUNDS	168,743	2,815,428	2,281,668	702,503	
TOTAL CITY AND SA FUNDS	60,272,565	108,128,771	108,403,886	58,997,450	

Note:

(1) The City is reducing costs to account for loss of revenue due COVID 19

(2) Higher expenditures due to pension costs.

(3) Revenues decreased due to rates returning 2017 rates. A rate study is recommended to cure the refuse fund.

(4) CalPERS CERBT Trust funding for 2020-2021

(5) Per Council's direction on June 17, 2020, 5% (\$2,197,117) of General Fund expenses have been held pending COVID 19 impacts.

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
<u>General Fund</u>						
Property Taxes:						
Current Secured	0010-	01010	16,163,332	16,650,000	16,486,599	16,983,000
Residual Property Tax Dist.		01015	1,765,428	1,350,000	1,800,737	1,377,000
Current Unsecured		01020	329,639	310,000	336,232	316,200
Homeowner Exemption		01030	51,269	56,000	52,294	54,000
Prior Year Secured		01110	183,674	150,000	187,347	170,000
Prior Year Unsecured		01120	12,623	15,000	12,875	15,000
Interest & Penalties		01200	31,871	10,000	26,773	19,000
Total Property Taxes			18,537,836	18,541,000	18,902,857	18,934,200
Other Taxes:						
Admission Tax		01400	0	2,500	0	2,500
Sales Tax		01500	7,156,102	7,690,000	6,499,563	6,705,823
Transient Tax		01550	1,064,049	1,700,000	1,037,840	1,616,166
Franchise Tax		01600	973,084	990,000	990,000	990,000
Transfer Tax		01800	158,828	240,000	185,000	235,000
Utility Users Tax		01900	3,107,983	3,055,000	3,020,000	3,100,000
Vehicle In-lieu Tax		04410	29,875			
Total Other Taxes			12,489,921	13,677,500	11,732,403	12,649,489
Licenses & Permits:						
Licenses:						
Business Licenses		02010	1,140,840	1,250,000	970,000	1,000,000
Business Lic Processing Fees		02020	19,734	8,000	18,650	15,000
Tobacco Retailer Lic Fees		02025	1,777	1,300	1,550	1,400
Total Licenses			1,162,351	1,259,300	990,200	1,016,400
Construction Permits:						
Building Permits		02500	1,333,612	900,000	550,000	993,830
Electrical Permits		02600	207,271	180,000	95,000	163,553
Plumbing Permits		02700	132,459	150,000	50,000	92,261
Mechanical Permits		02900	119,696	90,000	45,000	84,915

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Total Construction Permits			1,793,038	1,320,000	740,000	1,334,559
Other Permits:						
Firework Permits		03540	2,856	4,000	3,000	3,800
Yard Sale Permits		03550	2,906	3,200	2,000	2,500
Misc Permits		03590	74,433	50,000	50,000	50,000
Parking Permits		03650	2,132	2,100	3,350	2,500
Banner Permits		06290	1,126	2,000	1,000	1,800
Total Other Permits			83,453	61,300	59,350	60,600
Total Licenses & Permits			3,038,842	2,640,600	1,789,550	2,411,559
Fines:						
Traffic Fines		03580	176,294	180,000	110,000	180,000
Parking Fines		03620/03630	539,924	500,000	275,000	500,000
Total Court and Traffic Fines			716,218	680,000	385,000	680,000
Use of Money & Property:						
Interest Income		03700/03750	1,833,379	1,400,000	1,400,000	1,500,000
Golf Course Rental		03800	156,752	167,000	165,000	160,000
MetroPCS (3500 Ramona)		03870	47,174	45,566	45,000	45,000
T-Mobile Rental (Fire Station 3)		03880	34,801	35,845	35,000	35,000
AT&T Rental (Fire Station 3)		03890	31,865	35,845	35,000	35,000
T-Mobile Rental (Sierra Vista)		03930	44,055	45,378	45,000	45,000
Specialty Restaurants		03970	193,037	205,000	200,000	205,000
Sublease Rent - SMSA (Pac Bell)		03980	12,101	12,527	12,162	12,100
Sublease Rent - Cox Communication		03990	8,167	8,412	8,400	8,400
Total Use of Money & Property			2,361,331	1,955,573	1,945,562	2,045,500
Charges for Services:						
Police Services:						
Witness Fees		03610	4,468	4,000	4,500	5,000
Prisoner Housing		03640	93,913	80,000	76,000	76,000
Vehicle Release		03670	48,651	58,000	56,000	56,000
DUI Recovery		03680	47,754	48,000	35,000	48,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Fingerprint	06390/03710		5,055	8,500	5,000	8,500
Correction Notices		03720	5,137	6,500	5,000	6,500
Police Report		05990	3,838	4,100	7,200	4,200
Burglar Alarm		06400	28,640	15,000	8,000	20,000
Court Restitutions		06405	10,192	1,500	4,100	4,600
Total Police Services			247,648	225,600	200,800	228,800
Fire Services:						
Fire Report Copy		06050	48	600	600	600
Fire Inspection		06320	180,103	173,000	170,000	173,000
Fire Plan Checks & Permits	06330/06340		339,603	257,000	250,000	250,000
Fire Response/Admin Citation	06350/06240		6,992	8,000	8,000	11,000
Business Fire Safety Inspection		06370	29,810	32,000	32,000	35,000
Ind Waste Permit/Inspection		06850	169,773	150,000	150,000	150,000
Ambulance Subscription		07950	84,938	95,000	85,000	89,000
Ambulance Transport		07960	1,472,489	1,337,000	1,500,000	1,500,000
Total Fire Services			2,283,756	2,052,600	2,195,600	2,208,600
Community Development:						
Plan Check		06100	737,826	900,000	550,000	900,000
Comm Prop Insp		06120	21,583	40,000	50,000	50,000
Home Occup Insp	06150/06160		15,375	17,500	16,500	16,500
Zoning		06200	54,851	85,000	84,000	84,000
Admin Citation - Code Compliance	06220/06130		35,503	35,000	35,000	35,000
Design Review		06250	13,659	17,000	17,000	17,000
Special Inspection		06450	11,805	8,000	8,000	8,000
Total Community Development Fees			890,602	1,102,500	760,500	1,110,500
Public Works Fees:						
Comm. Franchise in lieu fee		01610	122,457	120,000	120,000	120,000
Street Excavation		02910	17,147	16,000	17,000	17,000
Sewer Permits		02920		236		
Driveway/Sidewalk		02930	1,947	3,000	2,000	2,000
Housemoving Permits		03520	5,114	5,000	5,000	5,000
Sale of Maps/Plans	06000/06010		1,916	1,500	1,000	1,000
Newsrack Permits		06710		1,000	1,500	1,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Address Change		06140	4,046	4,030	4,030	3,800
Admin Citation - Public Works		06230		100		
Engr Inspection	06210/06300		72,411	100,000	157,000	100,000
Engr Plan Check		06700	23,810	60,000	45,000	50,000
Soil Review		06910	14,887	20,000	70,000	30,000
CNG Fuel Sales		06940	149,576	140,000	140,000	140,000
EVGO Charging Services		06945	14,488	15,000	15,000	15,000
Total Public Works Fees			427,799	485,866	577,530	484,800
Library Fees:						
Facility Rental Charges		04030	4		10	
Library Fines		07410	14,842	18,000	12,000	18,000
Audio Visual		07420	2,238	3,200	3,000	3,200
Lost Books		07430	1,490	1,600	1,500	1,600
Misc Library Revenue		07460	11	20		
Card Replacement		07480	1,569	1,800	1,800	1,800
Damaged Items		07490	735	500	400	500
Total Library Fees			20,889	25,120	18,710	25,100
Recreation / Community Services Fees:						
Rec. Facilities / Service Clubhouse		04020	147,496	130,000	85,000	65,000
Rec Registration		06090	23,769	29,000	15,000	12,500
Picnic Reservation	07050/07030		37,311	45,000	25,000	19,000
Aquatics		07090	23,869	20,000	16,000	11,000
Child Care		07150	168,132	185,000	155,000	68,000
Barnes Pool Admission		07610	10,231	18,000	10,000	2,000
Elder Pool Admission		07620	4,263	7,500	3,000	500
Swim Lessons		07630	81,957	80,000	45,000	40,000
Barnes & Elder Pool Rental		07640	88,440	52,000	49,000	40,000
Langley Activity		08025	59,687	60,000	45,000	30,000
Rec Registration	0159-	06090	41,987	55,000	25,000	22,500
Summer Programs	0159-	07010	29,578	13,000	38,000	2,000
Fall Programs	0159-	07020	39,536	30,000	19,000	3,000
Winter Programs	0159-	07030	38,158	38,000	25,000	20,000
Spring Programs	0159-	07040	30,535	25,000	16,000	15,000
Adult Leagues	0159-	07100	17,046	15,000	18,000	8,000
Total Recreation / Community Services Fees			841,995	802,500	589,000	358,500

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Administrative Charges:						
From City Funds		06020	1,475,000	1,512,000	1,512,000	1,613,000
Total Administrative Charges			1,475,000	1,512,000	1,512,000	1,613,000
Other Services:						
City Clerk Research/Public Record		06040	335	350	350	350
Returned Check Fee		08150	1,775	2,400	2,400	2,400
ELAC Special Event		09210	2,878	3,000	12,000	3,000
Total Other Services			4,988	5,750	14,750	5,750
Total Charges for Services			6,192,677	6,211,936	5,868,890	6,035,050
Other Revenue:						
Surplus Property Sale		04000	1,113	25,000	15,000	15,000
Refunds/Rebates		08100	732,099	450,000	450,000	500,000
Misc Revenue	07500/09203/ 09200/09202		427	400	1,500	700
Street Maintenance - Water		08155	1,000,000	1,000,000	1,000,000	1,000,000
Total Other Revenue			1,733,639	1,475,400	1,466,500	1,515,700
Total General Fund			45,070,464	45,182,009	42,090,762	44,271,498

Special Revenue Funds

Retirement - 0012

Property Taxes:

Current Secured	0012-	01010	5,640,091	5,682,000	5,682,000	5,738,800
Pension Override	0012-	01015	1,461,091	1,460,000	1,460,000	1,474,600
Current Unsecured	0012-	01020	69,758	80,000	80,000	80,000
Homeowner Exemption	0012-	01030	54,073	56,000	56,000	56,000
Prior Year Secured	0012-	01110	125,918	100,000	125,000	125,000
Prior Year Unsecured	0012-	01120	4,412	5,000	5,000	4,300
Interest & Penalties	0012-	01200/03750	26,891	20,000	20,000	30,000
General Fund Supplement for Pension	0012-	01300	2,600,000	3,200,000	3,200,000	4,000,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Total Retirement			9,982,234	10,603,000	10,628,000	11,508,700
State Gas Tax - 0022						
Gas Tax:						
Section 2103 (Prop 42 Replacement)	0022-	04530	207,927	536,062	300,000	548,125
Section 2105	0022-	04540	341,487	345,663	340,000	355,369
Section 2106	0022-	04500	208,445	208,889	208,000	204,223
Section 2107	0022-	04510	429,458	451,464	450,000	424,261
Section 2107.5	0022-	04520	7,500	7,500	7,500	7,500
Interest Income	0022-	03700	22,589	18,500	18,500	20,000
Refunds & Rebates	0022-	08100	1,369	1,400	1,369	1,400
SB 821 Bikeway	0023-	05400	8,556	35,000	35,000	46,904
Total Gas Tax			1,227,331	1,604,478	1,360,369	1,607,782
Road Maintenance & Rehabilitation Act - 0024 (SB1)						
Interest Income	0024-	03700	22,682	3,800	3,800	5,800
RMRA (SB1)	0024-	04550	1,218,371	1,022,907	1,022,907	1,167,736
Loan Repayment	0024-	04560	70,188	70,188	156,618	
Total RMRA			1,311,241	1,096,895	1,183,325	1,173,536
Circulation DIF - 0069						
Circulation System	0069-	03560	277,992	25,000	0	25,000
Interest Income	0069-	03700	1,305		1,017	1,000
Total Circulation/Water/Sewer DIF			279,297	25,000	1,017	26,000
Library/Public & Aquatics Facilities/Parks DIF						
Parks (Prior to Aug 17, 2016)	0070-	09000	127,687			150,000
Parks	0070-	09001	271,803	30,000	30,000	30,000
Aquatics	0070-	09002	53,407	6,000	6,000	6,000
Public Meeting Facilities	0070-	09004	121,113	13,000	13,000	13,000
Library	0070-	09006	13,885	1,500	1,500	1,500
Interest Income	0070-	03700	11,950	1,000	2,500	1,000
Total Library/Public & Aquatics Facilities/Parks DIF			599,845	51,500	53,000	201,500

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Law Enforcement & Fire Suppression/Medic DIF						
Safety DIF Fund (Prior to Aug 17, 2016)	0071-	08100				
Safety DIF Fund	0071-	03570	170,060		111,053	150,000
Law Enforcement	0071-	03571	66,061	7,000	7,000	7,000
Fire Suppression/Medic	0071-	03572	79,876	9,000	9,000	9,000
Interest Income	0071-	03700	24,942	1,500	1,500	1,500
Total Law Enforcement & Fire Suppression/Medic DIF			340,939	17,500	128,553	167,500
Proposition A - 0109						
Proposition A Local Return	0109-	05400	1,236,808	1,240,000	1,240,000	1,303,194
Proposition A Incentive Program	0109-	05430	105,267	100,000	100,000	100,000
Bus Fares/Tap Card	0109-	07680	41,178	53,000	53,000	40,000
Langley Tap Card Sales	0109-	07685	25,175	28,500	28,500	28,500
Interest Income	0109-	03700	62,965	25,000	25,000	25,000
Total Proposition A			1,471,393	1,446,500	1,446,500	1,496,694
Measure R - 0110						
Measure R	0110-	05400	769,644	717,000	717,000	810,807
Interest Income	0110-	03700	32,351	20,000	20,000	20,000
Total Measure R			801,995	737,000	737,000	830,807
Measure M - 0112						
Measure M	0112-	05400	866,397	758,000	758,000	918,820
Interest Income	0112-	03700	24,144	6,000	6,000	6,000
Total Measure M			890,541	764,000	764,000	924,820
Proposition C - 0166						
Interest Income	0166-	05400	1,025,897	1,025,000	1,025,000	1,080,965
	0166-	03700	19,851	10,000	10,000	10,000
Total Proposition C			1,045,748	1,035,000	1,035,000	1,090,965
Measure W -						
Interest Income	0113-	05400				740,000
	0113-	03700				
Total Measure W			0	0	0	740,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Asset Forfeiture - Justice - 0160						
Asset Forfeiture-Justice	0160-	03690	50,026	60,000	60,000	60,000
Interest Income	0160-	03700	1,563	900	900	900
Total Asset Forfeiture - Justice			51,589	60,900	60,900	60,900
Asset Forfeiture - Treasury - 0362						
Asset Forfeiture-Treasury	0362-	03770	852,178	100,000	100,000	209,787
Interest Income	0362-	03700	10,600	3,600	3,600	3,600
Total Asset Forfeiture - Treasury			862,778	103,600	103,600	213,387
Asset Forfeiture - State/County - 0363						
Sale of Surplus Property	0363-	04000	1,294			
Asset Forfeiture-State/County	0363-	03780	4,617	25,000	25,000	25,000
Interest Income	0363-	03700	172	500	500	500
Total Asset Forfeiture - State/County			6,083	25,500	25,500	25,500
Business Improvement - 0077						
Business Improvement Fees	0077-	02110	73,083	72,000	72,000	72,000
Interest Income	0077-	03700	2,363	2,000	0	0
Total Business Improvement			75,446	74,000	72,000	72,000
Air Quality Improvement - 0165						
Air Quality Allocation	0165-	05400	80,082	82,000	82,000	82,000
Interest Income	0165-	03700	4,533	2,500	2,500	2,500
Total Air Quality Improvement			84,615	84,500	84,500	84,500
Maint. District -1972 Act - 0176						
Special Assessment	0176-	01060	996,505	985,000	985,000	999,775

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Public Safety Augmentation - 0182						
Sales Tax Public Safety Augmentation	0182-	01510	752,003	776,000	776,000	780,000
CERCLA Liability - 0203						
CERCLA Fees	0203-	06950	122,446	120,000	120,000	182,500
Interest Income	0203-	03700	7,869	5,000	5,000	5,000
Total CERCLA Liability			130,315	125,000	125,000	187,500
Housing Program - 0880						
SERAF Payment	0880-	01017		137,342	137,342	60,000
Interest Income	0880-	03700	435	15,000	1,000	
Other Revenue (Loan Payment)	0880-	07530	264			
Total Housing Program			699	152,342	138,342	60,000
Grants						
Planning Grants Program SB2 (SB2)						
Interest Income	0027-	03700	0	0	0	0
PGP (SB2)	0027-	04550	0	0	0	310,000
Total SB2			0	0	0	310,000
Library Grants:						
Literacy and Civics Ed. Grant	0142-	05400	71,845	47,759	54,230	45,000
Cal Literacy Grant	0163-	03700/05400	35,564	35,564	35,564	35,000
Literacy Trust Grant	0445-	05400	1,307	30,000	30,000	30,000
Library Passport Trust Grant	0454-	05400	18,500	18,500	40,000	50,000
Get Fit While You Sit Grant	0534-	05400	0	8,237	8,237	0
Total Library Grants			127,216	140,060	168,031	160,000
Recreation Grants:						
Park Discretionary (Maint.) Measure A	0178-	05400	119,288	61,000	61,000	190,000
LA County Concert Grant	0505-	05400				1,100
Total Parks & Rec Grants			119,288	61,000	61,000	191,100

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Police Grants:						
STC Grant	0132-	05400	4,620	4,730	4,730	6,600
POST Grant	0136-	04500	25,410	30,000	30,000	35,000
State - COPS	0192-	05400	148,746	120,000	120,000	130,000
State - COPS - Interest Income	0192-	03700	4,055	2,500	2,500	
Bullet Proof Vest Grant	0229-	05400	8,607	9,446	9,446	6,845
Selective Traffic Enforcement Prog (4)	0360-	05400	23,386			
Selective Traffic Enforcement Prog (5)	0361-	05400	77,550		24,000	
Selective Traffic Enforcement Prog (6)	0364-	05400			71,250	23,750
CalOES Customer Premise Equip	0472-	05400	249,101			
Homeland Security State Overtime Grant	0473-	05400				
Total Police Grants			541,475	166,676	261,926	202,195
Engineering/Parks Grants:						
Used Oil Recycling Grant	0184-	03700/05400	17,585	16,720	16,720	16,695
Beverage Container Recycling	0214-	03700/05400	32,905	15,000	15,000	15,425
Rubberized Pavement Grant	0421-	05400			66,000	
Total Engineering Grants			50,490	31,720	97,720	32,120
Transportation Grants:						
Air Quality Investment Program	0233-	03700/07680	1,210			
MTA Bike Lane Construction	0450-	05400	148,615			
HSIP School & Crosswalk Safety	0456-	05400				1,367,000
HSIP Signal Grant	0456-	05400				520,340
MSRC CNG Bus Grant	0458-	05400	90,000			
MTA Monterey Pass Bike Grant	0459-	05400	35		(35)	
Total Transportation Grants			239,825	0	0	1,887,340
Fire Grants:						
ELAC Instructional Serv Program	0349-	05400	85,826	60,000	60,000	60,000
Disaster Management Area C	0436-	05400		2,500		
Urban Area Security Initiative-2015	0464-	05400	89,427			
Ground Emergency Medical Transport	0465-	05400				46,000
Homeland Security (SHSP) 2015	0466-	05400	135,473	45,000	45,000	

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Homeland Security (SHSP) 2016	0467-	05400	35,357			
Homeland Security (SHSP) 2017/2018/2019	0468-	05400				66,794
Urban Area Security initiative - 2016	0470-	05400	963,298		66,400	
Assistance To Firefighters Grant (AFG)	0477-	05400				23,182
Total Fire Grants			1,309,381	107,500	171,400	195,976
HUD Grants:						
CDBG	0169-	05400/05460	623,352	671,312	671,312	664,252
HOME	0152-	05400	313,042	698,000	698,000	344,391
	0152-	03700	54,125	3,300	15,000	15,000
EDI Grant/Interest Income	0211-	03700	11,514	7,800	7,800	7,000
Total HUD Grants			1,002,033	1,380,412	1,392,112	1,030,643
Other Special Grants (Trust Funds):						
Maintenance Grant	0344-	05400	110,836	77,000	77,000	90,000
Gen Plan Review Trust (0010-450)	0352-	05400	435,548	200,000	45,000	52,850
Passport Trust Grant (0075)	0415-	05400	2,130			27,855
Records Management Fee Trust (0075)	0442-	05400	17,676	16,600	22,000	22,000
Total Other Special Grants (Trust Funds)			566,190	293,600	144,000	192,705
Total Grants Funds			3,955,898	2,180,968	2,296,189	4,202,079
Total Special Revenue Funds			24,866,495	21,948,683	22,003,795	26,453,945
Enterprise Funds						
Sewer - 0042						
Sewer Reconstruction Fee	0042-	01000	994	1,000	1,000	1,000
Sewer Revenue	0042-	05200	3,493,229	3,000,000	2,500,000	2,500,000
Sewer Collection System DIF	0042-	03568	52,251	5,000	5,000	5,000
Interest Income	0042-	03700	132,764		8,000	
Total Sewer			3,679,238	3,006,000	2,514,000	2,506,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
Refuse - 0043						
Refuse Charges	0043-	05300	6,334,832	5,800,000	5,300,000	5,300,000
Waste Mgmt Surcharge	0043-	05360	339,355	280,000	280,000	330,000
Interest Income	0043-	03700	22,009	4,000	4,000	4,000
Total Refuse			6,696,196	6,084,000	5,584,000	5,634,000
Water Funds						
Water Operation:						
Sales of Surplus Property	0092-	04000		3,000	3,000	3,000
Water Sales	0092-	07510	11,101,616	10,500,000	9,500,000	9,500,000
Connection Fee	0092-	07550	224,091	200,000	200,000	200,000
Meter Installation	0092-	07520	116,690	150,000	150,000	150,000
Other Revenue	0092-	07530/7540	30,945	90,000	90,000	90,000
Interest Income	0092-	03700	162,971	20,000	20,000	20,000
Water System DIF	0092-	03565	370,798	28,000	28,000	28,000
Total Water Operation			12,007,111	10,991,000	9,991,000	9,991,000
Water Treatment:						
Water Treatment Surcharge	0093-	07590	4,033,016	3,800,000	3,800,000	3,500,000
WQA EPA Settlement	0093-	07575	1,775,700	850,000	850,000	1,000,000
Interest Income	0093-	03700	285,415	45,000	45,000	45,000
Total Water Treatment			6,094,131	4,695,000	4,695,000	4,545,000
Water Capital Grants:						
Integrated Regional Water Mgmt Grant	0510-	05400	261,273			
Total Enterprise Funds			28,737,949	24,776,000	22,784,000	22,676,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
<i>Internal Services Funds</i>						
Shop - 0060						
Refunds & Rebates	0060-	08100/04000	4,109	2,000		2,000
Vehicle Charges	0060-	08700	1,992,816	2,099,895	2,099,895	2,183,900
Total Shop			1,996,925	2,101,895	2,099,895	2,185,900
Separation Benefits - 0061						
Separation Charges	0061-	07900	1,372,423	1,420,500	1,420,500	1,467,400
General Liability - 0062						
Insurance Charges	0062-	06020	1,976,520	2,669,000	2,669,000	3,336,700
Transfer from Separation Benefits	0062-	08100	500,000	500,000	500,000	500,000
Total General Liability			2,476,520	3,169,000	3,169,000	3,836,700
Technology Fund - 0063						
Technology Charges	0063-	06020	287,259	441,500	441,500	553,000
OPEB Internal Service Fund - 0064						
OPEB set-aside	0064-	06020	950,000	1,000,000	1,000,000	1,000,000
Workers' Compensation - 0080						
Insurance Charges	0080-	07900	1,836,109	2,295,316	2,295,316	2,868,900
Transfer from General Fund	0080-	08100	132,449		27,058	
Total Workers' Compensation			1,968,558	2,295,316	2,322,374	2,868,900
Total Internal Services Funds			9,051,685	10,428,211	10,453,269	11,911,900
Total City Funds			107,726,593	102,334,903	97,331,826	105,313,343

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2018-2019	Estimated 2019-2020	Estimated Actual 2019-2020	Estimated 2020-2021
<i><u>Successor Agency (SA) Funds</u></i>						
Atlantic/Garvey	0860-		1,652,077	1,610,753	1,610,753	1,962,971
Merged	0870-		1,232,112	828,703	828,703	852,457
Total Successor Agency (SA) Fund			<u>2,884,189</u>	<u>2,439,456</u>	<u>2,439,456</u>	<u>2,815,428</u>
Total City and SA - All Funds			<u>110,610,782</u>	<u>104,774,359</u>	<u>99,771,282</u>	<u>108,128,771</u>

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

Fiscal Year Ending	GOVERNMENTAL FUND TYPES									
	SPECIAL REVENUE							ENTERPRISE		
	General Fund	Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Other ⁽²⁾ Funds	Water Utility	Refuse ⁽³⁾ Fund	Sewer ⁽⁴⁾ Funds
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	40,384,174	8,639,006	3,769,459	978,688	2,293,525	1,170,345	2,479,372	14,734,090	7,124,767	2,843,412
2018	41,019,669	9,057,465	5,035,975	980,356	2,333,522	1,324,643	5,275,725	15,600,391	6,760,312	3,164,108
2019	45,070,464	9,982,234	3,996,601	996,506	2,517,141	1,227,331	6,146,682	18,362,515	6,696,196	3,679,238
2020 (1)	42,090,762	10,628,000	2,434,531	985,000	2,481,500	1,360,369	4,114,395	14,686,000	5,584,000	2,514,000
2021 (1)	44,271,498	11,508,700	4,262,079	999,775	2,587,659	1,607,782	5,487,950	14,536,000	5,634,000	2,506,000

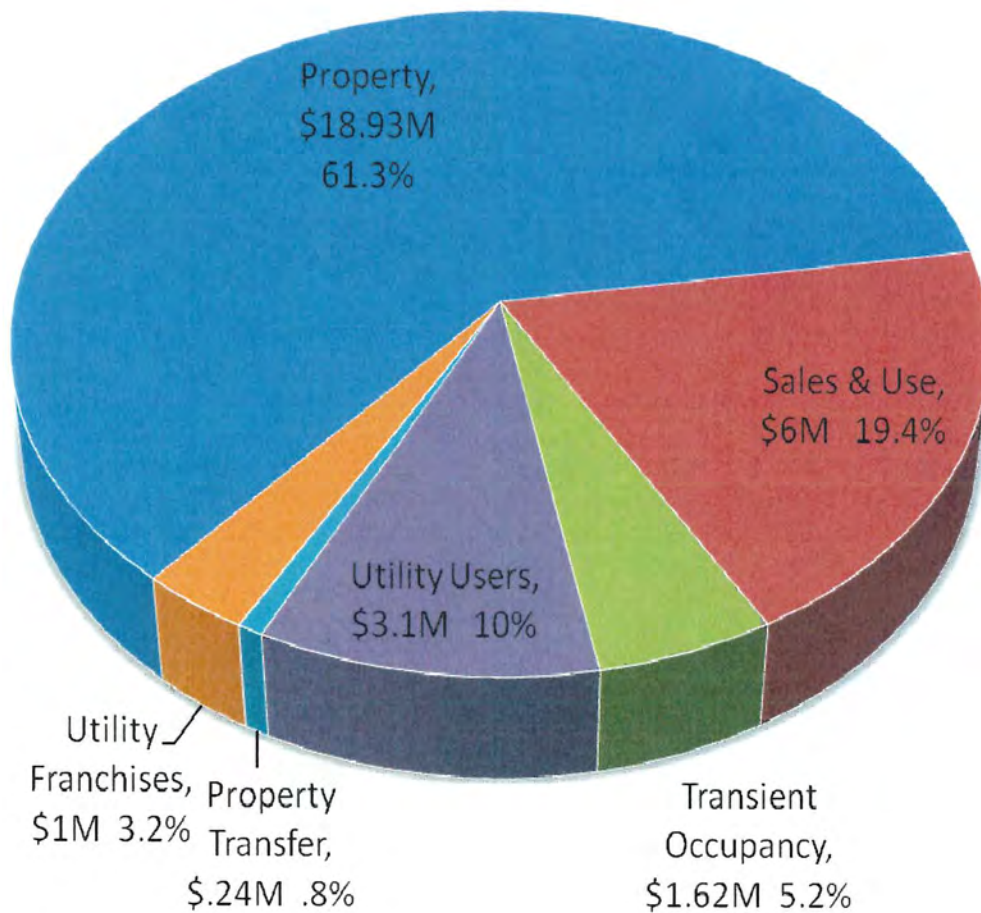
Notes:

- (1) Amounts for FYE 2020 display estimated actual and 2021 estimated revenues.
- (2) Other Funds category includes Park Facilities, Business Improvement, Asset Forfeiture, Air Quality Improvement Funds, Public Safety Impact, Public Safety Augmentation, Circulation System DIF Fund, Measure R, Measure M, Library Tax, Environmental Liability, Housing Program, Road Maintenance & Rehabilitation (SB1), 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 2020-2021 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
1,849,165	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
1,854,892	1,294,341	2,410,215	175,796	2,675,318	950,000		2,494,197	96,271,598
1,905,973	1,332,454	2,213,100	189,582	2,221,180	950,000		2,398,144	101,762,599
1,996,930	1,372,423	2,476,520	287,259	1,968,558	950,000		2,884,189	110,610,782
2,099,895	1,420,500	3,169,000	441,500	2,295,316	1,000,000		2,439,456	99,771,282
2,185,900	1,467,400	3,836,700	553,000	2,868,900	1,000,000		2,815,428	108,128,771

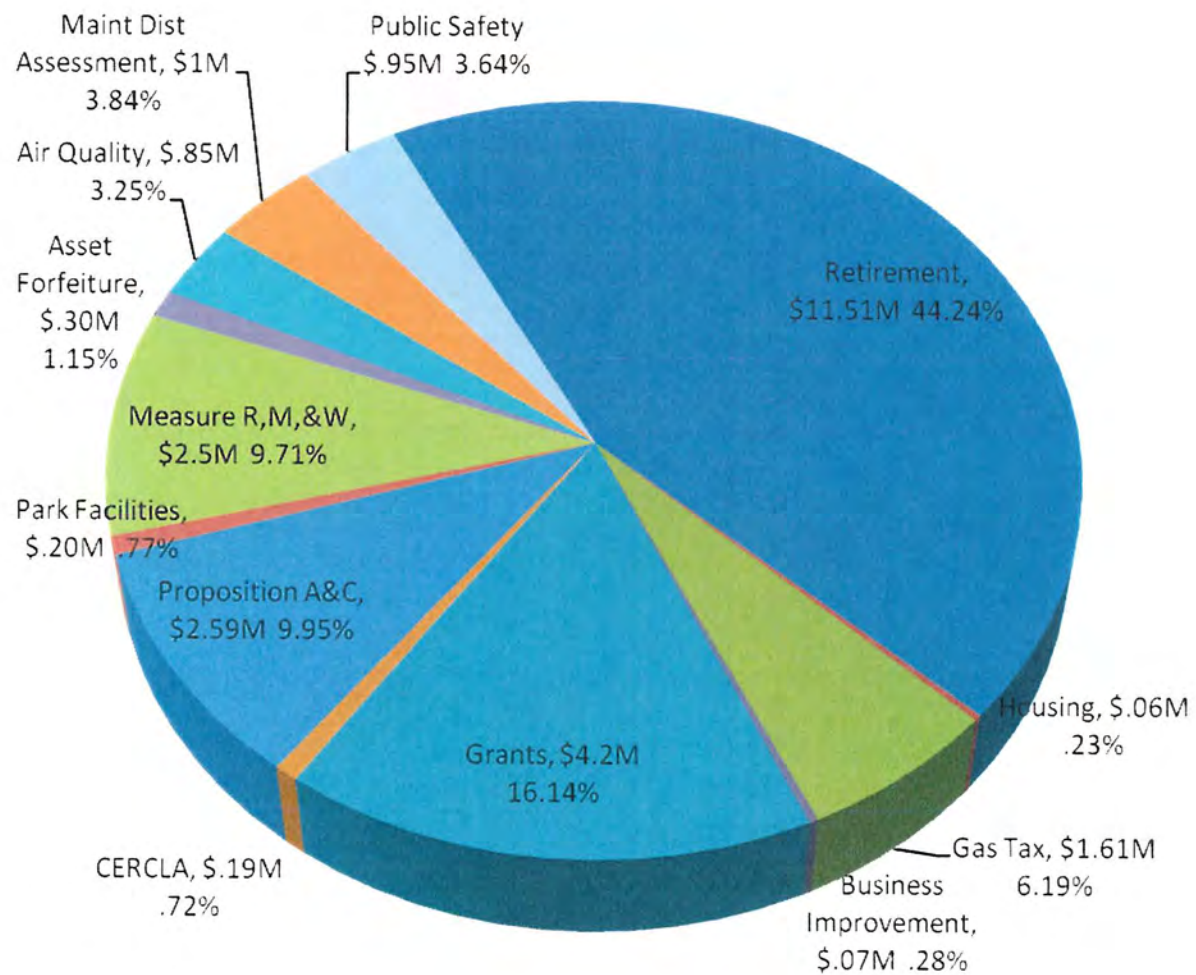
General Fund Tax Revenues by Category Fiscal Year 2020-2021



Special Revenues Funds

Revenue by Source

Fiscal Year 2020-2021



Five Years Summary of Expenditures

Fund Description	Actual 2016-17	Actual 2017-18	Actual 2018-19	Estimated Actual 2019-20	Budget 2020-2021
MAJOR FUNDS					
<i>General Fund</i>	38,639,080	41,270,125	42,476,620 (2)	42,090,762 (3)	43,942,345
<i>Retirement</i>	8,709,042	9,334,254	11,015,637	11,714,630	12,160,701
<i>Housing Fund</i>	43,220	32,660	60,000	60,000	60,000
<i>Grant Funds</i>					
<i>Library</i>	125,010	121,773	127,216	129,380	130,136
<i>HUD</i>	832,024	791,949	936,394	1,192,744	1,069,113
<i>Parks & Recreation</i>	63,047	58,815	119,289	61,000	70,672
<i>Police / Fire</i>	506,791	488,209	846,809	558,279	415,305
<i>Engineering / Transportation</i>	1,266,051	30,780	48,342	83,365	38,720
<i>Other Special Grant</i>	135,605	893,090	455,920	629,135	281,345
NONMAJOR FUNDS					
<i>Special Revenue Funds</i>					
<i>Gas Taxes</i>	1,517,073	1,413,941	1,653,246	1,992,902	1,979,141
<i>RMRA (SB1)</i>				1,000,000	1,167,736
<i>Library Tax</i>	556,457	496,477			
<i>Proposition A</i>	1,090,915	885,434	1,367,215	1,631,163	1,987,063
<i>Proposition C</i>	755,840	1,149,523	820,184	680,360	842,710
<i>Measure R</i>	195,715	1,391,294	394,898	1,550,388	472,407
<i>Measure M</i>			44,988	1,600,000	0
<i>Measure W</i>					629,444
<i>Asset Forfeiture</i>	562,631	296,928	300,588	298,245	298,245
<i>Business Improv. District #1</i>	117,033	76,524	85,516	89,539	89,539
<i>Air Quality</i>	87,046	89,883	86,876	93,172	22,000
<i>Maint. District 1972 Act</i>	938,602	1,019,433	1,031,649	1,008,093	930,074
<i>Law Enforcement & Fire/Medic - DIF</i>	414,824	487,654	62,053	590,241	115,799
<i>Public Safety Augmentation</i>	688,715	717,899	752,004	776,000	892,400
<i>Library/Public & Aquatics Fac/Parks</i>	46,518	600	15,064	128,000	
<i>CERCLA Liability</i>	250,000	160,000	150,000	150,000	187,500
Total Governmental Funds	<u>57,541,238</u>	<u>61,207,245</u>	<u>62,850,508</u>	<u>68,107,398</u>	<u>67,782,395</u>
PROPRIETARY FUNDS					
<i>Enterprise Fund</i>					
<i>Water Utility</i>	12,223,445	11,158,522	14,651,922	19,745,713	17,408,221
<i>Refuse</i>	7,120,195	6,255,552	6,638,805	6,814,219	7,313,300
<i>Sewer</i>	1,332,186	2,120,014	1,925,498	1,962,408	2,722,280
<i>Internal Service Funds</i>					
<i>Auto Shop</i>	1,607,048	1,828,284	1,957,780	2,424,098	2,531,547
<i>Separation Benefits</i>	2,291,545	1,554,279	1,384,723	1,490,928	1,490,928
<i>Workers' Compensation</i>	2,663,428	4,054,107	3,528,722	2,248,375	2,385,501
<i>General Liability</i>	4,327,671	3,259,765	4,094,642	3,346,197	3,392,442
<i>Technology/Data Processing</i>	42,371	91,923	89,450	137,915	1,095,604
Total Proprietary Funds	<u>31,607,888</u>	<u>30,322,446</u>	<u>34,271,542</u>	<u>38,169,853</u>	<u>38,339,823</u>

Five Years Summary of Expenditures

Fund Description	Actual 2016-17	Actual 2017-18	Actual 2018-19	Estimated Actual 2019-20	Budget 2020-2021
<i>Successor Agency (SA) ⁽¹⁾</i>					
<i>Capital Projects Funds</i>					
Atlantic/Garvey	1,279,890	1,284,975	1,229,234	1,516,456	1,521,859
Merged Project	3,498,823	3,694,460	3,766,812	754,257	759,809
Total Successor Agency	<u>4,778,713</u>	<u>4,979,435</u>	<u>4,996,046</u>	<u>2,270,713</u>	<u>2,281,668</u>
TOTAL CITY & SA	<u>93,927,840</u>	<u>96,509,126</u>	<u>102,118,096</u>	<u>108,547,964</u>	<u>108,403,886</u>

Notes:

- (1) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (2) Due to COVID 19, General Fund revenues are estimated at \$42,090,762 for FY1920. The City has reduced costs throughout all Departments and expects to close FY1920 with estimated expenses under \$42,090,762. This will reduce GF Citywide costs from \$111.5M to \$108.5M.
- (3) Per Council's direction on June 17, 2020, 5% (\$2,197,117) of General Fund expenses have been held pending COVID 19 impacts.

City of Monterey Park
City Expenditures By Service Area
Fiscal Year 2018-19, 2019-20, & 2020-21

Service Area / Department	2018-19 Actual	2019-20 Revised Budget	2020-21 Adopted	\$ Change over 19-20
<u>Administration</u>				
City Council / Regional Assoc	189,388	206,205	215,240	9,035
City Manager	402,033	577,726	692,884	115,158
City Treasurer	19,821	22,228	23,469	1,241
City Attorney	558,990	630,200	630,200	-
City Clerk	445,009	549,041	435,185	(113,856)
Management Services	2,608,107	3,060,134	3,178,670	118,536
HR & Risk Management	1,273,856	1,474,845	1,292,691	(182,154)
	5,497,204	6,520,379	6,468,339	(52,040)
<u>Safety</u>				
Police	20,421,929	21,313,689	22,366,713	1,053,024
Fire	14,631,696	15,032,368	15,211,997	179,629
	35,053,625	36,346,057	37,578,710	1,232,653
<u>Community Services & Improvement</u>				
Public Works	28,109,328	30,930,181	32,692,297 (4)	1,762,116
Community/Eco Development/BID	4,769,163	2,951,763	2,930,560	(21,203)
Recreation/Community Services	3,498,964	3,628,474	2,939,817	(688,657)
Library	2,437,903	2,744,116	2,682,593	(61,523)
Street/Community Imp/Water CIP	2,271,417	9,922,064	3,518,872 (3)	(6,403,192)
	41,086,775	50,176,598	44,764,139	(5,412,459)
<u>Non-Departmental</u>				
Workers Compensation	3,528,722	2,107,000	2,211,000	104,000
General Liability	3,307,685	3,490,000	3,565,000	75,000
Post-Employment Activity	8,648,039	10,597,460	11,535,030	937,570
	15,484,446	16,194,460	17,311,030	1,116,570
<u>Successor Agency</u>				
Atlantic/Garvey	1,229,234	1,516,456	1,521,859	5,403
Merged	3,766,812	754,257	759,809	5,552
	4,996,046	2,270,713	2,281,668	10,955
Total Expenditures:	102,118,096	111,508,207 (5)	108,403,886 (6)	(3,104,321)

Note:

- (1) Budget reductions throughout departments due to COVID 19
- (2) Increase in Pension, Medical and Salary costs throughout all departments
- (3) CIPs were budgeted at a minimum to control costs in FY2021
- (4) Water assessment charges and transit cost increases
- (5) Due to COVID 19, General Fund revenues are estimated at \$42,090,762 for FY1920. The City has reduced costs throughout all Departments and expects to close FY1920 with estimated expenses under \$42,090,762. This will reduce the GF citywide from \$111.5M to \$108.5M.
- (6) City Council placed a 5% (\$2,197,117) HOLD on General Fund expenses for FY20-21 while City awaits further COVID 19 impacts to its General Fund Revenues.

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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
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	4,675,759	17,932,388	12,271,685	2,818,692	25,271,688	3,063,609
2018	5,162,385	19,143,496	12,730,827	2,974,547	24,404,622	3,175,135
2019	5,497,204	20,421,929	14,631,696	4,769,163	28,109,328	3,498,964
2020 ⁽²⁾	6,520,379	21,313,689	15,032,368	2,951,763	30,930,181	3,628,474
2021 ⁽²⁾	6,468,339	22,366,713	15,211,997	2,930,560	32,692,297	2,939,817

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 2020 & 2021 display estimated actual and 2020 estimated expenditures.
- (3) City Council placed a 5% (\$2,197,117) HOLD on General Fund expenses for FY20-21 while City awaits further COVID 19 impacts to its General Fund Revenues.

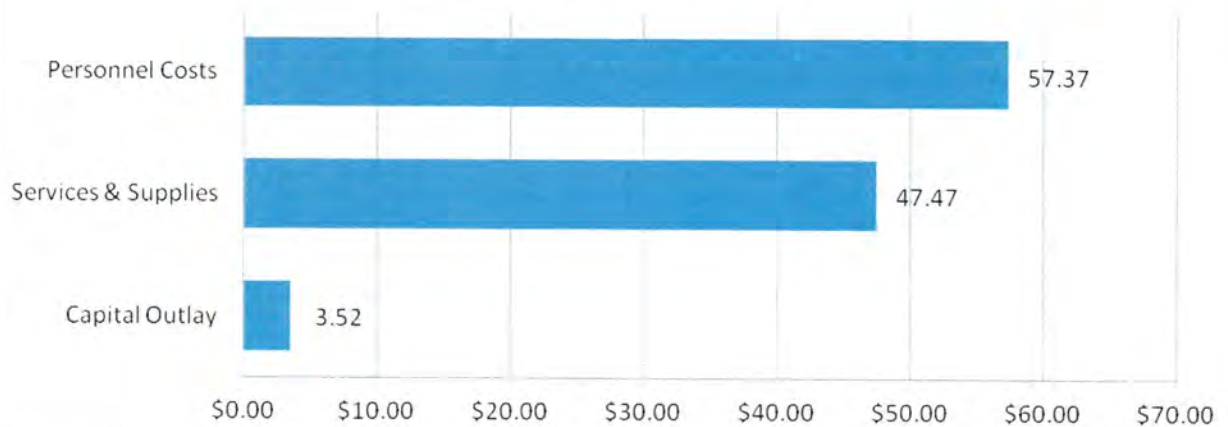
FISCAL YEAR 2019-2020 ADOPTED BUDGET

Library	Capital Improvement Projects	Non- Department/ Internal Service	Debt Service	Capital Projects	Successor Agency	GRAND TOTAL
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
2,646,786	3,681,271	16,790,818			4,775,145	93,927,840
2,957,574	4,542,823	16,443,784			4,973,933	96,509,126
2,437,903	2,271,417	15,484,446			4,996,046	102,118,096
2,744,116	9,922,064	16,194,460			2,270,713	111,508,207
2,682,593	3,518,872	17,311,030			2,281,668 ⁽³⁾	108,403,886

Combined City and Successor Agency Expenditure by Fund Fiscal Year 2020-2021



Combined City and Successor Agency Expenditures by Function Fiscal Year 2020-2021



Citywide Personnel Summary - 2020-2021

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
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
Assistant City Manager				1.00	1.00
Economic Development Manager				1.00	1.00
Economic Development Specialist				1.00	1.00
Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist				1.00	1.00
CITY MANAGER TOTAL	2.00	2.00	2.00	6.00	6.00
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
Assistant Deputy City Clerk			1.00	1.00	1.00
Secretary	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	0.50
Minutes Clerk	0.75	0.75	0.75	0.75	0.75
Total Part-Time	1.25	1.25	1.25	1.25	1.25
CITY CLERK TOTAL	4.25	4.25	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 - 2020-2021

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
MANAGEMENT SERVICES					
Full-Time					
Director of Management Services	1.00	1.00	1.00	1.00	1.00
Account Clerk	2.00	2.00	2.00	2.00	2.00
Accountant		1.00	1.00	1.00	1.00
Controller	1.00	1.00			
Financial Services Manager			1.00	1.00	1.00
IT System Analyst			1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00	1.00	1.00
Revenue Collection Specialist	1.00				
Senior Account Clerk	5.00	6.00	6.00	6.00	6.00
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	15.00	16.00	16.00	16.00
Part-Time					
Account Clerk				0.45	0.45
Clerk Typist	0.45	0.45	0.45		
Senior Account Clerk	0.50				
Total Part-Time	0.95	0.45	0.45	0.45	0.45
MANAGEMENT SERVICES TOTAL	14.95	15.45	16.45	16.45	16.45
COMMUNITY AND ECONOMIC DEVELOPMENT					
Full-Time					
Director of Community and Economic Development	1.00	1.00	1.00		
Assistant Planner	1.00	1.00	1.00		
Building Inspector	2.00	2.00	2.00		
Building Official	1.00	1.00	1.00		
Code Enforcement Officer	3.00	4.00	4.00		
Economic Development Manager		1.00	1.00		
Economic Development Specialist	1.00	1.00	1.00		
Permit Technician I	1.00	1.00	1.00		
Permit Technician II	1.00	1.00	1.00		
Plan Checker	1.00	1.00	1.00		
Senior Clerk Typist	2.00	2.00	2.00		
Senior Planner	1.00	1.00	1.00		
Total Full-Time	15.00	17.00	17.00	0.00	0.00
COMMUNITY AND ECONOMIC DEVELOPMENT TOTAL	15.00	17.00	17.00	0.00	0.00

Citywide Personnel Summary - 2020-2021

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
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	1.00	1.00	1.00
Human Resources Technician	2.00	1.00	1.00	1.00	1.00
Senior Management Analyst			1.00	1.00	1.00
Total Full-Time	4.00	4.00	5.00	5.00	5.00
Part-Time					
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50
Clerk Typist	0.50	0.50	0.50	0.50	0.50
Total Part-Time	1.00	1.00	1.00	1.00	1.00
HR AND RISK MANAGEMENT TOTAL	5.00	5.00	6.00	6.00	6.00

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	1.00	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	14.00	14.00
Police Captain	2.00	2.00	2.00	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	42.00	42.00	43.00	43.00	43.00
Police Records Management System Technician	1.00	1.00	1.00	1.00	1.00
Police Sergeant	9.00	9.00	9.00	9.00	9.00
Secretary	1.00	1.00	1.00	1.00	1.00
Total Full-Time	107.00	107.00	108.00	108.00	108.00

Citywide Personnel Summary - 2020-2021

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Part-Time					
Animal Services Officer	0.50	0.50	0.50	1.00	1.00
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	0.80	0.80	0.80	0.80	0.80
Jailer	0.50	0.50	0.50	0.50	0.50
Police Cadet			2.00	2.00	2.00
Police Records Cadet	0.50	0.50	0.50	0.50	0.50
Police Records Clerk	1.00	1.00	1.00	1.00	1.00
Total Part-Time	11.76	11.76	13.76	14.26	14.26
POLICE TOTAL	118.76	118.76	121.76	122.26	122.26
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
Fire Marshal				1.00	1.00
Deputy Fire Marshal	1.00	1.00	1.00		
Code Enforcement Officer				4.00	4.00
Fire Captain	12.00	12.00	12.00	12.00	12.00
Fire Engineer	12.00	12.00	12.00	12.00	12.00
Fire Fighter	12.00	12.00	11.00	11.00	12.00 ⁽¹⁾
Fire Fighter/Paramedic	12.00	12.00	13.00	13.00	12.00 ⁽¹⁾
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
Senior Clerk Typist				1.00	1.00
Total Full-Time	57.00	57.00	57.00	62.00	62.00
Part-Time					
Fire Apprentice	0.50	0.50	0.50	0.50	0.50
Fire Clerk Typist	1.00	1.00	1.00	1.00	1.00
Fire Intern	0.50	0.50	0.50	0.50	0.50
PT EMS		1.80	1.80	1.80	1.80
Total Part-Time	2.00	3.80	3.80	3.80	3.80
FIRE TOTAL	59.00	60.80	60.80	65.80	65.80

Citywide Personnel Summary - 2020-2021

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
PUBLIC WORKS					
Full-Time					
Director of Public Works	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
Assistant Planner				1.00	1.00
Auto Shop Technician	1.00	1.00	1.00	1.00	1.00
Building Inspector				2.00	2.00
Building official				1.00	1.00
Building Trades Technician	1.00	1.00	1.00	1.00	1.00
Civil Engineering Technician	1.00	1.00	1.00	2.00	2.00
Civil Engineering Assistant				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
Crew Leader	3.00	3.00	3.00	3.00	3.00
Cross Connection Control Inspector	1.00	1.00	1.00	2.00	2.00
Electrician	1.00	1.00	1.00	1.00	1.00
Lead Equipment Mechanic		1.00	1.00	1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Fleet Maintenance Supervisor	1.00				
Maintenance Worker	12.00	12.00	12.00	12.00	12.00
Park Maintenance Crew Leader	2.00	2.00	2.00	2.00	2.00
Park Superintendent	1.00	1.00	1.00	1.00	(2)
Park Supervisor	1.00	1.00	1.00	1.00	1.00
Permit Technician I				1.00	1.00
Permit Technician II				1.00	1.00
Plan Checker				1.00	1.00
Principal Management Analyst	2.00	2.00	2.00	2.00	3.00 (3)
Public Works Inspector	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		
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	4.00	4.00	4.00	4.00	4.00
Senior Planner				1.00	1.00
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	2.00	2.00
Water Distribution Supervisor	1.00	1.00	1.00		
Water Operation Supervisor				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	4.00	4.00	4.00	5.00	5.00
Water Utility Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time	63.00	63.00	63.00	71.00	71.00

Citywide Personnel Summary - 2020-2021

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Part-Time					
Clerk Typist	0.19	0.19	0.19	0.19	0.00
Accountant	0.50	0.50	0.50	0.50	1.00
Administrative Intern					0.48
Engineering Aide					0.96
Janitor					0.72
Maintenance Worker	7.30	7.30	7.30	7.30	7.96
Planning Intern					0.96
Total Part-Time	7.99	7.99	7.99	7.99	12.08 ⁽⁴⁾
PUBLIC WORKS TOTAL	70.99	70.99	70.99	78.99	83.08

MONTEREY PARK BRUGGEMEYER LIBRARY

Full-Time					
City Librarian	1.00	1.00	1.00	1.00	1.00
Adult Literacy Coordinator				1.00	1.00
Librarian	3.00	3.00	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 Program Administrator	1.00	1.00	1.00		
Secretary	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time	18.00	18.00	18.00	18.00	18.00
Part-Time					
Janitor	1.60	1.60	1.60	1.60	1.70
Librarian	0.92	0.92	0.02	0.52	0.52
Library Clerk	2.71	3.43	3.73	2.62	2.82
Library Page	2.05	2.05	2.25	1.95	1.95
Library Technician	0.25	0.25	0.12		
Total Part-Time	7.53	8.25	7.72	6.69	6.99
LIBRARY TOTAL	25.53	26.25	25.72	24.69	24.99

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

Citywide Personnel Summary - 2020-2021

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Community Communications Coordinator		1.00	1.00	1.00	1.00
Community TV Producer	1.00				
Dial-A-Ride Dispatcher	1.00	1.00	1.00	1.00	1.00
Janitor	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	2.00	2.00
Recreation Manager				1.00	1.00
Recreation Superintendent	1.00	1.00	1.00		
Recreation Supervisor	1.00	1.00	1.00	2.00	2.00
Senior Clerk Typist	2.00	2.00	2.00	1.00	1.00
Total Full-Time	17.00	17.00	17.00	16.00	16.00
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	0.50	0.50	0.50	0.50	0.50
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	8.04	8.04	8.04	8.21	8.04
Senior Lifeguard	0.67	0.67	0.67	0.67	0.67
Senior Recreation Leader					2.00 ^(b)
Video Technician	0.26	0.26	0.26	0.26	0.26
Total Part-Time	20.17	20.17	20.17	20.34	22.17
RECREATION / COMM. SERVICES TOTAL	37.17	37.17	37.17	36.34	38.17
CITYWIDE TOTAL	358.65	363.67	368.14	366.78	373.00

CITYWIDE STAFFING TOTALS

Elected Officials	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	299.00	302.00	305.00	304.00	304.00
Part-Time (FTE) Employees	52.65	54.67	56.14	55.78	62.00
GRAND TOTAL CITYWIDE					
FULL-TIME EQUIVALENT POSITIONS	358.65	363.67	368.14	366.78	373.00
<i>(1.00 Position = 2,080 Working Hours)</i>					

Citywide Personnel Summary - 2020-2021

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
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- (1) Change one Fire Fighter Paramedic to Fire Fighter*
- (2) Eliminate Park Superintendent position*
- (3) Add one Principle Management Analyst*
- (4) Add PT staff - Public Works*
- (5) Add PTs Senior Recreation Leader*

Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE Per 1,000
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	62,154	5.85
2018-19	368.14	62,240	5.91
2019-20	367.18	61,828	5.94
2020-21	373.00	60,734	6.14

Population Source: State of California's Department of Finance

**City of Monterey Park
Five Years Financial Projection
General Fund**

General Fund (0010/0159)

	2020-21	5-Year Long-Term Projection		2023-24	2024-25	Notes
		2021-22	2022-23			
Beginning Fund Balance						
Assigned - Capital Improvements	\$20,147,039	\$15,476,192	\$15,294,941	\$14,305,722	\$12,992,536	
Committed - Catastrophic	2,340,000	3,340,000	3,840,000	4,340,000	3,040,000	
Committed - Stabilization	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	
Unassigned	5,100,000	4,100,000	3,600,000	3,100,000	4,100,000	
Total	30,587,039	25,916,192	25,734,941	24,745,722	23,132,536	
Recurring Revenues:						
Property Taxes	18,934,200	19,484,000	20,069,000	20,671,000	21,291,130	(1)
Sales Tax	6,705,823	6,840,000	6,977,000	7,117,000	7,259,000	(2)(10)
Utility Tax	3,100,000	3,193,000	3,289,000	3,388,000	3,456,000	(3)
Hotel Tax	1,616,166	1,648,000	1,681,000	1,715,000	1,749,000	(4)(11)
Other Taxes	1,227,500	1,252,000	1,277,000	1,303,000	1,329,000	(4)
Licenses & Permits	2,411,559	2,459,790	2,508,986	2,559,166	2,610,000	(5)
Charges for Services	6,035,050	6,156,000	6,279,000	6,405,000	6,533,000	(6)
Fines	680,000	694,000	708,000	722,000	736,000	(7)
Interest and Rental	2,045,500	2,107,000	2,170,000	2,235,000	2,280,000	(8)
Other Revenue	1,515,700	1,546,000	1,577,000	1,609,000	1,641,000	(9)
Total Revenues	44,271,498	45,379,790	46,535,986	47,724,166	48,884,130	
Expenditures:						
Salaries & Benefits	31,278,285	32,373,025	33,506,081	34,678,794	35,892,551	(12)
Maintenance & Operation	4,476,431	4,610,724	4,749,046	4,891,517	5,038,263	(13)
Contracted Services	1,673,814	1,724,028	1,775,749	1,829,022	1,883,892	(14)
Utilities	759,929	783,000	806,000	830,000	855,000	(15)
Vehicle Operating	1,229,500	1,266,000	1,304,000	1,343,000	1,383,000	(16)
Insurance	154,100	157,000	160,000	163,000	166,000	(17)
Small Capitals	0	50,000	50,000	50,000	50,000	
Capital Projects	0	0	200,000	200,000	200,000	(18)
GF Supplements to Pension	3,075,800	3,200,000	3,500,000	3,800,000	4,200,000	
OPEB - GF Contributions	767,400	770,000	790,000	810,000	810,000	
Pension Unfunded Liability	406,400	500,000	550,000	600,000	600,000	
Debt Service - Siemens	120,686	127,264	134,329	142,019	142,019	
Total Expenditures	43,942,345	45,561,041	47,525,205	49,337,351	51,220,725	(19)
Ending Fund Balance	\$30,916,192	\$25,734,941	\$24,745,722	\$23,132,536	\$20,795,941	

Pension increases are included in the Retirement Fund (0012). The impact to GF would be supplemental amount to Retirement Fund.

City of Monterey Park
Five Year Financial Projection
General Fund (0010/0159)
Notes

- (1) 3% growth (2% from reassessment and 1% from ownership transfer/new construction).
- (2) 2% growth on recurring current sales tax.
- (3) 3% growth.
- (4) 2% growth.
- (5) 2% growth.
- (6) 2% growth.
- (7) 2% growth.
- (8) 3% growth. Interest income increases based on projected market outlook.
- (9) 2% growth for amounts which reflect various refunds and rebates and the State SB90 reimbursements.
- (10) Market Place revenues are based on Keser Marston Associates Report. Amounts reflect net of sharing agreement between the City and Montebello, 50% for specified retailers for the first 5 years and 18% thereafter; 18% for non-specified stores.
- (11) Marriott Transient Occupancy Tax (TOT) starts in 2020-2021 for a seven month projection. The occupancy percentage is based on the hotel norm of 60% for the 1st year ($\$175 \times 288 \text{ rooms} \times 60\% \times 365 \text{ days} \times 83\%$).
- (12) Salaries and benefits are projected for a 3.5% adjustment, starting 2019-2020 to reflect additional 401(a) benefits for Safety members.
- (13) 3% increase in maintenance, supplies, equipment, and other operating costs.
- (14) 3% adjustments including street sweeping costs are shared by Gas Tax and General Funds.
- (15) 3% increase in utilities.
- (16) 3% increase in vehicle operating and replacement.
- (17) 2% increase in insurance costs.
- (18) Capital projects depend on availability of GF balance.
- (19) Per Council's direction on June 17, 2020, 5% (\$2,197,117) of General Fund expenses have been held pending COVID 19 impacts.

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 2020-2021**

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. Purchasing Policy*
- 8. Fund Balance Policy for Governmental Funds*
- 9. Other Postemployment Benefits (OPEB) Sustainability Policy*
- 10. Capital Improvement Program Policy*
- 11. Investment Policy*
- 12. Debt Administration and Policies*
- 13. Grant Administration Policy*
- 14. Cost Accounting Application*
- 15. Article XIII B Appropriations Limit*
- 16. Source of Funds By Departments*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2020-2021**

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 2020-2021**

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, Measure M, Measure W, RMRA (SB1), SB2, Asset Forfeiture, Business Improvement District #1, Air Quality, Maintenance District 1972 Act, Developer Impact Fee, Public Safety Augmentation, 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2020-2021**

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

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

5. GENERAL MANAGEMENT AND BUDGET POLICIES

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2020-2021**

- 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.

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. PURCHASING POLICY

- MPMC Chapter 3.90, entitled "Execution of Contracts," establishes the means by which the City can generally become legally obligated under a contract. Persons authorized to sign contracts on the City's behalf include the mayor, the City Manager, and department directors for contracts less than \$2,500.
- MPMC Chapter 3.20 and 3.90 generally establishes the procedures for obtaining supplies and services. The purchasing officer must approve purchases of supplies that either are not identified in the City's current budget or constitute special supplies.
- Departments will be responsible to inform to the Finance Division for the use of the City's credit card in accordance with the City's Credit Card Usage Policy.
- Purchase Orders must be complete and have supporting documentation attached i.e., agreement cover page, quotes/bids/justification memo, etc.
- MPMC Section 3.20.040 requires formal bidding for matters over \$25,000. MPMC Section 3.20.060 allows informal bidding for matters under \$25,000.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2020-2021**

- Please refer to MPMC §3.90.050 Signature authority for approved signature authority thresholds.
- Please refer to Administrative Policy #50-09 for the disposal of surplus property.
- MPMC Chapter 3.90.010 requires that the City Attorney approve all contracts.
- Whenever Federal Award funds are used the following criteria must be followed in addition to the City's Purchasing Policy guidelines. The OMB issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule (aka Uniform Guidance) which applies to all non-federal entities receiving Federal awards, and to all new federal awards and existing awards that receive additional funding (or funding increments) after December 12, 2014.

8. FUND BALANCE POLICY

- The City's fund balance classification includes five components: Nonspendable, Restricted, Committed, Assigned, and Unassigned.
- Unrestricted General 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2020-2021**

- Working Capital (current assets minus current liabilities) in the City's Enterprise Funds, including Water, Refuse, and Sewer, must be maintained at a minimum of two months' annual operating expenses. In 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.
- The City has established mitigation strategies for paying down unfunded pension liabilities. The mitigation strategies are presented to the Council each year and updated according to Council's directions.

9. 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 various 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.

10. 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 2020-2021**

- 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.

11. 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2020-2021**

- Purchases of investments shall, whenever practical, be made directly from the issuer, from a member of a Federal regulated securities exchange, from a national or state chartered bank, or from a brokerage firm.
- Only commercial banks and savings and loan associations that demonstrate financial strength and are insured by the federal government may be selected to provide investment services.
- 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 2020-2021**

12. DEBT ADMINISTRATION AND POLICIES

**(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2019-2020)**

Total Assessed Value of all Real and Personal Property	\$ 8,089,187,009
Debt Limit Percentage	<u>15%</u>
Total Debt Limit	1,213,378,051
Amount of Debt Applicable to Debt Limit	<u>-</u>
Legal Debt Margin	<u>\$ 1,213,378,051</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, 2020, 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 2020-2021**

(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>2019-2020</u>	<u>Fiscal Year</u> <u>2020-2021</u>
0071	Lease Purchase	Police CAD/RMS System	30,000	30,000
0160		(Final date: 6/2021)	10,458	10,458
0192			114,953	114,953
0362			10,457	10,457
		Sub-Total	<u>165,868</u>	<u>165,868</u>
0010	Lease Purchase	SIEMENS Energy Efficiency Project	114,560	120,685
0092		(Final date: 6/2030)	649,172	683,883
		Sub-Total	<u>763,732</u>	<u>804,568</u>
0092	Loan	I-Bank La Loma/Highland Reservoirs	113,319	113,054
		(Final date: 8/2030)		
0093	Lease Purchase	SGVMWD Air Stripper Treatment System	200,000	
		(Final date: 9/2019)		
0169	Note	HUD Section 108	489,868	508,886
		(Final date: 8/2022)		
0012	Bonds	Pension Obligation Bonds	1,198,878	1,168,230
		(Final date: 6/2034)		
0060	Lease Purchase	Fire Ladder & Engine Trucks	420,258	420,258
		(Final date: 9/2025)		
		Sub-Total	<u>2,422,323</u>	<u>2,422,323</u>
		Total	<u>\$3,351,923</u>	<u>\$3,180,864</u>

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2020-2021**

13. 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 2020-2021**

14. 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.

15. ARTICLE XIIIB APPROPRIATIONS LIMIT (GANN APPROPRIATIONS LIMIT)

I. Background and Calculations

Article XIIIB 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 2020-2021**

Derivation of the 2020-2021 Gann Appropriations Limit follows:

FISCAL YEAR 2020-2021 ARTICLE XIII B APPROPRIATIONS LIMIT

A. Appropriations Limit:

2019-20 Adopted Limit	\$91,171,455
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Annual Adjustment Factors:

Change in CA Personal Income	1.0373	
Change in Population	0.9989	<u>1.036159</u>

2020-21 Appropriation Limit	\$94,468,121
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B. Appropriations Subject to Limit and Amount Under Legal Limit:

2020-21 Preliminary Budget Total	\$106,082,218
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Less Exclusions:

Non-Proceeds of Taxes	(46,060,952)	
Appropriations from Reserves	<u>(4,028,445)</u>	<u>(50,089,397)</u>

Budget Appropriations Subject to Limit	<u>\$55,992,821</u>
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Amount Under Legal Limit	<u>\$38,475,300</u>
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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 53% 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 2020-2021**

SOURCE OF FUNDS BY DEPARTMENTS											
DEPARTMENT	FUND TYPES										
				PROP	PROP						
	G	RE	GT	A	C	MD	O	W	S	R	I
CITY COUNCIL / COMM PROMOTION	✓	✓			✓			✓	✓	✓	
CITY MANAGER	✓	✓					✓	✓	✓	✓	
CITY CLERK	✓	✓					✓	✓	✓	✓	✓
CITY TREASURER	✓	✓						✓	✓	✓	
CITY ATTORNEY	✓							✓	✓	✓	
MANAGEMENT SERVICES	✓	✓						✓	✓	✓	✓
HUMAN RESOURCES / RISK MANAGEMENT	✓	✓						✓	✓	✓	✓
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, 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, Measure M, Housing Fund, General Plan Review Trust, Record Management Fee Trust, 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 2020-2021**

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 2020-2021 budget follows.

October /January	Work began on the 2019-2020 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2020-2021 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 /March	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 March 2, 2020.
March / April	It's the Budget preparation month and proposal submission deadline was scheduled on March 31, 2020. 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 on May 20, 2020. City Council public hearing meetings were conducted on May 26 & May 27, 2020.
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 Resolution on June 17, 2020.



C. CITY COUNCIL

CITY COUNCIL

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

General \$90,287
Retirement \$6,941
Gas Tax \$8,403
Sewer \$10,803
Refuse \$8,903
Water \$8,903

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$76,504	\$77,380	\$77,380	\$86,415	\$86,415
SERVICES & SUPPLIES	40,185	47,825	47,825	47,825	47,825
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$116,689	\$125,205	\$125,205	\$134,240	\$134,240
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. In May 2019, the City Council adopted Ordinance No. 2160 transitioning from at-large to by-district elections creating 5 districts. In March 2020, District 2, 3 and 4 were voted on. Districts 1 and 5 remain at-large until 2022 election. Under the new by-district election, the Council Members are elected by-district 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 in accordance to the resolution allowing rotation of the Mayor.

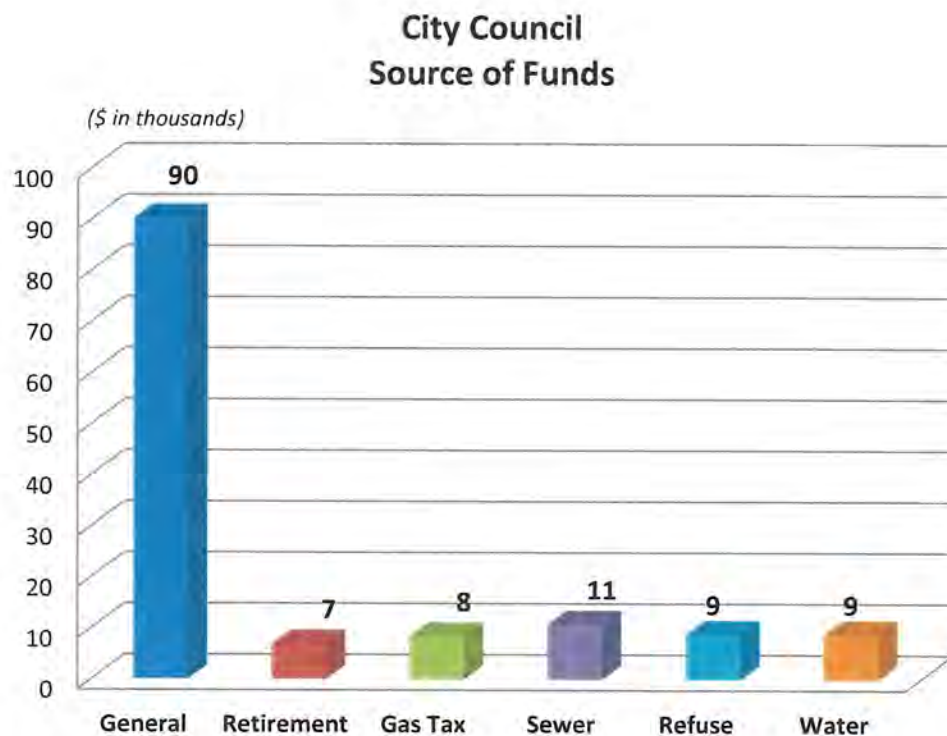
The City Council is responsible to the electorate for keeping pace with changing community needs; for establishing the quality of municipal services and the community environment; for promoting accountability and confidence in local government through open conduct of public affairs; and for encouraging 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, \$4,000, and training and conferences, \$35,000 (up to \$7,000 per council member).



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11100 Elective Salaries	\$32,400	\$32,400	\$32,400	\$32,400	\$32,400
TOTAL	\$32,400	\$32,400	\$32,400	\$32,400	\$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,450	\$1,453	\$1,453	\$1,477	\$1,477
12300 Medical Insurance	27,058	28,249	28,249	34,720	34,720
12350 Medicare Insurance	425	436	436	437	437
12400 Dental Insurance	3,027	2,400	2,400	4,496	4,496
12600 Retirement	11,021	11,204	11,204	11,569	11,569
12950 Vision Plan	1,123	1,238	1,238	1,316	1,316
TOTAL	\$44,104	\$44,980	\$44,980	\$54,015	\$54,015
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,573	\$3,605	\$3,605	\$3,605	\$3,605
22000 Operating Supplies	2,152	4,500	4,500	4,500	4,500
32000 Communications	675	720	720	720	720
39000 Miscellaneous	35,785	39,000	39,000	39,000	39,000
TOTAL	\$40,185	\$47,825	\$47,825	\$47,825	\$47,825
GRAND TOTAL	\$116,689	\$125,205	\$125,205	\$134,240	\$134,240

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Council**

ACTIVITY: **City Council**

ACTIVITY NO.: **1101**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 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

DEPARTMENT: City Council
ACTIVITY: Regional Associations
ACTIVITY NO.: 1110

SOURCE OF FUNDS:

General \$28,000
 Sewer \$7,000
 Refuse \$7,000
 Water \$12,000
 Proposition C \$27,000

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	72,699	81,000	81,000	81,000	81,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$72,699	\$81,000	\$81,000	\$81,000	\$81,000
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.

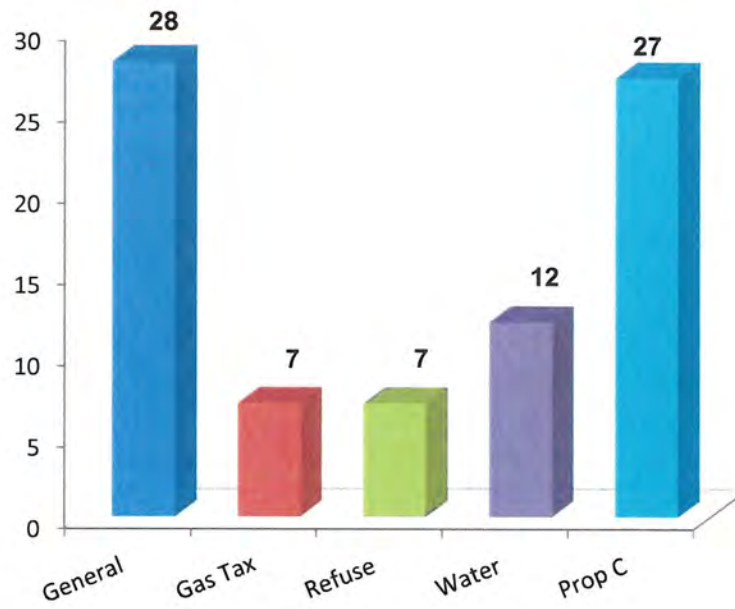
<i>Organizations</i>	<i>Amount</i>
Independent Cities Association	\$ 6,000
League of California Cities	22,825
League of California Cities – Los Angeles County Division	2,500
Southern California Association of Governments	6,200
San Gabriel Valley Council of Governments	27,000
California Contract Cities Association	5,100
San Gabriel Valley Economic Partnership	7,875
International Council of Shopping Centers	3,500
	<u>\$81,000</u>

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

Regional Associations Source of Funds

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Council**

ACTIVITY: **Regional Associations**

ACTIVITY NO.: **1110**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SERVICES & SUPPLIES					
39000 Miscellaneous	\$72,699	\$81,000	\$81,000	\$81,000	\$81,000
TOTAL	\$72,699	\$81,000	\$81,000	\$81,000	\$81,000
GRAND TOTAL	\$72,699	\$81,000	\$81,000	\$81,000	\$81,000

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CITY MANAGER

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$712,216
 Retirement \$174,445
 Gas Tax \$7,421
 Sewer \$96,219
 Refuse \$96,369
 Business Improvement \$89,539
 Water Fund \$96,939
 SA-Atlantic/Garvey \$1,513,759
 SA -Merged \$751,709

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1200 & 1111

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$518,107	\$1,061,034	\$1,061,034	\$1,160,819	\$1,160,819
SERVICES & SUPPLIES	5,082,280	2,379,753	2,379,753	2,377,797	2,377,797
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,600,387	\$3,440,787	\$3,440,787	\$3,538,616	\$3,538,616
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.30	6.35	6.35	6.20	6.20

Program Description

The City Manager serves as the Chief Executive Officer of the City under the direction of the City Council.

As a result of organizational realignments, the Economic Development and Business Improvement District (BID) functions, are moved under the purview of the City Manager's Office. This move increases efficiency and communication, which in turn will work to promote the economic vitality of the City.

Specific objectives are:

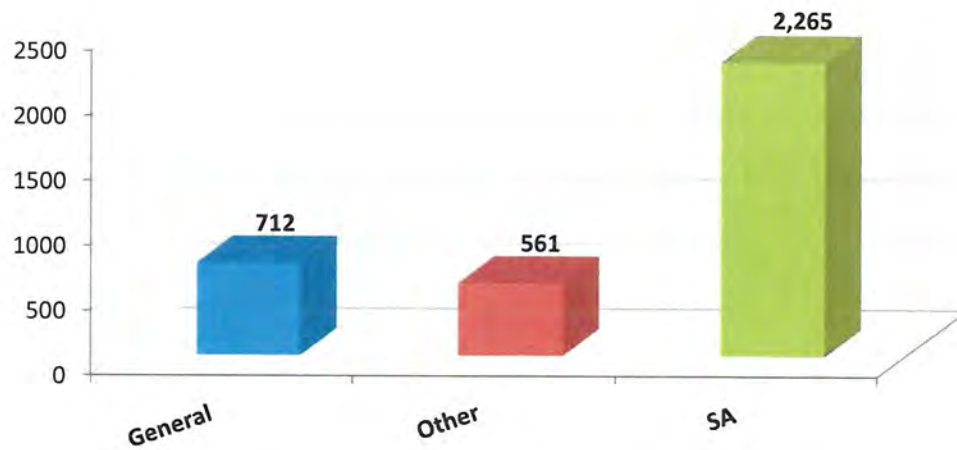
- Provide overall direction and coordination of City operations and community programs to ensure that the City Council's adopted service objectives are met or exceeded, and that costs do not exceed budget restrictions.

- Provide continual monitoring and evaluation of services and programming to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.
- Provide useful and timely data to the City Council 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.
- Create and administer programs designed to stimulate economic activity and enhance City revenues. This includes the development of quality neighborhoods, commercial activities, business support services, aggressive marketing, and establishing mutual support between the residential community and local businesses.
- Produce programs in compliance with the Economic Development Strategy Plan and the City's Focus General Plan Update 2040.
- Promote public annual events to businesses including decorations, music and activities within the Business Improvement District (BID) area.
- Continues preparing the Recognized Obligation Payment Schedule (ROPS) to the Department of Finance (DOF) and secure administrative costs to reduce General Fund expenditures.

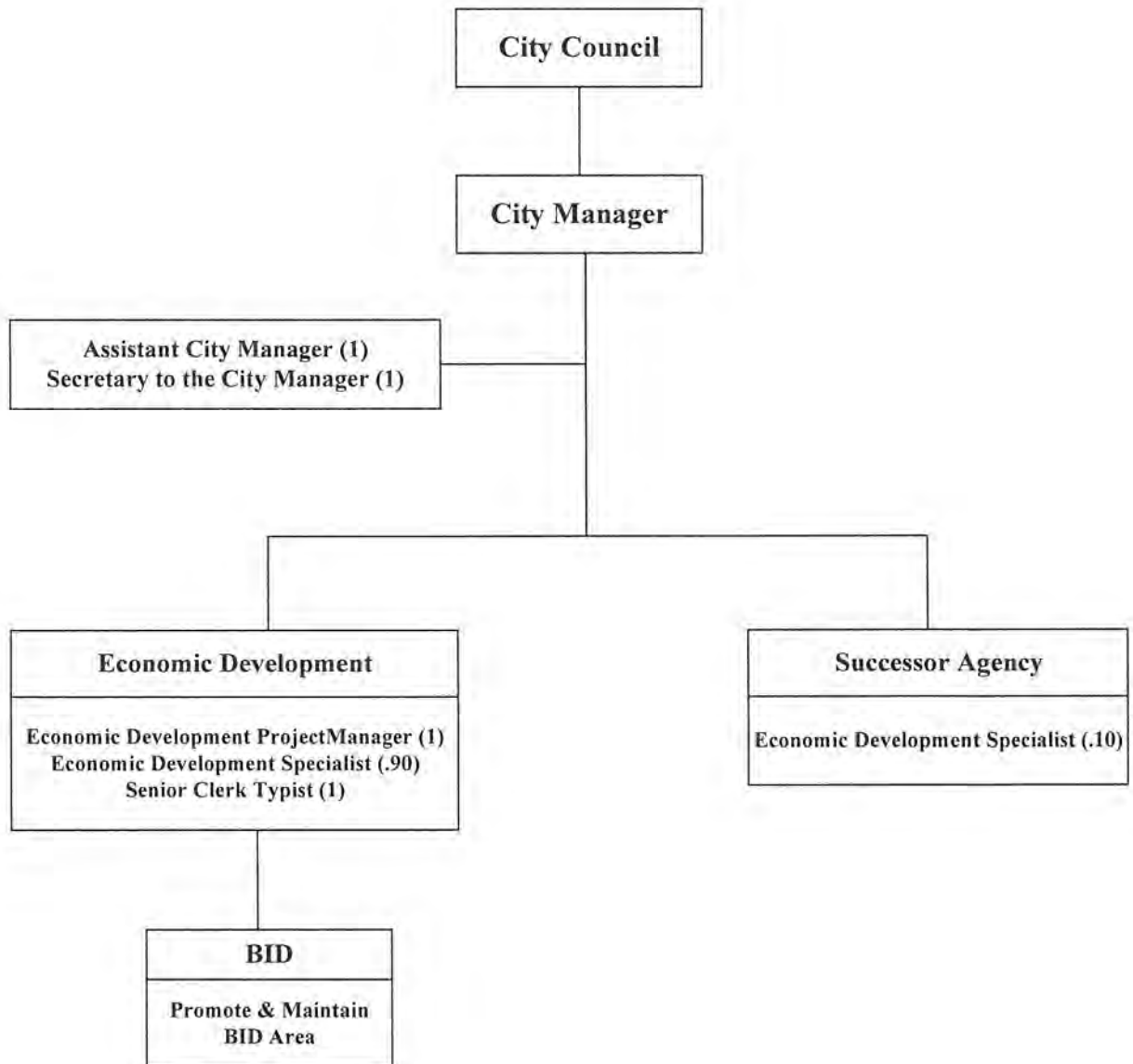
Personnel change: Establishes the Assistant City Manager's position to assist the City Manager in administering, coordinating and directing citywide program and department activities.

City Manager's Office Source of Funds

(\$ in thousands)



City Manager's Office / Successor Agency



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$375,463	\$523,766	\$523,766	\$640,566	\$640,566
SERVICES & SUPPLIES	26,570	53,960	53,960	52,318	52,318
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$402,033	\$577,726	\$577,726	\$692,884	\$692,884
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.80	2.80	2.80	2.69	2.69

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 and programming to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.
- Provide useful and timely data to the City Council 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.
- Create and administer programs designed to stimulate economic activity and enhance City revenues. This includes the development of quality neighborhoods, commercial activities, business support services, aggressive marketing, and establishing mutual support between the residential community and local businesses.
- Produce programs in compliance with the Economic Development Strategy Plan and the City's Focus General Plan Update 2040.
- Promote public annual events to businesses including decorations, music and activities within the Business Improvement District (BID) area.
- Continues preparing the Recognized Obligation Payment Schedule (ROPS) to the Department of Finance (DOF) and secure administrative costs to reduce General Fund expenditures.

2020-2021 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Establish a Task force utilizing the community leaders, educational institutions, faith groups, businesses, residents and experts to assist in developing a Homeless Plan for the City of Monterey Park.
2. *Achieve Financial Stability*: Identify ways to reduce/control costs to minimize interruptions to essential City services without draining the City's reserves.
3. *Achieve Financial Stability*: Identify new revenue opportunities such as a sales tax ballot measure to increase the organizations reserves and City services.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Opened additional stores at the Marketplace establishment, including Chase Bank, Starbucks, Buffalo Wilde Wings, and MOD Pizza.
2. Safety employees agreed to increase contribution to Pers pension plan, with classic members contribute 3% more and Pepra members contribute 0.5% more.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Miscellaneous (#39000) consists of \$1,800 dues/memberships to ICMA, \$200 printing, and \$15,000 conference/training/meetings.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$254,169	\$413,376	\$413,376	\$427,157	\$427,157
11400 Overtime Salaries	0	460	460	460	460
11500 Separation Benefits	7,696	8,400	8,400	9,200	9,200
TOTAL	\$261,865	\$422,236	\$422,236	\$436,817	\$436,817
EMPLOYEE BENEFITS					
12200 Life Insurance	\$686	\$617	\$617	\$1,103	\$1,103
12300 Medical Insurance	15,712	12,182	12,182	27,345	27,345
12350 Medicare Insurance	3,882	3,260	3,260	6,252	6,252
12400 Dental Insurance	1,258	1,063	1,063	2,735	2,735
12500 Workers Compensation	2,271	4,259	4,259	3,500	3,500
12600 Retirement	86,141	77,236	77,236	157,070	157,070
12750 City 401 Plan	1,316	845	845	2,841	2,841
12900 Long Term Disability	1,732	1,483	1,483	1,938	1,938
12950 Vision Plan	600	585	585	965	965
TOTAL	\$113,598	\$101,530	\$101,530	\$203,749	\$203,749
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$2,500	\$2,500	\$2,500	\$2,500
31000 Contracted Services	0	25,000	25,000	25,000	25,000
32000 Communications	13,073	3,460	3,460	1,818	1,818
37000 Leases & Rentals	1,642	3,500	3,500	3,500	3,500
38000 R/M Contractual	491	2,500	2,500	2,500	2,500
39000 Miscellaneous	11,364	17,000	17,000	17,000	17,000
TOTAL	\$26,570	\$53,960	\$53,960	\$52,318	\$52,318
GRAND TOTAL	\$402,033	\$577,726	\$577,726	\$692,884	\$692,884

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **City Manager**

ACTIVITY NO.: **1201**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
City Manager	0.80	0.69	0.69	\$141,703	\$152,333	\$152,333
Assistant City Manager	1.00	1.00	1.00	190,000	190,000	190,000
Secretary to the City Manager	1.00	1.00	1.00	67,499	70,577	70,577
Auto Allowance	0.00	0.00	0.00	8,450	9,685	9,685
Bilingual Pay	0.00	0.00	0.00	600	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	3,924	0	0
Overtime	0.00	0.00	0.00	460	460	460
Separation Benefits	0.00	0.00	0.00	8,400	9,200	9,200
DHS Certification Pay	0.00	0.00	0.00	0	1,562	1,562
Longevity Pay	0.00	0.00	0.00	0	1,200	1,200
Total	2.80	2.69	2.69	\$422,236	\$436,817	\$436,817

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$142,644	\$133,947	\$133,947	\$131,332	\$131,332
SERVICES & SUPPLIES	4,970,194	2,134,366	2,134,366	2,134,136	2,134,136
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,112,838	\$2,268,313	\$2,268,313	\$2,265,468	\$2,265,468
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.50	.50	.50	.50	.50

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 continues preparing the Recognized Obligation Payment Schedule (ROPS) to the Department of Finance (DOF).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

- Salaries and Benefits category (#11... & #12...) SA Administrative Cost is at \$131,332 for ROPS 21-22.
- Contracted Services category (#31000) includes legal services \$19,016, and consulting & annual audits services \$31,848.
- Debt Service category (#42000) consists of payments for TI Bonds, \$2,070,712.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$96,668	\$91,019	\$91,019	\$87,678	\$87,678
11400 Overtime Salaries	284	540	540	540	540
11500 Separation Benefits	7,000	1,200	1,200	1,400	1,400
TOTAL	\$103,952	\$92,759	\$92,759	\$89,618	\$89,618
EMPLOYEE BENEFITS					
12200 Life Insurance	\$184	\$186	\$186	\$220	\$220
12300 Medical Insurance	6,269	5,408	5,408	6,414	6,414
12350 Medicare Insurance	1,390	1,322	1,322	1,274	1,274
12400 Dental Insurance	590	612	612	498	498
12600 Retirement	28,921	32,128	32,128	32,018	32,018
12750 City 401 Plan	584	586	586	638	638
12900 Long Term Disability	571	748	748	454	454
12950 Vision Plan	183	198	198	198	198
TOTAL	\$38,692	\$41,188	\$41,188	\$41,714	\$41,714
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
31000 Contracted Services	29,027	50,864	50,864	50,864	50,864
32000 Communications	787	790	790	560	560
37000 Leases & Rentals	8,000	8,000	8,000	8,000	8,000
42000 Debt Service	4,928,380	2,070,712	2,070,712	2,070,712	2,070,712
TOTAL	\$4,970,194	\$2,134,366	\$2,134,366	\$2,134,136	\$2,134,136
GRAND TOTAL	\$5,112,838	\$2,268,313	\$2,268,313	\$2,265,468	\$2,265,468

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 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
City Manager	0.20	0.20	0.20	\$43,601	\$44,477	\$44,477
Director of Mgmt Services	0.20	0.20	0.20	34,126	33,209	33,209
Economic Development Specialist	0.10	0.10	0.10	8,556	6,936	6,936
Auto Allowance	0.00	0.00	0.00	2,600	2,600	2,600
Eduction Incentives	0.00	0.00	0.00	420	0	0
DHS Certification Pay	0.00	0.00	0.00	456	456	456
Longevity Pay	0.00	0.00	0.00	1,260	0	0
Overtime	0.00	0.00	0.00	540	540	540
Separation Benefits	0.00	0.00	0.00	1,200	1,400	1,400
Total	0.50	0.50	0.50	\$92,759	\$89,618	\$89,618

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager
ACTIVITY: Economic Development
ACTIVITY NO.: 1205

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$403,321	\$403,321	\$388,921	\$388,921
SERVICES & SUPPLIES	0	101,888	101,888	101,804	101,804
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$505,209	\$505,209	\$490,725	\$490,725
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	3.05	3.05	3.01	3.01

Program Description

The Economic Development Division is charged with marketing and building the local economy. Staff provides assistance and support to local businesses and property owners. The Division also provides staff support to the Economic Development Advisory Commission and the Business Improvement District Advisory Committee, both of which have a common goal of building a solid economic foundation for the community.

The Division's specific service objectives include:

- Provide a City-to-Business network that will continue to improve communication between the two entities improving business retention.
- Attract a variety of needed services, commercial/retail, and restaurant uses minimizing sales tax and revenue leakage to the surrounding communities enabling the city to provide the essential services to the community.
- Develop and maintain a marketing program promoting the City through various media.

- Work with the Economic Development Advisory Commission and the Business Improvement Advisory Committee to improve the City's image and sales tax base.

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Create a new economic development strategy that is focused on attraction of small to medium size businesses that meet our available vacancies.
2. *Improve communitywide beautification:* Work with business owners to educate them on the importance of keeping shops and shopping centers clean & painted.
3. *Improve communitywide beautification:* Identify projects and programs designed to enhance Monterey Park, by improving the financial base and aesthetics of our three main business corridors on Atlantic Boulevard, Garfield Avenue and Garvey Avenue.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Continued working with ECON Solutions HdL to provide staff local and regional statistics and targeted business economic projections, to better assist the City in marketing the City to retailers and developers.
2. Focused on the attraction of quality and successful businesses, retention of the existing businesses and prevention of sales tax leakage to neighboring cities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$60,000 reflects contract services for marketing programs and business retention.
2. Advertising category (#34000) \$20,000 reflects advertising costs to promote City businesses.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Economic Development**

ACTIVITY NO.: **1205**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$0	\$263,011	\$263,011	\$241,267	\$241,267
11400 Overtime Salaries	0	6,000	6,000	6,000	6,000
TOTAL	\$0	\$269,011	\$269,011	\$247,267	\$247,267
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$975	\$975	\$959	\$959
12300 Medical Insurance	0	27,339	27,339	38,165	38,165
12350 Medicare Insurance	0	3,872	3,872	3,499	3,499
12400 Dental Insurance	0	2,609	2,609	3,402	3,402
12600 Retirement	0	95,080	95,080	90,328	90,328
12750 City 401 Plan	0	2,080	2,080	3,023	3,023
12900 Long Term Disability	0	1,399	1,399	1,341	1,341
12950 Vision Plan	0	956	956	937	937
TOTAL	\$0	\$134,310	\$134,310	\$141,654	\$141,654
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$1,000	\$1,000	\$1,000	\$1,000
24000 Small Tools	0	1,500	1,500	1,500	1,500
31000 Contracted Services	0	60,000	60,000	60,000	60,000
32000 Communications	0	1,188	1,188	1,104	1,104
33000 Motor Pool Charges	0	10,500	10,500	10,500	10,500
34000 Advertising	0	20,000	20,000	20,000	20,000
39000 Miscellaneous	0	7,700	7,700	7,700	7,700
TOTAL	\$0	\$101,888	\$101,888	\$101,804	\$101,804
GRAND TOTAL	\$0	\$505,209	\$505,209	\$490,725	\$490,725

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: Economic Development

ACTIVITY NO.: 1205

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
City Manager	0.15	0.11	0.11	\$32,701	\$25,574	\$25,574
Economic Development Project Manager	1.00	1.00	1.00	104,796	106,695	106,695
Economic Development Specialist	0.90	0.90	0.90	77,004	62,421	62,421
Senior Clerk Typist	1.00	1.00	1.00	41,460	42,300	42,300
Auto Allowance	0.00	0.00	0.00	1,950	1,495	1,495
DHS Certification Pay	0.00	0.00	0.00	0	262	262
Education Incentive	0.00	0.00	0.00	1,320	2,520	2,520
Overtime	0.00	0.00	0.00	6,000	6,000	6,000
Longevity Pay	0.00	0.00	0.00	3,780	0	0
Total	3.05	3.01	3.01	\$269,011	\$247,267	\$247,267

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 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	85,516	89,539	89,539	89,539	89,539
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$85,516	 \$89,539	 \$89,539	 \$89,539	 \$89,539
 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.

2020-21 GOALS AND OBJECTIVES

The goals for 2020-21 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: Increase the assessment fees to cover the annual program cost for 2021.
2. Improve communitywide beautification: Continue providing janitorial services.
3. Improve communitywide beautification: Purchase new holiday decorations for the Business Improvement District area.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Continued Christmas decorations on Garvey Ave within the Monterey Park downtown area.
2. Continued janitorial services for the Business Improvement District area.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Business Improvement Area No.1**

ACTIVITY NO.: **1111**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SERVICES & SUPPLIES					
31000 Contracted Services	\$85,516	\$89,539	\$89,539	\$89,539	\$89,539
TOTAL	\$85,516	\$89,539	\$89,539	\$89,539	\$89,539
GRAND TOTAL	\$85,516	\$89,539	\$89,539	\$89,539	\$89,539



CITY CLERK

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

SOURCE OF FUNDS:

General \$262,028
Retirement \$50,470
Gas Tax \$20,708
Sewer \$20,708
Refuse \$24,708
Water \$28,708
Passport Trust \$27,855

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$335,614	\$347,841	\$347,841	\$345,255	\$345,255
SERVICES & SUPPLIES	109,395	201,200	201,200	89,930	89,930
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$445,009	\$549,041	\$549,041	\$435,185	\$435,185
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 2018-2019</u>	<u>Estimated 2019-2020</u>	<u>Projected 2020-2021</u>
General Municipal Election Voter Turnout	Not an Election Year	March, 2020 36%	Not an Election Year
Passports	477	198	300
Public Records Act Requests	215	392	450
Certificate Requests	1026	796	1,000

2020-2021 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Continue to research for implementation of a citywide enterprise content management (ECM) solution and a records management policy.
2. Improve Organizational Effectiveness and Efficiency: Review and inventory of old files and prepare for preservation in a digital format.
3. Improve Organizational Effectiveness and Efficiency: Continue to conduct educational outreach regarding changes in the electoral voting process and promote voter registration.

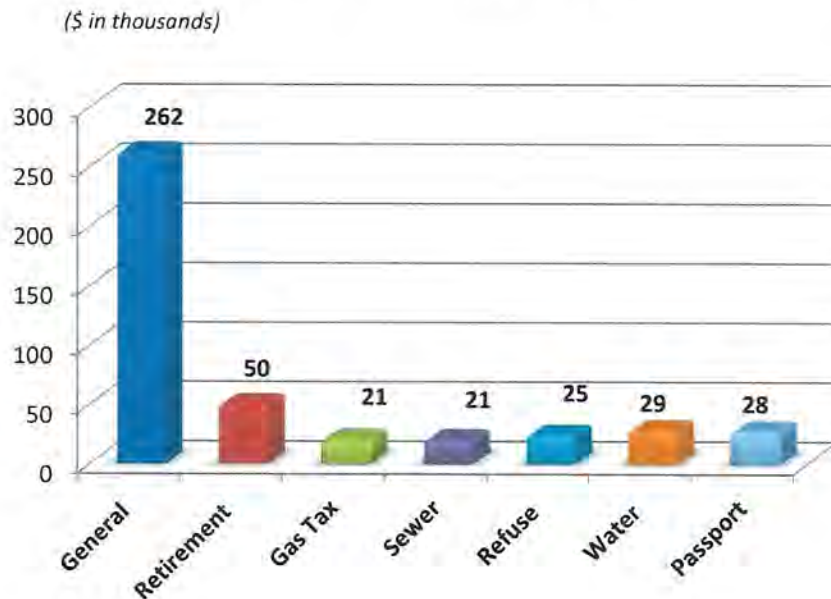
2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Successfully conducted the first district-based General Municipal Election in March 2020 to fill three council seats. The election was consolidated with the Los Angeles County election.
2. *Improve Organizational Effectiveness and Efficiency*: Conducted several outreach efforts regarding changes in the electoral voting process.

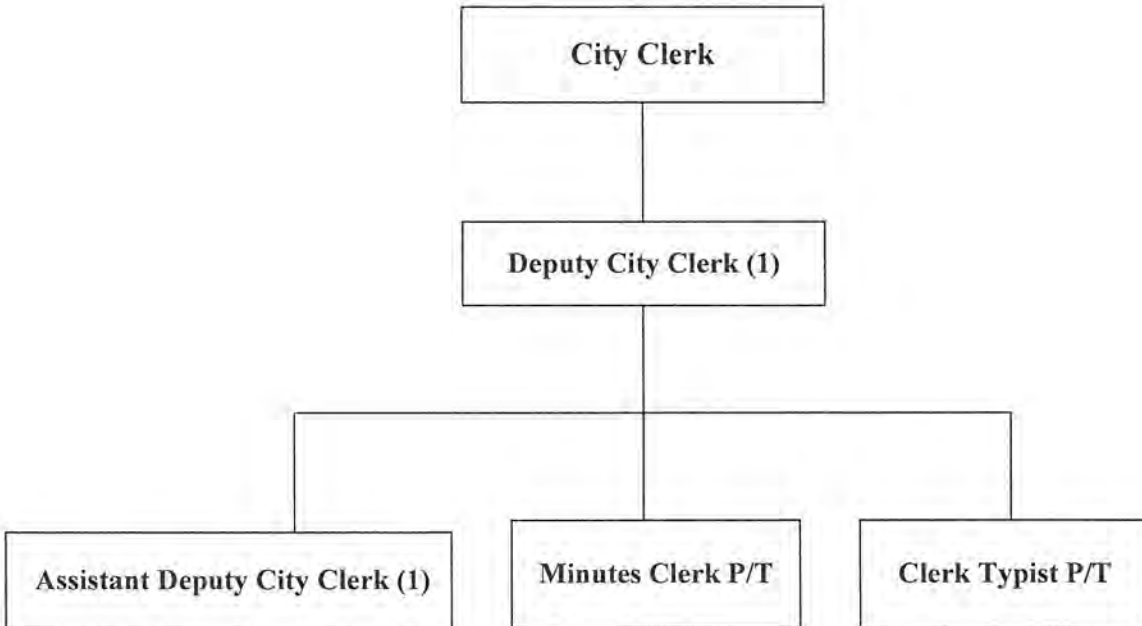
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) reflects a reduction of \$13,725 due to freezing the recruitment of a part time Clerk Typist position.
2. Contracted Services category (#31000) decreases by \$110,000, 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11100 Elective Salaries	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
11200 Permanent Salaries	171,312	172,044	172,044	175,848	175,848
11300 Part Time Salaries	30,015	41,580	41,580	27,855	27,855
11400 Overtime Salaries	3,537	2,000	2,000	2,000	2,000
11500 Separation Benefits	16,354	16,900	16,900	17,500	17,500
TOTAL	\$227,218	\$238,524	\$238,524	\$229,203	\$229,203
EMPLOYEE BENEFITS					
12200 Life Insurance	\$936	\$936	\$936	\$938	\$938
12300 Medical Insurance	32,789	32,636	32,636	34,236	34,236
12350 Medicare Insurance	2,945	2,586	2,586	2,642	2,642
12370 Part Time Retirement	1,094	1,573	1,573	1,115	1,115
12400 Dental Insurance	2,348	2,350	2,350	3,156	3,156
12500 Workers Compensation	1,224	1,530	1,530	1,900	1,900
12600 Retirement	64,172	64,818	64,818	68,551	68,551
12750 City 401 Plan	1,300	1,300	1,300	1,823	1,823
12900 Long Term Disability	792	792	792	795	795
12950 Vision Plan	796	796	796	896	896
TOTAL	\$108,396	\$109,317	\$109,317	\$116,052	\$116,052
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,286	\$3,700	\$3,700	\$3,000	\$3,000
22000 Operating Supplies	5,380	6,000	6,000	5,500	5,500
31000 Contracted Services	58,195	131,000	131,000	21,000	21,000
32000 Communications	13,493	15,700	15,700	17,900	17,900
33000 Motor Pool Charges	36	300	300	300	300
34000 Advertising	6,548	15,000	15,000	13,430	13,430
37000 Leases & Rentals	7,650	10,000	10,000	10,000	10,000
38000 R/M Contractual	6,703	7,500	7,500	7,500	7,500
39000 Miscellaneous	8,104	12,000	12,000	11,300	11,300
TOTAL	\$109,395	\$201,200	\$201,200	\$89,930	\$89,930
GRAND TOTAL	\$445,009	\$549,041	\$549,041	\$435,185	\$435,185

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
City Clerk	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Deputy City Clerk	1.00	1.00	1.00	100,668	102,708	102,708
Assistant Deputy City Clerk	1.00	1.00	1.00	69,816	71,220	71,220
Education Incentive	0.00	0.00	0.00	1,560	1,920	1,920
Overtime	0.00	0.00	0.00	2,000	2,000	2,000
Separation Benefits	0.00	0.00	0.00	16,900	17,500	17,500
<u>Part-Time</u>						
Minutes Clerk	0.75	0.75	0.75	25,930	27,855	27,855
Clerk Typist	0.50	0.50	0.50	15,650	0	0
Total	4.25	4.25	4.25	\$238,524	\$229,203	\$229,203



CITY TREASURER

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

SOURCE OF FUNDS:

General \$13,732
Retirement \$1,389
Gas Tax \$2,087
Sewer \$2,087
Refuse \$2087
Water \$2,087

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$19,006	\$19,613	\$19,613	\$20,854	\$20,854
SERVICES & SUPPLIES	815	2,615	2,615	2,615	2,615
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$19,821	\$22,228	\$22,228	\$23,469	\$23,469
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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Average Investment Balance	\$83 million	\$90 million	\$92 million
Investment Earnings (General Fund)	\$1,906,182	1,900,000	1,900,000

2020-2021 GOALS AND OBJECTIVES

1. Achieve Financial Stability: Continue evaluating investment options and investing City funds using the criteria of safety, liquidity, and yields
2. Achieve Financial Stability: Continue reviewing 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: Submit monthly and annual investment reports.

2019-2020 MAJOR ACCOMPLISHMENTS

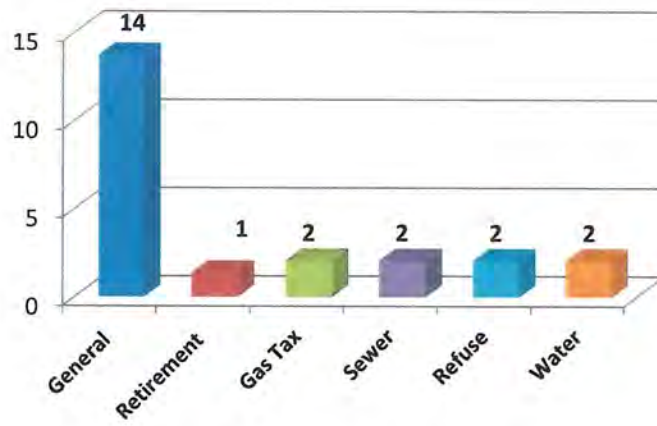
1. Achieve Financial Stability: Presented Annual City Investment Policy to the City Council on August 21, 2019.
2. Achieve Financial Stability: Managed the City's investment portfolio prudently and conservatively in maximizing interest earnings during the 2019-2020 fiscal year
3. Improve Effectiveness 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. Training & Conference category (#39000) \$1,955 is for attending conferences and meetings to understand revenue and investment environments.

City Treasurer Source of Funds

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11100 Elective Salaries	\$6,000	\$6,000	\$6,000	\$5,400	\$5,400
11200 Permanent Salaries	0	0	0	600	600
TOTAL	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$312	\$312	\$312	\$316	\$316
12300 Medical Insurance	9,536	10,155	10,155	11,206	11,206
12350 Medicare Insurance	87	87	87	89	89
12400 Dental Insurance	623	600	600	707	707
12600 Retirement	2,230	2,241	2,241	2,317	2,317
12950 Vision Plan	218	218	218	219	219
TOTAL	\$13,006	\$13,613	\$13,613	\$14,854	\$14,854
SERVICES & SUPPLIES					
21000 Office Supplies	\$360	\$360	\$360	\$360	\$360
33000 Motor Pool Charges	0	0	0	0	0
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	155	1,955	1,955	1,955	1,955
TOTAL	\$815	\$2,615	\$2,615	\$2,615	\$2,615
GRAND TOTAL	\$19,821	\$22,228	\$22,228	\$23,469	\$23,469

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Treasurer**

ACTIVITY: **City Treasurer**

ACTIVITY NO.: **1501**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 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

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CITY ATTORNEY

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

General \$393,000
Sewer \$56,600
Refuse \$56,600
Water \$124,000

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	558,990	630,200	630,200	630,200	630,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$558,990	\$630,200	\$630,200	\$630,200	\$630,200
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.

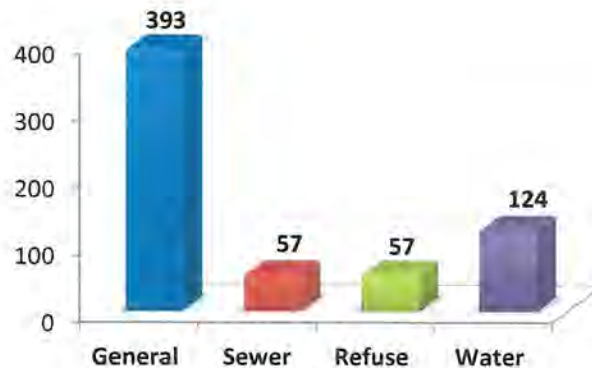
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects costs for general legal services, labor/personnel legal matters, and municipal code prosecution, \$630,200.

	<u>Adopted 2019-2020</u>	<u>Year-end Estimated 2019-2020</u>	<u>Proposed 2020-2021</u>
General Services – Hensley Law Group	\$ 295,000	\$ 295,000	\$ 295,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	74,200	74,200	74,200
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions – Hensley Law Group and Dapeer, Rosenbilt, Litvak	<u>261,000</u>	<u>261,000</u>	<u>261,000</u>
Total	<u>\$ 630,200</u>	<u>\$630,200</u>	<u>\$630,200</u>

City Attorney Source of Funds

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Attorney**

ACTIVITY: **City Attorney**

ACTIVITY NO.: **1601**

<u>Classification</u>	<u>Actual 2018/2019</u>	<u>Adopted 2019/2020</u>	<u>Year-End Estimated 2019/2020</u>	<u>Proposed 2020/2021</u>	<u>Adopted 2020/2021</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$558,990	\$630,200	\$630,200	\$630,200	\$630,200
TOTAL	\$558,990	\$630,200	\$630,200	\$630,200	\$630,200
GRAND TOTAL	\$558,990	\$630,200	\$630,200	\$630,200	\$630,200

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MANAGEMENT SERVICES

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

SOURCE OF FUNDS:

General \$745,843
 Retirement \$98,976
 Gas Tax \$84,809
 Sewer \$234,327
 Refuse \$506,762
 City Shop Fund \$24,171
 Technology Internal Service \$403,104
 Water \$971,496
 Water Treatment – EPA \$26,056
 Water Treatment – City \$78,411
 HUD Home \$297,822
 CDBG \$649,425
 City/Housing \$60,000

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$1,851,601	\$2,061,075	\$2,061,075	\$2,136,623	\$2,136,623
SERVICES & SUPPLIES	756,506	1,984,233	1,984,251	2,044,579	2,044,579
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,608,107	\$4,045,308	\$4,045,326	\$4,181,202	\$4,181,202
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	14.63	16.22	16.22	16.12	16.12

Program Description

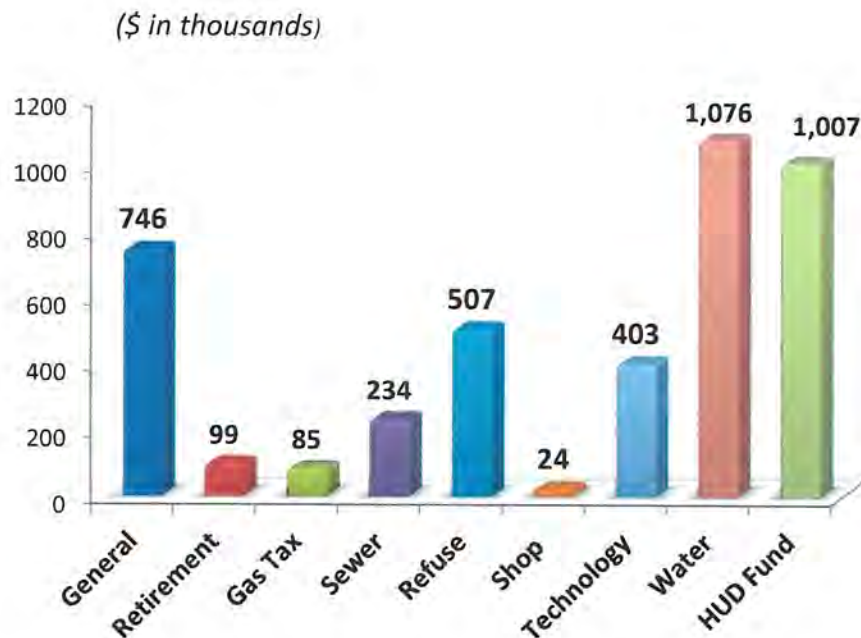
The goals of Management Services Department are: to employ best practices and be transparent in financial management, to strengthen and make judicious use of financial resources to achieve and build City financial resilience, and to focus on internal and external customer services in various support services. 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.

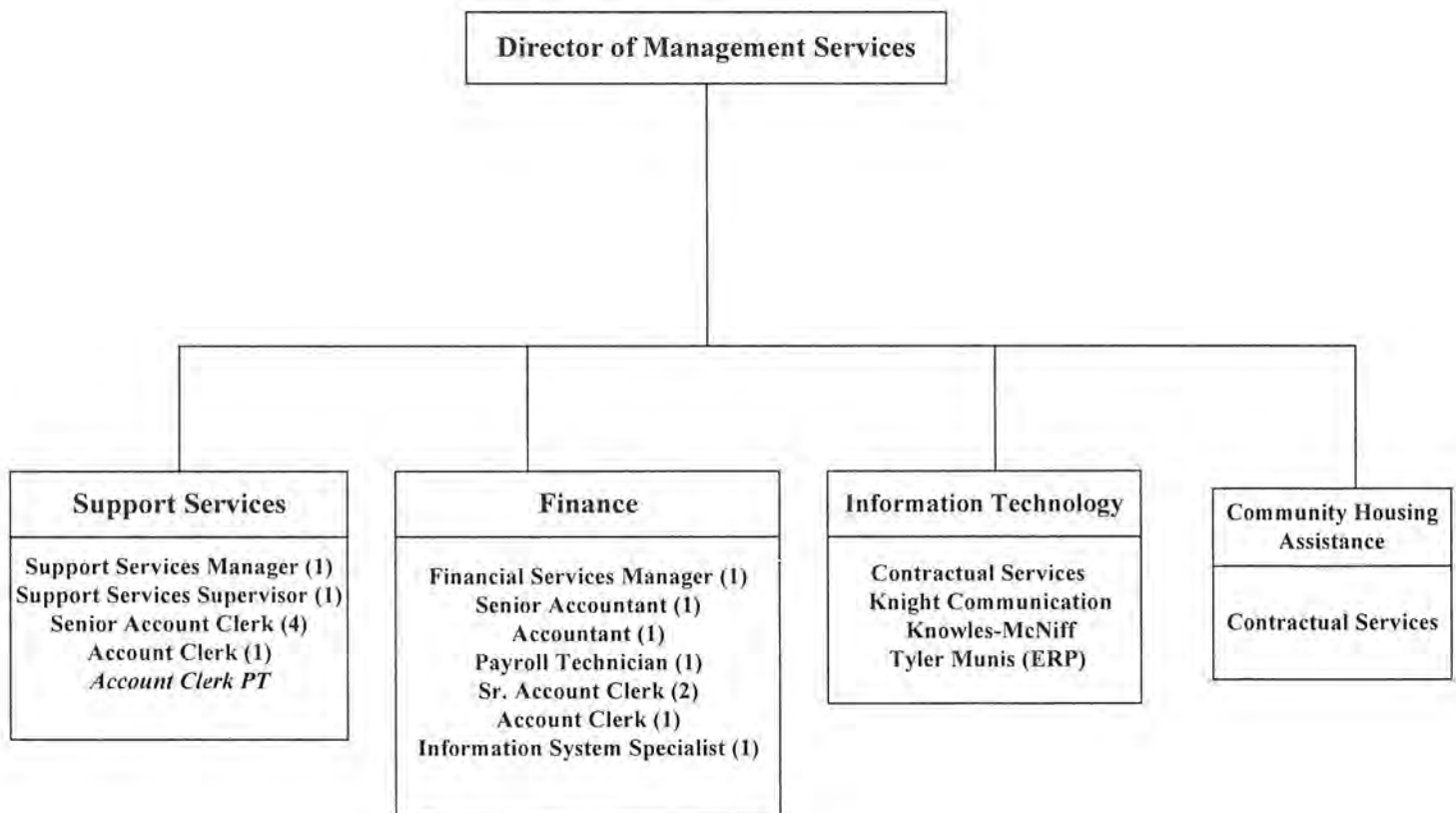
The Management Services Department oversees and maintains the City's information systems and communication systems. The Department maintains a customer service counter and serves as the central cashiering point for the City. It prepares utility billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

In addition, the City's HUD CDBG, Home, and Housing programs are also managed by the Management Services Department, under Activity 1405, Community Assistance Housing.

Management Services Source of Funds



Management Services Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$870,555	\$910,960	\$910,960	\$939,491	\$939,491
SERVICES & SUPPLIES	55,007	246,727	246,727	243,867	243,867
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$925,562	\$1,157,687	\$1,157,687	\$1,183,358	\$1,183,358
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	6.13	7.23	7.23	7.13	7.13

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</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.	28	29	30
Number of years received awards from GFOA for excellence in financing reporting.	30	31	32
Number of audits performed.	12	13	13

2020-2021 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Continue the task of implementing the new Enterprise Resource Planning (ERP) System and the migration of the database.
2. *Achieve Financial Stability*: Continue to analyze and monitor sales tax and property tax revenues generated from the Monterey Park Market Place projects.
3. *Achieve Financial Stability*: Implement new utility rates to improve and enhance City Water and Sewer infrastructure.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency*: Started implementing Phase I of the new Enterprise Resource Planning (ERP) system.
2. *Achieve Financial Stability*: Implemented firefighter and police mid-management MOUs and SEIU MOU.
3. *Achieve Financial Stability*: Received awards for excellence from (GFOA) and (CSMFO) for the City's 2019-20 Annual Budget and from (GFOA) for the 2018-19 Comprehensive Annual Financial Report.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Contracted Services category (#31000) \$197,650 consists of City Annual and Single audits, Data Processing and other accounting professional services.
2. Miscellaneous category (#39000) \$25,000 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$541,301	\$555,804	\$555,804	\$560,355	\$560,355
11400 Overtime Salaries	0	15,200	15,200	15,200	15,200
11500 Separation Benefits	25,091	29,200	29,200	30,300	30,300
TOTAL	\$566,392	\$600,204	\$600,204	\$605,855	\$605,855
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,213	\$2,227	\$2,227	\$2,249	\$2,249
12300 Medical Insurance	79,406	74,376	74,376	84,021	84,021
12350 Medicare Insurance	8,092	8,116	8,116	8,130	8,130
12400 Dental Insurance	8,225	8,587	8,587	9,417	9,417
12500 Workers Compensation	3,969	4,961	4,961	6,200	6,200
12600 Retirement	191,972	202,203	202,203	211,107	211,107
12750 City 401 Plan	4,722	4,721	4,721	6,804	6,804
12900 Long Term Disability	2,909	2,890	2,890	2,828	2,828
12950 Vision Plan	2,655	2,675	2,675	2,880	2,880
TOTAL	\$304,163	\$310,756	\$310,756	\$333,636	\$333,636
SERVICES & SUPPLIES					
21000 Office Supplies	\$261	\$0	\$0	\$0	\$0
22000 Operating Supplies	11,255	12,500	12,500	10,000	10,000
31000 Contracted Services	24,664	197,650	197,650	197,650	197,650
32000 Communications	3,362	3,677	3,677	3,317	3,317
37000 Leases & Rentals	1,009	4,200	4,200	4,200	4,200
38000 R/M Contractual	2,376	3,700	3,700	3,700	3,700
39000 Miscellaneous	12,080	25,000	25,000	25,000	25,000
TOTAL	\$55,007	\$246,727	\$246,727	\$243,867	\$243,867
GRAND TOTAL	\$925,562	\$1,157,687	\$1,157,687	\$1,183,358	\$1,183,358

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Finance**

ACTIVITY NO.: **1403**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Mgmt Services	0.23	0.13	0.13	\$22,183	\$21,586	\$21,586
Financial Services Manager	1.00	1.00	1.00	128,752	134,340	134,340
Senior Accountant	1.00	1.00	1.00	89,784	87,546	87,546
Accountant	1.00	1.00	1.00	68,949	71,800	71,800
Payroll Technician	1.00	1.00	1.00	62,836	65,700	65,700
Senior Account Clerk	2.00	2.00	2.00	117,669	112,313	112,313
Account Clerk	1.00	1.00	1.00	53,052	54,110	54,110
Bilingual	0.00	0.00	0.00	4,200	4,200	4,200
Education Incentive	0.00	0.00	0.00	6,633	7,560	7,560
Longevity Pay	0.00	0.00	0.00	1,746	1,200	1,200
Overtime	0.00	0.00	0.00	15,200	15,200	15,200
Separation Benefits	0.00	0.00	0.00	29,200	30,300	30,300
Total	7.23	7.13	7.13	\$600,204	\$605,855	\$605,855

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$2,460	\$140,011	\$140,011	\$146,698	\$146,698
SERVICES & SUPPLIES	315,433	255,750	255,750	256,406	256,406
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$317,893	\$395,761	\$395,761	\$403,104	\$403,104
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.00	1.00	1.00	1.00	1.00

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 City's Financial and Payroll system supported by Information Systems Specialist. The Information System Specialist also assists in the Enterprise Resource Planning (ERP) system implementation. In addition, the City's other IT services are provided by contractual arrangements. 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

	Actual <u>2018-19</u>	Estimated <u>2019-20</u>	Projected <u>2020-21</u>
Number of new computers replaced/number of computers maintained	36/305	56/324	90/340
Number of applications being modified	30	34	35

2020-2021 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Continue to implement the Phase I of the new Enterprise Resource Planning (ERP) system.
2. *Improve Effectiveness and Efficiency*: Continue to upgrade City computers to the current version of Windows 10.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency*: Completed chart of accounts clean-up to be ready for the new ERP data migration.
2. *Improve Effectiveness and Efficiency*: Upgraded the department's computers to the current version of Windows 10.
3. *Improve Effectiveness and Efficiency*: Conducted Cyber Security training for City employees.

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$243,736 is the allocated costs for the finance system and IT contractual services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Data Processing**

ACTIVITY NO.: **1404**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$0	\$86,868	\$86,868	\$94,238	\$94,238
11500 Separation Benefits	2,460	2,460	2,460	2,460	2,460
TOTAL	\$2,460	\$89,328	\$89,328	\$96,698	\$96,698
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$312	\$312	\$312	\$312
12300 Medical Insurance	0	15,029	15,029	10,861	10,861
12350 Medicare Insurance	0	1,260	1,260	1,367	1,367
12400 Dental Insurance	0	1,080	1,080	704	704
12600 Retirement	0	31,596	31,596	35,492	35,492
12750 City 401 Plan	0	650	650	650	650
12900 Long Term Disability	0	396	396	396	396
12950 Vision Plan	0	360	360	218	218
TOTAL	\$0	\$50,683	\$50,683	\$50,000	\$50,000
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,485	\$6,000	\$6,000	\$6,000	\$6,000
24000 Small Tools	14,162	6,000	6,000	6,000	6,000
31000 Contracted Services	133,922	133,000	133,000	243,736	243,736
32000 Communications	35,176	35,500	35,500	420	420
38000 R/M Contractual	72,264	75,000	75,000	0	0
39000 Miscellaneous	0	250	250	250	250
44000 Misc Financial Serv	53,424	0	0	0	0
TOTAL	\$315,433	\$255,750	\$255,750	\$256,406	\$256,406
GRAND TOTAL	\$317,893	\$395,761	\$395,761	\$403,104	\$403,104

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Data Processing**

ACTIVITY NO.: **1404**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Information System Specialist	1.00	1.00	1.00	\$86,868	\$92,918	\$92,918
Separation Benefits	0.00	0.00	0.00	2,460	2,460	2,460
Education Incentive	0.00	0.00	0.00	0	1,320	1,320
Total	1.00	1.00	1.00	\$89,328	\$96,698	\$96,698

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Community Housing Assistance

ACTIVITY NO.: 1405

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$25,812	\$25,812	\$24,989	\$24,989
SERVICES & SUPPLIES	0	959,380	959,380	977,543	977,543
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$985,192	\$985,192	\$1,002,532	\$1,002,532
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	.10	.10	.10	.10

Program Description

Responsibilities within this activity include general administration of the City's Community Development Block Grant (CDBG) program and Home/Housing programs. HUD grant funds received annually from the U.S. Department of Housing and Urban Development (HUD), are the primary source of funding for the Division's activities.

Community Development Block Grant (CDBG) funds are utilized to provide assistance with fair housing, repayment of a Section 108 loan and to cover administrative costs.

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. The City continues to use its HOME funds to provide loans and lead-based paint abatement grants to income qualified homeowners through its Residential Rehabilitation Program.

Under the CARES Act enacted by Congress on March 27, 2020, the City received CDBG-CV funds to prepare, prevent and respond to the COVID-19 virus. These funds can be used to provide assistance to local businesses and residents who have been affected by the virus.

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. The City continues receiving repayment of SERAF and Housing Deferral funds from the State Department of Finance once the State approves the repayment schedule. The City will continue evaluating various affordable housing projects and programs.

PROGRAM MEASUREMENTS

CDBG

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Agencies assisted from Community Fund	1	1	1
Number of Housing Rights Center clients assisted	130	120	100
Business Assistance (COVID-19)	0	15	30

HOME

Residential Rehab Participants	3	5	2
Tenant Based Rental Assistance	0	20	20

2020-2021 GOALS AND OBJECTIVES

1. *Enhance Community and Neighborhood Development:* Proactively identify recipients and provide community fund assistance to local organizations, businesses and residents with an emphasis on activities that respond the affects of the COVID-19 virus.
2. *Improve Organizational Effectiveness:* Continue implementing all goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Implemented goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.
2. Designed and implemented programs to respond to the COVID-19 virus.
3. Promoted fair housing through the Housing Rights Center by assisting over 100 residents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$8,000 for Single Audit, \$30,000 management consulting services for administrative services and housing activities, and \$10,000 for legal fees.
2. R&M Contractual category (#38000) \$270,000 is to fund the City's residential rehabilitation projects.
3. Other Agency Services category (#41000) \$90,000 reflects aids to Housing Rights Center and other community needs.
4. Debt Service category (#42000) \$489,868 represents payment to HUD for Section 108 Loan. The loan ends on 8/1/2022.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Community Housing Assistance**

ACTIVITY NO.: **1405**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$0	\$17,692	\$17,692	\$16,605	\$16,605
TOTAL	\$0	\$17,692	\$17,692	\$16,605	\$16,605
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$32	\$32	\$48	\$48
12300 Medical Insurance	0	1,016	1,016	1,598	1,598
12350 Medicare Insurance	0	258	258	242	242
12400 Dental Insurance	0	132	132	44	44
12600 Retirement	0	6,430	6,430	6,250	6,250
12750 City 401 Plan	0	130	130	130	130
12900 Long Term Disability	0	90	90	40	40
12950 Vision Plan	0	32	32	32	32
TOTAL	\$0	\$8,120	\$8,120	\$8,384	\$8,384
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$567	\$567	\$567	\$567
31000 Contracted Services	0	108,000	108,000	108,000	108,000
32000 Communications	0	945	945	90	90
38000 R/M Contractual	0	270,000	270,000	270,000	270,000
41000 Other Agency Serv	0	90,000	90,000	90,000	90,000
42000 Debt Service	0	489,868	489,868	508,886	508,886
TOTAL	\$0	\$959,380	\$959,380	\$977,543	\$977,543
GRAND TOTAL	\$0	\$985,192	\$985,192	\$1,002,532	\$1,002,532

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Community Housing Assistance**

ACTIVITY NO.: **1405**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Mgmt Services	0.10	0.10	0.10	\$17,062	\$16,605	\$16,605
Education Incentive	0.00	0.00	0.00	210	0	0
Longevity Pay	0.00	0.00	0.00	420	0	0
Total	0.10	0.10	0.10	\$17,692	\$16,605	\$16,605

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$579,514	\$586,784	\$586,784	\$609,746	\$609,746
SERVICES & SUPPLIES	25,457	69,292	69,292	93,856	93,856
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$604,971	\$656,076	\$656,076	\$703,602	\$703,602
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.90	5.33	5.33	5.34	5.34

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Business Licenses Issued	5,365	5,385	5,480
Utility Bills Mailed (Original and Delinquent)	84,500	83,000	82,150

2020-21 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Work with the City's banking services and City departments to allow customers to pay for various City services without the need to come into City Hall. This will increase cash flow, help mitigate fraud risks and improve our customer service to our residents and customers.
2. *Improve Effectiveness and Efficiency:* Begin the rate study process for the City's water, wastewater, and solid waste enterprises.

2019-20 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* Implemented new route manager software to improve efficiency and streamline daily meter reading processes.
2. *Improve Effectiveness and Efficiency:* Implemented new lockbox program to streamline the collection of utility bill payments.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) \$17,000 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$338,945	\$340,038	\$340,038	\$342,975	\$342,975
11300 Part Time Salaries	22,261	23,821	23,821	30,323	30,323
11400 Overtime Salaries	243	6,500	6,500	6,500	6,500
11500 Separation Benefits	20,626	21,400	21,400	22,200	22,200
TOTAL	\$382,075	\$391,759	\$391,759	\$401,998	\$401,998
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,520	\$1,523	\$1,523	\$1,552	\$1,552
12300 Medical Insurance	54,138	52,535	52,535	56,833	56,833
12350 Medicare Insurance	4,754	4,487	4,487	4,527	4,527
12400 Dental Insurance	3,850	4,078	4,078	4,192	4,192
12500 Workers Compensation	1,572	1,965	1,965	2,500	2,500
12600 Retirement	124,883	123,739	123,739	129,242	129,242
12750 City 401 Plan	3,303	3,278	3,278	5,545	5,545
12900 Long Term Disability	2,046	2,012	2,012	1,934	1,934
12950 Vision Plan	1,373	1,408	1,408	1,423	1,423
TOTAL	\$197,439	\$195,025	\$195,025	\$207,748	\$207,748
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,912	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	603	500	500	500	500
24000 Small Tools	482	1,050	1,050	1,050	1,050
31000 Contracted Services	0	35,000	35,000	55,264	55,264
32000 Communications	5,334	8,792	8,792	8,792	8,792
38000 R/M Contractual	13,304	17,000	17,000	17,000	17,000
39000 Miscellaneous	3,822	4,950	4,950	9,250	9,250
TOTAL	\$25,457	\$69,292	\$69,292	\$93,856	\$93,856
GRAND TOTAL	\$604,971	\$656,076	\$656,076	\$703,602	\$703,602

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Revenue Collection**

ACTIVITY NO.: **1406**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Mgmt Services	0.16	0.17	0.17	\$27,301	\$28,228	\$28,228
Support Services Manager	0.37	0.37	0.37	43,481	43,761	43,761
Support Services Supervisor	0.35	0.35	0.35	29,224	29,386	29,386
Senior Account Clerk	3.00	3.00	3.00	179,904	187,388	187,388
Account Clerk	1.00	1.00	1.00	47,594	42,740	42,740
Bilingual	0.00	0.00	0.00	3,810	3,807	3,807
Education Incentive	0.00	0.00	0.00	5,025	4,682	4,682
Longevity Pay	0.00	0.00	0.00	3,696	2,982	2,982
Overtime	0.00	0.00	0.00	0	6,500	6,500
Separation Benefits	0.00	0.00	0.00	21,400	22,200	22,200
<u>Part-Time</u>						
Account Clerk	0.45	0.45	0.45	30,324	30,324	30,324
Total	5.33	5.34	5.34	\$391,759	\$401,998	\$401,998

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$254,715	\$258,209	\$258,209	\$277,114	\$277,114
SERVICES & SUPPLIES	131,550	161,424	161,424	162,029	162,029
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$386,265	\$419,633	\$419,633	\$439,143	\$439,143
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
- Manage the City's agreement process to ensure all agreements are properly executed and contain the proper insurance requirements

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-2021</u>
Purchase Orders Issued	496	400	300
GoMPK Submissions from residents and staff	7,216	6,050	6,000

2020-21 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Launch the implementation of the Citywide Enterprise Resource Planning (ERP) system, and take the lead in decentralizing the purchase order process to streamline both purchasing and contract processing.

2019-20 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* Began the implementation of the Citywide Enterprise Resource Planning (ERP) System, including decentralizing the purchase order process.
2. *Improve Effectiveness and Efficiency:* Conducted training for all PO liaisons in regards to the new ERP purchase order process.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual (#38000) \$143,547 reflects contract for citywide custodial services. Amount increased to cover the CPI increase included on the contract.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Central Support Services**

ACTIVITY NO.: **1407**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$161,557	\$161,197	\$161,197	\$163,523	\$163,523
11400 Overtime Salaries	137	720	720	720	720
11500 Separation Benefits	7,003	7,300	7,300	7,600	7,600
TOTAL	\$168,697	\$169,217	\$169,217	\$171,843	\$171,843
EMPLOYEE BENEFITS					
12200 Life Insurance	\$563	\$569	\$569	\$596	\$596
12300 Medical Insurance	21,816	21,798	21,798	28,791	28,791
12350 Medicare Insurance	1,882	1,880	1,880	1,914	1,914
12400 Dental Insurance	1,555	1,590	1,590	2,038	2,038
12500 Workers Compensation	1,572	1,965	1,965	4,465	4,465
12600 Retirement	56,041	58,631	58,631	64,099	64,099
12750 City 401 Plan	1,283	1,274	1,274	1,990	1,990
12900 Long Term Disability	811	791	791	725	725
12950 Vision Plan	495	494	494	653	653
TOTAL	\$86,018	\$88,992	\$88,992	\$105,271	\$105,271
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,364	\$3,200	\$3,200	\$3,400	\$3,400
22000 Operating Supplies	0	400	400	400	400
24000 Small Tools	30	300	300	300	300
32000 Communications	2,298	3,153	3,153	3,158	3,158
33000 Motor Pool Charges	6,556	10,000	10,000	10,400	10,400
38000 R/M Contractual	117,103	143,547	143,547	143,547	143,547
39000 Miscellaneous	199	824	824	824	824
TOTAL	\$131,550	\$161,424	\$161,424	\$162,029	\$162,029
GRAND TOTAL	\$386,265	\$419,633	\$419,633	\$439,143	\$439,143

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Central Support Services**

ACTIVITY NO.: **1407**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Mgmt Services	0.14	0.15	0.15	\$23,888	\$24,907	\$24,907
Support Services Manager	0.32	0.32	0.32	37,605	38,366	38,366
Support Services Supervisor	0.36	0.35	0.35	30,059	30,238	30,238
Senior Account Clerk	1.00	1.00	1.00	63,468	64,741	64,741
Bilingual	0.00	0.00	0.00	816	813	813
Education Incentive	0.00	0.00	0.00	1,917	1,623	1,623
Longevity Pay	0.00	0.00	0.00	3,444	2,835	2,835
Separation Benefits	0.00	0.00	0.00	7,300	7,600	7,600
Overtime	0.00	0.00	0.00	720	720	720
Total	1.82	1.82	1.82	\$169,217	\$171,843	\$171,843

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$144,357	\$139,299	\$139,299	\$138,585	\$138,585
SERVICES & SUPPLIES	229,059	291,660	291,678	310,878	310,878
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$373,416	\$430,959	\$430,977	\$449,463	\$449,463
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.78	.74	.74	.73	.73

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 to ensure reliable communications for all City and emergency staff.
- Maintain and coordinate the installation of new voice and data cables lines to all departments to ensure consistent operability.
- 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
- Oversee the City's custodial contract for City Hall and various City facility cleaning

PROGRAM MEASUREMENTS

	Actual <u>2018-19</u>	Estimated <u>2019-20</u>	Projected <u>2020-21</u>
Mail Handled	362,000	350,000	345,000

2020-21 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Launch the City wide Enterprise Resource Planning (ERP) system and ensure all users have the hardware and software required for a successful transition to the new platform.

2019-20 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* Upgraded the City's cellular phones for the maintenance and police staff in the field to ensure better connectivity and enhanced communications.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) \$175,552 includes \$25,302 for City Hall telephone services, \$3,150 for postage and \$147,100 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$93,693	\$89,403	\$89,403	\$87,256	\$87,256
11400 Overtime Salaries	111	600	600	600	600
11500 Separation Benefits	3,001	3,100	3,100	3,200	3,200
TOTAL	\$96,805	\$93,103	\$93,103	\$91,056	\$91,056
EMPLOYEE BENEFITS					
12200 Life Insurance	\$239	\$235	\$235	\$253	\$253
12300 Medical Insurance	11,774	10,492	10,492	11,511	11,511
12350 Medicare Insurance	1,021	928	928	878	878
12400 Dental Insurance	871	840	840	755	755
12600 Retirement	32,386	32,502	32,502	32,852	32,852
12750 City 401 Plan	602	579	579	721	721
12900 Long Term Disability	392	368	368	295	295
12950 Vision Plan	267	252	252	264	264
TOTAL	\$47,552	\$46,196	\$46,196	\$47,529	\$47,529
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,471	\$2,060	\$2,060	\$2,060	\$2,060
22000 Operating Supplies	101	515	515	515	515
32000 Communications	126,447	145,934	145,952	175,552	175,552
36000 Utilities	69,548	95,000	95,000	84,600	84,600
37000 Leases & Rentals	15,369	25,900	25,900	25,900	25,900
38000 R/M Contractual	15,942	22,001	22,001	22,001	22,001
39000 Miscellaneous	181	250	250	250	250
TOTAL	\$229,059	\$291,660	\$291,678	\$310,878	\$310,878
GRAND TOTAL	\$373,416	\$430,959	\$430,977	\$449,463	\$449,463

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Communication/Duplication**

ACTIVITY NO.: **1408**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Mgmt Services	0.14	0.12	0.12	\$24,742	\$20,756	\$20,756
Support Services Manager	0.31	0.31	0.31	36,430	37,767	37,767
Support Services Supervisor	0.29	0.30	0.30	24,214	25,554	25,554
Bilingual	0.00	0.00	0.00	174	180	180
Education Incentive	0.00	0.00	0.00	714	416	416
Longevity Pay	0.00	0.00	0.00	3,129	2,583	2,583
Separation Benefits	0.00	0.00	0.00	3,100	3,200	3,200
Overtime	0.00	0.00	0.00	600	600	600
Total	0.74	0.73	0.73	\$93,103	\$91,056	\$91,056



HUMAN RESOURCES & RISK MANAGEMENT

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources & Risk Mgmt

ACTIVITY NO.: 1800

SOURCE OF FUNDS:

General \$535,495
 Retirement \$96,955
 Gas Tax \$7,604
 Sewer \$21,844
 Refuse \$65,344
 General Liability \$166,242
 Technology \$17,500
 Workers' Compensation \$143,101
 Water \$217,862
 Water Treatment \$20,744

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$737,089	\$794,887	\$794,887	\$704,253	\$704,253
SERVICES & SUPPLIES	536,767	679,958	705,958	588,438	588,438
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,273,856	\$1,474,845	\$1,500,845	\$1,292,691	\$1,292,691
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	6.00	6.00	6.00	6.00	6.00

Program Description

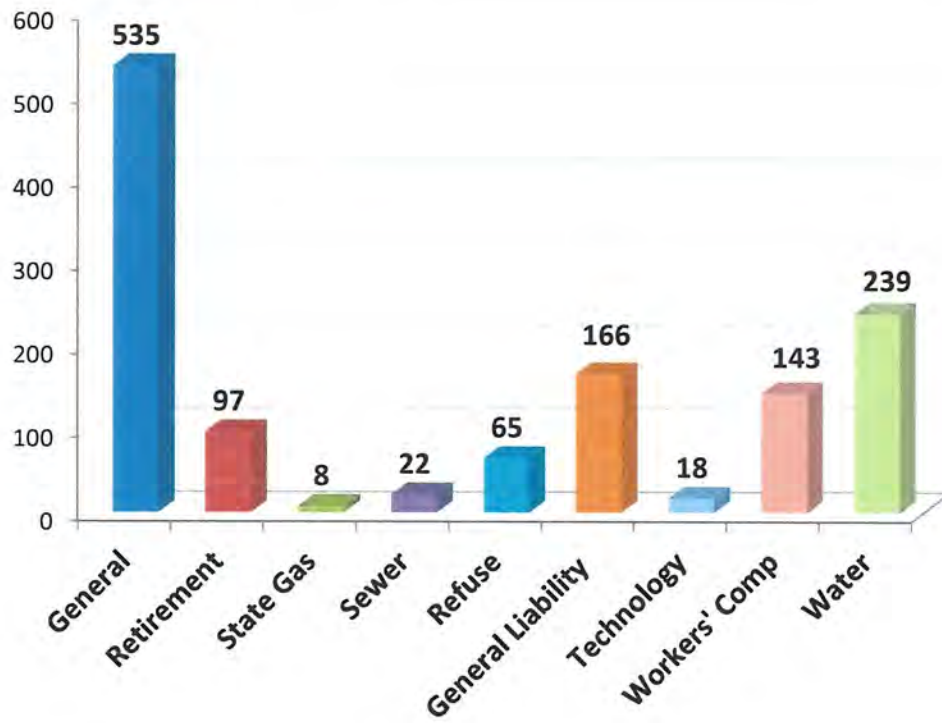
The Human Resources & Risk Management Department is responsible for the administration of a comprehensive personnel system based on merit principles and the City's risk management program. Its primary function is to provide recruitment, employment, employee relations and training services to other City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

The Human Resources Division is the core of the City's employment, benefit administration 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.

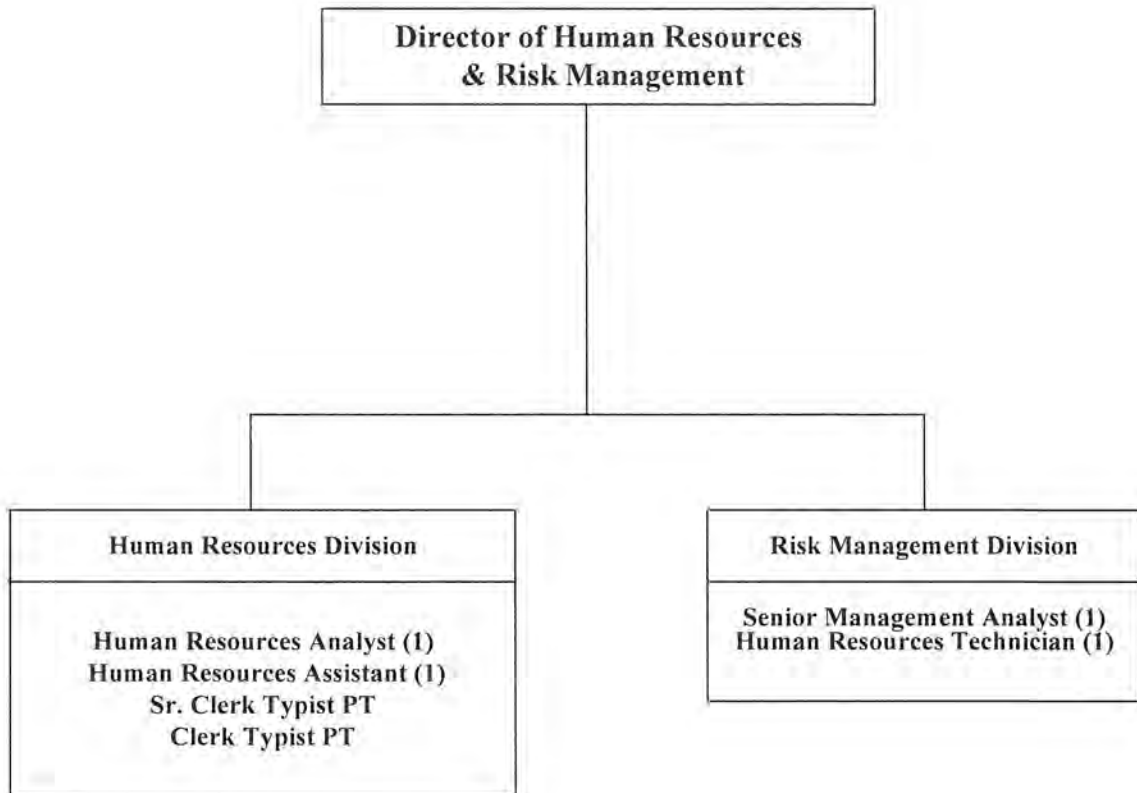
The Risk Management Division provides loss prevention control services, which includes insurance procurement, claims process management for property, workers compensation, general liability losses, and oversight of the City's safety management and training programs.

Human Resources & Risk Management Source of Funds

(\$ in thousands)



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 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$373,371	\$439,013	\$439,013	\$368,246	\$368,246
SERVICES & SUPPLIES	205,738	326,481	352,481	227,191	227,191
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$579,109	\$765,494	\$791,494	\$595,437	\$595,437
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	3.50	3.50	3.50	3.50	3.50

Program Description

The Human Resources Division supports all 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 goals. 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 2020-21 fiscal year, employee training will focus on continued professional development, compliance, and loss prevention programs. The department provides comprehensive training opportunities through various resources, including membership in professional organizations such as ICRMA, the San Gabriel Valley - Employment Relations Consortium, SCPMA-HR, as well as training provided by contract and in-house Human Resources staff and on-line venues.

Employee Relations: An effective program of employer/employee relations has been built through the negotiation process and through administration of labor contracts with the City's eight represented employee groups. This also includes employee and supervisory counseling on personnel policies, procedures and best 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 outreach efforts, testing administration, pre-employment medical examinations, comprehensive background checks, including Live Scan fingerprinting, reference checks and other testing as needed. This section also ensures that recruitment efforts are in compliance with adopted merit system requirements and related employment laws.

Employee Benefits: The City provides a comprehensive group benefits program, including medical insurance obtained through CalPERS, dental insurance, long-term disability, life insurance, vision insurance, deferred compensation, an employee assistance program (EAP), Flexible Spending Account (FSA), Dependent Care Account (DCA), and retired medical savings plan (Health Reimbursement Account, PORAC Retiree Healthcare Trust, Health Savings Account) 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 2020/21 Human Resources will continue to fine tune the NEOGOV Human Resources Information System (HRIS) system and also continue to digitize and modernize Monterey Park HR with the GRM document management system.

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, Hepatitis A inoculations for first responders, fitness-for-duty medical evaluations and statutory drug testing.

PROGRAM MEASUREMENTS

City Wide Employment Data

	<u>2017-18</u>	<u>2018-19</u>	<u>As of 3/30/20</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Budgeted FT Position	302	305	304	304
Budgeted Part-time FTE	54.67	56.14	56.18	56.18
Total Citywide FTE	363.67	368.14	367.18	367.18
Competitive Positions Filled	63*	41*	72*	50*
Examinations Administered	52*	36*	47*	50*
Applications Processed	4,965	3,515	5,440	6,000

*Competitive positions filled, examinations administered and applications processed includes full and part-time positions

2020-2021 GOALS AND OBJECTIVES

1. Complete revision to the City's 2009 Rules and Regulation.
2. Review Human Resources/Risk Management Programs/Procedures to ensure compliance with current laws and best practices.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Recruited and filled 72 positions. Received and reviewed over 5,000 applications.
2. Completed negotiations with 6 general employee associations and implemented their contracts.
3. Facilitated pre-employment medical exams and fingerprints for 125 new full and part time employees and volunteers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$100,341 includes data processing, physical exams fees, the City's Employee Assistance Program (EAP), comprehensive classification and compensation study and funds for personnel investigations.
2. R/M Contractual category (#38000) \$52,000 includes annual NEOGOV software cost; maintenance for office hardware and equipments; and 60% annual GRM fee.
3. Miscellaneous category (#39000) \$43,000 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$203,235	\$248,685	\$248,685	\$255,866	\$255,866
11300 Part Time Salaries	39,166	39,975	39,975	0	0
11400 Overtime Salaries	1,946	0	0	0	0
11500 Separation Benefits	13,083	13,500	13,500	14,000	14,000
TOTAL	\$257,430	\$302,160	\$302,160	\$269,866	\$269,866
EMPLOYEE BENEFITS					
12200 Life Insurance	\$747	\$726	\$726	\$627	\$627
12300 Medical Insurance	27,806	31,362	31,362	22,841	22,841
12350 Medicare Insurance	3,477	3,610	3,610	2,451	2,451
12370 Part Time Retirement	1,405	1,540	1,540	1,540	1,540
12400 Dental Insurance	2,126	2,531	2,531	1,787	1,787
12500 Workers Compensation	1,841	2,530	2,530	2,900	2,900
12600 Retirement	75,144	90,429	90,429	63,601	63,601
12750 City 401 Plan	1,626	1,950	1,950	1,301	1,301
12900 Long Term Disability	1,141	1,460	1,460	795	795
12950 Vision Plan	628	715	715	537	537
TOTAL	\$115,941	\$136,853	\$136,853	\$98,380	\$98,380
SERVICES & SUPPLIES					
21000 Office Supplies	\$10,465	\$7,300	\$7,300	\$5,500	\$5,500
22000 Operating Supplies	14,202	27,000	27,000	20,000	20,000
31000 Contracted Services	98,757	185,341	185,341	100,341	100,341
32000 Communications	5,957	6,090	6,090	600	600
33000 Motor Pool Charges	3,179	3,550	3,550	3,550	3,550
34000 Advertising	2,057	2,200	2,200	2,200	2,200
38000 R/M Contractual	24,343	52,000	78,000	52,000	52,000
39000 Miscellaneous	46,778	43,000	43,000	43,000	43,000
TOTAL	\$205,738	\$326,481	\$352,481	\$227,191	\$227,191
GRAND TOTAL	\$579,109	\$765,494	\$791,494	\$595,437	\$595,437

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Human Resources/Risk Management	0.50	0.50	0.50	\$83,779	\$87,030	\$87,030
Human Resources Analyst	1.00	1.00	1.00	93,420	95,304	95,304
Human Resources Assistant	1.00	1.00	1.00	67,916	71,012	71,012
Education Incentive	0.00	0.00	0.00	2,370	1,320	1,320
Longevity Pay	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefit	0.00	0.00	0.00	13,500	14,000	14,000
<u>Part-Time</u>						
Sr. Clerk Typist	0.50	0.50	0.50	25,800	0	0
Clerk Typist	0.50	0.50	0.50	14,175	0	0
Total	3.50	3.50	3.50	\$302,160	\$269,866	\$269,866

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$363,718	\$355,874	\$355,874	\$336,007	\$336,007
SERVICES & SUPPLIES	331,029	353,477	353,477	361,247	361,247
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$694,747	\$709,351	\$709,351	\$697,254	\$697,254
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.50	2.50	2.50	2.50	2.50

Program Description

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

The City currently maintains General Liability and Auto Liability insurance coverage of \$40 million per occurrence, with a self-insured retention of \$500,000 through the City's participation in the Independent Cities Risk Management Authority (I.C.R.M.A.) Liability and Workers Compensation Programs.

ICRMA has a self insured retention of \$3 million per incident in the Liability Program. A third party administrator, Carl Warren, provides liability claims administration services for the City. The Risk Management Division seeks to minimize the City's financial exposure by ensuring that tort liability claims are processed and brought to closure as expeditiously as

possible, fully investigating all claims, and by subrogating claims where third party liability exists, to recover losses.

The City maintains workers compensation insurance coverage to statutory limits per occurrence (policy will pay out per 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 Program. Claims are administered through a third party administrator, AdminSure. The Risk Management Division seeks to minimize the City's workers compensation financial exposure by performing risk exposure analysis, loss control programs, and by thorough claim investigation, evaluation and processing, and continuing an active safety training program for employees.

The Risk Management Division manages the City's insurance and self-insurance programs for property, public official bonds, automobile, and property damage. The division tracks and administers the City's unemployment insurance claims as well.

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Actual as of 3/30/2020 2019-2020</u>
COMMUNITY DEVELOPMENT	0	2	2
FIRE	2	3	0
GENERAL GOVERNMENT	1	2	1
MANAGEMENT SERVICES	1	1	0
POLICE	7	11	2
PUBLIC WORKS (Street, Water, Parks)	14	20	25
RECREATION & COMM. SERVICES	<u>0</u>	<u>2</u>	<u>1</u>
TOTAL	25	41	31

WORKERS' COMPENSATION CLAIMS FILED

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Actual as of 3/30/2020 2019-2020</u>
FIRE	11	12	7
GENERAL EMPLOYEES	1	2	1
LIBRARY	0	0	0
POLICE	20	19	19
PUBLIC WORKS (Street, Water, Parks)	7	9	4
RECREATION & COMM. SERVICES	<u>2</u>	<u>3</u>	<u>1</u>
TOTAL*	41*	45*	32*

*Includes all claims that are OSHA recordable.

2020-2021 GOALS & OBJECTIVES

1. Maintain focus on the Ergonomic Program by providing ergonomic training to sworn and regular employees in order to combat workers compensation cases.
2. Provide required CalOSHA Public Works trainings and in-house quarterly employee training including workplace safety training and accident investigation.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Conducted employee training for 336 employees for various subjects such as Disaster Service Worker/Stop the Bleed, Cyber Security and Back Safe to promote wellness and safety. Provided harassment training to 381 employees, volunteers and commissioners to comply with SB 1343 requirement.
2. Facilitated pre-employment medical exams and fingerprints for 125 new full time/part time employees & volunteers. Provided flu shots for 75 employees (Sworn/Non-sworn).
3. Revived the Safety Committee to discuss ongoing safety concerns with all City Departments. Purchased equipment for City Hall and the Library to assist in the quick exit of individuals whose mobility may be impaired.
4. Collected \$85,171.20 in subrogation funds on behalf of various City Departments for damages to City property.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Insurance category (#35000) \$317,307 is for the City's property, auto, crime, cyber, and earthquake programs premiums.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$241,118	\$223,910	\$223,910	\$240,208	\$240,208
11400 Overtime Salaries	228	0	0	0	0
11500 Separation Benefits	6,157	6,400	6,400	6,600	6,600
TOTAL	\$247,503	\$230,310	\$230,310	\$246,808	\$246,808
EMPLOYEE BENEFITS					
12200 Life Insurance	\$761	\$859	\$859	\$624	\$624
12300 Medical Insurance	25,128	31,361	31,361	22,064	22,064
12350 Medicare Insurance	3,302	3,251	3,251	2,222	2,222
12400 Dental Insurance	1,787	2,088	2,088	1,606	1,606
12500 Workers Compensation	142	2,301	2,301	2,900	2,900
12600 Retirement	81,273	81,436	81,436	57,710	57,710
12750 City 401 Plan	1,625	1,950	1,950	650	650
12900 Long Term Disability	1,510	1,460	1,460	792	792
12950 Vision Plan	687	858	858	631	631
TOTAL	\$116,215	\$125,564	\$125,564	\$89,199	\$89,199
SERVICES & SUPPLIES					
21000 Office Supplies	\$891	\$450	\$450	\$550	\$550
22000 Operating Supplies	476	300	300	300	300
31000 Contracted Services	2,959	4,500	4,500	4,500	4,500
32000 Communications	1,126	1,110	1,110	480	480
33000 Motor Pool Charges	847	1,500	1,500	1,500	1,500
35000 Insurance	309,251	309,007	309,007	317,307	317,307
38000 R/M Contractual	2,963	5,210	5,210	5,210	5,210
39000 Miscellaneous	12,516	31,400	31,400	31,400	31,400
TOTAL	\$331,029	\$353,477	\$353,477	\$361,247	\$361,247
GRAND TOTAL	\$694,747	\$709,351	\$709,351	\$697,254	\$697,254

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Human Resources/Risk Management	0.50	0.50	0.50	\$83,778	\$87,030	\$87,030
Senior Management Analyst	1.00	1.00	1.00	69,912	79,545	79,545
Human Resources Technician	1.00	1.00	1.00	68,570	70,513	70,513
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	1,050	1,320	1,320
Longevity pay	0.00	0.00	0.00	0	1,200	1,200
Separation Benefits	0.00	0.00	0.00	6,400	6,600	6,600
Total	2.50	2.50	2.50	\$230,310	\$246,808	\$246,808

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

SOURCE OF FUNDS:

General \$16,495,482
 Retirement \$4,925,557
 Public Safety Impact Fee \$30,000
 STC Grant \$6,600
 POST Grant \$35,000
 Public Safety Augmentation \$388,000
 State COPS Grant \$114,953
 Bulletproof Vest Grant \$6,845
 AB109 Task Force Grant \$70,500
 Asset Forfeiture – Treasury \$145,887
 Asset Forfeiture – State \$7,000
 Asset Forfeiture – Justice \$77,858
 Selective Traffic Enforce (6) \$63,031

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$18,196,571	\$18,849,207	\$18,563,259	\$19,790,014	\$19,790,014
SERVICES & SUPPLIES	2,225,358	2,464,482	2,464,482	2,576,699	2,576,699
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$20,421,929	\$21,313,689	\$21,027,741	\$22,366,713	\$22,366,713
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	119.76	122.26	122.26	122.26	122.26

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 8,413 hours in 2019. 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 2019, there was a 14% decrease in Part I crimes as compared to the previous year. In 2019, the categories of robbery, larceny, burglary, grand theft auto, and assault decreased.

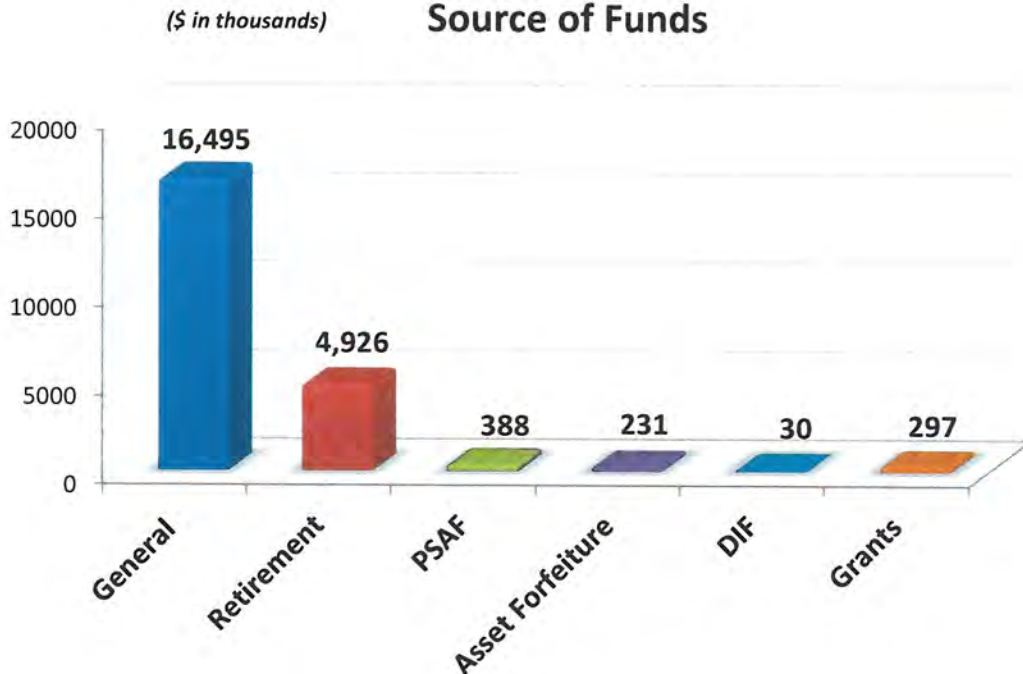
Percentage Change to Specified Crimes for 2019



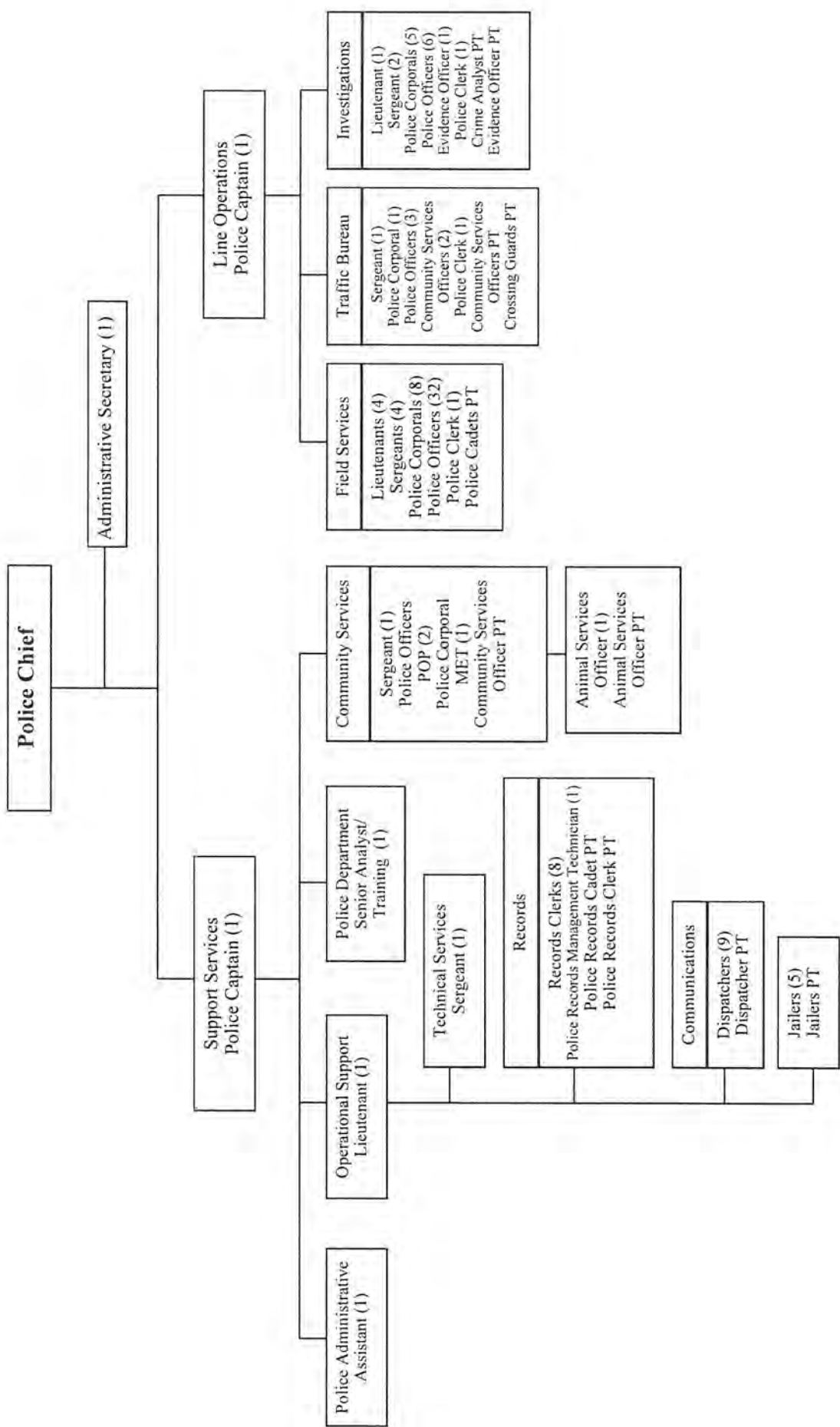
An annual account of Monterey Park's Part I crime trends and traffic fatalities are listed below:

<u>Calendar Year</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
% Change in Part I Crime	-6%	-16%	-7%	14%	-3%	16%	-10%	26%	23%	-14%	0%	-14%
# Traffic Fatalities	2	1	2	2	2	3	5	4	4	0	2	3

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 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$670,856	\$703,096	\$736,347	\$704,481	\$704,481
SERVICES & SUPPLIES	118,996	139,275	139,275	143,700	143,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$789,852	\$842,371	\$875,622	\$848,181	\$848,181
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.00	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 maintenance of all technology related equipment within the Police Department.

The specific service objectives are as follows:

- Achieve a 100% compliance rate of all POST and STC mandated training.
- Achieve the projected volunteer hours from all police volunteer programs.
- Identify possible external funding sources to augment current budget allowances.

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Total Volunteer Hours:	8,391	8,413	9,000
Total # of Volunteers:			
Reserves Officers	19	20	21
Explorers	7	23	30
Records	1	1	0
MPEC	13	13	13
MPCP	14	17	20
Investigations	0	0	0
Animal Control	0	0	0
Chaplains	4	3	4

Formal Training Hours for all Personnel: 5,528 Hours (YTD)

2020-2021 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: The Administration Bureau will reassess, re-evaluate and streamline the recruiting and hiring process. Currently our recruitment and hiring process is more time consuming, as compared to some other agencies.
2. Improve organizational effectiveness and efficiency: The Administration Bureau will research the feasibility and cost effectiveness of utilizing software programs to schedule patrol officers. Currently, the schedule is done by hand. Software programs exist that would improve scheduling efficiency.

2019-2020 MAJOR ACCOMPLISHMENTS

1. All Sergeants and Corporals attended training pertaining to use of force investigations.
2. All Corporals and Officers attended a domestic violence update course which covered current laws, policies, and procedures regarding domestic violence.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$27,975 consists of uniform allowance, office supplies and other operating supplies.
2. Motor Pool Charges category (#33000) \$52,250 consists of POST training, STC training and conference, and City's motor pool charges.
3. Miscellaneous category (#39000) \$60,275 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$403,686	\$423,369	\$455,558	\$416,616	\$416,616
11400 Overtime Salaries	15,224	5,000	6,062	5,000	5,000
11500 Separation Benefits	15,392	15,900	15,900	16,400	16,400
TOTAL	\$434,302	\$444,269	\$477,520	\$438,016	\$438,016
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,300	\$1,404	\$1,404	\$1,248	\$1,248
12300 Medical Insurance	46,302	46,463	46,463	47,981	47,981
12350 Medicare Insurance	4,885	5,114	5,114	4,997	4,997
12400 Dental Insurance	3,696	3,980	3,980	4,088	4,088
12500 Workers Compensation	15,725	19,656	19,656	24,600	24,600
12600 Retirement	157,817	174,776	174,776	178,781	178,781
12750 City 401 Plan	2,925	2,600	2,600	2,470	2,470
12800 Uniform Allowance	0	725	725	0	0
12900 Long Term Disability	2,821	2,953	2,953	1,188	1,188
12950 Vision Plan	1,083	1,156	1,156	1,112	1,112
TOTAL	\$236,554	\$258,827	\$258,827	\$266,465	\$266,465
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$200	\$200	\$200	\$200
22000 Operating Supplies	20,914	23,950	23,950	27,975	27,975
24000 Small Tools	0	100	100	100	100
32000 Communications	468	1,400	1,400	1,400	1,400
33000 Motor Pool Charges	50,054	51,850	51,850	52,250	52,250
38000 R/M Contractual	459	1,500	1,500	1,500	1,500
39000 Miscellaneous	47,101	60,275	60,275	60,275	60,275
TOTAL	\$118,996	\$139,275	\$139,275	\$143,700	\$143,700
GRAND TOTAL	\$789,852	\$842,371	\$875,622	\$848,181	\$848,181

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Police Chief	1.00	1.00	1.00	\$207,048	\$196,200	\$196,200
Administrative Secretary	1.00	1.00	1.00	63,780	65,064	65,064
Senior Analyst	1.00	1.00	1.00	74,829	78,240	78,240
Police Administrative Assistant	1.00	1.00	1.00	60,552	61,152	61,152
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentives	0.00	0.00	0.00	8,760	8,760	8,760
Longevity Pay	0.00	0.00	0.00	5,400	4,200	4,200
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	15,900	16,400	16,400
Total	4.00	4.00	4.00	\$444,269	\$438,016	\$438,016

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$1,514,473	\$1,572,232	\$1,452,889	\$1,549,424	\$1,549,424
SERVICES & SUPPLIES	132,643	144,465	144,465	147,065	147,065
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,647,116	\$1,716,697	\$1,597,354	\$1,696,489	\$1,696,489
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 collision reconstruction assists them in the identification of collision patterns and trends so that specific education and enforcement efforts can be implemented in problem areas.

Parking Enforcement Officers provide enforcement for all parking related issues such as permit parking, street sweeping, parking for the disabled, fire lane violations as well as respond to citizens' requests for services. The Parking Enforcement personnel help ensure

safe and orderly parking around schools, in commercial districts, and on all City streets. Removal of abandoned vehicles is also a primary responsibility of these officers.

The specific operational objectives are as follows:

- Follow-up on traffic investigations within three business days of receipt of the report.
- On a monthly basis, identify the five highest traffic collision intersections and non-intersections to provide selective enforcement, targeting primary collision factor violations.
- Ensure response to all parking citation complaints and appeals within 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Number of Citations:			
Traffic	6,664	5,045	5,500
Parking	10,771	8,664	9,200
Traffic Collision Incidents:			
Fatal	1	3(YTD)	1
Injury	226	255	245
Non-injury	556	582	569
Fatalities (actual)	1	3(Actual)	0
Persons Injured	313	361	336
Number of Arrests:			
Drunk Drivers	95	64	79
% of Traffic Investigations Commenced within 3 Days	100%	100%	100%
% Response on Citation Appeals/Complaints within 5 Days	100%	100%	100%

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* The Traffic Bureau will develop a School Traffic Safety program, which will be presented at five local schools. This program will provide awareness to students about the importance of traffic safety.
2. *Improve organizational effectiveness and efficiency:* The Traffic Bureau will provide training to patrol officers on how to write traffic collision reports in the field at the scene of a traffic collision utilizing the PDA's. The training will be a minimum of 30 minutes and incorporate photographs using the PDA as well as collision scene investigation training.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Received a \$95,000 grant from the California Office of Traffic Safety to enhance the safety in DUI, Distracted Driving, Pedestrian and Bike Enforcement operations. The overall goal was to lower the number of both injury and fatal collisions.
2. Through the Office of Traffic Safety Grant the Traffic Bureau conducted six Driving Under the Influence saturation patrols. These operations help reduce the number of intoxicated drivers on the roadway.
3. The Traffic Bureau investigated a hit and run traffic collision involving a pedestrian that was killed. The Detective Bureau assisted the Traffic Bureau with the investigation and a suspect was identified and arrested.
4. Completed the \$105,000.00 grant from the California Office of Traffic Safety. This grant funded several selective enforcement programs including: DUI, Distracted driving, Primary Collision Factors, ad Pedestrian and Bike Enforcement operations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) will decrease in funding of \$64,969 in Fiscal Year 2020-2021 due to the completion of the Office of Traffic Safety Grant.
2. Motor Pool Charges category (#33000) \$106,150 includes the city allocated motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$728,925	\$742,938	\$684,269	\$755,998	\$755,998
11300 Part Time Salaries	146,263	144,200	144,200	141,535	141,535
11400 Overtime Salaries	114,141	143,759	83,085	78,790	78,790
11450 Court Time Salaries	1,842	8,000	8,000	8,000	8,000
11500 Separation Benefits	54,719	56,400	56,400	58,100	58,100
TOTAL	\$1,045,890	\$1,095,297	\$975,954	\$1,042,423	\$1,042,423
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,574	\$2,574	\$2,574	\$2,574	\$2,574
12300 Medical Insurance	106,050	104,739	104,739	93,011	93,011
12350 Medicare Insurance	14,728	12,101	12,101	14,346	14,346
12370 Part Time Retirement	4,558	5,440	5,440	4,860	4,860
12400 Dental Insurance	8,180	8,303	8,303	8,210	8,210
12500 Workers Compensation	9,611	12,014	12,014	15,000	15,000
12600 Retirement	317,354	326,403	326,403	357,374	357,374
12750 City 401 Plan	1,950	1,950	1,950	3,510	3,510
12760 Health Retirement	0	0	0	4,800	4,800
12800 Uniform Allowance	0	0	0	182	182
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	2,390	2,223	2,223	1,946	1,946
TOTAL	\$468,583	\$476,935	\$476,935	\$507,001	\$507,001
SERVICES & SUPPLIES					
21000 Office Supplies	\$65	\$400	\$400	\$400	\$400
22000 Operating Supplies	7,019	10,060	10,060	10,060	10,060
24000 Small Tools	5,606	5,255	5,255	5,255	5,255
31000 Contracted Services	2,476	4,600	4,600	4,600	4,600
32000 Communications	653	750	750	750	750
33000 Motor Pool Charges	101,863	103,550	103,550	106,150	106,150
38000 R/M Contractual	2,700	6,200	6,200	6,200	6,200
39000 Miscellaneous	12,261	13,650	13,650	13,650	13,650
TOTAL	\$132,643	\$144,465	\$144,465	\$147,065	\$147,065
GRAND TOTAL	\$1,647,116	\$1,716,697	\$1,597,354	\$1,696,489	\$1,696,489

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Captain	0.25	0.25	0.25	\$40,919	\$41,066	\$41,066
Sergeant	1.00	1.00	1.00	113,448	122,604	122,604
Corporal	0.00	1.00	1.00	0	104,688	104,688
Police Officer	4.00	3.00	3.00	379,584	291,276	291,276
Community Services Officer	2.00	2.00	2.00	106,909	98,018	98,018
Police Clerk	1.00	1.00	1.00	53,628	54,696	54,696
Bilingual	0.00	0.00	0.00	2,400	2,400	2,400
Court Time	0.00	0.00	0.00	8,000	8,000	8,000
Education Incentives	0.00	0.00	0.00	26,250	26,850	26,850
Field Training Officer Pay	0.00	0.00	0.00	2,400	2,400	2,400
Longevity Pay	0.00	0.00	0.00	7,800	4,800	4,800
Overtime	0.00	0.00	0.00	143,759	78,790	78,790
Special Assignments	0.00	0.00	0.00	9,600	7,200	7,200
Separation Benefit	0.00	0.00	0.00	56,400	58,100	58,100
<u>Part-Time</u>						
Crossing Guard	4.37	4.37	4.37	85,210	120,916	120,916
Community Services Officer	1.60	1.60	1.60	58,990	20,619	20,619
Total	14.22	14.22	14.22	\$1,095,297	\$1,042,423	\$1,042,423

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$9,068,471	\$9,526,001	\$9,379,634	\$10,183,202	\$10,183,202
SERVICES & SUPPLIES	445,405	499,797	499,797	510,645	510,645
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$9,513,876	\$10,025,798	\$9,879,431	\$10,693,847	\$10,693,847
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	50.50	51.50	51.50	51.50	51.50

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

- 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>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Calls for Service				
Citizen Requests:		33,193	33,462	33,905
Officer Observed:		<u>20,341</u>	<u>20,523</u>	<u>20,650</u>
Total Calls for Service:		53,534	53,985	54,555
Priority I (Emergency) Response				
Time (minutes/seconds):	7,959 calls	4:02	3:50	3:52
Priority II Response Time:	9,456 calls	5:17	5:21	5:19
Priority III Response Time:	9,516 calls	8:25	8:29	8:26
Priority IV Response Time:	1,981 calls	5:52	6:37	6:10

- Priority I: Where danger to life and/or property is imminent, or a crime of a serious nature is in progress.
Examples: (1) An armed robbery (2) A person shot
- Priority II: Where a threat to a person or property is possible, or a breach of the peace is occurring.
Examples: (1) A trespass in progress (2) Disturbances caused by juveniles
- Priority III: Where there is no threat to life or property, and a delay would not cause undue harm to a citizen or property.
Examples: (1) Theft with no suspect information (2) A lost property report
- Priority IV: Other routine calls for service.
Examples: (1) Station details (2) Prisoner transport

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Each Patrol Team will plan and conduct two team training events. These training sessions will address current law enforcement tactics and allow the patrol teams the opportunity to train together, enhancing effectiveness and increasing officer safety.
2. *Improve organizational effectiveness and efficiency:* Each Patrol Team will participate in two school outreach events during the year. Each Patrol Team will attend events at the schools in their Lieutenant's service area. These events may include in-service days, school dances, literacy read-ins, or other school functions.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Patrol Operations included the implementation of the civilian Police Cadet. These cadets assisted patrol by handling non-hazardous duties such as burglary reports, traffic collision reports and vehicle recoveries.
2. Patrol Officers were issued new Tasers to replace our outdated Tasers. The officers received training and covered de-escalation options during the training.
3. Patrol officers were instrumental in the apprehension of two residential burglary crews. Patrol officers assisted detectives and regional task force officers with felony vehicle stops, containment and area searches, which lead to the arrest of numerous suspects.
4. A new department canine team was selected for patrol operations. The canine team completed patrol and narcotics training and is currently working patrol.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) over expended in 2019 – 2020 due to vacancies, backfill for officers on long-term injured on duty status, and various investigations.
2. Operating Supplies category (#22000) \$134,814 consists of other operating & equipment supplies, uniform allowance, and training.
3. Motor Pool Charges category (#33000) \$325,700 primarily consists of the city allocated motor pool charges.
4. Miscellaneous category (#39000) \$27,500 reflects the City Law Enforcement grant and funding for training, printing, and dues/memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$4,723,151	\$5,138,765	\$4,451,813	\$5,294,188	\$5,294,188
11300 Part Time Salaries	5,684	48,192	48,192	14,960	14,960
11400 Overtime Salaries	666,664	154,000	694,585	151,500	151,500
11450 Court Time Salaries	29,990	92,000	92,000	92,000	92,000
11500 Separation Benefits	190,476	196,200	196,200	202,100	202,100
TOTAL	\$5,615,965	\$5,629,157	\$5,482,790	\$5,754,748	\$5,754,748
EMPLOYEE BENEFITS					
12200 Life Insurance	\$14,248	\$15,132	\$15,132	\$15,444	\$15,444
12300 Medical Insurance	580,089	624,372	624,372	627,796	627,796
12350 Medicare Insurance	75,413	73,259	73,259	77,397	77,397
12370 Part Time Retirement	227	7,711	7,711	599	599
12400 Dental Insurance	39,724	44,805	44,805	42,644	42,644
12500 Workers Compensation	646,489	808,111	808,111	1,010,100	1,010,100
12600 Retirement	2,086,824	2,313,447	2,313,447	2,584,697	2,584,697
12750 City 401 Plan	775	650	650	1,170	1,170
12760 Health Retirement	0	0	0	46,800	46,800
12800 Uniform Allowance	0	0	0	11,300	11,300
12900 Long Term Disability	528	396	396	1,584	1,584
12950 Vision Plan	8,189	8,961	8,961	8,923	8,923
TOTAL	\$3,452,506	\$3,896,844	\$3,896,844	\$4,428,454	\$4,428,454
SERVICES & SUPPLIES					
21000 Office Supplies	\$138	\$2,500	\$2,500	\$2,500	\$2,500
22000 Operating Supplies	125,863	136,092	136,092	134,345	134,345
23000 R/M Supplies	60	300	300	300	300
24000 Small Tools	61	100	100	100	100
31000 Contracted Services	1,063	5,000	5,000	5,000	5,000
32000 Communications	107	200	200	200	200
33000 Motor Pool Charges	303,769	313,105	313,105	325,700	325,700
38000 R/M Contractual	14,344	15,000	15,000	15,000	15,000
39000 Miscellaneous	0	27,500	27,500	27,500	27,500
TOTAL	\$445,405	\$499,797	\$499,797	\$510,645	\$510,645
GRAND TOTAL	\$9,513,876	\$10,025,798	\$9,879,431	\$10,693,847	\$10,693,847

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Captain	0.50	0.50	0.50	\$81,837	\$82,131	\$82,131
Lieutenant	4.00	4.00	4.00	548,184	580,110	580,110
Sergeant	4.00	4.00	4.00	453,792	483,670	483,670
Corporal	9.00	8.00	8.00	912,492	837,504	837,504
Police Officers	29.00	32.00	32.00	2,732,048	2,975,469	2,975,469
Police Recruit	2.00	0.00	0.00	109,224	0	0
Police Clerk	1.00	1.00	1.00	53,628	47,784	47,784
Bilingual	0.00	0.00	0.00	25,800	29,400	29,400
Court Time	0.00	0.00	0.00	92,000	92,000	92,000
Education Incentives	0.00	0.00	0.00	170,160	185,520	185,520
Field Training Officer Pay	0.00	0.00	0.00	7,200	7,200	7,200
Longevity Pay	0.00	0.00	0.00	25,200	27,000	27,000
Overtime	0.00	0.00	0.00	154,000	151,500	151,500
Special Assignments	0.00	0.00	0.00	19,200	33,600	33,600
K-9 Pay	0.00	0.00	0.00	0	4,800	4,800
Separation Benefit	0.00	0.00	0.00	196,200	202,100	202,100
<u>Part-Time</u>						
Police Cadet	2.00	2.00	2.00	48,192	14,960	14,960
Total	51.50	51.50	51.50	\$5,629,157	\$5,754,748	\$5,754,748

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$2,982,030	\$3,113,848	\$3,051,398	\$3,201,555	\$3,201,555
SERVICES & SUPPLIES	276,843	293,047	293,047	302,690	302,690
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,258,873	\$3,406,895	\$3,344,445	\$3,504,245	\$3,504,245
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	16.55	17.55	17.55	17.55	17.55

Program Description

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Part I Crimes Investigated	1,644	1,692	1,738
Part I Clearance Rate	39%	29%	27%
Suspected Child Abuse Reports Followed Up within One Business Day	100%	100%	100%

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* The Detective Bureau will inventory evidence ready for destruction and begin the destruction process. The destruction of this evidence complies with evidence control requirements set forth by state law.
2. *Improve organizational effectiveness and efficiency:* Detective Bureau personnel will create a public handout pamphlet for distribution at neighborhood watch meetings, citizen's academy, and other events. The handout will include information regarding theft, burglary, auto theft, fraud, and other crime prevention strategies.

2019-2020 MAJOR ACCOMPLISHMENTS

1. The Peace Officers Association of Los Angeles County (POALAC) selected Monterey Park Police Department Detective Bureau to receive the Centurion Award for Excellence in Gang Investigations, for their involvement into the shots fired call in the 100 block of N. New Ave.
2. Implementation of the digital evidence booking system.

3. The Detective Bureau, in cooperation with Fed-Ex and several out of state agencies, was able to identify a scam in which elderly victims were compelled to send thousands of dollars in currency through the mail system, to suspects in the city. Suspects were arrested and approximately \$100,000 US currency was returned to victims all over the country.
4. The Detective Bureau, in cooperation with LA IMPACT, LASD Burglary Robbery Task Force, and several outside agencies, has been able to identify and arrest several burglary suspects operating throughout Los Angeles County. This cooperation with outside agencies has assisted in the decrease in residential burglaries

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Contracted Services category (#31000) \$52,500 consists of investigative professional services.
2. Motor Pool Charges category (#33000) \$208,900 includes the City's motor pool charges, mileage & parking, travel expenses and extradition expenses.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Investigations**

ACTIVITY NO.: **3104**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$1,588,659	\$1,684,517	\$1,533,067	\$1,723,328	\$1,723,328
11300 Part Time Salaries	33,547	55,550	55,550	41,873	41,873
11400 Overtime Salaries	214,179	51,000	140,000	51,000	51,000
11450 Court Time Salaries	10,823	15,000	15,000	15,000	15,000
11500 Separation Benefits	63,684	65,600	65,600	67,600	67,600
TOTAL	\$1,910,892	\$1,871,667	\$1,809,217	\$1,898,801	\$1,898,801
EMPLOYEE BENEFITS					
12200 Life Insurance	\$4,758	\$5,382	\$5,382	\$5,070	\$5,070
12300 Medical Insurance	197,784	221,752	221,752	215,090	215,090
12350 Medicare Insurance	27,467	26,236	26,236	25,759	25,759
12370 Part Time Retirement	656	1,320	1,320	751	751
12400 Dental Insurance	11,425	13,924	13,924	15,026	15,026
12500 Workers Compensation	122,309	152,886	152,886	191,100	191,100
12600 Retirement	702,172	808,180	808,180	824,233	824,233
12750 City 401 Plan	1,225	1,300	1,300	2,340	2,340
12760 Health Retirement	0	0	0	13,200	13,200
12800 Uniform Allowance	0	7,350	7,350	6,000	6,000
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	2,550	3,059	3,059	3,393	3,393
TOTAL	\$1,071,138	\$1,242,181	\$1,242,181	\$1,302,754	\$1,302,754
SERVICES & SUPPLIES					
21000 Office Supplies	\$455	\$1,200	\$1,200	\$1,200	\$1,200
22000 Operating Supplies	7,809	7,307	7,307	5,960	5,960
23000 R/M Supplies	10	100	100	100	100
31000 Contracted Services	44,311	50,000	50,000	52,500	52,500
32000 Communications	656	650	650	650	650
33000 Motor Pool Charges	194,309	200,850	200,850	208,900	208,900
37000 Leases & Rentals	8,400	8,820	8,820	9,260	9,260
38000 R/M Contractual	8,978	9,000	9,000	9,000	9,000
39000 Miscellaneous	11,915	15,120	15,120	15,120	15,120
TOTAL	\$276,843	\$293,047	\$293,047	\$302,690	\$302,690
GRAND TOTAL	\$3,258,873	\$3,406,895	\$3,344,445	\$3,504,245	\$3,504,245

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Captain	0.25	0.25	0.25	\$40,919	\$41,066	\$41,066
Lieutenant	1.00	1.00	1.00	138,144	149,292	149,292
Sergeant	2.00	2.00	2.00	226,896	245,208	245,208
Corporal	5.00	5.00	5.00	470,988	523,440	523,440
Police Officer	6.00	6.00	6.00	569,376	548,112	548,112
Evidence Officer	1.00	1.00	1.00	62,376	63,624	63,624
Police Clerk	1.00	1.00	1.00	53,628	54,696	54,696
Bilingual	0.00	0.00	0.00	11,400	6,000	6,000
Court Time	0.00	0.00	0.00	15,000	15,000	15,000
Education Incentives	0.00	0.00	0.00	62,190	48,090	48,090
Field Training Officer Pay	0.00	0.00	0.00	2,400	2,400	2,400
Longevity Pay	0.00	0.00	0.00	17,400	10,200	10,200
Overtime	0.00	0.00	0.00	51,000	51,000	51,000
Special Assignments	0.00	0.00	0.00	28,800	31,200	31,200
Separation Benefit	0.00	0.00	0.00	65,600	67,600	67,600
<u>Part-Time</u>						
Crime Analyst	0.50	0.50	0.50	22,550	22,550	22,550
Evidence Officer	0.80	0.80	0.80	33,000	19,323	19,323
Total	17.55	17.55	17.55	\$1,871,667	\$1,898,801	\$1,898,801

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Animal Services

ACTIVITY NO.: 3111

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$170,167	\$190,549	\$182,265	\$195,673	\$195,673
SERVICES & SUPPLIES	99,128	160,260	160,260	148,050	148,050
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$269,295	\$350,809	\$342,525	\$343,723	\$343,723
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.70	2.20	2.20	2.20	2.20

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.

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 ordinances.

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Number of Dog Bites Reported	11	17	17
Stray Animals Picked-Up	1,048	1,146	1,168
Warnings/Citations	166	193	196
Injured Animals	190	162	165
Dead Animals Picked-Up	474	600	612
Students in Educational Programs	138	46	100
Response Time: Dead Animals (minutes/seconds)	8:32	6:18	6:20
Response Time: Injured / Sick Animals (minutes/seconds)	7:17	6:11	6:10
<u>Calls for service:</u>			
Citizen Initiated	1,047	1,045	1,095
Calls Handled by L.A.C.D.A.C.C. *	63	50	50
Officer Observed	<u>346</u>	<u>344</u>	<u>368</u>
<u>Total calls for service:</u>	1,456	1,439	1,523

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

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Animal Services will host bi-annual "Community Coffee and Dog Walk" event at Barnes Park. Animal services will set up a booth to provide coffee to participants and distribute animal services literature. This will promote awareness of available City services and encourage the socializing of our local pets.

1. Improve organizational effectiveness and efficiency: Develop and present a pet educational program for kids. This program will teach youth in the community about basic pet care and the responsibilities of pet ownership. This program will be offered at elementary schools in the City and to nonprofit organizations that provide or promote childhood education and development.

2019-2020 MAJOR ACCOMPLISHMENTS

1. An informational flyer was created and distributed at local veterinary hospitals. The flyer included information on dog and cat licensing, microchipping, spay/neutering requirements, and number of pets allowed in households.
2. Animal Services personnel provided training to records clerks and community service officers about animal control laws. This allowed personnel to properly address questions and concerns that residents may have.
3. Animal Services officers attended a Chemical Immobilization Certification course. This allows Animal Services officers to use tranquilizer darts to immobilize injured and dangerous animals.
4. Hosted two low cost pet licensing, vaccination, and microchip clinics.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$115,450 primarily consists of contract services with LA County Department of Animal Care and Control.
2. Motor Pool Charges category (#33000) \$44,900 represents the city allocated motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Animal Services**

ACTIVITY NO.: **3111**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$90,893	\$90,732	\$83,198	\$93,258	\$93,258
11300 Part Time Salaries	18,244	34,080	34,080	31,633	31,633
11400 Overtime Salaries	584	1,000	250	1,000	1,000
11500 Separation Benefits	6,542	6,800	6,800	7,100	7,100
TOTAL	\$116,263	\$132,612	\$124,328	\$132,991	\$132,991
EMPLOYEE BENEFITS					
12200 Life Insurance	\$374	\$375	\$375	\$375	\$375
12300 Medical Insurance	11,009	10,579	10,579	11,399	11,399
12350 Medicare Insurance	1,618	1,335	1,335	1,812	1,812
12370 Part Time Retirement	730	1,360	1,360	1,265	1,265
12400 Dental Insurance	1,485	1,534	1,534	1,599	1,599
12500 Workers Compensation	3,495	4,369	4,369	5,500	5,500
12600 Retirement	33,759	36,806	36,806	38,831	38,831
12750 City 401 Plan	650	650	650	1,170	1,170
12800 Uniform Allowance	0	145	145	0	0
12900 Long Term Disability	396	396	396	396	396
12950 Vision Plan	388	388	388	335	335
TOTAL	\$53,904	\$57,937	\$57,937	\$62,682	\$62,682
SERVICES & SUPPLIES					
22000 Operating Supplies	\$901	\$1,000	\$1,000	\$2,020	\$2,020
31000 Contracted Services	56,253	115,450	115,450	100,450	100,450
32000 Communications	0	130	130	130	130
33000 Motor Pool Charges	41,874	43,130	43,130	44,900	44,900
39000 Miscellaneous	100	550	550	550	550
TOTAL	\$99,128	\$160,260	\$160,260	\$148,050	\$148,050
GRAND TOTAL	\$269,295	\$350,809	\$342,525	\$343,723	\$343,723

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Services

ACTIVITY NO.: 3111

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Police Captain	0.20	0.20	0.20	\$32,868	\$32,070	\$32,070
Animal Services Officer	1.00	1.00	1.00	57,864	59,028	59,028
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Education Incentive	0.00	0.00	0.00	0	1,320	1,320
Separation Benefit	0.00	0.00	0.00	6,800	7,100	7,100
Longevity Pay	0.00	0.00	0.00	0	840	840
<u>Part-Time</u>						
Animal Control Officer	1.00	1.00	1.00	34,080	31,633	31,633
Total	2.20	2.20	2.20	\$132,612	\$132,991	\$132,991

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$1,330,085	\$1,294,058	\$1,335,036	\$1,328,930	\$1,328,930
SERVICES & SUPPLIES	214,484	237,420	237,420	255,645	255,645
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,544,569	\$1,531,478	\$1,572,456	\$1,584,575	\$1,584,575
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	9.94	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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Police Service Calls:	33,193	33,462	33,905
Officer Observations:	<u>20,341</u>	<u>20,523</u>	<u>20,650</u>
Total Police Service Calls:	53,534	53,985	54,555
Animal Services Bureau Calls:	1,456	1,439	1,523
Priority I Dispatch Time Emergency (min/sec):	0:53	0:51	0:51
Priority II Dispatch Times Non-Emergency (min/sec):	3:58	3:28	3:30
Priority III Dispatch Times Non-Emergency (min/sec):	9:13	7:42	7:38
Priority IV Dispatch Times Non-Emergency (min/sec):	6:39	5:55	5:49

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Communications personnel will give four presentations at our local schools. The presentations will focus on dispatch procedures and proper usage of the 911 system.

2. Improve organizational effectiveness and efficiency: Communications Bureau personnel will attend a minimum of six patrol briefings. Communications personnel and patrol officers will exchange information and have a better understanding of what is needed when handling calls for service. Communications personnel will also brief patrol officers on the "Text to 911" system.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Communications personnel were trained how to access the database on the Vigilant LPR (license plate recognition) system. This allowed dispatchers to research partial plates of suspect vehicles from just occurred calls and give that information to responding officers.
2. Dispatchers participated in a ride along with the Problem Oriented Policing Team. This allowed them to have a better understanding of the city's homeless population and how services are being offered and/or provided to them.
3. The new VIPER 9-1-1 system went live on December 11, 2019. This included a new 9-1-1 phone system which includes two back-up positions at the EOC, a 24-hour voice logging recorder, and updated text to 9-1-1 software. All equipment was funded through the State of California 9-1-1 Emergency Communications Office.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) \$80,000 consists of telephone services.
2. R/M Contractual category (#38000) \$172,115 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$681,987	\$725,084	\$644,947	\$730,315	\$730,315
11300 Part Time Salaries	51,376	12,000	12,000	15,606	15,606
11400 Overtime Salaries	169,530	60,000	181,115	60,000	60,000
11500 Separation Benefits	38,249	39,400	39,400	40,600	40,600
TOTAL	\$941,142	\$836,484	\$877,462	\$846,521	\$846,521
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,896	\$3,339	\$3,339	\$3,027	\$3,027
12300 Medical Insurance	95,013	115,696	115,696	131,544	131,544
12350 Medicare Insurance	13,222	11,341	11,341	10,895	10,895
12370 Part Time Retirement	505	480	480	250	250
12400 Dental Insurance	6,907	8,489	8,489	10,124	10,124
12500 Workers Compensation	12,231	15,289	15,289	19,100	19,100
12600 Retirement	247,716	290,454	290,454	291,395	291,395
12750 City 401 Plan	4,375	5,200	5,200	9,360	9,360
12800 Uniform Allowance	0	145	145	0	0
12900 Long Term Disability	3,432	3,960	3,960	3,564	3,564
12950 Vision Plan	2,646	3,181	3,181	3,150	3,150
TOTAL	\$388,943	\$457,574	\$457,574	\$482,409	\$482,409
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,618	\$3,300	\$3,300	\$3,410	\$3,410
32000 Communications	77,211	80,000	80,000	80,000	80,000
38000 R/M Contractual	134,655	154,000	154,000	172,115	172,115
39000 Miscellaneous	0	120	120	120	120
TOTAL	\$214,484	\$237,420	\$237,420	\$255,645	\$255,645
GRAND TOTAL	\$1,544,569	\$1,531,478	\$1,572,456	\$1,584,575	\$1,584,575

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Police Captain	0.20	0.20	0.20	\$32,868	\$32,070	\$32,070
Lieutenant	0.50	0.50	0.50	68,249	74,646	74,646
Dispatcher	9.00	9.00	9.00	596,247	596,239	596,239
Bilingual	0.00	0.00	0.00	5,100	4,500	4,500
Education Incentive	0.00	0.00	0.00	13,020	12,420	12,420
Lead Communications Dispatcher Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	5,400	6,240	6,240
Overtime	0.00	0.00	0.00	60,000	60,000	60,000
Special Assignment	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefit	0.00	0.00	0.00	39,400	40,600	40,600
<u>Part-Time</u>						
Dispatcher	0.24	0.24	0.24	12,000	15,606	15,606
Total	9.94	9.94	9.94	\$836,484	\$846,521	\$846,521

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$792,586	\$800,078	\$828,578	\$841,778	\$841,778
SERVICES & SUPPLIES	61,765	84,900	84,900	87,155	87,155
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$854,351	\$884,978	\$913,478	\$928,933	\$928,933
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	6.70	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

	Actual 2018-19	Estimated 2019-20	Projected 2020-21
Prisoners Booked: (Excluding fee-paying)	872	852	878
Fee-Paying Prisoners Booked	244	240	247
Total Prisoners Booked	1,116	1,092	1,125
Jail Revenue: Fee Paying	\$93,391	\$89,496	\$92,181
Prisoner Satisfaction Rating:	97%	97%	97%

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Jail personnel will give four community presentations on jail functions and the pay-to-stay program.
2. *Improve organizational effectiveness and efficiency:* All Jail staff will attend a STC certified Suicide Prevention training course. This will help jailers identify inmates with possible suicidal tendencies, thus increasing safety for inmates.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Jail staff received training from the Mental Evaluation Team and Lead Jailer on identifying and evaluating prisoners with mental health issues.
2. Jail staff created a reference guide for prisoners who may be in need of services such as homeless shelters, meals, and other social services.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$33,945 consists of cleaning supplies, uniforms and prisoner supplies.
2. R/M Contractual category (#38000) \$38,010 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$438,171	\$445,905	\$423,448	\$459,718	\$459,718
11300 Part Time Salaries	2,655	26,337	26,337	19,823	19,823
11400 Overtime Salaries	65,992	25,000	75,957	25,000	25,000
11500 Separation Benefits	25,782	26,600	26,600	27,400	27,400
TOTAL	\$532,600	\$523,842	\$552,342	\$531,941	\$531,941
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,882	\$1,935	\$1,935	\$1,935	\$1,935
12300 Medical Insurance	73,659	73,466	73,466	82,502	82,502
12350 Medicare Insurance	7,306	6,518	6,518	7,017	7,017
12370 Part Time Retirement	0	700	700	0	0
12400 Dental Insurance	4,223	4,273	4,273	5,080	5,080
12500 Workers Compensation	5,592	6,990	6,990	8,700	8,700
12600 Retirement	163,117	177,241	177,241	198,824	198,824
12750 City 401 Plan	575	650	650	1,170	1,170
12800 Uniform Allowance	0	870	870	725	725
12900 Long Term Disability	1,914	1,980	1,980	1,980	1,980
12950 Vision Plan	1,718	1,613	1,613	1,904	1,904
TOTAL	\$259,986	\$276,236	\$276,236	\$309,837	\$309,837
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$800	\$800	\$800	\$800
22000 Operating Supplies	24,365	33,800	33,800	33,945	33,945
32000 Communications	1,394	1,550	1,550	1,550	1,550
33000 Motor Pool Charges	3,408	5,000	5,000	5,200	5,200
38000 R/M Contractual	32,332	36,100	36,100	38,010	38,010
39000 Miscellaneous	72	650	650	650	650
41000 Other Agency Serv	194	7,000	7,000	7,000	7,000
TOTAL	\$61,765	\$84,900	\$84,900	\$87,155	\$87,155
GRAND TOTAL	\$854,351	\$884,978	\$913,478	\$928,933	\$928,933

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Jail**

ACTIVITY NO.: **3113**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Police Captain	0.20	0.20	0.20	\$32,868	\$32,070	\$32,070
Sergeant	1.00	1.00	1.00	113,448	122,604	122,604
Jailer	5.00	5.00	5.00	281,769	287,584	287,584
Bilingual	0.00	0.00	0.00	1,800	1,200	1,200
Education Incentives	0.00	0.00	0.00	5,220	4,620	4,620
Lead Jailer Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	5,400	6,240	6,240
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Special Assignments	0.00	0.00	0.00	2,400	2,400	2,400
Separation Benefit	0.00	0.00	0.00	26,600	27,400	27,400
<u>Part-Time</u>						
Jailer	0.50	0.50	0.50	26,337	19,823	19,823
Total	6.70	6.70	6.70	\$523,842	\$531,941	\$531,941

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$927,279	\$987,136	\$923,714	\$1,084,965	\$1,084,965
SERVICES & SUPPLIES	90,789	124,305	124,305	117,520	117,520
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,018,068	\$1,111,441	\$1,048,019	\$1,202,485	\$1,202,485
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	11.20	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 twenty-one 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Reports Processed:	5,325	5,260	5,415
Traffic Citations Processed:	6,664	5,045	5,500
Data Entry Completion (within 7 days)	97%	96%	100%
Complaints Processed for Court: (within 21 days)	100%	100%	100%

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Records Personnel will provide training sessions for Investigations and Patrol in the use of the upgraded CAD Enterprise system which will include enhancements to the Aegis Law Enforcement Management System (LERMS). The training will provide a seamless transition of the new capabilities and allow users to utilize the system efficiently.
2. *Improve organizational effectiveness and efficiency:* Records Clerks will receive training in processing the monthly National Incident Based Reporting System (NIBRS) report, which takes the place of the UCR based statistical reporting system. Each Clerk will be responsible for submitting a NIBRS report to the Department of Justice. This will ensure the understanding, accuracy, and integrity of the statistics.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Records clerks participated in "sit along" sessions with other bureaus within the department in order to coordinate and improve efficiency of work between the bureaus.

2. Developed and implemented a process for routine storage of archived reports and the scanning of booking files.
3. The Department of Justice performed a Data Base Audit of entries into CLETS (California Law Enforcement Telecommunications System). The audit of case reports maintained by the Records Bureau showed that Monterey Park Police Department is in compliance with mandated procedures.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual Category (#38000) \$12,600 consists of office equipment maintenance and GRM Services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$499,528	\$576,285	\$502,727	\$595,802	\$595,802
11300 Part Time Salaries	36,518	37,955	37,955	40,350	40,350
11400 Overtime Salaries	21,262	6,000	16,136	6,000	6,000
11500 Separation Benefits	43,098	44,400	44,400	45,800	45,800
TOTAL	\$600,406	\$664,640	\$601,218	\$687,952	\$687,952
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,558	\$2,715	\$2,715	\$3,027	\$3,027
12300 Medical Insurance	72,599	79,621	79,621	105,651	105,651
12350 Medicare Insurance	8,192	7,791	7,791	9,252	9,252
12370 Part Time Retirement	564	1,470	1,470	876	876
12400 Dental Insurance	6,079	7,348	7,348	8,320	8,320
12500 Workers Compensation	7,470	9,338	9,338	11,700	11,700
12600 Retirement	220,617	204,075	204,075	243,994	243,994
12750 City 401 Plan	3,925	4,550	4,550	8,190	8,190
12800 Uniform Allowance	0	145	145	0	0
12900 Long Term Disability	2,937	3,168	3,168	3,564	3,564
12950 Vision Plan	1,932	2,275	2,275	2,439	2,439
TOTAL	\$326,873	\$322,496	\$322,496	\$397,013	\$397,013
SERVICES & SUPPLIES					
21000 Office Supplies	\$18,954	\$18,900	\$18,900	\$18,900	\$18,900
22000 Operating Supplies	2,585	2,950	2,950	3,010	3,010
32000 Communications	1,836	2,250	2,250	2,250	2,250
36000 Utilities	52,563	68,900	68,900	61,400	61,400
37000 Leases & Rentals	7,567	13,125	13,125	13,780	13,780
38000 R/M Contractual	5,623	12,600	12,600	12,600	12,600
39000 Miscellaneous	1,434	5,180	5,180	5,180	5,180
41000 Other Agency Serv	227	400	400	400	400
TOTAL	\$90,789	\$124,305	\$124,305	\$117,520	\$117,520
GRAND TOTAL	\$1,018,068	\$1,111,441	\$1,048,019	\$1,202,485	\$1,202,485

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Police Captain	0.20	0.20	0.20	\$32,868	\$32,070	\$32,070
Lieutenant	0.50	0.50	0.50	68,249	74,646	74,646
Police Records Management Technician	1.00	1.00	1.00	65,980	68,994	68,994
Police Clerk	8.00	8.00	8.00	383,868	392,732	392,732
Bilingual	0.00	0.00	0.00	6,300	6,900	6,900
Education Incentive	0.00	0.00	0.00	10,620	11,220	11,220
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	4,200	5,040	5,040
Overtime	0.00	0.00	0.00	6,000	6,000	6,000
Special Asssignment	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefit	0.00	0.00	0.00	44,400	45,800	45,800
<u>Part-Time</u>						
Police Records Clerk	1.00	1.00	1.00	26,680	27,117	27,117
Police Records Cadet	0.50	0.50	0.50	11,275	13,233	13,233
Total	11.20	11.20	11.20	\$664,640	\$687,952	\$687,952

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Computer Services

ACTIVITY NO.: 3115

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	718,877	715,318	715,318	797,339	797,339
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$718,877	 \$715,318	 \$715,318	 \$797,339	 \$797,339
 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.

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Computer Services will research the feasibility and need for updating the Local Area Network Switches. These switches allow computers to communicate with each other and need periodic updates and replacement. Using old and outdated Network Switches can cause decreased productivity and increased downtime for employees.
2. *Improve organizational effectiveness and efficiency:* Computer Services will take inventory of computers currently in use and develop a replacement/refurbishment schedule for all desktop computers in the Police Department. Desktop computers have a typical lifespan of approximately 5 years. Some desktop computers have reached their 6-year mark.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Computer Services assisted the Traffic Bureau with the implementation of the Crossroads traffic collision reporting software. This allowed officers to create traffic collision reports on tablets and computers instead of writing it on paper.
2. Computer Services assisted the Investigations Bureau with the implementation of a digital evidence booking system. The allowed for integration with our current evidence inventory system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$195,271 is for Police data processing.
2. Communications category (#32000) \$62,500 consists of City's Technology charges.
3. R/M Contractual category (#38000) \$351,000 consists of CAD/RMS system maintenance, mobile data computer and connection support, and other system maintenance & support services.
4. Debt Service category (#42000) \$165,868 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$400	\$400	\$400	\$400
22000 Operating Supplies	0	200	200	200	200
24000 Small Tools	0	1,850	1,850	1,850	1,850
31000 Contracted Services	138,423	146,000	146,000	233,721	233,721
32000 Communications	40,000	50,000	50,000	0	0
38000 R/M Contractual	374,586	351,000	351,000	395,300	395,300
42000 Debt Service	165,868	165,868	165,868	165,868	165,868
TOTAL	\$718,877	\$715,318	\$715,318	\$797,339	\$797,339
GRAND TOTAL	\$718,877	\$715,318	\$715,318	\$797,339	\$797,339

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Services

ACTIVITY NO.: 3120

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$740,624	\$662,209	\$673,398	\$700,006	\$700,006
SERVICES & SUPPLIES	66,428	65,695	65,695	66,890	66,890
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$807,052	\$727,904	\$739,093	\$766,896	\$766,896
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.95	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 about crime and crime prevention methods. The desired outcome is to decrease the community'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 Program.
- Solicit and encourage active involvement in the Business Watch Program.
- 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Tour of City Facilities: (Number of persons)	354	400	450
Neighborhood Watch Groups:	84	88	90
Business Watch Groups:	75	78	80
Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	2,353	2,500	2,650

Police Explorer Hours Volunteered:	1,349	1,615	2,875
Police Chaplain Hours Volunteered:	160	175	180

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* In order to prevent senior citizens from becoming victims of fraud, including telephone scams, Community Services personnel will present seminars at each of the retirement homes. These seminars will educate the senior citizens how to identify these scams and prevent becoming victims.
2. *Improve organizational effectiveness and efficiency:* Community Services personnel will attend career day events at local schools to educate the children about the various career opportunities in the law enforcement field. Community Services personnel will contact each of the local schools to schedule these events.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Held its 20th Annual Youth Activities Golf Tournament. With sponsorship from numerous local businesses and community members, and the participation of over 160 golfers, the tournament raised approximately \$42,000.
2. The Mental Evaluation Team provided training to Field Training Officers on how to approach and interact with persons with mental health issues. The training focused on de-escalation, case laws, policies and reporting procedures.
3. The Problem Orientated Policing Team contacted all motels/hotels in the City and educated the businesses on the regulations on extended stay ordinances.
4. Held the annual Toy Drive during the Christmas holiday and provided toys for underprivileged children in the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) \$52,280 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$355,620	\$362,328	\$356,801	\$378,618	\$378,618
11300 Part Time Salaries	68,175	45,440	45,440	38,940	38,940
11400 Overtime Salaries	58,195	4,000	20,716	4,000	4,000
11450 Court Time Salaries	538	773	773	773	773
11500 Separation Benefits	19,048	19,700	19,700	20,300	20,300
TOTAL	\$501,576	\$432,241	\$443,430	\$442,631	\$442,631
EMPLOYEE BENEFITS					
12200 Life Insurance	\$998	\$999	\$999	\$999	\$999
12300 Medical Insurance	45,453	36,660	36,660	25,655	25,655
12350 Medicare Insurance	6,814	5,315	5,315	6,160	6,160
12370 Part Time Retirement	1,556	2,040	2,040	554	554
12400 Dental Insurance	2,914	2,919	2,919	3,648	3,648
12500 Workers Compensation	11,358	14,198	14,198	17,700	17,700
12600 Retirement	169,350	167,147	167,147	198,273	198,273
12760 Health Retirement	0	0	0	2,400	2,400
12800 Uniform Allowance	0	145	145	1,450	1,450
12950 Vision Plan	605	545	545	536	536
TOTAL	\$239,048	\$229,968	\$229,968	\$257,375	\$257,375
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,790	\$6,765	\$6,765	\$5,860	\$5,860
32000 Communications	1,106	650	650	650	650
33000 Motor Pool Charges	48,615	50,180	50,180	52,280	52,280
38000 R/M Contractual	35	100	100	100	100
39000 Miscellaneous	11,882	8,000	8,000	8,000	8,000
TOTAL	\$66,428	\$65,695	\$65,695	\$66,890	\$66,890
GRAND TOTAL	\$807,052	\$727,904	\$739,093	\$766,896	\$766,896

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Community Services

ACTIVITY NO.: 3120

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Police Captain	0.20	0.20	0.20	\$32,868	\$32,070	\$32,070
Sergeant	1.00	1.00	1.00	113,448	122,604	122,604
Police Officer	2.00	2.00	2.00	189,792	194,184	194,184
Bilingual Pay	0.00	0.00	0.00	0	3,600	3,600
Court Time	0.00	0.00	0.00	773	773	773
Education Incentives	0.00	0.00	0.00	17,820	18,120	18,120
Overtime	0.00	0.00	0.00	4,000	4,000	4,000
Special Assignments	0.00	0.00	0.00	7,200	7,200	7,200
Longevity Pay	0.00	0.00	0.00	1,200	840	840
Separation Benefit	0.00	0.00	0.00	19,700	20,300	20,300
<u>Part-Time</u>						
Community Services Officer	1.75	1.75	1.75	45,440	38,940	38,940
Total	4.95	4.95	4.95	\$432,241	\$442,631	\$442,631



FIRE

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire

ACTIVITY NO.: 3200

SOURCE OF FUNDS:

General \$10,993,261
 Retirement \$2,976,418
 Shop \$108,243
 Separation Benefits \$190,928
 Public Safety Impact Fee \$85,799
 Water Fund \$98,928
 Sewer Fund \$98,428
 Refuse Fund \$98,428
 Public Safety Augmentation \$388,000
 ELAC Grant \$48,588
 AFG Grant \$23,182
 HSGP Grant \$66,794
 GEMT Grant \$35,000

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$12,852,635	\$13,058,510	\$13,058,510	\$13,282,225	\$13,282,225
SERVICES & SUPPLIES	1,743,704	1,973,858	1,973,858	1,929,772	1,929,772
CAPITAL OUTLAY	35,357	0	0	0	0
TOTAL COSTS	\$14,631,696	\$15,032,368	\$15,032,368	\$15,211,997	\$15,211,997
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	59.80	65.80	65.80	65.80	65.80

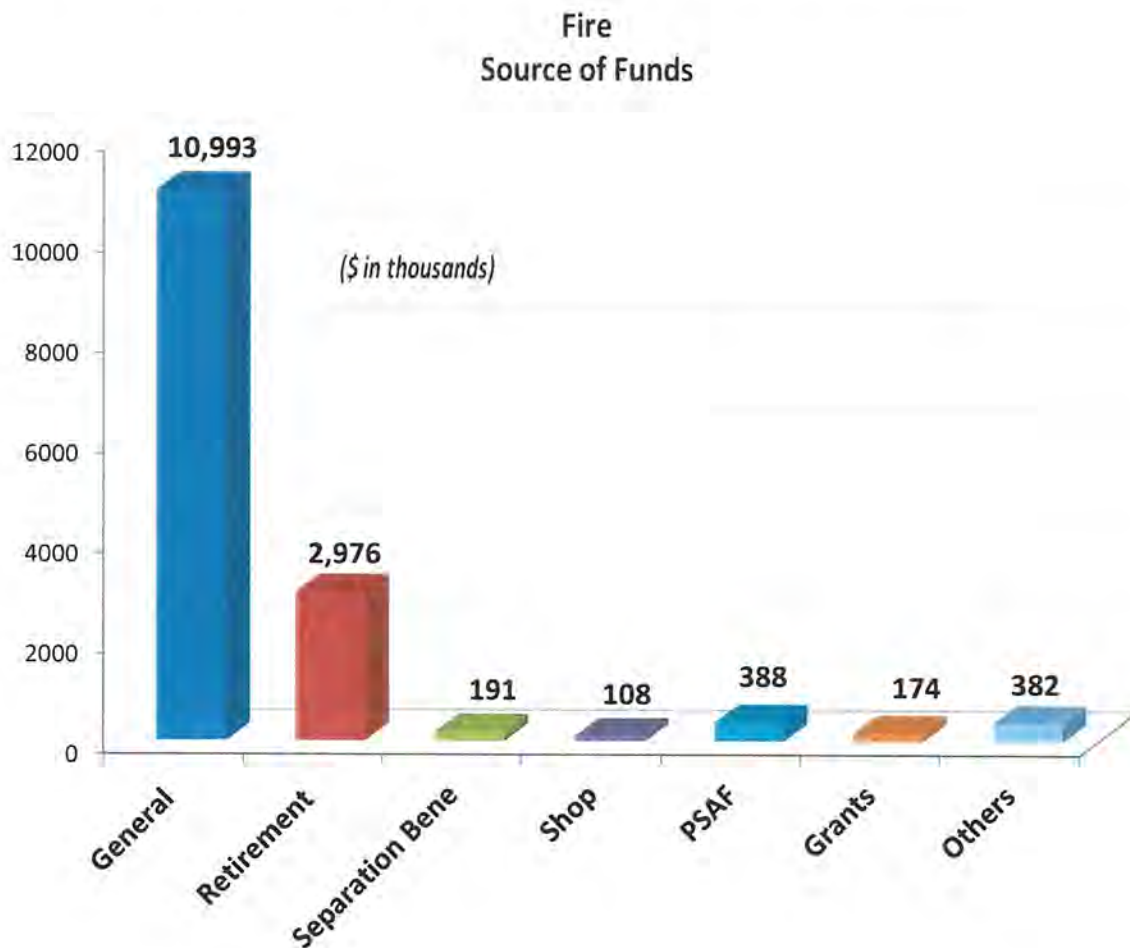
Program Description

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 Fire Department 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 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.

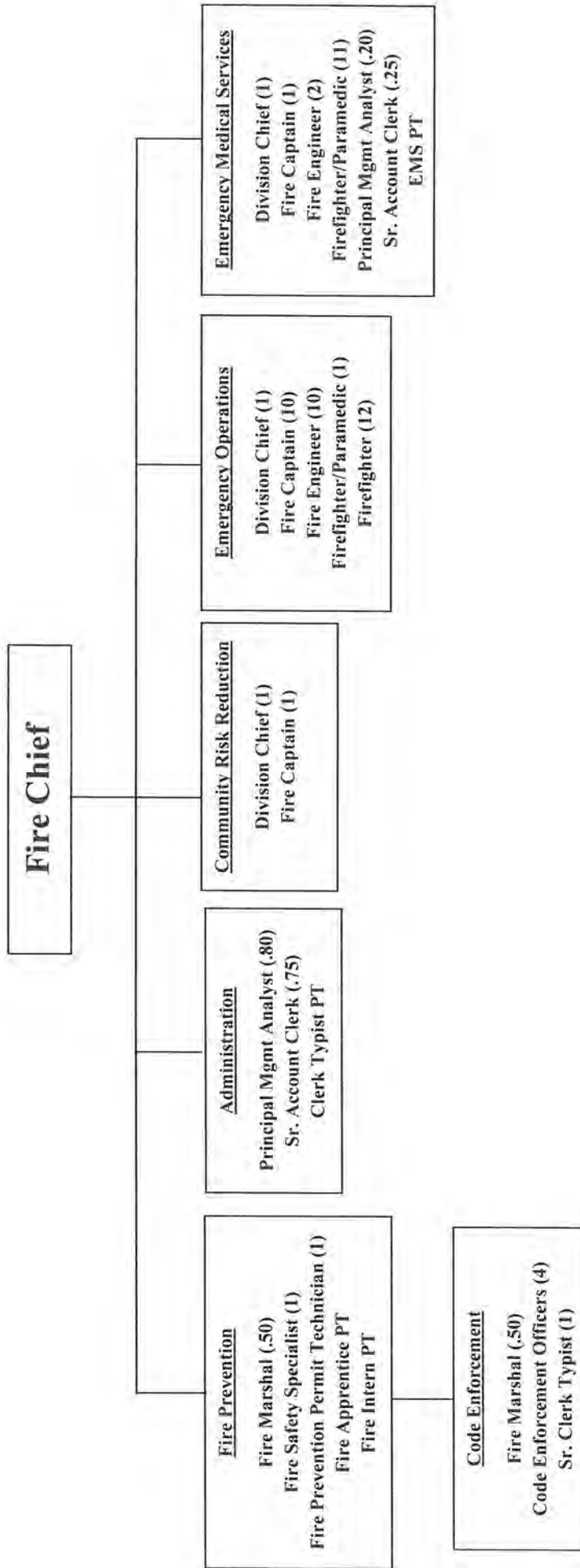
The Department is organized into six divisions: Administration, Emergency Operations, Emergency Medical Services, Community Risk Reduction, Fire Prevention, and Code

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

The Operations Division is primarily responsible for emergency response, training, and fleet and facilities maintenance. The Emergency Medical Services Division 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. Starting 2019-2020, Code Enforcement Division is moved from the Community and Economic Development to the Fire Department, which is supervised by the Fire Marshal. The Code Enforcement Division enforces Section 4.30 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 is responsible for the City's coordination of the annual L.A. County "Weed Abatement" program. The men and women of the Fire Department take great pride in providing service to the community with character, commitment, and competency.



Fire Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$318,193	\$353,618	\$353,618	\$349,344	\$349,344
SERVICES & SUPPLIES	386,365	262,662	262,662	203,452	203,452
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$704,558	 \$616,280	 \$616,280	 \$552,796	 \$552,796
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.85	 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 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.

Grant Awards:

	2018-2019 <u>Actual</u>	2019-2020 <u>Estimated</u>	2020-2021 <u>Projected</u>
(SHSGP, UASI, AFG, ELAC, GEMT)	\$331,840	\$214,365	\$174,514

FY 2018-2019: 2016 SHSGP \$35,357, 2016 UASI \$209,438, ELAC \$48,000, GEMT \$39,045

FY 2019-2020: 2017 SHSGP \$125,000, 2017 UASI \$5,000, ELAC \$49,365, GEMT \$5,000

FY 2020-2021: 2018 SHSGP \$11,700, 2019 SHSGP \$55,094, 2018 AFG \$23,182, ELAC \$48,588, GEMT \$5,000

2020-2021 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Develop and implement AlertSense training across departments on use of public alerting system during critical events.
2. Improve Organizational Effectiveness and Efficiency: Expand utilization of the fire performance dashboard, which uses Verdugo System data, to track performance measurements.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency: Upgraded Dispatch communication software and apparatus communication equipment to enhance compliance with new Computer Aided Dispatch (CAD) systems.
2. Improve Organizational Effectiveness and Efficiency: Completed accomplishments include finalized Phase 1 of CA State Mutual Aid Reimbursement System for striketeam and awarded additional grant funding in the Los Angeles-Long Beach area.

3. Improve Organizational Effectiveness and Efficiency: Completed initial evaluation of the fire department accreditation process under the Commission on Fire Accreditation International (CFAI) program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool category (#33000) shows \$17,900 for automobile maintenance and repairs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$182,555	\$186,213	\$186,213	\$192,210	\$192,210
11300 Part Time Salaries	9,378	33,038	33,038	7,223	7,223
11500 Separation Benefits	10,967	11,300	11,300	11,700	11,700
TOTAL	\$202,900	\$230,551	\$230,551	\$211,133	\$211,133
EMPLOYEE BENEFITS					
12200 Life Insurance	\$629	\$624	\$624	\$624	\$624
12300 Medical Insurance	13,823	12,631	12,631	14,082	14,082
12350 Medicare Insurance	2,126	1,953	1,953	2,120	2,120
12370 Part Time Retirement	0	0	0	519	519
12400 Dental Insurance	1,847	1,836	1,836	1,931	1,931
12500 Workers Compensation	23,247	29,059	29,059	36,300	36,300
12600 Retirement	70,005	73,255	73,255	78,861	78,861
12750 City 401 Plan	1,398	1,398	1,398	1,788	1,788
12800 Uniform Allowance	623	700	700	700	700
12900 Long Term Disability	1,004	998	998	733	733
12950 Vision Plan	591	613	613	553	553
TOTAL	\$115,293	\$123,067	\$123,067	\$138,211	\$138,211
SERVICES & SUPPLIES					
21000 Office Supplies	\$968	\$1,250	\$1,250	\$1,250	\$1,250
22000 Operating Supplies	32,527	36,350	36,350	36,350	36,350
24000 Small Tools	1,019	1,800	1,800	1,800	1,800
31000 Contracted Services	97,553	43,675	43,675	32,249	32,249
32000 Communications	37,500	41,250	41,250	16,250	16,250
33000 Motor Pool Charges	18,840	18,670	18,670	19,400	19,400
36000 Utilities	34,855	54,188	54,188	42,100	42,100
38000 R/M Contractual	11,461	11,426	11,426	10,000	10,000
39000 Miscellaneous	151,642	54,053	54,053	44,053	44,053
TOTAL	\$386,365	\$262,662	\$262,662	\$203,452	\$203,452
GRAND TOTAL	\$704,558	\$616,280	\$616,280	\$552,796	\$552,796

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Fire Admin**

ACTIVITY NO.: **3201**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Fire Chief	0.30	0.30	0.30	\$57,254	\$58,860	\$58,860
Principal Management Analyst	0.80	0.80	0.80	75,082	78,518	78,518
Senior Account Clerk	0.75	0.75	0.75	47,601	48,556	48,556
Education Incentive	0.00	0.00	0.00	3,126	3,126	3,126
Longevity Pay	0.00	0.00	0.00	3,150	3,150	3,150
Separation Benefits	0.00	0.00	0.00	11,300	11,700	11,700
<u>Part-Time</u>						
PT Clerk Typist	1.00	1.00	1.00	33,038	7,223	7,223
Total	2.85	2.85	2.85	\$230,551	\$211,133	\$211,133

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$571,628	\$491,924	\$491,924	\$465,395	\$465,395
SERVICES & SUPPLIES	137,572	147,133	147,133	148,233	148,233
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$709,200	 \$639,057	 \$639,057	 \$613,628	 \$613,628
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.30	 3.80	 3.80	 3.60	 3.60

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>Program</u>	Actual 2018-2019	Estimated 2019-2020	Projected 2020-2021
Permits	1,214	1,200	1,250
Plan Checks	880	900	928

Inspections

Construction	291	176	180
Fire Protection Systems	485	200	300
Commercial (includes Occupancy)	247	400	425
Industrial Waste	199	199	199
State Regulated/Mandated Facilities (Schools, Hospitals, Assemblies, Apartments*)	1,076	1,076	263
Re-inspections	365	450	500

Business Inspections **
100, 00, 500

Compliance and Investigation Inspections (includes Firewatch)	64	25	50
Fire Permits/Miscellaneous	<u>195</u>	<u>532</u>	<u>575</u>
Total Inspections	2,922	3,057	2,492

*Large senior apartment buildings, all other
transferred to Code Enforcement

**New Category

Cost Recovery Programs

Fire Inspections (06320)	\$180,102	\$182,000	\$189,109
Fire Plan Checks & Permits (06330)	\$339,603	\$308,000	\$356,584
Business Fire Inspections (06370)	\$29,810	\$31,000	\$31,301
Industrial Waste Permits (06850)	\$169,774	\$172,000	\$175,263
Firework Citation (06240)	<u>\$6,993</u>	<u>\$17,000</u>	<u>\$18,000</u>
Total Revenue Collected	\$726,282	\$710,000	\$770,257

Performance Measurements:

Fiscal Year 2020-2021

1. California Health and Safety Code Section 13146.4 added in 2018 became effective on September 27, 2018. California Health and Safety Code Section 13146.2 and 13146.3

requires all fire departments, including Monterey Park Fire Department, that provide fire protection services to perform annual inspections in every building used as public or private schools (through 12th grade used by more than six persons at any one time), hotels, motels, lodging homes, apartment houses, and certain residential care facilities and report annually to its administrative authority on its compliance. Through the years, the City has regarded itself as one of the few cities who have consistently and diligently conducted its annual fire inspections meeting and exceeding the state's annual inspection requirement pursuant to the California Health and Safety Code. For the 2019 calendar year reporting period, Group E (Educational Occupancies) has 28 buildings, structures or facilities that were inspected. In Group R (Residential Occupancies), 841 occupancies were inspected. Both occupancy groups achieved a compliance rate of 100 percent.

2020-2021 GOAL AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Develop and present workshops aimed at enhancing the education of fire prevention and suppression staff in the operation of fire protections systems and code compliance to support the Major Development Projects.
2. *Complete Market Place and other Major Projects:* Continue to collaborate with design professionals for the Market Place Development, the Courtyard by Marriot, Best Western Hotel, and the Double Tree Hotel, and other Major Development Projects with fire permits for their dynamic fire protection systems, vapor mitigation systems, and industrial waste grease interceptors. Work in collaboration with Building, Planning, and Public Works to complete the Market Place project and other Major projects.
3. *Improve Organizational Effectiveness and Efficiency:* Research the feasibility of automating and migrating recurring inspections into the City's GoGovApps system (apartments, business inspections, fire permit inspections) to streamline the process of obtaining inspection data quickly, improving information search efficiency, and centralizing the depository of fire inspection notices and invoices for cost recovery programs.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Major Development Projects:* Collaborated with developers, design professionals, and contractors for MOD Pizza, America's Best Eyeglasses, Mattress Firm, and Buffalo Wild Wings to facilitate fire clearance for Occupancy, and installation of fire protection systems for Courtyard by Marriot.
2. *Major Development Projects:* Diligent attention to the dynamic vapor mitigation systems permits issued to ensure that the Properties are properly maintaining and testing the soil gas mitigation systems at the Market Place on a quarterly basis in accordance with the Declaration of Covenant and Agreement with the City. Eight parcels successfully completed their first year quarterly testing and were deemed appropriate to perform and

submit annual test reports that will be monitored over the next five years.

3. Improve Organizational Effectiveness and Efficiency The Fire Department's Fire Prevention Division teamed up with the Code Enforcement Division to inspect commercial properties to identify existing and potential fire hazards and neighborhood degradation and launched a community risk reduction program in the business district to implement effective prevention, mitigation, and enforcement to mitigate hazards.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

- I. Motor Pool Charges category (#33000) shows \$54,100 automobile maintenance and repairs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$298,443	\$251,988	\$251,988	\$228,181	\$228,181
11300 Part Time Salaries	34,258	29,700	29,700	29,700	29,700
11400 Overtime Salaries	5,731	5,000	5,000	5,000	5,000
11405 Overtime Fire Half Time	0	0	0	0	0
11410 Fire FLSA Mandate	0	0	0	0	0
11470 Fire Holiday Payout	1,607	2,000	2,000	2,000	2,000
11500 Separation Benefits	16,546	17,100	17,100	17,700	17,700
TOTAL	\$356,585	\$305,788	\$305,788	\$282,581	\$282,581
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,045	\$890	\$890	\$827	\$827
12300 Medical Insurance	44,840	37,019	37,019	30,080	30,080
12350 Medicare Insurance	2,857	2,421	2,421	2,965	2,965
12370 Part Time Retirement	1,380	1,188	1,188	1,245	1,245
12400 Dental Insurance	3,664	3,223	3,223	3,499	3,499
12500 Workers Compensation	32,547	40,684	40,684	50,900	50,900
12600 Retirement	124,230	96,894	96,894	88,107	88,107
12750 City 401 Plan	2,080	1,755	1,755	2,795	2,795
12760 Health Retirement	0	0	0	541	541
12900 Long Term Disability	1,395	1,198	1,198	1,030	1,030
12950 Vision Plan	1,005	864	864	825	825
TOTAL	\$215,043	\$186,136	\$186,136	\$182,814	\$182,814
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,397	\$1,900	\$1,900	\$1,900	\$1,900
22000 Operating Supplies	1,068	2,600	2,600	2,600	2,600
24000 Small Tools	0	3,000	3,000	3,000	3,000
31000 Contracted Services	75,845	70,000	70,000	70,000	70,000
32000 Communications	3,732	4,533	4,533	4,533	4,533
33000 Motor Pool Charges	48,690	52,000	52,000	54,100	54,100
37000 Leases & Rentals	3,456	5,300	5,300	5,300	5,300
38000 R/M Contractual	35	500	500	500	500
39000 Miscellaneous	3,349	7,300	7,300	6,300	6,300
TOTAL	\$137,572	\$147,133	\$147,133	\$148,233	\$148,233
GRAND TOTAL	\$709,200	\$639,057	\$639,057	\$613,628	\$613,628

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Fire Chief	0.10	0.10	0.10	\$19,085	\$19,620	\$19,620
Division Chief	0.20	0.00	0.00	30,411	0	0
Fire Marshal	0.50	0.50	0.50	49,357	51,852	51,852
Fire Safety Specialist	1.00	1.00	1.00	83,496	85,176	85,176
Fire Prevention Permit Technician I	1.00	1.00	1.00	60,321	64,483	64,483
Bilingual	0.00	0.00	0.00	2,100	2,100	2,100
Education Incentive	0.00	0.00	0.00	3,510	2,850	2,850
Emergency Medical Tech	0.00	0.00	0.00	480	0	0
Fire Chief Officer Cert	0.00	0.00	0.00	288	0	0
Holiday Payoff	0.00	0.00	0.00	2,000	2,000	2,000
Longevity Pay	0.00	0.00	0.00	2,940	2,100	2,100
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	17,100	17,700	17,700
<u>Part-Time</u>						
Fire Apprentice	0.50	0.50	0.50	15,000	15,000	15,000
Fire Intern	0.50	0.50	0.50	14,700	14,700	14,700
Total	3.80	3.60	3.60	\$305,788	\$282,581	\$282,581

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$8,233,093	\$7,812,785	\$7,812,785	\$7,784,094	\$7,784,094
SERVICES & SUPPLIES	637,498	842,912	842,912	791,086	791,086
CAPITAL OUTLAY	35,357	0	0	0	0
TOTAL COSTS	\$8,905,948	\$8,655,697	\$8,655,697	\$8,575,180	\$8,575,180
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	34.25	34.25	34.25	34.20	34.20

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>All Emergency Incidents</u>	Actual <u>2018–2019</u>	Estimated <u>2019–2020</u>	Projected <u>2020-2021</u>
Fire	477	548	559
EMS	3,547	3,542	3,613
Service	<u>331</u>	<u>195</u>	<u>199</u>
Total Emergency Incidents	4,355	4,286	4,371
<u>Automatic Aid/Mutual Aid</u>			
Auto Aid/Mutual Aid Provided	685	776	792
Auto Aid/Mutual Aid Received	<u>519</u>	<u>510</u>	<u>520</u>
Total Automatic/Mutual Aid	1,204	1,286	1,312

<u>Average Response Time</u> <i>A measurement from dispatch until arrival on scene</i>	Actual <u>2018– 2019</u>	Estimated <u>2019 –2020</u>	Projected <u>2020-2021</u>
Fire, EMS, Service	6:13	5:58	5:30
<u>Average Turn-out Time</u> <i>A measurement of time from dispatch to enroute to call</i>			
Fire, EMS, Service	1:52	1:43	1:25
<u>Volunteer Hours</u>			
Total Hours Donated by Reserves and Explorers	10,842	7,165	11,657

NON-EMERGENCY ACTIVITY SUMMARY

Training Hrs – Non-Medical

In-Service Training	18,384	15,334	26,886
Specialty Courses (Grant-funded)	<u>50</u>	<u>50</u>	<u>50</u>
Total Hours	18,434	15,384	26,936

2020-2021 GOALS AND OBJECTIVES

1. *Attract and Retain Quality Employees:* Continue to develop and implement a Truck Academy to enhance firefighting operations with an emphasis on High Rise tactics and strategies.
2. *Improve Organizational Effectiveness and Efficiency:* Continue to work on the Fire Station 62 project, including the demolition and rebuild process in coordination with Public Works, and continued fire resources and response in the area.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Upgraded USAR to meet Type 1 criteria as mandated by federal guidelines, including a monthly training performance standard.
2. *Improve Organizational Effectiveness and Efficiency:* Utilized the fire performance dashboard (Mysidewalk, Inc), which uses Verdugo System data, to track performance including turnout time, first unit, and effective response force.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) shows \$176,800 for automobile maintenance and repairs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$3,808,441	\$3,791,668	\$3,791,668	\$3,697,019	\$3,697,019
11400 Overtime Salaries	989,729	607,787	607,787	607,787	607,787
11405 Overtime Fire Half Time	464,613	181,495	181,495	181,495	181,495
11410 Fire FLSA Mandate	72,762	56,400	56,400	56,400	56,400
11470 Fire Holiday Payout	81,679	115,000	115,000	115,000	115,000
11500 Separation Benefits	127,946	131,800	131,800	135,800	135,800
TOTAL	\$5,545,170	\$4,884,150	\$4,884,150	\$4,793,501	\$4,793,501
EMPLOYEE BENEFITS					
12200 Life Insurance	\$5,789	\$5,908	\$5,908	\$5,554	\$5,554
12300 Medical Insurance	507,654	518,257	518,257	512,721	512,721
12350 Medicare Insurance	72,883	54,885	54,885	52,080	52,080
12400 Dental Insurance	32,262	33,431	33,431	32,087	32,087
12500 Workers Compensation	255,721	319,651	319,651	399,600	399,600
12600 Retirement	1,767,672	1,825,696	1,825,696	1,813,787	1,813,787
12750 City 401 Plan	5,020	98,478	98,478	103,485	103,485
12760 Health Retirement	29,140	60,440	60,440	60,063	60,063
12900 Long Term Disability	5,682	5,790	5,790	5,227	5,227
12950 Vision Plan	6,100	6,099	6,099	5,989	5,989
TOTAL	\$2,687,923	\$2,928,635	\$2,928,635	\$2,990,593	\$2,990,593
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,179	\$5,550	\$5,550	\$4,550	\$4,550
22000 Operating Supplies	179,087	186,826	186,826	181,406	181,406
24000 Small Tools	23,222	22,550	22,550	22,550	22,550
31000 Contracted Services	37,838	40,075	40,075	40,075	40,075
32000 Communications	95,385	115,867	115,867	115,867	115,867
33000 Motor Pool Charges	163,724	170,000	170,000	176,800	176,800
37000 Leases & Rentals	6,730	8,000	8,000	8,000	8,000
38000 R/M Contractual	116,778	163,144	163,144	163,144	163,144
39000 Miscellaneous	9,555	130,900	130,900	78,694	78,694
TOTAL	\$637,498	\$842,912	\$842,912	\$791,086	\$791,086
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$35,357	\$0	\$0	\$0	\$0
TOTAL	\$35,357	\$0	\$0	\$0	\$0

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
GRAND TOTAL	\$8,905,948	\$8,655,697	\$8,655,697	\$8,575,180	\$8,575,180

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Operations**

ACTIVITY NO.: **3210**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Fire Chief	0.20	0.20	0.20	\$38,170	\$39,240	\$39,240
Division Chief	1.55	1.00	1.00	225,507	127,524	127,524
Captain	10.00	10.00	10.00	1,160,400	1,139,867	1,139,867
Engineer	11.50	10.00	10.00	1,145,400	990,075	990,075
Firefighter Paramedic	0.00	1.00	1.00	0	70,812	70,812
Firefighter	11.00	12.00	12.00	910,674	975,056	975,056
Bilingual	0.00	0.00	0.00	6,300	8,850	8,850
Company Officer Pay	0.00	0.00	0.00	1,320	720	720
Education Incentives	0.00	0.00	0.00	88,003	93,285	93,285
EMTD Premium	0.00	0.00	0.00	52,320	54,599	54,599
Fire Chief Officer Pay	0.00	0.00	0.00	648	0	0
Fire Investigator Premium Pay	0.00	0.00	0.00	2,800	2,300	2,300
Holiday Payoff	0.00	0.00	0.00	115,000	115,000	115,000
Longevity Pay	0.00	0.00	0.00	37,830	27,297	27,297
Overtime	0.00	0.00	0.00	845,682	845,682	845,682
Paramedic Pay	0.00	0.00	0.00	101,896	110,298	110,298
Special Assignment Pay	0.00	0.00	0.00	1,200	300	300
USAR Team Premium	0.00	0.00	0.00	19,200	56,796	56,796
Separation Benefits	0.00	0.00	0.00	131,800	135,800	135,800
Total	34.25	34.20	34.20	\$4,884,150	\$4,793,501	\$4,793,501

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$3,576,383	\$3,395,740	\$3,395,740	\$3,390,831	\$3,390,831
SERVICES & SUPPLIES	513,932	554,553	554,553	639,398	639,398
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,090,315	\$3,950,293	\$3,950,293	\$4,030,229	\$4,030,229
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	17.45	17.45	17.45	17.45	17.45

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 2018-2019</u>	<u>Estimated 2019-2020</u>	<u>Projected 2020-2021</u>
No. Patient Transports	2,586	2,507	2,558
No. Patient Assessments (Aid On scene/Non-Transport)	553	496	506
No. Subscription Members Using Service	41	21	22

Performance Measurements:

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

Fiscal Year 2019-2020

- | | |
|---|-----|
| 1. Document cardiac arrest patient Citizen CPR prior to EMS arrival | 90% |
| 2. Documentation of stroke patients and emergency room destination | 90% |
| 3. Documentation ST Elevation Myocardial Infarction ("STEMI") | 90% |
| 4. Documentation of provider impression protocol | 90% |

Fiscal Year 2018-2019

- | | |
|---|-----|
| 1. Document cardiac arrest patient Citizen CPR prior to EMS arrival | 90% |
| 2. Documentation ST Elevation Myocardial Infarction ("STEMI") | 90% |
| 3. Documentation of stroke patients and emergency room destination | 90% |

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

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

2020-2021 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Develop tactical medic program in partnership with the Police Department in order to provide improved response during joint service calls.
2. Improve Organizational Effectiveness and Efficiency: Designate Quint 61 as a Paramedic Ambulance Assessment Unit in order to increase effectiveness in providing services to the City and region.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Developed quality improvement and audit guideline to evaluate the county-wide Provider Impression guidelines for Emergency Paramedicine.
2. *Improve Organizational Effectiveness and Efficiency:* Implemented and measured AutoPulse system.
3. *Improve Organizational Effectiveness and Efficiency:* Enhanced health and wellness priorities with award of grant funding for cancer screening exams.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) shows \$205,904 for 3rd party contractual partners for Collections, Data Processing Services, and Other Professional Services.
2. Motor Pool Charges category (#33000) shows \$72,900 for automobile fleet maintenance and repairs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$1,651,769	\$1,628,397	\$1,628,397	\$1,548,727	\$1,548,727
11300 Part Time Salaries	0	54,500	54,500	54,500	54,500
11400 Overtime Salaries	392,510	238,930	238,930	238,930	238,930
11405 Overtime Fire Half Time	198,959	80,312	80,312	80,312	80,312
11410 Fire FLSA Mandate	31,489	24,955	24,955	24,955	24,955
11470 Fire Holiday Payout	39,391	60,228	60,228	60,228	60,228
11500 Separation Benefits	70,996	73,200	73,200	75,400	75,400
TOTAL	\$2,385,114	\$2,160,522	\$2,160,522	\$2,083,052	\$2,083,052
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,791	\$2,705	\$2,705	\$2,575	\$2,575
12300 Medical Insurance	214,112	199,122	199,122	212,959	212,959
12350 Medicare Insurance	32,866	23,277	23,277	23,014	23,014
12370 Part Time Retirement	0	2,180	2,180	4,414	4,414
12400 Dental Insurance	14,665	14,972	14,972	15,496	15,496
12500 Workers Compensation	139,485	174,356	174,356	217,900	217,900
12600 Retirement	767,584	751,277	751,277	762,775	762,775
12750 City 401 Plan	2,862	38,969	38,969	40,336	40,336
12760 Health Retirement	11,371	22,974	22,974	24,080	24,080
12900 Long Term Disability	2,888	2,823	2,823	2,526	2,526
12950 Vision Plan	2,645	2,563	2,563	1,704	1,704
TOTAL	\$1,191,269	\$1,235,218	\$1,235,218	\$1,307,779	\$1,307,779
SERVICES & SUPPLIES					
21000 Office Supplies	\$463	\$450	\$450	\$450	\$450
22000 Operating Supplies	18,404	35,500	35,500	35,500	35,500
23000 R/M Supplies	1,811	3,000	3,000	3,000	3,000
24000 Small Tools	50,551	48,000	48,000	48,000	48,000
31000 Contracted Services	101,303	122,019	122,019	205,904	205,904
32000 Communications	216,869	216,710	216,710	216,710	216,710
33000 Motor Pool Charges	68,000	70,040	70,040	72,900	72,900
38000 R/M Contractual	12,411	12,860	12,860	12,860	12,860
39000 Miscellaneous	41,534	42,574	42,574	40,674	40,674
41000 Other Agency Serv	2,586	3,400	3,400	3,400	3,400
TOTAL	\$513,932	\$554,553	\$554,553	\$639,398	\$639,398
GRAND TOTAL	\$4,090,315	\$3,950,293	\$3,950,293	\$4,030,229	\$4,030,229

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Fire Chief	0.20	0.20	0.20	\$38,170	\$39,240	\$39,240
Division Chief	1.00	1.00	1.00	150,922	153,954	153,954
Captain	1.00	1.00	1.00	116,040	114,422	114,422
Fire Engineer	0.00	2.00	2.00	0	199,200	199,200
Firefighter/Paramedic	13.00	11.00	11.00	1,089,984	812,475	812,475
Principal Mgmt Analyst	0.20	0.20	0.20	18,771	19,630	19,630
Senior Account Clerk	0.25	0.25	0.25	15,867	16,185	16,185
Bilingual Pay	0.00	0.00	0.00	5,400	150	150
Education Incentive	0.00	0.00	0.00	32,425	36,039	36,039
EMTD Premium	0.00	0.00	0.00	3,000	3,001	3,001
Special Assignment Pay	0.00	0.00	0.00	264	1,260	1,260
Fire Investigator Prem Pay	0.00	0.00	0.00	2,600	1,301	1,301
Holiday Payoff	0.00	0.00	0.00	60,228	60,228	60,228
Longevity Pay	0.00	0.00	0.00	8,130	10,953	10,953
Overtime	0.00	0.00	0.00	344,197	344,197	344,197
Paramedic Pay	0.00	0.00	0.00	143,824	124,513	124,513
USAR Team Premium Pay	0.00	0.00	0.00	3,000	16,404	16,404
Separation Benefits	0.00	0.00	0.00	73,200	75,400	75,400
<u>Part-Time</u>						
PT EMS	1.80	1.80	1.80	54,500	54,500	54,500
Total	17.45	17.45	17.45	\$2,160,522	\$2,083,052	\$2,083,052

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$153,338	\$424,534	\$424,534	\$682,246	\$682,246
SERVICES & SUPPLIES	68,337	98,213	98,213	95,513	95,513
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$221,675	\$522,747	\$522,747	\$777,759	\$777,759
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.95	1.95	1.95	2.20	2.20

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, utilize all resources made available to the City to further readiness and 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 2018-2019</u>	<u>Estimated 2019-2020</u>	<u>Projected 2020-2021</u>
Community Emergency Response Team "CERT"	40	60	68
Disaster Service Worker Training	53	50	75
Community Risk Locations identified and pre-planned	12	12	12

Performance Measurement:

Fiscal Year 2020-2021

1. Continue to develop 10% of the CERT training to be completed by CERT volunteer members who are certified CERT Instructors.
2. Continue to develop 25% of the CERT curriculum to be online based.

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Develop a high school CERT Program and hold one high school CERT class annually.
2. *Improve Organizational Effectiveness and Efficiency:* Develop a debris management plan for use during a large scale disaster.
3. *Improve Organizational Effectiveness and Efficiency:* Start installation of the Arden Mesh communication system at Sequoia Park reservoir and Bradshawe reservoir to enhance communication ability with interoperable internet, data, and video during a disaster.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Planned and implemented an all-city EOC disaster drill on the same day as the Great Shake Out.
2. *Improve Organizational Effectiveness and Efficiency:* Completed first review of the EOC sustainability with an emphasis on communication, technology, security, and infrastructure storage to ensure self-reliance.
3. *Attract and Retain Quality Employees:* Developed and implemented an Employee CERT Program, Disaster Service Worker and Stop the Bleed Training to educate and train employees about disaster preparedness and community emergency response.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Miscellaneous category (#39000) shows \$30,500 for Public Relations/Safety Education which will cover the cost of Vial of Life acquisition as well as other Disaster Preparation materials.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$78,294	\$262,519	\$262,519	\$338,697	\$338,697
11400 Overtime Salaries	6,515	54,125	54,125	54,125	54,125
11405 Overtime Fire Half Time	0	18,193	18,193	18,193	18,193
11410 Fire FLSA Mandate	0	5,655	5,655	5,655	5,655
11470 Fire Holiday Payout	2,009	13,700	13,700	13,700	13,700
11500 Separation Benefits	7,504	7,800	7,800	8,100	8,100
TOTAL	\$94,322	\$361,992	\$361,992	\$438,470	\$438,470
EMPLOYEE BENEFITS					
12200 Life Insurance	\$172	\$172	\$172	\$562	\$562
12300 Medical Insurance	6,860	6,389	6,389	37,624	37,624
12350 Medicare Insurance	610	566	566	2,481	2,481
12400 Dental Insurance	476	494	494	2,156	2,156
12500 Workers Compensation	13,948	17,435	17,435	21,800	21,800
12600 Retirement	36,216	36,735	36,735	164,057	164,057
12750 City 401 Plan	260	260	260	9,221	9,221
12760 Health Retirement	0	0	0	4,849	4,849
12900 Long Term Disability	355	355	355	620	620
12950 Vision Plan	119	136	136	406	406
TOTAL	\$59,016	\$62,542	\$62,542	\$243,776	\$243,776
SERVICES & SUPPLIES					
21000 Office Supplies	\$484	\$1,200	\$1,200	\$1,200	\$1,200
22000 Operating Supplies	3,258	7,050	7,050	7,050	7,050
24000 Small Tools	20,510	20,900	20,900	20,900	20,900
31000 Contracted Services	915	4,000	4,000	4,000	4,000
32000 Communications	5,821	15,763	15,763	15,763	15,763
33000 Motor Pool Charges	0	300	300	300	300
36000 Utilities	7,945	11,000	11,000	9,800	9,800
38000 R/M Contractual	3,666	4,000	4,000	4,000	4,000
39000 Miscellaneous	24,821	32,000	32,000	30,500	30,500
41000 Other Agency Serv	917	2,000	2,000	2,000	2,000
TOTAL	\$68,337	\$98,213	\$98,213	\$95,513	\$95,513
GRAND TOTAL	\$221,675	\$522,747	\$522,747	\$777,759	\$777,759

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Fire Chief	0.20	0.20	0.20	\$38,170	\$39,240	\$39,240
Divison Chief	0.25	1.00	1.00	38,013	153,954	153,954
Captain	1.00	1.00	1.00	122,271	116,040	116,040
Engineer	0.50	0.00	0.00	49,800	0	0
Bilingual Pay	0.00	0.00	0.00	2,700	0	0
Education Incentive	0.00	0.00	0.00	5,955	7,560	7,560
EMTD Premium	0.00	0.00	0.00	1,800	2,400	2,400
Fire Chief Officer Pay	0.00	0.00	0.00	360	360	360
Division Chief Officer Pay	0.00	0.00	0.00	0	1,440	1,440
Paramedic Pay	0.00	0.00	0.00	0	8,703	8,703
Holiday Payoff	0.00	0.00	0.00	13,700	13,700	13,700
Longevity Pay	0.00	0.00	0.00	2,250	4,200	4,200
Overtime	0.00	0.00	0.00	77,973	77,973	77,973
Special Assignment Pay	0.00	0.00	0.00	600	0	0
Strike Team Leader	0.00	0.00	0.00	0	2,400	2,400
USAR Team Premium Pay	0.00	0.00	0.00	600	2,400	2,400
Separation Benefits	0.00	0.00	0.00	7,800	8,100	8,100
Total	1.95	2.20	2.20	\$361,992	\$438,470	\$438,470

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Code Enforcement

ACTIVITY NO.: 3240

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$579,909	\$579,909	\$610,315	\$610,315
SERVICES & SUPPLIES	0	68,385	68,385	52,090	52,090
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$0	 \$648,294	 \$648,294	 \$662,405	 \$662,405
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 5.50	 5.50	 5.50	 5.50

Program Description

The Code Enforcement Division enforces a variety of code provisions including Titles 4, 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 designed to effectuate the appropriate corrective action.

The Division's specific service objectives include:

- 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) on private property.
- 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 the Code Enforcement Volunteer program on the weekends.

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
INSPECTIONS (*)(**)			
Total Number of Complaints Received** (Re-active Enforcement)	953	975	980
 Total Number of Field Observations** (Pro-active Enforcement)	 N/A	 412	 500
Home Occupations	275	225	250
Multi-Family Residential Apartment Buildings**	<u>00</u>	<u>829</u>	<u>829</u>
Total Number of Inspections	1,228	2,441	2,559
* <i>Numbers include all follow-up site inspections</i>			
** <i>New categories</i>			
Volunteer Hours Donated	200	270	300
Administrative Citations and Notice of Violations Issued	590	1,500	1,700

Performance Measurement:

Fiscal Year 2019-2020

1. Achieve response to complaints concerning residential or commercial property maintenance violations within 48 hours. 95%

2020-2021 GOALS AND OBJECTIVES

1. Improve Communitywide Beautification: Research the feasibility of developing community partnerships with churches, service groups, and vendors to provide elderly residents with blighted residential properties community resources to assist them.
2. Improve Organizational Effectiveness and Efficiency: Collaborate with the Police Department on areas of mutual concern such as illicit residential activities and code compliance by participating in neighborhood watch meetings to foster community engagement.
3. Improve Organizational Effectiveness and Efficiency: Develop a “Property Maintenance Tip” brochure and explore options for using social media to deliver property maintenance messages to increase code compliance efforts to promote public education and awareness to reduce the occurrence of common property maintenance violations.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency: Developed and implemented district maps for code enforcement officers to increase efficiency and responsiveness to respond to complaints within 24 to 48 hours.
2. Attract and Retain Quality Employees: Mentored, trained, and prepared three new code enforcement officers to provide the City with 7-day a week coverage to provide a 24 to 48 hour response time to complaints as well as assist Emergency Responders from both the Fire and Police Departments with illicit activities and properties damaged by a fire.
3. Improve Organizational Effectiveness and Efficiency: Developed and implemented a performance standard to increase the efficiency on tracking compliance and outcomes related to complaints, inspections, and annual inspection program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool category (#33000) shows \$12,500 for automobile maintenance and repairs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **3240**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$0	\$340,089	\$340,089	\$347,741	\$347,741
11400 Overtime Salaries	0	1,000	1,000	1,000	1,000
11500 Separation Benefits	0	21,100	21,100	21,800	21,800
TOTAL	\$0	\$362,189	\$362,189	\$370,541	\$370,541
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$1,716	\$1,716	\$1,716	\$1,716
12300 Medical Insurance	0	67,938	67,938	76,063	76,063
12350 Medicare Insurance	0	3,082	3,082	4,249	4,249
12400 Dental Insurance	0	5,121	5,121	6,620	6,620
12500 Workers Compensation	0	8,738	8,738	10,900	10,900
12600 Retirement	0	123,698	123,698	131,070	131,070
12750 City 401 Plan	0	3,575	3,575	5,005	5,005
12900 Long Term Disability	0	2,178	2,178	2,178	2,178
12950 Vision Plan	0	1,674	1,674	1,973	1,973
TOTAL	\$0	\$217,720	\$217,720	\$239,774	\$239,774
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$1,450	\$1,450	\$1,450	\$1,450
22000 Operating Supplies	0	3,500	3,500	3,500	3,500
24000 Small Tools	0	500	500	500	500
31000 Contracted Services	0	35,600	35,600	25,600	25,600
32000 Communications	0	5,640	5,640	5,640	5,640
33000 Motor Pool Charges	0	16,000	16,000	14,500	14,500
38000 R/M Contractual	0	4,795	4,795	0	0
39000 Miscellaneous	0	900	900	900	900
TOTAL	\$0	\$68,385	\$68,385	\$52,090	\$52,090
GRAND TOTAL	\$0	\$648,294	\$648,294	\$662,405	\$662,405

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **3240**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Fire Marshal	0.50	0.50	0.50	\$49,357	\$51,852	\$51,852
Code Enforcement Officers	4.00	4.00	4.00	240,812	239,866	239,866
Senior Clerk Typist	1.00	1.00	1.00	41,460	49,363	49,363
Bilingual	0.00	0.00	0.00	1,500	900	900
Education Incentive	0.00	0.00	0.00	660	3,660	3,660
Longevity Pay	0.00	0.00	0.00	6,300	2,100	2,100
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	21,100	21,800	21,800
Total	5.50	5.50	5.50	\$362,189	\$370,541	\$370,541

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LIBRARY

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Library

ACTIVITY NO.: 6000

General \$1,985,510
Retirement \$437,844
Literacy & Civics Education Grant \$53,557
CA Library Literacy Services Grant \$30,826
CDBG Grant \$121,866
Literacy Trust Grant \$10,909
Library Passport Trust Grant \$33,844
Get Fit While You Sit Grant \$ 8,237

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$2,023,995	\$2,279,730	\$2,279,730	\$2,224,808	\$2,224,808
SERVICES & SUPPLIES	413,908	464,386	464,386	457,785	457,785
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,437,903	\$2,744,116	\$2,744,116	\$2,682,593	\$2,682,593
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	24.60	24.89	24.89	24.99	24.99

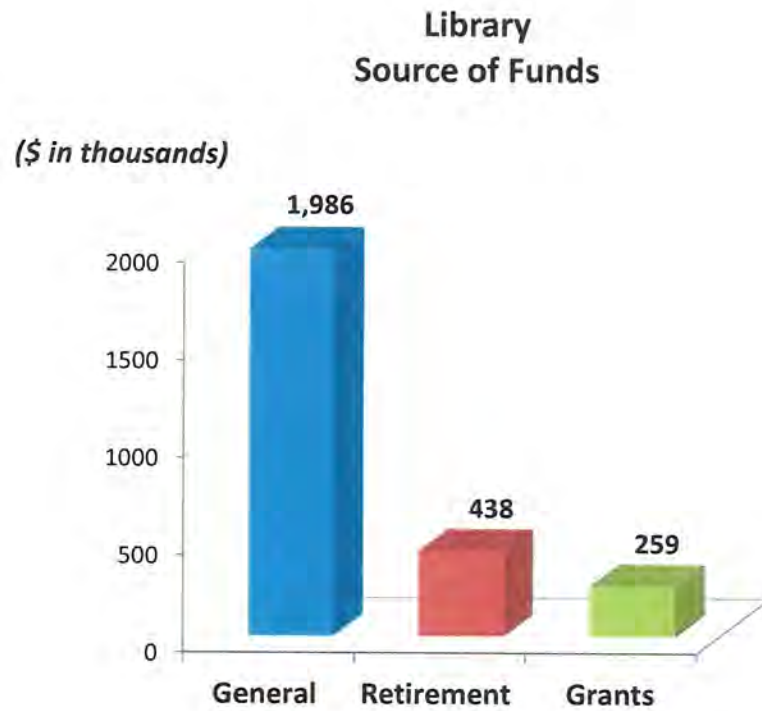
Program Description

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.

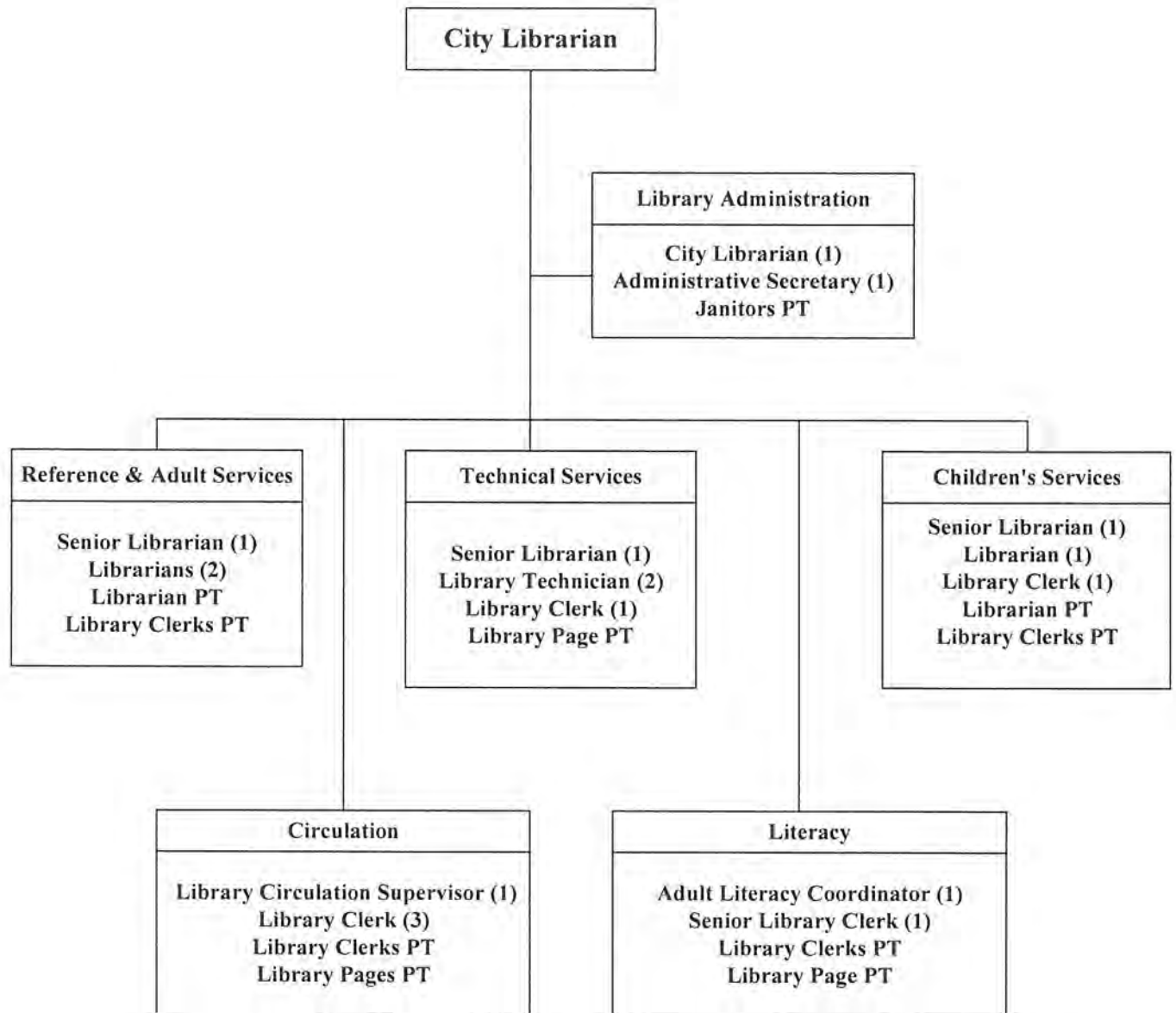
The library serves the residents, city employees and business community of the City of Monterey Park by maintaining a diversified collection of books including electronic and non-print materials and public access computers; encouraging and promoting independent lifelong learning; providing reference 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 134,414 volumes of books, 7,565 government publications, 4,210 audio items, 5,650 DVDs, 4,502 maps, 422 pamphlets and 103 magazine and newspaper subscriptions.

Special activities and strengths of the library include an international collection of 26,290 non-English language items with an emphasis on Asian materials housed in the International Room, a Computer Lab with 17 public computers and 16 Chromebooks available for classroom instruction and training and a literacy program (LAMP) which offers English as a Second Language and several citizenship classes.



Monterey Park Bruggemeyer Library



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$377,633	\$322,700	\$322,700	\$350,601	\$350,601
SERVICES & SUPPLIES	173,892	232,724	232,724	281,611	281,611
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$551,525	 \$555,424	 \$555,424	 \$632,212	 \$632,212
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.60	 3.60	 3.60	 3.70	 3.70

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 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 grants to finance supplemental library 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

	Actual <u>2018-19</u>	Estimated <u>2019-20</u>	Projected <u>2020-21</u>
Library Volunteer Hours	6,127	3,100	4,000
Grants Awarded (Number)	4	6 ¹	3
Grants Awarded (Amount)	\$92,083	\$111,031	95,000 ²
*Fundraising (Foundation)	\$42,000	\$40,000 ³	\$30,000
*Fundraising (Friends)	\$7,755	\$3,500 ⁴	\$5,000

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

¹ Includes California State Library Literacy Services grant (\$35,564), Literacy and Civics Education grant (\$54,230), 2020 ALSC/Candlewick Press *Light the Way: Outreach to the Underserved* grant (\$3,000), California State Library Copycat grant *Get Fit While You Sit* (\$8,237), Southern California Edison *Building Emerging 21st Century Coding and Robotics Skills* grant (\$5,000), Laura Scudder Foundation *Women Entrepreneurs Series* funding (\$5,000)

² Estimated grant award amounts per award letters received to date

³ Includes 2019 Gala fundraiser, donations to the library and copier and DVD revenue. Annual tea party fundraiser was cancelled due to library closure/COVID-19

⁴ Includes Friends Bookstore revenue (2019-2020 impacted by extended closure of bookstore November 19 – December 20 due to library lobby/hallway refurbishment and library closure beginning March 14, 2020 due to COVID-19)

2020-2021 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: Install curbside book drop on Ramona Avenue for patron-friendly service and convenience.
2. Improve organizational effectiveness and efficiency: Replace the library's current digital video recorder (DVR) for the building's security camera system.
3. Improve organizational effectiveness and efficiency: Investigate platform options and institute a monthly email newsletter to library patrons, partner organizations, stakeholders

and the general public to publicize upcoming library programs and to promote library services.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Following extensive research, selected and contracted a new, modern library management system that provides increased functionality and services to the public, migrated all borrower and collection information into the new system, and trained all library staff on its usage.
2. Increased staff development and team building by holding regular all-staff meetings, offering additional training opportunities to all staff members, and sending all staff members and Library Trustees to the 2019 California Library Association Conference to attend educational sessions and learn about new services and products available to libraries.
3. Added updated seating in the Adult Services division which encourages leisure reading in the community, increases use of library resources and collections, and provides a cleaner and more modern look in the library.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes Data Processing Services (#31700) \$87,721 for additional costs for upgrading Finance software to Tyler-Munis.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$212,371	\$177,204	\$177,204	\$180,708	\$180,708
11300 Part Time Salaries	40,559	40,221	40,221	53,062	53,062
11500 Separation Benefits	13,853	14,300	14,300	14,800	14,800
TOTAL	\$266,783	\$231,725	\$231,725	\$248,570	\$248,570
EMPLOYEE BENEFITS					
12200 Life Insurance	\$656	\$624	\$624	\$780	\$780
12300 Medical Insurance	19,431	17,607	17,607	19,204	19,204
12350 Medicare Insurance	3,684	2,468	2,468	3,416	3,416
12370 Part Time Retirement	1,146	1,570	1,570	2,193	2,193
12400 Dental Insurance	1,036	897	897	938	938
12500 Workers Compensation	3,319	4,149	4,149	5,200	5,200
12600 Retirement	79,615	61,782	61,782	68,062	68,062
12750 City 401 Plan	600	650	650	650	650
12900 Long Term Disability	891	792	792	1,152	1,152
12950 Vision Plan	472	436	436	436	436
TOTAL	\$110,850	\$90,975	\$90,975	\$102,031	\$102,031
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,869	\$4,200	\$4,200	\$3,500	\$3,500
22000 Operating Supplies	11,759	12,000	12,000	15,000	15,000
31000 Contracted Services	10,748	10,531	10,531	87,721	87,721
32000 Communications	14,378	17,500	17,500	4,800	4,800
33000 Motor Pool Charges	3,500	10,293	10,293	5,700	5,700
36000 Utilities	95,933	143,600	143,600	127,600	127,600
38000 R/M Contractual	30,334	30,000	30,000	32,340	32,340
39000 Miscellaneous	4,371	4,600	4,600	4,950	4,950
TOTAL	\$173,892	\$232,724	\$232,724	\$281,611	\$281,611
GRAND TOTAL	\$551,525	\$555,424	\$555,424	\$632,212	\$632,212

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
City Librarian	1.00	1.00	1.00	\$110,004	\$112,224	\$112,224
Secretary	1.00	1.00	1.00	63,780	65,064	65,064
Education Incentive	0.00	0.00	0.00	3,420	3,420	3,420
Separation Benefits	0.00	0.00	0.00	14,300	14,800	14,800
<u>Part-Time</u>						
Janitor	1.60	1.70	1.70	40,221	53,062	53,062
Total	3.60	3.70	3.70	\$231,725	\$248,570	\$248,570

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$383,729	\$422,901	\$422,901	\$403,043	\$403,043
SERVICES & SUPPLIES	58,884	47,437	47,437	40,437	40,437
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$442,613	\$470,338	\$470,338	\$443,480	\$443,480
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	3.55	3.65	3.65	3.65	3.65

Program Description

This activity assists 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 teen 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 weekly 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 community members 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 five languages (English, Spanish, Vietnamese, Mandarin and Cantonese) for adults to learn skills and gain confidence using computers at the library, in their homes and in the workplace.
- Schedule cultural and educational programs that include 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 residents.

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Reference Transactions	14,609	10,428	5,500
Adult/YA Programs Presented	309	200	100
Adult/YA Program Attendance	6,639	4,393	2,500

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Enhance adult and teen programming by creating online programs and content.
2. *Improve organizational effectiveness and efficiency:* Build connections and enhance the library's presence in the community through staff collaboration with local community agencies and city departments.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Implemented free 3D printing services to the public and 3D printing workshops.
2. Awarded 2019-2020 Copycat grant from the California State Library to implement a low impact exercise program (*Get Fit While You Sit*) at senior facilities with limited access to health-related programs.
3. Awarded funding opportunity from the 2019-2020 California State Library Mental Health Initiative to provide staff training and public programs focusing on mental health and wellness.
4. Awarded seven Alzheimer/Dementia Education kits for patrons to check out including a caregiver kit to learn more about the disease and activities kits for patients to stimulate the memory and mind.
5. Developed a new series of workshops to assist, educate, and encourage women to create and implement their business ideas.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Contracted Services category (#31000) \$1,000 includes a decrease because the division will not utilize temporary workers in fiscal year 2020-21.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$230,411	\$235,752	\$235,752	\$242,220	\$242,220
11300 Part Time Salaries	10,138	26,376	26,376	0	0
11500 Separation Benefits	14,430	14,900	14,900	15,400	15,400
TOTAL	\$254,979	\$277,028	\$277,028	\$257,620	\$257,620
EMPLOYEE BENEFITS					
12200 Life Insurance	\$868	\$936	\$936	\$936	\$936
12300 Medical Insurance	35,167	37,205	37,205	34,418	34,418
12350 Medicare Insurance	3,484	3,712	3,712	4,643	4,643
12370 Part Time Retirement	406	1,056	1,056	1,206	1,206
12400 Dental Insurance	2,128	2,510	2,510	2,700	2,700
12500 Workers Compensation	3,319	4,149	4,149	5,200	5,200
12600 Retirement	80,061	92,923	92,923	91,248	91,248
12750 City 401 Plan	1,325	1,300	1,300	2,990	2,990
12900 Long Term Disability	1,102	1,188	1,188	1,188	1,188
12950 Vision Plan	890	894	894	894	894
TOTAL	\$128,750	\$145,873	\$145,873	\$145,423	\$145,423
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,488	\$9,275	\$9,275	\$9,275	\$9,275
31000 Contracted Services	3,064	6,000	6,000	1,000	1,000
33000 Motor Pool Charges	0	162	162	162	162
40000 Books & Subscriptions	54,332	32,000	32,000	30,000	30,000
TOTAL	\$58,884	\$47,437	\$47,437	\$40,437	\$40,437
GRAND TOTAL	\$442,613	\$470,338	\$470,338	\$443,480	\$443,480

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Senior Librarian	1.00	1.00	1.00	\$72,468	\$75,768	\$75,768
Librarian	2.00	2.00	2.00	157,584	160,752	160,752
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentive	0.00	0.00	0.00	4,500	4,500	4,500
Separation Benefits	0.00	0.00	0.00	14,900	15,400	15,400
<u>Part-Time</u>						
Librarian	0.25	0.25	0.25	11,144	0	0
Library Clerk	0.40	0.40	0.40	15,232	0	0
Total	3.65	3.65	3.65	\$277,028	\$257,620	\$257,620

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$395,837	\$448,286	\$448,286	\$459,051	\$459,051
SERVICES & SUPPLIES	112,129	105,155	105,155	83,629	83,629
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$507,966	\$553,441	\$553,441	\$542,680	\$542,680
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.22	4.22	4.22	4.22	4.22

Program Description

This program is responsible for ordering, receiving, cataloging and preparing for public and staff use all new print and non-print 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 non-print materials fall within this program. Staff troubleshoots computers, printers, network connections and telecommunication problems. Specific activities include:

- Order and receive all library materials; process invoices for print and non-print items selected for purchase by public services librarians and by the LAMP Program. Coordinate and monitor budget allocations and expenditures.
- Catalog all new purchases and gift materials (including Chinese, Korean, 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.

- 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
<u>NEW CATALOG TITLES ADDED</u>			
Books	6,799	4,700	4,700
Audio-Visual	<u>437</u>	<u>400</u>	<u>420</u>
Total Cataloged Titles Added	7,236	5,100	5,120
<u>NEW ITEMS ADDED</u>			
Cataloged Books	5,727	4,500	4,520
Cataloged Audio-Visual	378	400	420
Government Documents	<u>1,554</u>	<u>900</u>	<u>900</u>
Total Cataloged Items Added	7,659	5,800	5,840
Total Uncataloged Items Added	0	0	0
<u>ITEMS PURGED</u>	12,900	12,000	10,000
Number of materials borrowed from other libraries	7	10	10
Number of materials lent to other libraries	16	15	15
<u>COLLECTION TOTALS</u>			
All Items	144,153	149,000	148,500
Cataloged Titles	129,694	134,000	134,500

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Migrate/implement cloud based Integrated Library System with proper configuration to enhance the library catalog for the public.
2. *Improve organizational effectiveness and efficiency:* Support Science, Technology, Engineering and Math (STEM) learning by offering new coding programs teaching JavaScript to youth.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Upgraded web filtering and mobile security of the library's Internet access to continue to meet Federal standards and ensure future funding.
2. Awarded Edison International's *Building 21st Century Skills for Teens and Tweens* grant to provide new coding classes for 120 tweens and teens.
3. Reconfigured existing public computer workstations to Questionnaire Action Kiosks (QAK) to support 2020 Census data collection efforts.
4. Replaced 27 public computers and four staff computers to upgrade to the latest Windows 10 computer system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) \$72,954 includes decrease in costs for Integrated Library System (ILS), additional cost of approximately \$20,000 to replace DVR system for library security cameras and accurate discounted E-rate for high speed WiFi.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$229,276	\$260,532	\$260,532	\$269,808	\$269,808
11300 Part Time Salaries	11,408	6,341	6,341	0	0
11500 Separation Benefits	17,508	18,100	18,100	18,700	18,700
TOTAL	\$258,192	\$284,973	\$284,973	\$288,508	\$288,508
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,066	\$1,248	\$1,248	\$1,248	\$1,248
12300 Medical Insurance	38,271	49,805	49,805	47,952	47,952
12350 Medicare Insurance	3,557	3,778	3,778	3,913	3,913
12370 Part Time Retirement	438	400	400	466	466
12400 Dental Insurance	2,826	3,726	3,726	3,191	3,191
12500 Workers Compensation	4,629	5,786	5,786	7,200	7,200
12600 Retirement	83,771	94,574	94,574	101,679	101,679
12750 City 401 Plan	925	1,300	1,300	2,340	2,340
12900 Long Term Disability	1,320	1,584	1,584	1,584	1,584
12950 Vision Plan	842	1,112	1,112	970	970
TOTAL	\$137,645	\$163,313	\$163,313	\$170,543	\$170,543
SERVICES & SUPPLIES					
22000 Operating Supplies	\$7,274	\$7,000	\$7,000	\$6,500	\$6,500
31000 Contracted Services	24,594	13,500	13,500	14,175	14,175
38000 R/M Contractual	80,261	84,655	84,655	62,954	62,954
TOTAL	\$112,129	\$105,155	\$105,155	\$83,629	\$83,629
GRAND TOTAL	\$507,966	\$553,441	\$553,441	\$542,680	\$542,680

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Senior Librarian	1.00	1.00	1.00	\$92,700	\$94,572	\$94,572
Library Technician	2.00	2.00	2.00	107,880	111,870	111,870
Library Clerk	1.00	1.00	1.00	53,052	53,466	53,466
Bilingual	0.00	0.00	0.00	600	1,200	1,200
Education Incentive	0.00	0.00	0.00	2,100	3,300	3,300
Longevity Pay	0.00	0.00	0.00	4,200	5,400	5,400
Separation Benefits	0.00	0.00	0.00	18,100	18,700	18,700
<u>Part-Time</u>						
Librarian	0.02	0.02	0.02	1,152	0	0
Library Page	0.20	0.20	0.20	5,189	0	0
Total	4.22	4.22	4.22	\$284,973	\$288,508	\$288,508

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$450,822	\$461,374	\$461,374	\$407,668	\$407,668
SERVICES & SUPPLIES	9,031	10,300	10,300	10,100	10,100
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$459,853	 \$471,674	 \$471,674	 \$417,768	 \$417,768
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.84	 6.22	 6.22	 6.22	 6.22

Program Description

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 non-print 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 non-print 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>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
<u>ITEMS CIRCULATED</u>			
Total	187,397	130,000	100,000
Items Per Capita	3.06 ¹	2.10 ²	1.62 ²
Weekly Hours of Operation	41	41	40

¹ Population figure used for calculation: 61,075

² Population figure used for calculation: 61,828

LIBRARY USERS

User Visits Per Day	940	822	416
Total User Visits Per Year	273,545	185,000	100,000
New Cardholders Registered	2,867	2,000	1,500
Library Cardholders	42,075	39,400 ³	40,900
Number of Requests for Items Checked-Out	646	375	350
Overdue Notices-Processed	4,662	2,800	1,000

³ Removed 4,664 records inactive for over seven years

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Transition to the new library management system which will offer the public increased functionality optimized to their needs.
2. *Improve organizational effectiveness and efficiency:* Continue to offer online registration for library cards to allow the public access to digital resources when the library is closed and expedited service at the library when open to pick up the physical card.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Removed over 4,000 inactive patron records from the current library management system to ensure that only current records are transferred to the new system.
2. Reduced the wait time for checkout by adding new self-checkout technology, which allows for fast, simplified service for patrons.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$214,355	\$214,453	\$214,453	\$217,184	\$217,184
11300 Part Time Salaries	60,209	68,873	68,873	0	0
11500 Separation Benefits	27,128	28,000	28,000	28,900	28,900
TOTAL	\$301,692	\$311,326	\$311,326	\$246,084	\$246,084
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,238	\$1,248	\$1,248	\$1,248	\$1,248
12300 Medical Insurance	51,379	51,047	51,047	52,505	52,505
12350 Medicare Insurance	3,942	3,110	3,110	3,150	3,150
12370 Part Time Retirement	2,408	2,657	2,657	3,002	3,002
12400 Dental Insurance	2,092	2,175	2,175	3,311	3,311
12500 Workers Compensation	5,854	7,318	7,318	9,100	9,100
12600 Retirement	77,617	77,847	77,847	81,892	81,892
12750 City 401 Plan	1,925	1,950	1,950	4,680	4,680
12900 Long Term Disability	1,571	1,584	1,584	1,584	1,584
12950 Vision Plan	1,104	1,112	1,112	1,112	1,112
TOTAL	\$149,130	\$150,048	\$150,048	\$161,584	\$161,584
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,839	\$2,200	\$2,200	\$2,000	\$2,000
38000 R/M Contractual	5,192	8,100	8,100	8,100	8,100
TOTAL	\$9,031	\$10,300	\$10,300	\$10,100	\$10,100
GRAND TOTAL	\$459,853	\$471,674	\$471,674	\$417,768	\$417,768

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Library Circulation Serv Supervisor	1.00	1.00	1.00	\$60,552	\$61,764	\$61,764
Library Clerk	3.00	3.00	3.00	150,301	151,220	151,220
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentive	0.00	0.00	0.00	2,400	1,800	1,800
Longevity Pay	0.00	0.00	0.00	0	1,200	1,200
Separation Benefits	0.00	0.00	0.00	28,000	28,900	28,900
<u>Part-Time</u>						
Library Clerk	0.72	0.72	0.72	27,600	0	0
Library Page	1.50	1.50	1.50	41,273	0	0
Total	6.22	6.22	6.22	\$311,326	\$246,084	\$246,084

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$229,581	\$265,840	\$265,840	\$272,127	\$272,127
SERVICES & SUPPLIES	17,737	33,712	33,712	13,909	13,909
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$247,318	\$299,552	\$299,552	\$286,036	\$286,036
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.93	3.45	3.45	3.45	3.45

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, match, monitor and support volunteer tutors.
- Assess learners and assist them in setting personal goals and a path to reach them.
- Monitor, support and provide educational guidance for tutor-learner pairs.
- Select print and non-print consumable and non-consumable materials appropriate to the interest, level and needs of the program's participants.

- Network with neighboring literacy programs, community partners and agencies, as well as local businesses to provide literacy activities in response needs of the community.
- Execute U. S. passport applications following federal regulations through verifying documents, the identity and signatures of applicants and forwarding application materials to the U. S. Department of State for an issuance determination.

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Number of Students Participating	599	515	500
Number of Student Hours	18,984	10,750	10,000
Number of Tutors	36	28	32
Number of Tutor Volunteer Hours	1,876	1,250	1,250
Number of Tutors Trained	9	5	8
Number of Students who became U.S. Citizens	66	40	40
Number of Passports Executed	1,567	1,000	1,000

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Build connections and enhance LAMP Literacy's presence in the community through face-to-face, telephone, e-mail or virtual staff outreach to library partners, local service organizations and others.
2. *Improve organizational effectiveness and efficiency:* Regulate the number of instructors and classes for English as a Second Language (ESL) students to meet community need through on-site and distance learning.
3. *Improve organizational effectiveness and efficiency:* Increase research-based staff and volunteer tutor training for on-site and distance learning English as a Second Language, Citizenship and One-to-One student instruction so that staff and tutors are better equipped to meet student needs.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Developed a One-to-One Tutoring student assessment tool based on research data on effective reading instruction in order to assist volunteer tutors in creating effective, learner-centered lessons.
2. Established a Book Club pilot program for English as a Second Language (ESL) Advanced Level students providing them the opportunity to read in English, think critically, discuss with peers and understand elements of United States culture.
3. Worked with the City of Monterey Park's Recreation and Community Services Department by having ESL students participate in responding to letters written by children to Santa as part of Monterey Park's Snow Village.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) \$887 is a decrease which reflects that the division upgraded machinery and hardware in fiscal year 2019-20.
2. Books & Subscriptions category (#40000) \$5,757 is a decrease which reflects that the division did extensive purchasing to update its collection in fiscal year 2019-20.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$104,431	\$141,408	\$141,408	\$138,298	\$138,298
11300 Part Time Salaries	47,812	50,671	50,671	17,707	17,707
11500 Separation Benefits	6,465	14,700	14,700	15,300	15,300
TOTAL	\$158,708	\$206,779	\$206,779	\$171,305	\$171,305
EMPLOYEE BENEFITS					
12200 Life Insurance	\$494	\$638	\$638	\$533	\$533
12300 Medical Insurance	20,309	23,109	23,109	30,960	30,960
12350 Medicare Insurance	2,203	2,836	2,836	1,193	1,193
12370 Part Time Retirement	926	992	992	1,529	1,529
12400 Dental Insurance	1,006	1,353	1,353	2,281	2,281
12500 Workers Compensation	1,747	2,184	2,184	2,700	2,700
12600 Retirement	42,768	25,291	25,291	58,899	58,899
12750 City 401 Plan	350	1,300	1,300	1,300	1,300
12900 Long Term Disability	628	809	809	794	794
12950 Vision Plan	442	549	549	633	633
TOTAL	\$70,873	\$59,061	\$59,061	\$100,822	\$100,822
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,585	\$7,399	\$7,399	\$3,500	\$3,500
31000 Contracted Services	196	0	0	300	300
32000 Communications	2,000	2,000	2,000	3,000	3,000
33000 Motor Pool Charges	0	250	250	250	250
38000 R/M Contractual	4,192	8,300	8,300	887	887
39000 Miscellaneous	150	1,150	1,150	215	215
40000 Books & Subscriptions	7,614	14,613	14,613	5,757	5,757
TOTAL	\$17,737	\$33,712	\$33,712	\$13,909	\$13,909
GRAND TOTAL	\$247,318	\$299,552	\$299,552	\$286,036	\$286,036

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Adult Literacy Coordinator	1.00	1.00	1.00	\$92,100	\$77,349	\$77,349
Senior Library Clerk	1.00	1.00	1.00	48,708	59,029	59,029
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	0	1,320	1,320
Separation Benefits	0.00	0.00	0.00	14,700	15,300	15,300
<u>Part-Time</u>						
Library Clerk	1.20	1.20	1.20	43,926	17,707	17,707
Library Page	0.25	0.25	0.25	6,745	0	0
Total	3.45	3.45	3.45	\$206,779	\$171,305	\$171,305

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$186,393	\$358,629	\$358,629	\$332,318	\$332,318
SERVICES & SUPPLIES	42,235	35,058	35,058	28,099	28,099
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$228,628	 \$393,687	 \$393,687	 \$360,417	 \$360,417
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.46	 3.75	 3.75	 3.75	 3.75

Program Description

This activity is responsible for the services to children, caregivers, educators and schools in the library. This activity provides the full range of library services from infants through middle school; 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, and provides outreach into the community as well as tours and storytimes for visiting school groups. Specific service objectives are:

- 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.
- 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.
- Encourage reading and improve literacy by conducting a Summer Reading Program for infants 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Children's Reference Transactions	6,455	4,300	3,500
Children's Programs	437	400	300
Children's Programs' Attendance	26,546	18,000	13,000
Children's Outreach Attendance	2,519	1,800	1,000

2020-2021 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: Promote and increase awareness of new Sensory Storytime for families of children with autism spectrum disorder.
2. Improve organizational effectiveness and efficiency: Build connections and enhance the library's presence in the community through staff outreach to public and private schools and by hosting field trips which educate children, parents and teachers on the services of the library.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Awarded the 2020 *Light the Way: Outreach to the Underserved* grant to develop a sensory storytime for families of children with autism spectrum disorder.
2. Added a Parenting Collection consisting of new and popular books for caregivers on promoting and supporting the physical, emotional, social and intellectual development of children from infancy to young adulthood.
3. Recruited additional high school volunteers, enabling the department to expand its free homework assistance program for elementary school students.
4. Added a second Baby & Toddler Storytime for children ages 0-2 and their caregivers to meet increased community need.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes a decrease because the division will not utilize temporary workers in fiscal year 2020-21.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$93,675	\$191,136	\$191,136	\$197,829	\$197,829
11300 Part Time Salaries	21,474	29,712	29,712	0	0
11500 Separation Benefits	13,930	14,400	14,400	14,900	14,900
TOTAL	\$129,079	\$235,248	\$235,248	\$212,729	\$212,729
EMPLOYEE BENEFITS					
12200 Life Insurance	\$494	\$792	\$792	\$936	\$936
12300 Medical Insurance	12,881	38,124	38,124	28,649	28,649
12350 Medicare Insurance	1,665	2,568	2,568	2,869	2,869
12370 Part Time Retirement	859	1,127	1,127	805	805
12400 Dental Insurance	775	2,830	2,830	1,641	1,641
12500 Workers Compensation	3,406	4,258	4,258	5,300	5,300
12600 Retirement	35,262	69,606	69,606	74,557	74,557
12750 City 401 Plan	1,000	1,950	1,950	2,990	2,990
12900 Long Term Disability	627	1,188	1,188	1,188	1,188
12950 Vision Plan	345	938	938	654	654
TOTAL	\$57,314	\$123,381	\$123,381	\$119,589	\$119,589
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,781	\$6,000	\$6,000	\$4,500	\$4,500
31000 Contracted Services	4,755	5,000	5,000	0	0
40000 Books & Subscriptions	30,699	24,058	24,058	23,599	23,599
TOTAL	\$42,235	\$35,058	\$35,058	\$28,099	\$28,099
GRAND TOTAL	\$228,628	\$393,687	\$393,687	\$360,417	\$360,417

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Senior Librarian	1.00	1.00	1.00	\$72,468	\$75,615	\$75,615
Librarian	1.00	1.00	1.00	65,784	63,606	63,606
Library Clerk	1.00	1.00	1.00	49,284	54,108	54,108
Education Incentive	0.00	0.00	0.00	3,600	4,500	4,500
Separation Benefits	0.00	0.00	0.00	14,400	14,900	14,900
<u>Part-Time</u>						
Librarian	0.25	0.25	0.25	11,144	0	0
Library Clerk	0.50	0.50	0.50	18,568	0	0
Total	3.75	3.75	3.75	\$235,248	\$212,729	\$212,729



RECREATION / COMMUNITY SERVICES

CITY OF MONTEREY PARK PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services
ACTIVITY: Recreation and Community Services
ACTIVITY NO.: 6500

SOURCE OF FUNDS:

General \$1,651,517
 Retirement \$316,837
 Sewer \$24,730
 Refuse \$25,210
 Water \$48,720
 Proposition A \$727,418
 Recreation \$81,850
 Prop A - Per Parcel Grant \$62,435
 LA County Concert Grant \$1,100

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$2,541,172	\$2,425,513	\$2,425,513	\$2,040,957	\$2,040,957
SERVICES & SUPPLIES	957,822	1,202,961	1,202,961	898,860	898,860
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,498,994	\$3,628,474	\$3,628,474	\$2,939,817	\$2,939,817
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	37.17	38.17	38.17	38.17	38.17

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.

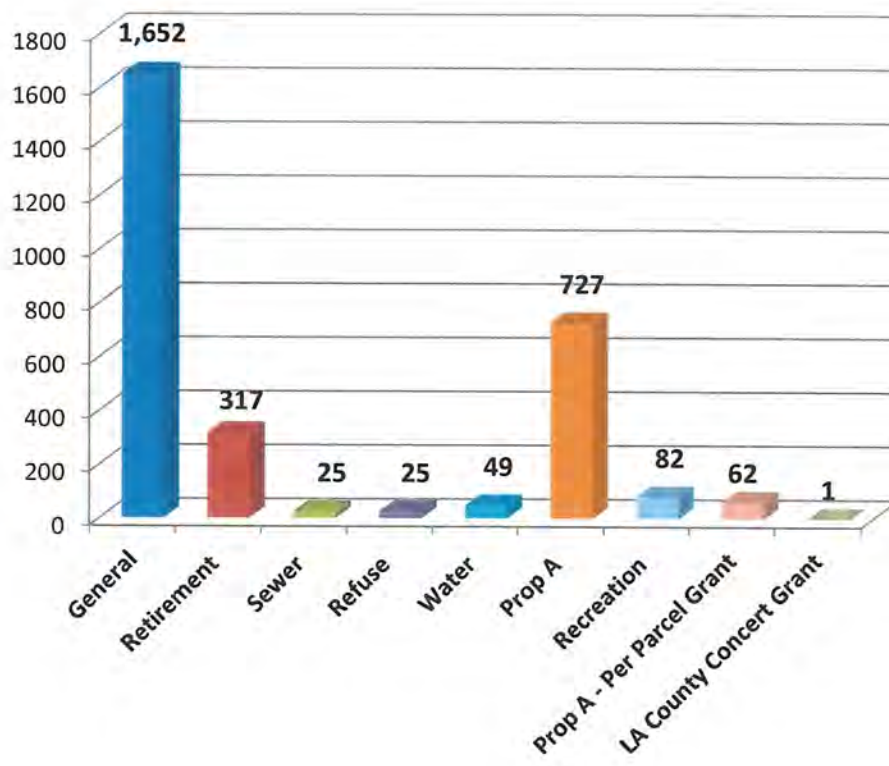
In addition to traditional programs, the Recreation and Community Services Department operates Community Dial-A-Ride, volunteer program, video/public access television and state licensed Child Care programs; oversees the publication of the CASCADES newspaper; and schedules facility and Picnic Reservations.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

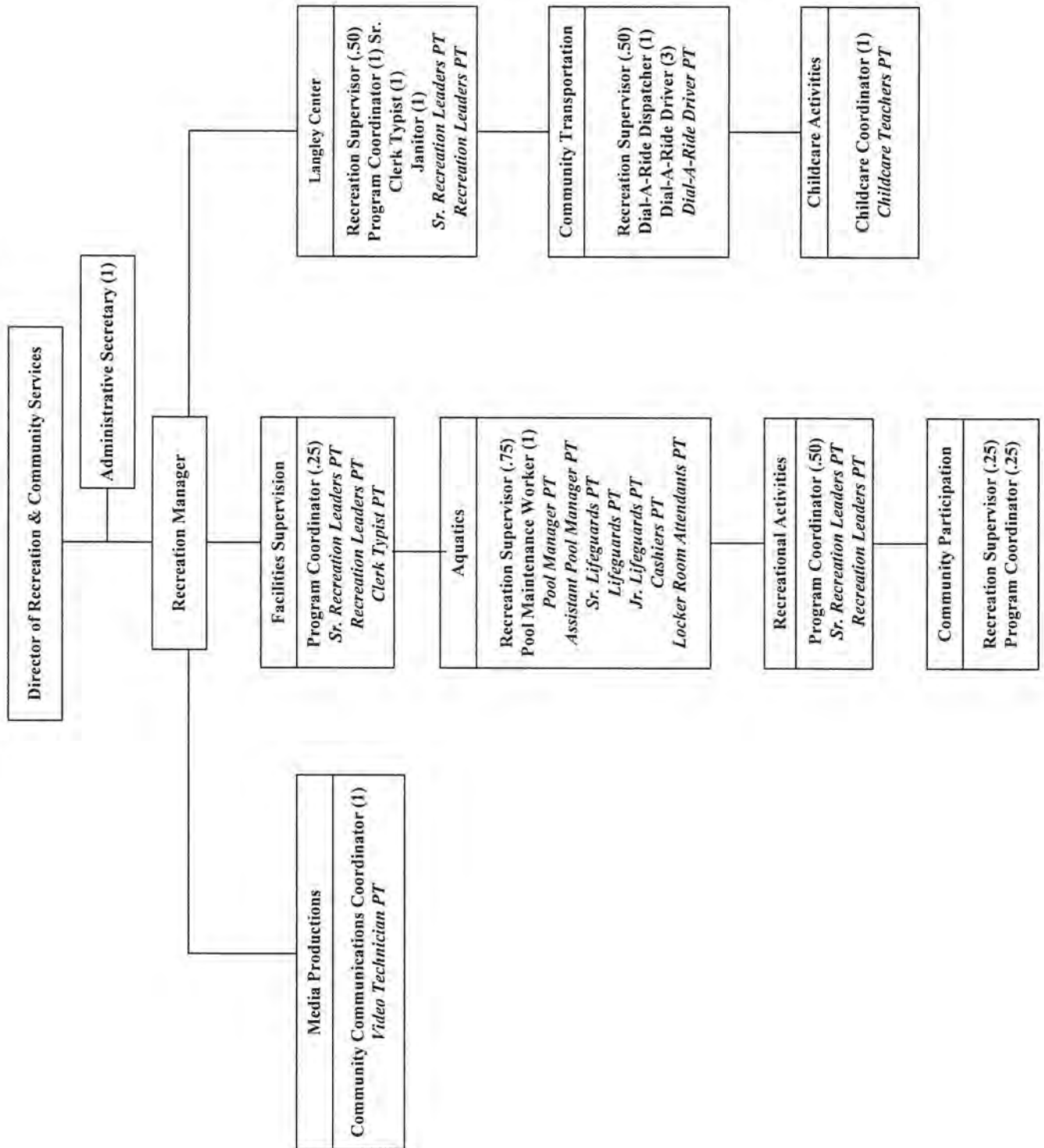
Programs and operations at Sierra Vista Park and the Barnes Park Memorial Bowl are partially funded by a Los Angeles County voter approved grant.

Recreation/Community Services Source of Funds

(\$ in thousands)



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 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$554,494	\$526,690	\$526,690	\$429,724	\$429,724
SERVICES & SUPPLIES	135,726	185,567	185,567	132,509	132,509
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$690,220	\$712,257	\$712,257	\$562,233	\$562,233
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	8.91	10.11	10.11	10.11	10.11

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Gymnasium (s) Visits (daily avg.)	115	85	85
Hours of Gymnasium Use by -			
Youth Groups	664	737	360
Private Groups	902	976	450
Hours of Facility Reservations (non-gymnasium)	2,816	2,886	1,500
Picnic Reservations	481	288	250

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organization Effectiveness:* Host quarterly meetings with private youth sports organizations to ensure facility and field allocations are being adequately utilized and maximized.
2. *Improve Community Beautification:* Create virtual tours viewable on the City's website of rentable facilities and amenities.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Developed quick facility reference guide with pictures to promote and showcase rentable facilities to give patrons an opportunity to view locations without physically visiting them.
2. Developed and implemented Recreation Leader cross training program and Employee manual.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$17,000 for data processing, sporting goods, facility equipment, games and recreation equipment.
2. R/M Contractual category (#38000) includes \$15,500 for minor building repairs, alarms, pest control for parks and landscaping services at El Encanto.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$199,641	\$188,340	\$188,340	\$203,277	\$203,277
11300 Part Time Salaries	184,262	148,131	148,131	53,529	53,529
11400 Overtime Salaries	512	1,000	1,000	1,000	1,000
11500 Separation Benefits	34,286	35,400	35,400	36,500	36,500
TOTAL	\$418,701	\$372,871	\$372,871	\$294,306	\$294,306
EMPLOYEE BENEFITS					
12200 Life Insurance	\$823	\$999	\$999	\$749	\$749
12300 Medical Insurance	25,930	31,779	31,779	23,862	23,862
12350 Medicare Insurance	5,581	3,527	3,527	2,961	2,961
12370 Part Time Retirement	6,464	6,011	6,011	5,273	5,273
12400 Dental Insurance	2,054	2,705	2,705	2,234	2,234
12500 Workers Compensation	12,827	16,034	16,034	20,000	20,000
12600 Retirement	78,255	88,132	88,132	76,553	76,553
12750 City 401 Plan	1,876	2,275	2,275	1,885	1,885
12900 Long Term Disability	1,267	1,492	1,492	1,175	1,175
12950 Vision Plan	716	865	865	726	726
TOTAL	\$135,793	\$153,819	\$153,819	\$135,418	\$135,418
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,679	\$5,000	\$5,000	\$5,000	\$5,000
22000 Operating Supplies	6,673	6,700	6,700	6,700	6,700
23000 R/M Supplies	1,576	1,315	1,315	1,315	1,315
31000 Contracted Services	14,381	26,500	26,500	17,000	17,000
32000 Communications	24,344	30,250	30,250	794	794
33000 Motor Pool Charges	21,423	22,100	22,100	23,000	23,000
36000 Utilities	45,412	68,202	68,202	60,200	60,200
38000 R/M Contractual	15,582	22,500	22,500	15,500	15,500
39000 Miscellaneous	2,656	3,000	3,000	3,000	3,000
TOTAL	\$135,726	\$185,567	\$185,567	\$132,509	\$132,509
GRAND TOTAL	\$690,220	\$712,257	\$712,257	\$562,233	\$562,233

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Recreation & Community Services	0.60	0.60	0.60	\$79,913	\$88,265	\$88,265
Recreation Manager	0.45	0.45	0.45	49,646	50,112	50,112
Program Coordinator	0.25	0.25	0.25	14,222	14,870	14,870
Administrative Secretary	0.80	0.80	0.80	42,951	46,886	46,886
Bilingual	0.00	0.00	0.00	150	630	630
Education Incentive	0.00	0.00	0.00	1,458	2,514	2,514
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	35,400	36,500	36,500
<u>Part-Time</u>						
Senior Recreation Leader	2.00	2.00	2.00	0	0	0
Recreation Leaders	5.51	5.51	5.51	133,781	53,529	53,529
Clerk Typist	0.50	0.50	0.50	14,350	0	0
Total	10.11	10.11	10.11	\$372,871	\$294,306	\$294,306

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$604,439	\$495,108	\$495,108	\$281,420	\$281,420
SERVICES & SUPPLIES	172,856	245,246	245,246	216,025	216,025
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$777,295	\$740,354	\$740,354	\$497,445	\$497,445
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	8.12	8.02	8.02	8.02	8.02

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Total Number of Users	72,200	54,150	36,000
Instructional Class Enrollment	2,041	1,358	1,200
Hours of Use by:			
Instructional Classes	960	559	385
Private Groups	1,120	1,000	500
School Groups	640	580	300
Public Swim	1,276	1,000	550

2020-2021 GOALS AND OBJECTIVES

1. *Improve Safety at City Facilities:* Develop and implement private/semi-private swim lessons for adults and youth that are focused on a one on one learning experience. Include family and same household swim lesson option.
2. *Improve Organizational Effectiveness:* Develop and implement updated patron tracking system, enabling staff to better identify all users present at the aquatics facility at any given time.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Developed "Quick Reference" guide to help aquatics staff trouble shoot and address error messages with digital filtration and heaters system. Guide includes reminders for logging chemical and equipment readings.
2. Developed and implemented a Junior Lifeguard program for youth ages 9 to 14. Participants worked closely with current Lifeguards to learn water safety and life-saving skills.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) reflects \$54,860 for pool chemicals.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$133,890	\$137,656	\$137,656	\$145,904	\$145,904
11300 Part Time Salaries	322,418	220,391	220,391	0	0
11400 Overtime Salaries	1,147	1,000	1,000	1,000	1,000
11500 Separation Benefits	31,246	32,200	32,200	33,200	33,200
TOTAL	\$488,701	\$391,247	\$391,247	\$180,104	\$180,104
EMPLOYEE BENEFITS					
12200 Life Insurance	\$679	\$702	\$702	\$671	\$671
12300 Medical Insurance	25,136	26,855	26,855	19,250	19,250
12350 Medicare Insurance	6,716	2,040	2,040	2,116	2,116
12370 Part Time Retirement	11,482	10,719	10,719	9,981	9,981
12400 Dental Insurance	1,892	2,045	2,045	2,148	2,148
12500 Workers Compensation	6,252	7,815	7,815	9,800	9,800
12600 Retirement	61,187	51,191	51,191	54,978	54,978
12750 City 401 Plan	830	878	878	813	813
12900 Long Term Disability	930	966	966	927	927
12950 Vision Plan	634	650	650	632	632
TOTAL	\$115,738	\$103,861	\$103,861	\$101,316	\$101,316
SERVICES & SUPPLIES					
22000 Operating Supplies	\$9,530	\$10,600	\$10,600	\$8,600	\$8,600
23000 R/M Supplies	47,494	54,860	54,860	54,860	54,860
31000 Contracted Services	3,260	3,330	3,330	3,330	3,330
32000 Communications	315	315	315	315	315
36000 Utilities	102,041	151,341	151,341	130,700	130,700
38000 R/M Contractual	9,528	24,000	24,000	17,420	17,420
39000 Miscellaneous	688	800	800	800	800
TOTAL	\$172,856	\$245,246	\$245,246	\$216,025	\$216,025
GRAND TOTAL	\$777,295	\$740,354	\$740,354	\$497,445	\$497,445

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Recreation & Community Services	0.20	0.20	0.20	\$26,638	\$29,422	\$29,422
Recreation Supervisor	0.75	0.75	0.75	54,351	56,826	56,826
Pool Maintenance Worker	1.00	1.00	1.00	50,560	52,865	52,865
Administrative Secretary	0.10	0.10	0.10	5,369	5,861	5,861
Bilingual	0.00	0.00	0.00	450	510	510
Education Incentive	0.00	0.00	0.00	288	420	420
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	32,200	33,200	33,200
<u>Part-Time</u>						
Pool Manager	3.54	3.54	3.54	83,025	0	0
Assistant Manager	0.40	0.40	0.40	15,888	0	0
Senior Lifeguard	0.67	0.67	0.67	50,225	0	0
Lifeguard	0.48	0.48	0.48	30,252	0	0
Jr. Lifeguard	0.24	0.24	0.24	9,738	0	0
Cashier	0.30	0.30	0.30	13,684	0	0
Locker Room Attendant	0.34	0.34	0.34	17,579	0	0
Total	8.02	8.02	8.02	\$391,247	\$180,104	\$180,104

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO: 6505

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$389,896	\$371,008	\$371,008	\$331,759	\$331,759
SERVICES & SUPPLIES	95,031	139,952	139,952	116,549	116,549
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$484,927	\$510,960	\$510,960	\$448,308	\$448,308
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.90	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 and active old adults, 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 heart disease and 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-2021</u>
Sr. Citizen Lunches served	40,000	28,000	33,000
Volunteer Hours	14,000	8,500	6,000
Education & Recreational Classes Attendance	71,000	58,000	25,000
Health Care Screenings	4,000	5,000	2,000
Trips & Tours	800	500	100
Billiards, Table Tennis, Exercise Participants	74,000	80,500	30,000

2020-2021 GOALS AND OBJECTIVES

1. Improve Community Participation – Implement digital signage throughout Langley Center to better communicate ongoing programming and upcoming events while reducing printed flyers.
2. Improve Organizational Effectiveness –Expand video surveillance system to obtain wider coverage of the inside of the center, outside parking lot, and Beth Ryan park.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Implemented drop in volunteer lead line dancing program and evening Zumba fitness classes.
2. Collaborated with UCLA, Western University, Azusa Pacific University, and local high school students to provide health services during the Langley Center health fair.
3. Collaborated with City's Day Care and Tiny Tot program to provide intergenerational interactions and entertainment at holiday luncheons.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$24,069 for cleaning and sanitation supplies.
2. Utilities category (#36000) \$69,200 for gas and electrical service.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$170,334	\$181,948	\$181,948	\$186,261	\$186,261
11300 Part Time Salaries	96,323	62,645	62,645	0	0
11400 Overtime Salaries	158	0	0	0	0
11500 Separation Benefits	18,855	19,500	19,500	20,100	20,100
TOTAL	\$285,670	\$264,093	\$264,093	\$206,361	\$206,361
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,092	\$1,092	\$1,092	\$1,092	\$1,092
12300 Medical Insurance	27,462	26,660	26,660	38,721	38,721
12350 Medicare Insurance	3,983	2,836	2,836	2,806	2,806
12370 Part Time Retirement	4,268	4,900	4,900	4,900	4,900
12400 Dental Insurance	2,391	2,701	2,701	3,644	3,644
12600 Retirement	62,570	66,266	66,266	70,236	70,236
12750 City 401 Plan	0	0	0	1,495	1,495
12900 Long Term Disability	1,386	1,386	1,386	1,386	1,386
12950 Vision Plan	1,074	1,074	1,074	1,118	1,118
TOTAL	\$104,226	\$106,915	\$106,915	\$125,398	\$125,398
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,352	\$5,000	\$5,000	\$5,000	\$5,000
22000 Operating Supplies	26,486	27,000	27,000	24,069	24,069
23000 R/M Supplies	7,142	9,000	9,000	7,000	7,000
32000 Communications	235	310	310	730	730
33000 Motor Pool Charges	47	50	50	50	50
36000 Utilities	48,772	87,092	87,092	69,200	69,200
38000 R/M Contractual	5,035	6,500	6,500	6,500	6,500
39000 Miscellaneous	3,962	5,000	5,000	4,000	4,000
TOTAL	\$95,031	\$139,952	\$139,952	\$116,549	\$116,549
GRAND TOTAL	\$484,927	\$510,960	\$510,960	\$448,308	\$448,308

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Recreation Supervisor	0.50	0.50	0.50	\$44,878	\$47,286	\$47,286
Program Coordinator	1.00	1.00	1.00	54,480	53,220	53,220
Sr. Clerk Typist	1.00	1.00	1.00	46,338	48,456	48,456
Janitor	1.00	1.00	1.00	34,452	36,099	36,099
Education Incentive	0.00	0.00	0.00	1,200	0	0
Bilingual Pay	0.00	0.00	0.00	0	600	600
Longevity Pay	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	19,500	20,100	20,100
<u>Part-Time</u>						
Recreation Leader	1.40	1.40	1.40	62,645	0	0
Total	4.90	4.90	4.90	\$264,093	\$206,361	\$206,361

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$249,307	\$219,596	\$219,596	\$169,702	\$169,702
SERVICES & SUPPLIES	13,706	17,192	17,192	11,692	11,692
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$263,013	\$236,788	\$236,788	\$181,394	\$181,394
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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Barnes After School Center			
Average Daily Attendance	23	28	30
Enrollment- Tiny Tots	35	35	36
Enrollment – Summer			
Day Care	51	55	0
Tiny Tots	34	35	0

2020-2021 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness: Develop an inventory checklist of all classroom supplies in order to better track usage and ordering trends to maximize supply usage.
2. Improve Organizational Effectiveness: Introduce the practice of basic yoga and meditation to day care and tiny tot participants. This practice will teach youth ways to cultivate a calm mind and improve concentration.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Added video doorbell system enabling staff to safely see and communicate with anyone prior to granting access into the Day Care facility.
2. Updated science, exploration and discovery center by adding aquarium, globes, microscopes and additional interactive materials.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$78,743	\$79,709	\$79,709	\$81,156	\$81,156
11300 Part Time Salaries	79,311	59,594	59,594	0	0
11400 Overtime Salaries	346	0	0	0	0
11500 Separation Benefits	17,316	17,900	17,900	18,500	18,500
TOTAL	\$175,716	\$157,203	\$157,203	\$99,656	\$99,656
EMPLOYEE BENEFITS					
12200 Life Insurance	\$343	\$344	\$344	\$344	\$344
12300 Medical Insurance	9,226	8,769	8,769	9,364	9,364
12350 Medicare Insurance	2,355	1,142	1,142	1,177	1,177
12370 Part Time Retirement	1,684	2,000	2,000	2,000	2,000
12400 Dental Insurance	364	391	391	406	406
12500 Workers Compensation	16,254	20,318	20,318	25,400	25,400
12600 Retirement	42,599	28,653	28,653	30,579	30,579
12750 City 401 Plan	65	65	65	65	65
12900 Long Term Disability	435	436	436	436	436
12950 Vision Plan	266	275	275	275	275
TOTAL	\$73,591	\$62,393	\$62,393	\$70,046	\$70,046
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,772	\$8,500	\$8,500	\$5,000	\$5,000
31000 Contracted Services	6,662	8,000	8,000	6,000	6,000
32000 Communications	42	42	42	42	42
39000 Miscellaneous	230	650	650	650	650
TOTAL	\$13,706	\$17,192	\$17,192	\$11,692	\$11,692
GRAND TOTAL	\$263,013	\$236,788	\$236,788	\$181,394	\$181,394

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Recreation Manager	0.10	0.10	0.10	\$11,033	\$11,136	\$11,136
Child Care Coordinator	1.00	1.00	1.00	66,744	68,088	68,088
Bilingual Pay	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	132	132	132
Longevity Pay	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	17,900	18,500	18,500
<u>Part-Time</u>						
Child Care Teacher	3.40	3.40	3.40	59,594	0	0
Total	4.50	4.50	4.50	\$157,203	\$99,656	\$99,656

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>2018-19</u>	<u>Adopted</u> <u>2019-20</u>	<u>Year-End</u> <u>Estimated</u> <u>2019-20</u>	<u>Proposed</u> <u>2020-21</u>	<u>Adopted</u> <u>2020-21</u>
PERSONNEL COST	\$67,293	\$79,159	\$79,159	\$61,540	\$61,540
SERVICES & SUPPLIES	192,554	186,969	186,969	20,310	20,310
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$259,847	 \$266,128	 \$266,128	 \$81,850	 \$81,850
 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, 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Adult Sports Teams	36	35	20
Specialized Recreation - Activities Enrollment:	5,435	6,705	3,000
Recreation trips	150	200	50
Total Activity Revenue Collected	397,157	215,063	175,000

2020-2021 GOALS AND OBJECTIVES

1. Improve Community Participation: Coordinate virtual “Open House” for leisure classes that allows the participants to meet instructors and learn about classes prior to enrollment.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Expanded drop in sports programs by adding two (2) pickleball courts at Barnes Park and offering outdoor walking soccer.
2. Offered new family excursions to Riverside’s Mission Inn Festival of Lights and MPK Night at the Ballpark (Dodgers game).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$28,051	\$28,743	\$28,743	\$30,039	\$30,039
11300 Part Time Salaries	13,144	22,255	22,255	0	0
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	6,272	6,500	6,500	6,700	6,700
TOTAL	\$47,467	\$57,498	\$57,498	\$36,739	\$36,739
EMPLOYEE BENEFITS					
12200 Life Insurance	\$156	\$156	\$156	\$156	\$156
12300 Medical Insurance	2,220	1,815	1,815	1,815	1,815
12350 Medicare Insurance	617	443	443	462	462
12370 Part Time Retirement	493	0	0	0	0
12400 Dental Insurance	322	335	335	352	352
12500 Workers Compensation	6,252	7,815	7,815	9,800	9,800
12600 Retirement	9,171	10,465	10,465	11,324	11,324
12750 City 401 Plan	288	325	325	585	585
12900 Long Term Disability	198	198	198	198	198
12950 Vision Plan	109	109	109	109	109
TOTAL	\$19,826	\$21,661	\$21,661	\$24,801	\$24,801
SERVICES & SUPPLIES					
31000 Contracted Services	\$181,119	\$168,746	\$168,746	\$4,000	\$4,000
32000 Communications	210	210	210	210	210
36000 Utilities	11,225	18,013	18,013	16,100	16,100
TOTAL	\$192,554	\$186,969	\$186,969	\$20,310	\$20,310
GRAND TOTAL	\$259,847	\$266,128	\$266,128	\$81,850	\$81,850

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Program Coordinator	0.50	0.50	0.50	\$28,443	\$29,739	\$29,739
Bilingual Pay	0.00	0.00	0.00	300	300	300
Separation Benefits	0.00	0.00	0.00	6,500	6,700	6,700
<u>Part-Time</u>						
Recreation Leader	1.13	1.13	1.13	22,255	0	0
Total	1.63	1.63	1.63	\$57,498	\$36,739	\$36,739

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$129,059	\$138,910	\$138,910	\$145,998	\$145,998
SERVICES & SUPPLIES	76,183	114,949	114,949	82,489	82,489
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$205,242	\$253,859	\$253,859	\$228,487	\$228,487
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.60	1.05	1.05	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, Electrical Box Works of Art and Community Beautification Days. This Division functions as required by the nature of each particular event. The Recreation Manager acts as the administrator, liaison or aide to City Administration and Staff, Commissioners, Special Contractor and/or Community Organizations in the promotion, fund raising, planning, coordination and administration of community events and cultural activities; Recreation Supervisor and Program Coordinator 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 and events.

- 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Total Number of Volunteer Hours	21,052	19,000	10,000
Number of Regular Volunteers	406	400	200
Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$25.43 per hour)	673,852	483,170	254,300
Total Number of Special Events	35	28	12

2020-2021 GOALS AND OBJECTIVES

1. *Improve Community Participation:* Collaborate with other City departments to combine events and increase community involvement and attendance through increased outreach and creative marketing.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Received Award of Excellence from California Park and Recreation Society (CPRS) for Cherry Blossom Festival.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$23,110 for contracted services to conduct events, such as the Holiday Snow Village, Cherry Blossom, Cinco de Mayo, Geranium Festival, Memorial Day, Patriot Day and Veteran's Day.
2. Miscellaneous category (#39000) reflects \$51,380 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$80,583	\$88,248	\$88,248	\$90,871	\$90,871
11400 Overtime Salaries	894	0	0	0	0
11500 Separation Benefits	4,040	4,200	4,200	4,400	4,400
TOTAL	\$85,517	\$92,448	\$92,448	\$95,271	\$95,271
EMPLOYEE BENEFITS					
12200 Life Insurance	\$306	\$328	\$328	\$328	\$328
12300 Medical Insurance	10,608	10,974	10,974	11,256	11,256
12350 Medicare Insurance	1,211	1,235	1,235	1,331	1,331
12400 Dental Insurance	990	1,178	1,178	1,232	1,232
12500 Workers Compensation	476	595	595	700	700
12600 Retirement	28,566	30,635	30,635	34,228	34,228
12750 City 401 Plan	641	683	683	813	813
12900 Long Term Disability	388	416	416	416	416
12950 Vision Plan	356	418	418	423	423
TOTAL	\$43,542	\$46,462	\$46,462	\$50,727	\$50,727
SERVICES & SUPPLIES					
21000 Office Supplies	\$484	\$800	\$800	\$800	\$800
22000 Operating Supplies	2,507	4,800	4,800	4,800	4,800
23000 R/M Supplies	137	500	500	500	500
24000 Small Tools	80	500	500	500	500
31000 Contracted Services	26,062	44,110	44,110	23,110	23,110
32000 Communications	399	399	399	399	399
38000 R/M Contractual	1,420	1,000	1,000	1,000	1,000
39000 Miscellaneous	45,094	62,840	62,840	51,380	51,380
TOTAL	\$76,183	\$114,949	\$114,949	\$82,489	\$82,489
GRAND TOTAL	\$205,242	\$253,859	\$253,859	\$228,487	\$228,487

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Recreation Manager	0.45	0.45	0.45	\$49,646	\$50,112	\$50,112
Recreation Supervisor	0.25	0.25	0.25	18,117	18,942	18,942
Program Coordinator	0.25	0.25	0.25	14,222	14,870	14,870
Administrative Secretary	0.10	0.10	0.10	5,369	5,861	5,861
Bilingual	0.00	0.00	0.00	300	360	360
Education Incentive	0.00	0.00	0.00	594	726	726
Separation Benefits	0.00	0.00	0.00	4,200	4,400	4,400
Total	1.05	1.05	1.05	\$92,448	\$95,271	\$95,271

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$131,561	\$127,971	\$127,971	\$124,784	\$124,784
SERVICES & SUPPLIES	76,975	99,998	99,998	102,198	102,198
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$208,536	 \$227,969	 \$227,969	 \$226,982	 \$226,982
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.36	 1.26	 1.26	 1.26	 1.26

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Internet webcast media stream views	5,004	5,650	5,700
Number of Programs Shown on MPK-TV (including repeats)	1,700	1,804	1,500
MPK-TV YouTube Channel Views	19,172	15,000	15,000

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness*: Develop training program for recreation staff to learn basic MPK-TV operations for backup/emergency operations.
2. *Improve organizational effectiveness*: Purchase laptop and hardware necessary to enable staff to remotely perform critical website, communications and cable TV operations in case of emergency.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Worked with Fire Department to publish a disaster preparedness insert in the monthly Cascades newspaper; the US Census to develop promotional material; City Clerk's office communicate district voting; and coordinated Coronavirus/COVID-19 communications.
2. Created programming for unique events such Marketplace Buffalo Wild Wings opening and League of the Women Voters candidate forum.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$95,318 for the publication of the Cascades newspaper, Cascades postage and website maintenance contract. Cost increases reflect contracted cost increases for City website maintenance and Cascades publication.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$79,112	\$75,480	\$75,480	\$76,896	\$76,896
11300 Part Time Salaries	2,863	4,312	4,312	0	0
11400 Overtime Salaries	2,998	0	0	0	0
11500 Separation Benefits	5,233	5,400	5,400	5,600	5,600
TOTAL	\$90,206	\$85,192	\$85,192	\$82,496	\$82,496
EMPLOYEE BENEFITS					
12200 Life Insurance	\$330	\$344	\$344	\$312	\$312
12300 Medical Insurance	8,399	8,510	8,510	8,002	8,002
12350 Medicare Insurance	1,232	1,175	1,175	1,115	1,115
12370 Part Time Retirement	115	100	100	100	100
12400 Dental Insurance	673	737	737	704	704
12500 Workers Compensation	833	1,041	1,041	1,300	1,300
12600 Retirement	28,426	29,481	29,481	28,971	28,971
12750 City 401 Plan	690	715	715	1,170	1,170
12900 Long Term Disability	422	436	436	396	396
12950 Vision Plan	235	240	240	218	218
TOTAL	\$41,355	\$42,779	\$42,779	\$42,288	\$42,288
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$100	\$100	\$100	\$100
22000 Operating Supplies	0	100	100	100	100
31000 Contracted Services	73,475	95,618	95,618	95,318	95,318
38000 R/M Contractual	3,500	3,500	3,500	6,000	6,000
39000 Miscellaneous	0	680	680	680	680
TOTAL	\$76,975	\$99,998	\$99,998	\$102,198	\$102,198
GRAND TOTAL	\$208,536	\$227,969	\$227,969	\$226,982	\$226,982

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Community Communications Coordinator	1.00	1.00	1.00	\$70,080	\$71,496	\$71,496
Education Incentive	0.00	0.00	0.00	1,200	1,200	1,200
Longevity Pay	0.00	0.00	0.00	4,200	4,200	4,200
Separation Benefits	0.00	0.00	0.00	5,400	5,600	5,600
<u>Part-Time</u>						
Video Technician	0.26	0.26	0.26	4,312	0	0
Total	1.26	1.26	1.26	\$85,192	\$82,496	\$82,496

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$415,123	\$467,071	\$467,071	\$496,030	\$496,030
SERVICES & SUPPLIES	194,791	213,088	213,088	217,088	217,088
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$609,914	 \$680,159	 \$680,159	 \$713,118	 \$713,118
 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Dial-A-Ride:			
Senior Passengers	5,000	3,000	2,000
Handicapped Passengers	1,500	1,200	800
Transit Miles	26,400	24,000	13,000
Dial-A-Ride Supplemental Taxi	1,500	2,000	1,000
MTA Passes	1,680	1,800	800
Senior Citizen Specialized Trips	52	50	20

2020-2021 GOALS AND OBJECTIVES

1. Improve Community Participation: Implement email and text message marketing system to improve communication with participants.
2. Improve Organizational Effectiveness: Collaborate with senior health and nutrition programs to provide incentives and establish transportation for seniors to the City's weekly Farmers' Market.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Established excursion with VIP seating for Langley Center seniors to enjoy the annual Happy Birthday Monterey Park, Play Days parade.
2. Implemented weekly shopping trips with local senior housing centers to Monterey Park Marketplace.
3. Expanded Dial a Ride hours to accommodate earlier medical appointments for participants.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects \$131,000 for Motor Pool charges.
2. Other Agency Services category (#41000) reflects \$72,678 for TAP cards and supplemental taxi service. Cost increases are to cover more usage of Supplemental taxi services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$229,970	\$235,537	\$235,537	\$245,616	\$245,616
11300 Part Time Salaries	11,036	44,677	44,677	49,145	49,145
11400 Overtime Salaries	166	1,000	1,000	1,000	1,000
11500 Separation Benefits	25,782	26,600	26,600	27,400	27,400
TOTAL	\$266,954	\$307,814	\$307,814	\$323,161	\$323,161
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,329	\$1,389	\$1,389	\$1,274	\$1,274
12300 Medical Insurance	50,863	49,778	49,778	52,650	52,650
12350 Medicare Insurance	3,576	3,468	3,468	3,614	3,614
12370 Part Time Retirement	82	0	0	0	0
12400 Dental Insurance	3,264	3,259	3,259	3,444	3,444
12500 Workers Compensation	9,000	11,250	11,250	14,100	14,100
12600 Retirement	75,578	85,794	85,794	92,623	92,623
12750 City 401 Plan	910	910	910	1,755	1,755
12900 Long Term Disability	1,966	1,976	1,976	1,976	1,976
12950 Vision Plan	1,601	1,433	1,433	1,433	1,433
TOTAL	\$148,169	\$159,257	\$159,257	\$172,869	\$172,869
SERVICES & SUPPLIES					
22000 Operating Supplies	\$5,651	\$11,000	\$11,000	\$11,000	\$11,000
31000 Contracted Services	1,808	2,200	2,200	2,200	2,200
32000 Communications	750	210	210	210	210
33000 Motor Pool Charges	122,851	127,000	127,000	131,000	131,000
41000 Other Agency Serv	63,731	72,678	72,678	72,678	72,678
TOTAL	\$194,791	\$213,088	\$213,088	\$217,088	\$217,088
GRAND TOTAL	\$609,914	\$680,159	\$680,159	\$713,118	\$713,118

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Recreation & Community Services	0.20	0.20	0.20	\$26,638	\$29,422	\$29,422
Recreation Supervisor	0.50	0.50	0.50	44,878	47,286	47,286
Bus/Child Care Driver	3.00	3.00	3.00	103,565	107,288	107,288
Dial-A-Ride Dispatcher	1.00	1.00	1.00	57,768	58,932	58,932
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	288	288	288
Longevity	0.00	0.00	0.00	1,800	1,800	1,800
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	26,600	27,400	27,400
<u>Part-Time</u>						
Bus/Child Care Driver	2.00	2.00	2.00	44,677	49,145	49,145
Total	6.70	6.70	6.70	\$307,814	\$323,161	\$323,161



PUBLIC WORKS

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

SOURCE OF FUNDS:

General \$3,970,524
 Retirement \$491,639
 State Gas Tax \$1,676,209
 Sewer \$1,969,834
 Refuse \$6,282,489
 Shop \$2,297,233
 Water \$9,933,343
 Water Treatment \$4,830,924
 Proposition A \$1,157,145
 Measure R \$452,707
 Measure W \$626,444
 Air Quality Improvement \$22,000
 Proposition C \$799,510
 Maintenance District 93-1 \$884,774
 Used Oil Recycling Block Grant \$16,695
 Beverage Container Recycling Grant \$15,425
 Maintenance Grant \$32,192
 General Plan Review Trust \$52,850
 Asset Forfeiture – Treasury \$67,500
 Records Mgmt Fee Trust \$17,624

SUMMARY OF COST	Actual 2018-19	Adopted 2019-20	Year-End Estimated 2019-20	Proposed 2020-21	Adopted 2020-21
PERSONNEL COST	\$7,778,237	\$9,276,988	\$9,313,788	\$9,818,696	\$9,818,696
SERVICES & SUPPLIES	20,283,293	22,840,016	22,556,663	24,036,365	24,036,365
CAPITAL OUTLAY	1,047,799	4,572,500	4,572,500	1,785,000	1,785,000
TOTAL COSTS	\$29,109,329	\$36,689,504	\$36,442,951	\$35,640,061	\$35,640,061
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	77.11	79.52	79.52	83.21	83.21

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 seven divisions: Public Works Maintenance Services, Engineering, Community Transportation, Water Utility, Parks, Building and Safety, and Planning.

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, asphalt and concrete patching and replacement, sidewalk grinding, and traffic and street name sign replacement.

The Division administers the City's contract for street sweeping, and maintains and repairs the City's storm drain and sanitary sewer system. The Division oversees the City's storm water pollution prevention program to comply with Federal and State law. The Division also oversees Fleet Maintenance for the City's vehicles and 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. 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, and coordinating regional transit service including the Transportation Program, recreational transit for the youth, and Dial-A-Ride services for senior citizens and residents.

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 2,073 gate valves, approximately 1,063 fire hydrants, 13 storage reservoirs, and 11 pumping stations. There are approximately 13,643 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 the State and Federal standards. 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.

Parks Division:

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

Building & Safety Division

This Division enforces Title 16 of the Monterey Park Municipal Code. Division personnel are also required to enforce through plan check and site inspections the various Model codes (i.e., Building, Plumbing, etc.), as well as State and Federal regulations relating to the construction of structures and their safety. This division's personnel must also maintain a high degree of knowledge and expertise in the areas of new technologies of construction and materials as well as on the numerous revisions that are promulgated by the professional building industry. It is also responsible for being the liaison to the City's Modification Committee.

Planning Division

This Division enforces Title 21 of the Monterey Park Municipal Code. Personnel comment on and process all applications for both Design Review Board (DRB) and Planning Commission land use actions. Staff also conducts field inspections and research which provides the basis for professionally prepared staff reports, and recommendations made for approval, denial, or approval with conditions. It also is the lead agency for all environmental reviews consistent with the California Environmental Quality Act (CEQA). The Division is also responsible for being the liaison to the Design Review Board and Planning Commission.

Personnel Changes:

In the Engineering Division, created two part-time Engineering Aide positions. The changes in the Engineering Activity are to ensure more capacity for the Engineering Division to successfully and efficiently deliver capital projects, development projects, NPDES MS4 permit compliance, and succession planning.

In the Water Division, increased part-time Water Utility Maintenance Workers from 0.40 to 1.20 FTE. Changes are to provide operational flexibility, efficiency, perform additional preventive maintenance such as valve exercising, and water meter maintenance, and succession planning.

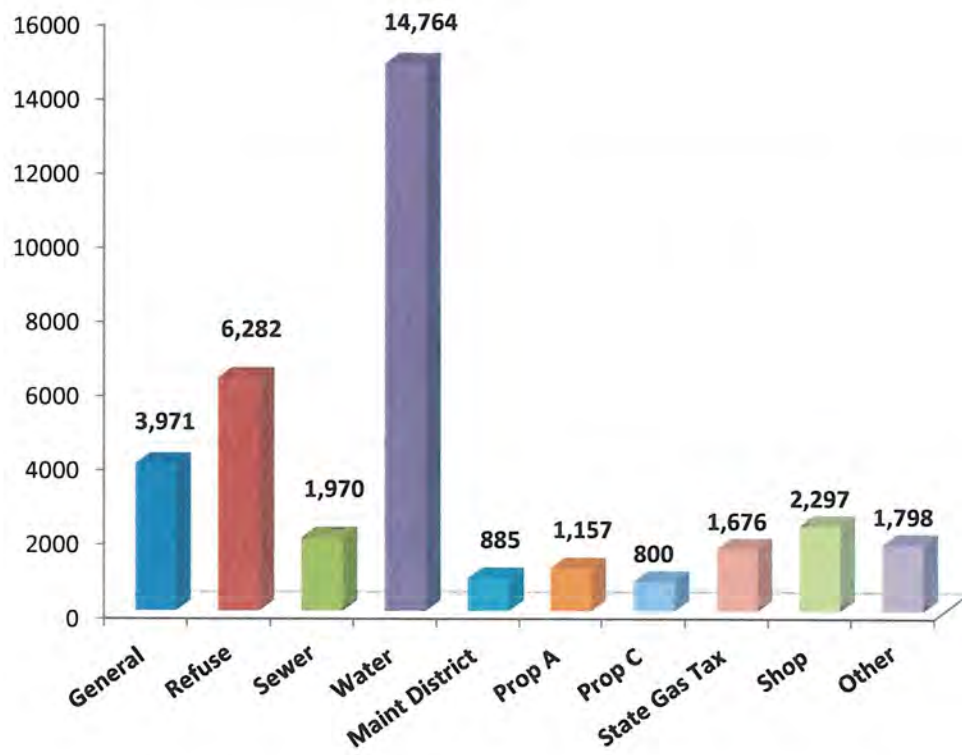
In the Planning Division, created two part-time Planning Intern positions, to be funded by SB2 Planning Grants Program funds. The changes are to ensure more capacity to update the City's Housing Element, increase operational flexibility and efficiency, and succession planning.

In the Parks Division and Maintenance Services Division, eliminated the Park Superintendent position and added a Management Analyst. This change will assist in management of contracts, budget, and provide savings to the General Fund.

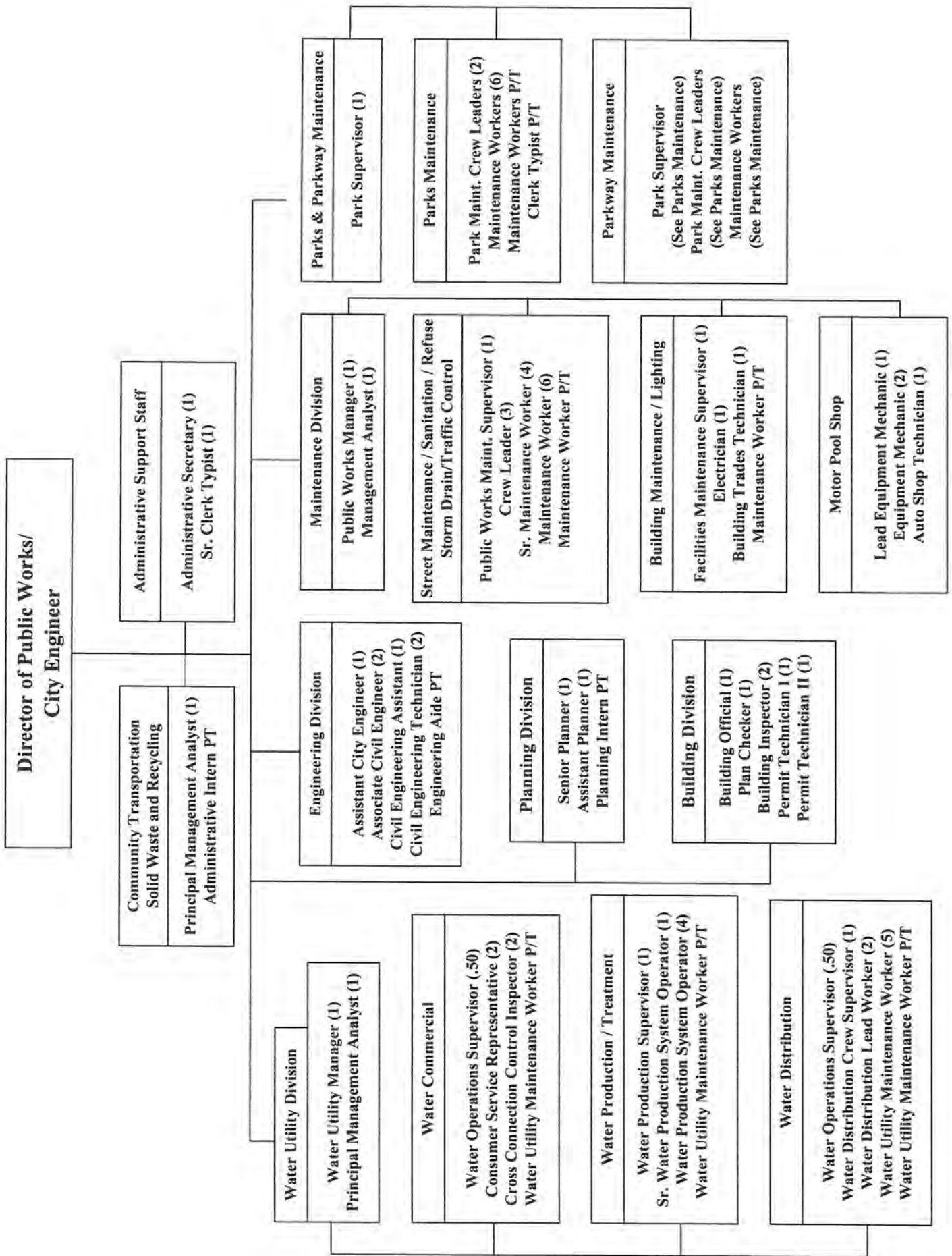
In the Community Transportation and Storm Drain Maintenance Division activities, created a part-time Administrative Intern position, funded by Measure W funds.

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 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$75,988	\$80,300	\$80,300	\$93,167	\$93,167
SERVICES & SUPPLIES	1,220,320	1,263,392	1,531,392	1,564,792	1,564,792
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,296,308	\$1,343,692	\$1,611,692	\$1,657,959	\$1,657,959
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.35	.40	.40	.64	.64

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Proposition A Funding Incentive Program:			
*MTA National Transit Data Reporting Fund	\$105,267	\$106,715	\$105,000
Fixed-Route Transit:			
Total Passengers	232,775	214,153	197,021
Passenger per Revenue Service Hour	12.36	11.27	10.37
Cost per Passenger	\$3.60	\$5.08	\$5.52

* Funds received in FY 2018-19 are based on passenger trips and service miles that were provided in FY 2015-16 and those received in FY 2019-20 are based on FY 2016-17 data. FY 2020-21 funds are based on FY 2017-18 data.

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Continue to explore options to improve the City's transportation services to connect the Metro Gold Line, Potrero Grande, and the Market Place to meet the growing transportation needs.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Presented to the City Council on a mobility transit model called GoMPK as an alternative to current fixed-route transit model, and collaborated with San Gabriel Valley Council of Governments (SGVCOG) on bikeshare program expansion planning at no cost to the City.

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 \$1,140,000 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), \$38,000, in the Prop C Fund.
4. Miscellaneous Financial Services category (#44000) \$352,400 is Prop A and Prop C 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$44,542	\$44,370	\$44,370	\$47,454	\$47,454
11300 Part Time Salaries	0	0	0	7,600	7,600
11700 Rideshare Incentives	12,882	16,000	16,000	16,000	16,000
TOTAL	\$57,424	\$60,370	\$60,370	\$71,054	\$71,054
EMPLOYEE BENEFITS					
12200 Life Insurance	\$127	\$133	\$133	\$133	\$133
12300 Medical Insurance	2,517	2,097	2,097	2,098	2,098
12350 Medicare Insurance	673	662	662	798	798
12370 Part Time Retirement	0	0	0	304	304
12400 Dental Insurance	273	291	291	298	298
12600 Retirement	14,387	16,131	16,131	17,866	17,866
12750 City 401 Plan	279	293	293	293	293
12900 Long Term Disability	186	194	194	194	194
12950 Vision Plan	122	129	129	129	129
TOTAL	\$18,564	\$19,930	\$19,930	\$22,113	\$22,113
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$200	\$200	\$200	\$200
31000 Contracted Services	897,792	890,000	1,158,000	1,158,000	1,158,000
32000 Communications	216	192	192	192	192
34000 Advertising	10	7,500	7,500	7,500	7,500
39000 Miscellaneous	4,302	8,500	8,500	8,500	8,500
41000 Other Agency Serv	28,000	53,000	53,000	38,000	38,000
44000 Misc Financial Serv	290,000	304,000	304,000	352,400	352,400
TOTAL	\$1,220,320	\$1,263,392	\$1,531,392	\$1,564,792	\$1,564,792
GRAND TOTAL	\$1,296,308	\$1,343,692	\$1,611,692	\$1,657,959	\$1,657,959

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **4201**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.05	0.05	0.05	\$7,960	\$8,703	\$8,703
Principal Management Analyst	0.35	0.35	0.35	34,940	37,280	37,280
Bilingual Pay	0.00	0.00	0.00	630	630	630
Education Incentive	0.00	0.00	0.00	840	841	841
Rideshare Incentives	0.00	0.00	0.00	16,000	16,000	16,000
<u>Part-Time</u>						
Administrative Intern	0.00	0.24	0.24	0	7,600	7,600
Total	0.40	0.64	0.64	\$60,370	\$71,054	\$71,054

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$512,579	\$732,843	\$732,843	\$719,397	\$719,397
SERVICES & SUPPLIES	536,922	660,089	660,089	682,658	682,658
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$1,049,501	 \$1,392,932	 \$1,392,932	 \$1,402,055	 \$1,402,055
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 11.02	 11.71	 11.71	 10.49	 10.49

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. 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 or impede pedestrian travel, and schedule those for timely repair and/or replacement. 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>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Roadway Maintenance:			
Potholes Repaired (Total No.)	10,560	10,750	10,750
Utility Cuts Repaired (Total No.)	105	125	130
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	500	250	250
Sidewalk Grinds (Total No.)	485	1,200	1,350
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	225	200	175
Other Maintenance Items			
Bus Shelters Pressure Washed	125	145	150
Shopping Carts Picked Up by Public Works	125	155	165

2020-2021 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Continue the implementation of a rotation of divisional employees between asphalt/concrete operations, sanitary sewer operations, traffic painting/sign operations, and graffiti/clean team operations.
2. Improve Organizational Effectiveness and Efficiency: Explore more efficient ways to respond quickly and fix potholes throughout the community through work methods, equipment, and improved technology via the City GoMPK system.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Improved response time to reported potholes through GO to 24 hours.
2. *Improve Organizational Effectiveness and Efficiency*: Implementation of a regular rotation of F/T employees between asphalt/concrete, sanitary sewer, traffic painting/sign, and graffiti/clean team operations to develop broad skill abilities of employees.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$36,750 covers supplies, herbicides, and uniforms.
2. R/M Supplies category (#23000) \$267,300 covers construction activities, including concrete, asphalt and base materials, barricades, lights, and graffiti/clean team supplies.
3. Contracted Services category (#31000) \$52,520 is for weed abatement services and graffiti tracker services.
4. Miscellaneous Financial Services category (#44000) \$53,700 is for City required shared charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Maintenance**

ACTIVITY NO.: **4202**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$214,398	\$332,167	\$332,167	\$329,685	\$329,685
11300 Part Time Salaries	67,635	117,400	117,400	67,852	67,852
11400 Overtime Salaries	11,932	10,350	10,350	10,350	10,350
11500 Separation Benefits	38,095	29,300	29,300	40,500	40,500
TOTAL	\$332,060	\$489,217	\$489,217	\$448,387	\$448,387
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,324	\$1,763	\$1,763	\$1,765	\$1,765
12300 Medical Insurance	44,513	58,934	58,934	66,545	66,545
12350 Medicare Insurance	4,339	4,686	4,686	4,826	4,826
12370 Part Time Retirement	1,510	4,788	4,788	2,714	2,714
12400 Dental Insurance	3,722	5,372	5,372	5,718	5,718
12500 Workers Compensation	36,503	45,629	45,629	57,000	57,000
12600 Retirement	83,984	116,259	116,259	124,339	124,339
12750 City 401 Plan	1,690	2,295	2,295	4,004	4,004
12800 Uniform Allowance	0	0	0	135	135
12900 Long Term Disability	1,680	2,237	2,237	2,239	2,239
12950 Vision Plan	1,254	1,663	1,663	1,725	1,725
TOTAL	\$180,519	\$243,626	\$243,626	\$271,010	\$271,010
SERVICES & SUPPLIES					
22000 Operating Supplies	\$29,433	\$36,750	\$36,750	\$36,750	\$36,750
23000 R/M Supplies	157,472	267,300	267,300	267,300	267,300
24000 Small Tools	9,033	1,000	1,000	1,000	1,000
31000 Contracted Services	66,144	52,520	52,520	73,896	73,896
32000 Communications	8,769	10,219	10,219	1,112	1,112
33000 Motor Pool Charges	231,276	238,300	238,300	247,900	247,900
38000 R/M Contractual	6,672	8,000	8,000	0	0
39000 Miscellaneous	1,123	1,000	1,000	1,000	1,000
44000 Misc Financial Serv	27,000	45,000	45,000	53,700	53,700
TOTAL	\$536,922	\$660,089	\$660,089	\$682,658	\$682,658
GRAND TOTAL	\$1,049,501	\$1,392,932	\$1,392,932	\$1,402,055	\$1,402,055

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Public Works Maintenance Manager	0.15	0.15	0.15	\$17,444	\$18,092	\$18,092
Public Works Maintenance Supervisor	0.50	0.45	0.45	38,462	36,197	36,197
Principal Management Analyst	0.20	0.20	0.20	19,966	21,313	21,313
Crew Leader	0.84	0.80	0.80	49,253	47,066	47,066
Senior Maintenance Worker	1.10	1.03	1.03	54,259	56,219	56,219
Maintenance Worker	3.12	3.02	3.02	148,928	146,140	146,140
Bilingual	0.00	0.00	0.00	1,164	1,512	1,512
Education Incentive	0.00	0.00	0.00	636	420	420
Longevity Pay	0.00	0.00	0.00	1,776	2,262	2,262
Overtime	0.00	0.00	0.00	10,350	10,350	10,350
Pesticide/Herbicide Premiums	0.00	0.00	0.00	279	464	464
Separation Benefits	0.00	0.00	0.00	29,300	40,500	40,500
<u>Part-Time</u>						
Maintenance Worker	5.80	4.84	4.84	117,400	67,852	67,852
Total	11.71	10.49	10.49	\$489,217	\$448,387	\$448,387

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$75,791	\$115,317	\$115,617	\$148,612	\$148,612
SERVICES & SUPPLIES	158,686	202,900	202,900	224,041	224,041
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$234,477	\$318,217	\$318,517	\$372,653	\$372,653
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.18	1.12	1.12	1.46	1.46

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 and minimize flooding and soil erosion in the community. This system is comprised of 12.43 miles of main lines and 298 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 by other Public Works Division personnel, substantially increase the number of catch basins and grates inspected and cleaned to ensure that all drains function properly.
- Inspect and maintain in clean order all 298 City-owned catch basins at a minimum of once a year. Clean priority A & B catch basins quarterly.
- Inspect and clean the 11 City-owned 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.
- The City is committed through the MS4 NPDES Permit to implementing its Enhanced Watershed Management Program (EWMP).

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Storm Drain Maintenance:			
Number of catch basins grates cleaned annually	1,200	1,096	1,200
City-Owned Slope Drain Inspection Program:			
Number of slope drains inspected (this includes re-inspections)	11	11	11

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Continue to identify new locations that require additional and recurring cleaning to provide the most efficient follow-up in removing restricting debris from roadway gutters.
2. *Maintain Consistent Funding Stability:* To comply with the Total Maximum Daily Load (TMDL) requirements with a new funding source from the Safe Clean Water Program (Measure W) beginning July 2020. The City will continue to actively seek grants to assist in funding stormwater capture projects.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed 3rd phase of stenciling storm drain locations to comply with Los Angeles County storm water permit requirements, satisfying the regulatory requirements of the City.
2. *Improve Organizational Effectiveness and Efficiency:* Completed the annual Trash Daily Generation Rate Study and the City achieved a reduction rate of 98.69% out of the target of 99% mandated by the California Regional Water Quality Control Board. Utilizing Measure R funds, the City continued to further reduce trash draining into the storm drain system and to maintain this high compliance rate by installing trash capture devices in remaining catch basins.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$221,141 covers the MS4 NPDES Permit that also includes costs for the EWMP Agreement with the City of Los Angeles and the Rio Hondo Load Reduction Strategy Agreement with the San Gabriel Valley Council of Governments (SGVCOG).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Storm Drain Maintenance**

ACTIVITY NO.: **4203**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$34,614	\$58,133	\$58,133	\$68,332	\$68,332
11300 Part Time Salaries	0	0	0	7,600	7,600
11400 Overtime Salaries	2,051	2,200	2,500	2,200	2,200
11500 Separation Benefits	5,118	5,300	5,300	5,500	5,500
TOTAL	\$41,783	\$65,633	\$65,933	\$83,632	\$83,632
EMPLOYEE BENEFITS					
12200 Life Insurance	\$261	\$351	\$351	\$382	\$382
12300 Medical Insurance	7,630	9,910	9,910	15,447	15,447
12350 Medicare Insurance	568	857	857	1,129	1,129
12370 Part Time Retirement	0	0	0	304	304
12400 Dental Insurance	628	1,140	1,140	1,359	1,359
12500 Workers Compensation	11,907	14,884	14,884	18,600	18,600
12600 Retirement	12,154	21,196	21,196	25,764	25,764
12750 City 401 Plan	286	501	501	1,101	1,101
12900 Long Term Disability	331	445	445	485	485
12950 Vision Plan	243	400	400	409	409
TOTAL	\$34,008	\$49,684	\$49,684	\$64,980	\$64,980
SERVICES & SUPPLIES					
22000 Operating Supplies	\$500	\$500	\$500	\$500	\$500
23000 R/M Supplies	497	2,400	2,400	2,400	2,400
31000 Contracted Services	157,689	200,000	200,000	221,141	221,141
TOTAL	\$158,686	\$202,900	\$202,900	\$224,041	\$224,041
GRAND TOTAL	\$234,477	\$318,217	\$318,517	\$372,653	\$372,653

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Storm Drain Maintenance**

ACTIVITY NO.: **4203**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Crew Leader	0.27	0.27	0.27	\$15,832	\$15,885	\$15,885
Senior Maintenance Worker	0.50	0.35	0.35	24,896	19,263	19,263
Management Analyst	0.00	0.25	0.25	0	15,924	15,924
Maintenance Worker	0.35	0.35	0.35	16,835	16,002	16,002
Bilingual	0.00	0.00	0.00	162	420	420
Education Incentive	0.00	0.00	0.00	0	300	300
Longevity Pay	0.00	0.00	0.00	378	379	379
Overtime	0.00	0.00	0.00	2,200	2,200	2,200
Pesticide/Herbicide Premiums	0.00	0.00	0.00	30	159	159
Separation Benefits	0.00	0.00	0.00	5,300	5,500	5,500
<u>Part-Time</u>						
Administrative Intern	0.00	0.24	0.24	0	7,600	7,600
Total	1.12	1.46	1.46	\$65,633	\$83,632	\$83,632

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Maintenance

ACTIVITY NO.: 4204

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$555,700	\$582,045	\$582,045	\$602,916	\$602,916
SERVICES & SUPPLIES	956,141	830,820	830,820	947,735	947,735
CAPITAL OUTLAY	2,672	0	0	0	0
 TOTAL COSTS	 \$1,514,513	 \$1,412,865	 \$1,412,865	 \$1,550,651	 \$1,550,651
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.12	 5.89	 5.89	 6.77	 6.77

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. While these lines are cleaned annually, these lines are monitored and evaluated to determine if repairs or additional lines are warranted as the City residential and business footprint 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 restricted flow velocity. 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 either a history of stoppages or position in the conveyance tract.
- Respond to all sewer problems within 15 minutes during working hours and within 30-45 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>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Main Line Cleaning:			
Miles of main lines cleaned	100	150	150
Sewer Stoppages:			
Number of sewer stoppages	6	5	5
Percentage of stoppages responded to within one hour after normal working hours.	100%	100%	100%
Video Inspection:			
Number of linear feet of video inspected	155,017	135,000	150,000

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* 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. Continue to video inspect increasing amount of sewer main utilizing in-house camera truck and sewer crew.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Developed and implemented a Standard Operating Procedure (SOP) that allows for in-house Closed-Circuit Television (CCTV) inspection of the City's sanitary sewer main lines. This allows staff to better track the condition of the sanitary sewer main lines and prevent Sanitary Sewer Overflows (SSO), and increase the amount of linear feet of pipeline video inspected.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) covers costs of \$62,000 for professional services for CCTV sewer inspection, pesticide control services, and disposal agreement.
2. Misc Financial Services category (#44000) \$842,600 includes the share of Sewer Fund to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Sanitary Sewer Maintenance**

ACTIVITY NO.: **4204**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$289,060	\$340,730	\$340,730	\$408,577	\$408,577
11300 Part Time Salaries	4,189	0	0	0	0
11400 Overtime Salaries	13,354	10,000	10,000	10,000	10,000
11500 Separation Benefits	27,513	28,400	28,400	29,300	29,300
TOTAL	\$334,116	\$379,130	\$379,130	\$447,877	\$447,877
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,690	\$1,700	\$1,700	\$2,137	\$2,137
12300 Medical Insurance	55,887	53,587	53,587	80,820	80,820
12350 Medicare Insurance	4,558	4,651	4,651	6,085	6,085
12370 Part Time Retirement	168	0	0	0	0
12400 Dental Insurance	4,363	4,631	4,631	7,394	7,394
12500 Workers Compensation	13,815	17,269	17,269	21,600	21,600
12600 Retirement	95,128	114,855	114,855	26,240	26,240
12650 Pension Gasb68 Expense	39,851	0	0	0	0
12750 City 401 Plan	2,227	2,347	2,347	5,744	5,744
12800 Uniform Allowance	0	0	0	120	120
12900 Long Term Disability	2,241	2,234	2,234	2,672	2,672
12950 Vision Plan	1,656	1,641	1,641	2,227	2,227
TOTAL	\$221,584	\$202,915	\$202,915	\$155,039	\$155,039
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,195	\$0	\$0	\$0	\$0
23000 R/M Supplies	11,424	21,000	21,000	21,000	21,000
31000 Contracted Services	58,127	62,000	62,000	62,000	62,000
32000 Communications	5,360	12,770	12,770	585	585
33000 Motor Pool Charges	13,113	20,000	20,000	20,800	20,800
38000 R/M Contractual	0	4,300	4,300	0	0
39000 Miscellaneous	365	750	750	750	750
44000 Misc Financial Serv	866,557	710,000	710,000	842,600	842,600
TOTAL	\$956,141	\$830,820	\$830,820	\$947,735	\$947,735
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$2,672	\$0	\$0	\$0	\$0
TOTAL	\$2,672	\$0	\$0	\$0	\$0
GRAND TOTAL	\$1,514,513	\$1,412,865	\$1,412,865	\$1,550,651	\$1,550,651

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Maintenance

ACTIVITY NO.: 4204

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.15	0.15	0.15	\$23,879	\$26,109	\$26,109
Public Work Maintenance Manager	0.15	0.20	0.20	17,444	24,122	24,122
Public Works Maintenance Supervisor	0.30	0.40	0.40	23,077	32,175	32,175
Crew Leader	1.44	1.48	1.48	84,434	87,071	87,071
Senior Maintenance Worker	1.95	2.00	2.00	96,388	109,187	109,187
Management Analyst	0.00	0.25	0.25	0	15,924	15,924
Maintenance Worker	1.90	2.00	2.00	91,279	91,520	91,520
Senior Clerk Typist	0.00	0.29	0.29	0	15,195	15,195
Bilingual	0.00	0.00	0.00	1,044	2,172	2,172
Education Incentive	0.00	0.00	0.00	530	789	789
Longevity Pay	0.00	0.00	0.00	2,376	3,420	3,420
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	279	893	893
Separation Benefits	0.00	0.00	0.00	28,400	29,300	29,300
Total	5.89	6.77	6.77	\$379,130	\$447,877	\$447,877

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$3,658	\$11,507	\$11,507	\$12,633	\$12,633
SERVICES & SUPPLIES	299,186	355,453	355,453	364,045	364,045
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$302,844	\$366,960	\$366,960	\$376,678	\$376,678
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.05	.05	.05	.05	.05

Program Description

Monterey Park has 119.27 miles of streets, 10.7 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. This program keeps gutters and storm drains clear, and helps protect the value of private properties within the community. In addition, street cleaning is major component of complying with the Los Angeles County municipal storm water permit requirements. The City has an outlay of a.m. / p.m. 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Number of Complaints:			
<i>Reflects the number of problems reported by residents.</i>	12	12	10

2020-2021 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Continue to develop a good working relationship with Athens Services Field Supervisors to increase communication, and adhere to a 24-hour response time on complaints and concerns of customers.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency: There were 12 annual complaints received and recorded per the 19,963 households within the city limits is a complaint percentage rating of 0.1% of total city households.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Other Agency Services category (#41000) \$340,000 covers the cost of street sweeping contractual services with annual CPI increase.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$0	\$5,887	\$5,887	\$6,271	\$6,271
11300 Part Time Salaries	1,396	0	0	0	0
11400 Overtime Salaries	0	50	50	50	50
11500 Separation Benefits	192	200	200	300	300
TOTAL	\$1,588	\$6,137	\$6,137	\$6,621	\$6,621
EMPLOYEE BENEFITS					
12200 Life Insurance	\$3	\$16	\$16	\$16	\$16
12300 Medical Insurance	84	744	744	544	544
12350 Medicare Insurance	20	86	86	91	91
12370 Part Time Retirement	56	0	0	0	0
12400 Dental Insurance	2	21	21	36	36
12500 Workers Compensation	1,835	2,294	2,294	2,900	2,900
12600 Retirement	67	2,140	2,140	2,361	2,361
12750 City 401 Plan	0	33	33	33	33
12900 Long Term Disability	2	20	20	20	20
12950 Vision Plan	1	16	16	11	11
TOTAL	\$2,070	\$5,370	\$5,370	\$6,012	\$6,012
SERVICES & SUPPLIES					
32000 Communications	\$0	\$45	\$45	\$45	\$45
33000 Motor Pool Charges	21,911	23,000	23,000	24,000	24,000
41000 Other Agency Serv	277,275	332,408	332,408	340,000	340,000
TOTAL	\$299,186	\$355,453	\$355,453	\$364,045	\$364,045
GRAND TOTAL	\$302,844	\$366,960	\$366,960	\$376,678	\$376,678

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Cleaning**

ACTIVITY NO.: **4205**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$5,815	\$6,031	\$6,031
Overtime	0.00	0.00	0.00	50	50	50
Longevity Pay	0.00	0.00	0.00	0	210	210
Education Incentive	0.00	0.00	0.00	72	30	30
Separation Benefits	0.00	0.00	0.00	200	300	300
Total	0.05	0.05	0.05	\$6,137	\$6,621	\$6,621

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$162,047	\$197,478	\$197,478	\$227,113	\$227,113
SERVICES & SUPPLIES	411,508	414,130	414,130	411,020	411,020
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$573,555	\$611,608	\$611,608	\$638,133	\$638,133
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.20	1.66	1.66	1.81	1.81

Program Description

This program is essential to the safe and orderly flow of vehicular and pedestrian traffic throughout the City by providing 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 the Manual on Uniform Traffic Control Devices (MUTCD) yearly.

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Street Painting:			
Miles striped <i>This measurement includes lane lines and centerlines.</i>	85	50	75
Crosswalks repainted	100	60	100
Sign Maintenance:			
Stop signs replaced	55	50	35
Regulatory and warning signs replaced	125	105	115
Number of new stop sign installations	10	6	6
Traffic Work Orders <i>New projects or changes to existing traffic control measures.</i>	35	30	30

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Continue to work through the remaining phase that replaces round sign post on the blue street name signs to the square breakaway style post.
2. *Improve Organizational Effectiveness and Efficiency:* Utilize the ESRI/GIS program to create a mapping system 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.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Established a baseline for potential usage of ESRI/GPS mapping. Collected a more accurate inventory of City maintained signage.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$81,500 covers the costs for replacement of traffic and street signs and paint and equipment supplies.
2. R/M Contractual category (#38000) \$185,000 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$75,979	\$97,857	\$97,857	\$108,077	\$108,077
11300 Part Time Salaries	2,792	0	0	0	0
11400 Overtime Salaries	4,569	3,000	3,000	3,000	3,000
11500 Separation Benefits	8,273	8,600	8,600	8,900	8,900
TOTAL	\$91,613	\$109,457	\$109,457	\$119,977	\$119,977
EMPLOYEE BENEFITS					
12200 Life Insurance	\$501	\$521	\$521	\$565	\$565
12300 Medical Insurance	15,434	17,069	17,069	21,914	21,914
12350 Medicare Insurance	1,267	1,442	1,442	1,611	1,611
12370 Part Time Retirement	112	0	0	0	0
12400 Dental Insurance	1,347	1,385	1,385	1,919	1,919
12500 Workers Compensation	24,070	30,088	30,088	37,600	37,600
12600 Retirement	25,884	35,627	35,627	40,759	40,759
12750 City 401 Plan	659	715	715	1,420	1,420
12800 Uniform Allowance	0	0	0	45	45
12900 Long Term Disability	636	662	662	717	717
12950 Vision Plan	524	512	512	586	586
TOTAL	\$70,434	\$88,021	\$88,021	\$107,136	\$107,136
SERVICES & SUPPLIES					
23000 R/M Supplies	\$45,543	\$81,500	\$81,500	\$81,500	\$81,500
24000 Small Tools	2,372	3,750	3,750	3,750	3,750
32000 Communications	13,391	12,830	12,830	12,920	12,920
33000 Motor Pool Charges	55,992	58,000	58,000	60,400	60,400
36000 Utilities	48,991	51,000	51,000	45,400	45,400
38000 R/M Contractual	210,514	185,000	185,000	185,000	185,000
39000 Miscellaneous	603	1,050	1,050	1,050	1,050
41000 Other Agency Serv	34,102	21,000	21,000	21,000	21,000
TOTAL	\$411,508	\$414,130	\$414,130	\$411,020	\$411,020
GRAND TOTAL	\$573,555	\$611,608	\$611,608	\$638,133	\$638,133

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Traffic Control**

ACTIVITY NO.: **4206**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Public Works Maintenance Manager	0.10	0.10	0.10	\$11,630	\$12,061	\$12,061
Public Works Maintenance Supervisor	0.15	0.15	0.15	11,538	12,066	12,066
Crew Leader	0.42	0.42	0.42	24,627	24,709	24,709
Senior Maintenance Worker	0.42	0.57	0.57	21,361	31,130	31,130
Maintenance Worker	0.57	0.57	0.57	27,339	26,097	26,097
Bilingual	0.00	0.00	0.00	342	570	570
Education Incentive	0.00	0.00	0.00	144	0	0
Longevity Pay	0.00	0.00	0.00	768	1,188	1,188
Overtime	0.00	0.00	0.00	3,000	3,000	3,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	108	256	256
Separation Benefits	0.00	0.00	0.00	8,600	8,900	8,900
Total	1.66	1.81	1.81	\$109,457	\$119,977	\$119,977

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$106,492	\$134,643	\$134,643	\$132,791	\$132,791
SERVICES & SUPPLIES	559,795	463,435	463,435	417,706	417,706
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$666,287	\$598,078	\$598,078	\$550,497	\$550,497
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.88	.97	.97	.94	.94

Program Description

Monterey Park's street lighting system consists of 3,359 streetlights, including 376 City-owned lights. Generally, the lighting system assists nighttime driving, 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 a 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>2018-19</u>	Estimated <u>2019-20</u>	Projected <u>2020-21</u>
Street Light Maintenance:			
Number of Street Lights Re-lamped	60	45	45
Service Requests			
Received	130	135	125
Completed	130	135	125

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* A feasibility study to transfer Garvey Avenue pedestrian street lighting from individual photocell to master photocell locations completed. Create a more efficient street light maintenance program.

2019-20 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Continued the process of mapping street lights citywide using the ESRI/GIS system to create a proactive maintenance system to help reduce service requests.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) \$460,000 covers the cost of electricity.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Lighting**

ACTIVITY NO.: **4207**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$59,523	\$80,011	\$80,011	\$76,630	\$76,630
11300 Part Time Salaries	4,189	0	0	0	0
11400 Overtime Salaries	4,186	2,000	2,000	2,000	2,000
11500 Separation Benefits	1,616	1,700	1,700	1,800	1,800
TOTAL	\$69,514	\$83,711	\$83,711	\$80,430	\$80,430
EMPLOYEE BENEFITS					
12200 Life Insurance	\$246	\$305	\$305	\$293	\$293
12300 Medical Insurance	9,938	13,905	13,905	13,971	13,971
12350 Medicare Insurance	1,019	1,164	1,164	1,140	1,140
12370 Part Time Retirement	168	0	0	0	0
12400 Dental Insurance	886	1,023	1,023	1,057	1,057
12500 Workers Compensation	4,281	5,351	5,351	6,700	6,700
12600 Retirement	19,379	27,886	27,886	27,604	27,604
12750 City 401 Plan	501	605	605	936	936
12900 Long Term Disability	313	387	387	372	372
12950 Vision Plan	247	306	306	288	288
TOTAL	\$36,978	\$50,932	\$50,932	\$52,361	\$52,361
SERVICES & SUPPLIES					
23000 R/M Supplies	\$2,337	\$3,300	\$3,300	\$3,300	\$3,300
31000 Contracted Services	0	0	0	4,781	4,781
32000 Communications	0	135	135	225	225
36000 Utilities	557,458	460,000	460,000	409,400	409,400
TOTAL	\$559,795	\$463,435	\$463,435	\$417,706	\$417,706
GRAND TOTAL	\$666,287	\$598,078	\$598,078	\$550,497	\$550,497

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Lighting**

ACTIVITY NO.: **4207**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Public Works Maintenance Manager	0.15	0.10	0.10	\$17,444	\$12,061	\$12,061
Electrician	0.70	0.70	0.70	52,055	53,096	53,096
Senior Maintenance Worker	0.03	0.05	0.05	1,861	2,574	2,574
Crew Leader	0.03	0.03	0.03	1,759	1,765	1,765
Maintenance Worker	0.06	0.06	0.06	2,829	2,780	2,780
Bilingual	0.00	0.00	0.00	438	510	510
Education Incentive	0.00	0.00	0.00	216	0	0
Electrician Premium	0.00	0.00	0.00	3,360	3,360	3,360
Longevity Pay	0.00	0.00	0.00	42	462	462
Pesticide/Herbicide Premium	0.00	0.00	0.00	7	22	22
Separation Benefits	0.00	0.00	0.00	1,700	1,800	1,800
Overtime	0.00	0.00	0.00	2,000	2,000	2,000
Total	0.97	0.94	0.94	\$83,711	\$80,430	\$80,430

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$144,868	\$107,217	\$114,817	\$123,734	\$123,734
SERVICES & SUPPLIES	5,284,192	5,639,311	5,639,311	5,858,216	5,858,216
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,429,060	\$5,746,528	\$5,754,128	\$5,981,950	\$5,981,950
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.60	.57	.57	.62	.62

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 (AB 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
City hauler tons collected (Self-hauled tons not included)	49,227	50,000	52,000
AB 939 diversion rate (tons per capita)	3.4	3.4	3.4

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Ensure solid waste haulers to maintain the waste diversion rates specified in the franchise agreements so that the City's overall per capita diversion rate does not exceed the State's target of five (5) pounds per person per day.
2. *Improve Organizational Effectiveness and Efficiency:* Expand public outreach effort to ensure the City is in compliant with two State mandates in regard to organic wastes: Mandatory Commercial Organics Recycling (AB 1826) and Organic Waste Methane Emissions Reductions (SB 1383).

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Continued to provide both residential customers and commercial businesses with lower rates.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$64,708 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) \$5,151,000 covers the annual residential solid waste collection and recycling contract costs. Costs are adjusted per CPI increase.
3. Miscellaneous Financial Services category (#44000) \$635,600 includes the allocation to the General Liability Fund and other City's required shared costs, including facility insurance, repair and maintenance costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Refuse Collection**

ACTIVITY NO.: **4208**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$61,177	\$65,956	\$65,956	\$76,809	\$76,809
11300 Part Time Salaries	5,585	0	7,600	0	0
11500 Separation Benefits	2,501	2,600	2,600	2,700	2,700
TOTAL	\$69,263	\$68,556	\$76,156	\$79,509	\$79,509
EMPLOYEE BENEFITS					
12200 Life Insurance	\$169	\$189	\$189	\$205	\$205
12300 Medical Insurance	6,760	5,221	5,221	4,961	4,961
12350 Medicare Insurance	972	974	974	1,114	1,114
12370 Part Time Retirement	223	800	800	0	0
12400 Dental Insurance	379	374	374	473	473
12500 Workers Compensation	5,000	6,250	6,250	7,800	7,800
12600 Retirement	19,820	23,978	23,978	28,916	28,916
12650 Pension Gasb68 Expense	41,501	0	0	0	0
12750 City 401 Plan	362	416	416	286	286
12900 Long Term Disability	263	276	276	295	295
12950 Vision Plan	156	183	183	175	175
TOTAL	\$75,605	\$38,661	\$38,661	\$44,225	\$44,225
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,020	\$4,000	\$4,000	\$4,000	\$4,000
31000 Contracted Services	18,332	32,817	32,817	64,708	64,708
32000 Communications	306	869	869	1,283	1,283
33000 Motor Pool Charges	0	225	225	225	225
39000 Miscellaneous	1,162	1,400	1,400	1,400	1,400
41000 Other Agency Serv	4,801,867	5,050,000	5,050,000	5,151,000	5,151,000
44000 Misc Financial Serv	460,505	550,000	550,000	635,600	635,600
TOTAL	\$5,284,192	\$5,639,311	\$5,639,311	\$5,858,216	\$5,858,216
GRAND TOTAL	\$5,429,060	\$5,746,528	\$5,754,128	\$5,981,950	\$5,981,950

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Refuse Collection**

ACTIVITY NO.: **4208**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.07	0.07	0.07	\$11,143	\$12,184	\$12,184
Public Works Maintenance Manager	0.20	0.25	0.25	23,259	30,153	30,153
Principal Management Analyst	0.30	0.30	0.30	29,948	31,954	31,954
Bilingual	0.00	0.00	0.00	540	690	690
Education Incentive	0.00	0.00	0.00	1,066	777	777
Longevity Pay	0.00	0.00	0.00	0	1,051	1,051
Separation Benefits	0.00	0.00	0.00	2,600	2,700	2,700
Total	0.57	0.62	0.62	\$68,556	\$79,509	\$79,509

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$38,156	\$46,187	\$46,187	\$0	\$0
SERVICES & SUPPLIES	20,845	21,500	21,500	21,500	21,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$59,001	\$67,687	\$67,687	\$21,500	\$21,500
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.89	.39	.39	0	0

Program Description

This Activity represents 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 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$18,224	\$24,601	\$24,601	\$0	\$0
11300 Part Time Salaries	1,396	0	0	0	0
11400 Overtime Salaries	241	0	0	0	0
11500 Separation Benefits	4,233	4,400	4,400	0	0
TOTAL	\$24,094	\$29,001	\$29,001	\$0	\$0
EMPLOYEE BENEFITS					
12200 Life Insurance	\$119	\$122	\$122	\$0	\$0
12300 Medical Insurance	2,414	2,548	2,548	0	0
12350 Medicare Insurance	299	372	372	0	0
12370 Part Time Retirement	56	0	0	0	0
12400 Dental Insurance	390	388	388	0	0
12500 Workers Compensation	3,495	4,369	4,369	0	0
12600 Retirement	6,901	8,955	8,955	0	0
12750 City 401 Plan	221	254	254	0	0
12800 Uniform Allowance	0	0	0	0	0
12900 Long Term Disability	36	40	40	0	0
12950 Vision Plan	131	138	138	0	0
TOTAL	\$14,062	\$17,186	\$17,186	\$0	\$0
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,461	\$1,500	\$1,500	\$1,500	\$1,500
22000 Operating Supplies	9,523	9,650	9,650	9,650	9,650
32000 Communications	4,553	5,050	5,050	5,050	5,050
37000 Leases & Rentals	5,210	5,000	5,000	5,000	5,000
38000 R/M Contractual	35	100	100	100	100
39000 Miscellaneous	63	200	200	200	200
TOTAL	\$20,845	\$21,500	\$21,500	\$21,500	\$21,500
GRAND TOTAL	\$59,001	\$67,687	\$67,687	\$21,500	\$21,500

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Administration**

ACTIVITY NO.: **4209**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Public Works Maintenance Manager	0.05	0.00	0.00	\$5,815	\$0	\$0
Public Works Maintenance Supervisor	0.05	0.00	0.00	3,846	0	0
Senior Clerk Typist	0.29	0.00	0.00	14,412	0	0
Bilingual Pay	0.00	0.00	0.00	204	0	0
Education Incentive	0.00	0.00	0.00	246	0	0
Longevity Pay	0.00	0.00	0.00	60	0	0
Pesticide/Herbicide	0.00	0.00	0.00	18	0	0
Separation Benefits	0.00	0.00	0.00	4,400	0	0
Total	0.39	0.00	0.00	\$29,001	\$0	\$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$371,831	\$304,067	\$304,067	\$367,914	\$367,914
SERVICES & SUPPLIES	418,289	450,055	450,055	597,586	597,586
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$790,120	 \$754,122	 \$754,122	 \$965,500	 \$965,500
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.35	 2.35	 2.35	 2.78	 2.78

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 varying degrees of maintenance, upkeep, rehabilitation, and remodeling. Regular structural, plumbing, electrical, janitorial, and heating and air-conditioning maintenance must be performed to ensure operable working conditions, and encourage the public use of all facilities.

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Number of Service Requests:			
<i>Originating from GO / City departments</i>	725	780	780
Number of Special Work Orders:			
<i>Special work orders that are beyond routine maintenance.</i>	9	15	15

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Research and procure a facilities maintenance tracking software program to help schedule preventative maintenance tasks for all 16 City buildings. This would create a proactive maintenance system to help reduce service requests and extend the life of building systems.
2. *Improve Organizational Effectiveness and Efficiency:* Create a comprehensive Facilities Master Plan for all 16 City buildings. This would help schedule and budget necessary improvements to the City's facilities.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed an upgrade of off-site monitored climate control systems currently featured in P.D. Dispatch and Langley Center.
2. *Implement a comprehensive remove, replace, or repair of AC units:* Began with Service Club, and will continue with the oldest most worn systems currently serving the remaining 15 City owned structures.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$78,500 consists of plumbing, electrical, and equipment supplies.
2. R/M Contractual category (#38000) \$207,000 covers costs for City building repairs and maintenance.
3. Debt Service category (#42000) \$120,686 includes the debt service payment for Siemens Lease-Purchase Energy Efficiency and Modernization Program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Building Maintenance**

ACTIVITY NO.: **4210**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$215,882	\$168,976	\$168,976	\$190,316	\$190,316
11300 Part Time Salaries	1,396	0	0	17,852	17,852
11400 Overtime Salaries	7,772	10,000	10,000	10,000	10,000
11500 Separation Benefits	10,966	11,400	11,400	11,800	11,800
TOTAL	\$236,016	\$190,376	\$190,376	\$229,968	\$229,968
EMPLOYEE BENEFITS					
12200 Life Insurance	\$914	\$734	\$734	\$719	\$719
12300 Medical Insurance	28,001	16,289	16,289	23,437	23,437
12350 Medicare Insurance	2,784	2,503	2,503	2,822	2,822
12370 Part Time Retirement	56	0	0	714	714
12400 Dental Insurance	3,528	3,104	3,104	2,640	2,640
12500 Workers Compensation	20,997	26,246	26,246	32,800	32,800
12600 Retirement	75,973	60,963	60,963	71,265	71,265
12750 City 401 Plan	1,245	1,528	1,528	1,521	1,521
12800 Uniform Allowance	0	0	0	300	300
12900 Long Term Disability	1,160	931	931	913	913
12950 Vision Plan	1,157	1,393	1,393	815	815
TOTAL	\$135,815	\$113,691	\$113,691	\$137,946	\$137,946
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,094	\$5,000	\$5,000	\$5,000	\$5,000
23000 R/M Supplies	92,905	85,500	85,500	78,500	78,500
24000 Small Tools	3,100	1,500	1,500	1,500	1,500
31000 Contracted Services	0	0	0	0	0
32000 Communications	5,951	3,495	3,495	900	900
33000 Motor Pool Charges	22,511	23,000	23,000	24,000	24,000
36000 Utilities	0	0	0	160,000	160,000
38000 R/M Contractual	184,188	217,000	217,000	207,000	207,000
42000 Debt Service	106,540	114,560	114,560	120,686	120,686
TOTAL	\$418,289	\$450,055	\$450,055	\$597,586	\$597,586
GRAND TOTAL	\$790,120	\$754,122	\$754,122	\$965,500	\$965,500

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Building Maintenance**

ACTIVITY NO.: **4210**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Public Works Maintenance Manager	0.05	0.00	0.00	\$5,815	\$0	\$0
Facilities Maintenance Supervisor	1.00	1.00	1.00	73,668	94,572	94,572
Electrician	0.30	0.30	0.30	22,309	22,756	22,756
Building Trades Technician	1.00	1.00	1.00	64,892	68,968	68,968
Bilingual	0.00	0.00	0.00	780	1,380	1,380
Electrician Premium	0.00	0.00	0.00	1,440	1,440	1,440
Separation Benefits	0.00	0.00	0.00	11,400	11,800	11,800
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Education Incentive	0.00	0.00	0.00	72	0	0
Longevity	0.00	0.00	0.00	0	1,200	1,200
<u>Part-Time</u>						
Maintenance Worker	0.00	0.48	0.48	0	17,852	17,852
Total	2.35	2.78	2.78	\$190,376	\$229,968	\$229,968

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$485,839	\$470,574	\$470,574	\$515,195	\$515,195
SERVICES & SUPPLIES	1,360,259	1,644,889	1,644,889	1,664,538	1,664,538
CAPITAL OUTLAY	45,127	185,000	185,000	185,000	185,000
TOTAL COSTS	\$1,891,225	\$2,300,463	\$2,300,463	\$2,364,733	\$2,364,733
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.20	4.15	4.15	4.68	4.68

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 are operating in a safe and efficient manner, thus maximizing 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 regularly required intervals.

- Conduct safety inspections on vital items 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.
- 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 cost based potential schedule for vehicle replacement.

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Number of preventive maintenance services	225	230	230
Number of smog checks completed	47	65	52
Compressed Natural Gas (CNG) in gallons*	111,316	124,000	125,000
Propane			
Gallons purchased	2,540	1,500	1,200
Gasoline Fuel - Unleaded 87 Octane			
Gallons purchased	35,000	51,000	58,000
Average price per gallon	\$2.60	\$3.08	\$3.10
Gasoline Fuel - Unleaded 89 Octane			
Gallons purchased	33,310	50,000	55,000
Average price per gallon	\$2.90	\$2.81	\$2.80
Diesel Fuel			
Gallons purchased	14,077	16,000	16,000
Average price per gallon	\$2.31	\$2.43	\$2.20

*Generated from CNG Station at City Yard.

2020-21 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Research and procure a new Fuel Management system.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed a major in-house redesign of the vehicle parts storage room with improved organization with more efficient access to inventoried parts kept on site.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$355,800 includes fuel and oil costs, uniforms and supplies.
2. Leases & Rentals category (#37000) \$81,500 reflects leasing costs for unmarked police vehicles.
3. R/M Contractual category (#38000) \$45,000 includes contracted repairs, maintenance and vehicle upgrades/conversions.
4. Debt Service category (#42000) \$420,258 reflects annual lease-purchase payments for Fire Ladder/Engines financing.
5. Miscellaneous Financial Services category (#44000) \$343,000 includes the allocation to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$284,275	\$278,261	\$278,261	\$295,247	\$295,247
11300 Part Time Salaries	23,897	0	0	19,221	19,221
11400 Overtime Salaries	1,871	0	0	0	0
11500 Separation Benefits	16,162	26,700	26,700	17,300	17,300
TOTAL	\$326,205	\$304,961	\$304,961	\$331,768	\$331,768
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,186	\$1,193	\$1,193	\$1,226	\$1,226
12300 Medical Insurance	42,149	40,312	40,312	42,436	42,436
12350 Medicare Insurance	4,413	4,035	4,035	4,560	4,560
12370 Part Time Retirement	956	0	0	769	769
12400 Dental Insurance	2,111	2,064	2,064	2,274	2,274
12500 Workers Compensation	10,266	12,833	12,833	16,000	16,000
12600 Retirement	94,634	101,267	101,267	111,255	111,255
12750 City 401 Plan	1,468	1,430	1,430	2,405	2,405
12900 Long Term Disability	1,659	1,678	1,678	1,699	1,699
12950 Vision Plan	792	801	801	803	803
TOTAL	\$159,634	\$165,613	\$165,613	\$183,427	\$183,427
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,053	\$1,000	\$1,000	\$1,000	\$1,000
22000 Operating Supplies	366,607	405,800	405,800	355,800	355,800
23000 R/M Supplies	103,937	100,000	100,000	100,000	100,000
24000 Small Tools	8,527	10,000	10,000	10,000	10,000
31000 Contracted Services	22,643	26,000	26,000	26,000	26,000
32000 Communications	6,358	10,335	10,335	380	380
33000 Motor Pool Charges	9,738	11,000	11,000	11,500	11,500
36000 Utilities	43,833	59,896	59,896	53,200	53,200
37000 Leases & Rentals	72,902	81,500	81,500	81,500	81,500
38000 R/M Contractual	162,310	165,000	165,000	165,000	165,000
39000 Miscellaneous	547	1,100	1,100	1,100	1,100
41000 Other Agency Serv	8,575	10,000	10,000	10,000	10,000
42000 Debt Service	41,744	420,258	420,258	420,258	420,258
44000 Misc Financial Serv	511,485	343,000	343,000	428,800	428,800
TOTAL	\$1,360,259	\$1,644,889	\$1,644,889	\$1,664,538	\$1,664,538

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

<u>Classification</u>	<u>Actual 2018/2019</u>	<u>Adopted 2019/2020</u>	<u>Year-End Estimated 2019/2020</u>	<u>Proposed 2020/2021</u>	<u>Adopted 2020/2021</u>
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$45,127	\$185,000	\$185,000	\$185,000	\$185,000
TOTAL	\$45,127	\$185,000	\$185,000	\$185,000	\$185,000
GRAND TOTAL	\$1,891,225	\$2,300,463	\$2,300,463	\$2,364,733	\$2,364,733

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.05	0.05	0.05	\$7,960	\$8,703	\$8,703
Public Works Maintenance Manager	0.10	0.15	0.15	11,630	18,092	18,092
Lead Equipment Mechanic	1.00	1.00	1.00	77,744	80,580	80,580
Equipment Mechanic	2.00	2.00	2.00	116,682	121,887	121,887
Auto Shop Technician	1.00	1.00	1.00	57,996	59,160	59,160
Auto Mechanic Certificate	0.00	0.00	0.00	1,200	1,200	1,200
Bilingual	0.00	0.00	0.00	600	690	690
Education Incentive	0.00	0.00	0.00	249	105	105
Longevity Pay	0.00	0.00	0.00	4,200	4,830	4,830
Separation Benefits	0.00	0.00	0.00	26,700	17,300	17,300
<u>Part-Time</u>						
Maintenance Worker	0.00	0.48	0.48	0	19,221	19,221
Total	4.15	4.68	4.68	\$304,961	\$331,768	\$331,768

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$871,497	\$1,026,840	\$1,041,240	\$1,115,734	\$1,115,734
SERVICES & SUPPLIES	136,713	201,615	197,971	151,535	151,535
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,008,210	\$1,228,455	\$1,239,211	\$1,267,269	\$1,267,269
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	6.25	7.23	7.23	8.19	8.19

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Capital Improvement Projects (CIP) commenced and/or completed	11	10	12
Dollar value of CIP projects completed (\$ millions)	\$2.6	\$2.6	\$9.9
Subdivisions Processed:			
<i>Tentative Tract Maps</i>	2	3	2
<i>Tentative Parcels Maps</i>	2	1	2
<i>Final Tract Maps</i>	2	2	2
<i>Final Parcel Maps</i>	2	2	2
<i>Lot Line Adjustments Reviewed</i>	1	2	2
Conditional Use Permits Reviewed	1	4	3
Variances Reviewed	0	0	0
Site and Plan Checks for Building Permits	58	80	95
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	452	405	400
Grading Permits Issued	6	6	6
Traffic Engineering Issues Investigated	25	20	20

2020-2021 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification*: Construct the Potrero Grande Beautification project that includes new landscaped median islands, pavement rehabilitation, curb and gutter, and sidewalk repairs on Potrero Grande Drive between Markland Drive and Arroyo Drive.
2. *Improve Organizational Effectiveness and Efficiency*: Construct the second phase of water main replacements in the northeast quadrant of the City east of Garfield Avenue and north of Garvey Avenue as well as the N. Atlantic Water and Sewer Improvements along N. Atlantic Blvd. and Garvey Ave.
3. *Achieve Financial Stability*: Continue to pursue and be awarded transportation grants as we implement the City's Pavement Management Program, Bicycle Master Plan.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Facilitated the permitting, inspection, and general oversight of the Courtyard Marriott Hotel project that are currently under construction and nearing completion.
2. *Achieve Financial Stability*: Update the City's Pavement Management Program and pursue the issuance of bonds in order to fund large scale street resurfacing projects.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is the cost for engineering consultant services and miscellaneous professional services, \$105,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$555,306	\$637,354	\$637,354	\$666,448	\$666,448
11300 Part Time Salaries	12,540	0	14,400	30,368	30,368
11400 Overtime Salaries	486	0	0	0	0
11500 Separation Benefits	24,242	25,100	25,100	26,100	26,100
TOTAL	\$592,574	\$662,454	\$676,854	\$722,916	\$722,916
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,791	\$2,271	\$2,271	\$2,272	\$2,272
12300 Medical Insurance	59,095	90,796	90,796	93,617	93,617
12350 Medicare Insurance	8,239	9,304	9,304	9,457	9,457
12370 Part Time Retirement	502	0	0	1,217	1,217
12400 Dental Insurance	5,984	7,777	7,777	8,656	8,656
12500 Workers Compensation	9,526	11,908	11,908	14,800	14,800
12600 Retirement	186,052	231,813	231,813	250,950	250,950
12750 City 401 Plan	3,739	5,182	5,182	6,313	6,313
12900 Long Term Disability	2,262	2,922	2,922	2,922	2,922
12950 Vision Plan	1,733	2,413	2,413	2,614	2,614
TOTAL	\$278,923	\$364,386	\$364,386	\$392,818	\$392,818
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,952	\$3,350	\$3,650	\$3,350	\$3,350
22000 Operating Supplies	1,714	1,350	1,350	1,350	1,350
24000 Small Tools	3,088	2,300	2,300	2,300	2,300
31000 Contracted Services	83,582	137,039	137,039	105,000	105,000
32000 Communications	11,836	14,376	14,376	4,535	4,535
33000 Motor Pool Charges	11,707	16,200	16,200	16,900	16,900
37000 Leases & Rentals	12,799	14,000	14,000	14,000	14,000
38000 R/M Contractual	5,035	9,000	5,000	0	0
39000 Miscellaneous	4,000	4,000	4,056	4,100	4,100
TOTAL	\$136,713	\$201,615	\$197,971	\$151,535	\$151,535
GRAND TOTAL	\$1,008,210	\$1,228,455	\$1,239,211	\$1,267,269	\$1,267,269

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Engineering**

ACTIVITY NO.: **4212**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.08	0.08	0.08	\$12,735	\$13,925	\$13,925
Assistant City Engineer	1.00	1.00	1.00	128,952	136,530	136,530
Principal Management Analyst	0.15	0.15	0.15	14,974	15,977	15,977
Civil Engineering Associate	2.00	2.00	2.00	210,552	214,800	214,800
Civil Engineering Assistant	1.00	1.00	1.00	66,876	76,092	76,092
Civil Engineering Technician	2.00	2.00	2.00	132,492	135,144	135,144
Administrative Secretary	1.00	1.00	1.00	63,780	65,064	65,064
Bilingual	0.00	0.00	0.00	2,670	3,270	3,270
Education Incentive	0.00	0.00	0.00	3,123	4,444	4,444
Notary Bonus Pay	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	25,100	26,100	26,100
<u>Part-Time</u>						
Engineering Aide	0.00	0.96	0.96	0	30,370	30,370
Total	7.23	8.19	8.19	\$662,454	\$722,916	\$722,916

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Planning

ACTIVITY NO.: 4213

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$299,917	\$312,417	\$345,377	\$345,377
SERVICES & SUPPLIES	0	60,290	59,590	48,095	48,095
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$360,207	\$372,007	\$393,472	\$393,472
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.15	2.05	2.05	3.01	3.01

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.

The Division's 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.
- Administers and coordinates City, State and regional land use policies, regulations and other legislation to ensure developments that be consistent with the City's standards, policies and plans and enhance the quality 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Code Amendments	0	1	1
Conditional Use Permits	13	2	8
General Plan Amendments	1	1	1
Specific Plan	0	1	1
Parcel Maps	6	0	2
Radius Map/Mailing	27	2	22
Tentative Tract Maps	6	0	4
Time Extensions	2	1	2
Variances	0	0	1
Zone Changes	1	1	1
CEQA			
Environmental Impact Reports	0	0	0
Negative Declarations	0	0	10
Categorical Exemptions	13	2	10
DESIGN REVIEW			
Signs	4	3	5
Remodels, No increase of floor area	2	0	3
Remodels, Increase of floor area	1	0	1
New Construction < 10,000 SF	1	0	3
New Construction > 10,000 SF	0	1	3
Landscaping	2	3	1
Single-Family Residential	14	4	10

ADMINISTRATIVE APPLICATIONS:

Banners	44	6	35
Minor Departure	0	0	1
Accessory Dwelling Units	20	2	15
Site Plan Review	1	0	3
Temporary Use Permits	9	0	5
Traffic/Parking Study	0	1	1
Yard Sales	169	20	30

2020-2021 GOALS AND OBJECTIVES

1. *Complete Market Place and other Major Projects:* Continue to provide assistance to the Market Place Development with plan checks for the construction of the tenant buildings and interior remodels. Complete the Housing Element update (per the 6th Cycle Regional Housing Needs Assessment), Mitigated Negative Declaration, and subsequent Zoning Code Amendment.
2. *Improve communitywide beautification:* Report on the adequacy of the Comprehensive General Plan to the Planning Commission and City Council. Budget permitting, commence with an update to the Housing Element followed by a zoning code update the subsequent year.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Completed construction for Buffalo Wild Wings and Chase Bank at the Market Place. Continued construction for Courtyard by Marriott, Holiday Inn Suites, Ono Hawaiian BBQ, one-story, 5,000 square feet retail building at northeast corner of Garvey Avenue and Atlantic Boulevard (795 West Garvey Avenue), and two-story, 11,356 square feet at Garvey Avenue and Moore Avenue (540 West Garvey Avenue).
2. Completed the 2040 General Plan Land Use Element (LUE) update project and placed on the ballot (Measure II).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$28,000 reflects the consulting services for anticipated developments.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Planning**

ACTIVITY NO.: **4213**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$0	\$184,188	\$184,188	\$190,039	\$190,039
11300 Part Time Salaries	0	0	13,500	27,652	27,652
11400 Overtime Salaries	0	1,500	500	1,500	1,500
11500 Separation Benefits	0	8,600	8,600	8,900	8,900
TOTAL	\$0	\$194,288	\$206,788	\$228,091	\$228,091
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$649	\$649	\$650	\$650
12300 Medical Insurance	0	23,307	23,307	23,629	23,629
12350 Medicare Insurance	0	2,672	2,672	3,179	3,179
12370 Part Time Retirement	0	0	0	1,107	1,107
12400 Dental Insurance	0	1,828	1,828	1,863	1,863
12500 Workers Compensation	0	8,738	8,738	10,900	10,900
12600 Retirement	0	66,927	66,927	74,447	74,447
12750 City 401 Plan	0	65	65	65	65
12900 Long Term Disability	0	847	847	849	849
12950 Vision Plan	0	596	596	597	597
TOTAL	\$0	\$105,629	\$105,629	\$117,286	\$117,286
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$1,800	\$1,700	\$1,800	\$1,800
22000 Operating Supplies	0	500	500	500	500
24000 Small Tools	0	350	350	350	350
31000 Contracted Services	0	28,000	28,000	28,000	28,000
32000 Communications	0	9,145	8,545	1,645	1,645
33000 Motor Pool Charges	0	2,500	2,500	2,600	2,600
37000 Leases & Rentals	0	11,500	11,500	11,500	11,500
38000 R/M Contractual	0	4,795	4,795	0	0
39000 Miscellaneous	0	1,700	1,700	1,700	1,700
TOTAL	\$0	\$60,290	\$59,590	\$48,095	\$48,095
GRAND TOTAL	\$0	\$360,207	\$372,007	\$393,472	\$393,472

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Planning**

ACTIVITY NO.: **4213**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.05	0.05	0.05	\$7,960	\$8,703	\$8,703
Senior Planner	1.00	1.00	1.00	110,340	112,572	112,572
Assistant Planner	1.00	1.00	1.00	63,263	66,138	66,138
Education Incentive	0.00	0.00	0.00	2,625	2,626	2,626
Overtime	0.00	0.00	0.00	1,500	1,500	1,500
Separation Benefits	0.00	0.00	0.00	8,600	8,900	8,900
<u>Part-Time</u>						
Planning Intern	0.00	0.96	0.96	0	27,652	27,652
Total	2.05	3.01	3.01	\$194,288	\$228,091	\$228,091

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building and Safety

ACTIVITY NO.: 4214

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$829,476	\$831,476	\$880,247	\$880,247
SERVICES & SUPPLIES	0	182,140	182,140	114,045	114,045
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$0	 \$1,011,616	 \$1,013,616	 \$994,292	 \$994,292
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.30	 6.05	 6.05	 6.05	 6.05

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. 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 include:

- 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	<i>10</i>	<i>19</i>	<i>15</i>
<i>b. Residential, Add/Alter</i>	<i>416</i>	<i>350</i>	<i>260</i>
<i>c. Non-Residential, New</i>	<i>4</i>	<i>1</i>	<i>2</i>
<i>d. Non-Residential, Add/Alter</i>	<i>119</i>	<i>49</i>	<i>30</i>
<i>e. Miscellaneous</i>	<i><u>100</u></i>	<i><u>92</u></i>	<i><u>90</u></i>
Building Permits Total	649	511	397
Electrical Permits	137	110	110
Mechanical Permits	109	60	80
Plumbing Permits	<u>131</u>	<u>90</u>	<u>100</u>
All Permits Total	1026	771	687
ANNUAL PERMIT VALUATION	180 mil.	38 mil.	30 mil.
PLAN CHECKS			
Total Number Processed	<u>522</u>	<u>356</u>	<u>350</u>
Processed In-House	90%	90%	90%
Contracted Out	10%	10%	10%

INSPECTIONS

Construction Inspections	8087	5000	5,000
Certificate of Occupancy	4	3	5
All Inspections Total	8091	5003	5,005

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Our goal is to hire and recruit a qualified person for the position of permit technician to fill a vacancy in the Division; and support staff development as the State implemented the Building Standards Code for 2020 by in-house and outsource training for consistency and effective enforcement establishing minimum requirements to provide a reasonable level of safety to the built environment. We will also monitor and implement upgrades to the current permitting management software (Accela) for improvements to efficiency and resourcefulness.

2019-2020 MAJOR ACCOMPLISHMENTS

1. We have completed the inspection and issued Certificate of Occupancy for the "Mesa Substation" operations building; several major national franchise retail food establishments at the "Market Place"; and the "Marriott Hotel".

Other major accomplishments include the completion of the plan review and permit issuance for a new mixed-use project consisting of a condominium, an apartment, a hotel, and retail spaces and the plan review of a fast growing restaurant chain serving chicken fingers on a vacant lot at one of the City's highest trafficked arterial road.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) \$40,000 reflects the annual cost of computer licensing, repairs and maintenance.
2. Contracted Services category (#31000) \$104,795 reflects the consulting services for anticipated developments.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Building and Safety**

ACTIVITY NO.: **4214**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$0	\$507,940	\$507,940	\$521,275	\$521,275
11400 Overtime Salaries	0	1,000	3,000	1,000	1,000
11500 Separation Benefits	0	37,100	37,100	38,300	38,300
TOTAL	\$0	\$546,040	\$548,040	\$560,575	\$560,575
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$1,896	\$1,896	\$1,899	\$1,899
12300 Medical Insurance	0	65,794	65,794	86,232	86,232
12350 Medicare Insurance	0	7,319	7,319	7,561	7,561
12400 Dental Insurance	0	7,078	7,078	6,953	6,953
12500 Workers Compensation	0	8,738	8,738	10,900	10,900
12600 Retirement	0	184,760	184,760	196,350	196,350
12750 City 401 Plan	0	3,315	3,315	5,395	5,395
12900 Long Term Disability	0	2,432	2,432	2,434	2,434
12950 Vision Plan	0	2,104	2,104	1,948	1,948
TOTAL	\$0	\$283,436	\$283,436	\$319,672	\$319,672
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$1,400	\$1,400	\$1,400	\$1,400
22000 Operating Supplies	0	4,400	4,400	4,400	4,400
24000 Small Tools	0	3,100	3,100	3,100	3,100
31000 Contracted Services	0	104,795	104,795	50,000	50,000
32000 Communications	0	12,945	12,945	445	445
33000 Motor Pool Charges	0	9,000	9,000	9,200	9,200
38000 R/M Contractual	0	41,000	41,000	40,000	40,000
39000 Miscellaneous	0	5,500	5,500	5,500	5,500
TOTAL	\$0	\$182,140	\$182,140	\$114,045	\$114,045
GRAND TOTAL	\$0	\$1,011,616	\$1,013,616	\$994,292	\$994,292

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Building and Safety**

ACTIVITY NO.: **4214**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.05	0.05	0.05	\$7,960	\$8,703	\$8,703
Building Official	1.00	1.00	1.00	128,532	131,124	131,124
Plan Checker	1.00	1.00	1.00	83,279	86,898	86,898
Building Inspector	2.00	2.00	2.00	162,789	167,796	167,796
Permit Technician II	1.00	1.00	1.00	70,428	71,844	71,844
Permit Technician I	1.00	1.00	1.00	50,648	50,604	50,604
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	3,704	3,706	3,706
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Seperation Benefits	0.00	0.00	0.00	37,100	38,300	38,300
Total	6.05	6.05	6.05	\$546,040	\$560,575	\$560,575

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$312,439	\$154,861	\$154,861	\$169,578	\$169,578
SERVICES & SUPPLIES	49,430	110,464	96,314	88,649	88,649
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$361,869	\$265,325	\$251,175	\$258,227	\$258,227
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.85	.85	.85	.85	.85

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.
- 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.
- Identify and track Federal and State regulations that could require large capital investments for treatment of specific contaminants (e.g., PFOS/PFOA, arsenic, volatile organic compounds, Perchlorate, 1,4-Dioxane, 1,1-DCA, MTBE, Chromium 6, etc.).

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.

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Work closely with the Department of Drinking Water to complete and permit the Centralized Groundwater Treatment System with the addition of a new treatment component for the removal of PFOS/PFOA that is now mandated by the State.
2. *Improve Organizational Effectiveness and Efficiency:* Continue the rehabilitation of wells and well motors to ensure optimal efficiency and the production of safe drinking water for the community.
3. *Achieve Financial Stability:* Complete Water Master Plan Capital Improvement Projects to include the installation of new water mainline.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Submitted to the State Water Resource Controls Board Division of Drinking Water the permit information for the Centralized Groundwater Treatment System.
2. *Improve Organizational Effectiveness and Efficiency:* Submitted to the State Water Resource Controls Board Division of Drinking Water the process flow diagram for the removal of PFOS/PFOA.

3. Improve Organizational Effectiveness and Efficiency: Rehabilitated Well 12. Completed the inspection and cleaning of seven water reservoir sites as part of the five-year maintenance plan to ensure the efficiency of the distribution system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$6,000 includes costs for CCR development.
2. Communications category (#32000) \$7,399 includes budget to cover postage for CCR report.
3. Motor Pool Charges category (#33000) \$7,300 includes costs of conferences and seminars.
4. R/M Contractual category (#38000) 36,000 includes the annual subscription cost of Smart Energy Systems Workforce Management Program.
5. Miscellaneous category (#39000) \$16,500 includes costs of printing cost for CCR report.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Administration**

ACTIVITY NO.: **4220**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$74,440	\$85,943	\$85,943	\$91,364	\$91,364
11500 Separation Benefits	4,618	4,800	4,800	5,000	5,000
TOTAL	\$79,058	\$90,743	\$90,743	\$96,364	\$96,364
EMPLOYEE BENEFITS					
12200 Life Insurance	\$356	\$297	\$297	\$297	\$297
12300 Medical Insurance	21,916	7,949	7,949	8,316	8,316
12350 Medicare Insurance	1,656	1,263	1,263	1,325	1,325
12400 Dental Insurance	959	871	871	919	919
12500 Workers Compensation	16,950	21,188	21,188	26,500	26,500
12600 Retirement	37,376	31,251	31,251	34,402	34,402
12650 Pension Gasb68 Expense	152,674	0	0	0	0
12750 City 401 Plan	758	683	683	839	839
12900 Long Term Disability	430	359	359	359	359
12950 Vision Plan	306	257	257	257	257
TOTAL	\$233,381	\$64,118	\$64,118	\$73,214	\$73,214
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,955	\$3,700	\$3,700	\$3,700	\$3,700
22000 Operating Supplies	2,108	3,500	3,500	3,500	3,500
24000 Small Tools	2,097	2,250	2,250	2,250	2,250
31000 Contracted Services	5,170	6,000	6,000	6,000	6,000
32000 Communications	2,125	7,264	7,264	7,399	7,399
33000 Motor Pool Charges	4,650	7,000	7,000	7,300	7,300
37000 Leases & Rentals	3,467	6,000	6,000	6,000	6,000
38000 R/M Contractual	16,999	55,750	44,100	36,000	36,000
39000 Miscellaneous	9,859	19,000	16,500	16,500	16,500
TOTAL	\$49,430	\$110,464	\$96,314	\$88,649	\$88,649
GRAND TOTAL	\$361,869	\$265,325	\$251,175	\$258,227	\$258,227

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Administration**

ACTIVITY NO.: **4220**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.20	0.20	0.20	\$31,838	\$34,812	\$34,812
Water Utility Manager	0.15	0.15	0.15	16,708	17,434	17,434
Principal Management Analyst	0.20	0.20	0.20	21,048	21,473	21,473
Senior Clerk Typist	0.30	0.30	0.30	14,909	15,719	15,719
Bilingual	0.00	0.00	0.00	180	180	180
Education Incentive	0.00	0.00	0.00	1,020	1,020	1,020
Longevity	0.00	0.00	0.00	240	240	240
Separation Benefits	0.00	0.00	0.00	4,800	5,000	5,000
DHS Certificate	0.00	0.00	0.00	0	486	486
Total	0.85	0.85	0.85	\$90,743	\$96,364	\$96,364

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$640,020	\$716,159	\$716,159	\$724,215	\$724,215
SERVICES & SUPPLIES	301,404	439,917	439,917	507,700	507,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$941,424	\$1,156,076	\$1,156,076	\$1,231,915	\$1,231,915
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	3.97	5.81	5.81	6.07	6.07

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 13,643 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 Works Association (AWWA) 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 101 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.
- Track and maintain 1,330 private backflow prevention assemblies for water system protection as required by the State Water Resources Control Board Division of Drinking Water (DDW) standards.
- On a bimonthly reading cycle, report any safety hazards or code violations to the proper department.
- 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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Large Water Meter Installation/Upgrades (3"– 8" meters)			
Meter installation upgrades	5	6	5
Water Turn-ons and Turn-offs:	2,080	2,420	2,000
Work orders completed:	6,237	6,106	6,500

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Upgrade and improve the Tokay software that is used to track backflow compliance and integrate the software with Billmaster to update addresses and contacts.
2. *Improve Organizational Effectiveness and Efficiency:* Work with Smart Energy Systems to capture and record more data with the workforce management software.
3. *Improve Organizational Effectiveness and Efficiency:* Identify and replace electronic AMR meter failures in order to capture 100% of AMR route readings.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Added a second Cross Connection Control Inspector to better serve customers and to improve accountability of backflow compliance and cross connection occurrences.

2. *Improve Organizational Effectiveness and Efficiency*: Continued to address and update all parcels that require backflow upgrades in order to maintain compliance with the Department of Health Services.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies Category (#23000) \$34,500 includes costs for meters and other supplies.
2. Miscellaneous category (#39000) \$12,000 includes costs for membership dues and certification classes.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Commercial**

ACTIVITY NO.: **4221**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$367,678	\$396,646	\$396,646	\$397,840	\$397,840
11300 Part Time Salaries	0	8,251	8,251	0	0
11400 Overtime Salaries	28,099	22,500	22,500	22,500	22,500
11500 Separation Benefits	11,736	12,100	12,100	12,500	12,500
TOTAL	\$407,513	\$439,497	\$439,497	\$432,840	\$432,840
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,551	\$1,769	\$1,769	\$1,770	\$1,770
12300 Medical Insurance	55,418	70,204	70,204	66,325	66,325
12350 Medicare Insurance	5,743	5,786	5,786	6,095	6,095
12400 Dental Insurance	4,021	5,233	5,233	4,885	4,885
12500 Workers Compensation	33,330	41,663	41,663	52,100	52,100
12600 Retirement	125,831	144,337	144,337	149,915	149,915
12750 City 401 Plan	3,230	3,686	3,686	6,374	6,374
12900 Long Term Disability	1,921	2,198	2,198	2,198	2,198
12950 Vision Plan	1,462	1,786	1,786	1,713	1,713
TOTAL	\$232,507	\$276,662	\$276,662	\$291,375	\$291,375
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,508	\$1,750	\$1,750	\$1,750	\$1,750
22000 Operating Supplies	5,264	6,000	6,000	6,000	6,000
23000 R/M Supplies	30,221	34,500	34,500	34,500	34,500
24000 Small Tools	5,236	6,500	6,500	6,500	6,500
31000 Contracted Services	11,868	12,967	12,967	34,650	34,650
32000 Communications	65,961	65,450	65,450	65,450	65,450
33000 Motor Pool Charges	50,648	60,000	60,000	62,400	62,400
37000 Leases & Rentals	0	750	750	750	750
38000 R/M Contractual	9,537	10,000	10,000	10,000	10,000
39000 Miscellaneous	2,161	12,000	12,000	12,000	12,000
44000 Misc Financial Serv	118,000	230,000	230,000	273,700	273,700
TOTAL	\$301,404	\$439,917	\$439,917	\$507,700	\$507,700
GRAND TOTAL	\$941,424	\$1,156,076	\$1,156,076	\$1,231,915	\$1,231,915

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Commercial**

ACTIVITY NO.: **4221**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Water Operation Supervisor	0.50	0.50	0.50	\$43,710	\$45,714	\$45,714
Cross Connection Control Inspector	2.00	2.00	2.00	147,408	140,940	140,940
Consumer Services Representative	2.00	2.00	2.00	129,936	132,552	132,552
Water Production System Operator	0.10	0.10	0.10	6,985	7,126	7,126
Water Utility Maintenance Worker	0.95	0.95	0.95	53,901	54,727	54,727
Senior Clerk Typist	0.12	0.12	0.12	5,964	6,288	6,288
DHS Certification	0.00	0.00	0.00	7,908	8,772	8,772
Bilingual	0.00	0.00	0.00	732	1,332	1,332
Education Incentive	0.00	0.00	0.00	102	102	102
Pest Control Special Skill Pay	0.00	0.00	0.00	0	287	287
Overtime	0.00	0.00	0.00	22,500	22,500	22,500
Separation Benefits	0.00	0.00	0.00	12,100	12,500	12,500
<u>Part-Time</u>						
Maintenance Worker	0.14	0.40	0.40	8,251	19,117	19,117
Total	5.81	6.07	6.07	\$439,497	\$451,957	\$451,957

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$87,540	\$97,408	\$97,408	\$96,686	\$96,686
SERVICES & SUPPLIES	3,098,500	4,019,236	3,940,236	4,357,544	4,357,544
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,186,040	\$4,116,644	\$4,037,644	\$4,454,230	\$4,454,230
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.60	.73	.73	1.00	1.00

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 Water Resources Control Board Division of Drinking Water (DDW) certified water treatment operators and regulated operations for the safe and efficient production of water for the community. In compliance with Title 22, State of California, Department of Public Health, weekly, monthly, quarterly, and yearly samples are collected for volatile organic chemicals, perchlorate, and general mineral levels. Additionally, production personnel collect a monthly average of 180 chlorine residuals, 90 bacteriological samples, and 19 general physical samples at the wells, pump stations, treatment plants, reservoirs and at various locations in the water distribution system. Continuously conduct maintenance and/or supervise the maintenance of the wells, pump

stations, treatment plants, and reservoirs. In addition, maintain, monitor, and control the wells, booster stations, and pumps through use of the newly integrated SCADA System.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Water Production:			
(Acre-feet/year)	7,540	7,528	7,904
(Million gallons/year)	2,456	2,453	2,575
(Million gallons/day)	6.73	6.71	7.05
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

2020-2021 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Inspect concrete and steel water storage reservoirs for increased infrastructure reliability.
2. *Improve Organizational Effectiveness and Efficiency:* Rehabilitate Vagabond No.1 Booster Pump to increase pumping reliability and efficiency.
3. *Improve Organizational Effectiveness and Efficiency:* Rehabilitate Delta No.4 Booster Pump to increase pumping reliability and efficiency.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Updated California Environmental Reporting System's information for increased safety to the communities.
2. *Improve Organizational Effectiveness and Efficiency:* Upgraded radios and Supervisory Controls and Data Acquisition (SCADA) computers and operating software for increased reliability.
3. *Improve Organizational Effectiveness and Efficiency:* Installed new air-vacs and covers on city-owned water transmission mains that are located outside city boundary.

4. Improve Organizational Effectiveness and Efficiency: Rebuilt pump control valves at Russell Booster Station for increased pumping reliability and efficiency.
5. Improve Organizational Effectiveness and Efficiency: Rebuilt pump control valves at Bradshawe Booster Station for increased pumping reliability and efficiency.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$2,332,000 includes water assessment charges. The FY2021 rates are estimated to be \$200 per acre feet for an estimated 7,904 acre feet of water produced for production assessment; \$200 per acre feet for an estimated 2,816 acre feet for replacement water assessment; \$80,500 for prescriptive pumping rights; \$41K for water system annual fees; and \$10K for producer dues. This category also includes the cost to purchase water.

Water Assessment	Rate Per Acre Foot	Acre Feet	Subtotal
Water System Annual Fees (WQA)			\$ 40,975
Prescriptive pumping rights (WQA)	\$ 12	6,704	\$ 80,448
Water Master Assessment	\$ 200	7,904	\$ 1,580,800
Replacement Water (SGVMWD)	\$ 200	2,816	\$ 563,152
Annual Assessment (SGVWA)	\$ 1.30	7,127	\$ 9,290
Est. cost to purchase water			\$ 50,000
TOTAL			\$ 2,324,665

2. R/M Supplies category (#23000) \$142,200 includes cost for plumbing and electrical supplies.
3. Contracted Services category (#31000) \$150,000 includes professional services for water quality analyses.
4. R/M Contractual category (#38000) \$91,000 includes costs for maintenance and repairs. The budget has been increased to pay for Booster Pump repairs and landscape maintenance contracts.
5. Debt Service category (#42000) \$113,054 is the debt service payment for the La Loma and Highland water storage reservoirs. The thirty-year lease will retire in 2032.
6. Miscellaneous Financial Service category (#44000) \$784,300 is this activity's contribution to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Production**

ACTIVITY NO.: **4222**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$47,499	\$46,851	\$46,851	\$48,813	\$48,813
11300 Part Time Salaries	0	7,661	7,661	0	0
11400 Overtime Salaries	4,265	3,500	3,500	3,500	3,500
11500 Separation Benefits	1,732	1,800	1,800	1,900	1,900
TOTAL	\$53,496	\$59,812	\$59,812	\$54,213	\$54,213
EMPLOYEE BENEFITS					
12200 Life Insurance	\$187	\$188	\$188	\$188	\$188
12300 Medical Insurance	5,898	5,900	5,900	6,188	6,188
12350 Medicare Insurance	743	680	680	759	759
12370 Part Time Retirement	0	307	307	0	0
12400 Dental Insurance	304	312	312	324	324
12500 Workers Compensation	10,002	12,503	12,503	15,600	15,600
12600 Retirement	16,250	17,045	17,045	18,389	18,389
12750 City 401 Plan	260	260	260	624	624
12900 Long Term Disability	238	238	238	238	238
12950 Vision Plan	162	163	163	163	163
TOTAL	\$34,044	\$37,596	\$37,596	\$42,473	\$42,473
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,732	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	1,477,884	2,097,520	2,097,520	2,332,000	2,332,000
23000 R/M Supplies	99,085	142,200	142,200	142,200	142,200
24000 Small Tools	2,918	5,000	5,000	5,000	5,000
31000 Contracted Services	134,181	150,000	85,000	150,000	150,000
32000 Communications	12,014	12,000	12,000	12,090	12,090
33000 Motor Pool Charges	78,786	85,000	85,000	88,400	88,400
36000 Utilities	507,102	632,297	632,297	609,600	609,600
37000 Leases & Rentals	800	2,000	2,000	2,000	2,000
38000 R/M Contractual	63,521	81,000	72,000	91,000	91,000
39000 Miscellaneous	519	900	900	900	900
41000 Other Agency Serv	54,523	25,000	20,000	25,000	25,000
42000 Debt Service	47,135	113,319	113,319	113,054	113,054
44000 Misc Financial Serv	617,300	671,000	671,000	784,300	784,300
TOTAL	\$3,098,500	\$4,019,236	\$3,940,236	\$4,357,544	\$4,357,544
GRAND TOTAL	\$3,186,040	\$4,116,644	\$4,037,644	\$4,454,230	\$4,454,230

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Production**

ACTIVITY NO.: **4222**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Water Utility Manager	0.10	0.10	0.10	\$11,139	\$11,622	\$11,622
Water Production Supervisor	0.05	0.05	0.05	4,943	5,042	5,042
Water Production System Operator	0.45	0.45	0.45	28,975	29,940	29,940
DHS Certification	0.00	0.00	0.00	744	1,068	1,068
Bilingual	0.00	0.00	0.00	120	120	120
Education Incentive	0.00	0.00	0.00	720	720	720
Longevity Pay	0.00	0.00	0.00	210	210	210
Pest Control Special Skill Pay	0.00	0.00	0.00	0	91	91
Overtime	0.00	0.00	0.00	3,500	3,500	3,500
Separation Benefits	0.00	0.00	0.00	1,800	1,900	1,900
<u>Part-Time</u>						
Maintenance Worker	0.13	0.40	0.40	7,661	19,117	19,117
Total	0.73	1.00	1.00	\$59,812	\$73,330	\$73,330

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$670,711	\$801,804	\$801,804	\$874,874	\$874,874
SERVICES & SUPPLIES	2,527,252	1,409,952	1,409,952	1,519,012	1,519,012
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$3,197,963	 \$2,211,756	 \$2,211,756	 \$2,393,886	 \$2,393,886
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.99	 6.58	 6.58	 6.85	 6.85

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Water Valve Exercising:			
Valves exercised	174	216	1,036
Percent of valves exercised (2,073 total)	8%	10%	50%
New Water Services Installed:	31	29	35
Water Services Repaired:	44	50	55
Water Mains Repaired:	38	25	30
Gate Valves Repaired:	13	12	15

2020-2021 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency. Work hand-in-hand with the Engineering Division to complete large water main replacement projects in the water distribution system that are scheduled for this fiscal year. Work include planning, strategizing shut-downs, inspections and daily support.
2. Improve organizational effectiveness and efficiency. Install six new water main blow offs on the dead ends to meet water quality standards.
3. Improve organizational effectiveness and efficiency. Replace old deteriorating metal air vac covers with new attractive composite covers.
4. Improve organizational effectiveness and efficiency. Augment number of valves exercised, improving preventive maintenance, utilizing additional part-time staff.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Improve organizational effectiveness and efficiency. Successfully integrated and implemented the workforce management system to optimize workflow and documentation of requested and completed jobs.
2. Improve organizational effectiveness and efficiency. Updated 2007 Water Standards to new and improved current standards.
3. Improve organizational effectiveness and efficiency. Continued implementation of cross training within the department. Cross training has allowed the division to operate seamlessly while waiting for vacant positions to be filled.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies Category (#22000) \$23,100 includes parts and material for the Water Division building irrigation system and safety equipment.
2. R/M Supplies Category (#23000) \$185,800 includes costs for the maintenance and repair of equipment.
3. Contracted Service Category (#31000) \$15,000 includes professional services such as underground service, vault, and asphalt repairs.
4. Debt Service category (#42000) \$683,882 is the cost for City-wide installation of Automatic Meter Reading (AMR) meters that was part of the Siemens Lease-Purchase Energy Efficiency Program. Lease ends on 2031.
5. Misc Financial Service category (#44000) \$474,900 is the shared contribution for the City's General Liability insurance, required repair and maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$357,757	\$430,969	\$430,969	\$420,501	\$420,501
11300 Part Time Salaries	10,418	7,661	7,661	57,352	57,352
11400 Overtime Salaries	34,844	35,000	35,000	35,000	35,000
11500 Separation Benefits	33,632	34,700	34,700	35,800	35,800
TOTAL	\$436,651	\$508,330	\$508,330	\$548,653	\$548,653
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,607	\$2,013	\$2,013	\$2,013	\$2,013
12300 Medical Insurance	53,711	62,169	62,169	62,998	62,998
12350 Medicare Insurance	5,951	6,330	6,330	7,436	7,436
12370 Part Time Retirement	649	385	385	13,861	13,861
12400 Dental Insurance	4,838	5,865	5,865	5,713	5,713
12500 Workers Compensation	40,975	51,219	51,219	64,000	64,000
12600 Retirement	119,279	156,844	156,844	158,480	158,480
12750 City 401 Plan	3,088	3,803	3,803	7,235	7,235
12900 Long Term Disability	1,992	2,507	2,507	2,507	2,507
12950 Vision Plan	1,970	2,339	2,339	1,978	1,978
TOTAL	\$234,060	\$293,474	\$293,474	\$326,221	\$326,221
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,292	\$1,350	\$1,350	\$1,350	\$1,350
22000 Operating Supplies	12,773	23,100	23,100	23,100	23,100
23000 R/M Supplies	164,244	185,800	185,800	185,800	185,800
24000 Small Tools	8,827	10,000	10,000	10,000	10,000
31000 Contracted Services	29,107	15,000	15,000	15,000	15,000
32000 Communications	1,641	580	580	1,630	1,630
33000 Motor Pool Charges	92,292	96,000	96,000	99,900	99,900
36000 Utilities	4,059	5,000	5,000	4,500	4,500
37000 Leases & Rentals	1,138	2,000	2,000	2,000	2,000
38000 R/M Contractual	14,789	11,450	11,450	11,450	11,450
39000 Miscellaneous	2,304	5,500	5,500	5,500	5,500
42000 Debt Service	228,466	649,172	649,172	683,882	683,882
44000 Misc Financial Serv	1,966,320	405,000	405,000	474,900	474,900
TOTAL	\$2,527,252	\$1,409,952	\$1,409,952	\$1,519,012	\$1,519,012
GRAND TOTAL	\$3,197,963	\$2,211,756	\$2,211,756	\$2,393,886	\$2,393,886

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Water Utility Manager	0.10	0.10	0.10	\$11,139	\$11,622	\$11,622
Water Operations Supervisor	0.50	0.50	0.50	43,710	45,714	45,714
Water Distribution Crew Supervisor	1.00	1.00	1.00	80,940	82,572	82,572
Water Distribution Lead Worker	1.78	1.78	1.78	124,337	117,909	117,909
Water Utility Maintenance Worker	2.95	2.95	2.95	149,274	141,456	141,456
Senior Clerk Typist	0.12	0.12	0.12	5,964	6,288	6,288
Bilingual	0.00	0.00	0.00	2,190	1,740	1,740
Education Incentive	0.00	0.00	0.00	522	606	606
DHS Certification	0.00	0.00	0.00	11,825	11,206	11,206
Longevity Pay	0.00	0.00	0.00	1,068	1,068	1,068
Pest Control Special Skill Pay	0.00	0.00	0.00	0	320	320
Overtime	0.00	0.00	0.00	35,000	35,000	35,000
Separation Benefits	0.00	0.00	0.00	34,700	35,800	35,800
<u>Part-Time</u>						
Maintenance Worker	0.13	0.40	0.40	7,661	19,118	19,118
Total	6.58	6.85	6.85	\$508,330	\$510,419	\$510,419

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,000,000	4,387,500	4,387,500	1,600,000	1,600,000
TOTAL COSTS	\$1,000,000	\$4,387,500	\$4,387,500	\$1,600,000	\$1,600,000
 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. Sustainable Median Stormwater (91952) \$600,000

This is for the City's annual payment share of the East Los Angeles Sustainable Median Stormwater Capture Project.

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

2. Street Maintenance (81580) \$1,000,000

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 for street maintenance.

Prior Year Water Capital Projects

Street Maintenance (81580)	\$ 1,000,000 *
North Atlantic Water/Sewer Improvement (82266)	1,100,000 *
Water Main Replacement – Northeast Area Phase II (82268)	3,300,000 *
SCADA System Radio Replacement (82269)	87,500 *
Total	<u>\$ 5,487,500</u>

(*) Projects in Progress

(**) Projects completed

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Capital Projects**

ACTIVITY NO.: **4224**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
CAPITAL OUTLAY					
81000 Capital Improvements	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
82000 Capital Improvements	0	3,387,500	3,387,500	0	0
91000 Capital Improvements	0	0	0	600,000	600,000
TOTAL	\$1,000,000	\$4,387,500	\$4,387,500	\$1,600,000	\$1,600,000
GRAND TOTAL	\$1,000,000	\$4,387,500	\$4,387,500	\$1,600,000	\$1,600,000

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 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$484,655	\$298,866	\$298,866	\$314,062	\$314,062
SERVICES & SUPPLIES	275,555	1,051,880	833,508	1,058,498	1,058,498
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$760,210	\$1,350,746	\$1,132,374	\$1,372,560	\$1,372,560
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.13	2.10	2.10	2.19	2.19

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 State Water Resources Control Board Division of Drinking Water (DDW) requirements.

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency.* Continue to work with Department of Drinking water to complete the permit for the Centralized Groundwater Treatment System (CGTS) that includes Well No.5.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency.* Continued to meet pumping requirements per South El Monte Operating Unit (SEMOU) to remediate the contaminated well.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$300,100 includes chemicals and materials costs.
2. Contractual Services (#31000) \$256,544 includes professional services for lab analyses, engineering consultation and well inspection.
3. Utilities category (#36000) \$78,500 includes electricity costs.
4. Other Agency Services category (#41000) includes \$37,000 for permit costs and fees required by government agencies.
5. Debt Service category (#42000) includes \$200,000 for debt service payment for Well No. 5/6 Air Stripper.
6. Miscellaneous Financial Services (#44000) \$167,200 includes the shared contribution from Water Treatment funds to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment

ACTIVITY NO.: 4226

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$314,429	\$168,094	\$168,094	\$172,197	\$172,197
11300 Part Time Salaries	6,996	6,190	6,190	6,304	6,304
11400 Overtime Salaries	13,326	14,400	14,400	14,400	14,400
11500 Separation Benefits	9,197	9,600	9,600	10,000	10,000
TOTAL	\$343,948	\$198,284	\$198,284	\$202,901	\$202,901
EMPLOYEE BENEFITS					
12200 Life Insurance	\$630	\$633	\$633	\$635	\$635
12300 Medical Insurance	27,471	23,079	23,079	24,309	24,309
12350 Medicare Insurance	2,875	2,441	2,441	2,473	2,473
12370 Part Time Retirement	0	0	0	2,370	2,370
12400 Dental Insurance	1,514	1,570	1,570	1,621	1,621
12500 Workers Compensation	7,289	9,111	9,111	11,400	11,400
12600 Retirement	61,802	61,142	61,142	64,861	64,861
12650 Pension Gasb68 Expense	36,525	0	0	0	0
12750 City 401 Plan	1,173	1,170	1,170	2,075	2,075
12900 Long Term Disability	834	839	839	832	832
12950 Vision Plan	594	597	597	585	585
TOTAL	\$140,707	\$100,582	\$100,582	\$111,161	\$111,161
SERVICES & SUPPLIES					
23000 R/M Supplies	\$7,707	\$300,100	\$260,100	\$300,100	\$300,100
31000 Contracted Services	52,094	254,281	65,249	256,544	256,544
32000 Communications	6,368	8,879	8,879	354	354
33000 Motor Pool Charges	17,332	18,000	18,000	18,800	18,800
36000 Utilities	60,036	88,120	88,120	78,500	78,500
38000 R/M Contractual	8,000	4,000	4,000	0	0
41000 Other Agency Serv	10,886	24,500	35,160	37,000	37,000
42000 Debt Service	0	200,000	200,000	200,000	200,000
44000 Misc Financial Serv	113,132	154,000	154,000	167,200	167,200
TOTAL	\$275,555	\$1,051,880	\$833,508	\$1,058,498	\$1,058,498
GRAND TOTAL	\$760,210	\$1,350,746	\$1,132,374	\$1,372,560	\$1,372,560

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 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.08	0.08	0.08	\$12,735	\$13,925	\$13,925
Director of Managment Services	0.02	0.02	0.02	2,559	2,491	2,491
Water Utility Manager	0.15	0.15	0.15	16,708	17,434	17,434
Water Production Supervisor	0.25	0.25	0.25	24,714	25,212	25,212
Principal Mgmt Analyst	0.10	0.10	0.10	10,524	10,736	10,736
Senior Water Production System Operator	0.25	0.25	0.25	20,235	20,643	20,643
Water Distribution Lead Worker	0.06	0.06	0.06	4,192	3,975	3,975
Water Production System Operator	0.80	0.80	0.80	53,915	55,305	55,305
Water Utility Maintenance Worker	0.25	0.25	0.25	13,415	12,786	12,786
Senior Clerk Typist	0.03	0.03	0.03	1,491	1,572	1,572
Bilingual	0.00	0.00	0.00	450	414	414
DHS Certification	0.00	0.00	0.00	3,677	4,163	4,163
Education Incentive	0.00	0.00	0.00	1,160	1,110	1,110
Longevity Pay	0.00	0.00	0.00	2,319	2,255	2,255
Pest Control Special Skill Pay	0.00	0.00	0.00	0	176	176
Overtime	0.00	0.00	0.00	14,400	14,400	14,400
Separation Benefits	0.00	0.00	0.00	9,600	10,000	10,000

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 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Separation Benefits	0.00	0.00	0.00	\$9,600	\$10,000	\$10,000
<u>Part-Time</u>						
Accountant	0.11	0.20	0.20	6,190	6,304	6,304
Total	2.10	2.19	2.19	\$198,284	\$202,901	\$202,901

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 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$322,476	\$316,392	\$316,392	\$330,199	\$330,199
SERVICES & SUPPLIES	664,020	798,853	677,155	738,392	738,392
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$986,496	\$1,115,245	\$993,547	\$1,068,591	\$1,068,591
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.21	2.18	2.18	2.25	2.25

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for the removal of 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.

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 required by the State Water Resources Control Board Division of Drinking Water (DDW) regulations.

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency.* Install new acid injection skid system at the Air Stripper Treatment Plant for more reliable water conditioning.
2. *Improve organizational effectiveness and efficiency:* Rehabilitate Air Stripper Treatment Plant Tower Pumps No.1 and No.2 to increase pumping reliability and efficiency.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency:* Completed 22,000 pound vapor phase carbon change out at the Air Stripper Treatment Plant for increased reliability and efficiency.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$200,000 provides for the costs of equipment and supplies for the redevelopment of Well 12.
2. Contracted Services category (#31000) \$106,544 includes legal fees, data processing, professional services for water quality analysis and SCADA maintenance, and well maintenance and redevelopment.
3. Miscellaneous Financial Services category (#44000) \$167,400 includes this activity's contribution from Water Treatment funds to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$189,115	\$181,187	\$181,187	\$184,938	\$184,938
11300 Part Time Salaries	6,996	7,310	7,310	6,304	6,304
11400 Overtime Salaries	12,277	13,300	13,300	13,300	13,300
11500 Separation Benefits	9,428	9,800	9,800	10,200	10,200
TOTAL	\$217,816	\$211,597	\$211,597	\$214,742	\$214,742
EMPLOYEE BENEFITS					
12200 Life Insurance	\$645	\$651	\$651	\$659	\$659
12300 Medical Insurance	24,180	23,805	23,805	25,318	25,318
12350 Medicare Insurance	3,032	2,631	2,631	2,966	2,966
12370 Part Time Retirement	0	0	0	2,370	2,370
12400 Dental Insurance	1,596	1,660	1,660	1,670	1,670
12500 Workers Compensation	5,926	7,408	7,408	9,300	9,300
12600 Retirement	66,552	65,899	65,899	69,655	69,655
12750 City 401 Plan	1,260	1,261	1,261	2,077	2,077
12900 Long Term Disability	866	871	871	847	847
12950 Vision Plan	603	609	609	595	595
TOTAL	\$104,660	\$104,795	\$104,795	\$115,457	\$115,457
SERVICES & SUPPLIES					
23000 R/M Supplies	\$59,965	\$200,000	\$202,000	\$200,000	\$200,000
31000 Contracted Services	230,179	144,890	25,392	106,544	106,544
32000 Communications	6,445	8,963	8,963	348	348
33000 Motor Pool Charges	17,332	18,000	18,000	18,800	18,800
36000 Utilities	229,571	271,000	271,000	241,300	241,300
37000 Leases & Rentals	0	0	0	0	0
38000 R/M Contractual	4,000	4,000	4,000	0	0
41000 Other Agency Serv	9,458	8,000	3,800	4,000	4,000
44000 Misc Financial Serv	107,070	144,000	144,000	167,400	167,400
TOTAL	\$664,020	\$798,853	\$677,155	\$738,392	\$738,392
GRAND TOTAL	\$986,496	\$1,115,245	\$993,547	\$1,068,591	\$1,068,591

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 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.07	0.07	0.07	\$11,143	\$12,184	\$12,184
Director of Management Services	0.05	0.05	0.05	8,531	8,302	8,302
Water Utility Manager	0.15	0.15	0.15	16,708	17,434	17,434
Water Production Supervisor	0.25	0.25	0.25	24,714	25,212	25,212
Principal Management Analyst	0.25	0.25	0.25	26,310	26,841	26,841
Senior Water Production System Operator	0.25	0.25	0.25	20,235	20,643	20,643
Water Production System Operator	0.70	0.70	0.70	47,422	48,604	48,604
Water Utility Maintenance Worker	0.25	0.25	0.25	13,415	12,786	12,786
Water Distribution Lead Worker	0.04	0.04	0.04	2,794	2,650	2,650
Senior Clerk Typist	0.04	0.04	0.04	1,988	2,096	2,096
Bilingual	0.00	0.00	0.00	414	378	378
DHS Certification	0.00	0.00	0.00	3,490	3,968	3,968
Education Incentive	0.00	0.00	0.00	1,389	1,260	1,260
Longevity Pay	0.00	0.00	0.00	2,634	2,424	2,424
Pest Control Special Skill Pay	0.00	0.00	0.00	0	156	156
Overtime	0.00	0.00	0.00	13,300	13,300	13,300
Separation Benefits	0.00	0.00	0.00	9,800	10,200	10,200

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 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Separation Benefits	0.00	0.00	0.00	\$9,800	\$10,200	\$10,200
<u>Part-Time</u>						
Accountant	0.13	0.20	0.20	7,310	6,304	6,304
Total	2.18	2.25	2.25	\$211,597	\$214,742	\$214,742

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 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$258,808	\$252,351	\$252,351	\$264,490	\$264,490
SERVICES & SUPPLIES	544,536	734,002	743,088	786,524	786,524
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$803,344	\$986,353	\$995,439	\$1,051,014	\$1,051,014
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.82	1.79	1.79	1.86	1.86

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 (VOC) and future contaminants that may be found in the system. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment system for these wells. This treatment plant has a capacity of 4,500 gallons per minute and requires continual 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.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Rehabilitated Well No.10 for increased pumping reliability and efficiency.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$320,000 for GAC replacement and equipment supplies and maintenance for well redevelopment.
2. Contracted Services category (#31000) includes \$166,544 for legal fees, data processing, water analyses, compliance reports, professional services for SCADA maintenance, and well maintenance and redevelopment.
3. Miscellaneous Financial Service (#44000) \$130,300 is this activity's contribution to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$149,661	\$142,111	\$142,111	\$145,509	\$145,509
11300 Part Time Salaries	6,996	7,310	7,310	6,304	6,304
11400 Overtime Salaries	10,175	11,000	11,000	11,000	11,000
11500 Separation Benefits	7,734	8,000	8,000	8,400	8,400
TOTAL	\$174,566	\$168,421	\$168,421	\$171,213	\$171,213
EMPLOYEE BENEFITS					
12200 Life Insurance	\$524	\$530	\$530	\$533	\$533
12300 Medical Insurance	19,322	19,056	19,056	20,159	20,159
12350 Medicare Insurance	2,431	2,064	2,064	2,361	2,361
12370 Part Time Retirement	0	0	0	2,370	2,370
12400 Dental Insurance	1,268	1,328	1,328	1,352	1,352
12500 Workers Compensation	5,659	7,074	7,074	8,800	8,800
12600 Retirement	52,865	51,690	51,690	54,807	54,807
12750 City 401 Plan	987	989	989	1,720	1,720
12900 Long Term Disability	698	705	705	696	696
12950 Vision Plan	488	494	494	479	479
TOTAL	\$84,242	\$83,930	\$83,930	\$93,277	\$93,277
SERVICES & SUPPLIES					
23000 R/M Supplies	\$190,390	\$320,000	\$320,000	\$320,000	\$320,000
31000 Contracted Services	143,423	164,107	164,493	166,544	166,544
32000 Communications	6,376	8,895	8,895	280	280
33000 Motor Pool Charges	17,332	18,000	18,000	18,800	18,800
36000 Utilities	97,235	110,000	110,000	141,600	141,600
37000 Leases & Rentals	0	0	0	0	0
38000 R/M Contractual	4,000	4,000	4,000	0	0
41000 Other Agency Serv	5,982	0	8,700	9,000	9,000
44000 Misc Financial Serv	79,798	109,000	109,000	130,300	130,300
TOTAL	\$544,536	\$734,002	\$743,088	\$786,524	\$786,524
GRAND TOTAL	\$803,344	\$986,353	\$995,439	\$1,051,014	\$1,051,014

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 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.07	0.07	0.07	\$11,143	\$12,184	\$12,184
Director of Managment Services	0.02	0.02	0.02	3,413	3,321	3,321
Water Utility Manager	0.15	0.15	0.15	16,708	17,434	17,434
Water Production Supervisor	0.15	0.15	0.15	14,828	15,127	15,127
Principal Management Analyst	0.15	0.15	0.15	15,786	16,105	16,105
Senior Water Production System Operator	0.20	0.20	0.20	16,188	16,514	16,514
Water Production System Operator	0.60	0.60	0.60	40,436	41,479	41,479
Water Utility Maintenance Worker	0.25	0.25	0.25	13,415	12,786	12,786
Water Distribution Lead Worker	0.04	0.04	0.04	2,794	2,650	2,650
Senior Clerk Typist	0.03	0.03	0.03	1,491	1,572	1,572
Bilingual	0.00	0.00	0.00	348	312	312
DHS Certification	0.00	0.00	0.00	2,722	3,200	3,200
Education Incentive	0.00	0.00	0.00	1,081	1,014	1,014
Longevity Pay	0.00	0.00	0.00	1,758	1,674	1,674
Pest Control Special Skill Pay	0.00	0.00	0.00	0	137	137
Overtime	0.00	0.00	0.00	11,000	11,000	11,000
Separation Benefits	0.00	0.00	0.00	8,000	8,400	8,400

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 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Separation Benefits	0.00	0.00	0.00	\$8,000	\$8,400	\$8,400
<u>Part-Time</u>						
Accountant	0.13	0.20	0.20	7,310	6,304	6,304
Total	1.79	1.86	1.86	\$168,421	\$171,213	\$171,213

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$244,581	\$240,023	\$240,023	\$251,883	\$251,883
SERVICES & SUPPLIES	164,334	485,149	519,260	527,197	527,197
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$408,915	\$725,172	\$759,283	\$779,080	\$779,080
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.77	1.72	1.72	1.79	1.79

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. 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 \$200,000 for carbon replacements (GAC) and equipment supplies.
2. Contracted Services category (#31000) includes \$206,544 for legal fees, water analyses, compliance and consultant services for SCADA maintenance, and well maintenance and redevelopment.
3. Miscellaneous Financial Service (#44000) \$92,600 is this activity's contribution to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$140,845	\$135,000	\$135,000	\$138,464	\$138,464
11300 Part Time Salaries	6,996	7,310	7,310	6,304	6,304
11400 Overtime Salaries	10,365	11,200	11,200	11,200	11,200
11500 Separation Benefits	7,734	8,000	8,000	8,400	8,400
TOTAL	\$165,940	\$161,510	\$161,510	\$164,368	\$164,368
EMPLOYEE BENEFITS					
12200 Life Insurance	\$498	\$503	\$503	\$507	\$507
12300 Medical Insurance	17,860	17,636	17,636	18,692	18,692
12350 Medicare Insurance	2,301	1,962	1,962	2,261	2,261
12370 Part Time Retirement	0	0	0	2,370	2,370
12400 Dental Insurance	1,118	1,162	1,162	1,203	1,203
12500 Workers Compensation	4,892	6,115	6,115	7,600	7,600
12600 Retirement	49,950	49,105	49,105	52,155	52,155
12750 City 401 Plan	925	924	924	1,635	1,635
12900 Long Term Disability	648	653	653	643	643
12950 Vision Plan	449	453	453	449	449
TOTAL	\$78,641	\$78,513	\$78,513	\$87,515	\$87,515
SERVICES & SUPPLIES					
23000 R/M Supplies	\$14,862	\$175,000	\$200,000	\$200,000	\$200,000
31000 Contracted Services	55,172	204,281	204,692	206,544	206,544
32000 Communications	6,327	8,868	8,868	253	253
33000 Motor Pool Charges	17,332	18,000	18,000	18,800	18,800
38000 R/M Contractual	4,000	4,000	4,000	0	0
41000 Other Agency Serv	6,034	0	8,700	9,000	9,000
44000 Misc Financial Serv	60,607	75,000	75,000	92,600	92,600
TOTAL	\$164,334	\$485,149	\$519,260	\$527,197	\$527,197
GRAND TOTAL	\$408,915	\$725,172	\$759,283	\$779,080	\$779,080

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.04	0.04	0.04	\$6,368	\$6,962	\$6,962
Director of Mangement Services	0.02	0.02	0.02	3,413	3,321	3,321
Water Utility Manager	0.15	0.15	0.15	16,708	17,434	17,434
Water Production Supervisor	0.15	0.15	0.15	14,828	15,127	15,127
Principal Management Analyst	0.15	0.15	0.15	15,786	16,105	16,105
Senior Water Production System Operator	0.15	0.15	0.15	12,141	12,386	12,386
Water Production System Operator	0.70	0.70	0.70	47,422	48,604	48,604
Water Distribution Lead Worker	0.04	0.04	0.04	2,794	2,650	2,650
Water Utility Maintenance Worker	0.15	0.15	0.15	7,893	7,537	7,537
Senior Clerk Typist	0.04	0.04	0.04	1,988	2,096	2,096
Bilingual	0.00	0.00	0.00	390	378	378
DHS Certification	0.00	0.00	0.00	2,693	3,272	3,272
Education Incentive	0.00	0.00	0.00	1,028	987	987
Longevity Pay	0.00	0.00	0.00	1,548	1,465	1,465
Pest Control Special Skill Pay	0.00	0.00	0.00	0	140	140
Overtime	0.00	0.00	0.00	11,200	11,200	11,200
Separation Benefits	0.00	0.00	0.00	8,000	8,400	8,400

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Separation Benefits	0.00	0.00	0.00	\$8,000	\$8,400	\$8,400
<u>Part-Time</u>						
Accountant	0.13	0.20	0.20	7,310	6,304	6,304
Total	1.72	1.79	1.79	\$161,510	\$164,368	\$164,368

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$218,893	\$208,428	\$208,428	\$225,172	\$225,172
SERVICES & SUPPLIES	190,191	396,844	239,858	334,507	334,507
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$409,084	 \$605,272	 \$448,286	 \$559,679	 \$559,679
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.54	 1.48	 1.48	 1.68	 1.68

Program Description

This activity is for the operation and maintenance of Well No. 15 as indicated by the Environmental Protection Agency's Interim Action Record of Decision (IROD) to help facilitate the removal of Perchlorate and Volatile Organic Compounds (VOC) 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 as mandated by the State Water Resources Control Board Division of Drinking Water (DDW).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$100,000 includes costs associated with the variable frequency drives (VFD) and air condition units.
2. Contracted Services category (#31000) includes \$36,544 for legal fees, data processing and water analyses, compliance reports and consultant services for SCADA maintenance.
3. Miscellaneous Financial Service category (#44000) \$58,800 is this activity's contribution to the City required share of costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 15**

ACTIVITY NO.: **4231**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$127,868	\$123,305	\$123,305	\$125,463	\$125,463
11300 Part Time Salaries	6,996	0	0	6,304	6,304
11400 Overtime Salaries	10,368	11,300	11,300	11,300	11,300
11500 Separation Benefits	2,309	2,400	2,400	2,600	2,600
TOTAL	\$147,541	\$137,005	\$137,005	\$145,667	\$145,667
EMPLOYEE BENEFITS					
12200 Life Insurance	\$463	\$469	\$469	\$472	\$472
12300 Medical Insurance	17,037	16,690	16,690	17,868	17,868
12350 Medicare Insurance	2,110	1,792	1,792	2,074	2,074
12370 Part Time Retirement	0	0	0	2,370	2,370
12400 Dental Insurance	1,103	1,143	1,143	1,174	1,174
12500 Workers Compensation	3,662	4,578	4,578	5,700	5,700
12600 Retirement	45,074	44,852	44,852	47,260	47,260
12750 City 401 Plan	862	852	852	1,558	1,558
12900 Long Term Disability	608	613	613	603	603
12950 Vision Plan	433	434	434	426	426
TOTAL	\$71,352	\$71,423	\$71,423	\$79,505	\$79,505
SERVICES & SUPPLIES					
23000 R/M Supplies	\$1,670	\$150,000	\$20,000	\$100,000	\$100,000
31000 Contracted Services	14,253	34,976	7,990	36,544	36,544
32000 Communications	6,204	8,868	8,868	163	163
33000 Motor Pool Charges	17,332	18,000	18,000	18,800	18,800
36000 Utilities	100,320	135,000	135,000	120,200	120,200
38000 R/M Contractual	4,000	4,000	4,000	0	0
41000 Other Agency Serv	10,049	0	0	0	0
44000 Misc Financial Serv	36,363	46,000	46,000	58,800	58,800
TOTAL	\$190,191	\$396,844	\$239,858	\$334,507	\$334,507
GRAND TOTAL	\$409,084	\$605,272	\$448,286	\$559,679	\$559,679

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 15**

ACTIVITY NO.: **4231**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Director of Public Works	0.04	0.04	0.04	\$6,368	\$6,962	\$6,962
Director of Management Services	0.02	0.02	0.02	3,413	3,321	3,321
Water Utility Manager	0.05	0.05	0.05	5,569	5,811	5,811
Water Production Supervisor	0.15	0.15	0.15	14,828	15,127	15,127
Principal Management Analyst	0.15	0.15	0.15	15,786	16,105	16,105
Senior Water Production System Operator	0.15	0.15	0.15	12,141	12,386	12,386
Water Distribution Lead Worker	0.04	0.04	0.04	2,794	2,650	2,650
Water Production System Operator	0.65	0.65	0.65	44,421	45,466	45,466
Water Utility Maintenance Worker	0.20	0.20	0.20	10,825	10,271	10,271
Senior Clerk Typist	0.03	0.03	0.03	1,491	1,572	1,572
Bilingual	0.00	0.00	0.00	402	372	372
DHS Certification	0.00	0.00	0.00	2,823	2,984	2,984
Education Incentive	0.00	0.00	0.00	896	837	837
Longevity Pay	0.00	0.00	0.00	1,548	1,464	1,464
Pest Control Special Skill Pay	0.00	0.00	0.00	0	135	135
Overtime	0.00	0.00	0.00	11,300	11,300	11,300
Separation Benefits	0.00	0.00	0.00	2,400	2,600	2,600

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 15**

ACTIVITY NO.: **4231**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Separation Benefits	0.00	0.00	0.00	\$2,400	\$2,600	\$2,600
<u>Part-Time</u>						
Accountant	0.00	0.20	0.20	0	6,304	6,304
Total	1.48	1.68	1.68	\$137,005	\$145,667	\$145,667

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$461,689	\$531,482	\$531,482	\$493,808	\$493,808
SERVICES & SUPPLIES	600,980	623,330	623,330	625,430	625,430
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,062,669	\$1,154,812	\$1,154,812	\$1,119,238	\$1,119,238
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.00	4.00	4.00	3.55	3.55

Program Description

This activity provides for the care and maintenance of approximately 10,000 City Street & Parkway trees and 358,087 sq. ft. of work areas that include 68 boulevard medians, gardens, selected parkways, and parking lots. City 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. The City boulevard medians cover 182,990 sq. ft. of turf, trees, plants, and irrigation.

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

between four to five 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>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Street Trees Trimmed	2,578	2,441	2,870
Street Trees Planted	137	178	165
Street Trees Removed	78	104	85
Service Requests	302	308	325

2020-2021 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification*: Develop a new Master Tree Plan with West Coast Arborists Inc., for our 3 major boulevards, Garvey, Atlantic, and Garfield.

2019-2020 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Completed the replanting of the last two medians at the end of West Garvey from Abajo to Casuda Canyon. Continued to maintain at least a 1:1 ratio of tree replacement; current ratio is at 1:1.7.
2. *Improve Organizational Effectiveness and Efficiency*: Continued to efficiently utilize the Arbor Access tree inventory maintenance system to reduce the presence of hazardous or diseased trees. Notably, Monterey Park, per WCA, in consistently maintaining a zero hazardous tree inventory is lowest amongst all California Cities they serve. We have an under 30 day response rate to these type of trees.

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, gardens, selected parkways, and parking lots.
2. Repairs & Maintenance category (#38000) of \$10,000 reflects increases for shifting the Tree Well Maintenance from Activity 5002 to the Parkway Maintenance (#6516).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parkway Maintenance**

ACTIVITY NO.: **6516**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$230,111	\$262,572	\$262,572	\$204,457	\$204,457
11400 Overtime Salaries	8,367	4,400	4,400	4,400	4,400
11500 Separation Benefits	15,392	15,900	15,900	16,400	16,400
TOTAL	\$253,870	\$282,872	\$282,872	\$225,257	\$225,257
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,104	\$1,183	\$1,183	\$1,107	\$1,107
12300 Medical Insurance	41,976	43,692	43,692	56,008	56,008
12350 Medicare Insurance	3,597	3,861	3,861	3,025	3,025
12400 Dental Insurance	2,071	2,203	2,203	3,800	3,800
12500 Workers Compensation	77,491	96,864	96,864	121,100	121,100
12600 Retirement	77,167	96,021	96,021	77,082	77,082
12750 City 401 Plan	2,020	2,146	2,146	3,820	3,820
12900 Long Term Disability	1,455	1,585	1,585	1,406	1,406
12950 Vision Plan	938	1,055	1,055	1,203	1,203
TOTAL	\$207,819	\$248,610	\$248,610	\$268,551	\$268,551
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	5,449	8,000	8,000	8,000	8,000
23000 R/M Supplies	3,716	4,800	4,800	4,800	4,800
24000 Small Tools	2,858	3,000	3,000	3,000	3,000
31000 Contracted Services	518,889	525,000	525,000	525,000	525,000
32000 Communications	367	630	630	630	630
33000 Motor Pool Charges	63,817	67,900	67,900	70,200	70,200
36000 Utilities	1,278	2,000	2,000	1,800	1,800
38000 R/M Contractual	3,606	10,000	10,000	10,000	10,000
TOTAL	\$600,980	\$623,330	\$623,330	\$625,430	\$625,430
GRAND TOTAL	\$1,062,669	\$1,154,812	\$1,154,812	\$1,119,238	\$1,119,238

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parkway Maintenance**

ACTIVITY NO.: **6516**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Park Superintendent	0.70	0.00	0.00	\$63,890	\$0	\$0
Park Supervisor	0.60	0.60	0.60	46,631	48,761	48,761
Park Maintenance Crew Leader	0.60	0.60	0.60	41,220	42,048	42,048
Management Analyst	0.00	0.25	0.25	0	15,924	15,924
Park Maintenance Worker	2.10	2.10	2.10	103,319	93,362	93,362
Bilingual	0.00	0.00	0.00	960	1,100	1,100
Education	0.00	0.00	0.00	720	300	300
Longevity Pay	0.00	0.00	0.00	5,040	2,530	2,530
Pesticide/Herbicide Pay	0.00	0.00	0.00	792	432	432
Overtime	0.00	0.00	0.00	4,400	4,400	4,400
Separation Benefits	0.00	0.00	0.00	15,900	16,400	16,400
Total	4.00	3.55	3.55	\$282,872	\$225,257	\$225,257

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$671,968	\$720,803	\$720,803	\$788,899	\$788,899
SERVICES & SUPPLIES	350,838	380,370	380,370	425,400	425,400
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,022,806	\$1,101,173	\$1,101,173	\$1,214,299	\$1,214,299
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	6.69	7.69	7.69	7.63	7.63

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, 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 our

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 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Park Service Requests	268	285	285
Number of Special Projects	7	3	4

2020-2021 GOALS AND OBJECTIVES

1. Improve Community-wide Beautification: Continue to review and develop viable ideas involving targeted areas for modification and improvement. These locations include the frontage roads along the east side of S. Atlantic between El Repetto & Brightwood, and S. Garfield between El Repetto and Keller.
2. Improve Community-wide Beautification: Remove and replace worn benches (125) and picnic tables (33) throughout City Parks.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Improve Community-wide Beautification: Hydro-seeded the W. Garvey Bridge where W. Garvey meets and divides at Monterey Pass and Fremont. This Hydro-seeding consists of Creeping Red Fescue as the base. Also included in the mix is floral accents of the California Poppy (yellow) and California Bluebells.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$43,000 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 \$68,000 for evening janitorial services for park restrooms 365 nights annually, and maintenance of a general nature in Parks buildings and various items of machinery.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parks**

ACTIVITY NO.: **6517**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11200 Permanent Salaries	\$304,488	\$339,166	\$339,166	\$332,521	\$332,521
11300 Part Time Salaries	41,205	43,000	43,000	63,197	63,197
11400 Overtime Salaries	29,864	10,000	10,000	10,000	10,000
11500 Separation Benefits	29,591	30,500	30,500	31,500	31,500
TOTAL	\$405,148	\$422,666	\$422,666	\$437,218	\$437,218
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,659	\$1,829	\$1,829	\$1,857	\$1,857
12300 Medical Insurance	50,947	55,752	55,752	66,262	66,262
12350 Medicare Insurance	5,630	5,053	5,053	5,882	5,882
12370 Part Time Retirement	713	0	0	11,141	11,141
12400 Dental Insurance	3,835	4,372	4,372	5,522	5,522
12500 Workers Compensation	79,718	99,648	99,648	124,600	124,600
12600 Retirement	117,308	123,626	123,626	125,371	125,371
12750 City 401 Plan	3,280	3,705	3,705	6,731	6,731
12900 Long Term Disability	2,142	2,376	2,376	2,357	2,357
12950 Vision Plan	1,588	1,776	1,776	1,958	1,958
TOTAL	\$266,820	\$298,137	\$298,137	\$351,681	\$351,681
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,550	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	29,618	46,000	46,000	43,000	43,000
23000 R/M Supplies	36,355	37,200	37,200	31,200	31,200
24000 Small Tools	3,252	5,000	5,000	5,000	5,000
31000 Contracted Services	66,778	45,000	45,000	45,000	45,000
32000 Communications	1,340	270	270	1,300	1,300
33000 Motor Pool Charges	91,789	97,400	97,400	101,300	101,300
36000 Utilities	51,159	63,000	63,000	116,100	116,100
37000 Leases & Rentals	3,852	4,000	4,000	4,000	4,000
38000 R/M Contractual	62,271	72,000	72,000	68,000	68,000
39000 Miscellaneous	944	1,000	1,000	1,000	1,000
41000 Other Agency Serv	1,930	7,500	7,500	7,500	7,500
TOTAL	\$350,838	\$380,370	\$380,370	\$425,400	\$425,400
GRAND TOTAL	\$1,022,806	\$1,101,173	\$1,101,173	\$1,214,299	\$1,214,299

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parks**

ACTIVITY NO.: **6517**

Class Title	Full-Time Equivalent Positions			Adopted 2019-20	Proposed 2020-21	Adopted 2020-21
	2019-20 Adopted	2020-21 Proposed	2020-21 Adopted			
Park Superintendent	0.30	0.00	0.00	\$27,382	\$0	\$0
Park Supervisor	0.40	0.40	0.40	31,087	32,507	32,507
Park Maintenance Crew Leader	1.40	1.40	1.40	82,524	85,584	85,584
Management Analyst	0.00	0.25	0.25	0	15,924	15,924
Park Maintenance Worker	3.90	3.90	3.90	189,965	191,407	191,407
Bilingual	0.00	0.00	0.00	1,440	2,190	2,190
Education Incentive	0.00	0.00	0.00	480	300	300
Pesticide/Herbicide Pay	0.00	0.00	0.00	1,728	1,729	1,729
Longevity Pay	0.00	0.00	0.00	4,560	2,880	2,880
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Separation Benefits	0.00	0.00	0.00	30,500	31,500	31,500
<u>Part-Time</u>						
Maintenance Worker	1.50	0.96	0.96	36,500	37,562	37,562
Janitor	0.00	0.72	0.72	0	25,635	25,635
Clerk Typist	0.19	0.00	0.00	6,500	0	0
Total	7.69	7.63	7.63	\$422,666	\$437,218	\$437,218

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CAPITAL IMPROVEMENT PROGRAM

Street Construction
Community Capital Improvement

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

Road Maintenance & Rehab \$1,167,736
Technology \$650,000
Maintenance \$101,136

DEPARTMENT: Capital Improvement

ACTIVITY: Capital Improvement

ACTIVITY NO.: 5000

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,271,417	5,534,564	5,534,564	1,918,872	1,918,872
TOTAL COSTS	\$1,271,417	\$5,534,564	\$5,534,564	\$1,918,872	\$1,918,872
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 2020-2021**

Funding Sources

Road Maintenance and Rehabilitation Program Grant (0024)	\$1,167,736
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Streets and Highway Code 2032(h) authorizes the Controller to provide funding to cities and counties for projects approved by the California Transportation Commission.

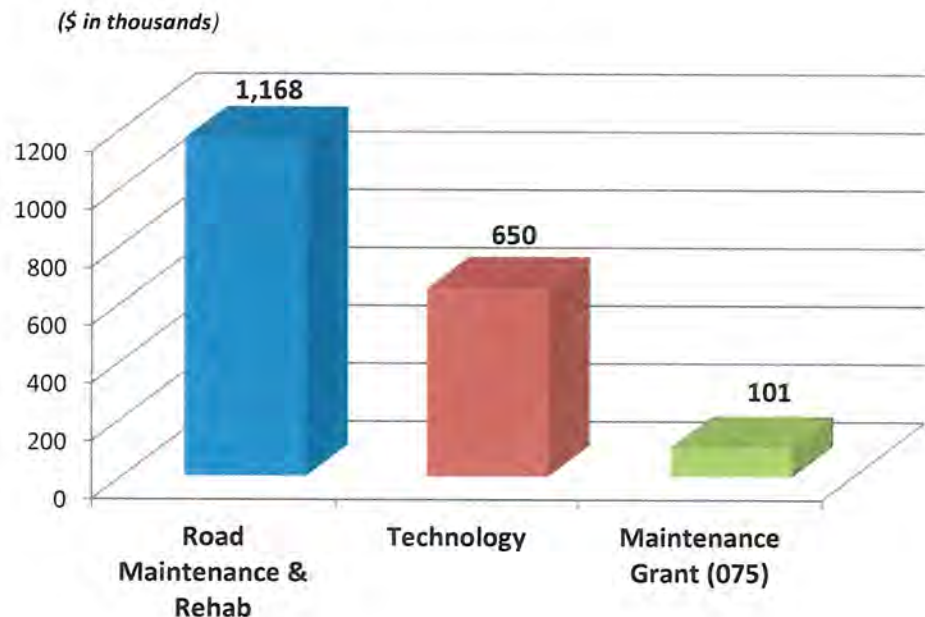
Technology Fund (0063)	\$650,000
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Internal services are those responsibilities a government provides to support its own internal operations. The Technology Fund is an internal service fund that provides information technology and telecommunication service needs to the City.

Maintenance Grant (0344)	\$101,136
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Accounts for special purpose financing provided by Specialty Restaurant for common areas maintenance.

**Capital Improvement
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	202,060	4,251,101	4,251,101	1,167,736	1,167,736
TOTAL COSTS	\$202,060	\$4,251,101	\$4,251,101	\$1,167,736	\$1,167,736
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 2019-2020 street improvements include the following project:

1. Various Street Resurfacing - (91943)

\$1,167,736

Pavement rehabilitation includes surface patching and repairs, and asphalt concrete and asphalt rubber overlays, and minor other work as necessary to rehabilitate various City streets identified in the City's Pavement Management Study.

Funding Source:

Road Maint & Rehab SB1 (0024)

\$1,167,736

Impact on Operating Budget: Staff time will be required to manage consultant design engineering services and administer the construction contract.

Prior Year Street Construction Projects

Downtown Traffic Signal Improvement (91754)	\$ 633,835	*
Sewer Repairs & Pipe Relining (91942)	42,266	*
Street Resurfacing (91943)	<u>3,575,000</u>	*

Total **\$ 4,251,101**

() Projects in progress*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Capital Improvement**

ACTIVITY: **Street Construction**

ACTIVITY NO.: **5001**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
CAPITAL OUTLAY					
89000 Capital Improvements	\$44,988	\$0	\$0	\$0	\$0
91000 Capital Improvements	157,072	4,251,101	4,251,101	1,167,736	1,167,736
TOTAL	\$202,060	\$4,251,101	\$4,251,101	\$1,167,736	\$1,167,736
GRAND TOTAL	\$202,060	\$4,251,101	\$4,251,101	\$1,167,736	\$1,167,736

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,069,357	1,283,463	1,283,463	751,136	751,136
TOTAL COSTS	\$1,069,357	\$1,283,463	\$1,283,463	\$751,136	\$751,136
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. Network Equipment (ERP) (99055) \$650,000

Upgrade the current network equipment and servers with a higher speed and greater capacity architecture, and migrate the data to the new system.

Funding Source:

Technology/Data Processing Fund (0063) \$650,000

Impact on Operating Budget: Upgrade of equipment is required to accommodate new technical specifications and requirements of the new Enterprise Resource Planning system.

2. Specialty Restaurant/Golf Course Maintenance (99290) \$101,136

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 the Monterey Hill, Luminarias restaurants and Monterey Park Golf Course.

Funding Source:

Maintenance Grant (Trust) (0344) \$101,136

Impact on Operating Budget: Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

Prior Year Community Capital Projects

Capital Purchases - Recreation (88450)	56,810	*
Capital Purchases – Public Works (88500)	11,000	*
Capital Purchases – Police (88550)	4,165	**
Capital Purchases – Fire (88560)	11,618	*
Barnes Fitness Court Installation (91805)	100,000	*
Langley Restroom ADA Door (91806)	10,000	*
CNG Fueling Compressor System (96067)	175,428	**
Special Restaurant/Golf Course (99290)	90,000	*
Police In-Car Camera System (99330)	250,000	*
Station 62 Replacement (99730)	450,000	*
Verdugo Emergency System Upgrade (99733)	<u>124,442</u>	**
Total	<u>\$ 1,283,463</u>	

(*) Projects in progress

(**) Projects completed

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
CAPITAL OUTLAY					
88000 Capital Improvements	\$22,825	\$83,593	\$83,593	\$0	\$0
91000 Capital Improvements	15,062	110,000	110,000	0	0
96000 Capital Improvements	206,749	175,428	175,428	0	0
99000 Capital Improvements	824,721	914,442	914,442	751,136	751,136
TOTAL	\$1,069,357	\$1,283,463	\$1,283,463	\$751,136	\$751,136
GRAND TOTAL	\$1,069,357	\$1,283,463	\$1,283,463	\$751,136	\$751,136



NON - DEPARTMENTAL

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:
General \$187,500
General Liability \$3,190,000
CERCLA Liability \$187,500

DEPARTMENT: Non-Department

ACTIVITY: General Liabilities Program

ACTIVITY NO.: 5101

SUMMARY OF COST	Actual 2018-19	Adopted 2019-20	Year-End Estimated 2019-20	Proposed 2020-21	Adopted 2020-21
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	4,257,685	3,490,000	3,490,000	3,565,000	3,565,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,257,685	\$3,490,000	\$3,490,000	\$3,565,000	\$3,565,000
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from \$500,000 to \$40 million per occurrence through the Independent Cities Risk Management Authority (ICRMA).

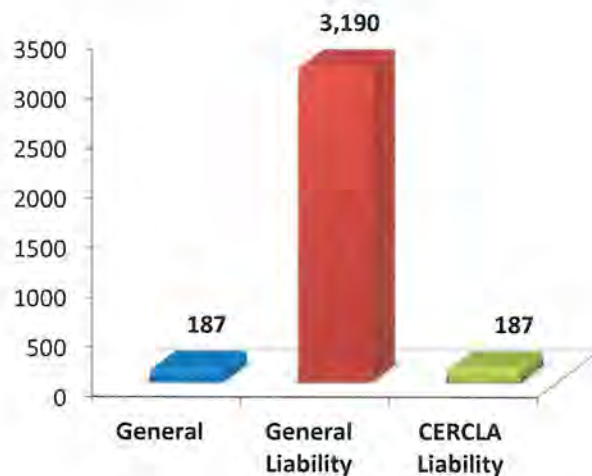
Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the General Liability Fund. Outstanding liabilities (including Incurred But Not Reported (IBNR) claims of the General Liability Fund, based on past experience and modified for current trends and information, are projected for \$5.3 million for 2020-2021.

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) \$2.9 million includes insurance premiums to ICRMA, third-party claims administration, and the claim costs to resolve liability issues. Earthquake and property insurance premiums are budgeted in Activity 1802 (Risk Management).
3. Miscellaneous Financial Services category (#44000) \$375,000 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

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **General Liabilities Program**

ACTIVITY NO.: **5101**

<u>Classification</u>	<u>Actual 2018/2019</u>	<u>Adopted 2019/2020</u>	<u>Year-End Estimated 2019/2020</u>	<u>Proposed 2020/2021</u>	<u>Adopted 2020/2021</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$373,560	\$250,000	\$250,000	\$250,000	\$250,000
35000 Insurance	3,584,125	2,940,000	2,940,000	2,940,000	2,940,000
44000 Misc Financial Serv	300,000	300,000	300,000	375,000	375,000
TOTAL	\$4,257,685	\$3,490,000	\$3,490,000	\$3,565,000	\$3,565,000
GRAND TOTAL	\$4,257,685	\$3,490,000	\$3,490,000	\$3,565,000	\$3,565,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department
ACTIVITY: Post Employment
ACTIVITY NO.: 5102

SOURCE OF FUNDS:

General \$5,751,800
 Retirement \$2,583,230
 State Gas Tax \$171,900
 Sewer \$179,700
 Refuse \$139,400
 Shop \$101,900
 Separation Benefits \$1,300,000
 General Liability \$36,200
 Technology Internal Serv \$25,000
 Workers' Compensation \$31,400
 Water \$909,100
 Proposition A and C \$118,700
 Measure R \$19,700
 Grants \$1,000
 Maint Dist \$45,300
 Public Safety \$116,400
 SA \$16,200

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$4,199,592	\$5,611,500	\$5,611,500	\$5,761,500	\$5,761,500
SERVICES & SUPPLIES	4,448,447	4,988,378	4,988,378	5,789,730	5,789,730
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$8,648,039	\$10,599,878	\$10,599,878	\$11,551,230	\$11,551,230
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 2020-2021 is estimated for \$5.8 million.

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, 2019 is \$2.9 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 57 vested members in the Mass Mutual Plan. As for the OPEB, there are 577 inactive employees, retirees, and active employees eligible for City-paid retiree medical benefits.

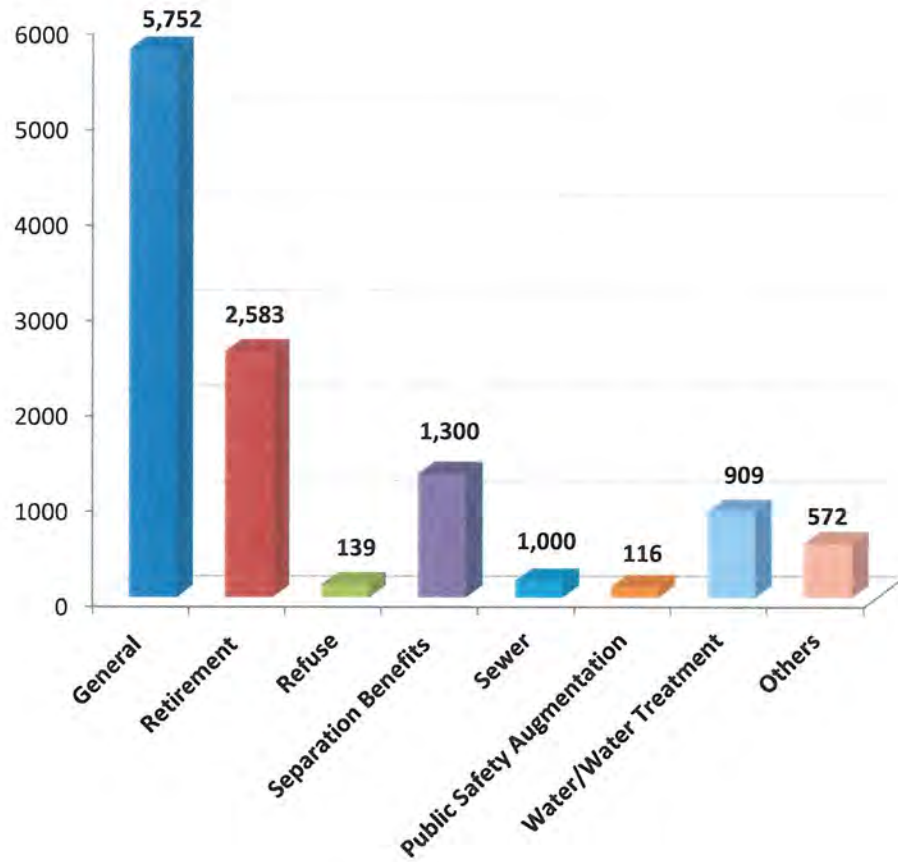
The unfunded accrued pension liabilities are required to be managed. The City continues to reflect the budget payment to pay down unfunded accrued pension liabilities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salary Set-Aside category (#11600) \$650,000 is for bargaining negotiation set aside funds.
2. Accrued Actuarial Liability category (#11800) \$500,000 is to pay down the pension unfunded liabilities.
3. OPEB Medical category (#12300) \$1,392,400 is the health insurance premium for the retiree medical and \$1,000,000 million is for prefunding of the retiree medical trust account (CERBT).
4. Contracted Services category (#31000) \$71,500 is for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.
5. Insurance category (#35000) \$18,000 is the unemployment payment required from EDD.
6. Debt Service category (#42000) \$1,168,230 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.
7. Misc Financial Service category (#44000) \$4,500,000 includes the City's supplement to the Retirement Fund for pension costs, \$4,000,000; 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

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **Post Employment**

ACTIVITY NO.: **5102**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SALARIES					
11600 Salary Set-Aside	\$0	\$650,000	\$650,000	\$650,000	\$650,000
11650 Separation Benefits	886,710	869,100	869,100	869,100	869,100
11800 Accrued Actuarial Liability	0	500,000	500,000	500,000	500,000
TOTAL	\$886,710	\$2,019,100	\$2,019,100	\$2,019,100	\$2,019,100
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	\$1,331,845	\$1,392,400	\$1,392,400	\$1,392,400	\$1,392,400
12331 Medical Ins - Opeb	950,000	1,000,000	1,000,000	1,000,000	1,000,000
12600 Retirement	31,037	0	0	0	0
12700 Mass Mutual Retirement	1,000,000	1,200,000	1,200,000	1,350,000	1,350,000
TOTAL	\$3,312,882	\$3,592,400	\$3,592,400	\$3,742,400	\$3,742,400
SERVICES & SUPPLIES					
31000 Contracted Services	\$66,066	\$71,500	\$71,500	\$71,500	\$71,500
35000 Insurance	52,561	18,000	18,000	50,000	50,000
42000 Debt Service	1,229,820	1,198,878	1,198,878	1,168,230	1,168,230
44000 Misc Financial Serv	3,100,000	3,700,000	3,700,000	4,500,000	4,500,000
TOTAL	\$4,448,447	\$4,988,378	\$4,988,378	\$5,789,730	\$5,789,730
GRAND TOTAL	\$8,648,039	\$10,599,878	\$10,599,878	\$11,551,230	\$11,551,230

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation \$2,211,000

ACTIVITY NO.: 8301

<u>SUMMARY OF COST</u>	<u>Actual 2018-19</u>	<u>Adopted 2019-20</u>	<u>Year-End Estimated 2019-20</u>	<u>Proposed 2020-21</u>	<u>Adopted 2020-21</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	3,528,722	2,107,000	2,107,000	2,211,000	2,211,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,528,722	\$2,107,000	\$2,107,000	\$2,211,000	\$2,211,000
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Workers' Compensation Internal Service Fund was established for the management and funding of the City's workers' compensation risk exposure. Workers' compensation laws in the State of California, both those of constitutional and statutory origin, create a compulsory responsibility for all employers to compensate any and all of their workers for injuries or disabilities arising out of the scope and in the course of employment.

California workers' compensation law provides medical treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits, medical benefits and death benefits for work related injuries. The law also provides for preventative measures in the form of safety laws and administrative rules.

The City 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 is estimated for \$8.5 million for 2020-2021.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Categories (#31000), (#32000), and (#33000) relate to permanent disability, \$450,000, temporary disability, \$80,000, and medical costs, \$800,000.
2. Legal Fees category (#34000) is for paying workers' compensation outside attorney charges, \$180,000.
3. 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 2020-2021 premiums are projected to be \$511,000.

Workers' Compensation Source of Funds

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Workers' Compensation**

ACTIVITY: **Workers' Compensation**

ACTIVITY NO.: **8301**

Classification	Actual 2018/2019	Adopted 2019/2020	Year-End Estimated 2019/2020	Proposed 2020/2021	Adopted 2020/2021
SERVICES & SUPPLIES					
20000 Workers' Compensation	\$0	\$80,000	\$80,000	\$80,000	\$80,000
31000 Permanent Disability	469,389	450,000	450,000	450,000	450,000
32000 Temporary Disability	170,628	80,000	80,000	80,000	80,000
33000 Medical	2,137,635	800,000	800,000	800,000	800,000
34000 Legal Fees	241,566	180,000	180,000	180,000	180,000
35000 Insurance Premiums	509,504	511,000	511,000	615,000	615,000
36000 Rehabilitation	0	6,000	6,000	6,000	6,000
TOTAL	\$3,528,722	\$2,107,000	\$2,107,000	\$2,211,000	\$2,211,000
GRAND TOTAL	\$3,528,722	\$2,107,000	\$2,107,000	\$2,211,000	\$2,211,000



S U P P L E M E N T A R Y I N F O R M A T I O N

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 Trends
 - General Fund Police & Fire Safety Expenditures Trend
 - Full-Time Equivalent Employees Per 1,000 Monterey Park Residents
 - GANN Limit Analysis
- 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, 2019

Total City Assessed Valuation	<u>\$ 7,651,050,516</u>
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Source: County of Los Angeles

	<u>Percentage Applicable to City (%)</u>	<u>Gross Bonded Debt Balance 6/30/18</u>	<u>Net Bonded Debt Balance 6/30/18</u>
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.032	\$ 29,354,442	\$ 9,291
Garvey School District DS	29.403	40,750,387	11,981,750
LA CCD DS	0.915	4,165,830,000	38,135,958
Los Angeles Unified DS	0.038	10,604,230,000	4,022,025
Montebello Unified DS	8.661	196,211,889	16,994,634
Alhambra Unified DS	32.976	<u>127,993,524</u>	<u>42,207,236</u>
Total overlapping debt repaid with property taxes		<u>\$ 15,164,370,242</u>	<u>\$ 113,350,894</u>

Source: HDL Coren & Cone

CITY OF MONTEREY PARK
Major Employers
Fiscal Years 2018-2019

Company	Product/Services	Number of Employees
GARFIELD MEDICAL CENTER	Hospital	988
MONTEREY PARK HOSPITAL	Hospital	416
COSTCO WHOLESALE	Retail	348
BLUE SHIELD OF CALIFORNIA PROMISE HEALTH PLAN	Insurance	224
SOUTHERN CALIFORNIA GAS COMPANY	Administration/Office	199
CALIFORNIA PSYCHCARE INC	Administration/Office	190
HOME DEPOT	Retail	179
BLUE SHIELD OF CALIFORNIA PROMISE HEALTH PLAN	Insurance	150
CHINESE DAILY NEWS	Printing/Publishing	142
CAMINO REAL CHEVROLET	Automobile Dealer	131
REMITCO LLC	Miscellaneous Services	130
RALPHS GROCERY CO 95	Food Store	108

Source: City of Monterey Park

CITY OF MONTEREY PARK
Top Ten Property Taxpayers
Fiscal Year 2018 - 2019

<u>Taxpayers</u>	<u>Secured</u>	<u>Unsecured</u>	<u>Total Assessed Valuation</u>
Atlantic Times Square II LLC	\$ 107,630,219	\$ 215,685	\$ 107,845,904
Omninet LACC	82,722,000		82,722,000
Union Bank	55,415,599	9,881,485	65,297,084
Garfield Calmed Investment LP	53,440,295		53,440,295
BRE California Saturn	50,979,600		50,979,600
Atlantic Square LLC	48,453,685		48,453,685
Atlantic Times Square X LLC	37,340,729		37,340,729
Emerald Hills LLC	34,288,043		34,288,043
Monterey Park Calmed Invest LP	29,197,147		29,197,147
MPM Partners LLC	28,629,470		28,629,470
	<u>\$ 528,096,787</u>	<u>\$ 10,097,170</u>	<u>\$ 538,193,957</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
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	563,907,868	55,624	5.2%
2017	61,606	593,741,110	58,419	4.5%
2018	62,240	N/A	N/A	3.9%
2019	61,828	N/A	N/A	4.1%
2020	60,734	N/A	N/A	6.4%

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 two main funding sources for the General Fund include property tax and sales tax. While property tax is expected to remain constant in FY 20-21, sales tax declined by 15% from previous projections due to the economic downturn caused by COVID 19. There are many variables that are unknown until realized. These variables include how quickly businesses reopen, unemployment among our residents, how receptive consumers are in this environment to in-store shopping, dining, or travel, and whether or not there will be further interruptions due to new outbreaks.

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 2019-20, 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 21.36 (from 394.36 to 367.18) full time equivalent positions, trying whenever possible to freeze vacant positions to save personnel costs.

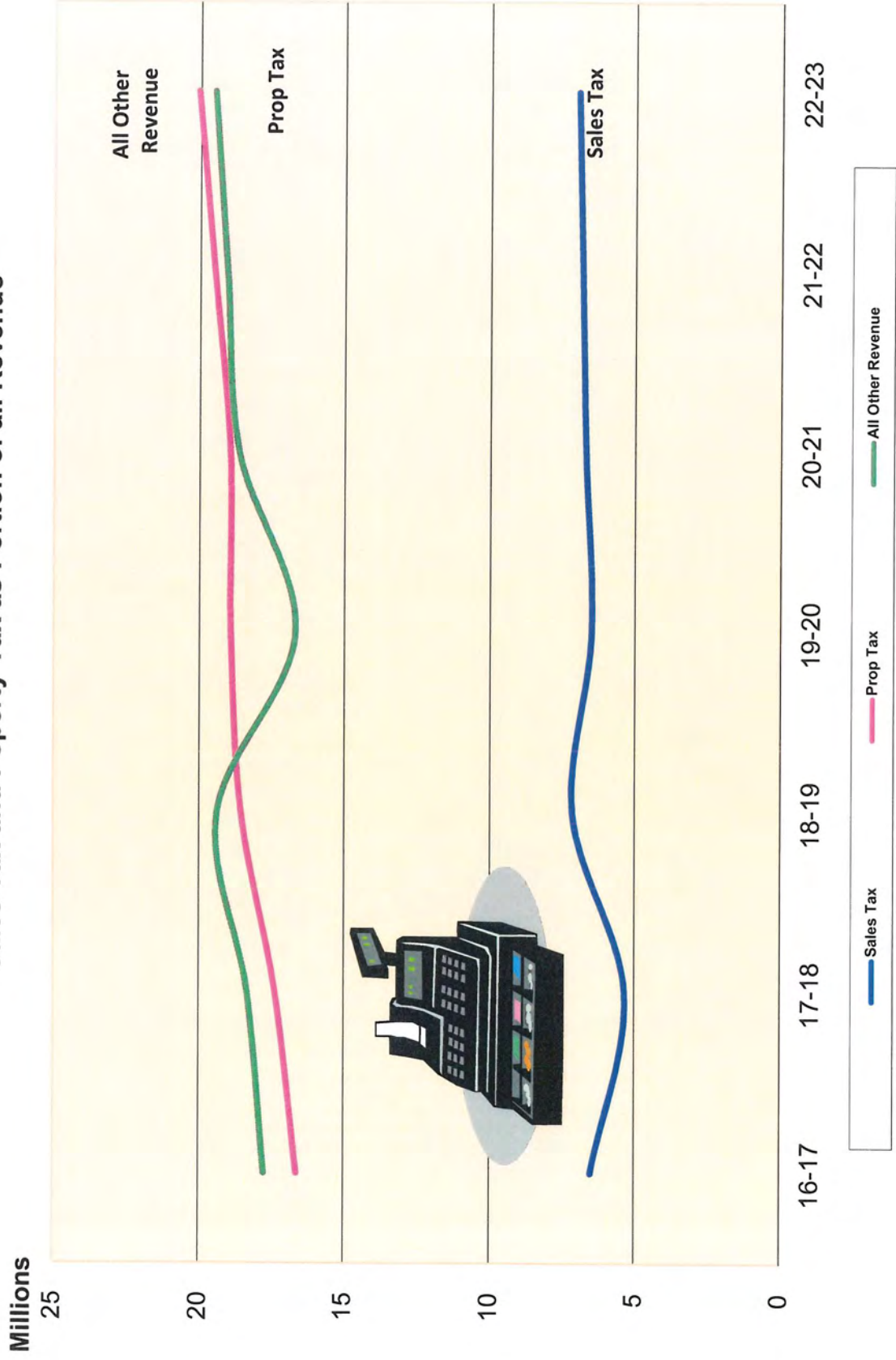
GANN Limit Analysis

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 50% 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.

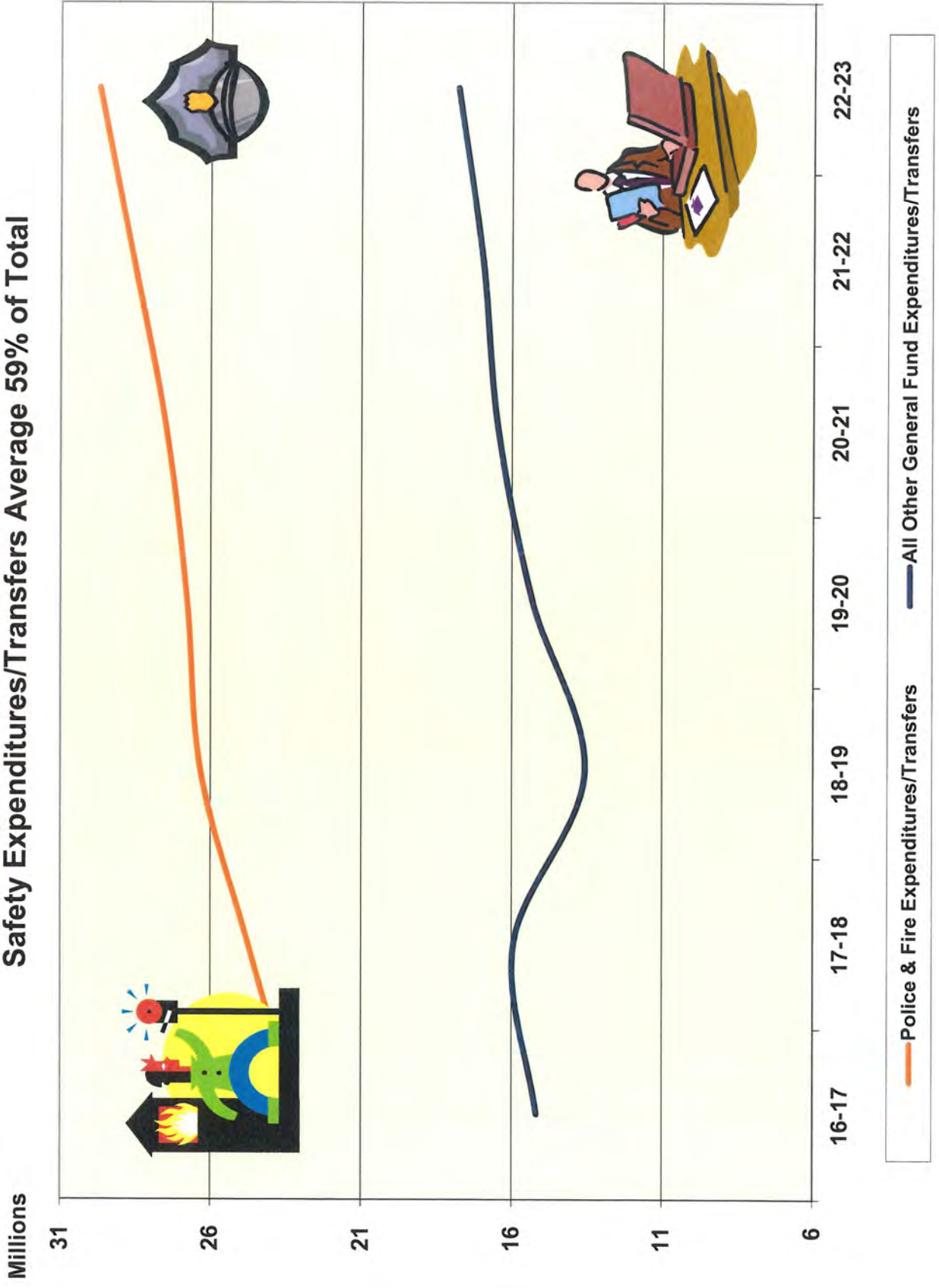
General Fund Revenue Trends

Sales Tax and Property Tax as Portion of all Revenue

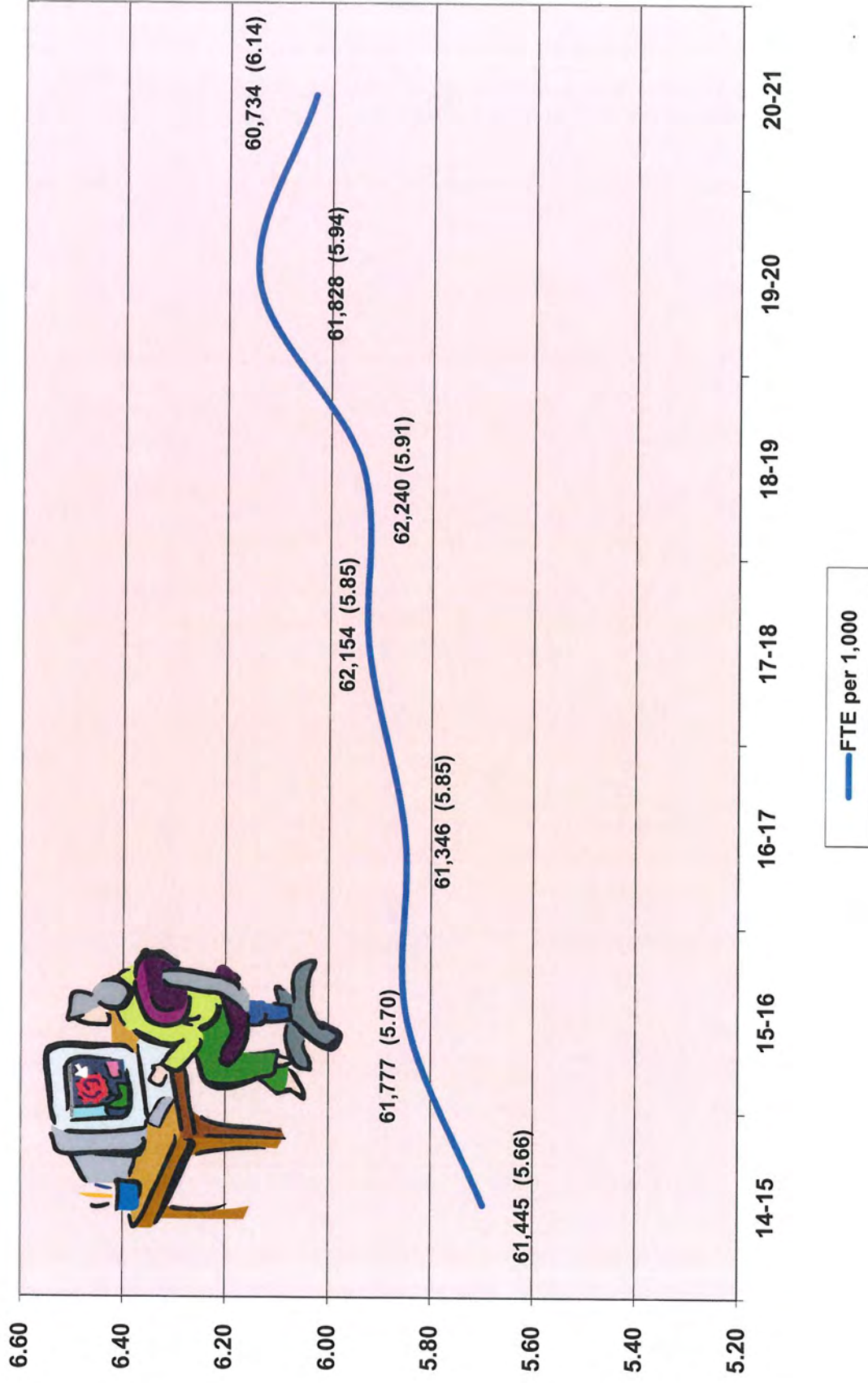


General Fund Police & Fire Safety Expenditures/Transfers Trend

Safety Expenditures/Transfers Average 59% of Total



All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



GANN Limit Analysis



Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
Alhambra	86,792	8	\$171	\$140	\$779	1.6/0.8
Arcadia	57,212	11	\$205	\$286	\$1,153	1.7/1.0
Downey	113,529	13	\$247	\$254	\$819	1.7/1.7
Montebello	63,544	8	\$207	\$94	\$808	1.9/0.6
Monrovia	37,935	14	\$299	\$627	\$1,144	2.5 /.9
Average	71,802	11	\$226	\$280	\$941	1.9/.8
Monterey Park	60,734	8	\$110	\$312	\$729	2.2/.9

CITY OF MONTEREY PARK SOURCE OF FUNDS

GOVERNMENTAL FUNDS

General Fund:

General Fund The City's primary operating fund and support for most basic services. All revenues that by law or the requirements of sound financial management do not have to be placed in a separate, restricted fund are deposited in the General Fund.

Recreation Fund accounts for the costs of adult recreational activities, after-school daycare programming and community classes offered by the Recreation and Parks Department.

Special Revenue Funds:

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 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.

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.

Measure M Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 2016, to finance transit operations, local street improvements, bicycle and pedestrian connections, and transit services.

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.

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.

Development Impact Fee Fund accounts for the proceeds of a development fee used for the purpose of improvements and related expenditures for Law Enforcement, Fire Suppression /Medic, Circulation, Water Distribution, Sewer Collection, Library Facilities and Collection, Public Meeting Facilities, Community Facilities, Aquatics Facilities and Park Land Improvements, as established pursuant to Monterey Park Municipal Code ordinance No. 2134.

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 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.

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.

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.

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5 YEAR CAPITAL IMPROVEMENT PROGRAM

Object	Fund	Project Description	Original Appropriation Amount	Year To Date Estimated Expenditures	19-20 Carryover Balance	New Funding Request FY 20-21	Planned FY 2021-22	Planned FY 2022-23	Planned FY 2023-24	Planned FY 2024-25	Total Project Needs
Enterprise Capital Projects											
81580	0092	STREET MAINTENANCE	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$6,000,000.00
82259	0093	GROUNDWATER TREATMENT SYSTEM	\$151,336.75	\$0.00	\$151,336.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$151,336.75
82263	0093	EMERGENCY PORTABLE PUMPER	\$115,000.00	\$0.00	\$115,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115,000.00
82264	0092	WATER MAINLINES RETROFIT	\$40,540.00	\$0.00	\$40,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,540.00
82266	0092	N. ATLANTIC WATER/SEWER IMPROVEMENT	\$1,038,500.00	\$0.00	\$1,038,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,038,500.00
82268	0092	WATER MAIN REPLACEMENT - NORTHEAST	\$3,300,000.00	\$228,986.20	\$3,071,013.80	\$0.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$7,300,000.00
82269	0092	SCADA SYSTEM RADIO REPLACEMENT	\$43,750.00	\$0.00	\$43,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,750.00
82269	0094	SCADA SYSTEM RADIO REPLACEMENT	\$43,750.00	\$0.00	\$43,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,750.00
82663	0092	WATER MATERS PLAN	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
91952	0113	SUSTAINABLE MEDIAN STORMWATER	\$600,000.00	\$0.00	\$0.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00
##	0092	WELL ELECTRICAL AND PUMP STATION UPGRADES	\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00	\$120,000.00	\$130,000.00	\$140,000.00	\$500,000.00
##	0092	WELL REDEVELOPMENT PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$210,000.00	\$220,000.00	\$250,000.00	\$890,000.00
##	0092	WELL TELEMETRY	\$0.00	\$0.00	\$0.00	\$0.00	\$55,000.00	\$60,000.00	\$70,000.00	\$75,000.00	\$260,000.00
##	0092	SEISMIC RETROFIT MAIN LINES THAT CROSS ALHAMBRA WASH	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$600,000.00
##	0092	RUSSELL RESERVOIR CONTRUCTION & BOOSTER PUMP REPLACEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$6,075,000.00	\$5,500,000.00	\$5,000,000.00	\$5,500,000.00	\$6,075,000.00
##	0092	REPLACE DELTA SETTLING TANKS	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00	\$165,000.00	\$170,000.00	\$550,000.00
##	0092	REPLACE DELTA BOOSTER PUMP STATION	\$0.00	\$0.00	\$0.00	\$0.00	\$160,000.00	\$160,000.00	\$794,600.00	\$732,400.00	\$2,665,100.00
##	0092	FIRE PROTECTION PIPELINE IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$155,000.00	\$587,700.00	\$174,000.00	\$424,700.00	\$1,347,900.00
##	0042	ANNUAL CTV SEWER VIDEOTAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$570,400.00	\$115,600.00	\$5,003,600.00	\$3,942,100.00	\$44,520,876.75
##	0042	CURED-IN PLACE PIPE RELINING/SEWER SPOT REPAIRS - VARIOUS LOCATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$333,600.00	\$115,600.00	\$5,003,600.00	\$3,942,100.00	\$44,520,876.75
##	0042	PIPELINE REPLACEMENT - VARIOUS LOCATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$333,600.00	\$115,600.00	\$5,003,600.00	\$3,942,100.00	\$44,520,876.75
Enterprise Capital Projects Subtotal											
			\$6,432,876.75	\$1,228,986.20	\$4,603,890.55	\$1,600,000.00	\$11,649,000.00	\$15,893,300.00	\$5,003,600.00	\$3,942,100.00	\$44,520,876.75
Street Construction Capital Projects											
91754	0010	DOWNTOWN TRAFFIC SIGNAL IMPROVEMENT	\$113,495.00	\$0.00	\$113,495.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,495.00
91754	0056	DOWNTOWN TRAFFIC SIGNAL IMPROVEMENT	\$520,340.00	\$0.00	\$520,340.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520,340.00
91942	0042	SEWER REPAIRS & PIPE RELINING	\$42,266.25	\$0.00	\$42,266.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,266.25
91943	0024	STREET RESURFACING	\$1,000,000.00	\$269,433.80	\$730,566.20	\$1,167,736.00	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	\$4,167,736.00
91943	0092	STREET RESURFACING	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00
91973	0110	STREET RESURFACING	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$2,000,000.00
91943	0132	STREET RESURFACING	\$1,500,000.00	\$0.00	\$1,500,000.00	\$0.00	\$700,000.00	\$700,000.00	\$0.00	\$0.00	\$2,900,000.00
91754	0110	DOWNTOWN TRAFFIC SIGNAL IMPROVEMENT	\$13,012.84	\$5,460.00	\$7,552.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,012.84
91754	0456	DOWNTOWN TRAFFIC SIGNAL IMPROVEMENT	\$312,160.00	\$0.00	\$312,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$312,160.00
91924	0166	TRAFFIC SIGNAL UPGRADES	\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230,000.00
91931	0421	PARKING 1 IMPROVEMENT	\$42,950.00	\$0.00	\$42,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,950.00
91942	0042	SEWER REPAIRS & PIPE RELINING	\$930,395.00	\$284,509.88	\$645,885.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$930,395.00
91943	0024	STREET RESURFACING	\$1,023,000.00	\$1,023,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,023,000.00
91943	0110	STREET RESURFACING	\$221,437.78	\$221,437.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$221,437.78
91943	0421	STREET RESURFACING	\$120,000.00	\$66,218.00	\$53,782.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120,000.00
91945	0110	SIDEWALK/WHEELCHAIR ACCESS	\$58,019.60	\$26,366.71	\$31,652.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,019.60
91946	0110	STORM DRAIN REPAIRS	\$71,102.00	\$0.00	\$71,102.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,102.00
91948	0110	ELAC/CEASAR CHAVEZ SIDEWALKS	\$254,676.00	\$0.00	\$254,676.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$254,676.00
91950	0110	POTRERO GRANDE RENOVATION	\$3,582,048.00	\$0.00	\$3,582,048.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,582,048.00
91957	0110	MTA MONTEREY PASS BIKE GRANT	\$159,507.48	\$27,116.95	\$132,390.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159,507.48
91957	0459	MTA MONTEREY PASS BIKE GRANT	\$159,507.48	\$2,940.00	\$156,567.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159,507.48
91959	0010	STATION 63 SIDEWALK/SLOPE IMPROVEMENT	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
91960	0166	TRAFFIC SIGNAL - GARFIELD - GRAVES	\$227,247.20	\$0.00	\$227,247.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$227,247.20
91962	0042	GARVEY RESERVOIR DRAINAGE IMPROVEMENT	\$280,000.00	\$2,665.00	\$277,335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280,000.00
96065	0458	DIAL-A-RIDE AND BUS PURCHASE	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
##	GRANT	MONTEREY PASS ROAD BIKE PROJECT	\$0.00	\$0.00	\$0.00	\$3,317,977.00	\$0.00	\$343,626.00	\$0.00	\$0.00	\$3,661,603.00
##	0022	TRAFFIC CALMING MEASURES - CITYWIDE	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$100,000.00
##	0110	TRAFFIC SIGNAL BATTERY BACKUP REPLACEMENT	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$120,000.00
##	0110	SLURRY SEAL OF VARIOUS STREETS	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$650,000.00
##	0132	SLURRY SEAL OF VARIOUS STREETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$100,000.00	\$200,000.00	\$400,000.00
##	0023	ADA WHEELCHAIR ACCESS RAMPS/SIDEWALK RECONSTRUCTION	\$0.00	\$0.00	\$0.00	\$80,000.00	\$80,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$380,000.00
##	0130	ADA WHEELCHAIR ACCESS RAMPS/SIDEWALK RECONSTRUCTION	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$180,000.00	\$180,000.00	\$180,000.00	\$750,000.00
##	0023	SIDEWALK CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$115,000.00	\$115,000.00	\$40,000.00	\$145,000.00	\$45,000.00	\$345,000.00
##	0110	SIDEWALK CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$258,000.00	\$258,000.00	\$75,000.00	\$1,315,000.00
Street Construction Capital Projects Subtotal			\$11,976,610.64	\$1,929,148.12	\$10,047,462.52	\$1,167,736.00	\$6,339,977.00	\$2,468,626.00	\$1,093,000.00	\$1,235,000.00	\$24,680,949.64
Community Capital Improvement Projects											
88450	0010	CAPITAL PURCHASES-RECREATION	\$38,810.00	\$7,049.93	\$31,760.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,810.00
88450	0070	CAPITAL PURCHASES-RECREATION	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00
88500	0010	CAPITAL PURCHASES-PUBLIC WORKS	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00
88500	0010	CAPITAL PURCHASES-FIRE	\$11,618.00	\$6,047.67	\$5,570.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,618.00
91805	0070	BARNES FITNESS COURT INSTALL	\$100,000.00	\$27,950.00	\$72,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
91806	0070	LANGLEY RESTROOM ADA DOOR	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
96067	0109	CNG FUELING COMPRESSOR SYSTEM	\$104,256.00	\$69,504.00	\$34,752.00	\$0.00	\$43,857.00	\$0.00	\$0.00	\$0.00	\$148,113.00

ELECTRICAL BOX WORKS OF ART – GERANIUM, CITY FLOWER
City partnering with local schools and students

MACYS



MEHER
MONTESSORI



ELAC



BRIGHTWOOD



REPETTO



HILLCREST



ST. STEPHENS



MKHS



YNEZ



CSHM



BELLAVISTA



YNEZ



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